



# Human Resources Board

*City of Arts & Innovation*

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**TO: Human Resources Board** **DATE: November 4, 2024**  
**FROM: Human Resources Department** **WARDS: ALL**  
**SUBJECT: DETERMINE WHETHER THE ABSENCE OF BOARD MEMBER ALEXANDER FROM THE OCTOBER 7, 2024 REGULAR MEETING BE RECORDED AS UNEXCUSED**

**ISSUE:**

Determine whether the absence of Board Member Makisha Alexander from the October 7, 2024, regular meeting should be recorded as unexcused.

**RECOMMENDATION:**

That the Human Resources Board determines whether the absence of Board Member Makisha Alexander from the October 7, 2024 regular meeting should be recorded as unexcused.

**BACKGROUND:**

Pursuant to the Board/Commission Attendance Policy Resolution No. 23618, Board Members shall make every effort to notify the administrative staff 24 hours prior to any regular meeting of his/her intent not to attend said meeting. The Board is required to express in its official minutes if the absence of the Board Member is excused or unexcused.

Pursuant to City Charter Section 805, if a member of a Board or Commission is absent from three consecutive regular meetings unless by permission of the Board or Commission expressed in its official minutes, the City Council can declare the office vacant.

**DISCUSSION:**

Staff were not notified prior to the meeting on October 7, 2024, that Board Member Alexander was unable to attend the meeting.

**FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by: Michelle Stevens, Secretary Human Resources Board