



# Commission on Aging

*City of Arts & Innovation*

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**TO: HONORABLE COMMISSIONERS** **DATE: AUGUST 18, 2025**

**FROM: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT**

**SUBJECT: RECORD THE EXCUSED ABSENCE OF COMMISSIONER DUBOIS FROM THE JUNE 16, 2025, REGULAR MEETING**

**ISSUE:**

Record the excused absence of Commissioner DuBois from the June 16, 2025, regular meeting.

**RECOMMENDATION:**

That the Commission on Aging records the absence of Commissioner DuBois from the June 16, 2025, regular meeting as excused.

**BACKGROUND:**

Pursuant to the Board/Commission Attendance Policy Resolution No. 23976, 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 whether 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 was notified on June 15, 2025, that Commissioner DuBois would not be able to attend the June 16, 2025, regular meeting.

**FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by: Sandra D. Campbell, Senior Administrative Assistant  
Approved by: Pamela M. Galera, Parks, Recreation and Community Services Director