



Commission on Aging

City of Arts & Innovation

TO: HONORABLE COMMISSIONERS **DATE: MARCH 16, 2026**
FROM: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT
SUBJECT: RECORD EXCUSED ABSENCE OF COMMISSIONER CLARKE FROM THE COMMISSION ON AGING SPECIAL MEETING ON JANUARY 29, 2026

ISSUE:

Recommend excusing the absence of Commissioner Clarke from the Commission on Aging special meeting held on January 29, 2026.

RECOMMENDATION:

That the Commission on Aging excuse the absence of Commissioner Clarke from the Commission on Aging special meeting held on January 29, 2026.

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 December 1, 2025, that Commissioner Clarke would not be able to attend the Commission on Aging special meeting held on January 29, 2026.

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