



City of Stockton

Legislation Text

File #: 24-0848, **Version:** 1

CULTURAL HERITAGE BOARD ATTENDANCE

RECOMMENDATION

1. Receive Cultural Heritage Board Members' Attendance Rates from July 2023 to July 2024
2. Receive Updated Council Policy Manual Chapters 3.02 and 3.03 Regarding Vacancies and Attendance
3. Direct Staff Regarding Vacation of Seat(s)

Summary

Cultural Heritage Board review of Member attendance, updated Council Policy, and direction regarding potential vacation of absentee seats.

DISCUSSION

Background

During its October 4, 2023, meeting, the Cultural Heritage Board (CHB) reviewed the formal attendance policy per the Council Policy Manual (CPM) and CHB Bylaws. It was noted that some Board Members had extensive absences. Staff analyzed Board Member absences and found that three (3) Board Members had absences exceeding 25% over the last twelve months (Attachment A - CHB Attendance July 2023 to July 2024) and were eligible to be vacated.

On July 9, 2024, the City Council revised Council Policy Manual Chapters 3.02 and 3.03 amending the vacancy announcement process and appointed member attendance policy (Attachment B - Resolution 2024-07-09-1503).

Present Situation

Per the updated CPM Chapter 3.03, *Attendance Policy for Appointees*, members of the Cultural Heritage Board are excused from meetings only for illness or other medical reasons, work related conflicts, and scheduled vacations when notice is provided at least 30 days in advance.

Per the Policy, the Board Secretary shall determine if the absence is excused; provided a Board member provides reasonable notice in writing, including 30 days' notice of scheduled vacation, of the absence to said staff person assigned to the Board.

Members of the Cultural Heritage Board shall not be absent in excess of the Council Policy Manual's attendance policy. If the attendance record of that Board Member is such that absences would result in the position being vacated, the Clerk's Office shall notify the Planning Commissioner from that district of their appointee's attendance record. Upon receipt of attendance, said Commissioner may direct the Clerk's Office to prepare a report to the Planning Commission so stating and recommending that the Commission ratify that the position has been vacated. The Planning

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Commission, at a regular meeting, shall then consider the recommendation and take whatever action they deem appropriate.

Some key elements of said Policy are as follows:

1. For any Commission that meets once a month or less frequently, a Commissioner's absences from 25% or more of the meetings in any 12-month period shall result in the position being vacated, subject to Planning Commission ratification as provided in Chapter 3.03.010 of the CPM.
2. Meetings cancelled due to lack of quorum prior to the meeting date count as absences for the members who did not confirm attendance in advance of the meeting.
3. All absences are counted towards attendance rates, excused absences are no longer exempt from attendance rate calculation.

If ratified by the Planning Commission, Board vacancy(ies) that exist or whereby, a Commissioner's term of office will expire, the City Clerk shall announce through the news and social media, and post notice thereof on the City's website and in the Office of the City Clerk, that a vacancy exists or that a term of office will expire. A standing contact list of community partners and organizations will be maintained by the Clerk's Office to facilitate effective outreach (CPM Chapter 3.02.010).

Since July 2023, the average Cultural Heritage Board meeting attendance is 71% of Board Members per meeting, with three (3) Board members exceeding a 25% absence rate:

1. Leon Bach - 57%
2. Matt Holmes - 29%
3. Jewelian Johnson - 86%

The Board, via motion, may elect to direct staff to proceed with the vacation of the three aforementioned seats in accordance with CPM Chapters 3.02 and 3.03. Vacation proceedings would follow the current policy (i.e. the Planning Commission would ratify as the appointing body).

Regardless of any action by the Board, moving forward, in accordance with the updated policy, meeting attendance will be monitored by the Secretary and City Clerk and an annual attendance report will be presented to the CHB in August 2025.

Attachment A - CHB Attendance July 2023 to July 2024
Attachment B - Resolution 2024-07-09-1503

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CHB Attendance July 2023 - July 2024

Member	July 2023	Aug 2, 2023	Sep 6, 2023	Oct 4, 2023	Dec 6, 2023	Feb 7, 2024	Jun 12, 2024 <i>Special</i>	Jul 10, 2024	TOTALS
Bryan Baldeon	Meeting Cancelled Due to Lack of Items	A	P	P	P	P	P	P	86%
Matt Holmes		P	P	P	P	P	A	A	71%
Thomas Groom		P	P	P	P	P	P	P	100%
Phillip Merlo		P	P	P	P	P	P	P	100%
Jewelian Johnson		P	A	A	A	A	A	A	14%
William Maxwell		P	P	P	P	P	P	P	100%
Leon Bach		A	<i>E</i>	A	A	A	A	P	43%
Vacant									
Vacant									

Excused Not Counted As Absence

Present:	N/A	5	5	5	5	5	5	5	73%	Avg Annual Attendance
Absent:		2	1	2	2	2	2	2	27%	
Excused:		0	1	0	0	0	0	0		
Avg Attendance p/Mtg		-	71%	71%	71%	71%	71%	71%	71%	

NOTES:
P = Present
A = Absent (Unexcused)
E = Excused

CHB Report Attachment B (CC Resolution 2024-07-09-1503)
Is Same As Attachment A