



**Commission on Aging  
Executive Committee Special Meeting  
May 18, 2020**

A quorum of Executive Committee members convened virtually on Monday, May 18, 2020. Members and attendees joined the virtual meeting, which was hosted on Microsoft Teams by connecting via the videoconference or conference call option (computer or telephone).

Chairman Izard verbally took roll call and Commissioners confirmed they were present by stating present.

**Members Present:**

Richmond Izard, *Chairman*  
Sharon Abston-Coleman, Ph.D., *Vice-Chair*  
Rev. George Pumphrey, *Legislative Officer*  
Barbara Wyatt Sibley

**Members Absent**

John Griffith, *Secretary*

**MCDA Staff Present:**

Jon Janowski, *Administrative Director*  
Vonda Nyang, *Executive Assistant*

**Attendees from the Public**

None

**MINUTES**

I. Chairman Izard called the meeting to order at 12:30 p.m.

**II. Discussion and Action Items:**

The Chair provided an overview of the purpose of today's special Executive Committee meeting, which is to discuss policy and attendance requirements for the Commission. The Chair drafted a memo to be sent to Supervisor Haas requesting him to sponsor a resolution to modify County Ordinance, Chapter 53.3 "Organization of Commission; membership." Upon approval of the Executive Committee, the Chair will email the memo to Supervisor Haas. The Executive Committee received a copy of the said memo for review. The Chair would like to present the memo to the full Commission on May 22, 2020 meeting to propose amending the COA bylaws to add an attendance policy. Chairman Izard gave a presentation on a Commission database that houses Commission documents that he and Vonda Nyang have worked on, which works as a tool to use for dynamically monitoring membership, attendance, terms, etc.

**A. Discussion Items:**

a) **Excessive Absenteeism**

The chair addressed excessive absenteeism of Commissioner attendance because there have been Commissioners who have not had acceptable attendance at the meetings. The Commission should have a written policy in place that would provide clear and concise attendance requirements of all Commissioners.

The Chair discussed the benefit of adding two sentences into the county ordinance that would allow the Commission to remove a member, whereas there currently is no prescribed procedure for removing a member due to cause. Presently, the Commission would have to contact the County Executive's Office to request to have a Commission member removed. The Executive Committee decided they need to consult with Corporation Counsel before making any decisions on changing the County Ordinance. The Chair is requesting to have Corporation Counsel, if possible, present at the next Executive Committee meeting to discuss today's agenda items.

**B. Action Items:**

a) **Proposed written policy and bylaw changes to be recommended to the Commission for discussion and possible action at the May 22, 2020, COA meeting.** This item is tabled for a later date.

Motion: To review the process with Corporation Counsel at the next Executive Committee meeting, and the Chair will inform the Commission at the May meeting that they are working on making changes to the County Ordinance and the bylaws.

Action: Motion carried unanimously (Abston-Coleman Moved, Pumphrey Second.)

**IV. Adjournment:** A motion was made by Commissioner Abston-Coleman and seconded by Commissioner Griffith to adjourn the meeting.

The next Executive Committee meeting is scheduled for June 1, 2020 at 10:30 a.m. live streamed (virtual and audio) in Microsoft teams and on a teleconference phone.

Submitted by

Vonda Nyang  
Executive Assistant