



DATE: July 11, 2016

AGENDA ITEM #2

TO: Senior Commission
FROM: Jaime Chew, Staff Liaison
SUBJECT: Senior Commissioner Training

BACKGROUND

All Commissions must be trained on the processes and responsibilities involved with being on an advisory commission for the City of Los Altos.

DISCUSSION

The Los Altos City Council recently appointed all new members to fill the five Los Altos positions in the Los Altos/Los Altos Hills Senior Commission. With five of the seven members of the Senior Commission being new, the City of Los Altos will conduct a basic training for the entire Commission at the first official meeting.

The Senior Commission will be trained in the following areas:

- 1) Brown Act
- 2) Meeting Process
- 3) Commissioner/Staff Liaison roles and expectations