

SOUTH SANTA CLARA VALLEY MEMORIAL DISTRICT

Board Members

**John Ceballos
Rita Delgado
Phil Garcia
Gabriel Perez
Ermelindo Puente**

Executive Director

Christine West

MINUTES MEETING OF THE BOARD OF DIRECTORS OF THE SOUTH SANTA CLARA VALLEY MEMORIAL DISTRICT

**March 15, 2021
Veterans Memorial Building
74 West 6th Street
Gilroy, CA
5 p.m.**

Consistent with Executive Order No. N-29-20 issued by Governor Newsom the regular meeting of the Board of Directors for **March 15, 2021** was conducted through videoconference.

CALL TO ORDER

Meeting was called to order at 5:06pm.

ROLL CALL

All board members were present.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT TIME

There was no public comment.

SPECIAL MATTER

1. Board President Garcia presented employee Bob Diaz with a Service Appreciation Award from the South Santa Clara Valley Memorial District upon his retirement.

CONSENT CALENDAR

2. Approve Minutes from the January 25, 2021 Regular Meeting
3. Approve Warrant List approving payment of received bills for February 2021 and March 2021

Director Perez made a motion to approve Consent Calendar Items 2 and 3. Ermelindo seconded the motion. The motion passed unanimously.

4. Approve Financial Statements for February and March 2021

The board reviewed the financial statements. Director Delgado asked for clarification on split items on the Warrant List. Staff provided an explanation. Board member Delgado made a motion to approve Consent Calendar Item 4. Director Ceballos seconded the motion. The motion passed unanimously.

REGULAR AGENDA ITEMS

5. Review and Approve Midyear Fiscal Budget

Staff explained the need for an updated budget and provided clarification were needed. Director Perez made a motion to approve the midyear fiscal budget. Director Puente seconded the motion. The motion passed unanimously.

6. Executive Director Report

The Executive Director presented the staff report, a copy of which is attached hereto.

7. Future Agenda Items

Staff noted that a review and update of the bylaws be included on the next agenda.

ADJOURNMENT

Meeting adjourned at 5:32pm.

Next meeting is April 19, 2021

To: Phil Garcia, Gabe Perez, Ermelindo Puente, John Ceballos, Rita Delgado, Kirsten Powell
From: Christine West
Date: March 15, 2021
Subject: Staff Report

Staff Report

COVID Update – The County of Santa Clara recently moved to the Red Tier and is following the State’s Blueprint for a Safer Economy. As a result, the Gilroy Veterans Hall remains closed except for essential services – food prep and packaging, blood drives and vaccine clinics.

COVID Vaccine Clinic – In coordination with the county and the Gilroy Fire Department, the Gilroy Vets Hall served as a vaccination clinic for residents 65+ on Friday, March 12. This clinic was specifically for the people who received their first shot at the Hall in February. There was a 100% return rate. No future clinics are planned for the Hall.

Bathroom Construction – Nearly all the demo work is done in the bathrooms. The bathroom partitions were taken in for metal recycling. Even though there was 640lbs of metal it only paid out \$22.40. The money was deposited into Reserve Account and added to Building Improvement Fund.

The bingo room has also been prepped for the widening of the door, which should be done this week. A significant portion of the plumbing is also done. The first inspection was conducted last week and the work passed. However, during demo termite damage was discovered on a support post and once the mortar from the tile was removed the wall separating the men’s from the women’s restroom is not structurally sound. The contractor and architect are working together to come up with a solution. This change order will need to come out of the contingency budget but they expect it to not go over. Staff should know more specifics this week.

On a side note, many looky-loos have stopped in to check on the work saying they are there for meetings or some other reason. Please share with members that they are not to be in the building due to COVID protocols and general safety.

Rentals – Since there are no restroom facilities, rentals are very limited. PitStop, Milias, and Garlic City Men’s Group are the only ones currently using the building. There are three new potential kitchen rentals in the works.

Financial Audit – The audit is being finalized. Staff has already completed its portion and the auditors will be filing the Financial Transaction Report to the state this week. The final audit will be presented at the next meeting.

Compliance –

Name	Form 700	Sexual Harassment Prevention	Ethics
Phil Garcia	Done	Done	Not due until 9/21
Gabe Perez	Done	Done	Not due until 9/21
Ermelindo Puente	Done	Done	Not due until 2022
John Ceballos	Done	Done	Done
Rita Delgado	Done	Due by 3/31/21	Done
Chris West	Done	Done	Due by 3/31/21
Kirsten Powell	Done	Not Needed	Not Needed
James Garguilo	Done	Not Needed	Not Needed
Ray Sanchez	Done	Not Needed	Not Needed

Milias Meals for Vets – Adam Sanchez, owner of Milias, is donating one meal to a local veteran each week. The commanders for the posts are working together to identify a veteran family each week. Jose Delgado and Ted Viola were the last two veterans to receive these meals, which are valued at \$50. This week Dave Rodriguez's family will receive the meal.

Veterans Lost – Dave Rodriguez, an American Legion member and former board member for the District, passed away last week as a result of health issues not related to COVID. Other veterans who have passed since the last board meeting are Gregory Thome (Feb. 26), Greg Toscano (Feb. 9), Tony Martinez (Jan. 26, 2021), and James Hughes (Jan. 15).

Next Board Meeting – April 19, 2021