

SOUTH SANTA CLARA VALLEY MEMORIAL DISTRICT

Board Members

John Ceballos
Rita Delgado
Phil Garcia
Gabriel Perez
Ermelindo Puente

Executive Director

Christine West

MINUTES

REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE SOUTH SANTA CLARA VALLEY MEMORIAL ISTRICT

October 18, 2021

Veterans Memorial Building
74 West 6th Street, Gilroy, CA

5 p.m.

CALL TO ORDER

Meeting was called to order at 5pm

ROLL CALL

Directors Delgado, Garcia, Perez and Puente were present. Director Ceballos was absent and excused.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT TIME

There was no public comment.

EMPLOYEE INTRODUCTION

Introduced new employee Larry Palomino to the board.

CONSENT CALENDAR

1. Approve Minutes from the Sept. 20, 2021 Regular Meeting
2. Approve Warrant List approving payment of received bills for October 2021
3. Approve Financial Statements for October 2021

Director Puente made a motion to approve the Consent Calendar. Director Delgado seconded the motion. The motion passed unanimously.

REGULAR AGENDA ITEMS

1. Authorize the Executive Director to Advertise and Bid the Mop Sink Project
Director Puente made a motion to authorize the Executive Director to advertise and bid the mop sink project. Director Garcia seconded the motion. The motion passed unanimously.
2. Approve Board's Recommendation for Compensation Increase for Executive Director
Director Garcia made a motion to approve the Board's previous recommendation for a compensation increase for the Executive Director and amend the Employee Handbook to reflect the change. Directors Puente and Perez seconded the motion. The motion passed unanimously.

3. Approve Continuing Rental Policy of No Public Events, Except Public Ceremonies
Director Delgado made a motion to continue the rental policy of no public events with food until such time the kitchen is certified or authorized by the county. Directors Puente and Garcia seconded the motion. The motion passed unanimously.

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

5. Future Agenda Items
Review and approve a social media policy.
Audit

ADJOURNMENT

Director Garcia made a motion to adjourn the meeting. Director Puente seconded the motion. Motion passed unanimously. Meeting adjourned at 5:40pm.

To: Phil Garcia, Gabe Perez, Ermelindo Puente, John Ceballos, Rita Delgado, Kirsten Powell
From: Christine West
Date: October 18, 2021
Subject: Staff Report

Staff Report

COVID Update – The County of Santa Clara, the State and OSHA have essentially lifted all the restrictions, except the wearing of masks indoors. Staff will continue to proceed with caution. Staff has posted signs and wearing masks to support the latest recommendation. All staff are vaccinated. No further action is being taken.

Staffing – Larry Palomino has been hired as a part-time event staff. A Hollister resident, Larry also works graveyard at Lowes and was recommended by Jesse Sanchez. Larry has also previously worked security and at a senior acute care facility. At the Hall, he will serve as staff and security for events, primarily on the weekends. He will be a great asset to the Hall.

Annual Audit – The District is in the 5th year of a five-year contract with EideBailly. Starting in August, staff reached out to the auditor to set up this year's audit. After several attempts and no answer, staff went to the supervisor and was informed that they would not be doing our audit this year. When the supervisor was reminded that we had a 5 year contract, he said they could do it in February or March. Staff has begun soliciting bids for a new audit firm and researching deadline requirements. Staff should have an update at the next meeting.

Bathroom Construction – We continue to need some adjusting on plumbing and electrical. There is at least a 1 year warranty on everything so there are not costs to making these necessary adjustments.

Fundraising –

- Covid Funding – Staff applied for COVID relief funding totaling \$54,932, which is the difference between revenue FY 2018-19 and FY 2020-21. The District should be notified in December about the results of this grant.
- Staff has not been able to focus on fundraising this month, but there are plans to ramp up efforts. This month the District received on donation from Director Puente for \$53. This month staff will begin efforts to take advantage of Giving Tuesday, which is the day dedicated to non-profits the Tuesday after Thanksgiving.
- Once again, both Lowe's and Home Depot have expressed interest in working with the Hall for community service project. Only Lowe's has actually done a site visit and is moving forward on a list of potential projects. The projects currently on the Lowe's project list are counter tops for the kitchen, storage shelves for the liquor room, storage shed for outside, a new outside water heater, new trash cans for the restrooms, and touch up paint. Once a date is scheduled for the work, we need to put a crew together to prepare lunch for the volunteers.
- Staff also followed up and closed the loop on the Rec Grant. This was a grant staff applied for in 2020, was denied. However, a contact at the CSDA

conference thought that we should check again to make sure the District was accurately denied. It was determined that the denial was correct.

Veteran Services – County VSOs are now scheduled every other Friday, with Oct. 22 as the next visit. Staff is also utilizing outside resources to help local vets with non-VA issues.

Hall Scheduling – Stanford had another blood drive on Wednesday, Oct. 20. Memorials and baby showers seem to be the biggest renters for the Hall. Veterans Day is hosted by the American Legion this year and is Thursday, Nov. 11 at 11am at the Hall.

Marketing – Staff continues to maintain the Web Site (sscvmd.org) and Facebook (Gilroy Veterans Hall) pages as well as have a presence in Nextdoor.com's Military Veterans of Gilroy).

Staff Vacation – Jesse is out of town this week. Christine will be working her schedule around her father's doctor appointments in October and November, but should still be able to work at least the 20 hours per week as expected. Currently the plan is to work mornings.

Flag at Half Staff – The Hall flag is currently flying at half-staff for General Colin Powell until Friday, Oct. 22.

Next Board Meeting – November 15, 2021