

# **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 DISTRICT**

**September 20, 2021**

Veterans Memorial Building  
74 West 6<sup>th</sup> Street, Gilroy, CA

**5 p.m.**

### **CALL TO ORDER**

Meeting was called to order at 5:01pm

### **ROLL CALL**

Directors Ceballos, Delgado, Garcia, Perez and Puente were present.

### **PLEDGE OF ALLEGIANCE**

### **PUBLIC COMMENT**

There was no public comment.

### **CONSENT CALENDAR**

1. Approve Minutes from the July 19, 2021 Special Meeting
2. Approve Warrant List approving payment of received bills for August and September 2021
3. Approve Financial Statements for August and September 2021

Director Puente made a motion to approve the consent calendar. Director Perez seconded the motion. The motion passed unanimously.

### **CONVENE TO CLOSED SESSION**

SUBJECT: Executive Director Performance Evaluation

Legal Authority: Government Code Section 54957

Staff Present: District Counsel

**REPORT ON ANY ACTION TAKEN IN CLOSED SESSION**

The Board evaluated the Executive Director's past performance, giving her high marks in all areas. To bring her hourly rate more in line with the position and the increased duties, as well as the industry standard, the board recommended a \$10 per hour raise, increasing it to \$35 per hour or about \$36,400 annually. The board also recommended 30 hours of paid vacation annually for the Executive Director.

**REGULAR AGENDA ITEMS**

## 1. Executive Director Report

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

## 2. Future Agenda Items

Review and Approve a Social Media Policy

**ADJOURNMENT**

Meeting was adjourned at 5:48 pm.

To: Phil Garcia, Gabe Perez, Ermelindo Puente, John Ceballos, Rita Delgado, Kirsten Powell  
From: Christine West  
Date: July 19, 2021  
Subject: Staff Report

## Staff Report

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

**Staffing** – Jesse Sanchez has been hired as a part-time (10-20 hours per week) for maintenance and event staff. Jesse has served in leadership capacity for both posts and been very involved in the Hall and the community. He also is a retired security guard and has solid handyman skills. He will be a great asset to the Hall. Staff is also currently looking to hire another person for weekend staffing and security for events.

**Worker's Comp Refund** – SDRMA performs an annual audit for worker's comp insurance. Since Bob retired mid-year and Gary resigned in May there was an adjustment for \$1,306.42 and a refund check was issued. It was deposited into the Operations account.

**Bathroom Construction** – Staff has been working with the contractor on a punch list. This month the light in the women's restroom was replaced because the sensor was not working properly, one urinal and one sink were adjusted due to running water. The scratch in the floor is scheduled to be resolved next week. The décor has been completed since the last meeting.

**Next Project** – The architect has drawn up plans for the new mop sink and staff is working on estimates to present to the board at the next meeting.

**Landscape Maintenance** – This falls into the realm of prevailing wage. As a result, if a company is paid more than \$1,000 per year they must be paid prevailing wage. Our long-time landscape crew, Urias Landscaping, is paid \$1,500 a year for weekly service. However, Urias was not willing to manage the paperwork required for prevailing wage. Staff also looked at other companies that could handle the paperwork, but couldn't find one that wanted this small of a job. As a result, staff negotiated with Urias to provide

service every other week at \$80/month for an annual total of \$960. August was the first month this was tried and it seems to be sufficient.

**Fundraising** – Staff has not been able to focus on fundraising this month, but there are plans to ramp up efforts. This month the District received two donations - \$25 from Chet Kirby who donated his raffle prize money from the VFW to the Building Improvement Campaign. Steve McWilliams also donated another \$100 bringing his total to \$400 over the past 4 years.

**CSDA Conference** – Directors Delgado, Perez and Puente as well as Executive Director West attended the annual CSDA Conference in Monterey in September. The conference provided a lot of good information and important contacts. Some of the key take-aways by staff were:

- Customer Service can make or break a business. Be sure your customer service is memorable for good reasons.
- Social Media policy for staff and board members can help keep the District transparent and accountable. (Staff plans to bring a policy to the board for review and approval at the next meeting.)
- COVID Funding – Thanks to the lobbying efforts of CSDA there may be some funding available. However, in order to apply, the financials for 20-21 need to be closed out and some other prep work must be done before applying. Staff has begun the process of applying for funding.
- Thanks to Paul Ingram, board clerk for the Spreckles Memorial District, staff is checking on potential funding from a Parks and Rec Grant. Staff had applied for it a year ago and was declined. However, staff is relooking at this possibility and working with the State's Dept of Parks & Rec to see if our restroom project can qualify for some reimbursement.

Directors may have their own take on the Conference.

**Eigleberry Parking Lot** – Staff requested the city consider the following when construction the parking lot: Additional Handicap Parking, preventing overnight parking, trim the tree in northeast corner, consider possibility of homeless camping just on the other side of the Hall wall and provide Reserved Parking for Post commanders.

The City responded with:

- They won't increase the number of handicap parking spots but they will move 2 of them from Gourmet Alley to the entrance on Eigleberry, nearest the Hall.
- The lot will have signs posted that there is to be no overnight parking.
- The tree is not on city property so nothing will be done with it.
- They don't expect homeless camping to be an issue.
- They can not do reserved spots for anyone.

Construction is planned for next spring.

**Veteran Services** – County VSOs are now scheduled every other Friday, with Sept. 24 as the next visit. The VA Mobile Team was here on Aug 26 to book appointments and help with health benefits. They were also here on Friday Sept 17 giving flu shots for enrolled vets. The Army recruiters also held a change of command ceremony at the Hall on Sept. 3 and were very appreciative of the facility.

**Hall Scheduling** – The Red Cross had a blood drive at the Hall on Aug. 28 and Stanford had another on Wednesday, Sept. 15. The County hosted a COVID vaccination clinic here on Aug. 26. VFW Auxiliary has a yard sale on Aug. 28.

The Hall has hosted several memorials, birthdays and baby showers and continues to increase bookings.

**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** – Christine will be on vacation Oct. 3-9. In addition, she will need to work 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.

**Next Board Meeting** – October 18, 2021