

# **SOUTH SANTA CLARA VALLEY MEMORIAL DISTRICT**

## **Board Members**

John Ceballos  
Rita Delgado  
Phil Garcia  
Gabriel Perez  
Ermelindo Puente

## **Executive Director**

Ellen Herrera

## **Minutes**

### **SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE SOUTH SANTA CLARA VALLEY MEMORIAL DISTRICT**

**January 27, 2024**

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

**5:00 p.m.**

**CALL TO ORDER:** 5:07 PM

**ROLL CALL:** Director Perez Excused

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENT TIME**

NONE

**CORRESPONDENCE**

NONE

**CONSENT CALENDAR**

1. Approve Minutes from the December 20, 2024, Regular Meeting
2. Approve Warrant List Approving Payment of Received Bills for January 2025
3. Approve Financial Statements for December 2024
4. Authorize Executive Director to sign window contract with Renewal by Andersen
5. Authorize Executive Director to renew contract with Kevin Brejnak for annual financial audit subject to legal council review

Director Delgado made a motion to approve the consent calendar items 1-5. Director Garcia second the motion. The motion passed unanimously.

**REGULAR AGENDA ITEMS**

1. Approve Employee Handbook Amendment  
Director Garcia made a motion to approve the Employee Handbook Amendment. Director Puente second. The motion passed unanimously.
2. Executive Director Report  
The Executive Director presented the staff report.
3. Future Agenda Items  
Review and approve Children and Young Adult Event Policy amendment.

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**ADJOURNMENT**

Director Delgado made a motion to adjourn the meeting. Director Puente second. The motion passed unanimously. The meeting was adjourned at 5:46 PM.