

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

April 15, 2024

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

5 p.m.

CALL TO ORDER – Meeting called to order at 5 pm.

ROLL CALL – All board members were present.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT TIME – There was no public comment.

CORRESPONDENCE

Executive Director Letter of Resignation
HR 7525 Letter of Support

CONVENE TO CLOSED SESSION

SUBJECT: Public Employment

LEGAL AUTHORITY: Government Code Section 59574

POSITION: Interim Executive Director & New Rental Manager

STAFF PRESENT: Executive Director

RECONVENE TO OPEN SESSION

REPORT ON ANY ACTION TAKEN IN CLOSED SESSION

Board will vote on hiring interim executive director in consent calendar. The board formed a New Hire Committee comprised of Director Delgado and Director Perez to lead the process for a new Rental Manager and permanent Executive Director.

CONSENT CALENDAR

1. Approve Minutes from the March 18, 2024 Regular Meeting
2. Approve Warrant List Approving Payment of Received Bills for April 2024
3. Approve Financial Statements for April 2024

Director Delgado made a motion to approve Consent Calendar items 1, 2 & 3. Director Puente seconded the motion. The motion passed unanimously.

4. Review and Approve Increase in Hourly Rate of Staff

Director Delgado made a motion to approve the recommended raises for staff. Director Puente seconded the motion. The motion passed unanimously.

5. Review and Approve a Workplace Violence Prevention Policy

6. Review and Approve a Revised Records Retention Policy

Director Perez made a motion to approve Consent Items 5 and 6. Director Garcia seconded the motion. The motion passed unanimously.

7. Approve Hiring Interim Executive Director James Gargiulo to replace outgoing Executive Director Christine West. Director Delgado made a motion to hire James Gargiulo as Interim Executive Director. Director Perez seconded the motion. The motion passed unanimously.

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 – There were no future agenda items.

ADJOURNMENT

Director Puente made a motion to adjourn the meeting. Director Perez seconded the motion. The motion passed unanimously.

April Staff Report

FUNDRAISING

Fundraising – The District has received \$160 in donations since the last meeting, increasing the grand total is **\$239,971** since July 2021.

VFW Bingo Players	\$157.00
Tommy Yamano	\$3.35
Total	\$160.35

Plant Sale – Fundraiser with CalColor on Saturday, April 27 from 8am – 1pm. Set up will begin at 7am. All help is appreciated.

BUILDING IMPROVEMENTS

Kitchen – The drawings have gone to the County Health Department and City Planning Department for permits.

Approved Budget 2-26-24	\$400,000	
Preliminary Estimate	\$348,666	
Total Fundraising	\$339,971*	<i>Includes Legion Assoc. donation</i>
Date	Payee	Description
1/29/24	Print Spot	Printing - Drawings
		\$218.27
3/16/24	All Bay Env.	Lead/Asbestos Tests
		\$1,575.00
4/14/24	Davco Assoc.	Architectural drawings
		\$5,395.69
4/14/24	Central Pacific	Electrical & Mechanical
		\$8,155.00
Total		\$15,343.96

Roof Leak – Leak in ceiling of office has come back. However, it only appears to leak when the winds and rain are severe. Marini Construction has been recommended two options for repairing the leaking area. First option would not include removing solar panels and costs \$3,950 and second option would include Marini to remove panels but not guaranteeing panels. This would cost \$11,750. Staff recommends making the roof/solar a priority after the kitchen. This would include a new roof and solar and require a full bidding process.

HALL RENTALS

Fiscal Year	Total Rentals for the Year	% Increase Over Last Year	Sales
2013-14	138	0	\$ 4,715
2014-15	192	39%	\$ 33,361
2015-16	217	13%	\$ 42,853
2016-17	214	-1%	\$ 44,962
2017-18	222	4%	\$ 66,151
2018-19	314	41%	\$ 89,586
2019-20	291	-7%	\$ 28,791

2020-21	60	-79%	\$ 8,345
2021-22	218	263%	\$ 55,345
2022-23	326	50%	\$ 55,566
2023-24	344	6%	\$ 57,875

MARKETING

eNewsletter – Staff has not sent an eNewsletter since the last meeting.

Social Media – Staff heavily promotes events, such as the Benefits Days, and even bingo on the Hall's social media (Facebook and Nextdoor.com)

Exchange Club Fundraiser – Directors Garcia and Delgado will be attending this event on Wednesday, April 17 to represent veterans.

State of the City Address – Mayor Marie Blankley will present her address on Monday, April 29 at the City Council chambers. She would like Directors Ceballos and Puente to attend as she may be acknowledging WWII veterans who have passed in the last year. They include Al Gagliardi (Army), Robert Peterson (Army), Theodore Carpenetti (Navy), Harold Van Winkle (Army) and Thomas Lujan (Army).

RWB/Taji100 – The annual flag relay is happening on a Sunday in May, though a specific date has not been set yet. One of the stops will be the Hall and organizers would like Board representation present. Jesse Sanchez has offered to run again, if they need runners. They will also need a point of contact.

VETERANS ASSISTANCE

Veterans Benefit Days – First and Third Friday of the month through 2024. The VSOs recently increased the hours again, now finishing at 3:30pm. Sourcewise is now showing up and providing a lot of assistance to our veterans. CalPhones will stop service at the end of May due to lack of funding.

Vietnam Vets Day – This was a successful event, hosting more than 50 veterans.

Vets Resource Fair – The fair is June 1 from 9am to 1pm. The Gary Sinise Foundation has offered to provide box lunches for this event. There are 20 vendors who have RSVP'd to participate thus far. American Legion Adjutant Sam Palmisano has offered to help with this. Staff will also ask VFW Adjutant if he will help.

Senior Center Resource Fair – Staff has cancelled its participation in this event on May 17.

Hometown Hero Banners – The new banners are currently at the printers and should be available this week. Once they are completed, staff will deliver them to the City for installation. There will be a total of 33 banners.

ADMINISTRATIVE

Next Board Meeting - Next meeting is May 20.