

**Minutes of Special Meeting of the San
Jose Senior Center Advisory Board
Held at San Jose Senior Center
2814 San Jose Blvd
On July 28, 2017**

VOTING MEMBERS PRESENT:

Pat Jones	Chairperson
Jim Grantner	Board Member
Franceal Lucia	Board Member
Lionel Munoz	Board Member
Jackie Rayroux	Board Member
Eugene Thompson	Vice Chairperson
Julia Williams	Board Member

VOTING MEMBERS ABSENT:

None

OTHERS PRESENT:

Amparo Vasquez	San Jose Senior Center Manager
Corina Yrigollen	San Jose Senior Center Assistant Manager
Patsy Jackson-Christopher	Director Arts & Culture
Sally Garner	President, North Mesa Senior Center Board

EX-OFFICIO MEMBERS ABSENT:

Dale Janway	Mayor
Steve McCutcheon	City Administrator

1. ROLL CALL OF VOTING MEMBERS AND DETERMINATION OF QUORUM:

Roll call of those present was taken by Pat Jones, Chairperson. It was determined that a quorum was present. The meeting was called to order at 1:00 p.m.

2. DISCUSSION OF SENIOR CENTERS MANAGEMENT TRANSITION

Patsy explained to the Board that City Administration has directed that Dina Navarrette and Amparo Vasquez change management positions, with Dina coming to San Jose and Amparo going to North Mesa. The change is effective July 31, and the two have already begun training one another. The assignment will be reviewed by City Administration in 90 days, with interim reviews at 30-day intervals. She explained that no one is being disciplined. Administration mentioned the idea of cross-training and managers being able to manage more than one site.

Patsy continued to explain that there is a history of similar management changes within the City. Her department was the Department of Culture, Recreation and Community Services when she first took the position. It had around 20 divisions. Eventually Administration divided

the Department into Arts & Culture and Sports & Recreation. Soon she and the Director of Sports & Rec will both retire and there is discussion of combining the departments again to save money. It is possible that at some time in the future one manager will manage both Senior Centers to save budgeting two positions. Management transitions happen within the City. It will be reviewed in 30 days. Staff is going to approach this in a positive way.

Julia responded that she is trying to understand – if it is going to help with money.

Mr. Thompson said that the ordinance says that the Board picks the manager. Patsy responded that many of the City ordinances forming Boards describe the Boards as governing Boards, but the reality is that the Boards are advisory to the Mayor. The Mayor approves staff selection, and then it goes before City Council for approval. Jim Grantner then read the ordinance aloud. The ordinance says that the Board recommends who they should hire.

Jim stated that he is bothered that the staff did not know sooner. It would have been logical to include the Board in the decision. Pat agreed and asked if the Board would have any say in the matter. Patsy responded that Administration made the decision for a 90-day period with review and re-evaluation every 30 days. Jim stated that he wants City Administration and Council to know the dissatisfaction of the Board.

Pat then presented a petition to Patsy. She said it was signed by over 100 people and states that they want Amparo to stay at the San Jose Senior Center. She asked that Patsy deliver the petition to the Mayor. Jim stated that the petition has nothing to do with the other manager and is not a statement against her. Pat agreed. Pat and Franceal agreed that the atmosphere is better at San Jose than it used to be and that is because of the management.

Mr. Thompson reminded Patsy that he was on the committee that did the interviews for the San Jose job and he recommended Amparo.

Jim then read aloud an email he sent to the Mayor the night before. The email states that the switching of the managers is a very bad idea. Current staff is like family. He has been volunteering at the Center since 2001 and this is the best staff he has seen. His email states that this decision has to do with complaints involving the other Center and he asks the Mayor to stop this move. He suggests a formal plan be put into place to handle complaints, where they are documented and taken to the staff and Board first before going to City Hall. Jim stated that the complaints should be kept off the Mayor's desk, settled through this formal procedure. Patsy responded that there is a procedure that complaints should come to her before having to be addressed by the Mayor. Jim said there needs to be a complaint form and he is referring to a more formal documented procedure. Pat, Franceal, Jackie, Mr. Thompson and Sally Garner agreed with Jim, making points why the current procedure is not working.

Mr. Thompson said that he heard there was a petition at North Mesa Senior Center to fire Dina Navarrette. He asked Patsy if she has the authority to fire Dina. Patsy responded that there is a procedure she would go through for that to happen. Patsy said that she never received the petition, but that she was told there was also a petition in support of Dina. Mr. Thompson asked whether petitions ever do any good. Patsy responded that the Mayor is interested in the opinions

of the Advisory Boards. Franceal said that neither Board is happy with this decision.

Patsy asked if there were further questions. She asked that staff and both Boards remain amicable and keep the clients of both Centers happy – not to stir them up.

Sally clarified that Dina is not being punished and that she is a good manager. Patsy agreed that this is not disciplinary in any way. Pat asked if it wasn't disciplinary, why Amparo doesn't have a choice. She doesn't want to go. Amparo stated that she does not want to go to North Mesa and Dina does not want to come to San Jose. Patsy clarified that the transition is within the authority of the Mayor. He is able to appoint people to City positions.

Jackie asked why this change is happening. Franceal asked why the Mayor is not here. Patsy responded that she was here representing the Mayor and answering the best she can.

Sally asked if it was possible to go to City Council. Patsy responded that the first step is to go to Steve McCutcheon or the Mayor and ask to be on the agenda. Jim said if they were not put on the agenda, could they go and speak during the public comments at the end? Patsy responded yes, but there can be no action by the Council since it is not an agenda item requiring action. Jim said that it would let the Council know how they feel, as well as the press. Sally asked about the relationship of the Mayor to the Council. Jim responded that he is the Chairman of the Council and only votes in case of a tie. Patsy cautioned them that the media may not interpret what they say the way they intend. Pat and Jim agreed. Sally asked for clarification of a quorum in a public place. Jim said if members are in a public place and there are enough to be a quorum and they begin discussing Senior Center business, then that is in violation of the Open Meetings Act. Patsy reminded them that they can call special meetings to have discussions, as long as they are posted 72 hours in advance just like a regular meeting.

Jim asked what happens at the end of 30 days. Patsy responded that she, Amparo and Dina will give a report to Steve McCutcheon. Jim asked whether they can receive that report. Patsy said that Steve McCutcheon is her supervisor and she has been asked to give the report to him. He will make the decision who all receives the report. Sally reminded those present that comments by Board members could ruin the careers of the two managers and asked them to think twice before making comments just because you don't like the situation. Jim said it is not right to judge people before there is a reason. Patsy assured them that both women are good managers and have very different management styles.

Patsy said that all City staff has job descriptions and all job descriptions list "other duties as assigned." She reminds her staff that when they accepted their jobs, they signed up for this. There is a hierarchy and a chain of command and they may be given other duties than what they started with. We work in a service industry and the bottom line is serving the clients. Jim responded that the reason the City created Advisory Boards is to have a connection to the people they serve. Patsy said that she would deliver the petition to the Mayor.

Jackie said that the concern is that the communication is one way – from City Hall to them. Patsy suggested that it might be a good idea for the Board Presidents or representative schedule regular meetings with City Administration just to keep in touch with one another. Jim

responded that this is an excellent idea. There was a general discussion supporting better communication between the Boards and City Hall and maintaining a strict procedure for handling complaints. Patsy explained the importance of documentation for complaints. Amparo and Patsy stated that complaints have been minor. Sally stated that North Mesa has a chronic complainer. There was a discussion of the common complaint about emergency door use.

In closing the meeting, Pat suggested to Jim that he arrange for the Board to be on the City Council agenda.

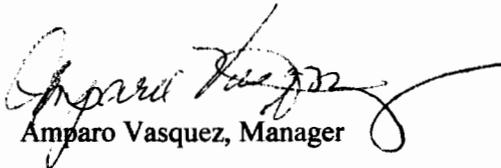
3. **ADJOURNMENT:**

With no further business to discuss Chairperson Pat Jones declared the Meeting adjourned at 2:25p.m.

Approved by:



Pat Jones, Chairperson



Amparo Vasquez, Manager



Patsy Jackson, Director