



**TOWN OF LOS GATOS**  
**COMMUNITY HEALTH AND SENIOR SERVICES**  
**COMMISSION AGENDA REPORT**

MEETING DATE: 06/11/2024  
ITEM NO: 4

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DATE: May 23, 2024  
TO: Community Health and Senior Services Commission  
FROM: Ryan Baker, Library Director  
SUBJECT: Provide Input on 0.4 FTE Senior Coordinator Position

**RECOMMENDATION:**

Provide input on 0.4 FTE Senior Coordinator position.

**BACKGROUND:**

At the May 21, 2024 Town Council meeting, the Council directed staff to look into the cost of either hiring or contracting for a 0.4 FTE for a senior services coordinator.

**DISCUSSION:**

The Community Health and Senior Services Chairperson requested this item be placed on the agenda for the Commission's recommendation to Council. The full cost of this position will depend on the roles and responsibilities of this position. Staff recommends that the Commission think honestly and wholistically regarding the actual goals that they are seeking to advance with this position and the realistic workload that would be required to accomplish the work envisioned, including but not limited to levels of authority, limits of authority, necessary backend workload, training time, and honest estimates of the amount of time necessary to produce desired results in the quantity and quality expected by the Commission and the community.

It should be noted that Commissions do not have authority or decision-making capacity over job descriptions, labor relations, labor issues, or hiring practices.

**PREPARED BY:** Ryan Baker  
Library Director

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