

**MINUTES OF THE
WEDNESDAY, JANUARY 9, 2019
REGULAR MEETING OF THE
MONTCLAIR COMMUNITY ACTIVITIES COMMISSION**

**MONTCLAIR CITY COUNCIL CHAMBERS
5111 BENITO STREET, MONTCLAIR, CALIFORNIA
7:00 P.M.**

CALL TO ORDER

Chairperson Padilla called the meeting to order at 7:02 p.m.

SALUTE TO THE FLAG

Commissioner Hernandez led those present in the salute to the flag.

ROLL CALL

Present: Chairperson Arturo Padilla, Vice-Chairperson Darlene Ferraro, Commissioners Edwin Alexander Hernandez, Laurie Milhiser, Diane Wells, and City Council Liaison Bill Ruh

Excused: Commissioner Rosa Rangel

Also Present: Director of Human Services Marcia Richter
Senior Human Services Supervisor Michelle Castillo
Administrative Specialist Renee Walker

PUBLIC COMMENT

There were no public comments.

APPROVAL OF MINUTES

Commissioner Milhiser made the motion to approve the minutes from the special meeting of the Community Activities Commission on December 11, 2018. Commissioner Wells seconded the motion and it was carried unanimously to approve the minutes.

ORAL AND WRITTEN COMMUNICATIONS

Ms. Richter announced that Anthesis will be hosting their annual association dinner, themed "All that Jazz," on Wednesday, January 23, 2019 at 6:00 p.m. at the DoubleTree by Hilton in Pomona; the ticket price is \$60 each or \$550 for a table of ten. Ms. Richter asked Commissioners to email her if they are interested in attending the event.

OLD BUSINESS

A. 2018 Tree Lighting Ceremony

Commissioner Milhiser commended staff for moving the entire event from the Youth Center to the Community Center on such short notice due to the inclement weather. Chairperson Padilla agreed that staff did a wonderful job relocating the event and commented that he enjoyed hosting the Tree Lighting Ceremony in the Community Center. He also noted that despite the heavy rain and thunderstorms, the event still had a great turnout.

Ms. Richter stated that this was the first Tree Lighting Ceremony she has ever missed and thanked staff for overseeing the event in her absence. She informed the Commission that next year they may need to find a new Community Christmas Tree because the live pine tree outside of the Youth Center is too large and too expensive to decorate. In past years the City has hired a tree trimming company to hang lights on the tree, but after receiving criticism from residents about the tree's appearance, City staff rented a lift and decorated the tree for the 2018 Tree Lighting Ceremony, which proved to be difficult and costly due to the tree's considerable height and width. Ms. Castillo is in the process of researching alternative options for decorating the tree as well as options for a new Community Christmas Tree. City Council Liaison Ruh suggested a Virtual Christmas Tree that would appear when Santa and Mrs. Claus arrive. Chairperson Padilla suggested using net lights, wrap lights, or vertical string lights to decorate the tree; Ms. Castillo said the tree's height and width would likely limit staff's ability to hang those lights as well. Ms. Richter commented that at some point the City may join forces with the Montclair Place to co-host a Tree Lighting Ceremony.

B. Holiday Home Decoration Contest

Commissioner Hernandez apologized to the Commission for not being able to attend the Holiday Home Decoration Contest judging on Tuesday, December 11, 2018 because he had to work late and Chairperson Padilla apologized for not being able to attend the awards ceremony on Monday, December 17, 2018.

Commissioner Milhiser noted that there seemed to be more homes decorated this year and mentioned that it may be due to the extra week in November that provided residents with additional time to decorate before the contest judging took place. Commissioner Milhiser suggested setting a date by which residents should have their Christmas lights up if they want Commissioners to view and possibly nominate their home for the Holiday Home Decoration Contest; she suggested that the date be included in the brochure, along with the date of the contest judging, in order to give residents multiple opportunities to participate in the Holiday Home Decoration Contest. Ms. Richter agreed that it is a good idea to provide residents with a deadline to decorate their home if they want to increase their chances of being nominated by the Commission. Ms. Castillo noted that the brochure features an application for residents to nominate their own home for the contest, however, she does not mind setting a date that would notify residents of when the Commission will select nominees for the contest.

C. Community Benefits Funding Program

Ms. Richter announced that twelve agencies were invited to participate in the Community Benefits Funding Program. She noted that the following three agencies have already submitted the requested documents: Community Senior Services, Foothill Family Shelter, and Project Sister Family Services. The following nine agencies have not submitted the requested documents to participate in the Community Benefits Funding hearing: Anthesis, Care and Company, Christian Development Center, Family and Collaborative Services Montclair, Hope Through Housing Foundation, Montclair Meals on Wheels, OPARC, Our Lady of Lourdes – Food Pantry, and Visiting Nurses Association. The deadline to submit all documents and pertinent information is Thursday, January 31, 2019.

The Community Benefits Funding hearing is scheduled for Wednesday, March 6, 2019 at 7:00 p.m. in the City Council Chambers. Commissioners will be mailed copies of the documents received from each organization to review before the hearing, but Chairperson Padilla may have to recuse himself from the process due to his association with one of the agencies invited to apply for funding assistance.

Commissioner Milhiser noted that this year the hearing for the Community Benefits Funding Program falls on Ash Wednesday. Ms. Castillo asked if any of the Commissioners would have a scheduling conflict due to the holiday. No scheduling conflicts were declared. Ms. Castillo stated that in the future the date of Ash Wednesday will be taken into consideration when scheduling the hearing for the Community Benefits Funding Program.

D. Military Banner Programs

Ms. Castillo announced that six new military banners will be installed this year. She met with a Montclair Chamber of Commerce representative this afternoon to finalize the schematics for the installation of the new banners. Ms. Castillo also noted that she is in the process of contacting the military members' family to verify the correct spelling of names, date of birth, and branch of service. Once the information for all banners to be displayed during 2019 is verified, the new military banners will be ordered and hung up for display.

Ms. Castillo stated that banners belonging to four recently discharged members of the armed forces will be presented to the veteran or a family member at the City Council meeting on Tuesday, January 22, 2019 at 7:00 p.m. Ms. Richter suggested that Ms. Castillo ask the military banner recipients if they are available to lead the Pledge of Allegiance during the Memorial Day Program on Monday, May 27, 2019.

Vice-Chairperson Ferraro volunteered to read the script during the military banner presentation at the City Council meeting on January 22, 2019; she will arrive at 6:15 p.m. to rehearse the script. Commissioners are encourage to attend.

NEW BUSINESS

A. *Volunteer of the Year Program*

The Volunteer of the Year Program will take place at the City Council meeting on Monday, April 15, 2019 at 7:00 p.m.

Nominations

Ms. Richter stated that the list of organizations that were sent nomination application letters for the 2018 Volunteer of the Year Program will be emailed to the Commission. She requested that Commissioners review the lists and respond to the email using “reply all” to notify the other Commissioners of the agencies they want to hand-deliver application letters to. Commissioner Milhiser asked if the school district also receives a nomination application letter to encourage the principals’ participation in the program. Ms. Richter noted that letters can be prepared for the assistant superintendent to distribute. Chairperson Padilla said that he is willing to hand-deliver nomination application letters to the assistant superintendent if it could help encourage participation in the Volunteer of the Year Program.

Theme

Chairperson Padilla inquired about a theme for the upcoming Volunteer of the Year Program. Commissioner Milhiser suggested the theme “Volunteers Keep Us Growing,” in which flowers, trees, and a variety of plants could be used to create decorations for the event. She also noted that Commissioner Rangel may be willing to donate the corsages, boutonnieres, and floral arrangements for the event. Ms. Castillo added that packets of seeds could be given to attendees as a party favor. Ms. Richter suggested a theme that she found on The Volunteer Factor website titled “Volunteers: Lifting Up Communities,” in which graphics of hot air balloons could be used on the programs and for decorations. Commissioners agreed to brainstorm for other possible themes before the next CAC meeting.

Donations

Commissioners are asked to approach different businesses in the area with a letter requesting donations for the program. The Volunteer of the Year winner and runner-up(s) will receive a gift bag with gift certificates and donations from area businesses. The list of organizations that were sent donation request letters for the 2018 Volunteer of the Year Program will be emailed to the Commission. Commissioners are asked to review the list and respond to the email using “reply all” to notify the other Commissioners of the businesses they want to hand-deliver letters to. Former Commissioner Chris Paez will also be asked to assist the Commission in requesting donations for the program. Ms. Walker will prepare donation request letters tailored to each Commissioner and the organizations they chose to approach for donations.

Refreshments

Ms. Castillo listed the refreshments that were purchased for the 2018 Volunteer of the Year Program: sandwich roll-ups, fresh strawberries, a vegetable tray, cheese and crackers, cake, sparkling cider and bottles of water. The Commission agreed to serve the same refreshments this year.

Judges

Three individuals are needed to serve as judges for the Volunteer of the Year Program; the judges cannot be associated with any of the nominating organizations and cannot have a family member nominated as Volunteer of the Year. Commissioner Milhiser stated that a friend of hers may be interested in serving as a judge. Chairperson Padilla and City Council Liaison Ruh each agreed to ask a friend if they are available to judge the program this year.

B. Memorial Day Program

The Memorial Day Program will take place on Monday, May 27, 2019 at 6:00 p.m. in the Memorial Garden adjacent to City Hall.

Memorial Day Wall Plaques

Applications are available for Memorial Wall plaques in the 2019 Winter/Spring brochure and are due by Friday, February 22, 2019. The cost is \$350 per plaque. The plaque will include the individual's name, date of birth, date of death, branch (if requested), and rank.

Ms. Castillo stated that she has not received any applications for wall plaques, but she was contacted regarding two potential orders.

Entertainment

Ms. Richter stated that she was contacted by the Montclair High School JROTC program director who informed her that the JROTC is interested in presenting the colors again during the Memorial Day Ceremony.

The Commission agreed that the Barbershop Quartet, the Montclair Walkers Choral Group, and the "Taps" player, James Alcantara, will also be asked to return for this year's program. In past years the Police Department Chaplain, Vicki Brobeck, has performed the invocation for the ceremony, but Commissioner Milhiser suggested inviting Father Clarence from Our Lady of Lourdes Parish to do the invocation this year. She also suggested inviting a solo artist to sing the Nation Anthem. Ms. Richter mentioned that the Barbershop Quartet usually performs the National Anthem, however, they will have the opportunity to perform a variety of songs during the program and during the reception following the program. Commissioner Milhiser said that she will ask a singer from her church if she is interested in singing the National Anthem.

Ms. Richter noted that John Sio, a Learning Coordinator for the After-School Program and Montclair resident, may be interested in returning to display his collection of rare autographs and challenge coins from Medal of Honor recipients at the reception following the ceremony. Chairperson Padilla asked the Commission if they would like to invite Bill Betten, the author of the "Doughboys" book series, back to bring his World War I display. Ms. Richter reminded the Commission that the State of California dictates the events in which Mr. Betten is allowed to participate and noted that Mr. Betten did not appear interested in showcasing his World War I display last year unless he was invited to return as a guest speaker. Chairperson Padilla

suggested that Ms. Richter contact Mr. Betten about exhibiting his World War I display at the Memorial Day reception. Ms. Richter agreed to ask Mr. Betten to bring his World War I display.

Refreshments

It was agreed that the CAC will host another Memorial Day barbeque after the program concludes. Guests will be treated to hotdogs, potato chips, fresh strawberries, cake, patriotic cookies, and drinks in the Senior Center.

Chairperson Padilla informed the Commission that he has a contact at Frito Lay and said he would be willing to ask the company to donate potato chips for the Memorial Day reception. Ms. Richter replied that staff will compose a donation request letter to send to Frito Lay. Chairperson Padilla said he would provide Ms. Richter with the contact information for the person that the donation request should be addressed to.

Dignitaries

Invited dignitaries will include Congresswoman Norma Torres, Senator Connie Leyva, Assemblymember Freddie Rodriguez, Chairman Curt Hagman, and all City Council members.

Pledge of Allegiance

The Montclair veterans who will receive their retired military banner at the City Council Meeting on Monday, January 15, 2019 will be asked if they are available to lead the Pledge of Allegiance during the Memorial Day Ceremony.

Poem

Commissioners were asked to search for a patriotic poem that can be read during the Memorial Day Program. Poems will be reviewed by the Commission at the February CAC meeting.

ITEMS OF SPECIAL INTEREST

Ms. Richter reminded Commissioners that the first General Plan Focus Group meeting titled "Our Prosperous Community" is scheduled to take place on Thursday, January 17, 2019 at 6:00 p.m. in the Senior Center. She reiterated that Commissioners Hernandez and Rangel are required to attend the meeting as they were assigned to this focus group, but all Commissioners are welcome to attend.

Ms. Richter also noted that the General Plan Focus Group meeting scheduled for Wednesday, February 20, 2019 at 6:00 p.m. in the Senior Center has been canceled. She stated that the meeting will be rescheduled and that Commissioners will receive an update regarding the new date and time of the meeting once the information is available.

ADJOURNMENT

Chairperson Padilla adjourned the meeting at 8:17 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "R Walker".

Renee Walker

Administrative Specialist