

**MINUTES OF THE  
WEDNESDAY, FEBRUARY 7, 2024  
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 Escalante called the meeting to order at 7:00 p.m.

**SALUTE TO THE FLAG**

Vice-Chairperson Ferraro led those present in the salute to the flag.

**ROLL CALL**

**Present:** Chairperson Richard Escalante, Vice-Chairperson Darlene Ferraro, Commissioners Laurie Milhiser, Arturo Padilla, Rosa Rangel, Diane Wells and City Council Liaisons Bill Ruh and Corysa Martinez (via Zoom)

**Excused:** Commissioner Alex Hernandez

**Also Present:** Assistant Director of Human Services/Grants Manager Alyssa Colunga  
Community Services Supervisor Jordi Ubaldo  
Community Recreation Coordinator Angela Franco  
Administrative Specialist Krystal Rabino

**PUBLIC COMMENT**

There was no public comment.

**APPROVAL OF MINUTES**

Commissioner Padilla made the motion to approve the amended minutes from the Community Activities Commission meeting on January 10, 2024 to reflect adding Mayor Pro-Tem Johnson and Council Member Martinez's participation in the American Association of University Women (AAUW) event. Commissioner Wells seconded the motion and it was carried unanimously to approve the minutes.

**ORAL AND WRITTEN COMMUNICATIONS**

Ms. Colunga shared a thank you letter from Anthesis for the Community Benefits Funding donation that was received last year.

## **OLD BUSINESS**

### **A. *Military Banner Program Presentation – Recap***

The Military Banner Program Presentation took place at the City Council meeting on Tuesday, January 16, 2024. Chairperson Escalante read the script and the Mayor and City Councilmembers presented the three banners to those service men and women who had been honorably discharged in 2023. One banner was presented to the veteran attending and the remaining two were given to a family member of each veteran who joined via Zoom.

Chairperson Escalante mentioned that he and Commissioner Padilla were able to speak to Veteran Marine Major Matthew Murawski who was joined by his family. He explained that it was great to see Major Murawski in uniform. He also mentioned that photos of the attendees were taken. On Zoom, those who received their banners were allotted time to speak on their behalf. Chairperson Escalante explained that both attendees joining via zoom thanked the Commission, City Council and City of Montclair for the Military Banner Program.

### **B. *Community Benefits Funding Program***

Chairperson Escalante asked for an update on the agencies that have applied for funding. Ms. Colunga reported that all thirteen agencies invited to participate in the Community Benefits Funding Program have submitted their request and plan to attend the Community Benefits Hearing, which will be held at the CAC meeting on Wednesday, March 6, 2024.

The Commission received a packet with documents submitted by each agency and Commissioners are asked to review the packet before the hearing. Agencies will have three minutes to present their agency information and Commissioners may ask questions after their presentation.

Commissioner Milhiser asked if all agencies will be in attendance, and Ms. Colunga mentioned that all paperwork has been received and a representative from each agency will be prepared to present at the hearing.

The following thirteen agencies will be participating in the Community Benefits Funding Program:

1. AgingNext
2. Anthesis
3. Assistance League of the Foothill Communities
4. Care & Company
5. Christian Development Center
6. Foothill Family Shelter
7. Hope Through Housing Foundation
8. Love for Humanity
9. Montclair Meals on Wheels
10. OMSD Health and Wellness Services Montclair
11. OPARC
12. Project Sister Family Services
13. VNAcare

### **C. *Volunteer Recognition Program***

The Volunteer Recognition Program is tentatively scheduled to be held at the City Council meeting on Monday, April 15, 2024 at 7:00 p.m.

Ms. Colunga updated the Commission that letters and nomination applications were mailed to 59 agencies/organizations, schools and churches; this included all agencies participating in the Community Benefits Program. Commissioner Milhiser asked when staff will know how many nominations have been received in order to inform prospective agencies, and Ms. Rabino mentioned that the nomination total should be known shortly after the application deadline, which is March 8, 2024. Chairperson Escalante asked for extra applications for the Commissioners to deliver to agencies, and Ms. Franco distributed application copies.

Ms. Colunga distributed a list of active businesses for possible donation requests, and asked Commissioners to identify their chosen business that they would like to contact. General donation letters for businesses were also distributed to Commissioners. Chairperson Escalante suggested the Commission choose businesses they would like to deliver letters to so that there are no duplicates, and mentioned he will deliver a few letters himself. Commissioner Padilla encouraged the Commissioners to make their choices and pass the sheet around. He also asked if a list of all agencies chosen by the Commissioners will be sent out, and Ms. Rabino explained that she will send out a list of all chosen agencies to the Commission. Chairperson Escalante asked if extra donation letters are available and Ms. Colunga assured him that staff will provide additional donation letters if necessary. Vice-Chairperson Ferraro mentioned that she will be delivering a donation letter to Dairy Queen.

Commissioner Milhiser asked if refreshments have already been determined. Vice-Chairperson Ferraro mentioned that she thought the Commission decided to keep refreshments the same as in previous years, and Ms. Rabino concurred but said the Commission had suggested scaling down refreshments depending on the number of submissions for the program.

### **D. *Memorial Day Program***

The Memorial Day Program is scheduled to be held on Monday, May 27, 2024 at 6:00 p.m. in the Memorial Garden adjacent to City Hall.

Ms. Rabino suggested that the Commission should arrive by 4:00 p.m. to rehearse. Ms. Colunga explained that a tentative outline will be distributed at next month's meeting, and details will be confirmed with Ms. Richter.

Commissioner Padilla mentioned that the Commission usually starts planning for Memorial Day in March, finalizes details in April and has one final meeting before the program so there is plenty of time to practice and go over assignments.

Chairperson Escalante asked the Commissioners if they will be attending, and at the moment all plan to be in attendance.

Ms. Colunga confirmed that the Montclair High School JROTC will be leading the presentation of the colors and flag lowering/folding, and Chaplain Vicki Brobeck has confirmed her attendance for the invocation.

### **Memorial Wall Plaques**

As of today, staff has not received inquiries of interest from the community regarding purchasing Memorial Wall plaques. Ms. Colunga informed the Commission that the application is available on the City website and promoted on social media. The application deadline is February 23, 2024.

### **Entertainment**

Ms. Colunga updated the Commission that staff is still in process of confirming entertainment after the Concert Share, and updates will be shared at the next meeting.

### **Refreshments**

Chairperson Escalante asked if the refreshments will include hot dogs, cookies and lemonade, as they were last year and Ms. Colunga confirmed that they will be the same.

### **Dignitaries**

Chairperson Escalante asked if any dignitaries have confirmed attendance and Ms. Colunga mentioned that the dignitary invitations will be sent soon, and an update will be provided at the next meeting.

### **Pledge of Allegiance**

Commissioner Padilla mentioned that after the Military Banner Presentation, Veteran Marine Major Matthew Murawski volunteered to recite the Pledge of Allegiance at the 2024 Memorial Day Program. He also mentioned that Major Murawski is happy to assist the City with this event.

### **Poem**

The Commissioners agreed to read the poem “One Thousand Men Are Walking” by Joshua Dyer at last month’s meeting. Commissioner Padilla mentioned that the order in which each stanza of the poem will be read, is usually decided at a future meeting as well as practicing. Ms. Rabino mentioned that the poem has six stanzas. Chairperson Escalante, Vice-Chairperson Ferraro and Commissioner Padilla agreed that the Commissioners should practice reading the poem more so that it flows instead of being read like bullet points. Commissioner Milhiser suggested the attendance of Commissioner Hernandez be confirmed so he is not mistakenly excluded or included in the program. Chairperson Escalante suggested there should be a backup plan in case a Commissioner is absent. Vice-Chairperson Ferraro agreed and said there will likely be enough Commissioners to fill in where needed.

## **Program Assignments**

Ms. Colunga confirmed that the Program Assignments will be decided at the next meeting.

## **NEW BUSINESS**

### **A. *Easter Eggstravaganza***

The Easter Eggstravaganza event is scheduled to take place on Saturday, March 30, 2024 from 9:00 a.m. – 11:00 a.m. at Alma Hofman Park with photos with the Easter Bunny and pancake breakfast in the Community Center and outdoor activities in the park. Although the Easter Eggstravaganza is not a Community Activities Commission sponsored event, the Commission is invited and welcomed to volunteer at the event. The Commission is asked to arrive at 8:30 a.m. to be scheduled in an area to assist. Ms. Colunga mentioned that assignments will be given at the event.

Chairperson Escalante touched on the positive community response to the event, and mentioned that he is delighted by the spirit and memories created by attendees. He also recalled how the event went from a drive-thru during the COVID-19 pandemic, back to a large-scale event with booths, staff and photos, and explained that the event has worked very well in the past years. City Council Liaison Ruh mentioned that he enjoys the event and helping with the photo line for the Easter Bunny, and explained that the event has become more popular to the public every year.

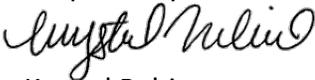
## **ITEMS OF SPECIAL INTEREST**

Commissioner Milhiser updated the Commission on the American Association of University Women (AAUW) group speaking session on Women in Politics that she had previously invited them to attend. She also mentioned City Council Liaison Martinez was unable to attend, but sent a lovely email to her that contributed to the presentation, and that Mayor Pro Tem Tenice Johnson did wonderfully on her conversation with the Mayor of Fontana. Commissioner Milhiser said the program was well received and two attendee's said it was the best program AAUW has ever executed. She was extremely proud of the Montclair elected officials.

Chairperson Escalante announced that past Commissioner Christopher Paez is expecting a child and adjourned the meeting on behalf of the Paez family.

## **ADJOURNMENT**

Chairperson Escalante adjourned the meeting at 7:24 p.m.

Respectfully submitted,  
  
Krystal Rabino  
Administrative Specialist