

**MINUTES OF THE  
WEDNESDAY, MARCH 6, 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 7:04 p.m.

**SALUTE TO THE FLAG**

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

**ROLL CALL**

**Present:** Chairperson Richard Escalante, Vice-Chairperson Darlene Ferraro, Commissioners Laurie Milhiser, Arturo Padilla, Diane Wells, and City Council Liaison Bill Ruh

**Excused:** Commissioners Alex Hernandez, Rosa Rangel, and City Council Liaison Corysa Martinez

**Also Present:** Assistant City Manager/Director of Human Services Marcia Richter  
Community Services Supervisor Jordi Ubaldo  
Administrative Specialist Krystal Rabino

**PUBLIC COMMENT**

There was no public comment.

**PRESENTATIONS**

**A. *Hearing for the Community Benefits Funding Program***

All thirteen of the non-profit organizations invited to participate in the Community Benefits Funding Program attended the hearing.

The following non-profit agencies made presentations to the Commission for consideration of Community Benefits Funding. A total of \$45,000 is available for distribution.

After the presentations and a brief intermission, Commissioners discussed the funding distribution. Commissioner Wells motioned to recommend allocating the funds as listed to the thirteen agencies present.

Commissioner Padilla seconded the motion and it was carried unanimously to recommend the following allocations:

<b><u>Requesting Agencies</u></b>	<b><u>FY 2023-2024 Recommendations</u></b>
Aging Next	\$7,500
Anthesis	\$3,000
Assistance League of the Foothill Communities	\$3,000
Care & Company	\$3,000
Christian Development Center	\$5,000
Foothill Family Shelter	\$3,000
Hope Through Housing Foundation	\$2,500
Love for Humanity	\$2,500
Montclair Meals on Wheels	\$2,000
OMSD Health and Wellness Services	\$1,500
OPARC	\$5,000
Project Sister Family Services	\$2,000
VNAcare	\$5,000
<b>Subtotal:</b>	<b>\$45,000.00</b>

AYES: Escalante, Ferraro, Milhiser, Padilla, and Wells

NOES: None

ABSTAIN: None

ABSENT: None

**APPROVAL OF MINUTES**

Commissioner Milhiser made the motion to approve the minutes from the Community Activities Commission meeting on February 7, 2024. Commissioner Padilla seconded the motion and it was carried unanimously to approve the minutes.

**ORAL AND WRITTEN COMMUNICATIONS**

None

## OLD BUSINESS

### A. *Community Benefits Funding Program*

Staff will reach out to Aging Next to see if they are willing to conduct their *Bone Building Program* at the Senior Center. The *Bone Building Program* helps seniors with balance and mobility. If Aging Next can practice this program at the Montclair Senior Center, they will be awarded with the \$7,500 that they requested. If this is not possible, Aging Next will be awarded \$5,000, and the additional \$2,500 will be split evenly between Christian Development Center and OMSD Health and Wellness Services.

Staff will prepare an agenda item to submit to City Council and request approval of the Commission's funding allocation recommendations for the thirteen participating agencies. Once the recommendations are approved by the City Council, staff will submit payment requests to the Finance Department. Each agency should receive their check in the mail before the end of the current fiscal year.

Chairperson Escalante and Commissioner Milhiser mentioned that the agency representatives were socializing after the Community Benefits Funding presentations, and Commissioner Milhiser added that agencies sometimes discover synergy through the program. Chairperson Escalante added that he recommended agencies sharing contact information during the meeting.

### B. *Easter Eggstravaganza*

The 2024 Easter Eggstravaganza 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.

The Ontario-Montclair Kiwanis Club will be offering a pancake breakfast for \$5, while supplies last. The event will have games, inflatables, free candy-filled Easter eggs and treats for children ages 12 and under (while supplies last), and prize eggs and an opportunity drawing for four Easter Baskets for children ages 12 and under.

Ms. Richter mentioned that Mr. Ubaldo has secured a new inflatable game booth for this year's event.

Although the Easter Eggstravaganza is not a Community Activities Commission sponsored event, the Commission is invited and welcomed to volunteer at the event. City Council Liaison Ruh volunteered to help at the photo station. Chairperson Escalante asked Mr. Ubaldo when volunteers will be arriving, as he will also be assisting at the photo station, and Mr. Ubaldo mentioned that volunteers will be arriving between 7:30 a.m. to 8:30 a.m. Commissioner Milhiser will most likely not attend the event due to a prior obligation. Commissioners are asked to arrive by 8:30 a.m. the day of the event to receive their assignment.

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

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

Supervisor Curt Hagman's office confirmed that he plans to attend the Volunteer Recognition Program.

The deadline to return a nomination application is Friday, March 8, 2024. Ms. Richter shared that out of nearly 60 applications sent to agencies/organizations, schools, and churches, 3 were received. A total of four volunteers were nominated. Nominations were received from: Montclair Little League, Our Lady of Lourdes who submitted two nominations, and Aging Next. Ms. Richter stated that Ms. Rabino will send out reminder emails to the Community Benefits Funding agencies to submit a nomination for the Volunteer Recognition Program.

Ms. Richter asked if the Commissioners had updates on donations. Commissioner Milhiser mentioned that she has a box of chocolates from Logan's Candies, and will drop it off with Ms. Rabino. Commissioner Padilla mentioned that he and Chairperson Escalante will be going to Los Portales to pick up their donation. He also added that he will be delivering his last two letters tomorrow. He also mentioned that the owner of the Waba Grill on Central Ave. requested to be on the donation list next year. Chairperson Escalante explained that most businesses he visited were corporate, so the request has to be sent up the chain of command.

Ms. Richter mentioned that staff will reach out early next week to let the Commissioners know how many nominations were received, as it sometimes helps when requesting donations. Commissioner Ferraro explained that the first question she usually receives is how many volunteers have been nominated.

The Commission will arrive by 4:00 p.m. to help set up for the pre-ceremony and to greet Dignitaries, nominees, and nominators. After the presentation at 7:00 p.m. during the City Council Meeting, the Commission will help serve cake for the post-ceremony and distribute the gift bags to the volunteers.

### **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. The following updates were shared.

Commissioners are asked to arrive at 4:00 p.m. to help set-up and practice.

Commissioner Milhiser asked if Commissioner Hernandez will be attending, and Ms. Richter said she will confirm.

- **Memorial Wall Plaque(s) Update**

One Memorial Wall plaque was purchased and will be presented at the event. The plaque includes the individual's name, date of birth, date of death, branch, and rank. The plaque is for Ricco Williams, a parishioner from Our Lady of Lourdes.

Commissioner Milhiser asked if anyone knew Ricco Williams, and Chairperson Escalante and Commissioner Padilla explained they knew Mr. Williams very well. Commissioner Milhiser suggested that Chairperson Escalante or Commissioner Padilla present Ricco's plaque this year, since they know him very well. Chairperson Escalante volunteered to introduce Mr. William's plaque.

Ms. Richter informed the Commissioners that the plaque application deadline was extended to Friday, March 22, 2024 since the Human Services Brochure was sent out later than expected. The updated due date has been posted to Social Media and the City's website. She explained that there has been confusion with individuals applying for memorial wall for a living veteran. Staff has denied their applications and referred them to the Military Banner Program instead.

- **Entertainment**

Ms. Richter shared that The Band of the California Battalion has been confirmed for the event.

- **Refreshments**

Refreshments will be available for the event. The Commission agreed that the refreshments will be similar to last years, which will include: barbeque hotdogs, chips, cookies and lemonade.

- **Dignitaries**

Ms. Richter confirmed that Staff has prepared and sent Save-the-Dates to Dignitaries.

- **Pledge of Allegiance**

Ms. Richter confirmed that Veteran Marine Major Matthew Murawski will be leading the Pledge of Allegiance.

- **Poem**

The Commissioners agreed to read the poem "One Thousand Men Are Walking" by Joshua Dyer. Councilmember Ruh will introduce the poem, and the Commissioners will read a stanza each in the following order: Commissioner Milhiser, Commissioner Rangel, Commissioner Wells, Commissioner Padilla, Commissioner Hernandez, and will close with Vice-Chairperson Ferraro.

Ms. Richter recommended the Commission practice the poem at the April meeting.

- **Review Program Outline**

The program outline was distributed to the Commissioners to review, and assignments were decided.

Chairperson Escalante will be opening and emceeding the program.

Chaplain Vicki Brobeck will conduct the invocation.

The Montclair High School JROTC has agreed to complete the Presentation of Colors, flag lowering, and wreath presentation.

The Pledge of Allegiance will be led by Veteran Marine Major Matthew Murawski.

The Band of the California Battalion will perform the National Anthem, patriotic songs and Medley of Branches of Services.

Chairperson Escalante will introduce Mayor Dutrey who will then introduce the dignitaries, as well as Mayor Pro-Tem Johnson and Council Members.

Chairperson Escalante will introduce the new Veteran's Memorial Wall plaque for Mr. Ricco Williams, and Commissioner Padilla and Vice-Chairperson Ferraro will read the remaining names on the wall. Commissioner Padilla explained that he will read the names if he is not needed to ring the bell, and Ms. Richter said she will confirm Fire Chief David Pohl's attendance to ring the bell.

Commissioner Rangel will present flowers to family representatives.

Commissioners Wells and Milhiser will read the names on the Remembrance Wall. Commissioner Milhiser is willing to give up this portion if Commissioners Hernandez or Rangel would like to read. Ms. Richter said this portion will be finalized at an upcoming meeting.

City Council Liaison Ruh will introduce the poem. Ms. Richter mentioned that Commissioner Hernandez currently has a stanza to read, but if he or any other Commissioner does not attend, Chairperson Escalante will take their place.

**NEW BUSINESS**


None

**ITEMS OF SPECIAL INTEREST**

None

**ADJOURNMENT**

Chairperson Escalante adjourned the meeting at 9:26 p.m.

Respectfully submitted,  
  
Krystal Rabino  
Administrative Specialist