

**MINUTES OF THE
WEDNESDAY, MAY 1, 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

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

ROLL CALL

Present: Chairperson Richard Escalante, Vice-Chairperson Darlene Ferraro, Commissioners Alex Hernandez, Laurie Milhiser, Arturo Padilla, Rosa Rangel, Diane Wells and City Council Liaison Corysa Martinez

Excused: City Council Liaison Bill Ruh

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.

APPROVAL OF MINUTES

Commissioner Milhiser made the motion to approve the minutes from the Community Activities Commission meeting on April 3, 2024. Commissioner Wells seconded the motion and it was carried unanimously to approve the minutes.

ORAL AND WRITTEN COMMUNICATIONS

Ms. Richter announced that the Commission received an email from Foundation and Corporate Relations Coordinator, Suzanne Sproul from the Hope Through Housing Foundation, thanking the Community Activities Commission for the funding her organization received through the Community Benefits Funding Program. Ms. Sproul explained that the funding is a great help to the Foundation. The Commission also received a thank you letter from Executive Director,

Julie Boynton from Project Sister Family Services explaining that the Commission's generous funding will be of great help in improving the programs ability to offer crisis services for sexual assault victims and prevention education programs to residents of Montclair. Chairperson Escalante added that Ethel Rucker from Christian Development Center wrote a thank you post on the Montclair Connects Facebook group to the Commission, thanking them for their support through the Community Benefits Funding Program.

OLD BUSINESS

A. *Volunteer Recognition Program*

Chairperson Escalante led a conversation regarding the Volunteer Recognition Program held on Monday, April 15, 2024 at 6:00 p.m. in the Council Chambers, followed by a reception in the Senior Center. Ms. Richter mentioned that thank you letters were sent to the gift basket donors on April 25, 2024, and all awards and gifts for those not able to attend have been distributed. She also added that seven out of the nine nominated volunteers attended the ceremony.

Chairperson Escalante expressed that he thought the event went very well, despite relocating the reception to the Senior Center. He mentioned that the event had an excellent attendance including the City Council. He added that although some recipients could not attend, their nominators stepped in to receive the awards in their place.

Commissioner Milhiser said she was pleased with the event and mentioned that holding the reception in the Senior Center was superior to the City Hall corridors, because guests had a place to sit. She expressed her hopes that the reception will continue to be held in the Senior Center as it also allowed the Commissioners to focus on the volunteers and attendees. Commissioner Padilla agreed and mentioned that the location worked better for the public, the Commissioners and staff. Ms. Richter also agreed and added that the seating was helpful to those with walkers, who cannot carry their refreshments at the same time. The Commission suggested that the Senior Center be used for the post reception for future Volunteer Recognition Programs.

Commissioner Milhiser commended Commissioner Rangel for her work on arranging the flowers for the centerpieces. Commissioner Rangel thanked her and mentioned she loved the heart shaped vases that were gifts for the volunteers.

Ms. Richter commended staff for their work at the event. Chairperson Escalante also thanked staff and mentioned the finger foods provided; crackers, cheese, etc. were perfect for the event.

B. *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.

Event Outline/Assignments

Commissioner's Hernandez and Rangel will not be able to attend the event this year. Commissioner Rangel mentioned that this event is her favorite of all City events in which she is involved and she apologized for her absence.

Ms. Richter asked the Commission if they would like a fresh flower wreath similar to last year's or the reusable wreath used in previous years. Commissioner Milhiser asked the pricing of the fresh wreath and Ms. Richter replied that it costs around \$180. Ms. Richter mentioned that after the program, the wreath is placed in the garden for the remainder of Memorial Day week. Commissioner Rangel commented that fresh flowers are special and the Commission agreed. Ms. Richter also mentioned that the family of Ricco Williams will receive a fresh rose or carnation.

The event outline is as follows:

Chairperson Escalante will read the opening and closing statements for the Memorial Day Program. The Invocation will be given by Chaplain Vicki Brobeck. Following the Invocation, the Montclair JROTC will present the colors and the flag. Next, Commissioner Padilla will lead the Pledge of Allegiance. The Band of the California Battalion will then perform the National Anthem. Chairperson Escalante will introduce the Mayor, who will do a welcome and introduce the dignitaries in attendance. Congresswoman Norma Torres, Supervisor Curt Hagman and Representative Nadya Bahena from the Office of Assemblymember Freddie Rodriguez will speak. The dignitary representatives will each have 3 minutes for their comments. The Council Members will also have an opportunity to speak when introduced. Afterwards, the Band will play a patriotic song of their choice.

At the conclusion of the patriotic song, we will have the unveiling of the new plaque on the Veteran's Memorial Wall and a brief biography of Ricco Williams by Chairperson Escalante. Chairperson Escalante will introduce Vice-Chairperson Ferraro and Commissioner Padilla who will read the names on the Veteran's Memorial Wall. Commissioner Milhiser requested that Commissioner Padilla present the flower to the honoree's family representative since he will be in uniform and knows the family, and Commissioner Padilla accepted this task.

The Band will play the Armed Forces Medley.

Chairperson Escalante will introduce Commissioner Milhiser and Commissioner Wells who will read the names on the Remembrance Wall.

The Montclair High School JROTC members will present the wreath to Mayor Dutrey for the Remembrance Wall.

City Council Liaison Ruh will introduce the poem titled "One Thousand Men Are Walking" by Joshua Dyer and it will be read by Commissioner Milhiser.

The band will perform another patriotic song. Chairperson Escalante will invite everyone for refreshments at the Senior Center. Montclair JROTC will lower the flag as the band plays “Taps” on the bugle. The Band of the California Battalion will then join everyone at the reception.

Dignitaries

Ms. Richter informed the Commissioners that Congresswoman Norma Torres and her staff, Supervisor Curt Hagman and Representative Nadya Bahena from the Office of Assemblymember Freddie Rodriguez will be attending, and she mentioned the Office of Senator Rubio has not confirmed attendance.

Refreshments

Staff will be grilling the hot dogs and wrapping them for the refreshments served after the event. Chairperson Escalante volunteered to assist at the drink area, Vice-Chairperson Ferraro and Commissioner Padilla volunteered to assist in the kitchen with the hotdog distribution, Commissioner Milhiser volunteered to help at the dessert station and cutting the cake, and Commissioner Wells volunteered to help at the bagged chip and condiment station.

Poem

The introduction of the poem will include background information on the author of the poem. Commissioner Milhiser will read the poem.

Arrival Time

Ms. Richter asked that all Commissioners arrive at 4:00 p.m. to rehearse and greet attendees as they are arriving. The event starts at 6:00 p.m.

Military Banners

Chairperson Escalante mentioned that a resident of Montclair created a post on Facebook, explaining that she turned in all documents needed for a military banner in November 2023 and she was told the banner will not be placed until Memorial Day.

Ms. Richter mentioned that Public Works picked up the banners today. She explained that the process of preparing a banner has many moving parts and explained the variables included: Once the application is submitted in November, the information provided is verified, then the order is placed with banner company along with other weathered banners that need to be replaced. Once a proof is created by the company, it must be approved by the family in order to be purchased. Ms. Richter explained that one family was on vacation and was unavailable to sign off on the proof. Mr. Ubaldo had spoken to this resident a half an hour before her post on Facebook. Once staff received the family’s approval, they were given the deadline of Memorial Day to hang the banner. Ms. Richter added that the banners will be hung within the following week and apologized on behalf of staff.

She also explained that there was another comment on the Facebook post from a family with a different issue. The resident called for a banner for her nephew who we believe may not live

in the City, and apparently was missing some of the necessary information. Due to staff miscommunication, Mr. Ubaldo thought that the person in question already received a call back, so he did not reach out to her. He called back and left an apology and asked her to return his call, but as of now she has not called back. Ms. Richter apologized again, and mentioned that we are all human and make mistakes.

Chairperson Escalante thanked staff for their response and mentioned that now the post is out in the public. Commissioner Milhiser mentioned that on social media, positive and negative feedback is equally shared.

C. Home Beautification Program

A list of the previous three year's winners was distributed to the Commissioners. Chairperson Escalante reminded the Commission of their assigned judging areas. Ms. Richter reminded Commissioners to submit their two nominations by Monday, May 27, 2024. She also asked Commissioner's Hernandez and Rangel to submit their nominations before then, since they will not be attending the Memorial Day Program. The judging caravan is scheduled to meet at 5:30 p.m. at the Senior Center on Wednesday, June 12, 2024. After the judging, Commissioners will meet at a local restaurant to discuss the homes that were viewed and select winners, and will have their end of the year dinner. Commissioner Milhiser mentioned that Los Portales always supports the City with various events, and she would like the CAC to support them in return. The motion was made to host the end of the year dinner at Los Portales by Commissioner Milhiser and Commissioner Padilla seconded the motion. The Commissioners were unanimous. All Commissioners plan to attend the judging and end of the year dinner.

The homes chosen for the 2024 Home Beautification Program will be presented at the Monday, July 15, 2024 City Council Meeting. Ms. Richter reminded the Commissioners that Chairperson Escalante will not be attending the meeting. Vice-Chairperson Ferraro offered to read the script at the meeting. Ms. Richter recommended that the Commissioners arrive by 6:45 p.m. for the Council Meeting.

NEW BUSINESS

ITEMS OF SPECIAL INTEREST

Ms. Richter reminded the Commissioners that there are three vacancies for the Community Activities Commission. The deadline to apply is Wednesday, May 15, 2024 and the application is on the City website. Commissioner Hernandez announced that he will not be reapplying to the Commission due to work restrictions and time restraints. He expressed his appreciation for the Commission. Commissioner Padilla told Commissioner Hernandez that he will be missed and to reach out if he needs anything; Commissioner Milhiser mentioned that he can still help the Commission and Chairperson Escalante thanked Commissioner Hernandez for his work on the CAC events. The entire Commission thanked Commissioner Hernandez. Ms. Richter recommended Commission members encourage Montclair residents who they think would be a good fit to apply. Commissioner Padilla said that a citizen had asked him how to apply and he was able to give him

an application. He also mentioned he has reapplied for the Commission. The interview date for CAC candidates has not been scheduled at this time but will occur in June.

ADJOURNMENT

Chairperson Escalante adjourned the meeting at 7:35 p.m.

Respectfully submitted,

Krystal Rabino

A handwritten signature in black ink, appearing to read "Krystal Rabino". The signature is written in a cursive, flowing style.

Administrative Specialist