

**MINUTES OF THE
WEDNESDAY, FEBRUARY 5, 2025
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 Padilla led those present in the salute to the flag.

ROLL CALL

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

Excused: Council Liaison Bill Ruh and Commissioner Hector Martinez

Also Present: Assistant City Manager/Director of Human Services Marcia Richter
Community Services Supervisor Jordi Ubaldo
Recreation Coordinator, Community Angela Franco
Administrative Specialist Abigail Perales

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

Commissioner Padilla made the motion to approve the minutes from the Community Activities Commission meeting on February 5, 2025. Commissioner Wells seconded the motion and it was carried unanimously to approve the minutes.

ORAL AND WRITTEN COMMUNICATIONS

Ms. Richter shared thank you letters from Anthesis and Family Foothill Shelter for the funding they received through the Community Benefits Program last year. Anthesis thanked the Community Activities Commission for their \$3,000 donation and how 78% of all donations go directly to programming. In the letter from Foothill Family Shelter they are thanking the Community Activities Commission for the donations that they have received and mentioned they are celebrating 40

years of providing housing and hope to families in need across the community. Last year they provided stable housing to 208 individuals and they were able to provide resources to about 12,000 people. Both letters were distributed to the Commissioners to read.

OLD BUSINESS

A. Military Banner Program Presentation – Recap

The Military Banner Program Presentation took place at the City Council meeting on Tuesday, January 21, 2025. Commissioner Ferraro read the script and the Mayor and City Councilmembers presented the four banners to those Veterans who had been honorably discharged in 2024. Two banners were presented to the Veteran's attending, Dan Patrick Benavidez and Mario Amado Monsibais, and the remaining two, Alfred Daniel Lopez and Christopher Tanner, were given to their family member who attended the presentation.

Chairperson Escalante expressed that it was an honor to meet the Veterans and to speak to the families.

Vice-Chairperson Rangel mentioned that the family and friends were very proud of their loved ones and it was great to recognize those who served our country.

B. Community Benefits Program

Chairperson Escalante asked for an update on the agencies that have applied for funding. Ms. Richter reported that twelve 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 5, 2025. We are still waiting for Project Sister Family Services and we should be getting their packet by the end of the week. When this information is received, it will be emailed to all Commissioners.

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

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

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

C. Volunteer Recognition Program

The Volunteer Recognition Program is tentatively scheduled to be held at the City Council meeting on Monday, April 21, 2025 at 7:00 p.m. It will begin with a pre-reception at the Montclair Senior Center, followed by the Volunteer Recognition Program at the Council Chambers, and concludes with a post reception at the Senior Center.

Ms. Richter updated the Commission that letters and nomination applications were mailed to close to 60 agencies/organizations, schools and churches; this included all agencies participating in the Community Benefits Program.

Ms. Richter distributed a list of active businesses for possible donation requests and asked Commissioners to identify their chosen business that they would like to contact. Each Commissioner chose several businesses to contact for donations and general donation letters for businesses were also distributed to the Commissioners. Staff will mail out letters to the businesses that were not chosen by the Commissioners.

Ms. Richter suggested Commissioners arrive at 4:30 p.m. to help with event set-up and check-in for the pre-reception at the Senior Center.

D. Memorial Day Program

The Memorial Day Program is scheduled to be held on Monday, May 26, 2025 at 6:00 p.m. in the Memorial Garden adjacent to City Hall.

Chairperson Escalante asked if the Veterans who were presented with their military banner at the Military Banner Presentation last month will receive an invitation to the Memorial Day Program. Ms. Richter said we would send an event flyer to those Veterans who attended.

Ms. Richter confirmed that the Montclair High School JROTC will be leading the presentation of the colors and flag lowering/folding. She has also contacted the Police Department to see which Chaplain will be able to lead the invocation, and will update the Commissioners at our March meeting.

Ms. Richter is researching the Purple Hearts Cities Program. She mentioned if this designation is available the CAC may want to include this as part of the Memorial Day Program. She will provide more information at our March meeting.

Chairperson Escalante asked if the wreath will be a fresh floral arrangement and Ms. Richter confirmed the event will have a floral wreath arrangement from one of our local florists.

Commissioner Padilla mentioned that on one of his recent airline flights he was wearing his military hat and a flight attendant approached him, thanked him for his service, and gave him a star from a retired US flag. He described the star, inside a plastic bag, included a label with the name of the association that provides the star cut-outs from retired US flags. Commissioner Padilla suggested incorporating this gesture at the Memorial Day Ceremony to attending

Veterans. Ms. Richter recommends researching the association first to see if they are available. Commissioner Padilla agreed to drop off a sample star and the information for the association to Ms. Perales.

Memorial Wall Plaques

As of today, staff has not received inquiries of interest from the community regarding purchasing Memorial Wall plaques. Ms. Richter informed the Commission that the information is on the brochure, on the video board and there will be another social media post. The application deadline is February 21, 2025.

Entertainment

Entertainment has not been confirmed, but staff has contacted some musical groups and is working on finalizing a band.

Refreshments

The Commission confirmed that they prefer the refreshments remain the same as last year since attendees seem to enjoy the options. They will include BBQ hot dogs, chips, cookies, cake, and lemonade.

Dignitaries

Ms. Richter mentioned that the dignitary “Save the date” invitations will be sent soon, and an update will be provided at the next meeting.

Pledge of Allegiance

Commissioner Padilla informed the Commission that Veteran Mario Amado Monsibais agreed to do the Pledge of Allegiance when he asked him at the Military Banner Presentation Ceremony last month. Ms. Richter said that staff will reach out again to Mr. Monsibais as the event gets closer to confirm his attendance and discuss other event details.

Commissioner Milhiser will ask Veteran Anne Dutrey to be the back-up to lead the Pledge of Allegiance if necessary.

Poem

Vice-Chairperson Rangel shared she found two poems. She read one of the poems and suggested substituting “veteran” to “soldier” for that particular poem. Ms. Richter requested Commissioner Rangel email her or to Ms. Perales the two poems so they can be included in the poem packet for the March meeting.

NEW BUSINESS

None

ITEMS OF SPECIAL INTEREST

None

ADJOURNMENT

Chairperson Escalante adjourned the meeting at 7:53 p.m.

Respectfully submitted,

Abigail Perales
Administrative Specialist