

**MINUTES OF THE
WEDNESDAY, FEBRUARY 13, 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 7:01 p.m.

SALUTE TO THE FLAG

City Council Liaison Ruh 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, Rosa Rangel, Diane Wells, and City Council Liaison Bill Ruh

Excused: None

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

Vice-Chairperson Ferraro made the motion to approve the minutes from the regular meeting of the Community Activities Commission on January 9, 2019. Commissioner Hernandez seconded the motion and it was carried unanimously to approve the minutes.

ORAL AND WRITTEN COMMUNICATIONS

Ms. Richter announced that the Commission received applications from each of the twelve agencies that were invited to participate in the Community Benefits Funding Program.

OLD BUSINESS

A. Military Banner Programs

Ms. Castillo informed the Commission that six new military banners were ordered this year and that seventeen existing banners had to be replaced due to age. She stated that the banners are currently in production and noted they will be installed once the rain stops and the weather improves.

B. Community Benefits Funding Program

Ms. Richter announced that the following twelve agencies invited to participate in the Community Benefits Funding Program have each submitted the documents required to participate in the Community Benefits hearing: Anthesis, Care and Company, Christian Development Center, Community Senior Services, Family and Collaborative Services Montclair, Foothill Family Shelter, Hope Through Housing Foundation, Montclair Meals on Wheels, OPARC, Our Lady of Lourdes – Food Pantry, Project Sister Family Services, and Visiting Nurses Association.

The Community Benefits hearing is scheduled for Wednesday, March 6, 2019 at 7:00 p.m. in the City Council Chambers. Commissioners were mailed copies of the documents received from each organization to review before the hearing. Chairperson Padilla did not receive copies of the documents and will recuse himself from the process due to an association with one of the requesting agencies.

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. Commissioners are asked to arrive by 5:30 p.m. to assist with setup. Guests are asked to arrive by 6:15 p.m. for a reception in honor of all the nominees.

Dignitaries

Ms. Richter announced that Fourth District Supervisor Curt Hagman and District Representative Maria Arias, from Senator Connie Leyva's office, have confirmed their attendance for the Volunteer of the Year Program.

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. Chairperson Padilla stated that his friend, Michael LaPre, would like to serve as a judge for the Volunteer of the Year Program. Commissioner Milhiser noted that a friend of hers, Barbara Culler, is interested in serving as a judge and City Council Liaison Ruh added that his brother-in-law, Rick McClure, is available to serve as a judge again this year.

Nominations

The list of organizations that were sent nomination application letters for the 2018 Volunteer of the Year Program was emailed to the Commission after the January CAC meeting. Commissioners were asked to review the list and respond to the email using “reply all” to notify the other Commissioners of an agency that should be added to the list; no additions were made to the list. Nomination letters and applications were mailed out at the end of January. Applications are due by Monday, March 4, 2019.

Ms. Richter reminded Commissioners to reach out to the organizations and encourage them to submit a nomination for Volunteer of the Year. Commissioner Milhiser stated that she will contact Jana Dupree, the executive assistant to the superintendent of the Ontario-Montclair School District, in hopes of encouraging more schools to participate in the Volunteer of the Year Program. Chairperson Padilla will contact the Boy Scouts of America, Commissioner Wells will contact Mindy Chavez from Family and Collaborative Services Montclair, and City Council Liaison Ruh suggested that Ms. Richter contact Donna Dye from the Montclair Hospital Medical Center; Ms. Richter agreed to reach out to Ms. Dye. Commissioner Milhiser suggested that the Commission also reach out to local sports leagues for nominations. Ms. Castillo responded that local sports leagues are invited to nominate their volunteers, but noted many of the leagues find it difficult to participate in the program because it takes place during their sports season.

Theme

Ms. Castillo researched the two themes “Volunteers Keep Us Growing” and “Volunteers: Lifting Up Communities” that were suggested at the January CAC meeting. She noted that either theme could easily be incorporated into the decorations, name tags, and programs for the event. Vice-Chairperson Ferraro commented that she likes both themes, but prefers “Volunteers Keep Us Growing.” Commissioner Milhiser stated that she also likes both themes and suggested that the Commission use one of the themes this year and save the second theme for next year’s event. Vice-Chairperson Ferraro made the motion to approve the theme “Volunteers Keep Us Growing” and to save the theme “Volunteers: Lifting Up Communities” as a possible theme for the 2020 Volunteer of the Year Program. Commissioner Wells seconded the motion and it was unanimously decided that “Volunteers Keep Us Growing” will be the theme for the 2019 Volunteer of the Year Program.

Decorations

Ms. Castillo asked if the Commission had any suggestions for the event’s color scheme or for decorations. She suggested the color scheme of green and yellow and informed the Commission that she will prepare program samples featuring a green and yellow color scheme to show Commissioners at the March CAC meeting.

Donations

The list of organizations that were mailed donation request letters for the 2018 Volunteer of the Year Program was emailed to the Commission after the January CAC meeting.

Commissioners were 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. The Volunteer of the Year winner and runner-up(s) will receive a gift bag with gift certificates and donations from area businesses.

Commissioners volunteered to approach the following businesses in the area with a letter requesting donations for the program:

- Chairperson Padilla: Burger King, Carl’s Jr. #137, Carl’s Jr. #342, La Michoacana Ice Cream, San Antonio Bakery, and four Starbucks locations
- Vice-Chairperson Ferraro: Fu-Lin Chinese Restaurant, JCPenney’s, Metro Acura, Metro Honda, The Taco Man, The Tamale Guy, Tutti Mangia, and Vince’s Spaghetti
- Commissioner Hernandez: Barnes & Noble, Buffalo Wild Wings, Chili’s, Edwards Mountain Village Stadium 14, Eureka Burger, Nordstrom, and Red Lobster
- Commissioner Milhiser: Graber Olive House
- Commissioner Wells: Applebee’s Neighborhood Bar & Grill, Boomers, Creamistry, Dickey’s Barbecue Pit, Dolce Bistro & Bakery, DoubleTree, Jamba Juice, Logan’s Candies, My Delight Cupcakery, Olive Garden, and Paradise Buffet

Ms. Walker prepared donation request letters tailored to each Commissioner and the organizations they chose to approach for donations. Each Commissioner also received two generic donation request letters to distribute to unlisted businesses they would like to request a donation from.

City Council Liaison Ruh volunteered to donate a Target gift card to each nominee. Commissioner Rangel asked if she is allowed to donate the corsages and boutonnieres for the program. She noted that she no longer owns Montclair Florists & Gifts, but she is willing to donate the flowers and her time to create the corsages and boutonnieres for the event. Ms. Richter expressed concern that there may still be a conflict of interest. She stated that she will consult with City Attorney Diane Robbins in regard to Commissioner Rangel donating the corsages and boutonnieres for the Volunteer of the Year Program.

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.

Dignitaries

Invited dignitaries will include Congresswoman Norma Torres, Senator Connie Leyva, Assemblymember Freddie Rodriguez, Fourth District County Supervisor Curt Hagman, and all City Council members. Ms. Walker will send “save the date” notices via email and will mail official invitations closer to the event.

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 received an application and payment for one Memorial Wall plaque and was contacted regarding two potential orders. She said next week she will follow-up with the individual who contacted her regarding the two potential plaque orders.

Chairperson Padilla stated that he was contacted by a Knights of Columbus member who expressed interested in purchasing a Memorial Wall plaque. He said he will follow-up with the person before the application deadline.

Pledge of Allegiance

Benetton Kinchen-Biritwum and Justic Pulido, two of the Montclair veterans who received their retired military banner at the City Council Meeting on Monday, January 15, 2019, expressed interest in leading the Pledge of Allegiance during the Memorial Day Ceremony. Chairperson Padilla volunteered to contact the veterans regarding their availability. Ms. Castillo will provide Chairperson Padilla with the contact information for Mr. Pulido and Mr. Kinchen-Biritwum.

Poem

Ms. Walker distributed a packet containing patriotic poems that were used in previous Memorial Day ceremonies and poem submissions that were on file from previous years. Commissioner Milhiser commented that she likes the poem "Remember Memorial Day" by William A. Predeau. Chairperson Padilla said he also likes the poem because it reminds the reader that Memorial Day is more than a three-day weekend.

Commissioner Milhiser made the motion to select the poem "Remember Memorial Day" to read during the Memorial Day Program. Commissioner Wells seconded the motion and it was unanimously decided that the Commission will recite "Remember Memorial Day" by William A. Predeau during this year's ceremony. Commissioners will select which stanza they would like to recite from the poem at the March CAC meeting.

Refreshments

It was agreed at the January CAC meeting 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, lemonade and water in the Senior Center. Station assignments will be decided at the May CAC meeting. Vice-Chairperson Ferraro asked if it is necessary to offer both cake and cookies at the reception. Commissioner Milhiser replied that both options are necessary because sometimes there is not enough cake to feed everyone who attends the reception.

Entertainment

Ms. Richter announced that the Montclair High School JROTC has agreed to participate in this year's Memorial Day Program. She added that she may ask the JROTC program director if Montclair High School has a bugle player that would be interested in playing "Taps" during the closing of the ceremony. If the high school does not have a bugle player, she will contact James Alcantara who performed "Taps" during last year's Memorial Day Program.

Ms. Richter asked Chairperson Padilla if he could ask Father Clarence from Our Lady of Lourdes Parish to see if he is available to do the invocation for the Memorial Day Program. City Council Liaison Ruh commented that he likes the idea of rotating the religious leaders who are involved in community programs because it is a good way to be inclusive. Chairperson Padilla agreed to contact Father Clarence regarding the invocation for the Memorial Day Program.

Commissioner Milhiser informed the Commission that she contacted a professional singer from her church and asked if she would be interested in singing the National Anthem during the ceremony. She stated that the singer charges \$200 a performance. It was agreed that the singer's performance fee is out of the Commission's price range. Ms. Richter noted that her daughter's friend, Morgan Johnson, recently sang the National Anthem at a school basketball game. Ms. Richter proceeded to play an audio recording of Ms. Johnson singing "The Star-Spangled Banner." Commissioner Milhiser commented that Ms. Johnson has a great voice. Chairperson Padilla agreed and stated that as a veteran he is often critical of National Anthem performances, but he appreciated Ms. Johnson's rendition of the song. Ms. Richter will invite Ms. Johnson to perform the National Anthem during the Memorial Day Program. She mentioned that she spoke to Ms. Johnson previously about the event and Ms. Johnson appeared willing to sing free of charge. Ms. Richer suggested that the Commission offer Ms. Johnson a corsage or gift card as a token of their appreciation.

Ms. Richter informed the Commission that she contacted Bill Betten and the Barbershop Quartet, but she has yet to receive a response from them. She also noted that she has been unable to connect with John Sio in regard to him returning to display his collection of rare autographs and challenge coins from Medal of Honor recipients at the reception following the ceremony.

ITEMS OF SPECIAL INTEREST

- Ms. Richter announced that the City’s Easter Eggstravaganza and Pancake Breakfast is scheduled to take place on Saturday, April 20, 2019 from 9 a.m. to 11 a.m. at the Montclair Community Center and Alma Hofman Park.

The Eggstravaganza will include games, activities, Easter eggs, and candy for children 10 years and younger. The Easter Bunny will arrive on a fire engine and will be available for photos (\$3 per photo or \$1 to take your own photo). All proceeds from the photo purchases will benefit Montclair youth programs. The pancake breakfast, offered for \$3 per child’s plate and \$5 per adult plate, will include pancakes, sausage, orange juice, and coffee.

Though this is not a CAC event, Commissioners are encouraged to come and enjoy the event.

ADJOURNMENT

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

Respectfully submitted,



Renee Walker
Administrative Specialist