

**MINUTES OF THE
WEDNESDAY, MARCH 6, 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 7:05 p.m.

SALUTE TO THE FLAG

Commissioner Milhiser 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

Commissioner Milhiser made the motion to approve the minutes from the regular meeting of the Community Activities Commission on February 13, 2019. Commissioner Ferraro seconded the motion and it was carried unanimously to approve the minutes.

PRESENTATIONS

A. *Hearing for the Community Benefits Funding Program*

Chairperson Padilla recused himself from the room and discussion due to his association with one of the requesting agencies.

Eleven out of the twelve non-profit organizations who had been invited to participate in the hearing were in attendance. Anthesis was not in attendance at the hearing which disqualifies them from funding consideration.

The following non-profit agencies made presentations to the Commission for consideration of Community Benefits Funding. A total of \$20,000 is available for distribution.

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

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

<u>Requesting Agencies</u>	<u>FY 2018 – 2019 Recommendations</u>
Care & Company	\$2,000
Christian Development Center	\$2,000
Community Senior Services	\$ 2,250
Family and Collaborative Services Montclair	\$ 1,500
Foothill Family Shelter	\$ 2,000
Hope Through Housing Foundation	\$ 1,000
Montclair Meals on Wheels	\$ 1,500
OPARC	\$ 2,000
Our Lady of Lourdes God’s Grace Ministry – Food Pantry	\$2,000
Project Sister	\$ 1,500
Visiting Nurses Association	\$ 2,250
Subtotal:	\$20,000.00

AYES: Ferraro, Hernandez, Milhiser, Rangel, and Wells
 NOES: None
 ABSTAIN: Padilla
 ABSENT: None

After concluding the discussion regarding funding recommendations for the Community Benefits Funding Program, Chairperson Padilla returned to participate in the remainder of the meeting.

ORAL AND WRITTEN COMMUNICATIONS

The Commission received a thank you card from the family of Verna Murphy for the sympathy card they sent after hearing of her passing. Ms. Richter read the card which expressed her family’s appreciation for the Commission’s kindness and support during a difficult time.

OLD BUSINESS

A. Community Benefits Funding Program

Ms. Richter stated that staff will prepare an agenda item to submit for the March 18, 2019 City Council meeting to request approval of the Commission's funding allocation recommendations for the eleven participating agencies. Once the recommendations are approved by 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 fiscal year.

B. 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

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. We have not received a response from Congresswoman Norma Torres and Assemblymember Freddie Rodriguez. Ms. Walker will follow-up with their office schedulers and district representatives.

Nominations

The deadline to submit a nomination for the 2019 Volunteer of the Year Program was Monday, March 4, 2019. Ms. Richter announced that there are eight nominees from seven nominating agencies. She noted that the only nominations submitted by organizations unaffiliated with the City were from Christian Development Center, Montclair Meals on Wheels, Vernon Middle School, and Women's Club of Montclair. The other nominations received were from: the Montclair Senior Center, the Senior Nutrition Program, and the Montclair Youth Center.

Commissioner Milhiser stated that she contacted a representative from the Ontario-Montclair School District who said they would encourage the schools to participate in the program and Chairperson Padilla commented that his contact at Our Lady of Lourdes made similar assurances. Ms. Richter asked the Commission if the deadline to submit a nomination should be extended to encourage the broader community's participation in the Volunteer of the Year Program. Commissioner Milhiser commented that the Commission has already put forth a greater effort to promote the program; she motioned not to extend the nomination submission deadline. Chairperson Padilla seconded the motion and it was carried unanimously that the Commission will not extend the deadline for the 2019 Volunteer of the Year Program nominations.

Judges

Three individuals were selected to serve as judges for the Volunteer of the Year Program; the judges are not associated with any of the nominating organizations and do not have a family member nominated for Volunteer of the Year.

The judges for the 2019 Volunteer of the Year Program will be: Barbara Culler, Michael LaPre, and Rick McClure. Ms. Richter informed the Commission that the judge's evaluation packets will be mailed out tomorrow. Judges are asked to score each nomination application and return their score sheets to staff in the prepaid envelope provided by Monday, April 1, 2019.

Theme

It was unanimously decided at the February CAC Meeting that "Volunteers Keep Us Growing" will be the theme for the 2019 Volunteer of the Year Program.

Decorations

Ms. Castillo in the process of preparing program samples featuring a green and yellow color scheme to show Commissioners at the April CAC meeting. She noted that she has not yet purchased any items or decorations for the event, but said she plans to buy green and yellow gift bags and tablecloths to coordinate with the event's color scheme. Ms. Castillo added that it is likely Costco carries a floral-themed cake with a design that will correspond to the program's garden theme.

Commissioner Milhiser inquired if Ms. Richter contacted City Attorney Diane E. Robbins regarding Commissioner Rangel donating the corsages, boutonnieres, and a centerpiece for the Volunteer of the Year Program. Ms. Richter replied that Commissioner Rangel is allowed to donate the floral items for the event as long as they are completely free of charge to the Commission. Commissioner Rangel agreed that the corsages, boutonnieres, and the centerpiece will be a donation to the Community Activities Commission for the Volunteer of the Year Program.

Donations

Ms. Walker announced that the Commission received the following three donations: a gift certificate for four Club seats to any 2019 Quakes regular season game from the Rancho Cucamonga Quakes baseball team, a one night stay for two people with breakfast included at the DoubleTree by Hilton Hotel Ontario Airport, and four \$5 gift certificates to Olive Garden. Commissioner Milhiser stated that Logan's Candies intends to donate a goody bag for each nominee.

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

Memorial Day Wall Plaques

Ms. Castillo stated that she received two plaque applications along with payment and is the process of verifying the information for the plaque proofs. The two plaques will be added to the existing Memorial Wall and will honor Robert George Klein and Verna Murphy. Ms. Castillo mentioned that she followed-up with the individual who contacted her regarding two potential plaque orders, but the family was unable to gather the necessary information by the deadline, however, they may want to purchase the plaques next year.

Pledge of Allegiance

Chairperson Padilla announced that Barbara Ortiz-Sanchez, a member of the armed forces and a family member of the new plaque honoree, Robert George Klein, is interested in leading the Pledge of Allegiance during the Memorial Day Program. Ms. Richter asked if Chairperson Padilla contacted Benetton Kinchen-Biritwum or Justic Pulido, two of the Montclair veterans that received their retired military banners earlier this year, who also expressed interest in leading the Pledge of Allegiance. Chairperson Padilla stated that he did not contact the military banner recipients because he is waiting to receive a response from Barbara Ortiz-Sanchez. He stated he will contact Justic Pulido or Benetton Kinchen-Biritwum if necessary.

Poem

At the February CAC Meeting, Commissioners voted to recite “Remember Memorial Day” by William A. Predeau during the Memorial Day Program. Commissioners will select which stanza they would like to recite from the poem at the April CAC meeting.

Refreshments

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.

Entertainment

The Montclair High School JROTC has agreed to participate in this year's Memorial Day Program. Ms. Richter asked 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 and was informed that they do not have one, however, James Alcantara, who played "Taps" during the last two Memorial Day Programs has agreed to perform again this year. Ms. Richter also confirmed that her daughter's friend, Morgan Johnson, will sing the National Anthem during the Memorial Day Program and John Sio will return this year to display his collection of rare autographs and challenge coins from Medal of Honor recipients at the reception following the ceremony. Ms. Richter also reiterated that the Walkers Choral Group and the Barbershop Quartet have agreed to participate in the Memorial Day Program.

Ms. Richter asked Chairperson Padilla if he was able to contact Father Clarence from Our Lady of Lourdes Parish to ask if he is available to do the invocation for the Memorial Day Program. Chairperson Padilla replied that he did not have a chance to speak to him, but said he would be meeting with Father Clarence later in the week. Ms. Richter asked Chairperson Padilla to notify her of Father Clarence's availability by the end of the following week.

Ms. Castillo informed the Commission that she was contacted by a gentleman who is a member of Montclair High School's graduating class of 1968. She stated that a large number of high school graduates from 1968 and the surrounding years were in the Vietnam War. Ms. Castillo said that five years ago, the armed forces presented the group of graduates with a U.S. internment flag in recognition of the sacrifices made by Montclair High School's graduating class of 1968. The group would like to present the flag to the City so that it can be put on display for the public. Ms. Castillo suggested that the group present the flag to the City as part of the Memorial Day Program. Ms. Richter commented that the presentation would take the place of Bill Betten as the guest speaker for the event. Ms. Castillo added that the presenter will speak about the class of 1968, including his best friend who was killed in action during the Vietnam War. The presenter may also bring newspaper articles about members of the graduating class who fought in the Vietnam War to display at the reception. Chairperson Padilla stated that he likes the idea of having the flag presented to the City during the Memorial Day Program. Vice-Chairperson Ferraro agreed that the flag presentation would be a nice addition to the ceremony.

ITEMS OF SPECIAL INTEREST

- Chairperson Padilla reminded the Commission that the fourth and final General Plan focus group meeting titled "Core" will take place on Thursday, March 7, 2019 at 6:00 p.m. in the Montclair Senior Center. All Commissioners are welcome to attend this meeting, but Commissioners Milhiser and Wells are required to attend since they were assigned to this focus group.
- Ms. Richter informed the Commission that the General Plan charrettes are scheduled to take place Monday, April 8, 2019 through Thursday, April 11, 2019 at 6:00 p.m. in the

Montclair Senior Center. All Commissioners are welcome to attend the charrettes, but their attendance is not mandatory.

- Ms. Castillo reminded the Commission that the City's Easter Eggstravaganza and Pancake Breakfast is scheduled to take place on Saturday, April 20, 2019 from 9:00 a.m. to 11:00 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.

- Ms. Castillo announced that all Commissioners are invited to the 38th annual Volunteer Recognition Dinner on Tuesday, April 30, 2019 at 5:00 p.m. in the Community Center. Invitations will be mailed out at the end of the month.
- Ms. Castillo also announced that the Country Fair Jamboree will be held on Saturday, June 1, 2019 from 12:00 p.m. to 6:00 p.m. at Alma Hofman Park.

ADJOURNMENT

Chairperson Padilla adjourned the meeting at 9:11 p.m.

Respectfully submitted,



Renee Walker
Administrative Specialist