

**MINUTES OF THE
WEDNESDAY, MAY 1, 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

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

ROLL CALL

Present: Chairperson Arturo Padilla, Vice-Chairperson Darlene Ferraro, Laurie Milhiser, Rosa Rangel, Diane Wells, and City Council Liaison Tenice Johnson

Excused: Commissioner Edwin Alexander Hernandez

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 April 3, 2019. Commissioner Wells seconded the motion and it was carried unanimously to approve the minutes.

ORAL AND WRITTEN COMMUNICATIONS

None.

OLD BUSINESS

A. Volunteer of the Year Program

Commissioner Milhiser expressed concern about the lack of community participation in the Volunteer of the Year Program. She noted that the Commission only received a few nominations from organizations unaffiliated with the City. Commissioner Milhiser commented that the Commission made a great effort to encourage the broader community's participation in the program, but did not receive the response they hoped for. Chairperson Padilla agreed that, despite hand-delivering nomination applications and personally contacting some of the organizations, the number of applications submitted by outside agencies remained the same. He questioned if the organizations are too busy to fill out the application and encouraged Commissioners to keep knocking on doors and spreading the word about the Volunteer of the Year Program in hopes of increasing participation. Commissioner Milhiser added that revising or simplifying the application process could also encourage agencies to submit a nomination. Ms. Richter said staff will provide Commissioners with a copy of the nomination application at the June CAC meeting so they can review the form over the summer and provide suggestions at the September CAC meeting.

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. Commissioners are asked to arrive at 4:00 p.m. to assist with event setup.

Three carnations and a wreath will be needed for the Ceremony. At the April CAC meeting, Commissioner Rangel volunteered to assemble the Memorial Day wreath if the City purchased the frame and the flowers. After reviewing the Commission's budget, Ms. Richter informed the Commission that there are funds available to purchase the flowers and the wreath from a florist so that Commissioner Rangel will not be burdened with the task of assembling the wreath. Commissioner Rangel agreed that purchasing the three carnations and the wreath from a florist is the most convenient option.

Memorial Day Wall Plaques

At the April meeting, Ms. Castillo stated that a total of three plaques will be added to the Memorial Wall, which is the maximum number of plaques the existing wall can accommodate. She informed the Commission that the bronze plaques have been ordered and will be revealed during the Memorial Day Program. The new plaques will honor Kirk Jackson Billingsley, Robert George Klein, and Verna M. Murphy. Commissioner Milhiser inquired about the cost of the bronze plaques. Ms. Castillo replied that the current cost of a plaque is \$350, which is the approximate cost of bronze and installation, though the cost of bronze varies. She stated that the City does not profit from plaque purchases as they are provided at cost.

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 mailed official invitations for the event. Ms. Walker stated that she received a call from Congresswoman Torres’ office regarding the Memorial Day Program suggesting that the Congresswoman may be available to attend the event, but her attendance has not been confirmed.

Pledge of Allegiance

Barbara Ortiz-Sanchez, a member of the armed forces and a family member of the new plaque honoree, Robert George Klein, will lead the Pledge of Allegiance during the Memorial Day Program.

Poem

At the February meeting, Commissioners voted to read “Remember Memorial Day” by William A. Predeau during the Memorial Day Program. There are five stanzas in the poem and the Commission agreed to assign poem stanzas alphabetically using each Commissioner’s first name; Commissioner Hernandez will read the first stanza, Vice-Chairperson Ferraro will read the second stanza, Commissioner Wells will read the third stanza, Commissioner Milhiser will read the fourth stanza, and Commissioner Rangel will read the fifth stanza. If Commissioner Hernandez is unable to participate in the Memorial Day Program due to his work schedule, City Council Liaison Ruh will read the first stanza of the poem. The Commissioners rehearsed reading the poem aloud. Commissioner Milhiser commented that the poem sounds good and noted that it will sound even better when the Commissioners read it during the ceremony without pauses.

Refreshments

The CAC will host a 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 on the day of the event.

Entertainment

Ms. Richter reiterated that all entertainment for the 2019 Memorial Day Program has been confirmed. She stated that the Montclair High School JROTC will present the colors, Father Clarence from Our Lady of Lourdes Parish will lead the invocation, Morgan Johnson will sing the National Anthem, and the Barbershop Quartet and the Montclair Walkers Choral Group will perform. She added that Wayne Morin has agreed to be the guest speaker and will present the City with a U.S. internment flag that recognizes the sacrifices made by Montclair High School’s graduating class of 1968. Ms. Castillo informed the Commission that Mr. Morin may bring a co-presenter with him on Memorial Day and he anticipates that ten to twenty members from the graduating class of 1968 may also attend the program. Mr. Morin requested that Ms. Castillo issue a press release for the Memorial Day Program announcing the fiftieth anniversary of the death of two 1968 classmates who were killed in action in 1969.

To conclude the event, James Alcantara will close the program with a live performance of "Taps," and Learning Coordinator John Sio will display his collection of rare autographs and challenge coins from Medal of Honor recipients at the reception following the ceremony.

Ms. Richter stated that she will be meeting with a student representative of the Montclair High School JROTC next week. Chairperson Padilla volunteered to attend the meeting with Ms. Richter if he is available.

Memorial Day Program Outline

Ms. Richter reviewed the outline for the 2019 Memorial Day Program:

- Opening Remarks – Chairperson Padilla
- Invocation – Father Clarence Saldua from Our Lady of Lourdes Parish
- The Presentation of the Colors – Montclair High School Junior ROTC
- The Pledge of Allegiance – Barbara Ortiz-Sanchez, US Navy Commander
- Morgan Johnson will sing the National Anthem.
- Mayor Javier "John" Dutrey will give a welcome speech and introduce the dignitaries in attendance.
- The dignitaries will briefly address the crowd.
- The Walker's Choral Group will sing patriotic songs.
- Presentation of U.S. Internment Flag by Wayne Morin in honor of the sacrifices made by Montclair High School's graduating class of 1968 during the Vietnam War.
- Vice-Chairperson Ferraro and Commissioner Wells will read the existing names on the Veteran's Memorial Wall and Commissioner Milhiser will unveil the additional three names on the Veteran's Memorial Wall and will read a short biography about each of the new honorees.
- Commissioner Rangel will present a flower to the veteran's family representative.
- The Barbershop Quartet will sing the "Armed Forces Medley."
- Commissioner Hernandez and Commissioner Rangel will read the names on the Remembrance Wall. (*Commissioner Wells will read the names on the Remembrance Wall if Commissioner Hernandez is unable to attend the event due to work obligations.*)
- The wreath will be presented at the Remembrance Wall by Mayor Javier "John" Dutrey.
- City Council Liaison Ruh will introduce the patriotic poem that Commissioners will read.
- Vice-Chairperson Ferraro and Commissioners Hernandez, Milhiser, Rangel, and Wells will read "Remember Memorial Day" by William A. Predeau. (*City Council Liaison Ruh will read the first stanza of the poem if Commissioner Hernandez is unable to attend the event due to work obligations.*)
- The Barbershop Quartet will sing "God Bless America."
- The American Flag will be lowered as James Alcantara plays "Taps."

NEW BUSINESS

A. Home Beautification Program

All Commissioners are involved in the nominating and judging process for the 2019 Home Beautification Program. At the April CAC meeting, each Commissioner was assigned a general area in Montclair to select one drought tolerant nomination and one traditional nomination. Ms. Castillo distributed a map to each Commissioner with a list of homes that won within the last three years and are not eligible to participate in the 2019 Home Beautification Program. The map of the nomination areas is divided into seven sections, but due to a vacancy on the Commission, Chairperson Padilla and Vice-Chairperson Ferraro will share the seventh section and judge the area together.

Commissioners are asked to nominate homes that look aesthetically pleasing and homes that have shown major improvements in exterior finishing (e.g. paint and remodeling) and/or landscaping. The due date for nominations is Memorial Day, May 27, 2019. Ms. Castillo asked that Commissioners email her their nominations or give them to her at the Memorial Day event.

The Commissioners' judging caravan is scheduled to meet at 5:00 p.m. at the Senior Center on Wednesday, June 5, 2019. Typically homes are viewed for one and a half to two hours, then Commissioners meet at a restaurant to discuss the homes that were viewed and select winners around 6:30-7:00 p.m. Chairperson Padilla suggested Olive Garden as this year's post-viewing restaurant choice, Commissioner Milhiser suggested Black Angus, and City Council Liaison Johnson suggested Dragon 99 and The Canyon Grill, located inside The Canyon Montclair. The Commission selected The Canyon Grill as their first choice for this year's post-viewing restaurant choice, however, if The Canyon Grill is unable to accommodate the group with a large table in a private area where Commissioners can discuss the homes that were viewed and select the winners, it was agreed that the Commission will meet at Black Angus instead.

Ms. Richter reminded Commissioners that the awards ceremony for the Home Beautification Program is scheduled for Monday, July 15, 2019 at 7:00 p.m. in the Council Chambers. Commissioners will decide on a prize for the 2019 Home Beautification Program winner at the June meeting.

ITEMS OF SPECIAL INTEREST

- Ms. Richter reminded Commissioners that the Community Day of Prayer Luncheon will be held tomorrow, Thursday, May 2, 2019 from 11:30 a.m. to 1:00 p.m. in the Community Center. Reservations can be made by contacting the Montclair Chamber of Commerce. The Community Day of Prayer is not a City-sponsored event so Commissioners would need to pay for their own seat.
- Ms. Richter also reminded Commissioners that the Montclair Police Officers' and Employees' Appreciation and Recognition Luncheon is scheduled to take place on Wednesday, May 15, 2019 from 11:30 a.m. to 1:00 p.m. in the Community Center.
 - Chairperson Padilla and Commissioners Milhiser, Rangel, and Wells will be attending the event.

ADJOURNMENT

Chairperson Padilla adjourned the meeting at 8:00 p.m.

Respectfully submitted,



Renee Walker
Administrative Specialist