

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

SALUTE TO THE FLAG

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

ROLL CALL

Present: Chairperson Arturo Padilla, Vice-Chairperson Darlene Ferraro, Commissioners Richard A. Escalante, Alex Hernandez, Laurie Milhiser, Rosa Rangel, and Diane Wells

Excused: City Council Liaison Ruh

Also Present: Director of Human Services Marcia Richter
Senior Human Services Supervisor Michelle Castillo
Administrative Specialist Renee Walker

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Commissioner Ferraro made the motion to approve the minutes from the Community Activities Commission meeting held on October 2, 2019. Commissioner Wells seconded the motion and it was carried unanimously to approve the minutes.

ORAL AND WRITTEN COMMUNICATIONS

None

OLD BUSINESS

A. Police and Fire Department Open House and Pancake Breakfast

The Police and Fire Department Open House was held on Saturday, October 5, 2019 from 9:00 a.m. to 1:00 p.m.

The Community Activities Commission had a reserved table at the Open House to advertise upcoming events and to distribute flyers, activity brochures, and bookmarks for children to color.

Chairperson Padilla asked if the Commission had any recommendations for future participation in Open Houses. He noted that it is a Police and Fire Department event so the Commission is limited to making suggestions about their table at the Open House. Commissioner Rangel suggested printing more of the Tree Lighting Ceremony flyers to distribute because they ran out of them early into the event. Commissioner Escalante suggested creating a display board with pictures from previous CAC events, such as the Children's Halloween Party and the Tree Lighting Ceremony, to help advertise upcoming programs and activities. Commissioner Wells agreed that a display board would be a nice addition to the table and noted that Staples sells tri-fold display boards that can be decorated with pictures and captions to promote CAC events. Ms. Richter said that next year the Commission can discuss and finalize the details regarding display boards for the 2020 Police and Fire Department Open House.

B. Children's Halloween Party

The Children's Halloween Party was held on Thursday, October 31, 2019 from 5:30 p.m. to 8:00 p.m. at Montclair Place.

Chairperson Padilla apologized to the Commission for being unable to attend the event. He stated that some of his family members did attend the Halloween Party and informed him that they had fun. Commissioner Wells commented that she was pleased to learn that many of this year's costume contest winners were Montclair residents. Commissioner Milhiser said that she was initially concerned about the number of people that would participate in the costume contest because the PA system did not seem loud enough to adequately publicize the contest to those in attendance; she commented that the turnout for the costume contest was much better than she expected and noted that so many people were in attendance that the stores ran out of candy to distribute to trick-or-treaters.

Ms. Richter stated that City staff will be scheduling a wrap-up meeting with Montclair Place representatives to review the Children's Halloween Party. She stated that holding the event at Montclair Place was a good experience, but it presented new challenges for staff in regards to strict setup/cleanup times and transporting the decorations back and forth between the Civic Center and the mall. The costume contest area was also moved at the last minute by Montclair Place and there were no stanchions available to separate the contestants from the audience so that the judges could easily view the costumes. Commissioner Milhiser commented that hosting the event at Montclair Place provided ample space and allowed more people to attend the party. Ms. Richter agreed and said staff was able to set up twelve game booths and station the *Just Dance* game throughout the first floor of the mall. Commissioner Milhiser requested to add the Children's Halloween Party to the next CAC meeting agenda in order to discuss the post-event wrap-up meeting with Montclair Place.

C. Military Banner Programs

The application for the Military Banner Programs is available on the City's website, the City's Facebook page and is in the 2019 Human Services fall brochure.

Ms. Castillo announced that she has received four applications for military banners. The deadline for new banner submissions is Thursday, November 7, 2019. After the deadline, application information will be verified with the member's family for the correct spelling of names, date of birth, branch of service, and the respective military branches will be contacted to ensure the applicant is an active member of the armed forces. Ms. Castillo will also contact the families of those with military banners currently on display to verify that the service member is still on active duty. Once the information for all banners to be displayed during 2020 is verified, the new military banners will be ordered and hung up for display at the beginning of the year.

Banners belonging to discharged veterans will be removed and presented to the veteran or their family member at the City Council meeting on January 21, 2020.

D. Tree Lighting Ceremony

The 2019 Tree Lighting Ceremony will be held on Thursday, December 5, 2019 at the Youth Center at 6:00 p.m. Commissioners are asked to arrive by 5:30 p.m. In the event that it rains on the day of the Tree Lighting Ceremony, the ceremony will be moved to the Community Center.

The following items were discussed in preparation for the event:

- Script: Chairperson Padilla will read the script during the program.
- Community Christmas Tree: West Coast Arborists has been contacted in regards to hanging Christmas lights on the Canary Pine tree in front of the Youth Center.
- Refreshments: The Commission agreed to serve the same refreshments as last year: butter cookies, hot cocoa with whipped cream and sprinkles, coffee, and small bottles of water. Former CAC member Chris Paez has contacted Starbucks in regards to having coffee donated for the event; Starbucks has agreed to donate the coffee and coffee supplies and will also provide a couple of baristas to serve coffee during the event. Commissioners Ferraro and Wells and will assist at the refreshments station. Chairperson Padilla previously mentioned that City Council Liaison Ruh may also be interested in assisting at the refreshments station.

Entertainment: The Our Lady of Lourdes children's choir, the Montclair Walkers Choral group, and the Montclair High School students who provide strolling entertainment outside the Youth Center and lead holiday sing-a-longs once Santa has arrived have agreed to participate in this year's Tree Lighting Ceremony. The Our Lady of Lourdes children's choir will perform outside the Youth Center, prior to the start of the program, at 5:45 p.m. The Walkers Choral group will sing inside the Youth Center and holiday music will be played through overhead speakers after their performance.

- Invitations to Santa and Mrs. Claus: Ms. Richter confirmed that Public Safety Administrative Services Supervisor Rob Pipersky will be able to play Santa Claus again this year and Senior Citizen Supervisor Ester Vargas-Pipersky's daughter, Ester Mitre, has agreed to fill in for her mother as Mrs. Claus.
- Arrival of Santa and Mrs. Claus: Ms. Castillo stated that the Fire Department and Police Department have both been contacted in regards to transporting Santa and Mrs. Claus to the Tree Lighting Ceremony. Santa and Mrs. Claus' "sleigh" will depend on which public safety department vehicle is available the evening of the event.
- Letters to Santa: Children can write a letter to Santa and place it in a large, holiday-themed mailbox. Santa Claus will respond to all of the letters he receives, so several bilingual staff members and volunteers are needed to assist the children with the letters to ensure they are legible and include a complete address. Commissioner Rangel volunteered to assist at the Letters to Santa station again this year. Ms. Richter noted that holiday-themed Santa Claus stamps have already been purchased for Santa to use when mailing the children a response letter.
- Photos of children with Santa Claus: Commissioner Escalante will be the event photographer and former Commissioner Chris Paez will assist; the photographer will also be assisted by a couple of staff members or volunteers to help kids on and off Santa's lap.

Two members will be required to regulate the flow of attendees; Chairperson Padilla Commissioner Hernandez agreed to assist. Staff members will provide Chairperson Padilla with a hand stamp and tally counter to count the number of residents that come through the photo line.

- Volunteers for the event: The Ontario-Montclair Kiwanis and the MHS Kiwan Club, formerly known as the Key Club, agreed to return as volunteers for the Letters to Santa station, children's photo line, and refreshment station this year.
- Invitations to Dignitaries: A formal invitation has been extended to Senator Connie Leyva, Congresswoman Norma Torres, Assemblymember Freddie Rodriguez and Supervisor Curt Hagman. Dignitaries are welcome to attend the Tree Lighting Ceremony and share a brief holiday message, but since it is a lighthearted children's event, dignitaries were asked not to present certificates.

E. Holiday Home Decoration Contest

The Holiday Home Decoration Contest application deadline is Friday, December 6, 2019 at 6:00 p.m. Applications are available in the 2019 Human Services fall brochure and on the City's website.

Ms. Castillo provided each Commissioner with a map outlining their randomly assigned area for nomination selections. Commissioners are asked to submit their nominations by Friday, December 6, 2019 at 6:00 p.m. No late nomination submissions will be accepted because letters asking each nominee to have their Christmas lights turned on the evening of the contest judging must be distributed by staff the morning of Saturday, December 7, 2019.

The details for the contest judging were covered as follows:

- The contest judging will be held Monday, December 9, 2019.
- The Commission will meet in the Senior Center at 5:30 p.m. for the CAC meeting and dinner. Commissioners decided to have a catered dinner of tamales, rice, and beans from Los Portales Mexican Grill.
- Judging will begin at approximately 6:30 p.m. Commissioners will caravan to view the nominated homes and will score them on a scale of 1-10.
- Scoring and dessert will take place in the Senior Center at approximately 8:30 p.m. Ms. Richter stated that there is leftover flan from another event that the Commission may serve for dessert.

Commissioners were asked to save the date for the awards ceremony which will be held at the City Council meeting on December 16, 2019 at 7:00 p.m.

NEW BUSINESS

A. Election of Officers

In compliance with the provisions of Resolution No. 96-2096, authorizing the Montclair Community Activities Commission, an election shall be held each calendar year at the last regularly scheduled meeting of the CAC to elect officers for the upcoming year. The November meeting of the CAC is the last regularly scheduled business meeting for 2019; therefore, elections for the offices of Chairperson and Vice-Chairperson are in order.

Chairperson Padilla opened the nominations; Commissioner Milhiser nominated Chairperson Padilla to serve another term as Chairperson; no other nominations were made. Commissioner Escalante seconded the nomination for Chairperson Padilla; all were in favor and the motion was carried that Chairperson Padilla will serve another term as Chairperson.

Commissioner Wells nominated Commissioner Ferraro to serve another term as Vice-Chairperson; no other nominations were made. Chairperson Padilla seconded the nomination; all were in favor and the motion was carried that Vice-Chairperson Ferraro will serve another term as Vice-Chairperson.

B. Community Benefits Funding Program

The staff report listing the agencies invited during the 2018 – 2019 fiscal year was reviewed and Commissioners discussed the agencies previously awarded, the services they provide to the City of Montclair, and whether there were any other non-profit agencies that should be invited.

Commissioner Milhiser suggested inviting Anthesis to participate in the Community Benefits Hearing despite Anthesis applying for funding consideration last fiscal year and being disqualified for not participating in the hearing. Ms. Richter commented that Anthesis may have been undergoing staffing changes around the time of last year's Community Benefits Funding Program and suggested that Anthesis representatives may have overlooked the date of the hearing.

Ms. Richter asked Commissioner Escalante if he is involved in the Our Lady of Lourdes Food Pantry and he replied that he occasionally assists the Food Pantry by transporting supplies in his vehicle, but he is not involved in the day-to-day operations of the organization. Chairperson Padilla stated that he also assists the Food Pantry on occasion by transporting supplies. Ms. Richter expressed concern that multiple Commissioners may have to recuse themselves from the process due to an association with one of the requesting agencies. She will contact City Attorney Diane E. Robbins to ask if there is a conflict of interest regarding Chairperson Padilla and Commissioner Escalante's participation in the Community Benefits Funding Program if they are only involved in transporting and unloading goods. Commissioner Wells noted that if the Commission votes to extend House of Ruth an invitation to participate in the Community Benefits Funding Program, she is no longer affiliated with the agency and will not have to recuse herself from the process.

Chairperson Milhiser motioned that the organizations Anthesis and House of Ruth receive an invitation to participate in the Community Benefits Hearing. Commissioner Ferraro seconded the motion and it was carried unanimously to extend invitations to Anthesis and House of Ruth.

The following agencies will receive an invitation packet:

1. Anthesis
2. Care & Company
3. Christian Development Center
4. Community Senior Services
5. Family and Collaborative Services Montclair
6. Foothill Family Shelter
7. Hope Through Housing Foundation
8. House of Ruth
9. Montclair Meals on Wheels
10. OPARC
11. Our Lady of Lourdes – Food Pantry
12. Project Sister
13. Visiting Nurses Association

ITEMS OF SPECIAL INTEREST

- Ms. Richter announced that interviews for the twelve City Council candidates will be held on Tuesday, November 12, 2019 at 5:30 p.m. in the City Council Chambers.
- Ms. Richter informed Commissioners that a mandatory sexual harassment training session will be held on Monday, December 16, 2019 at 9:30 a.m. to 11:30 a.m. in the City Council Chambers. She noted that a makeup training session has not been scheduled.

ADJOURNMENT

Chairperson Padilla adjourned the meeting at 7:48 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "R Walker".

Renee Walker
Administrative Specialist