

**MINUTES OF THE
WEDNESDAY, FEBRUARY 2, 2022
REGULAR MEETING OF THE
MONTCLAIR COMMUNITY ACTIVITIES COMMISSION**

**TELECONFERENCE
7:00 P.M.**

CALL TO ORDER

Chairperson Wells called the meeting to order at 7:01 p.m.

SALUTE TO THE FLAG

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

ROLL CALL

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

Excused: Commissioner Alex Hernandez

Also Present: Director of Human Services Marcia Richter
Human Services Specialist Adriana Navarrete-Campos
Information Technology Specialist Edmund Garcia

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

Commissioner Milhiser made the motion to approve the minutes from the Community Activities Commission meeting on January 12, 2022. Commissioner Padilla seconded the motion and it was carried unanimously to approve the minutes.

ORAL AND WRITTEN COMMUNICATIONS

None

OLD BUSINESS

A. *Military Banner Programs*

Ms. Richter reported that Human Services staff have been working on finalizing the banner order and that she plans to meet with the Chamber next week to confirm where the military banners will be posted to not conflict with the Chamber's business banners being posted.

Four banners have already been removed of those service men and women who have been honorably discharged. An additional fifteen banners will be removed due to non-response to the letters that had been mailed, emailed, and phone messages made over the last few months.

Those who did follow up and confirm their active duty in the military total thirty-seven. We also received new applications from two new residents. A total of forty-three banners will be posted throughout the community including two that say "We Recognize All Veterans" and two that had been purchased to honor their relative's military service.

Ms. Richter will give another update on the military banners at the March CAC meeting.

B. *Community Benefits Program*

Chairperson Wells asked for an update on the agencies that have applied for funding. Ms. Richter reported that all 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 during the CAC meeting on Wednesday, March 2, 2022.

The March agenda packet will include the documents submitted by each agency and Commissioners are asked to review the packet before the hearing. Agencies will have three minutes to present their agency information and Commissioners may ask questions after their presentation.

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

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|---|------------------------------------|
| 1. AgingNext | 7. Hope Through Housing Foundation |
| 2. Anthesis | 8. Love for Humanity |
| 3. Care & Company | 9. Montclair Meals on Wheels |
| 4. Christian Development Center | 10. OPARC |
| 5. Foothill Family Shelter | 11. Project Sister |
| 6. Health and Wellness Services Montclair | 12. Visiting Nurses Association |

At this time, it is still uncertain whether the March 2 meeting will be in person or via zoom. Ms. Richter will inform the Commission and the participating agencies of the meeting format as soon as it is determined.

C. Memorial Day Program

The Memorial Day Program is scheduled to be held on Monday, May 30, 2022. Chairperson Wells stated that the Mayor has requested that this event be in person as opposed to virtual as has been done the last two years.

After the January 12, 2022 CAC meeting, Ms. Richter and the Mayor discussed the Memorial Day Program and the concern over the pandemic and also the proposed construction that is scheduled as part of the remodeling of the Memorial Garden. The hope is that by May the Omicron surge will be over and construction won't be an issue so the event can be held in person, as requested by the Mayor.

Commissioner Milhiser is in favor of an in person event. Commissioner Padilla agreed to move forward with the plans for an in person event. Vice-Chairperson Escalante also agreed and mentioned it would be nice to have the high school JROTC students in uniform for the flag ceremony at the event.

Commissioner Milhiser asked if the event could be recorded and posted to the website for those that are not able to attend in person. Ms. Richter explained that there are certain permissions and requirements that need to be followed when posting a video to an online platform, such as YouTube, and she will check with IT if it can be done.

Chairperson Wells announced that the new Memorial Wall plaques will be ordered but depending on construction they may not be able to be placed on the Veteran's Memorial Wall and unveiled at the event. Ms. Richter stated that this is dependent again on when the construction is completed and the hope is that the event does not have to be moved to a different location. Ms. Richter said she is currently assessing if a postcard can be mailed to all residents informing them about the Memorial Day Program and have it also include information about purchasing a plaque for the Veterans Memorial Wall. A deadline to purchase a plaque is not set yet but it will likely be sometime in early March.

Chairperson Wells inquired about the entertainment for the Program and asked if the Montclair Walkers would be available to perform as in past years. Ms. Richter reported that the Montclair Walkers have not been meeting due to COVID, so other entertainers will need to be secured for the event. Ms. Richter offered to contact the Barbershop Quartet unless the Commission had other groups in mind. Commissioner Milhiser suggested asking local school choirs if they were interested in performing. Ms. Richter reminded the Commissioners that most schools will be out for summer by the time of the event. She mentioned that she could ask if the student choir from Our Lady of Lourdes School is available since their summer vacation dismissal is later. Ms. Richter also invited the Commission to email her if they thought of other groups that might be able to perform. Chairperson Wells commented she would like to see the Barbershop Quartet come back. Commissioner Ferraro agreed. Commissioner Milhiser will check with a friend who is part of a singing group and will update the Commission at the next meeting.

Chairperson Wells asked how the refreshments would be handled. Ms. Richter said there likely could be some type of refreshments but what type will be dependent on the COVID restrictions at the time. One possibility could be using the Recreation Center patio which was used at the 2021 Volunteer Recognition Event. Another option is to have packaged cookies and bottled water as a refreshments. Ms. Richter recommended revisiting this item at future meetings. Vice-Chairperson Escalante and Commissioner Padilla agreed to discuss this item in a future meeting as the event nears.

Chairperson Wells asked about dignitaries. Ms. Richter mentioned that in the past, elected officials are invited to the event. Congresswoman Norma Torres almost always attends in person. Senator Connie Leyva, Assembly Member Freddie Rodriguez, and County Supervisor Hagman's offices are also invited and have typically sent their representatives.

Chairperson Wells asked Commissioner Padilla if he had someone in mind for the Pledge of Allegiance. Commissioner Padilla offered to contact the recruiting station by next Wednesday or Thursday and will report back to Ms. Richter. Ms. Richter mentioned that Commissioner Padilla could follow up with the four Service Members who were honorably discharged. Ms. Richter will email Commissioner Padilla the contact information. Commissioner Padilla will contact the four honorably discharged Members and will update the Commission in the next meeting.

Ms. Richter mentioned that we usually have a Chaplain provide an invocation at the event. In past Memorial Day Programs we have had Chaplains Vicki Brobeck, Joe McTarsney, and Josh Matlock participate. Vice-Chairperson Escalante mentioned that Father Clarence from Our Lady of Lourdes Church has also participated in the past for the invocation. Commissioner Padilla added that Father Clarence is also on the list of Chaplains for the Public Safety. Ms. Richter will email the officer who oversees the Chaplain program at the Police Department to inquire about their participation.

Chairperson Wells asked if the JROTC from the high school will be able to assist with providing the flag ceremony as in past years and Ms. Richter said she would reach out to the coordinator of the program at the high school.

Chairperson Wells also suggested the Commission plan to choose a poem to be read during the Program. Ms. Richter said there is a packet of poems we have saved over the years and we will provide those in the April agenda packet. The Commission is welcome to bring a poem to the March meeting or email any additional poems they may find to Ms. Richter to be included in the packet. Mayor Pro Tem Bill Ruh submitted a poem for consideration entitled "I Came to Visit You Today" which will be included in the packet for consideration. A final decision on which poem to be used will be decided at the April CAC meeting.

NEW BUSINESS

A. *Easter Eggstravaganza*

The Easter Eggstravaganza event is scheduled to take place on Saturday, April 16, 2022 from 9:00 a.m. – 11:00 a.m. at Alma Hofman Park.

Ms. Richter announced that our recent outdoor special events for the community have been successful, such as the Halloween Spooktacular and the Holly Jolly Holiday. At past Easter Eggstravaganza events, the games and activities were outside in the park and the photos with the Easter Bunny, Pancake Breakfast, and prize pick-up was held inside the Community Center. Last year, due to the pandemic, the Easter Eggstravaganza was a drive-thru event. Ms. Richter said that this year the plan is to have an all outdoor event.

Ms. Richter reported that the Ontario-Montclair Kiwanis Club is interested in doing the pancake breakfast again and they will be offering it in to-go containers. People will have the option to enjoy their to-go pancake breakfast at the park or at home. All the games, activities, and socially-distanced photos with the Easter Bunny will be held outside.

Although the Easter Eggstravaganza is not a Community Activities Commission sponsored event, the Commission is invited and welcomed to volunteer at the event. If they are available Commissioners are asked to arrive by 8:30 a.m. the day of the event for their assignment.

Ms. Richter said that because the number of staff available to work is limited this year she would appreciate the Commissioners assistance. She also announced that there is currently an open recruitment for part-time positions of Recreation Leader and Senior Recreation Leader in case the Commissioners may know anyone who may be interested in applying. She referred them to the city website for more information.

Vice-Chairperson Escalante and Commissioner Padilla offered to help at the photos with the Easter Bunny station.

Chairperson Wells, Commissioners Ferraro, Milhiser, and Rangel, and City Council Liaisons Bill Ruh and Corysa Martinez also plan to attend.

ITEMS OF SPECIAL INTEREST

Ms. Richter reminded the Commission to plan for a two hour long meeting in March due to the Community Benefits Program Hearing. The agencies are given a time limit to present but with twelve agencies the Hearing will be about an hour long depending on questions and then we will continue with the rest of the meeting.

Chairperson Wells also encouraged the Commission to review the agency information that will be sent in the agenda packet and be prepared to ask the agencies questions.

ADJOURNMENT

Chairperson Wells adjourned the meeting at 7:33 p.m.

Respectfully submitted,

Karina Romero