

**MINUTES OF THE
WEDNESDAY, MARCH 2, 2022
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 Wells called the meeting to order at 7:01 p.m.

SALUTE TO THE FLAG

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

ROLL CALL

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

Excused: City Council Liaison Corysa Martinez

Also Present: Director of Human Services Marcia Richter
Human Services Specialist Adriana Navarrete - Campos
Human Services Temporary Assistant Karina Romero

PUBLIC COMMENT

There was no public comment.

PRESENTATIONS

A. *Hearing for the Community Benefits Funding Program*

All twelve of the non-profit organizations invited to participate in the Community Benefits Funding Program attended the hearing.

The following non-profit agencies made presentations to the Commission for consideration of Community Benefits Funding. A total of \$25,000 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 twelve agencies present.

Vice-Chairperson Escalante seconded the motion and it was carried unanimously to recommend the following allocations:

<u>Requesting Agencies</u>	<u>FY 2021-2022 Recommendations</u>
Aging Next	\$ 3,500
Anthesis	\$ 2,500
Care & Company	\$2,000
Christian Development Center	\$2,000
Foothill Family Shelter	\$ 2,000
Health and Wellness Services Montclair	\$ 1,500
Hope Through Housing Foundation	\$ 1,500
Love for Humanity	\$2,500
Montclair Meals on Wheels	\$ 1,000
OPARC	\$ 1,500
Project Sister	\$ 1,500
Visiting Nurses Association	\$ 3,500
Subtotal:	\$25,000.00

AYES: Escalante, Ferraro, Hernandez, Milhiser, Padilla, Rangel, and Wells

NOES: None

ABSTAIN: None

ABSENT: None

APPROVAL OF MINUTES

Commissioner Padilla made the motion to approve the minutes from the Community Activities Commission meeting on February 2, 2022. Commissioner Ferraro seconded the motion and it was carried unanimously to approve the minutes.

ORAL AND WRITTEN COMMUNICATIONS

None

OLD BUSINESS

A. Community Benefits Funding Program

Staff will prepare an agenda item to submit to City Council and request approval of the Commission’s funding allocation recommendations for the twelve participating agencies. Once the recommendations are approved by the 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 current fiscal year.

B. *Military Banner Program Recap*

Ms. Richter announced that the Military Banners have been ordered and we are waiting to receive the banner proofs, which are sent to the families to confirm all is correct and then give the final approval. The banners are expected to be posted no later than the end of March and the banners that were taken down for the holiday decorations have been reinstalled. Twenty-six banners were ordered; two are new banners and the remaining twenty-four have exceeded the banner company's 3 years "no fade warranty" and required replacement.

The delivery of the three banners to those who have been honorably discharged will be presented to them in the next couple of weeks. Ms. Richter will confirm a date with Chairperson Wells after the meeting tonight and will confirm with Mayor John Dutrey.

C. *Easter Eggstravaganza*

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

The Ontario-Montclair Kiwanis Club will be offering a pancake breakfast in to-go containers for \$3, while supplies last. The event will have games, free candy-filled Easter eggs and treats for children ages 12 and under (while supplies last), and prize eggs and an opportunity drawing for a large Easter Basket for children ages 12 and under. This year we will also be adding one or two inflatables for the children to play on outside.

Chairperson Wells, Commissioners Ferraro, Milhiser, Rangel, and City Council Liaisons Ruh and Martinez are available to attend the event. Commissioners are asked to arrive at the event by 8:30 a.m. Vice Chairperson Escalante and Commissioner Padilla will be helping with photos with the Easter Bunny station.

D. *Memorial Day Program*

The Memorial Day Program is scheduled to be held on Monday, May 30, 2022 at 6:00 p.m. in the Memorial Garden adjacent to City Hall. An event outline was distributed to the Commission and reviewed. Items discussed included:

Memorial Wall Plaques

Two Memorial Wall plaques were purchased and will be presented at the event. The plaque includes the individual's name, date of birth, date of death, branch, and rank.

One is for Councilmember Emeritus Leonard Paulitz, and the other is former Mayor Ginger Eaton's daughter-in-law's father, Oscar Colley.

Review Event Outline

Ms. Richter and the Commission reviewed the Memorial Day tentative program outline, which includes: an opening, an invocation provided by a chaplain, pledge of allegiance, singing of the national anthem, the welcome and introduction by Mayor Dutrey, dignitary

introductions, singing of patriotic songs, unveiling of the two names on the Veterans Memorial Wall, presentation of flowers, singing of the medley of branches, reading of the names on the remembrance wall, wreath presentation by the Mayor, introduction of the patriotic poem by Mayor Pro Tem Ruh, reading of the selected poem, singing of “God Bless America,” conclusion, invitation for refreshments, and lowering of the flag while Taps is played live.

The Commission agreed with the presented program format.

Ms. Richter announced that all dignitaries were sent a Save the Date and she will be keep everyone updated on responses from representatives.

Montclair High School’s JROTC is confirmed to participate this year.

The event will not be broadcasted live on YouTube but it will be taped and posted after the event.

Entertainment

Ms. Richter shared information for a band called The Band of the California Battalion. The band consists of fourteen members, they perform with period instruments, and in period Union uniforms. They bring their own period chairs, music stands, and provide their own sound system. The band needs a 20 by 20 foot performing space and will perform as many songs as requested. They charge \$1,500.

Ms. Richter will ask if the Band would be able to perform the Medley of Branches, as requested by Chairperson Wells and Commissioner Milhiser.

The Commission was in favor of hiring the band as long as our event budget allowed. Ms. Richter confirmed there is enough funding in the budget to hire the band for the event.

Refreshments

Refreshments will be available for the event. What will be served is dependent on COVID and a decision will be made as the event nears. If COVID is an issue then prepackaged cookies and bottled water will be served but otherwise we can serve hot dogs, chips, and cake, as done in previous years.

Pledge of Allegiance

Ms. Richter will be asking one of the three honorably discharged veterans from the banner delivery if they would like to perform the Pledge of Allegiance.

Poem

City Council Liaison Ruh submitted the poem “I Came to Visit You Today” by Shauna Ruud. Commissioner Milhiser submitted two poems, one by Joyce Kilmer and another by the founder of Memorial Day as a potential program cover. Ms. Richter will include the submitted poems in the poem packet and email it to the Commission. The Commission

members are asked to review and choose their top two poems. The poem to be read at the event will be decided at the April meeting and practiced in the May meeting.

NEW BUSINESS

None

ITEMS OF SPECIAL INTEREST

None

ADJOURNMENT

Chairperson Wells adjourned the meeting in memory of former Community Activities Commissioner Donna James at 8:55 p.m. She was appointed to the Community Activities Commission in May 1988 and served for 8 years until her resignation in June 1996.

Respectfully submitted,

Karina Romero
Temporary Assistant