

**MINUTES OF THE
WEDNESDAY, FEBRUARY 1, 2023
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 7:00 p.m.

SALUTE TO THE FLAG

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

ROLL CALL

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

Excused: None

Also Present: Assistant City Manager/Director of Human Services Marcia Richter
Administrative Analyst Adriana Navarrete-Campos

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

Commissioner Padilla made the motion to approve the minutes from the Community Activities Commission meeting on January 11, 2023. Vice-Chairperson Escalante seconded the motion and it was carried unanimously to approve the minutes.

ORAL AND WRITTEN COMMUNICATIONS

Ms. Richter shared a thank you letter from Project Sister Family Services dated January 13, 2023 and a year-end donation summary from Anthesis dated January 27, 2023.

OLD BUSINESS

A. *Military Banner Program Presentation – Recap*

The Military Banner Program Presentation took place at the City Council meeting on Tuesday, January 17, 2023. Chairperson Wells read the script and the Mayor and City Councilmembers presented the six banners to those service men and women who had been honorably discharged in 2022. Three banners were presented to the veterans attending and the remaining three were given to a family member of the veteran. Ms. Richter announced that the newly installed digital marquee located on the outside of the City Council Chambers is currently displaying the names of the six honored veterans throughout the day on a rotating basis.

Ms. Richter updated the Commission that four banners were ordered; one new banner was ordered and three have exceeded the banners company's 3 years "no faded warranty" and required replacement.

B. *Community Benefits Funding Program*

Chairperson Wells asked for an update on the agencies that have applied for funding. Ms. Richter reported that all thirteen 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 at the CAC meeting on Wednesday, March 1, 2023.

The Commission received a packet with 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 thirteen agencies will be participating in the Community Benefits Funding Program:

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

C. *Volunteer Recognition Program*

The Volunteer Recognition Program is tentatively scheduled to be held at the City Council meeting on Monday, April 17, 2023 at 7:00 p.m. Chairperson Wells reminded the Commission

that unlike past events honoring a Volunteer of the Year, this event will recognize all nominated volunteers.

Ms. Richter updated the Commission that letters and nomination applications were mailed to over 60 agencies/organizations, schools and churches; this included all agencies participating in the Community Benefits Program. The deadline to return a nomination application is set for Friday, February 24, 2023.

The Commission agreed to discuss more event details at the March meeting when they know the number of applications received and how many volunteers would be recognized.

D. Memorial Day Program

The Memorial Day Program is scheduled to be held on Monday, May 29, 2023 at 6:00 p.m. in the Memorial Garden adjacent to City Hall.

Ms. Richter distributed a tentative program outline and the Commission discussed the following:

Memorial Wall Plaques

As of today, Ms. Richter has not received inquiries of interest from the community regarding purchasing Memorial Wall plaques. Ms. Richter informed the Commission that the application will be available on the City website and promoted via postcard to all Montclair residents. However, she explained that in past years, most applications come from connections and promotions made by the Commission members with the community.

Entertainment

Ms. Richter updated the commission that Recreation Manager Fernando Saltos is in process of confirming The Band of the California Battalion.

Presentation of Colors/ Flag Lowering

Ms. Richter confirmed that the Montclair High School JROTC will be leading the presentation of the colors and flag lowering/folding.

Program Assignments

Chairperson Wells will do the opening and emcee the program.

The Commission requested to have one of the City's Chaplains lead the invocation. Ms. Richter will reach out to the Montclair Police Department for Chaplain availability.

Commissioner Padilla spoke with Marines Veteran Esmeralda Bocardo after the Military Banner Program presentation. Ms. Bocardo expressed interest in leading the Pledge of Allegiance. Commissioner Padilla will reach out to Ms. Bocardo to confirm participation.

Commissioner Milhiser will follow-up with Anne Dutrey, for the contact information of the person who sang the National Anthem at the recent swearing-in ceremony for the Mayor and Council Members to request her services at the Memorial Day Program.

Chairperson Wells will introduce Mayor Dutrey who will welcome and introduce the Dignitaries in attendance. Dignitaries are welcomed to say a few words and are limited to 3 minutes each.

Commissioners Ferraro and Padilla will read the names on the Veteran's Memorial Wall. If there are new Memorial Wall plaques, then Commissioner Milhiser will unveil and dedicate the additional names to the Veteran's Memorial Wall.

Commissioner Hernandez will present flowers to family representatives.

Commissioners Hernandez and Rangel will read the names on the Remembrance Wall.

Poem

The Commissioners agreed to read the poem "A Memorial Day Poem" by C.W. Johnson. Councilmember Ruh will introduce the poem during the program. The selected poem has six stanzas and each stanza has four lines. The Commission members will read a stanza each. Chairperson Wells assigned Commissioner Hernandez the first stanza, followed by Commissioner Rangel, Commissioner Padilla, Vice-Chairperson Escalante, Commissioner Ferraro, and then close with Commissioner Milhiser. Vice-Chairperson Escalante will be confirming if he will be able to attend the ceremony, in the event he cannot, Chairperson Wells volunteered to read his stanza.

Refreshments

Commissioners Milhiser and Rangel are assigned to the dessert table, Commissioners Padilla and Ferraro will be in the Kitchen, Commissioner Hernandez will be at the chips station, and Vice Chairperson Escalante and Chairperson Wells are assigned to the drinks station. City Council Liaisons Ruh and Martinez will be the "floaters" and help where needed.

NEW BUSINESS

A. *Easter Eggstravaganza*

The Easter Eggstravaganza event is scheduled to take place on Saturday, April 8, 2023 from 9:00 a.m. – 11:00 a.m. at Alma Hofman Park with photos with the Easter Bunny and pancake breakfast in the Community Center and outdoor activities in the park. Although the Easter Eggstravaganza is not a Community Activities Commission sponsored event, the Commission is invited and welcomed to volunteer at the event.

Chairperson Wells, Vice-Chairperson Escalante, Commissioners Ferraro, Hernandez, Milhiser, Padilla, Rangel and City Council Liaisons Bill Ruh and Corysa Martinez plan to attend.

ITEMS OF SPECIAL INTEREST

None

ADJOURNMENT

Chairperson Wells adjourned the meeting at 7:34 p.m.

Respectfully submitted,

Angela Franco
Recreation Coordinator Community