

**MINUTES OF THE
WEDNESDAY, MARCH 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 Milhiser 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 Liaisons Bill Ruh and Corysa Martinez

Excused: None

Also Present: Assistant City Manager/Director of Human Services Marcia Richter
Administrative Specialist Krystal Rabino
Administrative Analyst Adriana Navarrete-Campos
Community Recreation Coordinator Angela Franco

PUBLIC COMMENT

There was no public comment.

PRESENTATIONS

A. *Hearing for the Community Benefits Funding Program*

All thirteen 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 \$45,000 is available for distribution.

After the presentations and a brief intermission, Commissioners discussed the funding distribution. Commissioner Milhiser motioned to recommend allocating the funds as listed to the thirteen agencies present.

Commissioner Padilla seconded the motion and it was carried unanimously to recommend the following allocations:

<u>Requesting Agencies</u>	<u>FY 2022-2023 Recommendations</u>
Aging Next	\$5,000
Anthesis	\$3,000
Assistance League of the Foothill Communities	\$3,000
Care & Company	\$4,000
Christian Development Center	\$5,000
Foothill Family Shelter	\$2,500
OMSD Health and Wellness Services	\$2,000
Hope Through Housing Foundation	\$2,500
Love for Humanity	\$4,500
Montclair Meals on Wheels	\$1,500
OPARC	\$5,000
Project Sister Family Services	\$2,000
Visiting Nurses Association	\$5,000
Subtotal:	\$45,000.00

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

NOES: None

ABSTAIN: None

ABSENT: None

APPROVAL OF MINUTES

Commissioner Rangel made the motion to approve the minutes from the Community Activities Commission meeting on February 1, 2023. 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 thirteen 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. *Easter Eggstravaganza*

The 2023 Easter Eggstravaganza 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.

The Ontario-Montclair Kiwanis Club will be offering a pancake breakfast for \$5, while supplies last. The event will have games, inflatables, 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.

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 and Rangel, and City Council Liaisons Ruh and Martinez are available to attend the event. Commissioners are asked to arrive by 8:30 a.m. the day of the event for their assignment.

C. *Volunteer Recognition Program*

Due to the April 17th City Council meeting being cancelled, the Volunteer Recognition Program Ceremony is rescheduled to be held at the City Council meeting on Monday, April 3, 2023 at 7:00 p.m.

The deadline to return a nomination application was Friday, February 24, 2023. Ms. Richter shared that out of the 60 applications sent to agencies/organizations, schools, and churches, only 10 were received. Nominations were received from: Vernon Middle School, Montclair Little League, Montclair Meals on Wheels, the Women's Club of Montclair, Montclair Nutrition Program, Montclair Senior Program, Montclair Sports Program, Christian Development Center, Foothill Family Shelter, and Montclair Chamber of Commerce.

Commissioner Milhiser suggested downsizing the Ceremony activities due to the low amount of submitted applications. Commissioner Milhiser added that the community seems to lack interest for this Program and the Commission should consider ending the program after this year. City Council Liaison Ruh shared that there are many opportunities to recognize outstanding volunteers at the Council Meetings throughout the year.

The Commission agreed to downsize the event. The Commission will arrive by 6:30 p.m. for the pre-ceremony to greet Dignitaries, nominees, and nominators. Ms. Richter mentioned

that Human Services Staff will help prepare the programs and plaques. Commissioner Ferraro volunteered to read the script for the presentation. After the presentation, the Commission will help serve cake for the post-ceremony.

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. The following updates were shared.

- **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 Montclair's past Mayor, Harold Hayes for his service in the U.S. Coast Guard. The plaque will be dedicated by the Community Activities Commission. Commissioner Milhiser and City Council Liaison Ruh shared their admiration for Mayor Hayes, and Commissioner Milhiser stated she would like to present his plaque during the ceremony. The other plaque is for a family member of a Montclair After-School Program Learning Leader.

- **Entertainment**

Ms. Richter shared that The Band of the California Battalion has been confirmed for the event and will be performing the National Anthem, since the Mayor's friend who sang the National Anthem at the recent swearing-in ceremony for the Mayor and Council Members is not available for the Memorial Day Program.

- **Dignitaries**

Ms. Richter confirmed that Staff has prepared Save-the-Dates to send out to Dignitaries.

- **Pledge of Allegiance**

Ms. Richter and staff will reach out to Marines Veteran Esmeralda Bocardo to confirm availability and participation in leading the Pledge of Allegiance.

- **Poem**

The Commissioners agreed to read the poem "A Memorial Day Poem" by C.W. Johnson. Councilmember Ruh will introduce the poem, and the Commissioners will read a stanza each in the following order: Commissioner Hernandez, Commissioner Rangel, Commissioner Padilla, Vice-Chairperson Escalante, Commissioner Ferraro, and will close with Commissioner Milhiser. Chairperson Wells will read Vice-Chairperson Escalante's stanza if he is unable to attend.

Ms. Richter recommended the Commission practice the poem at the April or May meeting.

- **Refreshments**

Refreshments will be available for the event. The Commission agreed that the refreshments will be similar to last years, which will include: barbeque hotdogs, chips, cookies and lemonade.

NEW BUSINESS

None

ITEMS OF SPECIAL INTEREST

None

ADJOURNMENT

Chairperson Wells adjourned the meeting at 9:41 p.m.

Respectfully submitted,

Krystal Rabino
Administrative Specialist