

**MINUTES OF THE
WEDNESDAY, MAY 3, 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, Laurie Milhiser, Arturo Padilla, Rosa Rangel, and City Council Liaison Corysa Martinez

Excused: Commissioner Alex Hernandez, City Council Liaison Bill Ruh

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.

APPROVAL OF MINUTES

Commissioner Milhiser made the motion to approve the minutes from the Community Activities Commission meeting on April 5, 2023. Commissioner Rangel seconded the motion and it was carried unanimously to approve the minutes.

ORAL AND WRITTEN COMMUNICATIONS

Ms. Richter announced that the Commission received a thank you letter from Megan Wollen, the Executive Director at Foothill Family Shelter. In her hand-written note, Ms. Wollen thanked the Community Activities Commission and the Community Benefits Funding Program for their support, and informed the Commission that the awarded funds will allow Foothill Family Shelter to continue their good work and serve those less fortunate.

OLD BUSINESS

A. *Easter Eggstravaganza - Recap*

Commissioner Milhiser stated that according to Montclair Kiwanis volunteers who cooked the pancake breakfasts at the Easter Eggstravaganza event, this year's crowd was the largest turnout they had seen. Vice-Chairperson Escalante explained that the event went well, and although there were some technical difficulties, he commended staff for getting into a rhythm and creating a smooth Easter bunny photo station at the event. Commissioner Rangel noted how efficient the event set-up was, including the pancake breakfast area. Ms. Richter mentioned how pleasant it was to get back to normal event operations, and Commissioner Rangel agreed.

Commissioner Padilla explained that he heard comments from those inside the Community Center saying that they could not hear the raffle that was happening outside. Ms. Richter explained that staff did make an effort to go inside to announce the raffle numbers, and also mentioned that attendees were told the raffle would be conducted at the outside basketball courts at 10:30 a.m. Ms. Richter also reported that all winners of the raffle were found, and photos of the winners with their Easter baskets were taken with Police and Fire representatives. Chairperson Wells said the event was enjoyable and is looking forward to next year.

B. *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.

Event Outline/Assignments

Ms. Richter presented the Commission with a brief event outline.

Chairperson Wells will read the opening and closing statements for the Memorial Day Program. The Invocation will be given by Chaplain Josh Matlock. Following the Invocation, the Montclair JROTC will present the colors and the flag. Next, Commissioner Padilla will lead the Pledge of Allegiance, since there was no response received from Veteran Marine Esmeralda Bocardo. The Band of the California Battalion will then perform the National Anthem. Chairperson Wells will introduce the Mayor, who will do a welcome and introduce the dignitaries in attendance. Congresswoman Norma Torres and Assemblymember Rodriguez will be sending representatives. The dignitary representatives will each have 3 minutes for their comments. The Council Members will also have an opportunity to speak when introduced. Afterwards, the Band will play a patriotic song of their choice.

At the conclusion of the patriotic song, we will have the unveiling of the new plaque on the Veteran's Memorial Wall by Commissioner Milhiser. Chairperson Wells will introduce Commissioner Ferraro and Commissioner Padilla who will read the names on the Veteran's Memorial Wall and Commissioner Milhiser will read the name of the new plaque and a brief biography. Commissioner Hernandez will present the flower to the honoree's family representative.

The Band will play the Armed Forces Medley.

Chairperson Wells will introduce Commissioners Hernandez and Rangel who will read the names on the Remembrance Wall.

The Montclair High School JROTC members will present the wreath to Mayor Dutrey for the Remembrance Wall.

City Council Liaison Ruh will introduce the poem titled "A Memorial Day Poem" by C. W. Johnson and it will be read by Vice-Chairperson Escalante, and Commissioners Hernandez, Rangel, Padilla, Ferraro, and Milhiser.

The band will perform another patriotic song. Chairperson Wells will invite everyone for refreshments at the Senior Center. Montclair JROTC will lower the flag as the band plays "Taps" on the bugle. The Band of the California Battalion will then join everyone at the reception.

Harold Hayes' step-daughter confirmed her attendance at the event. Commissioner Milhiser offered to speak about Harold Hayes if necessary, and has a personal short story to share about him. Ms. Richter explained that she has statistical information on Harold Hayes' time as Mayor, a City Council Member, and the Commissions/Committees he was assigned.

Refreshments

Staff will be grilling the hot dogs for the refreshments served after the event. Commissioners Milhiser and Rangel volunteered to help at the dessert station, Chairperson Wells and Commissioner Ferraro volunteered to assist in the kitchen with the hotdog distribution, Commissioner Hernandez volunteered to help at the bagged chips station, and Commissioner Padilla volunteered to assist at the drink area. Chairperson Wells noted that the Commission will assist wherever needed.

Poem

Vice-Chairperson Escalante, and Commissioners Rangel, Padilla, Ferraro and Milhiser rehearsed their stanza of the poem.

Arrival Time

Ms. Richter asked that all Commissioners arrive at 4:00 p.m. to rehearse and greet attendees as they are arriving. Vice-Chairperson Escalante suggested a back-up plan in case of inclement weather. Ms. Richter explained that the ceremony will be moved to the Community Center if inclement weather occurs.

C. Home Beautification Program

Chairperson Wells reminded the Commission of their assigned judging areas. She also reminded Commissioners to submit their two nominations by May 29, 2023 due to the tight timeframe for review by the Community Development Department and to set up the judging caravan route. The judging caravan is scheduled to meet at 5:30 p.m. at the Senior Center on Wednesday, June 7, 2023. After the judging, Commissioners will meet at Black Angus to

discuss the homes that were viewed and select winners, and will have their end of the year dinner.

The homes chosen for the 2023 Home Beautification Program will be presented at the July 17, 2023 City Council Meeting. Chairperson Wells encouraged Commissioners to attend the presentation. Ms. Richter recommended the Commission decide who will read the script. Chairperson Wells explained that she would read the script if no one else volunteers, but would like to give everyone a chance when all Commissioners are in attendance. Commissioners will decide who will read the script at the June 7, 2023 meeting.

NEW BUSINESS

A. Human Services Staff Luncheon

Chairperson Wells asked the Commission if they are interested in hosting a Human Services Staff Luncheon as they have in previous years. She also commended the Human Services staff for the hard work they do and the events they organize for the community. Commissioner Rangel agreed, and reflected on the Volunteer Recognition Dinner, and how much she appreciated the decorations, program, dances, and refreshments.

Commissioner Padilla suggested having a potluck or a gathering at a restaurant. Chairperson Wells and Commissioner Milhiser both mentioned that a restaurant would probably not be practical due to the amount of employees in the Human Services Department. Ms. Richter shared that the core group of employees ranges from 25 to 30 people.

Commissioner Milhiser recalled the last Human Services Staff Luncheon the CAC provided food from Los Portales restaurant, and she suggested the same be done for this year's luncheon. The Commission agreed, and Commissioner Padilla offered to order and pick up the food from Los Portales as he did at the last luncheon. Commissioner Rangel offered to provide desserts, Commissioner Milhiser offered to bring water, Vice-Chairperson Escalante suggested each Commissioner bring a 12-pack of drinks each.

The Human Services Staff Luncheon will be held on June 22, 2023 at 1:00 p.m. in the Senior Center. Ms. Richter suggested the Commission arrive at 12:30 p.m. for setup. She also expressed her appreciation towards the CAC for planning this event.

ITEMS OF SPECIAL INTEREST

ADJOURNMENT

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

Respectfully submitted,

Krystal Rabino



Administrative Specialist