

**MINUTES OF THE
WEDNESDAY, JUNE 7, 2023
SPECIAL MEETING OF THE
MONTCLAIR COMMUNITY ACTIVITIES COMMISSION**

**MONTCLAIR SENIOR CENTER
5111 BENITO STREET, MONTCLAIR, CALIFORNIA
5:00 P.M.**

CALL TO ORDER

Chairperson Wells called the meeting to order at 5:00 p.m.

SALUTE TO THE FLAG

Vice-Chairperson Escalante 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 (arrived at 5:19 p.m.), Rosa Rangel, and City Council Liaisons Bill Ruh and Corysa Martinez

Excused: Commissioner Alex Hernandez

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

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

Commissioner Ferraro made the motion to approve the minutes from the regular meeting of the Community Activities Commission on May 3, 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 thank you letters from most of the agencies who received Community Benefits Funding. Letters from the following were circulated for CAC members to review:

- Vice-President of Resource Development Karolyn Bragg from the Assistance League of the Foothill Communities
- President/CEO Stacey Proctor from OPARC

- President & CEO Paula Natale from VNAcare
- CEO Shawn Prokopec from Anthesis
- President Gregory Bradbard and Director of Development Alyssa Cotter from Hope through Housing
- Executive Director Julie Boynton from Project Sister Family Services.

OLD BUSINESS

A. Memorial Day Program - Recap

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

There were several suggestions to consider for next year's event and program, including:

- Revise section of script regarding the Veteran's Memorial Wall
- Remind Public Works to test banner unveiling mechanism
- Wreath presentation
- Program rehearsal
- Sound System volume

Commissioner Milhiser explained how well the program functions overall, and that it is well received by the community. Ms. Richter stated that over 100 hot dogs were served. Commissioner Milhiser suggested that there were around 70-75 people in attendance for the program. She also mentioned how great it was that this year's JROTC team was all female. Vice-Chairperson Escalante praised the Commission for their articulation during the program.

B. Home Beautification Program

Home Beautification judging was completed during tonight's meeting. Following the Commission's review of the agenda in the Senior Center, Chairperson Wells, Vice-Chairperson Escalante, Commissioners Ferraro, Milhiser, Padilla, and Rangel, and City Council Liaisons Ruh and Martinez, Ms. Richter, Ms. Rabino, and Ms. Franco boarded the Golden Express bus at approximately 5:45 p.m. for the Judging Caravan.

Seventeen addresses were on the list of homes to be judged. The bus stopped in front of each home long enough for Chairperson Wells, Vice-Chairperson Escalante, Commissioners Ferraro, Milhiser, Padilla, and Rangel, to select a score of 1-10.

The homes judged are listed below:

Drought Tolerant

- 10295 Poulsen Ave.
- 4812 Rodeo St.
- 11185 Shetland Ave.
- 4173 Orchard St.
- 4183 Orchard St.
- 9776 Kimberly Ave.
- 5491 Deodar St.
- 5640 Hawthorne St.
- 5510 Bonnie Brae St.
- 5593 Princeton St.

Traditional

- 10215 Vernon Ave.
- 4510 Flora St.
- 9961 Pradera Ave.
- 4892 Olive St.
- 5371 Cambridge St.
- 5584 San Bernardino St.
- 9728 Fremont Ave.

When the judging caravan concluded, the Golden Express bus returned to the Senior Center.

Dinner and score tallying was held at Black Angus Steakhouse, 9415 Monte Vista Ave, Montclair, CA 91763 – 7:00 p.m.

Chairperson Wells, Vice-Chairperson Escalante, Commissioners Padilla and Rangel, City Council Liaisons Ruh and Martinez, Ms. Richter, Ms. Rabino, and Ms. Franco met at Black Angus Steakhouse in order to tally-up the final scores for all seventeen homes. Commissioners Ferraro and Milhiser left after the judging, but their scores were still announced by Councilmembers Martinez and Ruh at the dinner, and were counted towards the final scores. Ms. Richter and Ms. Rabino added up the final scores for all seventeen homes; the nominees with the highest score will be recommended for an award. One winning home was selected for each category, Home of the Year: Traditional and Home of the Year: Drought Tolerant. Each winner will be announced at the City Council meeting on Monday, July 17, 2023 and Vice-Chairperson Escalante volunteered to read the presentation. The dinner and judging concluded at 9:00 p.m.

C. Human Services Staff Luncheon

The Human Services Staff Luncheon will be held on June 22, 2023 at 1:00 p.m. in the Senior Center.

Commissioner Milhiser explained that she may be immobile at the time of the event since she will be recovering from surgery, but will provide a case of water. Commissioner Rangel will be dropping off desserts earlier in the day since she has a Chamber of Commerce event to attend, Commissioner Padilla will be ordering and picking up the food for the luncheon, and Chairperson Wells and Commissioner Ferraro will provide soft drinks.

Ms. Richter recommended that the Commission arrive at 12:30 p.m. to prepare for the luncheon at 1:00 p.m. Human Services staff will supply plates, napkins, and iced tubs to hold the beverages. Staff will be eating in the Senior Center, and some may take their food to-go due to work schedules.

Vice-Chairperson Escalante recommended the creation of a slideshow with staff pictures if possible. He stated that he plans to take photos of Human Services staff next year to make a slideshow for the luncheon. Chairperson Wells said she will be bringing a thank you card for the Commission members to sign and give to the Human Services Staff.

NEW BUSINESS

A. *Review of the CAC Year of Activities*

Ms. Richter gave a brief review of next year's Calendar of Events and welcomed the Commission to suggest any changes or additions they would recommend to the scheduled activities.

Ms. Richter listed the following anticipated calendar events: Halloween Spooktacular, Holly Jolly Holiday, Holiday Home Decoration, Community Benefits Funding, Volunteer Recognition Program, Memorial Day, Home Beautification, and the Military Banners.

Events with further discussion included the Halloween Spooktacular & Volunteer Recognition Program.

Halloween Spooktacular

Chairperson Wells inquired where the Halloween Spooktacular will be held this year. Ms. Richter explained that Montclair Place has asked the City to return to their site for this event, however, as of today a final decision has not been made. Commissioner Milhiser explained the importance of the Commission's attendance to the Halloween Spooktacular since it is a huge event for the community, and she recalled the large attendance last year. Commissioner Padilla explained that although he did hear some complaints about last year's event, there will never be complete satisfaction from all guests.

Suggestions for the 2023 Halloween Spooktacular included:

- Placing a City logo on booths
- Scheduling the costume contest earlier

Volunteer Recognition Program

Commissioner Milhiser commented how this year the Volunteer of the Year Program was changed to the Volunteer Recognition Program, and she suggested the Commission decide if the program has generated enough participation from the community to continue for next year.

To encourage participation, the items mentioned to discuss at a future meeting for the 2024 Volunteer Recognition Program include:


- Reviewing which organizations/non-profits to invite to nominate volunteers
- Marketing strategies

ITEMS OF SPECIAL INTEREST

None

ADJOURNMENT

Chairperson Wells adjourned the meeting at 9:00 p.m.

Respectfully submitted,

Krystal Rabino
Administrative Specialist