

**MINUTES OF THE
WEDNESDAY, FEBRUARY 4, 2015
MEETING OF THE
MONTCLAIR COMMUNITY ACTION COMMITTEE**

**MONTCLAIR CITY COUNCIL CHAMBERS
5111 BENITO STREET
MONTCLAIR, CALIFORNIA**

CALL TO ORDER

Chairperson Banas called the meeting to order at 7:01 p.m.

SALUTE TO THE FLAG

Member Alba led those present in the salute to the flag.

ROLL CALL

Members Present: Chairperson Peggy Banas, Vice-Chairperson Hollis Judkins, Members Elizabeth Alba, Mary Fondario, Laurie Milhiser, Arturo Padilla, and Mayor Pro Tem Carolyn Raft

Members Absent: Member Elnie Vannatim

Also Present: Human Services Director Marcia Richter
Senior Human Services Supervisor Michelle Castillo
Senior Recreation Leader Emily Gomez-Medina

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Moved by Member Fondario, seconded by Member Padilla, and carried unanimously to approve the minutes of the Community Action Committee meeting of January 7, 2015.

ORAL AND WRITTEN COMMUNICATIONS

Ms. Richter distributed two items for the Committee to review. The first was an email from the Incredible Edible Community Garden, thanking the Committee for their support. They will apply the funds toward the Montclair Community Garden project. The second item was from Family Foothill Shelter, thanking the Committee for their continued support to better serve the community and provide basic needs such as food, clothing, and shelter to homeless families.

OLD BUSINESS

A. Military Banner Programs

Ms. Castillo stated that banners have been ordered and she is currently waiting for the proofs to come back from the vendor. The eleven banners should be hung by the end of the February if there are no complications. Chairperson Banas stated that on January 20 the military banners of those residents who were recently discharged were presented at the City Council meeting. Chairperson Banas stated that the two gentlemen who received their military banners were appreciative. Ms. Richter stated that the program was well received by those in attendance.

B. 2015 Volunteer of the Year Programs

Ms. Richter stated that the nomination letters have been sent to all the agencies for the Volunteer of the Year Program. Ms. Richter stated that donation letters have been prepared for Members to take with them so they can deliver them to the businesses they volunteered to approach.

Ms. Richter inquired if Members had any names to submit for the three judges. Member Milhiser stated that she has secured one judge and will contact Ms. Richter with their contact information. Member Padilla stated that his contact is overly committed with the Boys Scouts and so far he has not received a confirmation from him. Member Banas stated that she is still working on a confirmation from her contact and will give an update the following day. Ms. Member Padilla stated that he will check with his contact and if the contact is available, he will contact Ms. Richter. Ms. Richter stated that if she does not hear from Members by Tuesday, February 10, staff will obtain the remaining two judges.

Ms. Gomez-Medina distributed the donation letters to the Members. Ms. Richter stated that the sooner the Members approach the businesses the better because many businesses need to check with corporate or higher management to get an approval for donations. Member Milhiser inquired what type of donations will be accepted. Ms. Richter stated that all the donations are put together in a gift bag so gift certificates and gift cards are preferred so they can be equally distributed to the nominees. Ms. Richter stated that when larger donations are received they are given to the winner of the program. Ms. Castillo mentioned that in the past Starbucks had donated a bag of coffee for each of the nominees. Ms. Castillo stated to Members that if a business wants to make a donation for each nominee the Members need to get a confirmation from the business, and then we can let them know two weeks before the event the exact number of nominees. Ms. Richter inquired if Member Milhiser had approached Montclair Florist. Member Milhiser stated that she hadn't but will soon.

Ms. Richter mentioned the themes that were presented at the last meeting. Member Fondario presented a few past themes and decorations for Members to review. Member Milhiser stated an idea for a theme: Volunteers Keep the Wheels Turning. Member Milhiser stated that many organizations rely on volunteers. Members agree with Member Milhiser's suggestion.

Member Padilla suggested to purchase a cake with pictures of wheels to match the theme. Ms. Castillo stated that in the past the cake has been purchased from Costco and Costco does not do custom designs anymore but she will research bakeries that use this process. Member Milhiser moved to approve the theme: Volunteers Keep the Wheels Turning, seconded by Chairperson Banas and carried unanimously. Ms. Castillo will have more decoration ideas/examples available for the Committee to view at the next meeting.

C. 2015 Memorial Day Program

Ms. Richter confirmed the following:

- Police Chaplain Vicki Brobeck will present the invocation
- Montclair JROTC will perform the Presentation of the Colors
- A barbershop quartet has agreed to perform patriotic songs
- The Montclair Choral Group will perform
- The Muse, musical group, is unavailable

Ms. Castillo stated that plaque applications are due on February 20, 2015. One application has been received and she should receive a second one later this week. Member Padilla stated that the TAPS performer he suggested was very disappointing and poor quality. Ms. Richter stated that since Member Padilla did not have anyone staff will contact John Paul Jackson, who performed last year, and confirm he is available. Member Milhiser stated that she will follow up on her second contact for the performance of the national anthem.

Members discussed the selection of a patriotic poem and asked Ms. Richter to read aloud the poem "Flanders Field". Members then read patriotic poems that were distributed to them that CAC Members had suggested. Member Padilla stated that as a veteran the poem "The Noble and the Brave" really touched him and reading it made him feel emotional. Member Milhiser read the poem aloud and recommended approving the poem for the event. Member Milhiser moved to approve "The Noble and the Brave" as the patriotic poem for the event, seconded by Chairperson Banas and approved unanimously. Ms. Richter stated that at the next meeting members can discuss their responsibilities for the event. Ms. Castillo will follow up on Mike Correa, a past military banner recipient, to lead the Pledge of Allegiance.

NEW BUSINESS

None

ITEMS OF SPECIAL INTEREST

- Member Milhiser stated that she is very appreciative for the plant she received last meeting from staff and the Committee as a sympathy gift for her mother's passing.
- Ms. Richter said that the mid-year budget review is going to be held in the Council Chambers next Thursday, February 12, 2015 at 5:45 p.m. if members are interested in attending.
- Ms. Richter mentioned that the Chamber of Commerce is hosting a Murder Mystery Dinner fundraiser on February 28, 2015.
- Ms. Richter mentioned another planning community engagement meeting for the Community Garden will be on Saturday, February 21, 2015 at 10:00 a.m. It will take place on the garden site which is on the corner of Ramona Ave. and Palo Verde St. Ms. Richter said that at the first meeting sixty individuals attended and were very interested and willing to work hard. The opening day of the Community Garden is set to be on Saturday, June 20, 2015. Ms. Richter mentioned that the Committee will be invited to attend.

ADJOURNMENT

Chairperson Banas adjourned the meeting at 7:40 p.m.

Respectfully submitted,

Emily Gomez-Medina
Senior Recreation Leader