

**MINUTES OF THE  
WEDNESDAY, MARCH 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 7:04 p.m.

**SALUTE TO THE FLAG**

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

**ROLL CALL**

Members Present: Chairperson Peggy Banas, Members Elizabeth Alba, Mary Fondario, Laurie Milhiser, Arturo Padilla, and City Council Liaison Bill Ruh

Members Absent: Vice-Chair Hollis Judkins and Member Elnie Vannatim

Also Present: Human Services Director Marcia Richter  
Senior Human Services Supervisor Michelle Castillo  
Administrative Technician Vanessa Tom

**PUBLIC COMMENT**

*None*

**APPROVAL OF MINUTES**

Moved by Member Milhiser, seconded by Member Padilla, and carried unanimously to approve the minutes of the Community Action Committee meeting of February 4, 2015 with a correction in Items of Special Interest to clarify that the plant given to Member Milhiser was a sympathy gift due to her mother's passing.

**ORAL AND WRITTEN COMMUNICATIONS**

Ms. Richter distributed postcards from the Ontario/Montclair YMCA for their Spring Good Faith Breakfast which will be held Friday, April 17 from 7:30-9:30 a.m. Next she read and distributed four thank you letters from Ontario Montclair School District,

Project Sister, Pomona Valley Workshop, and VNA Hospice, all thanking the Committee for their donations and support through the Community Benefits Program.

## **OLD BUSINESS**

### ***A. Military Banner Programs***

Ms. Castillo stated that the new banners were hung on February 27, 2015, and location letters were sent to families on March 3, 2015. New banners went up in addition to replacement banners for those that have been up for more than three years.

### ***B. 2015 Volunteer of the Year Program***

Ms. Richter began by reporting that we have three confirmed judges. Chairperson Banas and Member Milhiser had recommended two of the judges, and Ms. Richter confirmed that Peggy Cartwright, Director of Marketing and Public Relations at Chaffey College, would return as a judge for Volunteer of the Year. Ms. Richter stated that the deadline for nominations was extended from Monday, March 2 to Thursday, March 5, and noted that we have four or five nominees so far. Ms. Castillo stated that we had no designs to share until next month. Ms. Richter said that certificates would be prepared once we know the final number of nominees, and food preparation has already been discussed.

Member Milhiser opened the discussion on donations and stated that she confirmed that Montclair Florist will donate the centerpiece and make the corsages and boutonnieres, Logan's Candy will donate a small bag of candy for each nominee, and that she received a gift card donation from Boston's. She will also have an Avon basket to donate, provided by a friend. City Council Liaison Ruh said that he will provide Target gift cards as soon as he knows the final count of nominees. Chairperson Banas mentioned the previous year's contact from Starbuck's has moved to another store, but she will try to follow up with her. Chairperson Banas also left a donation letter at the Claremont Club. Ms. Richter stated that we have received a donation from Doubletree Hotel in Ontario for one free brunch and overnight stay. Ms. Castillo mentioned that we received a donation from Scandia Amusement Park. Member Alba is waiting on a donation from Costco. Member Fondario delivered a donation letter to Applebee's, and Member Padilla delivered donation letters and spoke to the managers at both Black Angus and Hometown Buffet. Ms. Richter noted that donation letters included dates to submit the donations and that whoever delivered the donation letters may want to follow-up with each recipient.

Ms. Richter noted that members are to arrive at 5:00 p.m. for event set-up. Attendees, judges, and agencies should arrive by 6:15 p.m. so they can be seated before the City Council meeting starts. Chairperson Banas will be reading the script, members will

assist with set-up and serving of the food, and finally they will help clean up after the event.

### ***C. 2015 Memorial Day Program***

Ms. Castillo informed Members that six plaques had been purchased. She is not certain if plaques on the Veterans' Memorial Wall and the Remembrance Wall can be switched this year; if not a bigger flag will need to be purchased to cover the Veterans' Memorial Wall for the unveiling.

City Council Liaison Ruh mentioned to those who are new to the committee that the Memorial Day Program, especially the introduction of the plaques, has been one of the most successful things the committee has done; it has expanded greatly, and is a wonderful way to honor those who have served our country. He noted that there are not many programs like this in the area.

Ms. Richter stated that last year's program outline was distributed tonight in order to make edits to provide a clean outline for this year. She noted that Chairperson Banas would open the event, Police Chaplain Vicki Brobeck would do the invocation, and that the Montclair High School Junior ROTC would present the colors. Ms. Castillo added that Mike Correa, a Montclair military veteran, would be available to lead the flag salute. Member Milhiser has confirmed that Sabrina Zavala, a student at Patriot High School in Riverside, will sing the National Anthem. Ms. Zavala sang the National Anthem at the Soroptimist luncheon last year. Ms. Richter confirmed that John Paul Jackson will return to play TAPS at the conclusion of the program.

Members Alba and Fondario will be at the welcome table and will present the flowers to family representatives. Member Fondario and Member Padilla will read the names at the Remembrance Wall. Vice-Chair Judkins and Member Milhiser will unveil and dedicate additional names to the Veterans' Memorial Wall. Ms. Richter explained to newer members that there are two walls- the Veterans' Memorial Wall where families can purchase plaques for deceased residents who served in the armed forces, and the Remembrance Wall which honors individual Montclair residents who were killed in action. Chairperson Banas suggested that all members go out to see the walls and the courtyard after the meeting is adjourned.

Ms. Castillo asked if all members had a copy of the poem "The Noble and the Brave", the poem that was selected at the last CAC meeting in February, and distributed the poem to those who did not have it. Ms. Richter stated that there are six stanzas in the poem, and Chairperson Banas suggested that two people read the poem. The Committee agreed to wait until the April 1, 2015 meeting to ask Vice-Chair Judkins if she would like to read the poem with City Council Liaison Ruh.

Ms. Richter mentioned that last year at the welcome table there were flag pins distributed with information on how to properly discard an American flag and who to contact for assistance. The committee agreed to again give the pins and information to those who attend. Member Padilla mentioned that the VFW in Ontario and the Boy Scouts will have a ceremony to properly discard of flags the same weekend of the Memorial Day Program; the exact details are to be determined.

Chairperson Banas will contact Chino Planes of Fame Air Museum to see if they'd like to participate in this year's event. In the past a Veteran and volunteer of the museum, Wilbur Richardson, arrived in full uniform and handed out informational items.

Ms. Richter suggested that a corsage and boutonniere be purchased for program volunteers Sabrina Zavala and Mike Correa. Member Fondario made the motion to purchase both, Member Banas seconded the motion, and the motion was carried unanimously. City Council Liaison Ruh suggested that since the purchase is a budget expenditure, that in concurrence the motion needed a 'not to exceed' amount. Member Alba amended the motion to include that the purchase is not to exceed \$60.00, Chairperson Banas seconded the motion, and the motion was carried unanimously.

## **NEW BUSINESS**

*None*

## **ITEMS OF SPECIAL INTEREST**

City Council Liaison Ruh stated that though the Easter Eggstravaganza is not a CAC function, members usually assist in the popular event. He noted that the breakfast purchase is optional and participation in the event is free. Ms. Richter noted that the date is April 4 from 9:00 a.m. to 11:00 a.m. in the Community Center and Starlite Patio. There will be carnival-style games, Easter eggs, a pancake breakfast, and photos with the Easter Bunny. Ms. Castillo noted that the pancake breakfast price has increased to \$4.00.

City Council Liaison Ruh stated that Congresswoman Norma Torres will hold a *Congress On Your Corner* event on Saturday, March 7, 2015 where anyone can meet Congresswoman Torres to discuss federal issues, social security, VA benefits, and any pertinent ideas. The event is from 12:30 p.m. to 2:30 p.m. and will be at her office at 3200 Inland Empire Blvd., Suite 200B, Ontario, CA 91764, no RSVP necessary. He noted that she is very supportive of the City of Montclair and that she often attends our Council Meetings.

Member Fondario asked about the CAC polo shirt order with the city logo. Ms. Castillo stated that she is searching for another vendor who will print them, as our

longstanding vendor closed. The shirts will be black with the teal and burgundy Montclair logo.

## **ADJOURNMENT**

Chairperson Banas adjourned the meeting at 7:59 p.m.

Respectfully submitted,  
Vanessa Tom  
Administrative Technician