

**MINUTES OF THE  
WEDNESDAY, NOVEMBER 5, 2014  
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 7:05 p.m.

**SALUTE TO THE FLAG**

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

**ROLL CALL**

Members Present: Chairperson Peggy Banas, Members Liz Alba, Mary Fondario, Laurie Milhiser, Arturo Padilla, and Elnie Vannatim

Members Absent: Mayor Pro Tem Bill Ruh and Vice-Chairperson Hollis Judkins

Also Present: Human Services Director Marcia Richter  
Senior Human Services Supervisor Michelle Castillo  
Office Specialist Christine Smiderly

**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 October 1, 2014.

**ORAL AND WRITTEN COMMUNICATIONS**

Ms. Richter stated that Members are invited to the Annual Montclair Fire Fighters Recognition Breakfast, which will be held on Thursday, December 11, 2014 at 7:15 a.m. at Dolce Café and Bakery. Ms. Richter asked that Members let her know at the conclusion of the meeting if they plan to attend as reservations are required.

**OLD BUSINESS**

***A. Hearing for Community Benefits Funding Program***

Chairperson Banas and Member Alba recused themselves from the room and discussion due to their association with one of the requesting agencies.

The following non-profit agencies made presentations to the Committee for consideration of Community Benefits Funding. The total amount available for distribution is \$10,000.

After the presentations and a brief intermission, Members discussed funding distribution and it was moved by Member Fondario to allocate funds as listed to the eight agencies present. The motion carried as follows:

AYES: Fondario, Milhiser, Padilla, and Vannatim  
 NOES: None  
 ABSTAIN: Alba, and Banas  
 ABSENT: Judkins

The motion was approved by majority vote to recommend the following allocations:

<b><u>Requesting Agencies</u></b>	<b><u>FY 2014-15 Recommendations</u></b>
Foothill Family Shelter	\$1,500
House of Ruth	\$1,000
Incredible Edible Community Garden	\$1,500
Montclair Community Collaborative	\$1,000
Montclair Meals on Wheels	\$1,500
Pomona Valley Workshop	\$1,500
Project Sister	\$1,000
Visiting Nurses Association	\$1,000
<b>Subtotal:</b>	\$10,000

***B. 2014 Fire Department Open House***

Chairperson Banas stated the Fire Department Open House was a big success and Members distributed all of the bookmarks and flyers on hand. Members Padilla and Vannatim stated that they would like to have more bookmarks and crayons available next year as they completely ran out. Member Fondario stated that this event was well attended and the line for pancakes was the longest she can remember. Ms. Richter stated that the Fire Department participated in a fundraiser on behalf of the Susan G. Komen Breast Cancer Foundation by selling T-shirts; all proceeds were donated to the Susan G. Komen Foundation.

***C. Candidates Forum***

Member Padilla stated he thought the time keeping went much smoother compared to the last forum. The large stand alone timer was easy to use and made time keeping more manageable. Member Padilla suggested using the stand alone timer going forward to minimize time keeping errors, and to continue placing the timekeeper assistant centered

in front of the dais to allow candidates to better view the one-minute warning signs used to notify candidates that their allotted time was nearing the end.

Member Milhiser stated she heard several comments regarding the structure of the forum; how the questions were organized. Ms. Richter briefly discussed the forum protocol and the moderator's role in the forum. Ms. Richter stated that all Candidates received an agenda packet containing the forum protocol one week prior to the actual forum. Members discussed the current protocol/structure and agreed to keep the same policies and procedures in place for the next forum.

Ms. Richter stated that a thank you letter and See's candy gift certificate will be sent to Dan Neale who acted as Moderator. Members and City staff agreed Mr. Neale did a great job as Moderator.

#### ***D. Children's Halloween Party***

Chairperson Banas stated that the Halloween Party was wonderful and seemed to be a great success. Member Alba stated that it was very difficult to only select a single winner for each category, especially considering there were several hundred attendees. Member Alba suggested awarding ribbons or a small gift to more participants, such as including a runner up for each category. Members agreed to discuss recognizing more winners for the costume contest during the event preparation when it occurs next year.

Member Milhiser stated she enjoyed watching the creative and fun activities and games available at the event. Ms. Castillo stated that the Montclair Youth Center staff and several youth volunteers deserve most of the credit as they take great efforts to make this event a success.

#### ***E. Military Banner Programs***

Ms. Castillo provided an update on the progress of the Military Banner Programs. The deadline to submit new banner applications is November 10, 2014. She has received ten new banner applications to date from current members of the armed forces program. Ms. Castillo stated she is in the process of contacting each recipient to confirm their active or discharge status. Chairperson Banas inquired if there were any new banner requests received from her neighborhood as she had recommended this program to a few of her neighbors that are in active status. Ms. Castillo suggested Chairperson Banas email the names/addresses and she will confirm if their applications have been received.

Ms. Castillo stated that discharged banner recipients will be awarded their banners during the January 20, 2015 City Council Meeting and CAC members are encouraged to attend the banner presentation.

#### ***F. Tree Lighting Ceremony***

Ms. Richter stated the event will be held Thursday, December 4, 2014 at the Youth Center at 6:00 p.m. Members were requested to arrive no later than 5:30 p.m. in preparation for the event. The details of the event preparation were discussed as follows:

- Refreshments:
  - Serving the same refreshments as last year
  - Chairperson Banas and Mayor Pro Tem Ruh will serve cookies
  - Vice-Chairperson Judkins and Member Fondario will serve refreshments (Ms. Smiderly will assist with this station)
  - Montclair Kiwanis/MHS Key Club volunteers will assist with this station
- Entertainment:
  - Our Lady of Lourdes children's choir will perform outside of the Youth Center as residents wait in line for the event to begin
  - The Montclair Walkers choral group will perform inside the Youth Center as residents are served refreshments and complete their letters to Santa
- Invitations to Santa and Mrs. Claus:
  - Mr. and Mrs. Pipersky have happily agreed to play Santa and Mrs. Claus again this year
- Arrival of Santa and Mrs. Claus:
  - Ms. Castillo confirmed that Santa and Mrs. Claus will arrive on a Montclair Fire Engine
- Letters to Santa:
  - Member Alba will assist with this station
  - Staff members will assist with this station
  - Montclair Kiwanis/MHS Key Club volunteers will assist with this station
- Photos of children with Santa Claus:
  - Member Padilla will assist with this station
  - Ms. Castillo will provide a counter/clicker for use at the photo line
  - Staff members will assist with this station and provide line control
- Volunteers for the event:
  - Ms. Castillo will confirm that the Montclair Kiwanis/MHS Key Club volunteers will assist with all stations as they have done in previous years

### ***G. Holiday Home Decoration Contest***

Ms. Castillo provided a brief description of this program for new Members and requested that each Member select an area to judge. Each Member selected an area and Ms. Castillo distributed the corresponding area map. Members will each submit two nominations by the contest deadline on Friday, December 5, 2014. Ms. Smiderly also provided a list of the winners for the last three years who are not eligible for nominations this year.

The Committee will caravan and view houses on Monday, December 8, 2014. The Committee will meet at 5:30 p.m. in the Senior Center for dinner. The Committee discussed and selected the Olive Garden be catered in for dinner. The judging of the houses will begin at 6:30 p.m. Scoring and dessert will take place in the Senior Center at approximately 8:30 p.m. City staff will provide the hot cocoa and a dessert, Member Padilla will bring flan and all Members are welcome to bring a dessert.

Members discussed awards and will provide a Target gift card for up to four (4) winners at \$100 each and a framed certificate for each winner. The winners will be presented with their award at the December 15, 2014 City Council Meeting at 7:00 p.m. Ms. Richter encouraged the CAC members to attend the Council Meeting.

## **NEW BUSINESS**

### ***A. Election of Officers***

In compliance with the provisions of Resolution No. 96-2096 authorizing the Montclair Community Action Committee, an election shall be held each calendar year at the last regularly scheduled meeting of the CAC to elect officers for the upcoming year. The November meeting of the CAC is the last regularly scheduled meeting for 2014; therefore, elections for the offices of Chairperson and Vice-Chairperson are in order.

Chairperson Banas opened the nominations; Member Fondario nominated Chairperson Banas to serve another term; no other nominations were made. Member Padilla seconded the nomination; all were in favor and motion carried that Chairperson Banas will serve another term as Chairperson.

Member Padilla nominated Vice-Chairperson Judkins to serve another term as Vice-Chairperson; no other nominations were made. Member Fondario seconded the nomination; all were in favor and motion carried that Vice-Chairperson Judkins will serve another term as Vice-Chairperson.

## **ITEMS OF SPECIAL INTEREST**

Ms. Richter stated that the Montclair Chamber of Commerce is hosting the Annual Montclair Fire Fighters Recognition Breakfast on Thursday, December 11, 2014 at 7:15 a.m. at Dolce Café and Bakery. Ms. Richter requested reservations for those Members that would like to attend. Members Fondario and Padilla confirmed they will attend. Member Milhiser stated she will check her calendar and email Ms. Richter if she can attend by the end of the week. Ms. Richter reminded Members that all reservations are final and a cancellation fee will apply.

Ms. Richter reminded Members that in lieu of a regular CAC meeting in December, Members will attend the annual Tree Lighting Ceremony on Thursday, December 4, 2014 at 6:00 p.m. in the Montclair Youth Center. Members should arrive at 5:30 p.m. Members were also reminded they will meet again on December 8, 2014 at 5:30 p.m. for dinner and at 6:30 p.m. they will depart on their field trip to judge the Holiday Home Decoration contest nominees.

## **ADJOURNMENT**

Chairperson Banas adjourned the meeting at 9:16 p.m.

Respectfully submitted,

Christine Smiderly  
Office Specialist