

**MINUTES OF THE
WEDNESDAY, OCTOBER 1, 2014
MEETING OF THE
MONTCLAIR COMMUNITY ACTION COMMITTEE**

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

CALL TO ORDER

Vice-Chairperson Judkins called the meeting to order at 7:05 p.m.

SALUTE TO THE FLAG

Vice-Chairperson Judkins led those present in the salute to the flag.

ROLL CALL

Members Present: Chairperson Peggy Banas, Vice-Chairperson Hollis Judkins, Members Elizabeth Alba, Laurie Milhiser, Arturo Padilla, Elnie Vannatim, and Council Member Carolyn Raft

Members Absent: Member Mary Fondario

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

PUBLIC COMMENT

Vice-Chairperson Judkins introduced City Attorney Diane Robbins, in attendance to make a presentation regarding the Brown Act. City Attorney Robbins commented that the public has the opportunity to speak during the "Public Comment" section of the Agenda, and she inquired if there was anyone in the audience who would like to speak. There was an attendee, Mr. Benjamin Wood, who introduced himself as a volunteer with the League of Women Voters. Mr. Wood explained that he would be attending the CAC meetings as an observer. The Committee welcomed Mr. Wood and thanked him for his interest in the Community Action Committee.

APPROVAL OF MINUTES

Moved by Member Padilla, seconded by Member Milhiser, and carried unanimously to approve the minutes of the Community Action Committee meeting of October 1, 2014.

PRESENTATIONS

- A. City Attorney Diane Robbins reviewed a power point presentation about City Official Representation and she discussed the various provisions of the Brown Act.

ORAL AND WRITTEN COMMUNICATIONS

Ms. Richter distributed two written items: an invitation from Ontario-Montclair YMCA for their first annual Veteran's Prayer Breakfast on Thursday, November 6, 2014 and a letter from Pomona Valley Workshop thanking the committee for their support through the Community Benefits Program.

OLD BUSINESS

A. 2014 Fire Department Open House

Chairperson Banas reviewed assignments for the Fire Department Open House scheduled on October 11, 2014 from 8:30 a.m. to 11:30 a.m., and includes a pancake breakfast. Vice-Chairperson Judkins and Members Alba and Milhiser will attend the first shift from 8:00 a.m. to 10:00 a.m. Chairperson Banas and Members Fondario, Padilla and Vannatim will attend the second shift from 10:00 a.m. to 12 noon. City staff will provide all materials and have them available for the Committee prior to start of the event.

B. Candidates Forum

Ms. Richter reviewed assignments for the Candidates Forum. Ms. Richter informed Members that Mr. Dan Neale, a member of the Montclair Chamber of Commerce was selected as the moderator for forum. Ms. Richter stated that the Montclair-Ontario Junior Woman's Club is providing the refreshments for the forum.

The Forum will be held at the Montclair Senior Center at 7:00 p.m. on Wednesday, October 15, 2014. Members were asked to arrive no later than 6:45 p.m.

C. Children's Halloween Party

The Children's Halloween Party will be held on Friday, October 31, 2014 from 5:30 p.m. to 8:00 p.m. in the Community Center. The judging for the Halloween costume contest will take place at 6:45 p.m. Chairperson Banas confirmed that she will participate as a judge in the Halloween costume contest, and Members Alba and Padilla confirmed their participation as well. Ms. Castillo requested that judges arrive no later than 6:15 p.m. All other Members are welcome to attend and participate if available.

D. Community Benefits Program

Ms. Richter stated that the Community Benefits Program has \$10,000 available for donation among the nine agencies invited to participate in this year's program. The

letters inviting the nine agencies to submit funding requests have been mailed and the deadline to respond is October 16, 2014. Two agencies have already submitted funding requests and plan to attend the presentation. Ms. Richter stated that all agencies that request funding must present at the Community Benefits Program Hearing scheduled at 7:00 p.m. on November 5, 2014 in Council Chambers. Members will hear the presentations, excuse the agencies, and then discuss and make fund distribution recommendations for City Council review.

E. Military Banner Programs

Ms. Castillo led the discussion and stated that applications for the Military Banner Programs are in the 2014 Fall Human Services brochure, on the City website, and they are available at the Recreation Center front desk. Ms. Castillo stated that she has received seven new banner requests for the Current Member of the Armed Forces banner program at this time. The deadline for new banner submissions is Monday, November 10, 2014. Residents who currently have banners up will be contacted over the next month to verify discharge or currently serving status. The banners belonging to discharged veterans will be removed and presented to the discharged veteran or family member during the January 20, 2015 City Council meeting.

NEW BUSINESS

A. Tree Lighting Ceremony

Ms. Richter provided a detailed description of the event for the benefit of new members. The following items were discussed in preparation for the event:

- ❖ Refreshments: The Committee agreed to serve the same refreshments as last year: sugar cookies, punch, instant hot cocoa with whip cream and sprinkles, and coffee. Refreshments will be set up and served in the snack bar area of the Youth Center. The drinks and cookies would be served from the snack bar counter as residents walk by on their way to the Letters to Santa area.
- ❖ Entertainment: The Committee agreed to invite both the Our Lady of Lourdes children's choir (outside) and the Montclair Walkers Choral group (inside) this year. Ms. Richter will confirm with both groups that they are available to perform at this event.
 - Member Padilla suggested including the Barbershop Quartet that performed at the Memorial Day Program. Member Alba agreed this is a great idea. Ms. Richter offered to contact the Quartet regarding their availability and fees.
 - Member Milhiser inquired about any other schools that might be interested in participating this year. Ms. Richter offered to contact the Montclair After-School Program Supervisor to check with the schools for interest in participating in the event.
 - Members also requested that Ms. Richter contact the Montclair High School regarding performing at this year's event.

- ❖ Invitations to Santa and Mrs. Claus: The Committee agreed to invite Senior Program Specialist Ester Vargas-Pipersky and Police Officer Rob Pipersky to play Santa and Mrs. Claus again this year. Ms. Richter stated she will confirm that they are both available and will let the Committee know at the November CAC meeting.
- ❖ Arrival of Santa and Mrs. Claus: The Committee agreed that Santa and Mrs. Claus should arrive on a fire engine. Ms. Castillo will make arrangements with the Fire and Police Departments and will secure the permits from City Hall to partially close Benito Street during the event as was done last year.
- ❖ Letters to Santa: The Committee agreed to use the same set-up as last year for the Letters to Santa station. Children can write a letter to Santa and place the letter in a large holiday themed mailbox. The station will be set up in the Arts & Crafts area at the back of the Youth Center where tables and supplies will be set up. Several bilingual staff and volunteers will assist the children with the Letters to Santa to ensure they are legible and include a complete address.
- ❖ Photos of children with Santa Claus: The Committee agreed to keep last year's procedures in place; bilingual signs stating only one photo per family; using a hand stamp once the photo is taken and using digital camera/equipment. The line for photos will start on the sidewalk of Fremont Avenue running north to Benito Street and will follow the sidewalk east on Benito Street to Santa's sleigh.
- ❖ Volunteers for the event: Ms. Castillo will contact the Montclair Kiwanis/MHS Key club as volunteers are needed at the Letters to Santa, children's photo line and refreshment stations.

Chairperson Banas inquired about Member assignments for the event. Vice-Chairperson Judkins stated she will serve refreshments. Member Alba stated she will assist with the Letters to Santa station. Member Padilla stated he will assist at the Santa photo line again this year and use the "clicker" to track the number of residents that come through the photo line. Members agreed to make final Member assignments for the event during the November 3, 2014 meeting.

B. Holiday Home Decoration Contest

Ms. Castillo and Ms. Richter provided details of the program and contest rules for the benefit of new members. Ms. Castillo stated she will distribute maps outlining each Member's area to select nominations (two from each member) at the November CAC meeting. Ms. Castillo stated that the date for the contest judging is listed on the City website and in the Human Services Fall 2014 brochure. The deadline to submit an application is Friday, December 5, 2014. Chairperson Banas reviewed the details for the contest judging as follows:

- The Committee will caravan and view houses on Monday, December 8.
- The Committee will meet in the Senior Center at 5:30 p.m. for dinner.
- Judging will begin at 6:30 p.m. and then the Committee will caravan and view the nominations.
- Scoring and dessert will take place in the Senior Center at approximately 8:30 p.m.
- The Committee agreed to discuss award details and dinner preference at the November CAC meeting.

Ms. Richter requested the Committee save the date for the award ceremony which will be held at the City Council meeting on December 15, 2014 at 7:00 p.m.

ITEMS OF SPECIAL INTEREST

- Ms. Richter confirmed attendance at the State of City event scheduled on October 8, 2014 at 11:30 a.m. in the Community Center. Chairperson Banas, Vice-Chairperson Judkins, and Members Fondario, Milhiser, and Padilla (with guest). Member Alba stated she would also like to attend. Ms. Richter stated she will submit a reservation.
- Ms. Richter mentioned that past CAC Chairperson Pat Wooton has recently moved back to Montclair and is volunteering at the Senior Center. Ms. Wooton plans to attend the State of the City event.
- Ms. Richter stated that the new CAC polo shirts and the new member name badges are expected to be available next week.

ADJOURNMENT

Chairperson Banas adjourned the meeting at 8:25 p.m.

Respectfully submitted,

Christine Smiderly
Office Specialist