

**MINUTES OF THE
WEDNESDAY, SEPTEMBER 3, 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 7:00 p.m.

SALUTE TO THE FLAG

Member Milhiser 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, Elnie Vannatim, and Mayor Pro Tem Bill Ruh

Members Absent: None

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

SWEARING IN OF NEW COMMUNITY ACTION COMMITTEE MEMBERS

Deputy City Clerk Yvonne Smith presented the oath of office to the new Committee members Elizabeth Alba, Laurie Milhiser, and Elnie Vannatim.

PUBLIC COMMENT

Mayor Pro Tem Ruh stated that he was very pleased with the enthusiasm and impressive qualifications of the new Committee members and that he feels confident the Committee will do great things over the next year.

APPROVAL OF MINUTES

Moved by Member Padilla, seconded by Vice-Chairperson Judkins, and carried unanimously to approve the minutes of the Community Action Committee meeting of May 7, 2014.

ORAL AND WRITTEN COMMUNICATIONS

Ms. Richter distributed two written items: OPARC's Summer 2014 Newsletter and Pomona Valley Workshop's Summer 2014 Newsletter.

OLD BUSINESS

A. 2014 Memorial Day Program

Chairperson Banas stated she thought the event turned out very well and that the event continues to be well attended. Vice-Chairperson Judkins commented she thought the event was a success and that next year will be even better now that the Committee is fully staffed. Member Padilla stated he is already working on obtaining a live TAPS performer for next year's event. Ms. Richter stated that she received several positive comments from spectators regarding the Barbershop Quartet. Members who were present at this event agreed that the Quartet was a great addition to the entertainment and that they will strongly consider inviting them back next year.

B. 2014 Home Beautification Program

Chairperson Banas provided a brief description of the Home Beautification Program for the new members, including Member responsibilities for involvement in nominee submissions and winner selections. Members Alba and Fondario expressed concerns about the current drought and how it might affect this Program. Ms. Richter suggested the Committee address this issue and consider updating the Program when it comes up on the April 2015 CAC Agenda.

NEW BUSINESS

A. 2014-2015 Calendar of Events

Ms. Richter distributed a list of the current Committee activities (listed below) that take place throughout the year and provided a brief overview for the benefit of new members:

1. Montclair Fire Department Open House (Oct)
2. Candidates Forum – year of elections (Oct)
3. Childrens' Halloween Party (Oct)
4. Community Benefits Program (Nov)
5. Military Banner Programs (Nov & Jan)
6. Annual Tree Lighting Ceremony (Dec)
7. Annual Holiday Home Decoration Contest (Dec)
8. Volunteer of the Year Program (Apr)
9. Memorial Day Program (May)
10. Annual Home Beautification Contest (June & July)

Ms. Richter and Mayor Pro Tem Ruh advised the Committee that they have the ability to change current programs and/or add new programs.

Ms. Richter reviewed the proposed 2014-2015 Calendar of Events.

Chairperson Banas asked for a motion to approve the 2014-2015 Calendar of Events as presented. Moved by Member Milhiser, seconded by Member Padilla, and carried unanimously to approve the 2014-2015 Calendar of Events as presented.

B. 2014 Fire Department Open House

Ms. Richter stated the Open House will be held at Fire Station 1 on October 11, 2014 from 8:30 a.m. to 11:30 a.m., and includes a pancake breakfast and community information tables. Ms. Richter stated the Committee usually participates and distributes flyers listing all upcoming events and bookmarks with fire themes for children to color. Members agreed to distribute the bookmarks again this year.

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.

C. Candidates Forum

Mayor Pro Tem Ruh recused himself from the room and discussion due to his status as a Council Member Candidate.

Ms. Richter provided a detailed description of this event, including the involvement of the Montclair Chamber of Commerce. The Montclair Chamber of Commerce officially hosts the forum and provides the moderator who ensures protocol is followed during the forum. Ms. Richter suggested that Members, who previously participated in the last forum, describe their role for the benefit of the new Members. Member Padilla described the general tasks performed during the 2012 Forum. Chairperson Banas and Member Padilla volunteered to perform the timekeeping duties; Members will divide the remaining duties (greeting, refreshments, and questions) among themselves when they arrive at the event that evening.

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 by 6:30 p.m.

D. Childrens' Halloween Party

Ms. Castillo provided a detailed description of this event for the new members. This year the Halloween Party will be held on Friday, October 31, 2014 from 5:30 p.m. to 8:00 p.m. The judging for the Halloween costume contest will take place at 6:45 p.m. Three to four CAC members are needed to judge the costume contest. Judges should plan to arrive at 6:15 p.m. Chairperson Banas, Vice-Chairperson Judkins and Members Fondario and Padilla volunteered to judge the contest this year. Members Alba and Milhiser will try to attend as well. Mayor Pro Tem Ruh stated he will attend as well.

Member Alba inquired about safety for the children that attend this event and then walk down the street to a different event, typically held at a local church close by. Ms. Richter suggested that Members review possible safety concerns during the event this year as this is a valid concern that has not been addressed in previous years.

E. Community Benefits Program

Chairperson Banas led the discussion and reviewed the program for the new Committee members. Typically agencies that met the guidelines and received funding the previous year are invited to apply for funding this year. This year funding was approved for \$10,000 which is the same as last year. There were ten agencies that requested funding last year and all ten agencies were awarded funding. One agency, Inland Hospice Association, which received funding last year, has merged with another agency, Visiting Nurses Association, that also received funding and they will now be considered a single agency.

Members discussed agency updates and funding options. Member Padilla motioned to invite the same nine agencies that participated in 2013, and the motion was seconded by Vice-Chairperson Judkins, and carried unanimously to approve inviting the nine aforementioned agencies to apply for Community Benefits funding for fiscal year 2014-15.

Ms. Richter stated that the invitation letters to request funding would be sent to the agencies by the end of September. Members will receive the agency requests and budget packets with the November 5, 2014 CAC agenda packets that are mailed the week prior to the meeting.

F. Military Banner Programs

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 reviewed the Programs in detail for new members including the Committees role in promoting the program. Ms. Castillo stated that she has not received any 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.

ITEMS OF SPECIAL INTEREST

Several items were discussed:

- Ms. Richter provided a detailed description of the Memorial Day Program and the history of the Veterans' Memorial Wall and the Remembrance Wall for the benefit of the new Committee members.

- Ms. Richter informed the Committee that City Attorney Diane Robbins will review provisions of the Brown Act and City Official Representation responsibilities at the October 1, 2014 meeting.
- Member Milhiser inquired about completing a “conflict of interest” statement. Ms. Richter stated that she will contact City Attorney Diane Robbins and provide a response at the next meeting.
- Member Milhiser inquired if the Committee should plan to attend the State of the City event. Ms. Richter stated that the State of the City will be held in the Community Center on Wednesday, October 8, 2014 at 11:30 a.m. Members are invited and should expect to receive invitations in the next few weeks. Chairperson Banas, Vice-Chairperson Judkins and Members Fondario, Milhiser, and Padilla confirmed they will attend. Member Alba was unable to confirm attendance at this time and will contact Ms. Richter within the next two weeks if she plans to attend.
- The CAC contact list was distributed for review. Ms. Richter requested Members update their current information and check off next to their name if the information is correct. A revised contact list will be mailed with next month’s agenda packet. Members will also receive CAC business cards.
- Ms. Richter mentioned the City is going through a transition regarding the On Line to College Program. Ms. Richter provided a brief description of the current Program and stated that there are plans to expand this Program in the near future. It is very likely that the CAC will be involved in the promotion of and fundraising for this newly expanded Program. Additional information will be provided to the CAC as it is available.
- CAC polo shirts: Ms. Castillo requested shirt sizes from all Members and she will order a black polo shirt for each Member.

ADJOURNMENT

Chairperson Banas adjourned the meeting at 8:28 p.m.

Respectfully submitted,

Christine Smiderly
Office Specialist