

**MINUTES OF THE
WEDNESDAY, SEPTEMBER 2, 2015
MEETING OF THE
MONTCLAIR COMMUNITY ACTION COMMITTEE**

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

CALL TO ORDER

Member Fondario called the meeting to order at 7:03 p.m.

SALUTE TO THE FLAG

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

ROLL CALL

Members Present: Members Elizabeth Alba, Darlene Ferraro, Mary Fondario, Laurie Milhiser, Arturo Padilla, and City Council Liaison Bill Ruh

Members Absent: Chairperson Peggy Banas and Vice-Chairperson Hollis Judkins

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

SWEARING IN OF NEW COMMUNITY ACTION COMMITTEE MEMBER

On September 2, 2015, Deputy City Clerk, Andrea Phillips, deputized Administrative Technician Vanessa Tom via written memorandum to administer the oath of office to the new Committee member Darlene Ferraro. Administrative Technician Vanessa Tom administered the oath of office and Darlene Ferraro was sworn in as a new Committee member.

PUBLIC COMMENT

Rancho Cucamonga Parks and Recreation Commission Chair Janet Ryerson presented information about an upcoming reception and round table discussion for neighboring Park and Recreation Commissioners and Board Members. The event, put on by Rancho Cucamonga Community Services, will take place from 6:30-8:00 p.m., Tuesday, September 29, 2015 at the Goldy S. Lewis Community Center at 11200 Base Line Rd., Rancho Cucamonga, CA 91701. It is intended to promote networking and community building. The Cities of Ontario, Chino, Chino Hills, Pomona, San Dimas, Rialto, Colton, and Fontana have also been extended an invitation. CAC members were asked to RSVP for the event by Tuesday, September 8, 2015.

APPROVAL OF MINUTES

Moved by Member Padilla, seconded by Member Milhiser and carried unanimously to approve the minutes of the Community Action Committee meetings of May 6, 2015 and June 17, 2015.

ORAL AND WRITTEN COMMUNICATIONS

Ms. Richter distributed postcards from the Ontario-Montclair YMCA inviting members to their annual Veteran's Day prayer breakfast on November 5, 2015 at the Chino Basin Water Conservation District Campus.

Ms. Richter then read written announcements of resignation from the Community Action Committee from both Chairperson Banas and Vice-Chairperson Judkins. On August 30, 2015 Vice-Chairperson Judkins wrote that she was resigning from her position due to medical reasons. On September 1, 2015 Chairperson Banas wrote that she was also resigning due to medical reasons; Chairperson Banas' letter was submitted on September 2, 2015.

ELECTION OF INTERIM VICE-CHAIRPERSON

Vice-Chairperson Judkins had announced her resignation to Ms. Richter prior to the posting of the meeting agenda, so the election of Interim Vice-Chairperson was included on the agenda. Member Fondario requested nominations for Interim Vice-Chairperson. Member Milhiser nominated Member Fondario, but Member Fondario declined the position. Member Padilla then nominated Member Milhiser. The motions were made to close nominations, and by voice vote the committee chose Member Milhiser to serve as Interim Vice-Chairperson.

OLD BUSINESS

A. 2015 Home Beautification Program

Interim Vice-Chairperson Milhiser stated that this year's Home Beautification Program was interesting due to the fact that the winning homes changed more than once post-judging. Ms. Castillo reviewed how one house had been nominated but the resident did not respond to two notification letters, leading to the second place drought tolerant home being selected as a winner. That resident responded the morning of the Home Beautification Program presentation as he had been away on vacation. Human Services Department staff was able to photograph both the drought tolerant and traditional winning homes for the slideshow presentation, document the details of the homes for the Home Beautification Program script, and create certificates for the homeowners.

Interim Vice-Chairperson Milhiser mentioned that the Human Services Department put a lot of hard work into the Program, and that it gave members of the City Council an opportunity to witness the care and attention Montclair residents put into maintaining their homes. City Council Liaison Ruh stated that the drought tolerant

category should be included again in next year's program as it may encourage residents to either continue maintaining a drought tolerant yard or influence others to explore drought tolerant landscaping as an option.

NEW BUSINESS

A. 2015 Fire Department Open House

Ms. Richter stated that the Open House will be held on October 10, 2015 from 8:30 a.m. to 11:30 a.m., and will include a pancake breakfast and community information tables. Ms. Richter stated that the Committee usually participates and distributes flyers listing all upcoming events and bookmarks for children to color. Members agreed to distribute the flyers and bookmarks this year. Ms. Castillo mentioned that Ms. Tom will be present to assist at this event.

Members Alba and Padilla will attend the first shift from 8:00 a.m. to 10:00 a.m. and Member Fondario and Interim Vice-Chairperson Milhiser will attend the second shift from 10:00 a.m. to 12 noon. City staff will provide all materials and will have them available for the Committee prior to start of the event. Interim Vice-Chairperson Milhiser mentioned that this event will be a good chance to expose the Community Action Committee to the local community, and she encouraged members to arrive to the event prior to their shift start time.

B. Childrens' Halloween Party

Ms. Castillo stated that this year the Halloween Party will be held on Saturday, October 31, 2015 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 between 6:15 and 6:30 p.m. to allow time to park. Interim Vice-Chairperson Milhiser, City Council Liaison Ruh, and Members Alba, Ferraro, Fondario, and Padilla will attend.

There are seven costume categories to be judged and there will be one winner per category. Categories include scariest (younger and older division), most unique (younger and older division), cutest (younger and older division), and best family costume. Prizes will be donated by the Montclair-Ontario Junior Women's Club. There will be Halloween themed games and part-time Recreation staff and volunteers from Montclair High School will be present to assist with the event. Montclair Plaza is donating candy.

Interim Vice-Chairperson Milhiser mentioned that this will be a popular event as it provides a safe place for kids to go, and it should be quite successful since it will be held on a Saturday. Member Padilla mentioned that First United Methodist Church of Montclair, directly across the street from the Montclair Civic Center, also has an event so people attending the Church event may visit our Halloween Party as well.

C. Community Benefits Program

Ms. Richter stated that Meals on Wheels has been invited to apply for Community Benefits for many years, and if nominated once again, Member Alba will not be able to vote due to her involvement as a volunteer. Ms. Richter stated that Member Fondario would not be able to attend the meeting in November, and in addition to the vacant positions of Chairperson and Vice-Chairperson, that would leave only four members present at the November meeting and only three are able to vote. This would result in a lack of quorum. Ms. Richter suggested that the Community Benefits hearing be postponed to a later date. Member Fondario made a motion to move the hearing to the February 2016 Community Action Committee meeting. Interim Vice-Chairperson Milhiser seconded the motion and all were in favor to move the Community Benefits hearing to February.

Typically agencies that met the guidelines and received funding the previous year are invited to apply for funding the next year. This year funding was approved for \$10,000 which is the same as last year. There were nine agencies that requested funding last year and all nine agencies were awarded funding. Agencies are required to present their budget, agency background, and last year's funding amount with a detailed account of what funds were used for to benefit Montclair residents. Agencies typically require three weeks to a month to prepare and submit all materials. Copies of materials are prepared for all CAC members prior to the Community Benefits hearing.

Ms. Richter suggested sending out invitation letters to agencies in November or December 2015 with a due date of January 2016. Interim Vice-Chairperson Milhiser suggested that on the agenda for the October 2015 meeting we include a discussion of which agencies should be invited to present for the Community Benefits hearing. Ms. Richter reviewed the idea of having a sub-committee prior to the October 2015 CAC meeting to discuss community issues that members would like to address, and agencies that address these issues. Interim Vice-Chairperson Milhiser mentioned that there are likely other grassroots organizations we can support who would benefit from Community Benefits funding. It was decided that rather than forming a sub-committee prior to the October meeting, members will bring their suggestions for Community Benefits recipients to the next CAC meeting on October 7, 2015.

D. Military Banner Programs

Ms. Castillo announced that one of our military banner holders, John Pulido, who has been in active duty since 1989, will be honored at the USC football home game opener on September 5, 2015.

Ms. Castillo reported that applications for the Military Banner Programs have gone out and one has been received so far. Banners are available free for those currently in the armed forces, and submissions will be taken through November 11, 2015 (Veteran's Day). After the deadline, it takes approximately two months to verify with family the correct spelling of names, branch of service, date of birth, and to contact the military to ensure the applicant is an active service member.

New banners were put up in February and there are currently eighty banners hung. Once a banner holder is discharged, the banner is taken down. At the January 19, 2016 City Council Meeting, those banners will be presented to the discharged veteran. The Community Action Committee promotes this program. Flyers have been made and are also available online. Ms. Castillo mentioned the importance of the Military Banner Program to the families of active service members; one service member's mother mentioned how it comforted her to drive by her son's banner every day while he was away.

The second program is for those who have served in the armed forces, have been honorably discharged, and are current residents of Montclair. Each banner is \$300.00 for the first year, and \$65.00 for every additional year hung. This covers the cost of hanging the banner. Currently there are military banners on Monte Vista Avenue, Central Avenue, Benito Street, Fremont Avenue, and Holt Boulevard. Montclair Chamber of Commerce assists us in our Military Banner Program, and they hang their own banners that support the Online to College Program. There is additional room for banners to be put up on Holt Boulevard, though there has been no need to expand military banner placement so far due to a steady number of banners going up and coming down. Ms. Castillo mentioned that she tries to place the banner close to each veteran's home, but this is dependent on what spots are available.

City Council Liaison Ruh mentioned that we were the first city in the area to have a Military Banner Program, and it then began to catch on in surrounding cities. San Dimas and Azusa were the two closest cities before Montclair to have a Military Banner Program. Ms. Richter stated that a unique piece of our program is the fact that none of our banners are faded or show any sign of age due to the fact that banners are replaced every three years.

ITEMS OF SPECIAL INTEREST

- Ms. Richter mentioned that Montclair Day at the Fair is on Friday, September 11, 2015 and \$5.00 discounted tickets are available online or at the Senior Center or Recreation Center. The online code is 'Montclair.' Military veterans, police officers, and firefighters get in for \$2.00 with ID or badge. In addition, every Friday from 12 noon to 6:00 p.m. admission is free if you donate five canned food items.
- Ms. Richter informed the Committee that the Fall 2015 activity brochure has been mailed out and that the brochure covers events through December 2015. Brochures were distributed to those members who had not received one yet.
- New CAC member Darlene Ferraro shared a little bit about herself. She has lived in Montclair for 42 years and has two daughters who attended school at Our Lady of Lourdes School in Montclair and St. Lucy's Priory High School. She has two grandsons including an active military service member. She worked 32 years in the medical field in Ontario and Upland. She works two days a week in a medical office, and still volunteers at our senior birthday parties. A warm welcome to our new CAC member!

ADJOURNMENT

Interim Vice-Chairperson Milhiser adjourned the meeting at 8:08 p.m.

Respectfully submitted,

Vanessa Tom
Administrative Technician