

**MINUTES OF THE
WEDNESDAY, OCTOBER 7, 2015
MEETING OF THE
MONTCLAIR COMMUNITY ACTION COMMITTEE**

**SOUTH CONFERENCE ROOM
5111 BENITO STREET
MONTCLAIR, CALIFORNIA**

CALL TO ORDER

Vice-Chairperson Milhiser called the meeting to order at 7:02 p.m.

SALUTE TO THE FLAG

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

ROLL CALL

Members Present: Vice-Chairperson Laurie Milhiser, Members Elizabeth Alba, Mary Fondario, and Arturo Padilla

Members Absent: Member Darlene Ferraro, City Council Liaison Bill Ruh, and Mayor Pro Tem Carolyn Raft

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

PUBLIC COMMENT

There were no public comments.

APPROVAL OF MINUTES

Moved by Member Padilla, seconded by Member Alba, and carried unanimously to approve the minutes of the Community Action Committee meeting of September 2, 2015.

ORAL AND WRITTEN COMMUNICATIONS

Ms. Richter gave a verbal reminder to members about the postcards distributed at the meeting of September 2, 2015 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.

OLD BUSINESS

A. 2015 Fire Department Open House

Vice-Chairperson Milhiser reviewed assignments for the Fire Department Open House scheduled on October 10, 2015 from 8:30 a.m. to 11:30 a.m., which includes a pancake breakfast and blood drive bus. Members Alba and Padilla will attend the first shift from 8:00 a.m. to 10:00 a.m. Members Fondario and Milhiser will attend the second shift from 10:00 a.m. to 12 noon. City staff will provide all flyers and bookmarks which will be available for the Committee prior to the start of the event. Ms. Richter encouraged members to wear their City CAC polo shirts and nametags to the event.

B. Children's Halloween Party

The Children's Halloween Party will be held on Saturday, October 31, 2015 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. and typically concludes at 7:15 p.m. Members are encouraged to arrive at 6:15-6:30 p.m. in order to secure a parking spot. Ms. Castillo stated that only three members are necessary for judging the contest, but all members are welcome to participate. At the September meeting, all members stated that they would be present. The Montclair-Ontario Junior Women's Club will be donating prizes for the costume contest and Montclair Plaza will be donating candy. Staff will be working the event while supervising volunteers from the Montclair Online to College Program.

C. Community Benefits Program

Vice-Chairperson Milhiser stated that members should decide what agencies will be invited to the Community Benefits hearing in February 2016. The staff report listing the agencies invited during the 2014-2015 fiscal year was reviewed. The CAC decided to invite the following agencies: Foothill Family Shelter, House of Ruth, Meals on Wheels, Montclair Community Collaborative, OPARC, Pomona Valley Workshop, Project Sister, and Visiting Nurses Association/Inland Hospice.

Vice-Chairperson Milhiser suggested that we add an agency- Pacific Lifeline, a faith-based service organization that provides long-term shelter for homeless women and children. Ms. Richter mentioned Christian Development Center who called after the Community Benefits Hearing last November to express interest in the Community Benefits Program. Christian Development Center provides after school tutoring, and a food and clothing bank. Members agreed that they also be invited making a total of ten agencies possibly participating in the hearing.

The letters inviting the ten agencies will be drafted and mailed out, and the deadline to respond will be around the second week of December 2015. The exact date is to be decided. After the holidays, agency packets will be put together and mailed to CAC members. Each agency will have three minutes to make their presentation. Following each presentation will be a brief Q & A session with CAC members. Also mentioned was that the Community Benefits Program recommendations are prepared in an agenda

report for City Council members. After money is allocated to participating agencies, checks are mailed to the recipients.

D. Military Banner Programs

Ms. Castillo led the discussion and stated that she has already received five applications for military banners and she is still receiving phone calls from those interested in the banner program. The deadline for new banner submissions is Wednesday, November 11, 2015. Ms. Castillo mentioned that she typically receives about ten applications a year. Two families have already contacted Ms. Castillo to notify her that their family member has been discharged from the military so their banners can come down. The banners belonging to discharged veterans will be removed and presented to the discharged veteran or family member during the January 19, 2016 City Council meeting.

NEW BUSINESS

A. 2015-2016 Calendar

Vice-Chairperson Milhiser reviewed the calendar of events for 2015-2016. Ms. Richter mentioned that the calendar allows members to keep track of the dates for all CAC events.

Vice-Chairperson Milhiser asked that there be a motion to approve the calendar as it stands. The motion was made by Member Padilla, seconded by Member Fondario and the motion was carried unanimously to approve the 2015-2016 Calendar.

B. Tree Lighting Ceremony

Ms. Richter provided a detailed description of the event taking place on Thursday, December 3, 2015. The following items were discussed in preparation for the event:

- ❖ Refreshments: The Committee agreed to serve the same refreshments as last year: sugar cookies, hot cocoa with whipped cream and sprinkles, and coffee. Instead of punch (which was served last year), members decided that apple juice would be a healthier option. Ms. Tom will assist with setting up refreshments and Member Fondario will help serve the refreshments at the Youth Center counter.
- ❖ 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. The Our Lady of Lourdes children's choir will perform at 5:45 p.m. prior to the program which begins at 6:00 p.m. Ms. Castillo mentioned that some of the Youth Talent Show participants will provide strolling entertainment outside the Youth Center leading holiday sing-a-longs once Santa has arrived. Inside, the Walkers Choral group will sing, and after they are done holiday music will be played overhead.

- ❖ 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. Several bilingual staff and volunteers will assist the children with the Letters to Santa to ensure they are legible and include a complete address. Member Alba agreed to assist at the Letters to Santa station.
- ❖ Volunteers for the event: The Montclair Kiwanis/MHS Key club will be asked to return as volunteers for the Letters to Santa station, children's photo line, and refreshment stations.
- ❖ Photos of children with Santa Claus: Ms. Richter stated that the Public Works Department will set up the sleigh, two staff members will take photos, and the IT Department will print photos. The Committee agreed to keep last year's procedures in place. Human Services staff will do the event set-up and CAC members were asked to arrive at 5:30 p.m. Two members will be required to regulate the flow of attendees; Member Padilla agreed to this responsibility and Member Milhiser will assist but will serve as a 'floater' as well. Member Padilla mentioned that he will need the hand stamp and 'clicker' to track the number of residents that come through the photo line.
- ❖ Additional Tables: Representatives from the Police and Fire Departments will also be present to hand out information. The Montclair-Ontario Junior Women's Club will be selling scarves, and money earned will be donated to the City Holiday Food Basket Program. The Montclair-Ontario Junior Women's Club's Gift Light program, which lets the community purchase a light on the tree in memory or honor of a loved one, will be sold prior to and during the event. There will be a \$10 charge per light, and a certificate will be sent to the purchasing family. Names of those who lights have been purchased for will be displayed on a video screen.

C. Holiday Home Decoration Contest

Ms. Castillo will write a press release for the event which will be submitted to the Daily Bulletin, and Mayor Eaton will mention the Holiday Home Decoration Contest during his speech at the Tree Lighting Ceremony. Ms. Castillo stated she will distribute maps outlining each Member's area to select nominations (two from each member) at

the November CAC meeting. Two members will have to cover two areas due to both member vacancies, and these two members will have four nominations each.

The details for the contest judging were covered as follows:

- The Committee will caravan and view houses on Monday, December 14.
- The Committee will meet in the Senior Center at 5:30 p.m. for the CAC meeting and dinner. Members decided to order take-out from Los Portales for dinner.
- Judging will begin at approximately 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. Member Padilla will bring a large flan for dessert.

Ms. Richter requested the Committee save the date for the award ceremony which will be held at the City Council meeting on December 21, 2015 at 7:00 p.m.

ITEMS OF SPECIAL INTEREST

- Ms. Richter mentioned the City magazine that was handed out during today's State of the City event in the Community Center. The magazine, which includes a variety of information regarding City programs, will be mailed to all City residents. Vice-Chairperson Milhiser stated that the State of the City was a great program and that thanks were due to the many restaurants that freely provided their services and delicious food to all attendees.
- Vice-Chairperson Milhiser mentioned that the Reeder Ranch Foundation has a program called Ghost Stories in the Grove on Friday, October 30, 2015. A professional storyteller will be performing from 4:00-6:00 p.m.
- Vice-Chairperson Milhiser asked if any members were able to attend the round table discussion for Park and Recreation Commissioners and Board Members put on by Rancho Cucamonga Community Services. None of the CAC members were able to attend. Vice-Chairperson Milhiser asked Ms. Richter for the contact information of Rancho Cucamonga Parks and Recreation Commission Chair Janet Ryerson who came to promote the event at the CAC meeting of September 2, 2015 in order to connect and follow-up on the event.

ADJOURNMENT

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

Respectfully submitted,

Vanessa Tom
Administrative Technician