

**MINUTES OF THE
WEDNESDAY, NOVEMBER 4, 2015
MEETING OF THE
MONTCLAIR COMMUNITY ACTION COMMITTEE**

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

CALL TO ORDER

Vice-Chairperson Milhiser called the meeting to order at 7:13 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, Darlene Ferraro, Arturo Padilla and City Council Liaison Bill Ruh

Members Absent: Member Mary Fondario

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 Ferraro, and carried unanimously to approve the minutes of the Community Action Committee meeting of October 7, 2015.

ORAL AND WRITTEN COMMUNICATIONS

Ms. Richter stated that she had received the annual report for OPARC which was distributed to Committee Members.

OLD BUSINESS

A. 2015 Fire Department Open House

Vice-Chairperson Milhiser commented on the good turnout and high volume of children attending the event regardless of the heat. A large number of event flyers and bookmarks were distributed to the community. Ms. Richter mentioned that she heard

from the Fire Department that this was one of their busiest Open House events, and nearly 1,200 people attended.

B. Children's Halloween Party

Vice-Chairperson Milhiser stated that the Halloween Party was well-organized and that she was impressed with the huge crowd. Ms. Castillo mentioned that ten staff members and fifteen to twenty Youth Center and Montclair Online to College students volunteered at the event. Ms. Castillo stated that Youth Center staff deserved recognition for their hard work in creating and designing the games. The previous night they also had a Halloween party complete with a haunted house at the Youth Center for Center participants. They had been putting it together for the past two weeks. Member Alba stated that she thought there were more children participating in the costume contest this year. Ms. Castillo said that the Montclair-Ontario Junior Women's Club had donated two hundred Halloween goodie bags for the event, and in one hour all the bags were distributed. An estimated 400 to 450 children attended the event, and approximately 200 adults. Member Padilla stated that the event was well-attended, in addition to being well-staffed, which made it run smoothly.

C. Community Benefits Program

Ms. Richter stated that invitation packets had been mailed on October 27 to all ten organizations nominated by the Committee, including the two newer nominations- Pacific Lifeline and Christian Development Center. Ms. Richter had received three to four calls from organizations prior to November as the hearing this year was moved from the November CAC meeting to February 3, 2016. Each packet requested that organizations send in all requested documents and pertinent information by January 7, 2016. This will allow each organization enough time to prepare materials prior to the busy holiday season.

D. Military Banner Program

Ms. Castillo provided an update on the progress of the Military Banner Programs. The deadline to submit new banner applications is on Veteran's Day, November 11, 2015. She has received five new banner applications to date from current members of the armed forces. Ms. Castillo stated that she has received phone calls from two discharged banner recipients thus far.

E. Tree Lighting Ceremony

Ms. Richter stated that the event will be held on Thursday, December 3, 2015 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:
 - Sugar cookies, hot cocoa, apple juice, and coffee will be served
 - Member Fondario and City Council Liaison Ruh will serve refreshments

- Ms. Tom and 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
 - After Santa Claus arrives, the Montclair Walkers choral group will perform inside the Youth Center as residents are served refreshments and complete their letters to Santa.
 - Youth volunteers will serve as roaming carolers, and will be outside singing Christmas Carols to entertain families waiting in line to see Santa.
- Letters to Santa:
 - Member Alba and staff will assist with this station, ensuring names and addresses are clearly written on envelopes in order for the children to receive a letter back from Santa Claus.
 - Montclair Kiwanis/MHS Key Club volunteers will assist with this station.
- 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.
- Photos of children with Santa Claus:
 - Member Padilla will assist with this station.
 - Ms. Castillo stated that at the last meeting Member Padilla had mentioned the need for attendance clickers and stamps in order to count attendees. Two new clickers and a green stamp pad for the Christmas tree stamps have been purchased for the event.
 - Staff members will assist with this station and provide line control.
 - Ms Richter estimated that three hundred photos were taken at last year's event.
- Volunteers for the event:
 - Ms. Castillo will confirm that the Montclair Kiwanis/MHS Key Club volunteers will assist with Letters to Santa, refreshments, and crowd control as they have done in previous years.
- Additional Tables:
 - Ms. Richter stated that SANBAG will be providing a Christmas light exchange table where residents can exchange old Christmas lights for new LED lights. She mentioned to them that next year we can include publicity about this in our brochure, but we will need the information in before sending the brochure to print. SANBAG is working to build an, 'Energy Partnership with Cities.'

- The Montclair-Ontario Junior Women's Club will be selling scarves and gift lights for \$10.00. Money will go towards scholarship programs for Montclair students. The Senior Center newsletter is promoting the Gift Light program, and the Program is also mentioned in the City's Fall brochure. The name of the people in whose honor the gift lights are purchased will be displayed on the television monitors inside the Youth Center during the Ceremony.
- The Fire Department will have an information table too.

G. Holiday Home Decoration Contest

Ms. Castillo notified Members that she had maps to indicate which areas each Member would cover for the Contest; she reminded Members that there are five members and seven areas for a total of fourteen nominations. Members covering two areas will pick four nominations, and members covering one area will pick two nominations. Members Ferraro and Padilla each agreed to take two areas, and all other members were assigned an area for which Ms. Castillo distributed a corresponding map. Members will each submit two nominations by the contest deadline of Friday, December 11, 2015 to Ms. Castillo.

Ms. Castillo added that because the Council meeting falls late in the month, residents have an additional weekend to finish decorating their homes before we judge them. Ms. Richter confirmed that all Commissioners, City Council, and City staff and their families are not allowed to include their homes in the Contest. Ms. Castillo asked that Ms. Tom send out a list of the winners for the last three years who are not eligible for nominations this year to all Members. City Council Liaison Ruh described the unique and creative titles given to all winning homes, such as one of last year's winners 'Many Faces of Christmas.' Vice-Chairperson Milhiser mentioned that mobile homes and apartments cannot be nominated. Ms. Castillo stated that code enforcement violations are not monitored for the Holiday Home Decoration Contest as they are in the Home Beautification Program.

The Committee will caravan and view houses on Monday, December 14, 2015. The Committee will meet at 5:30 p.m. in the Senior Center 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. The winners will be presented with their award at the December 21, 2015 City Council Meeting at 7:00 p.m. Ms. Richter reminded Members that there will be no formal CAC business meeting for the month of December.

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 business meeting for 2015; therefore, elections for the offices of Chairperson and Vice-Chairperson are in order.

Vice-Chairperson Milhiser opened the nominations; Member Padilla nominated Vice-Chairperson Milhiser to serve as Chairperson; no other nominations were made. Member Alba seconded the nomination; all were in favor and motion carried that Vice-Chairperson Milhiser will now serve as Chairperson.

Chairperson Milhiser nominated Member Padilla to serve as Vice-Chairperson; no other nominations were made. Member Alba seconded the nomination; all were in favor and motion carried that Vice-Chairperson Padilla will now serve as Vice-Chairperson.

ITEMS OF SPECIAL INTEREST

Chairperson Milhiser reminded Members that the Ontario-Montclair YMCA Veteran's Day prayer breakfast is tomorrow, November 5, 2015 at the Chino Basin Water Conservation District Campus.

Ms. Richter stated that the Montclair Chamber of Commerce is hosting the Annual Montclair Fire Fighters Recognition Breakfast on Tuesday, November 17, 2015 at 7:30 a.m. in the Community Center. Ms. Richter requested reservations for those Members that would like to attend. Member Padilla confirmed he would attend. Ms. Richter asked Ms. Tom if she could check with Member Fondario to see if she would be able to attend.

Chairperson Milhiser stated that she has not yet contacted Janet Ryerson, Rancho Cucamonga Parks and Recreation Commission Chair in regards to the round table discussion for Park and Recreation Commissioners and Board Members on September 29, 2015, but she still intends to follow up with her soon.

Ms. Richter notified Members that she and previous CAC staff liaison Sue Yoakum had recently visited previous CAC Chairperson Peggy Banas. Ms. Richter stated that Peggy was in good spirits and would love to receive phone calls. Chairperson Milhiser mentioned asking Peggy if she'd like to come along to preview homes for the Holiday Home Decoration Contest. Ms. Richter replied that she would probably enjoy being included.

Ms. Castillo mentioned the City has a new screenprinting vendor for CAC Member shirts. Last year a decision was made on a color, but seeing as there are new members this year the colors will be voted on again. Ms. Castillo stated that shirt color options that would work with the City logo are black, stone gray, tan, and light blue. Ms. Richter suggested that Ms. Castillo bring a color printout of the different shirt color options and logo to the Holiday Home Decoration meeting on December 14 for Members to view.

Ms. Richter went over upcoming December events for all Members.

- On November 28 from 10:00 a.m. to 2:00 p.m. at the Montclair Target store and on December 4 and 11 from 10:00 a.m. to 2:00 p.m. at the Montclair Costco store there will be toy drives to benefit the City's Food and Toy Basket Program. Fire and Police Department employees will have their vehicles parked out front, and will be accepting toys, gift certificates, and cash donations.

- On December 5, Dashing through Montclair will take place in locations throughout the City. It will begin at the police station at 11:00 a.m. and will end at 6:00 p.m. Mr. and Mrs. Claus will travel in a sleigh loaded on back of a trailer collecting toy donations and handing out candy.
- If Members would like to help put together the food and toy baskets they can on Tuesday, December 15 in the Community Center at 9:00 a.m. Food and Toy Baskets will be distributed on December 16 from 9:00 a.m. to 11:00 a.m. in the Community Center. Applications were taken on November 3 and 4 and applications for families recommended by Ontario-Montclair School District will be completed on November 5. Approximately two hundred baskets will be distributed.
 - Donation bins will be placed throughout the City starting Monday, November 16. Donations will be accepted until Thursday, December 10 when bins are collected. Ms. Castillo stated that non-perishable food, toys, cash, and diapers are acceptable donations.
 - Ms. Richter mentioned that anyone interested in donating can write a check payable to the Montclair Community Foundation; donations are tax-deductible. Ms. Castillo stated that anyone who would like a request letter or donation form could contact her.
 - Ms. Castillo stated that Pacific Towing agreed to donate toys again this year.

ADJOURNMENT

Chairperson Milhiser adjourned the meeting at 8:13 p.m.

Respectfully submitted,

Vanessa Tom
Administrative Technician