

**MINUTES OF THE
WEDNESDAY, JANUARY 6, 2016
MEETING OF THE
MONTCLAIR COMMUNITY ACTION COMMITTEE**

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

CALL TO ORDER

Chairperson Milhiser called the meeting to order at 7:04 p.m.

SALUTE TO THE FLAG

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

ROLL CALL

Members Present: Chairperson Laurie Milhiser, Vice-Chairperson Arturo Padilla, and Members Elizabeth Alba and Darlene Ferraro

Members Absent: Member Mary Fondario, City Council Liaison Bill Ruh, and Human Services Director Marcia Richter

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

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES

Moved by Member Padilla, seconded by Member Alba, and carried unanimously to approve the minutes of the Community Action Committee meetings of November 4, 2015 and December 14, 2015.

ORAL AND WRITTEN COMMUNICATIONS

There were no oral and written communications.

OLD BUSINESS

A. Tree Lighting Ceremony

Ms. Castillo stated that there were six hundred and one attendees at the event, not counting volunteers and staff working the event. Three hundred photo folders were purchased, and ran out prior to event's end. Vice Chairperson Padilla mentioned that the event ran smoothly and all who attended loved it. He also stated that the photos were taken and processed quickly due to staff efficiency and volunteer support. Photos were taken for two hours, and the last photo was taken at 8:15 p.m. Chairperson Milhiser asked how many letters to Santa staff responded to, and Ms. Tom confirmed that two hundred and twenty six letters received a response. Member Alba noted that the volunteers who helped the children write the letters to Santa did a great job making sure that each child wrote down their address. Ms. Castillo noted that members of the Kiwanis Club, Montclair High School Key Club members, and Montclair High School Youth Center participants assisted with volunteer duties.

Ms. Castillo asked if there were any Program suggestions Members would like to make. She confirmed that the Our Lady of Lourdes School choir enjoyed singing outside and that the Walkers Choral Group enjoyed providing a festive ambiance inside. Ms. Castillo also stated that people began lining up at 4:00 p.m. but there weren't any issues; the area was roped off and ready for the event by 3:00 p.m. Vice Chairperson Padilla mentioned that the Montclair Police Department reserve officers arrived early to provide a controlled environment. Lastly, there was a delay with the arrival of the fire truck and city officials were not sure which direction the truck was coming from. Ms. Castillo mentioned that a new crewmember from the Fire Department was driving, and confirmed that clear directions would be given next year to the driver of the fire truck.

B. Holiday Home Decoration Contest

Member Alba stated that the winners were pleased to receive their awards. Ms. Castillo confirmed that just about all winners this year responded quickly to notifications. Chairperson Milhiser stated that nominating homes may be easier next year when there are more Members to distribute areas amongst. Ms. Castillo replied that Members would likely keep the same areas for June's Home Beautification Program. Chairperson Milhiser stated that it was clear after judging the homes for the Holiday Home Contest that Montclair is a community that truly cares about its homes.

C. Community Benefits Funding Program

Ms. Tom stated that she had received letters back from six agencies; the deadline is Thursday, January 7, 2016. The six agencies who sent letters in were Foothill Family Shelter, Meals on Wheels, Montclair Community Collaborative (MCC), OPARC, Project Sister, and Pomona Valley Workshop (PVW). Invited agencies who had not yet sent correspondence were Christian Development Center, House of Ruth, Pacific Lifeline, and VNA Hospice and Inland Health. Ms. Tom stated that before the next meeting, she would make copies of and

mail letters from each organization to Members prior to the next meeting on February 3 for all Members to review prior to the meeting. Ms. Castillo confirmed that there was a possibility Member Fondario would not be present for the next meeting and that as we are just returning from the holidays we may still have last minute submissions for the Benefits Program.

D. Military Banner Program

Ms. Castillo stated that banners belonging to five recently discharged members of the armed forces are to be taken down and presented at the next Council meeting on Tuesday, January 19 at 7:00 p.m. Chairperson Milhiser will arrive at 6:30 p.m. to read through the script. Ms. Castillo will try to get the final script to Chairperson Milhiser the morning of the Council meeting.

Ms. Castillo stated that she is working on final confirmations for the new banners. There will potentially be six new banners installed. Ms. Castillo will meet with the new Montclair Chamber of Commerce Executive Director, Myra Kirscht, to figure out the layout of the new banners. The Chamber banners will be up by the end of January, and the rest of the City banners will go up by mid-February. Chairperson Milhiser encouraged members to attend the Council meeting on January 19 at 7:00 p.m. for the presentation.

NEW BUSINESS

A. 2016 Volunteer of the Year Program

Ms. Castillo clarified that each nominee must volunteer for an organization that serves and benefits the City of Montclair. Ms. Tom distributed a list of organizations that were sent nomination letters and a list of businesses Members previously requested donations for the Volunteer of the Year in 2015. Ms. Castillo asked members to notify her if they had any changes or suggestions for this year's lists. Members suggested the addition of Our Lady of Lourdes School and the Montclair Chamber of Commerce to the nomination list. Ms. Castillo stated that we usually end up with six to ten nominations.

Ms. Castillo noted that last year's theme was 'Keep the Wheels Turning,' and asked for suggestions for this year's Program. Members came up with: 'It's About You,' 'We Can't Do It Without You,' and 'You Make It Happen.' Members agreed to brainstorm more ideas for themes before the next meeting. Ms. Castillo mentioned that once a theme is established decorations can be planned.

Chairperson Milhiser asked if we need to have new judges each year. Vice-Chairperson Padilla stated that each judge cannot be associated with any of the nominating organizations and cannot have a family member nominated as Volunteer of the Year, but there is no rule in regards to bringing on new judges every year. Chairperson Milhiser will ask Lynn Boshart, a judge from last year's Program, to return for this year's Program. Ms. Castillo mentioned that Peggy Cartwright, who judged last year and previously worked for Chaffey College and is now at Riverside College, could possibly also be asked to return as a judge this year if

needed. Vice-Chairperson Padilla will ask a volunteer he knows through Boy Scouts if he can serve as a judge. Lastly, Chairperson Milhiser will ask a few members of her Soroptomist Club if they are available to judge the Program.

Ms. Castillo mentioned that each winner receives a gift bag with gift certificates and donations from area businesses. Members are asked to approach different businesses in the area with a letter requesting donations to the program. Ms. Castillo asked that Members note which business they would like to present with donation letters; letters would be ready for each Member at the next meeting in February:

- *Chairperson Milhiser:* Montclair Florist- she will again request corsages, boutonnieres, and a centerpiece; Logan's Candy, and Curves.
- *Vice-Chairperson Padilla:* Applebee's, Burger King, Carl's Jr., Hometown Buffet, Los Portales Restaurant, Metro Honda, Metro Acura, and U.S. Bank.
- *Member Alba:* Starbucks and Stater Bros. Supermarket.
- *Member Ferraro:* Claremont Club, Trader Joe's, Graber's Olive House, Magic Lamp Restaurant, Harley Davidson.

Ms. Castillo stated that each letter will have tax ID information, and each organization will receive a thank you note from the City and a program indicating their donation to the Volunteer of the Year Program. Vice-Chairperson Padilla mentioned that when visiting each business, he makes sure to wear his City polo shirt and brings business cards indicating his involvement with the CAC. Member Ferraro mentioned that she did not have business cards and Ms. Tom stated that she would follow up on this.

Guests are asked to arrive for a reception by 6:15 p.m. in order to park, check in, and enjoy light refreshments. Refreshments will be assorted roll up sandwiches purchased from Costco, cheese and crackers, a vegetable tray, strawberries, cream puffs, sparkling cider, and bottled water. There will also be a cake served after the Council presentation, and photos will be taken with the Volunteer of the Year and Members of the CAC. Nominees, nominees' families, and nominators will be invited to the presentation at the City Council meeting on April 18, 2016 at 7:00 p.m. Members were asked to arrive at 5:30 p.m. to help with set-up.

B. 2015 Memorial Day Program

The Program will take place on Memorial Day, May 30, 2016 at 6:00 p.m. Members were asked to arrive at 4:00 p.m. to assist with set-up. Applications are available for Memorial Wall plaques in the 2016 Winter/Spring brochure and are due by February 22, 2016. The cost is \$350 per plaque. The plaque will include the individual's name, date of birth, date of death, branch (if requested), and rank.

Ms. Castillo stated that there are two walls. One wall is for those who died in combat in a combat zone; in this case the City pays for the plaque. The other wall is for those who served in the armed forces, were discharged, were residents of Montclair and have since passed away. Ms. Castillo stated that during the Program the names of any newly purchased plaques

as well as the names of all others on the two walls will be read and a bell will be tolled for each veteran. No applications have been received yet.

The Barbershop Quartet, Montclair Walkers Choral Group, John Paul Jackson, Wilbur from the Chino Planes of Fame Museum, and John Sio, After School Program Learning Coordinator, will all be asked to return for this year's Program. Refreshments will include an assortment of red, white, and blue cookies purchased from Stater Bros. or Target, bottled water, and apple juice.

Invited dignitaries will include Congresswoman Norma Torres, Senator Connie Leyva, Assemblyman Freddie Rodriguez, Supervisor Curt Hagman, and all Members of City Council. Ms. Castillo will see if there is a discharged service member present at the next Council meeting who might be interested in leading the Pledge of Allegiance. The JROTC will be invited for the presenting of the colors again this year.

Members were asked to research a poem that can be read during the Program; each Member was asked to bring a few poems for review at the next meeting. *'The Noble and the Brave'* was read at last year's Program and *'Flander's Field'* has been read in a previous Program. Ms. Castillo stated that poems that have been used in previous programs can be re-read, just not the one from the previous year. Chairperson Milhiser mentioned that this event has a huge turnout since we are one of the only cities in the area that does an evening program.

ITEMS OF SPECIAL INTEREST

Ms. Castillo asked Members to meet with her after the meeting in order to note their shirt size. Black polo shirts will be ordered for all Members.

ADJOURNMENT

Chairperson Milhiser adjourned the meeting at 8:10 p.m.

Respectfully submitted,

Vanessa Tom
Administrative Technician