

**MINUTES OF THE
WEDNESDAY, FEBRUARY 3, 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 7:06 p.m.

SALUTE TO THE FLAG

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

ROLL CALL

Members Present: Chairperson Laurie Milhiser, Vice-Chairperson Arturo Padilla, Members Elizabeth Alba and Darlene Ferraro, 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 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 meeting of January 6, 2016.

PRESENTATIONS

A. *Hearing for Community Benefits Program*

Chairperson Milhiser stated that due to a lack of quorum, the Committee would not be able to make any decisions on funding allocations after the presentations. The lack of quorum was a result of the unanticipated excused absence of Member Fondario and the need for Member Alba to recuse herself from the room due to her association with one of the requesting

agencies. Chairperson Milhiser informed agency representatives that they would each present, but Members would not be able to ask any questions that night except for clarification purposes. Chairperson Milhiser stated that each request would be given appropriate consideration, and that the City Council would approve the decision about how to allocate the funding. City Council Liaison Ruh added that as liaison, he would relay information to Council Members. Member Alba recused herself from the room before presentations began.

The following non-profit agencies made presentations to the Committee for consideration of Community Benefits Funding. The total amount available for distribution is \$10,000.

Requesting Agencies	<u>FY 2015-2016</u> <u>Requests</u>
Christian Development Center	\$1,000
Foothill Family Shelter	\$2,000
House of Ruth	\$5,000
Montclair Community Collaborative	\$1,000
Montclair Meals on Wheels	\$1,500
OPARC	\$1,000
Pomona Valley Workshop	\$2,690.00
Project Sister	\$1,500
Visiting Nurses Association/Inland Hospice (VNA/IH)	\$5,700 VNA/IH
Subtotal:	\$21,390.00

At the conclusion of the Presentations, Member Alba returned to participate for the remainder of the meeting.

ORAL AND WRITTEN COMMUNICATIONS

None

OLD BUSINESS

A. 2016 Military Banner Programs

Ms. Castillo stated that the majority of Chamber of Commerce banners went up a week and a half ago and the ten remaining banners would go up on Friday. Through the City, seven new military banners will be going up and fifteen banners were replaced. New banners will go up on existing poles.

Chairperson Milhiser mentioned how grateful she was to be involved in the presentation of military banners to recently discharged members of the armed forces at the Council meeting on Tuesday, January 19, 2016 and thanked all Members for being present at the meeting.

B. 2016 Volunteer of the Year Program

Ms. Richter stated that invitations and applications to the nominating organizations would be sent out by Monday, February 8, 2016 as they would need to be returned by March 7, 2016. The 2016 Volunteer of the Year program will be held on Monday, April 18, 2016 in the Council Chambers at 7:00 p.m. Items discussed included:

Theme

Ms. Richter reviewed the themes generated at the last meeting: 'It's About You,' 'We Can't Do It Without You,' and 'You Make It Happen.' Member Ferraro stated that 'You Make It Happen' was short and appropriate to the actions and contributions of volunteers. Chairperson Milhiser suggested the inclusion of the word *volunteer* in the theme and suggested 'Volunteers Make It Happen.' Member Ferraro discussed 'building blocks' as an image for the program. Ms. Castillo suggested that the colors yellow, orange, and black would be used for the program, and all Members agreed.

Judges

Chairperson Milhiser stated that she would ask Lynn Boshart, a judge from last year's Program, to return this year. Member Padilla said that his nomination for judge had many commitments and would not be able to judge the program. Ms. Richter stated that Peggy Cartwright who has judged in previous years would likely be able to return this year. If no volunteer nominations are sent from Bethany Baptist Church, Pastor Josh Matlock may be asked to be a judge.

Donations

Ms. Tom stated that she had prepared and distributed donation letters to each Member based on the organizations they chose at the January meeting. Each Member was also provided with five generic donation request letters to distribute to organizations that were not delegated at the last meeting or any other business Members would like to request donations from. Ms. Richter mentioned that it would be best if donations for the program were received before the April 6, 2016 meeting which would give staff time to prepare the gift bags for the volunteers.

C. 2016 Memorial Day Program

The 2016 Memorial Day Program will be held on May 30, 2016 at 6:00 p.m. in the Memorial Garden. Items discussed included:

- Ms. Castillo stated the Memorial Wall plaque application deadline is Monday, February 22, 2016. No applications were received as of yet. Chairperson Milhiser confirmed that if no new plaques are requested that the program will still take place.

- Ms. Richter confirmed that the Montclair High School JROTC members will participate, and After-School Program Learning Coordinator John Sio would like to attend if he is available. The barbershop quartet and John Paul Jackson, the TAPS player, will be contacted soon.
- Ms. Richter mentioned at the end of February, a ‘Save the Date’ letter will be sent to our local dignitaries. The letter will also invite dignitaries to the Volunteer of the Year program.
- Ms. Richter stated that staff could bring copies of patriotic poems used in the past ceremonies to review at the March meeting. If any Members were to find a great patriotic poem, Ms. Richter suggested that they e-mail the poem to Ms. Tom in order for her to prepare copies for the March meeting.
- City Council Liaison Ruh discussed the beginnings of the City of Montclair Memorial Day Ceremony and the desire to hold it in the evening as a flag lowering ceremony. The first event had twenty attendees and has grown exponentially every year thereafter. Past speakers have included an original ‘Rosie the Riveter’, a Tuskegee airman, and a Pearl Harbor survivor. Liaison Ruh mentioned that the ceremony has evolved but has always centered on dignity, efficiency, and respect.
- Chairperson Milhiser reiterated that no changes need to be made to the program and added that it is a wonderful, dignified ceremony for our Veterans. Vice-Chairperson Padilla agreed stating that it is a beautiful program every year.

NEW BUSINESS

None

ITEMS OF SPECIAL INTEREST

Ms. Richter stated that at the last meeting, Ms. Castillo reviewed shirt sizes with Members. An initial order will be made for those present at tonight’s meeting.

Member Ferraro asked that a Committee nametag be ordered for her. Ms. Tom will order her nametag.

Vice-Chairperson Padilla stated that he received a postcard for the YMCA 3rd Annual Spring Good Faith Breakfast for Thursday April 7, 2016 at 7:30 a.m. at the Chaffey Museum of Art. Chairperson Milhiser stated that she would be present at the event. Vice-Chairperson Padilla will not be able to attend.

ADJOURNMENT

Chairperson Milhiser adjourned the meeting at 8:09 p.m.

Respectfully submitted,

Vanessa Tom
Administrative Technician