

**MINUTES OF THE
WEDNESDAY, APRIL 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 7:03 p.m.

SALUTE TO THE FLAG

Chairperson Milhiser led those present in the salute to the flag.

ROLL CALL

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

Members Absent: Vice-Chairperson Arturo Padilla

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 Fondario, seconded by Member Alba, and carried unanimously to approve the minutes of the Community Action Committee meeting of March 2, 2016 with an amendment noting that the Community Benefits Funding summary Ms. Tom distributed to Members before fund allocations were decided would be attached to the March meeting minutes posted on the City website.

ORAL AND WRITTEN COMMUNICATIONS

Ms. Richter reminded Members that the Spring Good Faith Breakfast held by the Ontario-Montclair YMCA would take place on Thursday, April 7, 2016 from 7:30 to 9:30 a.m. Chairperson Milhiser will be attending.

Ms. Richter then spoke about the Montclair Chamber of Commerce Police Officers and Employee Appreciation and Recognition Luncheon. The Luncheon will be held on Wednesday, May 11, 2016 from 11:30 a.m. to 1:00 p.m. in the Community Center. The City will have a table at this event for those who can attend. Chairperson Milhiser and Member Ferraro will be present.

Lastly, Ms. Richter mentioned the Mayor's Prayer Luncheon which will take place on Thursday, May 5, 2016 from 11:30 a.m. to 1:00 p.m. in the Community Center. The cost is \$15. Chairperson Milhiser will attend.

OLD BUSINESS

A. 2016 Volunteer of the Year Program

The winner or winners of the Volunteer of the Year Program will be announced at the Council Meeting on Monday, April 18, 2016 at 7:00 p.m. Ms Richter stated that there are ten nominees from nine nominating agencies. The three judges for the event are Miki Carpenter, Executive Director of YWCA; Pastor Josh Matlock, Bethany Baptist Church of Montclair; and Myra Kirscht, CEO/Executive Director of the Montclair Chamber of Commerce. All three judge's evaluation packets have been returned and scores will be tallied to determine the winners. We will notify dignitaries of the winners, and will remind them to keep names confidential as they will be bringing in certificates for the winner or winners. Ms. Tom has contacted dignitaries via 'save the date' e-mails to confirm their attendance at the event and will send out formal invitations to the nominees, nominators, judges, and dignitaries on Monday, April 11, 2016.

Ms. Richter stated the following regarding event preparation:

- Ms. Richter confirmed that Members will arrive at 5:30 p.m. to help with event set-up. The event reception begins at 6:15 p.m.
- Name badges for honorees, a sign-in sheet, name tags, and programs will be prepared by Ms. Castillo for the ceremony.
- Ms. Richter stated that the refreshments would be purchased by staff.
- Guests will be checked in as they arrive, and those honored will get a corsage or boutonniere. Chairperson Milhiser will pick up the corsages and boutonnieres as well as a table centerpiece from Montclair Florist prior to the event.
- Attendees will have refreshments, and at 6:45 p.m. they will be encouraged to take a seat for the ceremony, which is at the beginning of the City Council Meeting.
- At the Council Meeting Mayor Eaton will introduce Chairperson Milhiser who will provide an overview of the Program and nominees; the Mayor will present the awards and attendees will then be excused to the lobby.
- At the end of the ceremony there will be a break allowing those present solely for the ceremony to move to the lobby for photos and cake. The winner or winners of the Volunteer of the Year Program will assist in cutting the cake. Afterwards, members and staff will assist with clean-up.

Ms. Richter reviewed new donations submitted after the March meeting:

- Dave and Buster's donated (3) \$10 gift certificates
- Hometown Buffet donated (2) free meals at their Montclair restaurant, but Ms. Richter mentioned that they recently went out of business
- Stater Bros. donated (1) \$25 gift card
- Costco donated (1) \$25 gift card
- Logan's Candy will donate a candy bag for each nominee and Chairperson Milhiser will pick them up next week
- City Council Liaison Ruh will provide \$10 Target gift cards for each nominee

Ms. Castillo distributed a sample of the front cover of the program to all in attendance and asked for feedback on the design and color scheme for the "*Montclair Volunteers Go the Extra Mile*" theme. No suggestions were made, so she will use the design and color scheme to create the rest of the program.

B. 2016 Memorial Day Program

The Program will take place on Memorial Day Monday, May 30, 2016 at 6:00 p.m. Members were asked to arrive by 4:00 p.m. to help with set-up. Ms. Castillo tried to contact the Director of Marketing at Chino Planes of Fame Museum via e-mail to get the contact number for Wilbur Richardson, a Veteran and volunteer at Chino Planes of Fame museum, to attend the program and has not received a response yet. Ms. Tom also called the Museum to get a contact number and received no response. They will keep trying to get a hold of someone who can contact Mr. Richardson. John Sio, After-School Program (ASP) Learning Coordinator, will bring his display of military memorabilia. In addition, he will work with some of his ASP groups to do artist renderings of soldiers killed in action. These will be displayed alongside the memorabilia.

Ms. Richter suggested that the read through of the poem "Thank A Vet" take place in May since Vice Chairperson Padilla was absent. The plan is that City Council Liaison Ruh will read the 1st and 5th stanzas, Vice Chairperson Padilla will read the 2nd stanza, Member Alba will read the 3rd stanza, and Member Ferraro will read the 4th stanza. Ms. Richter stated that during the May meeting Members will review the Program outline and checklist to review assignments. Three plaques have been purchased and two family representatives will be present (one family purchased two plaques). The Barbershop Quartet agreed to sing the National Anthem.

NEW BUSINESS

A. 2016 Home Beautification Program

Ms. Castillo noted that all members will be involved in nominating and judging for the 2016 Home Beautification Program and each Member will be assigned a general area in Montclair. Seven areas were sectioned out and two members were required to take two sections each since there are two vacant CAC spots. Ms. Castillo assisted in

assigning areas based on each Members' previously assigned neighborhoods and proximity to their own neighborhood. Member Ferraro agreed to judge two areas, and Ms. Castillo will ask Vice-Chairperson Padilla if he can judge two areas as well.

Chairperson Milhiser suggested that we officially choose one drought tolerant home per Member since the drought is still a relevant issue in California. This was originally brought up last year due to a declaration from Governor Jerry Brown that California is officially in a state of drought last March. Last year, Ms. Richter noted what makes a home eligible for the contest by stating that members should nominate homes that have shown major improvements in exterior finishing (e.g. paint and remodeling) and/or landscaping, homes that look aesthetically pleasing. The final decision was that each Member would select one drought tolerant nomination and one regular nomination. The due date for nominations is Memorial Day, May 30, 2016.

The Members' judging caravan is scheduled to meet at 5:00 p.m. at the Senior Center on Wednesday, June 8, 2016. This is a tentative date as Ms. Richter may have to re-schedule based on budget meetings. Typically homes are viewed for one and a half to two hours and Members will then meet at a restaurant to discuss the homes that were viewed and select winners at around 6:30-7:00 p.m. Black Angus, last year's post-viewing choice, was suggested by Chairperson Milhiser since there is a private room, large table and electrical plugs. Members agreed to this choice, and reservations will be made once the date is confirmed. Ms. Richter requested that Members plan to attend the program award ceremony scheduled for Monday, July 18, 2016 at 7:00 p.m. in the Council Chambers.

ITEMS OF SPECIAL INTEREST

The May meeting will be the last official CAC meeting in Council Chambers. June is still considered a meeting since Members meet to vote and judge the homes for the Home Beautification Program. In August Council Chambers are 'dark'- there will be no meetings. Members are welcome to help at the National Night Out event in August, though it is not an official CAC function. Official meetings start up again in September.

Chairperson Milhiser stated that she had received her invitation for the Volunteer Recognition Dinner on Tuesday, April 26, 2016 at 5 p.m. in the Community Center. The theme is '*Superheroes*.' Ms. Castillo mentioned that Members could RSVP for the event as Ms. Tom was maintaining the RSVP list. Chairperson Milhiser and Members Alba and Ferraro agreed to attend. Ms. Castillo stated that invitations went out in the mail on Monday, April 4, 2016. Ms. Castillo stated that volunteers are free and that guests must pay an additional \$20; the \$20 fee covers dinner, dessert, and entertainment.

Member Fondario mentioned that past CAC Member Maureen Havlena's husband passed away. Mary attended the funeral service.

City Council Liaison Ruh alerted Members to the new Shops at Montclair at Central Ave. and the 10 Freeway. There is only one vacancy and everything else has been leased. Businesses include: Tommy's Burgers, Burgerim, Sleep Number, Jersey Mike's, Starbuck's, and Dickey's BBQ.

Ms. Richter discussed the appointment procedures for the upcoming CAC openings. We will no longer be advertising openings for vacant positions in the newspaper and will instead be advertising on the City website and through the Montclair Chamber of Commerce. Ms. Richter mentioned that Vice-Chairperson Padilla and Member Fondario's terms were expiring on June 30 and that they would need to re-apply.

ADJOURNMENT

Chairperson Milhiser adjourned the meeting at 7:54 p.m.

Respectfully submitted,

Vanessa Tom
Administrative Technician