

**MINUTES OF THE
WEDNESDAY, MAY 4, 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 7:08 p.m.

SALUTE TO THE FLAG

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

ROLL CALL

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

Members Absent: None

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

PUBLIC COMMENT

Andrea Erickson, President and CEO of OPARC, was present to personally thank the Committee and the City of Montclair for the donation provided through the Community Benefits Program. Ms. Erickson stated that she would like to continue brainstorming new ways the City can work with OPARC in the future.

APPROVAL OF MINUTES

The minutes of April 6, 2016 could not be approved due to a missing page in all Members' packets. Members will be provided the missing page after tonight's meeting for approval at the June 22, 2016 meeting.

ORAL AND WRITTEN COMMUNICATIONS

Ms. Richter read aloud two thank you letters from VNA Hospice and Palliative Care of Southern CA and OPARC thanking the Committee for their support through the Community Benefits Program.

OLD BUSINESS

A. 2016 Volunteer of the Year Program

Chairperson Milhiser commented on the impressive accomplishments of the volunteers nominated this year, and complemented Ms. Castillo on suggesting a great theme. Member Ferraro suggested that we allow more time for the event set-up. Ms. Richter stated that perhaps Members could meet one hour rather than forty-five minutes prior to the pre-program reception. Ms. Richter recommended that Members meet at 5:15 p.m. next year for set-up. Member Alba noted the surplus of food available after the event which prompted Chairperson Milhiser to propose we might offer fewer food options next year with an emphasis on snacks rather than providing a light meal. Ms. Richter indicated that the amount of food purchased is based on an estimate as attendees do not always RSVP but sometimes attend the event regardless. In addition, two Montclair Youth Baseball League volunteers were nominated for Volunteer of the Year and we expected potentially other league volunteers or team members might come to support them. Ms. Richter also mentioned that surplus food is always distributed to Youth and Senior Center participants.

B. 2016 Memorial Day Program

Prior to the start of the meeting, Ms. Tom distributed program agendas to Members in order to assign specific tasks to each Member. Delegated tasks and responsibilities are detailed below:

- Ms. Richter stated that Members should arrive at 4:00 p.m. to assist with set-up.
- Members Alba and Fondario will chair the welcome table and will distribute flag pins.
- Vice-Chairperson Padilla and Member Ferraro will greet and seat dignitaries and/or dignitary representatives as well as the two families attending for the plaque unveil. Signs will indicate where they are seated.
- Chairperson Milhiser will serve as the emcee and will do the welcome and greeting to all attendees.
- Police Chaplain Vicki Brobeck will do the invocation.
- The Montclair High School ROTC will do the Presentation of Colors.
- Typically a military veteran does the Pledge of Allegiance but currently no one is assigned the task. Ms. Richter mentioned that some returning veterans received their military banners in January; Ms. Castillo will follow up and see if any of them would be available to do the Pledge of Allegiance. Vice-Chairperson Padilla will serve as back-up.

- The Barbershop Quartet will sing the National Anthem.
- Mayor Eaton will introduce attending dignitaries and/or their representatives.
- The Montclair Walkers Choral Group will sing two songs- “*America the Beautiful*” and “*Grand Old Flag.*”
- Three names will be added to the Veteran’s Memorial Wall. Members Alba and Ferraro will read the three names along with a brief biography on each veteran and the names of all other veterans on the Memorial Wall. Ms. Richter reminded Members that after the reading of each name a bell will toll.
- The Mayor will raise a flag to unveil the new plaques and Member Fondario will present a wrapped carnation to the families who purchased the plaques.
- Names on the Remembrance Wall will be read by Vice-Chairperson Padilla and Member Fondario.
- This will be followed by the Presentation of the Wreath, the reading of the poem “Thank A Vet.” and the Barbershop Quartet will then perform “*God Bless America.*”
- Chairperson Milhiser will close the program.
- All Members will assist with the refreshment table immediately after the program, and will help with clean-up. Ms. Castillo mentioned that refreshments will be an assorted variety of cookies, water, and apple juice.

City Council Liaison Ruh, Vice-Chairperson Padilla, and Members Alba and Ferraro read aloud the poem “Thank A Vet.”

Chairperson Milhiser reminded Members to wear red, white, and blue to the event.

Ms. Tom stated that she had successfully made contact with Harry Geier, the Director of Marketing and Development at Chino Planes of Fame Museum. Mr. Geier replied that he would notify Wilbur Richardson from Chino Planes of Fame Museum about the City’s request for his presence at the event and would pass along Ms. Tom’s contact information. Ms. Richter mentioned that After-School Program Learning Coordinator, John Sio, would return to display his military memorabilia.

C. 2016 Home Beautification Program

Home nominations are to be submitted by Monday, May 30, 2016 Memorial Day. Chairperson Milhiser and Member Ferraro have already submitted their nominations to Ms. Castillo. Chairperson Milhiser commented on how she searched for tidy well-maintained landscapes this year rather than simply looking for trim green lawns. City Council Liaison Ruh recommended looking for unique and drought-friendly yards, for example Zen gardens or synthetic turf rather than grass.

Member Ferraro stated that she took photos to record the details of her nominations for easy reference.

The meeting date was moved to Wednesday, June 22, 2016 as June 8 may not work due to Budget meetings and City Council Liaison Ruh will be out of town on June 15. The Council

Presentation announcing winners will take place on July 18, 2016. Members will meet at 5:00 p.m. at the Montclair Senior Center. Members will meet at Black Angus after viewing the nominated homes in order to tally scores and choose the Home Beautification Program winners.

NEW BUSINESS

None

ITEMS OF SPECIAL INTEREST

Vice-Chairperson Padilla announced that he is officially retired from the U.S. Army.

Ms. Richter informed the Committee of the following upcoming events:

- The Mayor's Prayer Luncheon will be held in the Community Center on Thursday, May 5, 2016 at 11:30 a.m.; tickets are \$15.
- The Chamber of Commerce is holding their annual Police Officer Recognition Luncheon on Wednesday, May 11, 2016 from 11:30 a.m.-1:00 p.m. in the Community Center. Ms. Richter confirmed that Chairperson Milhiser and Member Ferraro would be present.
- Applications are being accepted for the four CAC vacancies. The applications are due on Thursday, June 2 at 5:30 p.m. in the City Clerk's office. Applications are available at the Recreation Center and from the City Clerk. Two Members' terms are expiring and they are allowed to re-apply.

ADJOURNMENT

Chairperson Milhiser adjourned the meeting at 7:44 p.m.

Respectfully submitted,

Vanessa Tom
Administrative Technician/
Human Services Department