

**MINUTES OF THE
WEDNESDAY, SEPTEMBER 7, 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 7:02 p.m.

SALUTE TO THE FLAG

Member Hernandez 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, Edwin Hernandez, Chris Paez and City Council Liaison Bill Ruh

Members Absent: Member Diane Wells

Also Present: Human Services Director Marcia Richter
Senior Human Services Supervisor Michelle Castillo
Senior Recreation Leader Emily Gomez-Medina

SWEARING IN OF NEW COMMUNITY ACTION COMMITTEE MEMBER

On September 7, 2016, Deputy City Clerk Andrea Phillips presented the oath of the office to the new Committee members Edwin Hernandez and Chris Paez. Current Committee members recited the oath of the office with new Committee members.

PUBLIC COMMENT

There were no public comments.

APPROVAL OF MINUTES

Moved by Vice-Chairperson Padilla, seconded by Member Ferraro and carried unanimously to approve the minutes of the Community Action Committee meetings of June 22, 2016.

ORAL AND WRITTEN COMMUNICATIONS

Ms. Richter distributed a newsletter written by Pomona Valley Workshop who has received funding as part of the Community Benefits Funding. Ms. Richter then read an email sent by Steve and Brenda Harris, thanking the Community Action Committee and the City Council for the award and gift card given to them as part of the Home Beautification-Drought Tolerant award. Ms. Richter also read a thank you card from Ester Vargas-Pipersky thanking the Committee for the Military Banner Program, which allows for her son's banner to be on display in front of the Police Department.

OLD BUSINESS

A. 2016 Home Beautification Program

Chairperson Milhiser inquired if any members of the Committee had any comments regarding the 2016 Home Beautification Program. Chairperson Milhiser mentioned that this year the families seemed excited and pleased to receive their awards. Chairperson Milhiser addressed that gift cards given as part of the awards were purchased by CAC funds not donations.

Ms. Richter stated that signs for this year's awardees have been ordered and picked up by Public Works staff. Letters were sent to those awarded and last year's recipients requesting that they contact the Public Works Department to install and or remove their signs no later than September 22, 2016.

Chairperson Milhiser suggested that next year we should notify all program nominees that were judged as part of the Home Beautification Program and although they were not selected the CAC would like to express gratitude and appreciation for their beautiful home. Member Padilla expressed that he was sorry that he was unable to attend this year's awards portion of the program this year. Member Padilla stated that he enjoys the program and the expressions of the happy families when they receive their awards.

NEW BUSINESS

A. 2016-2017 Calendar of Events

Ms. Richter noted that this year the Fire Department will not be hosting the Open House in October. The Fire Department is considering a combination Open House with the Police Department at a later date that may include breakfast and lunch in the same day.

Ms. Richter stated that last week the 2016-2017 Calendar of Events were reviewed by the new Committee members at their new member orientation. Ms. Richter mentioned that the date of the Community Benefits Program hearing has been set. The Community Benefits hearing is usually held in November, however last year the

hearing was postponed to February. Ms. Richter stated that agencies and Committee members were surveyed about their preference hearing date, and overall there was no preference. Ms. Richter stated that the Community Benefits Program hearing will be in the February meeting on Wednesday, February 1, 2017 at 7:00 p.m. Chairperson Milhiser mentioned that Candidates Forum is new to this year's calendar of events. Ms. Richter stated that more information will be discussed in detail in the Candidates' Forum section. Ms. Richter mentioned the new Brown Act Training to be held in the Council Chambers on Monday, November 7, 2016 at 5:45 p.m. Ms. Richter addressed how this training is a City Council Workshop and City Council, Community Action Committee, and Planning Commission Committee members are invited to attend the training. Ms. Richter stated that at the November 2, 2016 CAC meeting she will remind members about the Brown Act Training. Council Member Ruh mentioned he will not be able to attend the November CAC meeting and he will ask Mayor Pro Tem Carolyn Raft to attend.

Chairperson Milhiser asked for a motion to approve the 2016-2017 Calendar of Events as presented. Moved by Vice Chairperson Padilla, seconded by Member Alba, and carried unanimously to approve the 2016-2017 Calendar of Events as presented.

B. Candidates' Forum

Ms. Richter stated that the Candidates Forum will be held at the Montclair Senior Center at 7:00 p.m. on Wednesday, October 12, 2016. Ms. Richter provided a description of the event and included that the event is held in partnership with Montclair Chamber of Commerce. Ms. Richter mentioned that the Montclair Chamber of Commerce provides a moderator who ensures all procedures are followed during the Forum. Ms. Richter stated that CAC members will have certain roles at this Forum; members will divide the following duties (timekeeping, greetings, refreshments, signs, and questions) among themselves.

Chairperson Milhiser inquired if the Candidates Forum will be recorded. Ms. Richter answered that the Forum will be recorded and shown on Channel 3. Ms. Castillo added that the Forum will also be posted on the City's Facebook page, City's website, and YouTube.

Ms. Richter stated that at the October meeting she will have a list of duties and members can decide where they would like to be stationed. Members were asked to arrive to the Forum by 6:15 p.m.

C. Children's Halloween Party

Ms. Castillo stated that this year the Halloween Party will be held on Monday, October 31, 2016 from 5:30 p.m. to 8:00 p.m. Ms. Castillo stated that three to four CAC members are needed to judge the costume contest and at the next meeting she would like to know who will be volunteering at this year's Children's Halloween Party. The judging for the Halloween costume contest will take place at 6:45 p.m. Judges should plan to arrive between 6:15 p.m. and 6:30 p.m. to allow time to park. Chairperson Milhiser volunteered to judge the contest this year.

Ms. Castillo provided a detailed description of this event, which includes seven costume categories to be judged and with one winner per category. Categories include scariest (younger and older division), most unique (younger and older division), cutest (younger and older division), and best family costumes. Prizes will be donated by the Montclair-Ontario Junior Women's Club. There will be Halloween themed games and part-time Recreation staff and volunteers from Montclair High School will be present to assist with the event. Ms. Castillo stated that there is a Wii Dance party in the center of the gym and everyone is welcomed to join.

D. Brown Act Training

Chairperson Milhiser stated that this event is being held as a City Council Workshop on November 7, 2016 at 5:45 p.m. to educate members about the importance of being transparent to the public. All CAC members are highly encouraged to attend this training. Ms. Richter inquired who from the Committee plans to attend the Brown Act Training. Vice- Chairperson Padilla stated that he will be attending; other members will let Ms. Richter know at their next meeting.

E. Military Program

Ms. Castillo provided a detailed description of this Program, including that applications for the Military Banner Programs have been made and are also available online and in the Human Services Fall brochure. Banners are available free of charge for those currently in the armed forces who are residents of Montclair or who graduated from Montclair High School. Applications will be taken through Veterans Day. After the deadline, information will be verified with the member's family for the correct spelling of names, branch of service, date of birth, and contact with the respective branches of the military to ensure the applicant is an active member of the military. Ms. Castillo stated that new banners will be hung in February.

The second program is available for those who have served in the armed forces and have been honorably discharged. Each banner is \$300.00 for the first year, and \$65.00 for every additional year hung.

Ms. Castillo explained that residents who currently have banners up will be contacted over the next few months to verify that they are still in active duty. Military banners belonging to discharged veterans will be removed and presented during a City Council meeting in January 2017. Ms. Castillo mentioned the importance of the Military Banner Program to the families of active service members and their families.

ITEMS OF SPECIAL INTEREST

- Ms. Richter stated the State of the City will be held in the Community Center on Wednesday, October 5, 2016 at 11:30 a.m. – 1:30 p.m. Members should expect to receive an invitation. Chairperson Milhiser, Member Padilla, and Member Ferraro confirmed they will attend.

- The CAC contact list was distributed for review. Ms. Richter requested Members update their current information and initial next to their name. A revised contact list will be distributed at next month's meeting. Ms. Richter mentioned that business cards are available for Committee members and will be ordered for those who request them.
- Ms. Castillo stated that we will be ordering CAC polo shirts and requested sizes and color preference from all Members. Members agreed on the tan polo shirts; second choice is black.
- Ms. Richter mentioned that every month a \$50 stipend check is distributed to each member. Members are requested to fill out direct deposit paperwork at the end of the meeting.
- Committee members shared a brief summary about themselves.
- Council Member Ruh mentioned that former Montclair Fire Chief Harold Duncan passed away and his funeral services were held on September 6, 2016.
- Council Member Ruh stated that the building on San Bernardino Street and Fremont Avenue has been purchased by Doctor James Lally. He is in the process of collaborating with the Veteran's Administration to open a new VA Clinic, along with an urgent care and low cost medical clinic at the site. Council Member Ruh said that there are no VA Clinics in the San Gabriel Valley and this new location will be close to a freeway.

ADJOURNMENT

Chairperson Milhiser adjourned the meeting at 8:03 p.m.

Respectfully submitted,

Emily Gomez-Medina
Senior Recreation Leader