

**CLAREMONT COMMUNITY AND HUMAN SERVICES COMMISSION
REGULAR MEETING MINUTES**

Wednesday, December 4, 2024 - 7:00 PM

Meeting conducted in person and via Zoom. Video recording is archived on the City website.
<https://www.ci.claremont.ca.us/government/city-council/watch-city-council-meetings>

CALL TO ORDER:

Chair Sifuentes called the meeting to order at 7:00 PM.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

COMMISSIONER: BINDER, BROWER, GLASS, ROSELLE,
SCOTT TOUX, SIFUENTES, SILVA

ABSENT

COMMISSIONER: NONE

ALSO PRESENT

Michelle Castillo, Management Analyst
Patricia Cisneros, Senior Administrative Assistant
Eric Ey, Recreation and Human Services Manager
Dawn Ross, Senior Administrative Assistant
Jeremy Swan, Community Services Director
Melissa Vollaro, Recreation and Human Services Director

CEREMONIAL MATTERS, ANNOUNCEMENTS, AND PRESENTATIONS

Announcement

Katherine Loeser, Claremont Helen Renwick Library Manager, shared Library updates and upcoming events and announced the holiday closure during the month of December.

PUBLIC COMMENT

This item starts at 00:04:01 in the archived video.

Chair Sifuentes invited public comment.

Patricia Cisneros, Senior Administrative Assistant, announced no written public comment had been received.

There were no requests to speak.

CONSENT CALENDAR

This item starts at 00:06:31 in the archived video.

Commissioner Silva pulled Consent Calendar Item No. 3.

Chair Sifuentes invited public comment on Consent Calendar Item No. 1, 2, and 4.

Senior Administrative Assistant Cisneros announced no written public comment had been received for Consent Calendar Item No. 1, 2, and 4.

There were no requests to speak.

1. Community and Human Services Commission Special and Regular Meeting Minutes of November 6, 2024
Approved and filed the Community and Human Services Commission special and regular meeting minutes of November 6, 2024.
2. Committee Meeting Minutes
Received and filed the various Committee meeting minutes.
3. Tree Plantings and Removals for September 2024
Removed from the Consent Calendar.
4. Semi-Annual Reporting of Urban Forest Activities: January – June 2024
Received and filed the report.

Commissioner Scott Toux moved to approve Consent Calendar Item No.1, 2, and 4, seconded by Commissioner Roselle, and carried on a roll call vote as follows:

AYES: Commissioner – Binder, Brower, Glass, Roselle, Scott Toux, Sifuentes, Silva
NOES: Commissioner – None

ITEM PULLED FROM THE CONSENT CALENDAR

3. Tree Plantings and Removals for September 2024

This item starts at 00:08:51 in the archived video.

Commissioner Silva inquired about a tree removal in the report at 760 San Jose Avenue, which was reportedly due to damage caused by a vehicle accident and asked whether the City pursues claims against drivers responsible for such incidents to seek reimbursement for the damage.

Jeremy Swan, Community Services Director, confirmed that the City does pursue restitution in such cases, depending on the extent of the damage. In this instance, the removal followed standard practice. Like incidents involving damaged light poles, the City seeks reimbursement through the responsible party's insurance for replacement or repair costs.

Chair Sifuentes invited public comment.

Senior Administrative Assistant Cisneros announced no written public comment had been received for Consent Calendar Item No. 3.

There were no requests to speak.

The Commission received and filed this report.

ADMINISTRATIVE ITEM

5. Community Based Organization Grant Program Update (Oral)

This item starts at 00:11:06 in the archived video.

Michelle Castillo, Management Analyst, provided an overview of the CBO Grant Program and sought direction from the Commission on how to proceed with the 2026 CBO Grant Program. She addressed questions from the Commission on several topics, including transitioning hard copy documentation to electronic formats to avoid providing thick binders to Commissioners; whether this year had the highest number of applications ever received; potential trends in application numbers for future years; restrictions on agency eligibility for the grant; strategies to limit the number of applications and ensure adherence to guidelines; feedback from CBO applicants regarding the process and funding decisions; the possibility of capping funding requests on applications; the source of next year's funding; whether additional funding can be secured outside of ARPA; and whether the City encourages CBOs to explore other available grant opportunities.

Chair Sifuentes invited public comment.

Senior Administrative Assistant Cisneros announced no written public comment had been received on this item.

There were no requests to speak.

The Commission revisited a suggestion raised earlier by Commissioner Glass about developing application guidelines to ensure applicants meet the criteria before applying, which would help streamline the process. They also emphasized the importance of appointing a new ad hoc committee each year to bring fresh perspectives. Ms. Castillo noted that the Commission would need to appoint the ad hoc committee within a specific timeframe to ensure members are available.

The Commission considered the possibility of appointing an ad hoc committee to handle the bulk of the work. Under this process, the Commission would review applications, submit questions to staff regarding CBO applications, if any, and have the ad hoc committee meet to develop a funding recommendation. This recommendation would then be presented at a regular November Commission meeting, rather than during a special meeting, for approval before being forwarded to City Council. However, the discussion also highlighted potential drawbacks, such as the lack of individual input from all Commissioners, leaving the ad hoc committee to make final recommendations on behalf of the entire Commission.

Staff clarified that as the Commission reevaluates the grant program's process and guidelines, the focus is on refining the approach to ensure transparency and compliance with the Brown Act. Once the ad hoc committee provides a recommendation, the full Commission will publicly discuss and review it. During this discussion, the Commission can adjust funding amounts as needed and collectively make a final decision. This streamlined process would help eliminate duplicate efforts by the Commission.

The Commission provided the following recommendations to staff:

- Streamline the process by establishing clear guidelines and criteria that applicants must meet, which will involve creating specific application requirements.
- Set a cap on the amount of funding an organization can request in their application.
- Ensure that all Commissioners receive the applications and supporting materials for review.
- Appoint a new ad hoc committee each year in September, which will meet in October to review applications and provide funding recommendations to the Commission for the November meeting.
- Eliminate the step requiring each Commissioner to submit individual funding recommendations.
- Discuss and review the ad hoc committee's funding recommendations during a regular Community and Human Services Commission meeting, eliminating the need for a special meeting.

The Commission provided direction to staff to streamline the CBO Grant Program process and present recommendations for review at a future meeting, after which the Commission will propose updates to the program's guidelines for City Council consideration.

REPORTS

Staff

DIRECTORS' REPORT

This item starts at 01:09:07 in the archived video.

Jeremy Swan, Community Services Director, reported on:

- Holiday Closure
- Christmas Tree Pick-Up
- Household Hazardous Waste Roundup

- Park Improvement Plan
- Urban Forest Update
- Street Sign and Sidewalk Condition Assessments
- Padua Walking Trail Improvements
- Open/Upcoming Bids
- Cancellation of the January Community and Human Services Commission

Melissa Vollaro, Recreation and Human Services Director, reported on:

- Staff Introduction
- Part-Time Staff Introductions
- Recap of Paint Night
- Recap of Veterans Day Ceremony
- Recap of Operation Gobble
- Recap of the Giving Thanks Dinner
- Recap of the Senior Holiday Party
- Upcoming Events – Friendly Reminder!
- Holiday Schedule for RHS Programs

Commission/Committee

Commissioner Scott Toux reported that the Teen Committee met in November with a special guest in attendance, Mayor Pro Tem Calaycay, who provided insight on field trips for the Committee to consider.

ADJOURNMENT

Chair Sifuentes adjourned the meeting of the Community and Human Services Commission at 8:37 PM. The next special meeting of the Claremont Community and Human Services Commission will be held on Wednesday, January 15, 2025, at 7:00 PM.

Brisa Sifuentes, Chair

Patricia Cisneros, Recording Secretary