

CITY OF POMONA
Community Life Commission
DRAFT



REGULAR MEETING MINUTES
For NOVEMBER 25, 2025

VISION STATEMENT

Pomona will be recognized as a vibrant, safe, beautiful community that is a fun and exciting destination and the home of arts and artists, students and scholars, business and industry.

CALL TO ORDER

Chair Houston called the Community Life Commission meeting to order at 6:15 P.M.

PLEDGE OF ALLEGIANCE

Chair Houston led the pledge of allegiance.

ROLL CALL

Present: Chair Donna Houston, Mayor Appointed
Commissioner Kimberly M. Umanzor, District 1
Commissioner Donald Martens, District 3
Vice-Chair Debra Mendez, District 4
Commissioner Ava Phillips, District 5
Commissioner Ramon Carrizosa, District 6

Vacant Seat, District 2

STAFF PRESENT

Andrea Rico, Governmental & Community Affairs Manager
Jacqueline Contreras, Housing Analyst
Tracy Byl, Commission Secretary

PUBLIC COMMENT

None.

1. CONSENT CALENDAR

Recommend the Community Life Commission approve the regular minutes for November 25, 2025.

Motion made by Commissioner Umanzor, second by Commissioner Phillips to approve minutes.

Motion approved
Yes 5-0

2. City Manager's Report (11-13-25)

A correction on the city calendar for the Christmas parade should be Saturday, December 13th and not the 14th.

As commission assesses the calendar events, commissioners were instructed to keep in mind the roles and responsibilities of the commission.

DISCUSSION CALENDAR

CLC Activities

A.1 Participation of Mayor's Task Force – Andrea Rico

Assess the roles and responsibilities and how each could apply to CLC.

Engaging the schools – create a task/sub force to do more outreach; create an ADHOC committee

December 3, 2025, Mayor's Task Force is a zoom meeting
December 10, 2025, Mayor's Task Force is in person meeting

All meetings focus on immigration concerns that are currently taking place in the city.

Minutes are taken; however, meetings are not recorded due to the sensitivity of the topics

A.2. Go dark on December 23, 2025

Motion to go dark on December 23, 2025, was made by Commissioner Martens, second by Commissioner Mendez.

Motion approved
Yes 5-0

3. Brainstorming Ideas

- Stage a booth in front of the chamber before a council meeting to share information with the public regarding CLC and other commissions – Andrea recommended that staff would contact City Clerk's Office.
- Have a discussion with City Clerk who oversees all commissions; she can make the distinction of commissions vs. committees and convey that information to staff.
- Inquiry was made about a pamphlet with different Commission information.
- Determine what tool(s) to use as a commission to access are being planned; through ad hoc or communication to coordinate; calendar of engagements points is.
- CLC is the community engagement arm and is not an issue-based commission. CLC is to help increase civic engagement CDBG process connector and bringing people together serving your districts and bringing forward to appropriate department of department, and/or Councilmember/Mayor who appointed you as a commissioner.
- New parent days/ parent leads meetings
- A Commissioner can coordinate with the teacher of Civic Engagement class to educate the students via a CLC meeting.
- Request District Councilmember or commission colleague to speak at Neighborhood Watch meetings.

Staff Recommends:

- Create an ADHOC committee to come up with a goal, vision and/or purpose of what commission to do and put together a plan for 2026. January meeting to discuss and possibly adopt a plan and carry it out.
- Determine a purpose/goal
- Assess conditions that may impact on the quality of life connect boards and bodies that work on those types of conditions. CLC is the conduit and is to be the voice in the community to connect, notify and report.
- Andrea can meet with the Ad Hoc and assist in putting thoughts done to assist in putting into a plan. Raising awareness such as human trafficking CLC role; communicate to colleague commissioners
- Speak to City Clerk to figure out a mechanism to partner with other commissions to promote one another's missions.

4. QUICK FACT SHEET

- Table item – Quick Fact Sheet
- Chair Houston would like status regarding the City Clerk hosting a training session for the commissions.

COMMISSIONER COMMUNICATION

Commission Umanzor

Joined Mayor's Task Force in September

Attended the Conference of Collaborators

National Disability Employment Month attended Resource Fair at Indian Village

In October participated in the Violence of Prevention and House of Ruth Annual Peace Walk – House of Ruth to Pomona Valley Hospital

Attended the State of the City Address

Commission Martens

Blood Drive at Temple Beth Israel – Joan Reyes heading up the drive. The event is possibly on the city calendar.

Chair Houston

Sent out an email asking co-commissioners to ride in the car during the Christmas Parade.

Commissioner Phillips volunteered to ride in the car.

Seek approval from City Clerk for the use of the city logo.

Vice Chair Mendez

Attended Trunk or Treat at LA Care on Halloween.

Attended La Dia de Los Muertos event hosted by Latino Roundtable.

Attended the State of the City not only met but exceeded the Compassion fund raising goal of \$250,000.

Thanked the staff that were acknowledged in the state of the city.

Commission Phillips

Chair of the California Association of Marriage of Family Therapists – term ends in May and one more year as past president and is looking forward to participating more in CLC engagement.

Commissioner Carrizosa

Wished all a Happy Thanksgiving.

STAFF COMMUNICATION

Andrea Rico

Recipients of philanthropic dollars for early child work begin in January. Its purpose is to improve health outcomes of young children and their families. Many opportunities to engage.

Compassion Fund exceeded \$250,000

As a reminder in question of something or looking for opportunities to engage or how to navigate any process reach out to Andrea and Tracy.

Tracy Byl

Commission Gonzalez was removed from the Commission via Council approval.

ADJOURNMENT

Commissioner Houston adjourned the meeting at 7:38 pm. The next CLC meeting will be held on Tuesday, January 27, 2026.