



Department of Neighborhood Relations
Cyrus K. Holliday Bldg.
Holliday Conference Rm.
620 SE Madison

City of Topeka

CITIZEN ADVISORY COUNCIL MEETING MINUTES

Wednesday, March 4th, 2020

6:00 p.m.

I. CALL TO ORDER & INTRODUCTIONS

The Citizen's Advisory Council meeting was called to order by James Prout at 6:22 p.m. (after the 2020 Neighborhood USA (NUSA) attendee meeting)

City Employees Present: Sasha Haehn, Director of Neighborhood Relations, LaToya Burnett-Martinez, Community Engagement Coordinator; Sasha Haehn, Director of Neighborhood Relations, Sarah B. Douglas, Community Engagement Coordinator, Monique Y. Glaude', Division Director of Community Engagement

CAC Members Present: 18 (see annual attendance ledger)

II. APPROVAL OF MINUTES

Attachments: CAC Draft Meeting Minutes from February 5, 2020.

Motion for approval made by Susan McClacherty and seconded by Kim Thompson to approve the CAC draft meeting minutes from February 5, 2020. The motion carried.

III. STAFF UPDATES

- A. **Census 2020** – Monique announced that there are twenty (20) neighborhoods that are projected to have low participation numbers in the 2020 Census. DNR will invite the neighborhood leaders, from those affected neighborhoods, to attend a future meeting regarding this issue.
- B. **2021 NIA Budget Meetings** – If you have not made arrangements to meet with DNR staff to review your 2021 NIA Support Fund Budget, please contact Sarah Douglas. Sarah will be following up those NIAs that still need to schedule a meeting to assist with getting you signed up.

IV. SCHEDULED ITEMS

- A. **Guest Speaker – Topeka Census 2020**; Dorothy Karnowski, 2020 Census – rescheduled for April meeting
- B. **Guest Speaker – Neighborhood Mural Project**; Kelly Leatherman, Harvesters/ Community Engagement AmeriCorps – seeking potential neighborhood partner for a community mural project in Topeka. They have \$1,000 from the KS Volunteer Commission for the project. Interested neighborhood associations can contact Kelly at 785-861-7723 or kleatherman@harvesters.org. They will create an application process if multiple neighborhoods are interested in this opportunity.

- C. **Guest Speaker – New Bus Transit App**; Andy Fry, Topeka Metro – All buses have Wi-Fi and Topeka Metro is working on establishing an electronic bus pass for patrons to be available through local Topeka Social Service Agencies. The new app allows riders to see any bus stop on their phone or tablet or they can use the app to identify their current location and locate bus stops closest to their location. Call or text option is available for non-smart device users.
- D. **Guest Speaker – Topeka Volunteers Event, April 14th**; Jessica Barraclough, United Way of Topeka – United Way is inviting the CAC to attend this event and have a table from 7:30 a.m. – 6:00 p.m. at the Fairlawn Plaza, 2114 SW Chelsea Dr. There will be up to 75 non-profit agencies participating in this event and an estimated 500 potential volunteers. This event is an opportunity for volunteers and organizations to connect on volunteer opportunities and for volunteers to learn more about the organizations and volunteer needs in the community. Volunteers and organizations are encouraged to sign up on Topekavolunteers.org through United Way. This website is free to use for organizations to post volunteer opportunities and for volunteers to sign up for those events. Jessica also shared that anyone needed basic needs and resources can contact 211, United Ways helping resource hotline.

V. Action Items

- A. **Topeka Volunteers Event Table** – Chair James Prout proposed the opportunity for the CAC to have a table at this event on April 14. Debra McClelland made a motion to have a table at the event, Yvonne May seconded the motion, and the motion carried 17 to 1 opposed. LaToya Burnett-Martinez stated that she would send out a sign-up genius invite to the CAC members for sign-up to work the table during this event. DNR will also purchase a CAC table cloth for the event.
- B. **CAC register on Topekavolunteers.org** - Chair James Prout proposed that the CAC register as an organization on this website. Elinor Cowell made a motion for the CAC to register as an organization on Topekavolunteers.org, Donna Glave seconded the motion, and the motion carried.

VI. ADJOURNMENT

Motion to adjourn by Yvonne May, seconded by Margo Rangel, carried and the meeting was adjourned at 7:39 PM.

~~**The next CAC meeting will be held on April 1, 2020 at 6:00 p.m.*~~

**CAC meetings have been cancelled until further notice in response to COVID-19 precautions.*