



Community Engagement  
Cyrus K. Holliday Bldg.  
Holliday Conference Rm.  
620 SE Madison

**City of Topeka**  
**CITIZEN ADVISORY COUNCIL**  
**MEETING MINUTES**  
**Wednesday, March 3, 2021**

**Citizen Advisory Council Vision Statement:** *“A community of neighborhoods illuminating collaborative models to foster harmonious and balanced neighborhood communities.”*

**Citizen Advisory Council Mission Statement:** *“The Citizen Advisory Council is a community of neighborhoods organized to forge available resources to empower, rebuild, and revitalize areas within the city of Topeka.”*

**I. CAC MEMBERS NETWORKING DISCUSSIONS (15 minutes)**

**II. CALL TO ORDER & CAC UPDATES (5 minutes)**

The Citizen’s Advisory Council meeting was called to order by Susan McClacherty, Citizen Advisory Council Chair at 7:00 p.m.

**City Employees Present:** LaToya Burnett, Community Engagement Coordinator; Sarah Douglas, Community Engagement Coordinator; Monique Glaude, Division Director of Community Engagement; Brent Trout, City Manager

**City Council Members Present:** 0

**CAC Members Present:** 10 (see annual attendance ledger)

**Other Public Attendees and Substitutes:** 0

**III. STAFF UPDATES (5 minutes)**

*Monique Glaude, Division Director of Community Engagement*

A. 65+ Get Help Signing Up for the COVID-19 Vaccine – partnership with Community Engagement, Shawnee County Health Department and the Jayhawk Area Agency on Aging (JAAA) Saturday, March 6th, 9:00a.m. -noon, Hillcrest Community Center Parking Lot, 1800 SE 21<sup>st</sup> Street; Friday, March 12th, 9:00a.m.–noon, Jayhawk Area Agency on Aging, 2910 SW Topeka Boulevard; Thursday, April 8th, 9:00a.m.–noon –Midland Care, 2134 SW Westport; Saturday, April 10th, 9:00a.m.–noon, Garfield Community Center Parking Lot, 1600 NE Quincy.

B. 2021 CAC & NIA Leaders Training Opportunities; In an effort to ensure that all CAC and NIA leaders have the opportunity to participate in a variety of trainings that are either outside

of normal business hours or self-paced we have identified multiple educational options. The providers will provide CAC members and neighborhood leaders the ability to attend a variety of classes in 2021.

The training providers are as follows:

- Johnson County Community College Continuing Education - <https://ce.jccc.edu/searchResults.cfm?catID=28&forID=11>
- Universal Class - [https://www.universalclass.com/?gclid=Cj0KQCQiAvbiBBhD-ARIsAGM48byVvzC5I\\_gGWEs9vYeUtsrK6O-bEMLoZN8Tf4hX3KVS\\_xs1boNsfngaAvLCEALw\\_wcB](https://www.universalclass.com/?gclid=Cj0KQCQiAvbiBBhD-ARIsAGM48byVvzC5I_gGWEs9vYeUtsrK6O-bEMLoZN8Tf4hX3KVS_xs1boNsfngaAvLCEALw_wcB)
- Lynda.com - <https://www.lynda.com/>

Director Glaude´ has allocated \$12,500 to training specifically for CAC members & NIA officers. The individual training classes range from \$19.99 - \$197 per person. Community will e-mail CAC members and NIA officers the course registration form.

- C. Former NIA leader recommended that the CAC consider recognizing NIA leaders with plaques for work done in the community.

#### **IV. SPEAKERS (30 minutes)**

- A. Strategic Planning Process (see attached); *Kim Thompson, CAC Vice Chair*

#### **V. DISCUSSION ITEMS (5 minutes)**

- A. CAC Core Values (see attached) - CAC members proposed suggestions for the organizations Core Values. CAC Core Values will be voted on at the April 7, 2021 meeting.
- B. Responses to CAC Survey – received 7 completed responses and 1 incomplete response. Based on data gathered CAC members were most concerned with Community Policing, Community Engagement, Finding more community resources, Municipal statistics, Benefits of CAC to NIAs, Community-wide clean-up, Developing Community Resource page on City website (Answers to general questions, volunteer opportunities, other resources, Grants/assistance with researching and grant writing, Code compliance assistance/resource programs and funding for residents in need.
- i. Municipal statistics – [www.performance.topeka.org](http://www.performance.topeka.org)
  - ii. Committees – What topics should CAC address with committees?
  - iii. Community Involvement – How can we meet the needs of the community? Time commitments of CAC members?

#### **VI. ACTION ITEMS (20 minutes)**

- A. CAC Committees Report Out
- i. Time Exchange Committee – Donald Fortin – committee still developing, meets 2<sup>nd</sup> Monday of odd months.
  - ii. Affordable Housing Review Committee – Kim Thompson – addressing abandoned and substandard housing issues, damage to homes due to theft and weather.
  - iii. Citywide Clean-up Event Committee – Susan McClacherty, Courtney SeEVERS, - possibly coordinate with Boy Scouts, Keep America Beautiful, United Way Topeka Volunteers

- iv. CAC new member training committee – Margo Rangel and Susan McClacherty
- v. Neighborhood/CAC Webpage committee – Margo Rangel, Susan McClacherty, Yvonne May

**VII. ADJOURNMENT (10 minutes)**

Motion to adjourn by Yvonne May, seconded by Kim Thompson, carried and the meeting was adjourned at 8:41 p.m.

- A. The next CAC meeting April 7, 2021 at 6:45 p.m. for networking discussion followed by meeting starting at 7:00 p.m.