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 21st 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=Cj0KCQiAvbiBBhD-ARIsAGM48byVvC5I_gGWEs9vYeUtsrK6O-bEMLoZN8Tf4hX3KVS_xs1boNsfngaAvLCEALw_wcB

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 research and grant writing, Code compliance assistance/resource programs and funding for residents in need.
   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 2nd 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.