

**City of Topeka
CITIZEN ADVISORY COUNCIL MEETING
MEETING MINUTES
Wednesday, November 2, 2022**

In Person: Holliday Conference Room, 1st Floor, 620 SE Madison Ave and via Zoom

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.”*

AGENDA ITEM	SUMMARY	ACTIONS OR DECISIONS	PRESENTER/RESPONSIBLE
I. CALL TO ORDER	Susan asked meeting attendees to enter their names and represented neighborhoods or organizations on the sign-up sheet or use the chat feature in Zoom.		<i>Susan McClacherty, Citizen Advisory Council Chair</i>
II. Presentation – Tips for Fall	No report		<i>Alan Stahl, Fire Marshall</i>
III. Presentation – Code Compliance Report	<p>The structure of the Division (responsible for inspecting structures in the city):</p> <ul style="list-style-type: none"> • Director • Inspectors • Office Staff • Persons in Abatement • Inmates <p>Sends out notices to residents to clean up due to sanitation issues Provide resources for those who can't comply with the clean-up notice Residents can get to know their inspectors by– calling, emailing or using see click fix Currently there is a staff shortage</p>	Handout was distributed 4-tons of trash removed from a vacant lot in Hi Crest	<i>John Schardine, Property Maintenance Inspector III City of Topeka</i>

IV. NIA Success Stories	<p>Community Engagement is accepting stories, photos, and videos from neighborhood events to be posted online.</p> <p>Valley Park 4th of July neighborhood event video and photos of their annual egg hunt were shown as an examples. Other ideas for sharing include:</p> <ul style="list-style-type: none"> • Community collaborations with other organizations • Family Fun Days/Events and outings • Movie nights • Block Parties <p>Send your videos or photo to: https://wp-eventmanager.com/community-event-ideas-to-bring-together/</p>		<p><i>Bianca Burnett</i> <i>Sr. Community Engagement Coordinator;</i> lburnett@topeka.org</p>
V. Staff Presentations	<ul style="list-style-type: none"> • Community Engagement Monthly Infographic update was shared <ol style="list-style-type: none"> 1. TSC...get digital: <ul style="list-style-type: none"> ➤ TSCPL – training for clients in 2023 – will be providing day, evenings, & Saturdays ➤ Resource bags are being distributed to TSC clients 2. Blight in NIAs – 64.18 tons of blight in the city right ways was picked up 3. Home Weatherization Kits – 230 kits were distributed to community residents • Banner Draft - takes a week to print • CAC member name tags – ready by the December meeting • Other Discussion topics <ul style="list-style-type: none"> ➤ State of the Community update – 5 members have signed up to attend ➤ Marketing Video – need 2 volunteers ➤ Infrastructure Report – submitted by Michael Bell, questions welcomed 	<p>See attachments</p> <p>3 banners ordered – cost \$360 Placement of banners: TBD 25 name tags ordered - \$212.50</p> <p>Alicia Barber may also be contacted with any questions concerning the report</p>	<p><i>Monique Y. Glaude'</i> <i>Director of Community Engagement & Ombudsman</i> <i>City of Topeka</i> <i>City Manager's Office</i></p>
VI. Tools	<p>Data Analytics Presentation</p> <ul style="list-style-type: none"> • Data doesn't speak for itself. Data interpretation refers to the process of using diverse analytical methods to review data and arrive at relevant conclusions in order to answer critical questions. • Data, graphics and charts were provided regarding the 2023 DREAMS scoresThe Box and Whisker chart helps to visualize the distribution of the scores to know whether a distribution is skewed or not and discover unusual observations/errors in the data set. 	<p>See attachment No questions were taken</p>	<p><i>Kim Thompson</i> <i>CAC Vice Chair</i> <i>Central Park NIA</i></p>

	<ul style="list-style-type: none"> • The Box and Whisker tool displays the spread and skewness in a batch of data through its five-number summary: highest score of all questions on application, lowest score of all questions on application, median, mean and mode. • The bar graph was used to visualize the values of scores per DREAMS application question. The order of the DREAMS application questions is able to be arranged in a standard deviation representation because all question scores per application are represented. • The line chart is used to identify trends. Trends of the average score per question per application as well as the correlations between each application scored. 		
VII. Action Items Minutes Nominations & Vote	<p>Approval of the October minutes called by Chair</p> <ul style="list-style-type: none"> • Distributed prior to the meeting • Susan called for a motion to approve <p>Nominations & Vote – 2023 Chair and Vice Chair Elections</p> <ul style="list-style-type: none"> • Request for nominations from the floor for Chair - ShaMecha Simms accepted the nomination • Request for nominations from the floor for Vice Chair – Susan McClacherty accepted the nomination 	<p>Motion to approve the October minutes: Motion: Jim Edwards Second: David Holl Motion carries</p> <p>Motion to approve the selection of 2023 Chair and Vice Chair Motion: Kim Thompson Second: Jim Edwards Motion passed</p>	<p><i>Susan McClacherty, Citizen Advisory Council Chair</i></p> <p><i>Bianca Burnett Sr. Community Engagement Coordinator; lburnett@topeka.org</i></p>
VIII. Questions Reminders	<p>\$800 available to spend how does CAC want to spend these funds.</p> <ul style="list-style-type: none"> ➤ Don Fortin suggested funds be spent on polo shirts and verbalized a suggested design <p>There was discussion that maybe shirts be purchased for just active members.</p> <p>Don suggested that paper name tents should be used at meetings and designates the person representing an NIA or being an at-large member.</p> <p>Healthy Heartland – does CAC want to have a partnership with this effort</p> <ul style="list-style-type: none"> • Event – Shawnee CO largest workout • Location: Washburn University, Hummer Sports Park, Community Centers 	<p>Motion for a committee to be formed to create the shirt design and come with design and prices to the December meeting, Motion: Don Fortin Second: David Holl Motion carries.</p>	<p><i>Susan McClacherty, Citizen Advisory Council Chair</i></p>

		Don Fortin, ShaMecha Simms and Susan McClacherty thought it was a great idea	
	<p>Susan reminded everyone to comment on the consolidated action plans that Corrie Wright, Housing Services Director presented.</p> <p>Poverty Simulation – Kansas State is asking for participants. If interested let Monique know before Thanksgiving. Monique will call Candis for everyone</p>	Comments being accepted October 31 to November 30	<i>Michael Bell City at Large</i>
IX. Adjournment	<p>Call for adjournment by Chair Motion: Wayne Roberts Second: Kim Thompson Motion passes</p>	<p>Motion to adjourn Motion: Wayne Roberts Second: Kim Thompson Motion passes</p>	<i>Susan McClacherty, Citizen Advisory Council Chair</i>

Updates	<p>Tuesday, November 1 – City Council’s approval date for the DREAMS program</p> <p>Sunday, November 6 – Daylight Savings Ends</p> <p>Tuesday, November 8 – Midterm Elections</p> <p>Thursday, November 10 – Greater Topeka Partnership 2022 State of the Community (https://topekapartnership.com/gtp-events/), presented by Evergy. Townsite Avenue Ballroom doors open at 7:45 AM.</p> <p>Coming in January 2023 - Poverty Simulation Opportunity for Shawnee County through K-State Research and Extension and they will need help with volunteers. CAC members are welcome to volunteer by contacting the K-State Research and Extension Office.</p> <p>Cozy Up to Colder Weather: 5 Ways to Prepare Your Home for Fall and Winter (Part 1) Department of Energy</p> <p>Cozy Up to Colder Weather: 5 More Ways to Prepare Your Home for Fall and Winter (Part 2) Department of Energy</p> <p>Stay Warm in Your Apartment Department of Energy</p> <p>Gearing Up for Winter: Tips for Weatherizing Your Home Department of Energy</p> <p>Drying Clothes and Saving Money this Fall Season Department of Energy</p>		
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