



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

City of Topeka

CITIZEN ADVISORY COUNCIL MEETING MINUTES

Wednesday, August 14, 2019

6:00 p.m.

I. CALL TO ORDER & INTRODUCTIONS

The Citizen's Advisory Council meeting was called to order by James Prout at 6:00 p.m.

City Employees Present: LaToya Burnett-Martinez, Community Engagement Coordinator; Monique Glaudé, Division of Community Engagement Director

CAC Members Present: 12 (see annual attendance ledger)
Other Attendee and Substitutes: 0

II. APPROVAL OF MINUTES

The CAC Draft Meeting Minutes from July 10, 2019 will be approved at the September 4, 2019 meeting.

III. STAFF UPDATES

A. Sarah Douglas announced that she is resigning effective immediately as CAC Chair.

B. Empowerment Grant Update – LaToya Burnett-Martinez announced that there were a total of nine (9) applications received and that the Grant Review Committee would make their final recommendations to the Department of Neighborhood Relations on August 30. The Department of Neighborhood Relations will present the recommendations to the City Council on October 8 and pending final HUD approval, the projects will be funded and awarded in January 2020.

IV. SCHEDULED ITEMS

A. 2020 SORT Designation total applications received, scoring process – All non-CAC members and members whose respective NIAs were applying for the SORT designation were asked to leave by the CAC Vice-Chair, James Prout. LaToya Burnett-Martinez announced that there were a total of five (5) neighborhood applications received. The remaining members were provided with application notebooks and LaToya Burnett-Martinez provided an overview of the SORT program, Neighborhood Application, Applicant Selection Criteria, and the SORT application selection process. Members present will score all applications and present final scores at the September 4, 2019 meeting. All applications must be scored prior to attending the September 4 meeting. Score sheets will only be accepted at the September 4 CAC meeting and

only one score sheet will be accepted from each of the represented NIAs present at the August 14, 2019 meeting.

V. OTHER BUSINESS

- A. CAC Community Appreciation Event Volunteers** –It has been determined that the CAC will need to have at least 20 volunteers at both the morning (8:30 AM – 11:30 AM) and afternoon (11:30 AM – 3:30 PM) sessions at this event at the Topeka Zoo on September 28, 2019.

Currently there are:

8:30 AM Session – 11 CAC members and 17 guest volunteers (only 2 confirmed)

11:30 AM Session – 5 CAC members and 12 guest volunteers (only 1 confirmed)

- B. Washburn University Community Engagement Fair on August 19**

Susan McClacherty proposed that the CAC should have a booth at this event. Margo Rangel agreed to help Susan with the booth. LaToya Burnett-Martinez will provide handouts with information about the CAC and the NIAs for this event.

- C. Annual Topeka Landlord Expo on September 14**

Susan McClacherty proposed that the CAC should have a booth at this event. Monique Glaudé stated that the CAC could have a booth. LaToya Burnett-Martinez proposed that the CAC put together information that they would like included in a brochure and that the City's Communication Department could create the brochure for this and future events.

- D. New CAC Logo**

LaToya Burnett-Martinez shared three logo options with the CAC Event Planning Committee on August 7 and sent out an e-mail invitation, on August 8, to all CAC to vote on the logo options. Voting options were also presented at the August 14 meeting and member attendees were provided the opportunity to vote. Votes were due to LaToya Burnett-Martinez by August 16, 2019 by 5:00 PM.

VI. ADJOURNMENT

Motion to adjourn by Donald Fortin, seconded by Kim Thompson, carried and meeting was adjourned at 7:34 PM.

**The next CAC meeting will be held on September 4, 2019 at 6:00 p.m. Please note that at this meeting Final recommendations will be due at the beginning of this meeting for determining the 2020 Neighborhood SORT Designation.*