



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

City of Topeka

CITIZEN ADVISORY COUNCIL MEETING MINUTES

Wednesday, September 4, 2019

6:00 p.m.

I. CALL TO ORDER & INTRODUCTIONS

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

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

CAC Members Present: 16 (see annual attendance ledger)
Other Attendee and Substitutes: 3

II. APPROVAL OF MINUTES

The CAC Draft Meeting Minutes from July 10, 2019 and August 14, 2019 – A motion was made by Margo Rangel, seconded by Dawn Downing to approve. The motion carried.

III. STAFF UPDATES

- A. **CAC Chair Elections & Dec Holiday Party**- Sasha Haehn announced that the elections will be held November 6, 2019. Sasha Haehn announced that December 4, 2019 will be the CAC holiday party and a lite meal will be provided.
- B. **Empowerment Grant Update** – Sasha Haehn announced that the Empowerment Grant funding recommendations will be presented to the City Council on October 8 and pending final HUD approval, the projects will be funded and awarded in January 2020.
- C. **Sasha Haehn announced that Sarah B. Douglas was hired as Community Engagement Coordinator.**
- D. **SORT** – Sasha Haehn announced that the recommended SORT neighborhood will be presented to the City Council on October 8.
- E. **Events** – LaToya Burnett-Martinez announced upcoming events as follows:
 - i. Landlord Expo- Sept. 14th – asked for volunteers to work the CAC booth. Dawn Downing and Margo Rangel volunteered.
 - ii. 4th Annual Clean Slate Day- Sept. 20th - asked for volunteers to help with Clean Slate Day. Dawn Downing volunteered.

- iii. 501C3 and Non-Profit Budget Training- Oct. 19th – \$20 per each session NIA funds can be used. RSVP by Oct. 4th to LaToya Burnett-Martinez.
- iv. KBS/ CAC Community Appreciation Day at the Zoo- Sept. 28th- finalize volunteer list, ordered T-shirts, Resource bags, 2 bounce house, wrist bands, and pencils, and Shawnee County Parks and Rec will bring Rec n Roll van for music and games.

IV. SCHEDULED ITEMS

- A. 2020 SORT Designation total applications received, scoring process** –LaToya Burnett-Martinez announced that there were a total of five (5) neighborhood applications received. Members present at the August meeting provided final scores. Scores were totaled as follows: East Topeka North – 555, Oakland- 491, Historic North Topeka East- 445, Hi-Crest- 525, Central Highland Park -540. East Topeka North will be recommended as the designated SORT neighborhood for 2020.

V. OTHER BUSINESS

- A. By-Laws** – Margo Rangel suggested that By-Law are reviewed in 2020.suggested review attendance quorum. Sasha Haehn stated that CAC would review in Jan 2020.

VI. ADJOURNMENT

Motion to adjourn by Dawn Downing, seconded by Margo Rangel, carried and meeting was adjourned at 6:44 PM.

**The next CAC meeting will be held on Oct. 2, 2019 at 6:00 p.m.*