

00:31:35 Debra McClelland: Debra McClelland - HNTE

00:32:22 Michael Bell: Mike Bell, TTNIA President

01:09:24 Michael Bell: Please email this LMI groups graphic and narrative to CAC, NIA officers.

01:12:53 Michael Bell: The city council used to approve NIA application requests, not the city manager. The old process was the better process.

01:14:23 Michael Bell: Those resources allocate on an area-wide basis have historically been limited to NIAs.

01:14:38 Michael Bell: allocated

01:17:08 Michael Bell: Yvonne: Yes, more need. The CoT finally needs to kick in more funds.

## ABOUT SOLE REASON

In March of 2016, Jerry Hudgins started Sole Reason in Topeka, KS to serve children in need. He did so in response to Pope Francis' call for "The Year of Mercy."

**Sole Reason** is a 501(c)(3) and has given away over 7,000 pairs of sneakers. They collect and distribute FREE new sneakers to kids in need in the Topeka area.

Hudgins, the founder, is the executive director, and works with an all local board of directors to serve the community.

**Sole Reason works** with Topeka area school districts as well as organizations within those districts. In addition, Sole Reason works with other organizations, including: Boys & Girls Clubs of Topeka, Family Services and Guidance Center, and Pathway Family Services.

**Of those families** who are served by Sole Reason, 67% are at or below poverty level, and 54% of the children are from single-family homes.



**Jerry Hudgins**  
FOUNDER

## SNEAKERS AND SMILES GOLF TOURNAMENT

Our annual "Sneakers and Smiles Golf Tournament" began in 2018, and is held in the summer at Cypress Ridge Golf Course in Topeka. The event is a 4-Person Scramble and has a Shotgun Start. There are several hole-in-one and closest-to-the-pin contests.

The event is a local favorite, and also features a light breakfast, lunch, silent auction, and an awards ceremony.



There are many exciting opportunities to become a sponsor or participate!



## THE SHANNON NICHOL MEMORIAL BOWL A THON

"The Shannon Nichol Memorial Bowl A Thon" honors one of our former board members who put a lot of energy and passion into Sole Reason.

It is a fun event that includes drawings, contests, and raffles!





## OUR MISSION

**Our mission is** to use the local communities' love, compassion and generosity to provide FREE new sneakers throughout the year to children in the Topeka, Kansas area, who are in need. Every child deserves to feel important and have positive self-esteem. This is our way of helping them achieve that.

## APPLY FOR SHOES

**Please go to** our website (SoleReason.net) and click on the tab "Apply for Shoes Here" located in the menu bar near the top of the home page. Then, fill out the Sole Reason Shoe Request form and press the green "Done" box at the bottom.



## DONATE TODAY

**It's easy to** donate to Sole Reason! The best way is to visit our website (SoleReason.net) and click on the "Donate Now" tab in the menu bar near the top of the home page.

## ANNUAL SUPPORTERS

- Advisors Excel
- Capital City Flooring
- Frito Lay – Topeka
- God's Storehouse
- Heartland Sertoma Club
- Kaw Valley Bank
- L&B Distribution
- Laird Noller Ford
- Mize CPA's
- PDQ Construction
- Phoenix Marketing Group
- Prairie Band Potawatomi Nation
- Reser's Fine Foods
- Topeka Active 20/30 Club
- Topeka Community Foundation
- Topeka Firefighters Assoc. Local #83
- Topeka Smiles



**Sole Reason**  
#sneakersandsmiles

www.SoleReason.net  
sole\_reason@yahoo.com  
(785) 338-2965

## Putting Sneakers on Their Feet and Smiles on Their Faces!



**FREE SHOES FOR TOPEKA  
AREA KIDS IN NEED.**




**Sole Reason**  
#sneakersandsmiles





# Diaper Depot Program

- ☑ **Age: Birth - age 3**
- ☑ **Sizes: Newborn - size 7**
- ☑ **Who: Families with an income under the 200% federal poverty line**




While we greatly appreciate all diaper sizes, please consult with our Family and Community Outcomes team to determine what sizes we need the most, at the time of your diaper drive or donation.

785- 836-4500



# Programa De Deposito De Pañales

- ☑ **Edad: Nacimiento - 3 Años**
- ☑ **Tallas: Recien Nacido - Talla 7**
- ☑ **Quiénes: Familias con ingresos por debajo del umbral federal de pobreza del 200%**



Si bien apreciamos mucho todos los tamaños de pañales, consulte con nuestro equipo de Resultados Familiares y Comunitarios para determinar qué tamaños necesitamos más en el momento de su donación o colecta de pañales.

785-836-4500







# CITY OF TOPEKA

# COMMUNITY ENGAGEMENT BY THE NUMBERS

DECEMBER 2023

## NEIGHBORHOOD IMPROVEMENT ASSOCIATION SUPPORT FUNDS BUDGET REPORTS

Support funds are provided by the City of Topeka Division of Community Engagement through the Federal Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program. Federal regulations permit the City of Topeka to enact policies in accordance with federal HUD guidelines. The following table includes items that are permissible and items that are restricted from federal funding use.

NIA Support	\$57,500.00
Contingency	\$ 5,000.00
Citizen Advisory Council	\$ 2,500.00
Total NIA Support Annual Budget	\$ 65,000.00

<https://www.topeka.org/citymanager/neighborhood-association-information/neighborhood-improvement-association-support-fund-budget-reports/>

## TSC GET DIGITAL

The Topeka and Shawnee County Get Digital program provides affordable and equitable access to computer and internet equipment and services, along with technical support, training opportunities, and digital literacy services for low and moderate-income individuals and families. Through community collaboration and partnership, the program focuses on strategies and investments to create opportunities that help to reduce barriers to technology access and use with the overall goal of ensuring that all Topeka and Shawnee County residents and neighborhoods have the equipment and services needed for civic and cultural participation, employment, lifelong learning, and access to other essential health and human services.

**> 1,230 DISTRIBUTED COMPUTERS INTO THE COMMUNITY**  
**> 27 DIGITAL LITERACY TRAINING**

## COMMUNITY ENGAGEMENT RESOURCE BAGS

The Community Resource Bag is a printed version of local community resource information to give a quick view of helping agencies you are mostly liked to need when helping yourself or someone else. We probably haven't captured everything, but our team is working hard to constantly improve the information by adding verified community programming on a weekly basis.

If you are interested in obtaining resource bags for your agency/organization please contact Monique Glaude' at [mglaudef@topeka.org](mailto:mglaudef@topeka.org) or 785-368-4470.

**> 5,200 BAGS DISTRIBUTED**

## Affordable Connectivity Program ACP

The ACP Program provides qualifying households with a discount on their monthly internet bill, and a one-time discount of up to \$100 for a device like a laptop, desktop computer or a tablet.

If you participate in programs such as SNAP, Medicaid, WIC, etc. you are eligible for the ACP.

Apply today at [getinternet.gov/apply](http://getinternet.gov/apply). If you would like assistance applying for the program, the City of Topeka is her to help. Call us at 785-368-3098 and we'll be glad to walk you thorough the application.

<https://vimeo.com/880774759/fd0bb9b956>

## GUN LOCK DISTRIBUTION 2024 EVENTS

### A SMART GUN OWNER IS A SAFE GUN OWNER

The City of Topeka and the Topeka Police Department are partnering to distribute free gun locks to community members. Monthly distribution events will take place thoroughout the community.

**FIRST COME, FIRST SERVED/ONE PER PARTICIPANT**  
Question? Contact Monique Glaude' [mglaudef@topeka.org](mailto:mglaudef@topeka.org) or 785-368-4470

## ANNOUNCEMENTS

### DREAMS 2021-2023 Program Debrief Meeting January 17, 6:00 PM – 8:00 PM Holliday Building , 600 SE Madison, floor conference room

Community Engagement will host a meeting with neighborhood leaders to discuss both the staff and NIAs perspectives on the DREAM program process over the last three years. The agenda will cover:

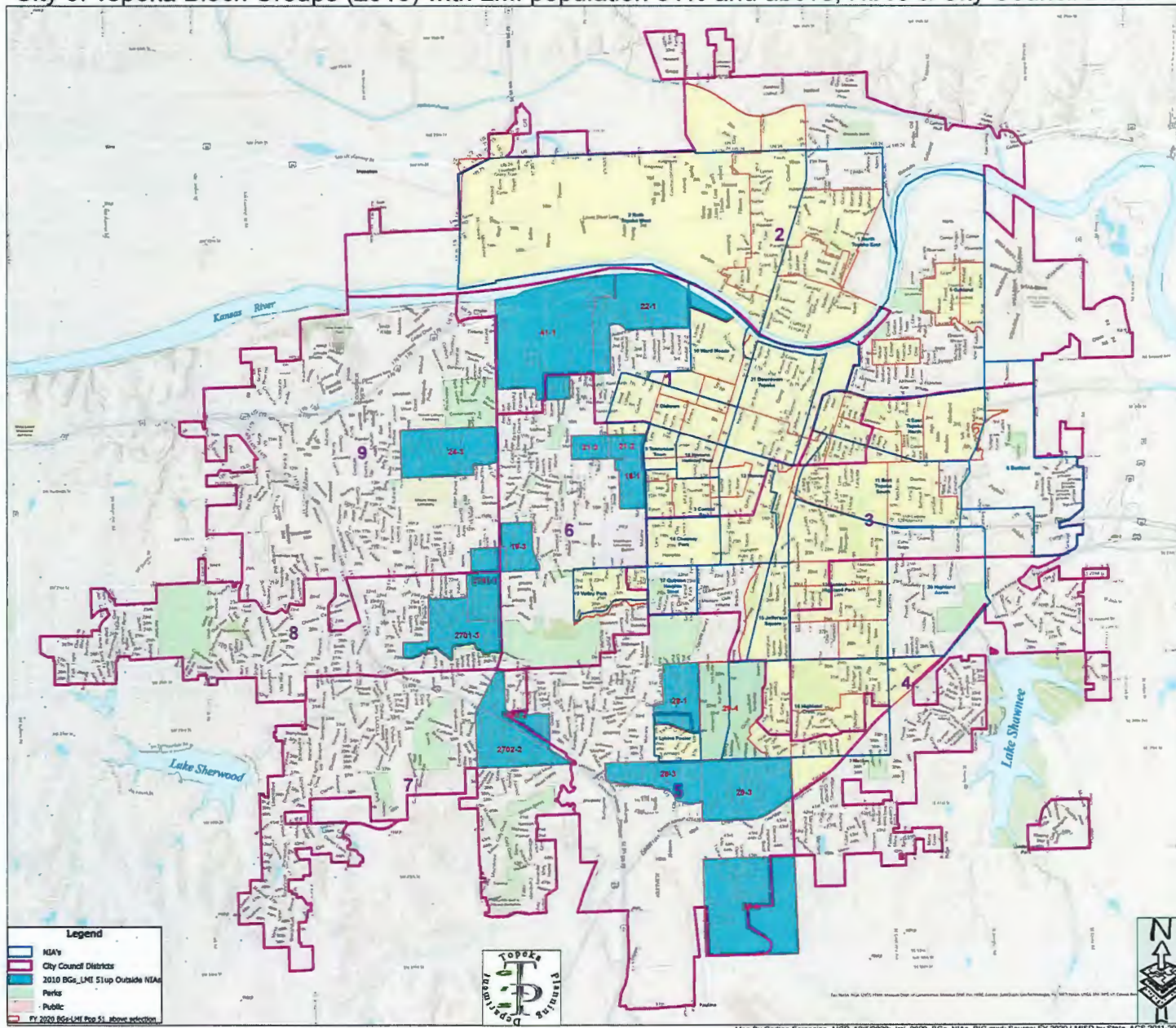
- What's working?
- What's not working? AND
- What changes can be made to improve the program going forward?

**Please check your email for more information pertaining to the upcoming DREAMS consults.**

For more information, please contact Monique Glaude' at [mglaudef@topeka.org](mailto:mglaudef@topeka.org) or 785-368-4470.



# City of Topeka Block Groups (2010) with LMI population 51% and above; NIA's & City Council Districts



CAC Members:

*"The juggling I've been contemplating in the last few months at the heart of the CAC election matter is the following:*

- *I'm participating in a very public and competitive race in 2024*
- *I am the only current remaining leader on record in HOTNIA*

*I don't know how the members will feel about the enormity of the time required over the next several months.*

*My desire to continue serving stems from my affection for this group and this work, now that I have something of a rhythm for it. However, the membership may want a Chair who can focus intently on CAC -- and it's important to acknowledge those concerns.*

*I fully admit that I will need a great deal of support and grace to stay on as Chair in 2024 and get through it. Having a plan for a year-long plan for 2024, with few deviations, would help me to stay on task and message.*

*The upside is that there may be some passive effect on broadcasting the needs and wins within our neighborhoods, which isn't always well-documented within local media. It also promotes the CAC/NIAs as an incubator for scalable leadership roles, which may increase recruitment efforts.*

*The downside is that I may not be able to respond as quickly to emergent issues. Being responsive to your needs as NIAs is of crucial importance in this role.*

*Ultimately, whatever the CAC decides, I have had the time of my life and deep gratitude to the CAC for being able to serve in this capacity for the last year. I will continue to represent Historic Old Town NIA on the CAC, regardless of the outcome.*

*Sincerely,  
ShaMecha King Simms"*



## TMC Chapter 2.25 BYLAWS

### ARTICLE I *Authorization*

- Section 1.** **Name.** The name of this organization is the Citizen Advisory Council (“CAC”). The term “CAC” in the following sections of these bylaws shall mean the Citizen Advisory Council established pursuant to Topeka Municipal Code (“TMC”) Chapter 2.25.
- Section 2.** **Membership.** Membership of the CAC shall be as established by the previously cited Chapter of the TMC, which specifies the number, method of appointment and term of office.

### ARTICLE II *Purpose*

- Section 1.** **Bylaws.** The purpose of these bylaws is to establish rules for the internal organization of the CAC and for procedures of operation.
- Section 2.** **CAC.** As provided in TMC Chapter 2.25, the purpose of the CAC is to provide advice and input to appropriate City departments/divisions, as well as the governing body regarding on neighborhood and community needs as they relate to the allocation of city, state, federal and Topeka housing trust funds. -The CAC is one of several resources through which citizen input is obtained and shall be referenced as such in the Citizen Participation Plan of the City’s Consolidated Plan. -In all cases, the advice and input provided to the City Manager by the CAC are recommendations only. -City staff, with the advice and input of the CAC, will prepare and present the Consolidated Plan to the Governing Body of the City of Topeka for final approval.

**Commented [MF1]:** This verbiage is consistent with TMC 2.24.040(b) which identifies the purpose of the CAC. The bylaws cannot exceed the purview of the CAC as identified in the ordinances.

When the term “Consolidated Plan” is used in these bylaws it refers to the Annual Consolidated Action Plan, as well as the Five Year Consolidated Plan.

### ARTICLE III *Organization*

- Section 1.** **Officers.** The officers of the CAC shall include a ehairpersonChair and a Vice-chairpersonchair who shall be elected by the voting members of CAC at the first November regular meeting in January of each year. Terms of office shall be one (1)

year. ~~No person may serve more than two (2) consecutive terms as the chairpersonChair or Vice-chairpersonchair.~~

Section 2. ChairpersonChair. The chairpersonChair shall preside over all CAC meetings, ~~and may consult with the Director regarding meeting agendas.~~ ~~In addition to other forms of citizen participation and input at CAC meetings, the Chair may conduct informal polling of members to ascertain a general consensus on issues provided the communication is in accordance with the Kansas Open Meetings Act.~~

Commented [MF2]: KOMA requires public notice of all serial communications (phone calls, emails, texts) among a majority of CAC members. Getting a consensus during a public meeting is fine. Emailing members to discuss substantive issues with the goal of reaching consensus is not allowed.

Section 3. Vice-Chairpersonchair. The Vice-chairpersonchair shall act as chairpersonChair in the absence of the chairpersonChair. ~~In the event both the Chair and Vice-chair are absent, the meeting will be rescheduled.~~ In the event the office of chairpersonChair becomes vacant, the Vice-chairpersonchair shall succeed to that office for the unexpired term, and the CAC shall select a new Vice-chairpersonchair for the unexpired term at the next regular meeting.

Section 4. ~~Director of Community Engagement DivisionTemporary Chair~~. The Director of the Community Engagement Division ("Director") shall prepare the agendas for all regular and special meetings of the CAC, in consultation with the chairperson. The Director may convene meetings as provided in TMC Chapter 2.25 and these bylaws. City Staff shall, when presenting the Consolidated Plan or other funding issues, present the recommendations of the CAC to the Governing Body of the City of Topeka, Kansas ("Governing Body") along with the City Manager's recommendations. In addition to other forms of citizen participation and input, the Director may conduct informal polling of members to ascertain a general consensus on issues. In the event both the chairpersonChair and the Vice-chairpersonchair are absent, ~~the members may elect another member to preside.~~ ~~the Director of the Community Engagement Division ("Director") shall preside over the meeting.~~

Commented [MF3]: Appointing a member to preside temporarily is consistent with best practices. The Planning Commission and the Joint Economic Development Organization (JEDO) operate this way.

Section 5. Community Engagement Division Staff. Community Engagement staff will be responsible for keeping attendance records and minutes of the CAC meetings and assist the members with receiving and retaining their supporting records and copies of approved minutes during their term. ~~City Staff shall, when presenting the Consolidated Plan or other funding issues, present the recommendations of the CAC to the Governing Body of the City of Topeka, Kansas ("Governing Body") along with the City Manager's recommendations.~~

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Commented [MG4]: the meeting shall be cancelled.

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Section 6. Committees. The ~~Director, in consultation with the chairpersonChair~~, may establish committees deemed necessary or convenient to carry out the various duties and functions of the CAC and to receive general citizen input on specific issues. Such committees may be made up, in part or in whole, of the members of the CAC.

Commented [MF5]: Bylaws are rules that control the internal affairs of an organization. They cannot direct city staff to take action (i.e. presenting CAC recommendations to governing body.) The better approach is to work with the staff responsible for the Consolidated Plan.

Section 7. Attendance. Any member who is absent from three consecutive meetings without good cause shall have such absences reported by the ~~chairperson to the~~ Director to the Chair.



**ARTICLE IV**  
***Meetings***

- Section 1. **Regular Meetings.** The CAC annual meeting schedule will be determined by the ~~Director~~Chair, in consultation with the Director and CAC membership, in accordance with TMC Chapter 2.25. ~~Generally, the CAC will meet at a time, date, and location determined by the CAC, to be consistent with the ordinance.~~regular meetings shall be scheduled on the first Wednesday of each month unless that date falls on a recognized holiday or there is some other event scheduled that would interfere with the ability of a majority of the members to attend. ~~Should the date on which a regular meeting is scheduled need to be changed, it will be rescheduled by the Director in consultation with the chairperson.~~ All regular meetings shall be open to the public.
- Section 2. **Special Meetings.** A special meeting of the CAC may be requested by the ~~Chair or the CAC~~Director or the ~~Governing Body~~ in accordance with TMC Chapter 2.25. Notice of special meetings shall be given by the ~~Chair in consultation with the Vice-chair and~~ Director not less than three (3) business days prior to the meetings. -The notice shall state the purpose and time and place of the meeting. Notice may be provided by telephone, regular or electronic mail. -All special meetings shall be open to the public.
- Section 3. **Agenda.** Agendas for all regular meetings and special meetings will be established by the ~~Director~~Chair in consultation with the ~~chairperson~~Vice-cChair and Director. To the extent possible, agendas and supporting documents shall be made available to members of the CAC at least five (5) business days before each regular meeting and three (3) business days before any special meeting.
- Section 4. **Quorum Requirements.** A quorum of the CAC shall consist of those voting members present and a simple majority of voting members present shall decide any question at any regular or special meeting. -A quorum of any committee shall consist of a majority of the committee members present at any committee meeting. No official business shall be conducted by the CAC, or any committee, in the absence of a quorum. -In the absence of a quorum at any meeting, the presiding officer, after consultation with those members present, may adjourn the meeting to a specified date, time and place. -A quorum is not lost when a member or members abstain from voting.
- Section 5. **Motions and Voting Requirements.** All motions shall be made in accordance with ARTICLE V, Section 4 of these bylaws. -CAC members may vote by voice ballot or any other method that records and identifies, publically, each member's vote on the subjects listed below:
- a) Election of the ~~Chairperson~~Chair;
  - b) Election of the Vice-~~chairperson~~chair;

- c) Approval of previous meeting minutes;
- d) Limiting the time allowed by the **ChairpersonChair** for any agenda item;
- e) Adding issues to the agenda;
- ~~Any issue where there is conflict of interest for either the CAC member or the Neighborhood Improvement Association (NIA) they represent, said member should recuse themselves from voting on that issue. When multiple NIAs are included in one action item, the item shall be split into separate issues to ensure that even though a member might have to recuse themselves when conflicts arise, they can still vote on other issues in that action item;~~
- f) Recommendations related to the CAC Issues set out in ARTICLE V, Section 3 of these bylaws; and
- g) Adjournment.

All votes shall be tallied by the Director, or designee, and recorded in the minutes.

## ARTICLE V *Conduct of Meetings*

- Section 1. Parliamentary Authority.** Meetings shall be conducted according to Robert’s Rules of Order in all cases where they are applicable and not inconsistent with these bylaws.
- Section 2. Appearance before the CAC.** The **ChairDirector** may allow any person to appear before the CAC to address issues on the agenda and to present their views and statements either for or against agenda items. ~~The public may address their comments or concerns to the CAC either in person, electronically, or in writing. The ChairpersonChair may limit the length of presentation or discussion to ensure the orderly conduct of CAC business; provided, however, that the decision of the ChairpersonChair may be overridden by a majority vote of CAC members present.~~
- Section 3. CAC Issues.** The CAC may provide advice, input and recommendations to appropriate City departments/divisions, as well as the governing body regarding to the City Manager on any of the following issues once placed on the agenda including, but not limited to:
- a) Any program funded by the US Department of Housing & Urban Development (“HUD”), City of Topeka, Shawnee County or trust funds listed in the Consolidated Plan;
  - b) Any process for rating applications for programs funded by HUD, City of Topeka, Shawnee County, State of Kansas or trust funds included in the Consolidated Plan;
  - c) Needs of low income homeowners, renters, special needs populations or homeless persons;
  - d) Any housing, neighborhood development or economic development issues requested by the Governing Body;

**Commented [MF6]:** This verbiage is consistent with TMC 2.25.040(b) and Article II, Section 2.

**Commented [MG7]:** The Director of Planning needs to review and provide comments.



- e) Targeting parameters that are part of the Consolidated Plan; or
- f) Other issues in pursuit of the National Objectives of HUD.

Section 4. **Motions.** *Motions before the CAC shall be made in the affirmative and shall be restated by the ~~Chairperson~~Chair prior to a vote on the motion.*

Section 5. **Conflict of Interest.** (a) It is the duty of each member to participate in discussions of any and all issues and to vote when appropriate. ~~No~~ member of the CAC, however, shall discuss or vote on an issue in a situation where they have a "substantial interest" as defined by K.S.A. 75-4301a.

(b) If a conflict exists, the member should recuse themselves from voting on that issue. When multiple NIAs are included in one action item, the item shall be split into separate issues to ensure that even though a member might have to recuse themselves when conflicts arise, they can still vote on other issues in that action item.

Section 6. **Record of Proceedings.** The Director shall record or cause to be recorded the minutes of each meeting as a matter of public record ~~and shall present such minutes~~ to the CAC for approval at the next meeting.

## ARTICLE VI *Amendments*

Section 1. These bylaws may be amended by the CAC membership in consultation with the Director at any regular meeting, ~~provided the members have been notified one (1)~~ month in advance and the proposed amendment has been placed on the meeting agenda.

Presented to the CAC on January ~~3~~December 6, 2024 by Monique Glaude, Director of the Community Engagement Division. ~~Adopted by the CAC on~~ February 3, 2024.

# EDUCATION/PERFORMANCE

## MARKETING

Proclamation & Partnership for Good Neighbor Day  
September 28th

Proclamation for 50th Anniversary of HUD Neighborhood Funding

August 22, 1974

CAC/NIAs Official Landing Website (static photos/videos/ small blurbs)

Housing Services/UWKV Conversation on Homelessness

Resource Fairs for Families/Topeka Doula Project

Evaluate/Reimagine Neighborhood Health Map Metrics & Usage

## ENGAGEMENT

Fire Hydrant Painting  
Nancy Perry Day of Caring

Fall 2024 Community Studies Course

Sponsorship of LWVTSC Candidate Meet and Greet (ongoing?)

Brown v Board 70th Anniversary  
May 17, 2024

Preselection of non-profits for remaining end-of-year CAC funds