



CITY OF TOPEKA

Human Relations Commission
City Hall, 215 SE 7th Street
Topeka, KS 66603

Tel: 785-368-4470
www.topeka.org

Upcoming Meeting Information:

Date: Monday, July 8, 2024

Time: 5:30 PM

Location: City Hall, 215 SE 7th Street, Topeka, Kansas and Zoom

Meeting Agenda

- I. Call to Order and Roll Call
- II. Agenda and Prior March and May Meeting Minutes
- III. New Business
 - a. New Commissioner Introductions – Staff
 - b. Language Access Survey & Survey Results – HRC
 - i. Eduardo Herrera
 - c. HRC Marketing Plan: Communications Plan – HRC
 - i. Troy Scroggins Award
 1. Taylor Bugg
 - d. National Night Out Event Outreach – Staff
 - e. HRC Subcommittee Expectation – HRC & Staff
 - f. Taste of Topeka – HRC
 - g. Newcomers Academy – HRC & Staff
 - h. Holiday Posada – HRC
- IV. Old Business
 - a. Committee Reports:
 - i. Planning and Events Committee
 1. HRC Public Survey
 - ii. Advocacy Committee
 1. NLC Commitments
 - iii. Education and Outreach
 - iv. AARP Survey Subcommittee Report
- V. Commissioners Update
- VI. Public Comment
- VII. Important Dates/Events
 - a. National Welcoming Week – September 13-22, 2024
 - b. National Hispanic Heritage Month – September 15 - October 15, 2024



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- c. Citizenship Day – September 17, 2024
- d. LGBT History Month – October 1- 31, 2024
- e. Native American Heritage Month- November 2024
- f. Human Rights Day – Sunday, December 10, 2024

VIII. Adjournment

Public Comment Notice: To honor safety mandates surrounding the COVID-19 pandemic, in-person public comments will be limited; please contact Brenda Younger, City Clerk, at cclerk@topeka.org regarding meeting attendance or to submit written public comments. Written comments may also be mailed to: 215 SE 7th Street, Room 166, Topeka, Kansas 66603. All attendance requests and comments must be received 2 business days prior to the meeting.

To request an ADA Accommodation, please contact 785-368-3797 between the hours of 8:00 am – 5:00 pm no later than 3 working days in advance of this meeting.



CITY OF TOPEKA

HUMAN RELATIONS COMMISSION

MEETING MINUTES DRAFT

Date: March 11, 2024
Time: 5:30 pm
Location: City Hall 1st Floor Conference Room and Zoom

Call to Order. Chair Romero-Nichols called the meeting to order at 5:36 pm.

Roll Call. Present: Chair Carmen Romero-Nichols; Vice Chair Roberts; Commissioner Luc Bensimon; Commissioner Marisol Marcelo, Commissioner Michaela Kerls, and Commissioner Zachary Surratt

Absent: Commissioner Cynthia Hopp, Commissioner Pamela James, Commissioner Alexis Simmons;

Guests. Monique Glaude', Interim Diversity Equity and Inclusion Officer; Zaynah Afada, Sr. Diversity Equity and Inclusion Program Coordinator; Taylor Bugg, Interim Co-Communications Director; Michael Padilla, Mayor.

Adoption of February 12, 2024 Minutes and March 11, 2024 Agenda. Vice Chair Roberts moved, and Commissioner Surratt seconded a motion to adopt the minutes and agenda as written. The motion passed unanimously.

New Business.

- **Introduction of the Interim DEI Officer.** Monique Glaude introduced herself to members of the commission as the Community Engagement Director and the Interim DEI Officer.
- **New Commissioner Introduction.** Commissioner Michaela Kerls introduced herself as the new Commissioner from District 5, describing her role in the community and the work she does. All members of the HRC present introduced themselves.
- **AARP Age-Friendly Community Award.** The AARP Team was absent; Commissioner Surratt motioned to postpone the AARP topic to April, and Commissioner Kerls Seconded the motion. The motion passed unanimously.
- **Committee Reports.**
 - **Planning and Events**
 - **Taste of Topeka.** Zaynah provided an update informing the commission of the new idea to host a food truck festival and include restaurants in Topeka instead of having individuals cook for the events. Because of the Lack of funding to host Taste of Topeka, the Commissioner will focus on seeking funding in 2024 and conducting community surveys for a second event option. Monique Glaude' stated the DEI Office and Community Engagement can commit to \$2500 each for Plan B only. She suggested that the HRC do a survey on "What Does Taste of Topeka Look Like to

You” to help plan the event. Glaude’ also suggested strategies for the Marketing plan below:

- Facebook boost with gift card
- Determine the Length of time for the campaign
- Collect data
- Marketing the HRC Commission
 - Videos of Meet Your Commissioner
 - Commitment to Market throughout the year,
 - Have a more active webpage.
- **Advocacy**
 - **NLC Commitments**
 - Zaynah shared the City’s commitments to the National League of Cities (NLC), which include Anchor Procurement and Reducing Barriers for Hispanic/Latino Businesses. She also provided updates regarding the meeting and the follow-up regarding the grant application.
 - Zaynah informed Commissioners that the City will lead the Anchor Procurement Initiative, and Omni Circle will lead the commitment of Hispanic Latino businesses.
 - **Other Announcements.**
 - **None at this time**
 - **Public Comment.** No public comment.

Important Dates/Events. Zaynah noted the important dates and events for the rest of the year.

Adjournment. The meeting adjourned at 6:31 pm.

****Next Meeting: April 08, 2024****

To request an ADA Accommodation, please contact 785-368-3725 between the hours of 8:00 am – 5:00 pm no later than 3 working days in advance of this meeting.



CITY OF TOPEKA

HUMAN RELATIONS COMMISSION

MEETING MINUTES DRAFT

Date: May 13, 2024
Time: 5:30 pm
Location: City Hall 1st Floor Conference Room and Zoom

Call to Order. Vice-chair Carol Roberts called the meeting to order at 5:35 pm.

Roll Call.

Present: Vice Chair Roberts; Commissioner Luc Bensimon; Commissioner Marisol Marcelo, Commissioner Michaela Kerls, Commissioner Zachary Surrutt, Commissioner Pamela James, Commissioner Alexis Simmons

Absent: Chair Carmen Romero-Nichols

Visitors: Taylor Bugg, Michael Padilla, Mayor, AARP Staff,

Staff: Monique Glaude', Zaynah Afada,

Adoption of May 13 Meeting Agenda: Commissioner Simmons motioned to adopt the agenda, and Commissioner Marcelo seconded. The motion passed unanimously.

March 11, 2024 Minutes. The March meeting Minutes have been changed. Commissioner Marcelo motioned for the March meeting minutes to be moved to June for approval, and Commissioner Kerls seconded a motion. The motion passed unanimously.

New Business.

- **AARP Age-Friendly Community Award:** Glenda DuBoise and staff from the AARP attended the HRC meeting to present the city with a certificate for becoming part of the Age-Friendly community; the certificate is valid until January 30, 2026. Topeka is now the 853rd city to become part of the Age-Friendly Community. Mayor Michael Padilla accepted the award on behalf of the City of Topeka.
- **AARP 5-Year Plan:** Zaynah shared that, along with becoming part of the Age-Friendly Community, the AARP required a community survey to understand the needs of individuals 59 and older and how to address those needs. Zaynah encouraged members of the HRC to consider creating a subcommittee to focus on the Survey.
 - Commissioner Kerls, Commissioner James, and Vice Chair Roberts volunteered to participate in the Survey Committee.
- **HRC Marketing Plan:** Monique began the discussion by providing information regarding the marketing plan idea shared in the March meeting to help the community learn and understand what the HRC does. Taylor shared that a logo and social media posts should be created for better public recognition. Members of the HRC shared the goal they hope to achieve:

- Public Engagement
- Participation from the Public in the Monthly meetings
- Distinguish the difference between the Human Relations Commission and the Human Rights Commission for the public
 - Taylor shared that creating a logo can help with this issue
- Volunteering with other organizations to help the community learn about the HRC
- Write a news article about the HRC for the public
 - Taylor shared that being on the News, such as WIBW, will help reach the population not on Social media
- Taylor shared that communication will begin working on a logo for branding, and the HRC can have shirts made for volunteering in the community. She will follow up with the HRC after formalizing the marketing plan. HRC advertisement can begin in June.
- Commissioner Kerls shared information on the Kansas Children’s Discovery Center events.
- **HRC Community Survey:** Taylor recommends that the first question have multiple selection options. Commissioner Kerls recommends having ranking options for questions one and two.
- **New Commissioner Appointment:** Zaynah shared an update about Jaron Baldores's upcoming appointment to the HRC on May 21, 2024.
- **Pride Palooza: Commissioner Kerls shared more information about Topeka Pride and the Pride Palooza that will take place on June 22, 2024.**
- **Committee Reports.**
 - **Planning and Events**
 - *The planning subcommittee was the community survey discussion shared after the HRC Marketing Plan Agenda Item.*
 - **Advocacy**
 - **NLC Commitments**
 - Zaynah provided an update regarding the Anchor Procurement Initiative and Hispanic Latino business's focus with the NLC. She shared that contract and procurement is working with Washburn to host a Supplier Diversity Vendors Expo on July 10, 2024, from 9 am -2 pm. Omni Circle will lead the Hispanic Latino businesses' commitment by providing the Kaufman Foundation Fast Track Course for the Spanish-speaking Entrepreneurs Community.
- **Other Announcements.**
 - **None at this time**
- **Public Comment.** No public comment.

Important Dates/Events. Zaynah noted the important dates and events for the rest of the year.

Adjournment. The meeting adjourned at 6:31 pm.

****Next Meeting: June 10, 2024****

To request an ADA Accommodation, please contact 785-368-3725 between the hours of 8:00 am – 5:00 pm no later than 3 working days in advance of this meeting.



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Topeka Human Relations Commission Subcommittee List

- **Education and Outreach:** Vice Chair Roberts; Commissioner Bensimon; Commissioner Hopp
- **Event Planning:** Chair Romero Nichols, Vice Chair Roberts, Commissioner James, Commissioner Marcelo.
- **Policy and Advocacy:** Commissioner McGimpsey, Commissioner Simmons, Commissioner Surratt.
- **AARP Survey Committee:** Commissioner James, Commissioner Roberts, Commissioner Kerls.

City of Topeka Human Relations Commission (HRC) Marketing Plan

June 2024

Background of the HRC:

The Topeka Human Relations Commission (THRC) is a nine-member Board of Commissioners who are appointed by the Mayor with the consent of the City Council. The mission of the THRC is to conduct outreach and educational activities that promote justice and cultural understanding and improve relationships among all citizens of Topeka.

Mission Statement of the HRC:

The mission of the Human Relations Commission is to conduct outreach and educational activities that promote justice and cultural understanding and improve relationships among all people of the City of Topeka.

Vision Statement of the HRC:

The Topeka Human Relations Commission is the key educational and services connecting resource for the city to its people to help eradicate inequality, provide cultural education and create a diverse, accepting community that assists, adapts to and upholds every member in its midst with fairness, kindness and a path to a stable and prosperous future.

Marketing Plan:

- I. Goals
 - a. Increase community awareness of the HRC
 - b. Continue advocacy and education efforts through outreach and events
- II. Branding
 - a. Develop a logo
 - i. T-shirts
 - ii. Update cover photo on Facebook
- III. Content Creation for Social Media
 - a. Videos
 - i. Short clips of commissioners explaining important topics or recapping meetings
 - ii. Who is the HRC & what do they do?
 - b. Highlight successes of the HRC
 - i. Age-Friendly City Designation
 - ii. Non-Discrimination Ordinance updates
 - c. Get to know your commissioners
 - d. Highlight important dates and events (i.e: Pride Month, Disability Awareness Month, etc.)
- IV. Community Outreach
 - a. Surveys (i.e: Community events, age-friendly)
 - b. Volunteer opportunities as a commission
 - c. Attend events as a commission (i.e: Pride Palooza)
 - d. Host events (i.e: Taste of Topeka)
 - e. Host town hall meetings on important issues in the community
- V. Partnerships:
 - a. Local Media (i.e: WIBW Red Couch appearance, KSNT Morning show, etc.)
 - b. Community Organizations: Partner with local nonprofits and advocacy groups to co-host events
- VI. Other
 - a. Promote nominations and resume awarding of Troy Scroggins and Stephanie Mott Awards