



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

City of Topeka
CITIZEN ADVISORY COUNCIL
MEETING NOTICE AND MINUTES
Wednesday, January 6, 2021

I. CAC MEMBERS NETWORKING DISCUSSIONS (15 minutes)

The Citizen Advisory Council met remotely via Zoom at 6:45 p.m. for Citizen Advisory Council member networking and discussion.

II. CALL TO ORDER & CAC UPDATES (5 minutes)

Attendees present included: 13 members, 3 non-members, and 5 City of Topeka staff including City Manager Brent Trout and City Council member Karen Hiller (see Citizen Advisory Council 2021 Attendance ledger link).

Susan McClacherty, Citizen Advisory Council Chair, called the official meeting to order at 7:01

III. STAFF UPDATES (5 minutes)

A. Neighborworks Leadership Training Workshop

Monique Glaudé, Community Engagement Director, stated that the Community Engagement Team will be hosting a virtual Neighborworks Leadership Training workshop for one NIA officer from each NIA and any CAC member that is not from an NIA. More information will be sent out by e-mail.

B. COVID-19 community survey

Monique Glaudé stated that the Community Engagement Team is administering a COVID-19 Community Survey both online and through hard copies available to community agencies. Copies will be provided to CAC members by e-mail later this week.

C. Monique Glaudé stated that the Tennessee Town NIA advocated for all eligible NIAs to receive free Community Resource Council (CRC) second tier membership. Beginning in 2021 all eligible NIAs (non-501c3) membership fees will be paid by CDBG funding and going forward this initiative will be included in the Department Policy. In an effort to spearhead this initiative, Tennessee Town NIA voted to utilize \$500 of their SORT celebration funds, designated by the CAC, to pay for five memberships of NIAs that are not currently 501c3. The Community Engagement Division agreed and will pay for the remaining NIAs. Each benefiting NIA will receive \$100 for CRC membership credited to their NIA Support Funds. Benefiting neighborhoods include: Downtown, East End, East Topeka North, Hi-Crest,

Historic Holliday Park, Historic North Topeka East, Historic Old Town, Jefferson Square, Likins Foster, Monroe, North Topeka West, Quinton Heights Steele, Tennessee Town, and Valley Park.

IV. SPEAKERS (20 minutes)

A. SWOT Analysis of Topeka DREAMS Program

Kim Thompson, CAC Vice-Chair provided a short presentation on SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis. He stated that he would be providing these short presentations at each CAC meeting to introduce the CAC to different tools that can help members in their critical analysis of problems and problem resolution for their neighborhoods.

B. Citywide Housing Study - Rehab Assistance (Self Help)

Susan McClacherty, CAC Chair stated that the Citywide Housing Study Committee is seeking input for Rehab Assistance Programming. Susan asked if any members were interested in forming a committee that would research and provide recommendations to the CAC to present to the Housing Study Committee. Donald Fortin (Tennessee Town) and Courtney Seever volunteered. Michael Bell (Tennessee Town NIA President) also volunteered to assist Donald Fortin. Teresa Miller suggested waiting until after NIA elections to see if others might be interested in joining the committee.

V. DISCUSSION ITEMS (45 minutes)

A. CAC Ordinance, Bylaws, Vision Statement, Mission Statement

Susan McClacherty asked CAC members to volunteer their thoughts and recommendations on the proposed CAC Ordinance, Bylaws, Vision Statement and Mission Statement changes that had been provided to all members prior to this meeting. Most members expressed support of the changes. Teresa Miller stated concerns about how a quorum for meeting is determined as stated in the Ordinance. The ordinance states that a quorum is those members present. Susan McClacherty stated that the quorum is written into the ordinance and the bylaws this way so that the voting members present at a CAC meeting are able to conduct business without being required to have a certain number of members. Michael Bell noted that the quorum determination would also be at the discretion of the Chair.

Susan McClacherty stated that there were five potential modification items in the Bylaws to discuss. 1) Article 3, section 5 end of paragraph: modify as “, and assist the members during their term with receiving and retaining their supporting records and copies of approve minutes; 2) Article 3 Section 7: remove CAC chair reporting to Community Engagement Director about any member who is absent for three consecutive meetings since Community Engagement is already recording the meeting attendance 3) Article 4 Section 4 regarding statement about quorum being defined as a simple majority of voting members present 4) Article 4 Section 4: TMC Chapter 2.25 does not distinguish between the voting members and non-voting members. 5) TMC Chapter 2.25 does not clarify who a member is responsible for notifying if

they cannot attend a meeting. The CAC discussed and determined that members would review the documents and vote to approve the documents at the February meeting.

VI. ACTION ITEMS (10 minutes)

A. Topeka DREAMS Program

Susan McClacherty called for a motion on the Topeka DREAMS Program. Donald Fortin made a four part motion to 1) endorse the DREAMS initiative, 2) ask the City's Governing Body to endorse it, and 3) ask the City Manager to implement it with the City staff, and 4) encourage neighborhoods to adopt its principals and activities. Debra McClelland seconded. The motion carried with none opposed.

VII. ADJOURNMENT (5 minutes)

Susan McClacherty called for a motion to adjourn. Elinor Cowell made the motion to adjourn. Teresa Miller seconded the motion. The motion carried with none opposed. Meeting was adjourned at 8:08 p.m.

The next CAC meeting is scheduled for February 3, 2021 at 6:45 p.m.