I. CALL TO ORDER & INTRODUCTIONS

The Citizen’s Advisory Council meeting was called to order by Sasha Haehn, at 6:05 p.m.

City Employees Present: LaToya Burnett-Martinez, Community Engagement Coordinator; Monique Glaudé, Community Engagement Division Director; Sasha Haehn, Neighborhood Relations Department Director

CAC Members Present: 15 (see annual attendance ledger)
Other Attendee and Substitutes: 5

Sasha Haehn announced that L.J. Polly has resigned from the position of Vice-Chair and member of the CAC. An election will be held at the next meeting in September to fill the Vice-Chair position.

II. APPROVAL OF MINUTES

A motion was made by Teresa Miller, seconded by David Holl, to approve the CAC Draft Meeting Minutes from July 11, 2018. The motion carried.

III. STAFF UPDATES

A. Empowerment Grant Applications – LaToya Martinez stated that the Department of Neighborhood Relations received five grant applications. The grant review committee met on August 3, 2018 to review the applications and visit the proposed grant location sites. The review committee will have their final meeting to make funding recommendation to the department on August 24, 2018.

B. Stages of Resource Targeting (SORT) Applications – were due on August 3, 2018. The Department of Neighborhood Relations received three neighborhood applications. If a Neighborhood applied for an Empowerment Grant and is chosen as the 2019 SORT designee, their Empowerment Grant will be disqualified from funding.
C. **Division of Community Engagement Announcements/ Updates** – The deadline to register for the 2018 Topeka Neighborhood University Fall Training is August 24. Participants may choose from two morning sessions: 1) Facilitating Group Decision Making and 2) Partner Cultivation Clinic and two afternoon sessions: 1) Community Genius: Small Strategies for Big Neighborhood Impact and 2) Organizing for Neighborhood Safety. No walk-ins will be accepted. El Centro De Topeka and Washburn Health Clinic will provide free mobile health units every Tuesday from September-November. Please call (785) 232-8207 for more information. City of Topeka Utility 2018 Credit Program, please contact CRC at 785-233-1365 for more information. September 19 Coffee On Your Corner discussion on COT Development Services and Flood Plain Zone on at 10:00 a.m. at Juli’s 110 SE 8th Avenue. September 21 is the 2018 Clean Slate Day at Topeka Municipal Court, 214 SE 8th. If interested in volunteering, please contact Monique Glaudé. The City has applied for the Encore Gen2Gen prize award to start a pilot program called Common Unity that would partner Highland Park High School Seniors with a 50+ adult advisor that will help them with college prep and life skills planning.

IV. **SCHEDULED ITEMS**

A. **2018 Work Plan Committees Monthly Report Out**
   i. 6 month goals for each committee and progress to date:
      1. CAC / NIA Boots on the Ground Initiative Committee – James Prout reported that the 6 month goal of the committee is to increase regular attendance of people under the age of 45 at all NIA meetings by 25% to help improve diversity of ages.
      2. Street Lighting in Streets and Alleys – Denise Petet reported about the various types of lights and the ways to use gadgets to attach to the lights to make them more effective. Director Sasha Haehn is researching lighting grants.
      3. Grants (SORT & Empowerment) Committee – Rosie Prall reported that the committee is working on developing an online survey to send out to previous SORT housing rehab recipients and how to promote and distribute the survey to participants.
      4. NIA Operations and Communications Funding Committee – Nance May reported that the committee is still developing their six month goals.
      5. DNR Consolidated Action Plan (HUD Funding Allocations) Committee – Teresa Miller reported that the committee provided comments along with the rest of the CAC to the DNR earlier this year in April. Director Sasha Haehn stated that she will invite the Housing Services Division Director, Corrie Wright, to attend the October 2018 CAC meeting to provide an update on the 2019 Draft Consolidated Action Plan that was submitted to the City Council.

B. **Chair’s Report**
   i. Upcoming NIA Attendance and Invitation – CAC Chair, Sarah Douglas, reported that she plans to attend at least one of each of the NIA’s upcoming meetings and is looking forward to learning more about each of the NIAs.
   ii. CAC Meeting time length – CAC Chair, Sarah Douglas, discussed the possibility of changing the CAC meeting time length from two hours to one hour or one and half hours.
David Holl made a motion to change the meeting time to 6:00 p.m. -7:30 p.m. and James Prout seconded the motion. The motion carried 9 to 3.

V. SPECIAL MEETING ACTION ITEMS

A. 2019 SORT Neighborhood Application Scoring & Review Process

All non-CAC members and members whose respective NIAs have applied for the SORT designation were dismissed. Remaining CAC members (one per NIA) were asked to remain and DNR staff provided each of them with a SORT application review packet and instructions for reviewing and scoring the applications. These members will score the applications and bring them to the next CAC meeting on September 5, 2018 when the scores will be tallied and the SORT neighborhood designee will be selected for 2019. No score sheets will be accepted earlier or later than September 5. Only members present at this meeting may score applications and only one member from each NIA present may score the applications. All members must provide scored forms at the beginning of the CAC meeting and scoring must be complete prior to the start of the meeting or the score sheets will not be accepted. If the CAC fails to score the applications as required, the City of Topeka Neighborhood Relations and Planning Departments shall choose the 2019 SORT Neighborhood designee.

VI. ADJOURNMENT

Motion to adjourn by Katrina Bayless, seconded by Teresa Miller carried and meeting was adjourned at 7:50 p.m.

Next Meeting:  Wednesday, September 5, 2018, 6:00 p.m. in the Holliday Conference Room – We will announce the 2019 SORT recommended designee at this meeting.