



City of Arkansas City

EQUAL OPPORTUNITY AND ACCESSIBILITY ADVISORY BOARD MEETING AGENDA

Thursday, February 10, 2022 at 4:00 PM – 400 W. Madison Ave., Arkansas City, KS

Please join our meeting from your computer, tablet or smartphone:

<https://global.gotomeeting.com/join/796185565>

You can also dial in using your phone: (224) 501-3412

Access Code: 796-185-565

I. Roll Call

Board Members

Bob Baker	<input type="checkbox"/>
JoAnn Bierle	<input type="checkbox"/>
James Fry	<input type="checkbox"/>
Anita Judd-Jenkins	<input type="checkbox"/>
Tammy Lanman-Henderson	<input type="checkbox"/>
Frances “Rags” Smith	<input type="checkbox"/>

Staff Liaisons

Mike Bellis	<input type="checkbox"/>
Randy Frazer	<input type="checkbox"/>
Andrew Lawson	<input type="checkbox"/>
Marla McFarland	<input type="checkbox"/>
Larry Schwartz	<input type="checkbox"/>
Josh White	<input type="checkbox"/>

II. Consent Agenda (*Voice Vote*)

1. Approve minutes of the January 13, 2022, regular meeting.

III. Committee Updates

1. Next 2022 Tacolalah Executive Committee meeting will be at **noon February 17** at 400 W. Madison

IV. Old Business

1. Designate one (1) member or two (2) members of the Board to serve as representative(s) to the Cowley County Council on Aging. (**Voice Vote**)
2. **Discussion:** Sidewalk survey project
3. **Discussion:** Heritage recognition events for 2022
4. **Discussion:** Juneteenth 2022 event (*Robin Henderson*)

V. New Business

1. **Discussion:** Local government recommendations on racial equity and justice

VI. Reports

VII. Other Items

1. **Proclamation:** Intellectual and Developmental Disabilities Awareness Month (**5:30 PM March 1**)

VIII. Adjourn

NEXT MEETING: 4:00 PM Thursday, March 10, 2022 at the Water Treatment Facility, 400 W. Madison Ave.

Arkansas City Equal Opportunity and Accessibility Advisory Board
1/13/2022 Minutes

A regular meeting was held **Thursday, January 13, 2022**, via GoToMeeting due to a pandemic. Meeting called to order at **4:05 p.m.**

I. Roll Call:

Board Members

- Bob Baker
- JoAnn Bierle
- James Fry
- Anita Judd-Jenkins
- Tammy Lanman-Henderson
- Frances "Rags" Smith

Staff Liaisons

- Mike Bellis
- Randy Frazer
- Andrew Lawson
- Marla McFarland
- Larry Schwartz
- Josh White

II. Consent Agenda:

JoAnn made a motion to approve the consent agenda, consisting of the minutes of the **November 18, 2021**, regular meeting as written and the calendar of regular Board meetings for **2022**. Rags seconded the motion, which was approved **5-0** on a voice vote. Meetings will be **Feb. 10, March 10, April 14, May 12, June 9, July 14, Aug. 11, Sept. 8, Oct. 13, Nov. 10 and Dec. 8.**

III. Committee Updates:

The next regular 2022 Tacolalah Executive Committee meeting is at **noon January 20** at the Water Treatment Facility.

IV. Old Business:

Andrew said all the City's current **Title VI** documents, which are also available online, were included in the packet for review.

Andrew showed the Board an online web form Josh developed with which people can report **sidewalk problems** or needs. This looks like more of a springtime effort at this point, but Andrew encouraged Board members to start planning for it now. He also shared the City's **sidewalk repair specifications** with the Board to share with residents who want to make repairs.

Carina talked to the Board again about her ideas for **heritage recognition events** in 2022. No progress has been made on this since the July conversation due to confusion about who is responsible for what. After extended discussion, it was decided to start publishing recognitions using various media in **2022** and plan for more detailed, committee-run events starting in **2023**.

Andrew and several Board members expressed concern about the ability to generate interest in many new committees, given how hard it has been to find Board members in general. He thinks it will take more time than anticipated to find volunteers.

Rags said she wants to try to highlight local individuals and not just national ones during these heritage recognition events.

V. New Business:

Andrew said he would like the Board to designate one or two members to serve as representative(s) to the **Cowley County Council on Aging**, to replace Mike Crandall and Larry Gilmore. **Rags** was nominated but not yet ready to commit to joining.

He said Robin Henderson had planned to attend this meeting to discuss her **Juneteenth 2022** event, but was not able to do so.

VI. Reports:

Marla gave an overview of the EEO-4 report she filed recently. There has been minor progress since the 2019 EEO-4 report.

VII. Other Miscellaneous Items:

Andrew provided a brief ADA parking update to the Board and said Mike would have more information for them next month.

Rags made a motion to adjourn the meeting. Anita seconded the motion, which was approved **5-0** on a voice vote. The meeting was adjourned at **5:16 p.m.** The next meeting of the Equal Opportunity and Accessibility Advisory Board will be at **4 p.m. Feb. 10, 2022.**

ARTICLE ONE

RULES OF ORDER

Section 1

Robert's Rules of Order Revised shall be the authority on all questions of procedure not specifically stated in the Charter and By-Laws by the Board of Directors of the Cowley County Council on Aging, Inc. and by the Cowley County Council on Aging, Inc.

ARTICLE TWO

LOCATION

Section 1

Headquarters shall be maintained at 700 Gary Street. Suite C, Winfield, KS 67156. This may be changed at such time the Council deems it desirable.

ARTICLE THREE

COUNCIL MEMBERSHIP

Section 1

Any resident of Cowley County may become a non-voting member of the council by attending any or all of the monthly meetings and by expressing an interest in the concerns of Senior Citizens.

Section 2

Policy of assessing dues (if any) is to be reviewed annually by the general membership.

ARTICLE FOUR

MEMBERSHIP OF GOVERNING BODY

Section 1

Stated in Charter Article Five issued by Kansas April 7, 1975 as follows:

The Governing Body of the corporation shall be a Board of Directors consisting of eleven (11) members, appointed as hereinafter described for the following initial terms:

- (1) Arkansas City - two members appointed by the mayor for terms of one and three years respectively;
- (2) Winfield - two members appointed by the mayor for terms of one year and three years respectively;
- (3) Atlanta and Dexter - one member from each community appointed by its respective mayor, both serving three year terms;
- (4) Udall, Burden and Cambridge - one member from each community, each appointed by its respective mayor and all serving two year terms;
- (5) Cowley County at-large - two members appointed by the County Commissioners of Cowley County for terms of one and two years, respectively.

All subsequent appointments will be for three year terms so that at the expiration of the initial appointments, and thereafter, the staggered terms of office will insure the corporation that the Board will always retain some experienced members.

Section 2

Term of office for Board of Directors shall begin January first with the year established by the following original pattern.

Position 1	Arkansas City	1975-76
Position 2	Arkansas City	1975-78
Position 3	Atlanta	1975-78
Position 4	Burden	1975-77
Position 5	Cambridge	1975-77
Position 6	Dexter	1975-78
Position 7	Udall	1975-77
Position 8	Winfield	1975-76
Position 9	Winfield	1975-78
Position 10	Cowley County at-large	1975-76
Position 11	Cowley County at-large	1975-77

Section 3

Number of consecutive terms is not limited since reappointment would be at the discretion of the local community officials.

Section 4

In case of the resignation of any member of the Board of Directors the unexplored term shall be filled by the designated official or commission as designated by the Charter.

Section 5

No member of the Board of Directors shall be on a regular salary paid by the Corporation.

ARTICLE FIVE
OFFICERS

Section 1

The general officers of the Corporation shall be the officers of the Board of Directors, and the Council, and shall be the executive Board.

Section 2

The Board of Directors shall each year elect from among the members thereof, the following officers: President, Vice-president, Secretary/ Treasurer.

Section 3

General Duties as stated in Article Eight of the Charter:

The principal duties of the President shall be to preside at all meetings of the members and the board of directors and to have a general supervision of the affairs of the corporation.

The principal duties of the Vice-president shall be to discharge the duties of the president in the event of absence or disability, for any cause whatsoever, of the President.

The principal duties of the Secretary/Treasurer shall be to countersign all deeds, leases, and conveyances executed by the corporation, affix the seal of the corporation thereto and to such other papers as shall be required or directed to be sealed, and to keep a record of the proceedings of the board of directors, and to safely and systematically keep all books, papers, records, and documents belonging to the corporation, or in any way pertaining to the business thereof. To keep an account of all moneys, credits, and property of any and

every nature of the corporation, which shall come into his hands, and to keep an accurate account of all moneys received and disbursed and of proper vouchers for moneys received and disbursed, and to render such accounts, statements, and inventories of moneys received and disbursed and of money and property on hand, and generally of all matters pertaining to his office, as shall be required by the Board of Directors.

Section 4

These officers shall be elected in January for a term of one year and assume office in February.

Section 5

The Board of Directors shall select and hire the Director and see that there is sufficient staff to operate any and all of its facilities and services dependent on what funding is available. Staff may consist of the following:

- Director of Services of Council on Aging/Bookkeeper
- Administrative Assistant/CARE Assessor
- Dispatcher
- Outreach Worker
- Bus Drivers
- Phone Pal Program Coordinator

ARTICLE SIX

SPECIAL DUTIES

Section 1

President and Director-Bookkeeper are responsible for meeting all requirements of State of Kansas and Federal Government and filing all necessary reports promptly.

Section 2

A finance committee of five members shall be appointed by the President and shall consist of one member from Arkansas City, one member from Winfield, two members from two of the five incorporated small towns, one of these four shall be the Treasurer, and the fifth member shall be the Director-Bookkeeper. Said committee shall submit their recommendations to the Board of Directors no later than the June meeting for their approval in order to present the budget to the County Commissioners before July 1st.

Section 3

Director-Bookkeeper prepares the agenda for Council meetings.

Section 4

- (1) Director-Bookkeeper shall deposit to checking account 11-16-568, First National Bank, Winfield, KS, all moneys received by the Cowley County Council on Aging, and shall keep proper accounting of receipts and disbursements of each funding source.
- (2) Two of the following shall sign all checks and pay all lawful bills and secure receipts: the Director-Bookkeeper, Treasurer, or an authorized third person.
- (3) Director-Bookkeeper, with assistance from accountants, must prepare a financial statement each month for the Board of Directors.

ARTICLE SEVEN

AUDIT

Section 1

An audit of all financial records shall be made during the month of either June, July, or August. This audit shall be done by an accounting firm.

Section 2

A cash audit shall be made before any new Director-Bookkeeper is employed.

ARTICLE EIGHT

QUORUM

Section 1

A quorum shall consist of a majority of the members of the Board of Directors.

Section 2

Membership on the Board of Directors shall be terminated after three unjustified consecutive absences.

ARTICLE NINE

MEETINGS

Section 1

Regular meeting of the Council and Board of Directors shall be held on the second Friday of the month as designated in the agenda.

Section 2

An agenda shall be mailed to each member of the Board of Directors by the Director-Bookkeeper at least by Tuesday preceding the meeting.

A notice of the Council meeting shall be placed in the Arkansas City and Winfield newspapers by the Director-Bookkeeper.

Section 3

- (1) There shall be a minimum of nine meetings of the Board of Directors and the Council during the year.
- (2) The President with the approval of the executive board shall have authority to call as many special meetings as are needed to complete the business of the year.

ARTICLE TEN

ORDER OF BUSINESS

Section 1

Board of Directors and Council Meeting

- 1. Silent Roll Call (Written)
- 2. Reading of Minutes
- 3. Reading of Financial Reports
- 4. SCKAAA Report
- 5. I & R Report
- 6. Administrative Assistant & CARE Assessor
- 7. Senior Center Reports
- 8. Phone Pals
- 9. Agency Reports
- 10. Director's Report

- 11. Committee Reports
 - a. Standing Committees
 - b. Special Committees
- 12. Unfinished Business
- 13. New Business

ARTICLE ELEVEN

COMMITTEES

Section 1

Standing Committees

- 1. Bylaws and Policy
- 2. Transportation
- 3. Finance
- 4. Public Relations
- 5. Personnel

ARTICLE TWELVE

AMENDMENTS TO BYLAWS

Section 1

Amendments to the bylaws shall require two-thirds majority vote of the entire Board of Directors.

Section 2

Such amendments or revisions must be submitted to the Board of Directors in writing ten (10) days in advance.

Andrew Lawson

From: Josh White <jwhite@arkansascityks.gov>
Sent: Thursday, July 29, 2021 3:11 PM
To: Andrew Lawson
Subject: Sidewalk Survey

Andrew,
I am starting to look into a web application for Sidewalk data collection. The important question I need to ask is what do we want the people to collect data on? Are we wanting people to just collect problems such as a crack or a trip hazard or do we want to do something more in depth where we are actually surveying the existing sidewalks?

Here is an example of a form that collects basic concerns from Bentonville, AR
<https://survey123.arcgis.com/share/d5f0fda909914cd7b4c4641380b7bdf7> It's live so don't try to submit anything.
Here's another one from Detroit
<https://survey123.arcgis.com/share/2df08564130241298d92f9663c318c2a?field:address=>

Here is another example of a form, just not for sidewalks
<https://survey123.arcgis.com/surveys/templates/b4c06f59254646e783551b74a68ab605>

What I like about this method of data collection is that it is simple, easy for anyone to understand and all of the concerns are added to GIS. But again, the question is, what are we collecting? Problems or detailed sidewalk data?

My thoughts go along the lines of this:

- Who am I? At least their name
- Where am I? They could just use the map to click their current location
- What problem do I see? Crack, trip hazard, missing sidewalk section, too steep, obstruction etc
- What other details do I need to report?
- Here is a photo: photo.jpg

This would generate points on a map. I could then create a special web map for sidewalks for more advanced users. If we want to collect detailed information about the sidewalks, we'll need to use another method. I went ahead and created a survey just to get us started. I plan to walk home for lunch and collect some data. If you want to look it over, let me know, I can still change things. It can be found by visiting <https://arcg.is/0CWzav> It can be updated either via the Survey123 app that can be downloaded from the appropriate app store or in a browser. I'm working on a webmap as well. <https://experience.arcgis.com/experience/e6c16f0ff0844b079df5db77c56263a2> but I am having some issues with it. It is supposed to show the sidewalks, curb ramps and the reports from the form. I ran into some corruption so I had to start over and lost the data. Hopefully that is a one-time issue.

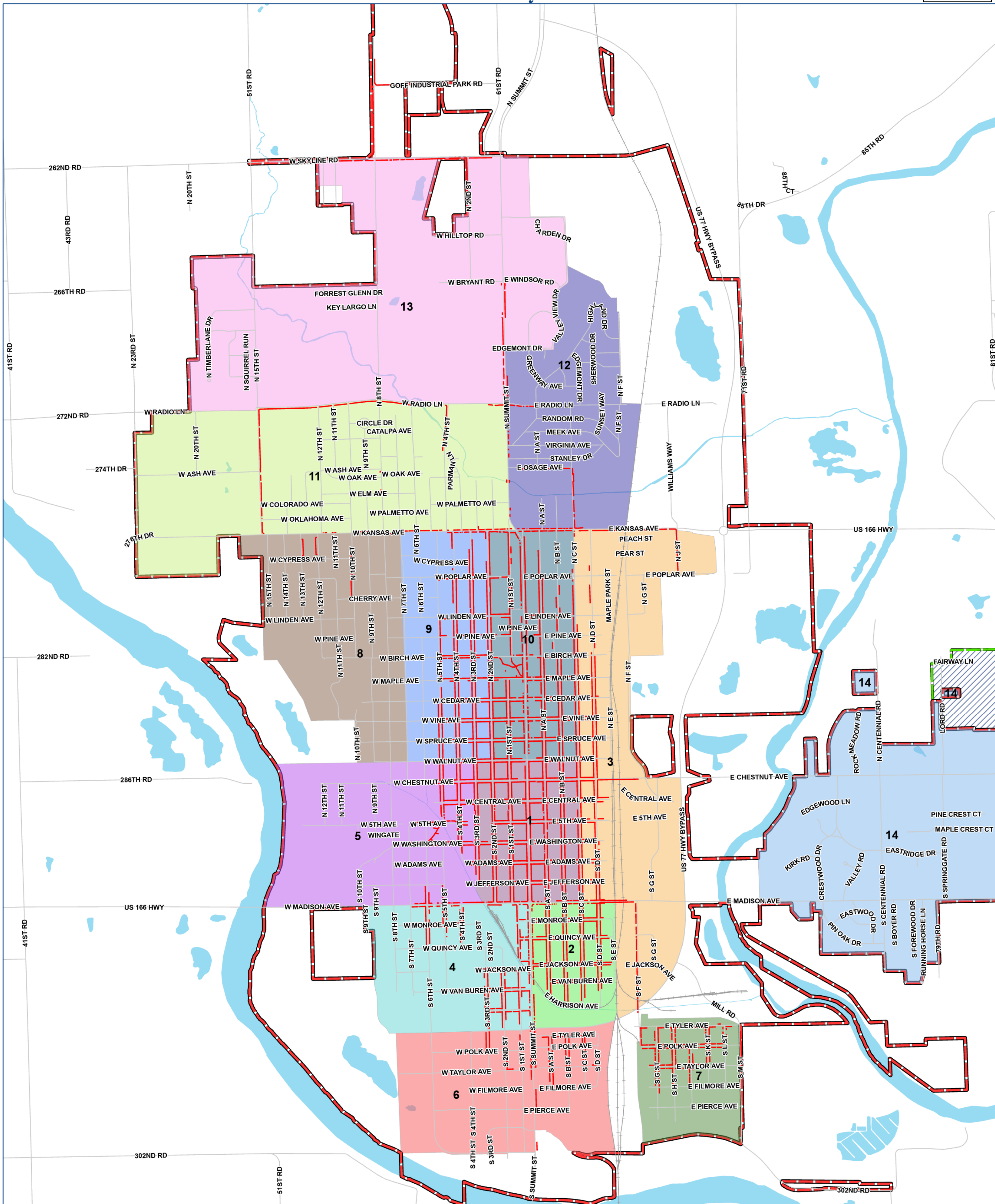
Josh White, AICP
Principal Planner

City of Arkansas City
jwhite@arkansascityks.gov
(620) 441-4420 (voice)
(620) 441-4403 (fax)

<https://arcg.is/0CWzav>

1. Anita Judd-Jenkins / Josh White
2. New member / group effort
3. Anita Judd-Jenkins
4. Rags Smith
5. James Fry
6. Rags Smith
7. New member / group effort
8. James Fry / Tammy Lanman-Henderson
9. Bob Baker
10. Andrew Lawson
11. Tammy Lanman-Henderson
12. JoAnn Bierle
13. JoAnn Bierle
14. No sidewalks

Sidewalk Survey



Sidewalk Repair Specifications

Sidewalk repairs are to be completed under the following specifications. If site conditions do not allow for total compliance with these specifications, please contact the Neighborhood Services Office for approval.

1. Sections of sidewalk to be repaired are to be removed and properly disposed. *Feathering or patching is not an acceptable repair method.*
2. All loose material, debris and tree roots are to be removed prior to placement of new concrete.
3. Forming of the sidewalk to allow for a 4" thick, non-reinforced walk of a width to match the existing or neighboring walks. Sand fill shall be used where necessary.
4. New concrete to be 3,000 psi, readi-mix or bag-mix.
5. Concrete to be floated or troweled with aluminum or steel finishing tools and a light broom finish applied. Walks are to be cut or scored to a depth of 1/4 slab thickness at intervals to match the existing walk, with 5 foot maximum section size. Slab edging to be a minimum 1/4" rounded edges.
6. Expansion joint size 1/2" X 4" to be installed at maximum intervals of 100', with at least one expansion joint installed on all repairs or replacements.
7. Removal of all forms and construction materials when completed.
8. In areas where the entire property is to receive a new sidewalk, the walk shall be four feet in width with one inch of slope to allow for drainage to the street. Grade of the walk is to be determined by the Neighborhood Services Office.
9. All repair or replacement installations are subject to inspection by the Neighborhood Services Office prior to placement of new concrete. When forms are in place, call the Neighborhood Services Office at 441-4420 at least one hour prior to placing of concrete.
10. ***Permits are not required for the repair and maintenance of existing walks. Please call the Neighborhood Services Office at 441-4420 with information concerning the approximate completion date of the repairs and also, the name of who is completing the work. If the property owner is completing the work this information is also needed.***
11. Any repair work not completed within the above outlined specifications could be subject to removal and replacement according to specifications.

Andrew Lawson

From: CARINA GIVENS <carinavery@gmail.com>
Sent: Thursday, January 20, 2022 12:04 PM
To: tbaby_sooners64@yahoo.com; Andrew Lawson; brojennings@gmail.com
Subject: Heritage Month Requests

Follow Up Flag: Follow up
Flag Status: Completed

Good day to you.
Jumping right into it ...
I'd like the EEO board to act as heritage month executive team providing oversight, intervention, enforcement, advice; and fulfilling the following roles in support of heritage month teams:
- Acquire and equitably assign business sponsors to each team
- Draw up memoranda of agreement to partner with service organizations and clubs (Lions, Soroptomist, Optimists, Rotary, Kiwanis, American Legion, VFW, and others)
- Publicity/Media relations
- Centralized funds management and distribution;
- Liaise with the approval authority to grant authorization to act and for support and intervention as needed

Preferably, planning must begin months in advance. Heritage months are
Feb: Black History / African American heritage
Mar: Women's history
May: Asian American and Pacific Islander heritage
Jun: LGBTQ+ pride
15 Sep - 15 Oct: Hispanic heritage
Nov: Native American heritage

In support of 2022 efforts, I request of the City via EEO board
- approval of the above monthly observances
- approval to establish teams
- present to chamber of commerce, congregations, service organizations, high schools and Cowley College the invitation to get on board with the efforts and join a team
- approval for items detailed in the entirety of this communication
- immediate direction to ACPL to exhibit relevant literature and media for the full durations of heritage months on an annual recurring basis; and request for the same of USD 470 BOE and Cowley College
- immediate approval of LGBTQ+ team leads, Scott Steinaway and Nancy Steinaway, and authorization granted to them to build a team and plan activities

Please give my name, phone, and email to all who want to know more.

Carina R. Givens
620.307.1108
carinavery@gmail.com

Andrew Lawson

From: CARINA GIVENS <carinavery@gmail.com>
Sent: Saturday, January 22, 2022 11:28 AM
To: Andrew Lawson
Cc: tbaby_sooners64@yahoo.com; brojennings@gmail.com
Subject: Re: Heritage Month Requests--Hispanic Heritage 2022 Proposal!
Attachments: image001.jpg

Follow Up Flag: Follow up
Flag Status: Completed

Andrew, Tammy, Charles, for your consideration and to share with all concerned.

Bottom line up front (BLUF): Hold Tacolalah during Hispanic heritage month (HHM).

DISCUSSION: Tacolalah activities are essentially what one would experience in a heritage month festival. Therefore reschedule the event to occur during HHM: Sep 15 to Oct 15. Understand the hardships this could cause with performers and vendors in demand during and near HHM. However, moving the event would show solidarity with the nationwide designation honoring our Hispanic community while preventing confusion in an apparent duplication of events (Tacolalah *and* a separate HHM?!)

- RECOMMENDATIONS:
- EEO board take action to shift Tacolalah '22 to HHM
 - Tacolalah organizers become inaugural 2022 HHM team, co-team, or team subset
 - Rename Tacolalah to respect Hispanic cultural diversity; realign with HHM objectives

CONCLUSION: Change can be hard to accept, but Tacolalah is too new to be set in stone. Moving Tacolalah to HHM is a no-brainer. One wonders why last year's exceptional event was not held during HHM. If organizers are *willing* to adapt, and with time yet to adjust arrangements, this inaugural HHM will set a high bar for Ark City's heritage month observances to come.

I am always open to discussing.

Respectfully submitted,
 Carina R. Givens
 620.307.1108
carinavery@gmail.com

On Thu, Jan 20, 2022, 15:13 Andrew Lawson <alawson@arkansascityks.gov> wrote:

Thank you, Carina! I will relay this to the Board and see how they would like to proceed.

Andrew Lawson

From: CARINA GIVENS <carinavery@gmail.com>
Sent: Friday, January 28, 2022 1:15 PM
To: Andrew Lawson
Cc: tbaby_sooners64@yahoo.com; Pastor C. D. Jennings
Subject: Re: Heritage Month Requests
Attachments: image001.jpg

Follow Up Flag: Follow up
Flag Status: Completed

Andrew and team,
Please table for now previous requests for EEO board and city to collaborate on heritage month observances. I'm going to slow things down and use this year to form an organized group and lay a foundation for future events.

I'm sorry about any disruptions and inconvenience. As always, reach out to me if you have any questions.

Carina Givens
620.307.1108

On Thu, Jan 20, 2022, 15:13 Andrew Lawson <alawson@arkansascityks.gov> wrote:

Thank you, Carina! I will relay this to the Board and see how they would like to proceed.

Andrew Lawson
Public Information Officer
Special Projects Coordinator

City of Arkansas City
alawson@arkansascityks.gov
[\(620\) 441-4415](tel:6204414415)



THE LEAGUE OF KANSAS MUNICIPALITIES

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LOCAL GOVERNMENT RECOMMENDATIONS ON RACIAL EQUITY

Section V, Item 1.

How could changes at the local level of government impact racial equity and justice? Join the League and other local government entities on **Thursday, February 10** at noon for a webinar detailing the Governor's Commission on Racial Equity and Justice's final recommendations for local changes that would influence the economic, educational, and health outcomes of our citizens. [RSVP here.](#)

Following months of discussions with community members and stakeholders, the Governor's Commission on Racial Equity and Justice developed recommendations to address racial equity in Kansas by focusing on social determinants of health, particularly looking at factors that influence the economic, educational, and health outcomes of our citizens.

The Commission's recommendations address items that may take place on the state/agency, legislative, and/or local level. Each webinar in this series will explore recommendations applicable at a specific level of government. Each webinar will be recorded and posted at www.healthfund.org.

LIVE WEBINAR SERIES

Improving Racial Equity in Kansas

Examining CREJ Recommendations at the Local Level

Feb. 10 | NOON - 1

RSVP at healthfund.org



MUNICIPAL TRAINING INSTITUTE
A Program of The League

20
22

SCHEDULE*

Classes are open to all elected and appointed city officials and employees. If training is virtual, cost to attend includes materials. If training is in person, cost to attend includes materials and lunch.

▶ VIRTUAL ▶ IN-PERSON ▶ TBA

FEB	23	KOMA FOR ELECTED OFFICIALS	JULY	13	LEADING IN MULTI-GENERATIONAL ORGANIZATIONS & MANAGING DIFFERENCES
MAR	1	MUNICIPAL FINANCE & BUDGETING (CORE)	AUG	24	KOMA & KORA - SCOTT CITY
APR	6	PERSONNEL MANAGEMENT	25	KOMA & KORA - WINFIELD	
	20	CODE ENFORCEMENT & NUISANCE ABATEMENT	31	KOMA & KORA	
	29-30	GOVERNING BODY INSTITUTE - MANHATTAN	SEPT	14	CITY OFFICIALS FUNDAMENTALS
MAY	4	SOCIAL MEDIA FOR CITIES	OCT	8-10	LEAGUE ANNUAL CONFERENCE
	11	PLANNING & ZONING			ADVANCED MUNICIPAL FINANCE - OVERLAND PARK
JUNE	29	CODE ENFORCEMENT & NUISANCE ABATEMENT - MCPHERSON			ECONOMIC DEVELOPMENT - OVERLAND PARK
					SOCIAL MEDIA FOR CITIES - OVERLAND PARK
			NOV	2	ETHICS AND CIVILITY

*Schedule as of January 24. Tentative and subject to change. Visit the League website for the most current information: www.lkm.org/MTI