

I, the undersigned authority do hereby certify that this Notice of Meeting was posted on the City of Fort Worth official website and said Notice was posted on the following date and time Friday, October 16, 2020 at 5:40 p.m. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

Mary J. Kayser

City Secretary for the City of Fort Worth, Texas

AGENDA

MEETING AGENDA COMMUNITY ACTION PARTNERS (CAP) COUNCIL FORT WORTH CITY CREDIT UNION

THURSDAY, OCTOBER 22, 2020
1:00 P.M.

VIDEOCONFERENCE:

Videoconference:

<https://fortworthtexas.webex.com/fortworthtexas/onstage/g.php?MTID=ee9202394d3e1da23a061be96f5aac2a0>

Meeting/Access Code: 126 076 7630

Teleconference

(817) 392-1111 or 1-650-479-3208

Meeting/Access Code: 126 076 7630

Viewing Only

Television: Charter 190; One Source 7; Verizon 5; AT&T U-verse 99

City of Fort Worth Website Homepage: [Watch Live Online](#)

For more information on attending or speaking at this meeting either through Videoconference or Teleconference, please visit the City's website: <http://fortworthtexas.gov/boards/>

To view the docket for this meeting visit: <http://fortworthtexas.gov/calendar/boards/>

Due to health and safety concerns related to the COVID-19 coronavirus, this meeting will be conducted by videoconference or telephone call in accordance with the Texas Open Meetings Act and the provisions provided by the Governor of Texas in conjunction with the Declaration of Disaster enacted on March 13, 2020.

Please note that the City of Fort Worth is using a third party vendor to assist with City meetings. If there are service interruptions, including call in number changes, we will provide alternative call in numbers on our website whenever possible.

****Any member of the public who wishes to address the Community Action Partners Council regarding an item on the listed agenda must sign up to speak no later than 5:00PM on October 21, 2020. To sign up, either contact Sonia Singleton at Sonia.Singleton@fortworthtexas or 817-392-5774 or register through WebEx per the directions on the City's website above.**

I. Call to Order

II. Invocation

III. Statement of Open Meetings Act

IV. Special Presentations and Introductions

V. Consideration of Minutes from the Meeting on August 13, 2020

VI. Information Items from Staff

1. Discuss and Provide Updates on the \$7.2MM Fort Worth Cares Emergency Household Assistance Program Funded by the Federal CARES Act (May to September 30)
2. Discuss and Provide an Update on the Community Action Partners' CARES Emergency Household Assistance Program (April to September 30)
3. Board Training
 - a. Video "Purpose: In boards we trust"
 - b. Review: CAPC Bylaws
 - c. Review: CAPC Conflict of Interest Policy
 - d. Review: CAPC Confidentiality Agreement
4. Discuss CAP Council Vacancies and Plan to Fill Positions
5. Discuss CAP Council Officer Elections

VII. Report of the Assistant Director

1. Review of Monthly Performance and Financial Reports for the Community Services Block Grant Program and Other Community Services Block Grant Initiatives
2. Review of Monthly Performance and Financial Reports for the Comprehensive Energy Assistance Program and Supplemental Funding

*No monthly Program Reports are available for the Weatherization Assistance Program. Service delivery has been temporarily suspended out of an abundance of caution for the health of applicants and staff due to COVID-19.

VIII. Announcements by Council Members and Staff

IX. Future Agenda Items

X. Adjourn

The next regularly scheduled CAP Council meeting will be held virtually on November 19, 2020. The instructions and links to connect to the meeting will be sent to each CAP Council member and also posted online.

This facility is wheelchair accessible. Persons with disabilities who plan to attend this meeting and who may need accommodations, auxiliary aids, or services such as interpreters, readers, or large print are requested to contact the City of Fort Worth's ADA Coordinator at (817) 392-8552 or e-mail ADA@FortWorthTexas.gov at least 48 hours prior to the meeting so that appropriate arrangements can be made. If the City does not receive notification at least 48 hours prior to the meeting, the City will make a reasonable attempt to provide the necessary accommodations.

COMMUNITY ACTION PARTNERS (CAP) COUNCIL

Via WebEx

Thursday, August 13, 2020

4:00 pm

MEETING MINUTES

PRESENT:

CITY COUNCIL REPRESENTATIVES:

COUNTY COMMISSIONER REPRESENTATIVES:

Jeannette Martinez, Alternate Representative for Place 5

NEIGHBORHOOD REPRESENTATIVES:

Nakia Cole, Place 6

Connie Nieswiadomy, Chair, Place 9

COMMUNITY GROUP REPRESENTATIVES:

Mervil Johnson, Place 12

Julie Parks, Alternate, Place 13

David Johnson, Place 14

ABSENT:

Roxanne Martinez, Representative for Place 1

Jesse Taylor, Representative for Place 2

Robyne Kelly, Representative for Place 3

Kelly Rodriguez, Representative for Place 4

VACANT, Place 7

VACANT, Place 8

VACANT, Place 10

Abel Gonzalez, Place 11

Scott Sheppard, Place 15

STAFF:

Sonia Singleton, Assistant Director

Marie Francis, Human Services Manager

Michael Vega, Outreach Coordinator

Sharon Burkley, Senior Planner

Alexandra Thurston, Administrative Assistant

I. Call To Order

Chair Connie Nieswiadomy called the meeting to order at 4:17 p.m.

II. Invocation

Invocation given by David Johnson.

Mission Statement recited by Sonia Singleton.

III. Statement of Open Meetings Act

Read by Sonia Singleton.

IV. Special Presentations and Introductions

None given.

V. Consideration of Minutes from Meeting on June 18, 2020

David Johnson made a motion to approve the Meeting Minutes from the meeting on June 18, 2020. Jeannette Martinez seconded the motion; all were in favor and the motion passed.

VI. Information Items from Staff

1. Review and Discuss the CAP Strategic Plan 2021 Stakeholder Survey Results

Presented by Sharon Burkley. 40 members of stakeholder groups were interviewed from advisory boards, citizens, community partners, and staff. Overall responses were positive and identified areas of improvement that can be used to develop key strategic issues. The primary area identified continues to be limited name recognition, effective marketing, and outreach. Staff professional development and training was also highlighted. A final highlighted data point was that the application process and paperwork volume needs to be reviewed, and that the online system should be more user-friendly.

Review of the 2021-2025 Strategic Plan Goals and steps to accomplishing each:

- To develop a comprehensive approach to serving all Tarrant County residents in achieving ongoing self-sufficiency (COMMUNITY)
- To foster and create a successful workplace environment for staff at all levels (AGENCY)
- To encourage and enhance community relationships through the increased participation and advocacy of the advisory board, Community Action Partners Council (BOARD)

Report concluded with next steps: Discuss key strategic goals, review/approve Strategic Plan, submit Strategic Plan to TDHCA, and implement Plan January 2021.

2. Review and Discuss Survey Results for CSBG CARES Needs Assessment and Clarification of Eligibility Guidelines

COVID-19 has impacted the working age group (25-64) with 68.49% of the cases coming from that demographic. Impacted workers were either furloughed or laid off, with no income. Many who filed unemployment experienced a lag between application and receipt of their first payment. Workers who had been employed for a short time (particularly those ages 21-24) were not eligible for unemployment, many in positions that rely on tips for income.

211 reports 19,531 calls requesting assistance due to COVID-19 from March 1, 2020 to June 28, 2020, with 35% of calls requesting Rental/Mortgage Payment assistance or Electric Payment assistance. 720 calls were from Veterans. The three zip codes with the highest numbers of calls were 76112, 76119, and 76116.

City of Fort Worth CAP is working with FW CARES team to ensure that funding is leveraged and is being provided to everyone in need of assistance in Tarrant

County. FW CARES will provide assistance to those applicants who live in Fort Worth and meet eligibility requirements. CSBG CARES will provide assistance to those who do not qualify for FW CARES and those who live in Tarrant County outside of Fort Worth.

Through the survey, the top 5 gaps in services that were identified are:

- Access to Health Care in Low Income neighborhoods
- Access to Transportation from Low Income neighborhoods
- Affordable Child Care
- Job Training/Counseling for Low income families
- Access to assistance by those who have not ever applied for any type of service

Tarrant County (excluding Fort Worth city limits): CAP has received 114 household applications to date, and 500 households are expected to be assisted with CSBG CARES and the \$2.5 million allocated to this.

3. **Discuss and Provide Updates on the \$7.2MM Fort Worth Cares Emergency Household Assistance Program Funded by the Federal CARES Act**
 - 480 Households Served
4. **Discuss CAP Council Vacancies and Plan to Fill Positions**
 - Place 7 – Neighborhood Representative – Southside and Worth Heights areas
 - Place 8 – Neighborhood Representative – Como and Mid-South areas
 - Place 10 – Neighborhood Representative – Near North and Riverside areasElection to be rescheduled

VII. Public Hearing

1. Conduct Public Hearing on the CAP Plan to Receive Public Input

The Public Hearing was opened for comments or questions.

There were none.

The Public Hearing was closed.

VIII. Action Items

1. Discuss and Recommend Approval of the 2021 Strategic Plan for PY 2021-2025

Needs Assessment Addressing Top Five Needs:

- Employment
- Skills training, tuition, classes, job fairs
- Affordable Housing; Low cost or subsidized housing; assist with locating housing
- Access to Fresh food/groceries
- Affordable Day Care

Impact of COVID-19 on 2020 CAP plan

Out of an abundance of caution, face to face appointments have been completely eliminated. Mail-in applications and online applications have become the norm.

Virtual appointments for those in case management is under consideration. Staff

has been assigned to process FW CARES applications as well, which has impacted the amount of work required per caseworker.

Jeannette Martinez made a motion to accept the 2021 Strategic Plan for PY 2021-2015 as presented. David Johnson seconded the motion; all were in favor and the motion passed.

2. Discuss and Recommend Approval of the 2021 CAP Plan
Julie Parks made a motion to accept the 2021 CAP Plan as presented. Jeannette Martinez seconded the motion; all were in favor and the motion passed.

IX. Report of the Assistant Director

1. Review of Monthly Performance and Financial Reports for the Community Services Block Grant (CSBG) and Other CSBG Initiatives
2. Review of Monthly Performance and Financial Reports for the Comprehensive Energy Assistance Program (CEAP)
3. No monthly Program Reports are available for the Weatherization Assistance Program. Service delivery has been temporarily suspended out of an abundance of caution for the health of applicants and staff due to COVID-19.

The reports were reviewed and filed.

X. Announcements by Council Members and Staff

Healthy Lives Matter 8/22 9-12:30pm –Jeanette Martinez
CAP Conference (Virtual) – August 26-28, 2020

XI. Future Agenda Items

Next Meeting: August 25, 2020 at 4pm

XII. Adjourn

The meeting adjourned at 5:20 p.m.



All a-Board!

The Purpose, People, and Process of CAA Boards

4. Purpose: In Boards We Trust

Discussion Guide

Length: 7:36”

[Stream](#) | [Download](#)

Video Summary

This video discusses the fiduciary duty of loyalty and how it requires CAA board members to navigate the potentially tricky conflicts of interest that may arise throughout the course of their board service. It describes three types of conflicts of interest—the good, the bad, and the ugly—and explains how to identify them, how to determine if the board may proceed with a potentially conflicted transaction, and what steps, if any, must be taken before doing so.

Learning Objectives

After watching this video, participants will be able to:

- Define the fiduciary duty of loyalty.
- Describe what a conflict of interest is and why it is important for board members to understand conflicts.
- Identify the types of transactions that might create a conflict of interest.
- Analyze a potentially prohibited transaction to determine how board members and the CAA they serve should proceed.

Using the Video Effectively

Suggestions for how to use this video include:

1. Ask board members to watch the video on their own, and at a board meeting, facilitate a discussion of individual members’ reflections or responses to the questions below.
2. Show the video during a board meeting and facilitate a discussion of the questions below.
3. Show the videos as part of a larger board orientation or training process and facilitate a discussion of the questions below.

Suggested Discussion Questions

1. Did you learn anything new from watching this video?
2. Beyond what you heard in the video, what does the duty of loyalty mean to you personally?
3. What are some conflicts of interest that your board has encountered in the past? How were they addressed?
4. What policies and procedures does your board have in place to identify and cleanse what the video refers to as “ugly” conflicts of interest? What about “bad” conflicts of interest?
5. Are there any transactions or arrangements in place at your agency that you think deserve a second look to determine if there may be a conflict of interest?

**BYLAWS
OF THE
COMMUNITY ACTION PARTNERS
COUNCIL**

PREAMBLE

The regulations and rules of procedure set forth herein are hereby adopted for the purpose of providing an organizational framework and rules of procedure in order that this Council may better accomplish the objectives for which it has been established.

**ARTICLE I
AUTHORITY FOR REGULATIONS AND RULES**

The regulations and rules as set forth herein are promulgated in accordance with and by virtue of City Ordinance Number 8300 approved by the Fort Worth City Council on March 24, 1981.

**ARTICLE II
PURPOSE OF THE COUNCIL**

The Community Action Partners Council (CAP) shall serve as the duly constituted instrumentality of the City Council of Fort Worth for the purpose of actively participating in the development, planning, implementation and evaluation of the Community Action Partners Programs to assist the City Council in setting priorities for projects initiated with funding from the Texas Department of Housing and Community Affairs (TDHCA), and complying with that agency's requirements for involvement of the target population in the decision-making process relative to the expenditure of such federal funds.

**ARTICLE III
RESPONSIBILITIES AND DUTIES**

The Council shall have such responsibilities and duties as provided for by City Ordinance Number 8300, of the City of Fort Worth and as may be consistent with the purpose for which the Council has been established, and shall have the specific duties:

- (1) to exercise all powers which the City Council chooses to delegate to the CAP;
- (2) to oversee the extent and the quality of the participation of the target population in the City's Community Action Partners Program;
- (3) to determine, subject to TDHCA policies, the rules and procedures for the Community Action Partners Program; and
- (4) to select the officers and the executive committee, if any, of the Community Action Partners Council.

Additionally, according to the mandate of the Community Services Block Grant of 1981, the

Community Action Partners Council shall submit its written recommendations to the City Council prior to final action by the City on the following matters (unless the City Council has delegated these decision to the CAP):

- (a) review, subject to TDHCA policies, fiscal and program policies;
- (b) review and accept overall program plans and priorities;
- (c) review and accept all program proposals and budgets;
- (d) review and accept all evaluation and assessment studies and reports;
- (e) review and accept all arrangements for delegating the planning, conduct or evaluation of a component of the work program.

ARTICLE IV COMPOSITION OF THE COUNCIL

Section 1. Composition

As provided by City Ordinance Number 8300, the Council shall be composed of fifteen members. This Council may, pursuant to a City Ordinance authorizing the same, revise this section to provide for no less than fifteen (15) or more than fifty-one (51) members. The fifteen (15) members herein provided shall be of three types, as follows:

- A. The membership shall be composed of five (5) persons representing elected public officials. Three (3) of these shall be appointed by the City Council. Each member appointed by the City Council shall be a resident of the City of Fort Worth and shall be a member of the City Council or a representative of the City Council. Two (2) of the persons representing elected public officials shall be appointed by the Tarrant County Commissioners' Court. Each of these members shall reside in Tarrant County and shall be a Tarrant County Commissioner or a representative of the Tarrant County Commissioners' Court.
- B. The membership shall be composed of five (5) persons representing the target area. These members, shall be chosen by a plurality of those voting at representative neighborhood meetings called for the purpose of electing representatives of the target population. These members must reside in the target areas.
- C. The membership shall be composed of five (5) representatives of private groups and interests. The City Council shall make the initial selection of five (5) private groups and interests. These private groups and interests shall be representative of business, industry, labor, religious, welfare, education, social service agencies, significant minority groups and such other major private groups and interest as are in the community. These groups

and interest shall be selected in a manner to insure adequate representation of a broad range of diverse groups, including those petitioning under Section three (3) of this Article. Once the selections are made and the concurrence of the Texas Department of Housing and Community Affairs is obtained, the respective groups and interest shall choose their representatives to serve on the board. Each representative so selected shall be empowered to speak and act on behalf of the organization represented. In the event there are more organizations willing to participate than there are places on the Council, and whenever terms expire, the places will be rotated according to the plan set out in Appendix A hereto.

Section 2. TERM OF OFFICE

A. GENERAL

A member representing elected public officials shall serve at the pleasure of the public body making the appointment. Every other member of the Council shall be appointed to serve a term of *three (3)* years. Thereafter, the City Council, Commissioners' Court, and organizations representing the poor, respectively, shall fill expiring terms for their respective places, and the members for places 1-10, inclusive, shall select the organizations for places 11-15, inclusive. Each such appointment shall be for a term of *three (3)* years. Amended June 20, 2019.

B. VACANCIES

In the event any member of the Council for places 1-10, inclusive, resigns or terminates service for any cause, the resignation shall be forwarded through the Council to the City Council, the Commissioners' Courts, or the appropriate organization (s) representing the target population, as the case may be. The respective entities shall immediately appoint a qualified successor to fill the unexpired term of the terminated party. In the case such resignation or termination is by a member for places 11-15, inclusive, the member shall be replaced as soon as practicable by vote of the organization or group represented. Notwithstanding this provision, the Council may designate the alternate if he/she has been selected in the same manner.

C. LIMITATION OF TERM

No member for places 6-15, inclusive, shall serve more than 2 terms of 3 years, or six (6) years total. A break in service following six (6) years of consecutive membership shall be of at least one (1) year's duration. Amended June 20, 2019

Section 3. PETITION BY OTHER GROUPS FOR ADEQUATE REPRESENTATION
THE COUNCIL

Whenever a community group representative of the target population feels that it is not adequately represented, it may petition the Council as set out in Appendix A hereto.

Section 4. ALTERNATES

Each person selected to serve on the Council shall have an alternate to serve on the Council in his/her place when he/she is unable to attend. Such alternates shall be selected in the same manner and subject to the same rules and regulations herein. Each alternate shall vote only in the absence of the member for whom he/she alternates. Alternates may not serve as officers of the Council.

Section 5. CONFLICTS OF INTEREST

- A. No person may serve on the Council who is an officer or an employee of a federal program.
- B. No person may serve on the Council who has been an employee of the City of Fort Worth during the previous 12 months.

Section 6. AMENDMENT

No member of the Council will be compensated for services except for reasonable and necessary expenses. Revised February 15, 1995.

**ARTICLE V
TERM OF THE COUNCIL**

The anniversary date of the Council shall be the 1st day of October of each year. The election of Council officers and the appointment of all members of standing and temporary committees shall, except as otherwise expressly provided, be for a term of not more than one (1) year, which year shall terminate effective as of the next succeeding anniversary date of the Council; it being expressly provided, however, that in the event of vacancies on the council by reason of expiration of term of office without prior appointive or elective action by the appropriate bodies, Council officers and all committee members shall automatically be extended for a period of time not to exceed thirty days next following the anniversary date of such term of Council.

**ARTICLE VI
OFFICERS**

Section 1. Election and designation of Officers

The officers of the Council shall be a chair and vice-chair and 2nd vice chair who shall be elected by the Council upon the affirmative vote of a majority of the Council members. The

Secretary will be staff of the City of Fort Worth. The Secretary shall be an ex officio, non-voting member of the Council. Except as otherwise provided herein, the chair and vice-chairs shall be elected for a term of office not to exceed two years. If the office of chair, first vice-chair, or second vice-chair becomes vacant for any reason, the Council in the manner aforesaid shall fill such vacancy for the unexpired term of office. Amended August 25, 2011

Section 2. Responsibilities and Duties of Officers

A. Chair

The Chair shall preside at all meetings of the Council; shall be responsible for the general administration of the Council's affairs, and the presentation or implementation of its recommendations, resolutions and policies; and, shall have, hold and exercise such responsibilities and perform such duties as provided for herein or by the Council.

B. First Vice-Chair

The First Vice-Chair, in the absence or disability of the Chair, shall perform the duties and exercise the responsibilities of the Chair and shall perform such other duties as the Council or chair may from time to time prescribe.

C. Second Vice-Chair

In the absence of the Chair and the First Vice-Chair, the Second Vice-Chair shall serve as chair.

D. Secretary

The Secretary or the designated representative shall attend all official meetings of the council, record all votes taken, and prepare the minutes of all proceedings so conducted by the council. Copies of the minutes of each council meeting shall, upon approval thereof by the Chair, be furnished to each member of the CAP Council and the Assistant Director of Community Services. Upon request, they shall be made available to the public. The approved original of all such minutes shall be kept by the Secretary under his/her care, custody and control, and shall be available for inspection and copying in accordance with such procedures as are by him/her deemed appropriate. The Secretary shall give or cause to be given written notice to all regular or special meetings of the Council and shall perform such other duties as may be prescribed by the Council or Chair.

Section 3. Removal of Officers

The Council may, by resolution duly adopted upon the affirmative vote of three-fourths of the Council members, remove from office, with cause, the chair, vice-chair or 2nd vice-chair of the council.

ARTICLE VII COMMITTEES

Section 1.

General

The Council may, by resolution adopted by a majority of the members present at any regular meeting or special meeting called for that purpose, designate one or more committees. The committees may be either standing or temporary committees. Each committee shall have the duties defined in the resolution forming the committee.

Each committee shall consist of three or more Council members. The members of committees shall be appointed by the Council chair and shall reflect the three-part composition of the Council as a whole.

Each member of a committee shall serve from the date of appointment through the first meeting following the next Council anniversary date unless, prior to that meeting, the committee member ceases to be a member of the Council or, pursuant to Section 2 below, (i) the committee is abolished, (ii) the committee member is removed.

Unless abolished in accordance with Section 2, temporary committees shall exist for a particular period of time or until the accomplishment of their designated purpose as provided in the resolutions establishing them. The designation and appointment of any such committee and the delegation thereto of duties shall not operate to relieve the Council, or any individual member, or any responsibility imposed on it or him or her by law. Committees shall at all times remain subject to the control and supervision of the Council. Amended February 28, 2011

Section 2.

Abolition of Committees and Removal of Committee Members

The Council may, by resolution duly adopted upon the affirmative vote of three-fourths of the Council members, rescind its authorization of any committee as is now or as may hereafter be authorized. The Council may, by resolution duly adopted upon the affirmative vote of three-fourths of the Council members, rescind its approval of the appointment of any member of any member of any committee, the appointment of whom was in the first instance subject to Council approval.

ARTICLE VIII RULES OF PROCEDURE

Section 1. COUNCIL MEETINGS

A. Monthly Meeting

The Council shall hold an organizational meeting as soon as practicable subsequent to the Council anniversary date and Council members will be appointed to fill vacancies created by the expiration of preceding term of the Council. Notice of the organizational meeting shall be given by the Secretary of the Council and the Chair shall preside as such meeting shall be called for the purpose of electing officers for the ensuing term of the Council and the transaction of such other business as may properly come before the meeting.

B. Regular and Special Meetings

The Council shall hold a regular meeting on the third Thursday of every month at a place decided upon by the Council. The Council may, by majority vote, opt to reschedule any of its regular meetings, provided that a motion to reschedule be considered at a lawfully constituted and properly posted open meeting. The public must be provided notice of the time and place of any rescheduled meeting in accordance with state law. Special meetings may, upon proper notice, be held at any time and may be called by the Chair, or the Secretary at the request of any five (5) members of the Council. Amended August 25, 2011

C. Notices

Notices of organizational, regular and special meetings shall be given by or at the direction of the Secretary as follows:

1. Notices of organizational meeting shall be given to the Chair, Council members whose term of office shall not have expired, and those Council members who shall have been appointed by the City Council for the next ensuing term of office. Such notice shall be in writing and posted in such manner that it may be received at least three (3) days prior to the date of the meeting, and shall state the time, place and purpose thereof.
2. Notice of regular meetings shall be in writing and posted in such manner that it may be received at least five (5) days prior to the date of the meeting, state the time and place thereof, and state any matter to be acted upon by the Council requiring the affirmative vote by a majority or more of the Council members.

D. Quorum

The quorum for a meeting of the Council shall consist of at least fifty-one percent (51%) of the filled places on the Council. Amended February 21, 2008.

E. Open Meetings - Recess

All official meetings of the Council shall be open to the public, except those closed meetings allowed by the open meeting law and a majority of the Council approves a closed meeting. "Decisions made in closed session must be finalized in a meeting open to the public". The

Council may meet informally at the call of the Chair or at the request of five members of the Council, provided that no formal action of the Council shall be taken at any such meeting. Any meeting of the Council may be recessed to a later time, provided that no recess shall be for a longer period than until the next regular meeting. Amended April 30, 2003.

F. Attendance

If any member of the Council fails to attend either in person or by representative, for three (3) consecutive meetings, or five (5) meetings during a calendar year, without acceptable reason, the Chair of the Council shall request the appointing body to replace the member immediately; if the alternate of the member was selected in the same manner as the member, the alternate may be designated by the Council to replace the absentee member. In such case a new alternate shall be selected as provided by Section 4, Article IV hereof.

G. Proxy Voting

No voting by proxy shall be permitted in any council or committee meeting. **39 CFR 6.4** states: “*For regularly scheduled meetings of the Board, members are expected to attend in person*”

Section 2. Conduct of Council Meetings

A. Order of Business:

1. The order of business of each meeting shall be as contained in an agenda prepared in advance of the meeting. The agenda shall be a listing by topic of subjects to be considered by the Council and shall be mailed to each member of the Council not later than seven days prior to the meeting to which it pertains.
2. Subject to the provisions of paragraph [C (2)] of Section 1 immediately above, the agenda shall provide a time when the Chair or any Council member may bring the Council any business that he feels should be acted upon or considered by the Council. Such matters need not be stated in detail, but shall inform the Council members of the substance of all action to be considered.
3. Any person desiring to present a subject for the Council's consideration shall advise the Council of his intention by filling out an appearance card at the meeting.

B. Calling the Meeting to Order

The presiding officer shall call the meeting to order promptly at the time stated in the notice

for such meeting. In the absence of a quorum, the meeting shall be adjourned.

C. Deliberations of the Council

1. Roberts Rules of Order - revised shall govern the proceedings of the Council in all cases, unless they are in conflict with these rules.
2. Any rule stated in Section 2 may be temporarily suspended by the affirmative vote of two-thirds of the council members present. The vote on any such suspension shall be taken by yeas and nays and entered upon the record.
3. The Chair shall rule on all points of order, subject to the right of any member to appeal to the Council. If any appeal is taken, the question shall be "Shall the decision of the Chair be sustained?"
4. All questions submitted for a vote shall contain only one subject. If two or more points are involved, any member may require a division, if the question reasonably permits a division. The Chair shall state all questions submitted for vote and announce the results. A roll call vote shall be taken upon the request of any Council member present.
5. Any member desiring to speak shall be recognized by the Chair and shall confine his remarks to the subject under consideration or to be considered. No member shall be allowed to speak more than once on any one subject until every member wishing to speak shall have spoken.

D. Voting

1. Except in those instances where a greater number of affirmative votes are specified and any other provisions to the contrary notwithstanding, approval of every resolution or motion shall require the affirmative vote of at least a majority of the Council members present.
2. The yeas and nays shall be taken upon the passages of all motions and resolutions and entered upon the minutes of the meeting.
3. In the event more than one nominee is proposed for election to any Council office, voting shall be by secret ballot and the ballots shall be counted by the Secretary or the Secretary's designated representative, who shall inform the Chair only of the nominee elected.

Section 3. Member of Committee

Unless otherwise provided, all Council committees shall meet at the call of their respective

chairs at such times and places and with such degree of regularity and formality as shall be determined by such committees.

Committee Rule of Procedure

Council committees will formally adopt written rules of procedure; it being expressly provided, however, that no committee shall conduct or otherwise hold any kind of formal hearing or accusatory or adversary proceeding without having first adopted specific written rules of procedure approved by the Council as aforesaid.

ARTICLE IX INTERPRETATION

Any ambiguity in, conflict between, or interpretation of any of the provisions of these regulations and rules shall be reconciled and construed in a manner which will most nearly give effect to the general intents and purpose expressed herein. If necessary or appropriate, the Council shall by resolution duly adopted on the affirmative vote of a majority of the Council members set forth such interpretation or construction hereof as shall fully dispose of such question as may be raised. In the interpretation or construction of any rule or regulation herein, reference shall be made to section 1062.200-3 ("Community Action Agencies") of volume 45 of the Code of Federal Regulations and the Action Agencies") of volume 45 of the Code of Federal Regulations and the Instructions there cited, as well as to other applicable and relevant federal regulations as required.

ARTICLE X AMENDMENTS

These regulations and rules may be altered or amended upon the affirmative vote of three-fourths of the Council members present at any regular or special meeting of the Council, provided the proposed amendment or alteration is contained in the notice of such regular or special meeting.

ARTICLE XI SEVERABILITY

If any article, section or provision of these regulations and rules shall be held void, ineffective or invalid, the holding of such article, part of a section or any specific provision to be void, ineffective or invalid for any cause whatsoever shall in no way affect the validity of the remaining articles, section and provisions of these regulations and rules, which shall remain in full force and effect.

APPENDIX A
COMMUNITY ACTION PARTNERS COUNCIL
(CAP)
PETITION BY ORGANIZATIONS/GROUPS FOR
REPRESENTATION ON THE CAP COUNCIL
AND ROTATION PROCEDURE

Section 211 (d) (2) of the Economic Development Act requires that the operating rules and regulations for Community Action Programs have provisions that allow community agencies and representatives groups of the target population to petition for seats on the Advisory Council.

It shall be the responsibility of the Neighborhood Services Department to maintain a list of private organizations and groups that desire to be represented on the CAP. If groups desire to be placed on the list for a seat on the Council, they must submit to the Fort Worth City Council a copy of their charter, a petition bearing signatures of 51% of their bonafide membership and a resolution adopted by the Board requesting to be considered for representation on the CAP. The petition will then be sent to the CAP to determine if the group will be placed on the list for consideration.

When and if a new group is added to the list, it will be for a five (5) year appointment based on the rotating order for all groups.

Once the initial selection of private organizations to be represented on the CAP is made, additional organizations requesting representation on the Council will be placed on a list in order of submission date. As vacancies occur in places 11-15 of the CAP, selection of the replacement organizations will be made from the list. Although it is expected that the organization at the top of the list will be given first consideration, other factors such as a balanced representation on the Council may also be considered in the selection of the organization.

Revisions approved April 28, 1999
2nd Revisions approved December 13, 2007
3rd Revisions approved February 21, 2008
4th Revisions approved February 28, 2011
5th Revisions approved August 25, 2011
6th Revision approved June 20, 2019



**COMMUNITY ACTION PARTNERS COUNCIL
Acknowledgement of Bylaws**

By signing this form, I certify that:

I have received a copy of the Fort Worth Community Action Partners Council Bylaws revised June 2019, that I have read and understand it; and I agree to abide by it.

Signature: _____

Print Name: _____

Date: _____



Conflict of Interest Policy

Conflicts of interest raise governance, tax, and regulatory issues for Community Action Partners Community Action Agency (CAA). They also raise concerns in the mind of the public and members of the media, potentially undermining the organization's reputation and good standing.

Generally speaking, a conflict of interest is a situation in which a CAA Board Member or one of his or her family members has a personal or financial interest that compromises or could compromise the Board Members' independence of judgment in exercising his or her responsibilities to CAA.

CAA Board Members are expected to minimize conflicts of interest, disclose ethical, legal, financial, and other conflicts, and remove themselves from decision-making if they would otherwise be called on to act on a conflict involving themselves, their family members or entities with which they or their family members are closely associated.

Under this policy, Board Members are required to disclose actual or potential conflicts of interest, as well as certain relationships and transactions, to enable the CAA board to take steps it considers necessary or advisable to address conflicts of interest. Depending on the circumstances, a relationship and /or transaction disclosed under this policy will fall into one of three categories: the relationship/transaction 1) is not conflict of interest, 2) is a conflict of interest that is permitted provided that certain procedures are followed, 3) is a conflict that is prohibited altogether.

Conflict of Interest Disclosure Statement for CAA Board Members

Reason for Policy. Conflicts of Interest raise governance, tax and regulatory issues for CAA. They also raise concerns in the mind of the public and members of the media, potentially undermining CAA's reputation and good standing. For these reasons, CAA's Board Members should avoid Conflicts of Interest, disclose ethical, legal, financial and other such conflicts, and remove themselves from deliberations and decision-making on matters in which they have a Conflict of Interest.

Reason for this Statement. CAA's Board of Directors is committed to the highest ethical standards in how CAA conducts its business and operations. Completing this statement helps CAA Board and management identify and evaluate situations and relationships that could be problematic for CAA, including ones that could jeopardize its tax-exempt status or ability to obtain grants or other funding.

Completing this Statement. Each Board Member is required to complete and sign this statement annually and at such times as they become aware of actual or potential Conflicts of Interest. This statement should take no more than 10 to 15 minutes for most Board Members to complete. It asks intentionally broad questions, with the hope of identifying all relevant actual or potential Conflicts of Interest.

Defined Terms Used in this Statement. Capitalized terms used in this statement are defined in the Conflict of Interest Policy for CAA Board Members.

Identifying a Conflict or Relationship Does Not Necessarily Mean There Is a Problem. In some instances, you may need to reveal a conflict or relationship when responding to a question. This does not necessarily mean that you have done something improper or violated the Conflict of Interest Policy for CAA Board Members. By identifying conflicts and relationships, you permit CAA's Board and management to make an informed judgment, further permitting them to address issues through appropriate action or safeguards. Being forthright now is the best approach.

If You Have Questions about the Policy or this Statement. If you have questions about CAA's Conflict of Interest Policy for Board Members or this Statement, ask the Board Chair or Sonia Singleton, Assistant Director, who has been designated by the Board to implement the policy.

Please base your answers to the questions below on facts that exist now or that have arisen since you last completed this form.

Do any of your Immediate Family Members serve as a CAA Board Member, officer, or employee?

Yes ___ No ___

If yes, please identify the individual, his or her position and your relationship to him or her:

To the best of your knowledge, are you or any of your Related Parties engaged in any Transactions with a CAA Board Member, officer, or employee? For this purpose, a Transaction does not include a transaction between an attorney and client, or a medical professional (including psychologist) and patient.

Yes ___ No ___

If yes, please identify the individuals or entities involved and the Transactions in which they are involved:

To the best of your knowledge, are you, any other Board Members, or any Immediate Family Members of Board Members (including your own Immediate Family Members) engaged in or considering engaging in a Transaction with CAA (including providing professional or consulting services to CAA)?

Yes ___ No ___

If yes, please identify the Board Member and/or Immediate Family Member and describe the Transaction:

To the best of your knowledge, are you, any other Board Members, or any Immediate Family Members of Board Members (including your own Immediate Family Members) Closely Associated with any entity that is engaged in or considering engaging in a Transaction with CAA?

Yes ___ No ___

If yes, please identify the Board Member and/or Immediate Family Member, the entity and the Compensation Arrangement or Ownership Interest, and describe the Transaction:

To the best of your knowledge, have you or any other Board Members solicited or accepted gifts, gratuities, favors, or anything of monetary value (other than token gifts of low-cost promotional items, such as pens, note pads, caps, calendars, and coffee mugs) from: (a) persons receiving benefits or services under any CAA program; (b) persons or organizations performing services for or providing goods or space to CAA; or (c) persons who are otherwise in a position to benefit from the actions of a CAA employee, officer, or Board Member?

Yes ___ No ___

If yes, please identify the Board Member, the item that was solicited or accepted, and the person or entity from whom the item was solicited or accepted:

To the best of your knowledge, have you or any other Board Members participated in the selection, award, or administration of a contract supported by a federal award if you have a real or apparent conflict of interest? Such a conflict would arise when the Board Member, any of his or her Immediate Family Members, his or her partner, or an organization which employs or is about to employ any of these parties, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

Yes ___ No ___

If yes, please identify the Board Member, the contract and the conflict of interest.

To the best of your knowledge, have you or any other Board Members entered into any Transaction that creates or would create an actual or perceived Organizational Conflict of Interest? Organizational Conflicts of Interest may arise when CAA's relationship with a parent company, affiliate, or subsidiary organization causes CAA to be unable or appear to be unable to be impartial in conducting a transaction involving the parent company, affiliate, or subsidiary organization.

Yes ___ No ___

If yes, please identify the Board Member and the Conflict of Interest.

To the best of your knowledge, have you, any other Board Members or Board Members' Related Parties (including your own Related Parties) used CAA equipment, facilities, assets, or staff time for non-CAA purposes?

Yes ___ No ___

If yes, please identify the Board Member or Related Party, the CAA equipment, facilities, assets or staff used, and the purpose for which it was used:

To the best of your knowledge, are you aware of any other Conflicts of Interest not already disclosed above? A Conflict of Interest is a situation in which a Board Member or his or her Immediate Family Member has, directly him- or herself or indirectly through another individual or entity, a personal or financial interest that compromises or could compromise the Board Member's independence of judgment in exercising his/her responsibilities to CAA.

Yes ___ No ___

If yes, please identify the Board Members and any other parties involved and describe the situation:

By signing this form, I certify that:

I have received a copy of the Conflict of Interest Policy for CAA Board Members, that I have read and understand it; and I agree to abide by it; and;

To the best of my knowledge, my responses on this statement are accurate, true and complete.

Signature: _____

Print Name: _____

Date: _____



**COMMUNITY ACTION PARTNERS COUNCIL
Confidentiality Agreement**

I, the undersigned, have reviewed and understand the following statements:

All information obtained during the course of performing my duties is confidential and should not be used for purposes other than its intended use.

I have an ethical and legal obligation to protect information obtained during the course of performing my duties and understand all policies regarding confidential information apply to information stored electronically and on paper as well as information obtained verbally.

Authorization to disclose information is made by the owners of the information and only on a need to know basis.

Unauthorized use or disclosure of information may result in removal from the board. Violation or breach of confidentiality may also create criminal or civil liability.

I understand that I cannot complete an application on behalf of a friend, relative or acquaintance, or have them complete one on my behalf.

Signature

Date

Print name

Board Position

Executive Director

Date