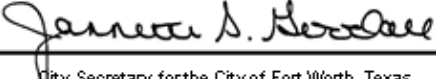


Community Action Partners (CAP) Council  
Worth Heights Community Center  
3551 New York Avenue  
Fort Worth, TX 76110  
Thursday, January 27, 2022  
1:30 p.m.

**MEETING AGENDA**

- I. Call to Order** **Nakia Cole, CAP Council Chair**
- II. Invocation** **CAP Council Member**
- III. Recite the Promise of Community Action**  
Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.
- IV. Consideration of December 16, 2021 Minutes** **Nakia Cole, CAP Council Chair**
- V. Information Items from Staff**
  - 1. Organizational Updates Sonia Singleton
  - 2. Update on the Low-Income Household Water Assistance Program Thenessa Mack-Palmer
  - 3. Update on the Emergency Rental Assistance Program Terrance Jones
  - 4. Volunteer Income Tax Assistance Program Sonia Singleton
- VI. Report of the Assistant Director** **Sonia Singleton, 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
  - 3. Review of Monthly Performance and Financial Reports for the Weatherization Assistance Program.
- VII. Announcements** **CAP Council Members and Staff**
- VIII. Future Agenda Items** **CAP Council Members and Staff**
- IX. Adjourn** **Nakia Cole, CAP Council Chair**

The next regularly scheduled CAP Council meeting will be held on February 17, 2022 at Worth Heights Community Center, 3551 New York Avenue, Fort Worth, TX 76110.

<p>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 <u>Monday, January 24, 2022 at 11:00 a.m.</u> and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.</p>	 City Secretary for the City of Fort Worth, Texas
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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](mailto: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.

Public Comment may be made on any agenda item before or during the body’s consideration of the item. Persons who need interpreters will be given at least twice the time as a member of the public who does not require such assistance. At the Chair’s discretion, time limits may be reasonably extended.

**COMMUNITY ACTION PARTNERS (CAP) COUNCIL**  
**Worth Heights Community Center**  
**3551 New York Avenue**  
**Fort Worth, TX 76110**  
**Thursday, December 16, 2021**  
**1:30 p.m.**

**MEETING MINUTES**

**PRESENT:**

**CITY COUNCIL REPRESENTATIVES:**

Roxanne Martinez, Representative for Place 1  
Jesse Taylor, Representative for Place 2  
Jerome Johnson, Representative for Place 3

**COUNTY COMMISSIONER**

**REPRESENTATIVES:**

Jeannette Martinez, Representative for Place 5

**NEIGHBORHOOD REPRESENTATIVES:**

LaGina Kissentaner-Thomas, Place 7  
Carol Brown, Place 8  
Jonathan Pride, Place 9

**COMMUNITY GROUP REPRESENTATIVES:**

Abel Gonzalez, Place 11  
Mervil Johnson, Place 12  
Lisa Martin, Place 13  
David Johnson, Place 14

**ABSENT:**

Kelly Rodriguez, Representative for Place 4  
Nakia Cole, Chair, Place 6  
Heather Buen, Place 10  
VACANT, Place 15

**Quorum requirements were met.**

**GUESTS:**

Jennifer Leney, 6Stones

**STAFF:**

Sonia Singleton, Assistant Director  
Shauna Shepherd, Customer Solutions Analyst  
Uriel Huerta, Youth Services Specialist  
Michael Vega, Outreach Coordinator  
Alexandra Thurston, Administrative Assistant

- I. Call to Order** **Mervil Johnson, CAP Council Vice Chair**  
Mervil Johnson, CAP Council Vice Chair, called the meeting to order at 1:44 p.m.
- II. Invocation** **David Johnson, CAP Council Member**
- III. Recitation of the Promise of Community Action**
- IV. Consideration of November 18, 2021 Minutes** **Mervil Johnson, CAP Council Vice Chair**  
LaGina Kissentaner-Thomas made a motion to approve the minutes of November 18, 2021 as presented.  
David Johnson seconded the motion. Motion passed unanimously.
- V. Special Presentations and Introductions**  
Presentation of gift to members of the CAP Council
- VI. Information Items from Staff** **Sonia Singleton, Assistant Director**
- a. Low-Income Household Water Assistance Program Eligibility Guidelines and Updates
  - b. Funding Update on the Comprehensive Energy Assistance American Relief Plan Act and Assistance Limits
  - c. 2022 Meeting Schedule  
Meeting dates for calendar year 2022 were reviewed.
  - d. End of Year Operations Schedule  
The City's holiday closure schedule was reviewed.

**VII. Discussion Session**

- a. Discuss the Recommendation for Jennifer Leney to serve on the Community Action Partners Board for Place 15  
Board members reviewed and discussed prospective CAP Council member’s background and potential contributions to the board.

**VIII. Action Items**

- a. Approve the Recommendation for Jennifer Leney to serve on the Community Action Partners Board for Place 15  
Carol Brown made a motion to approve the recommendation for Jennifer Leney to serve on the Community Action Partners Board for Place 15. Jerome Johnson seconded the motion. Motion passed unanimously.

**IX. Report of the Assistant Director**

**Sonia Singleton, Assistant Director**

- a. Review of Monthly Performance and Financial Reports for the Community Services Block Grant Program and Other Community Services Block Grant Initiatives  
Board members were provided with a copy of the financial presentation that reviews organization-wide report on revenue and expenditures that compares budget to actual, categorized by program, and the balance sheet or statement of financial position.
- b. Review of Monthly Performance and Financial Reports for the Comprehensive Energy Assistance Program and Supplemental Funding  
Board members were provided with a copy of the financial presentation that reviews organization-wide report on revenue and expenditures that compares budget to actual, categorized by program, and the balance sheet or statement of financial position.
- c. Review of Monthly Performance and Financial Reports for the Weatherization Assistance Program. Program is no longer accepting applications due to limited funding.

**X. Announcements by Council Members and Staff**

- Shauna Shepherd – Summary of Home Improvement Seminar
- Carol Brown - [Jingle and Mingle Christmas Party](#)

**XI. Future Agenda Items**

Next meeting: January 20, 2022 at 1:30 p.m. at Worth Heights Community Center.

**XII. Adjourn**

Meeting adjourned at 2:31 p.m.