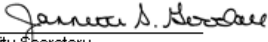


I, the undersigned authority, do hereby certify that this Notice of Meeting was posted on the City of Fort Worth official website and said Notice was posted on the following date and time **Thursday, February 10, 2022 at 3:00 p.m.** and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

  
City Secretary  
City of Fort Worth, Texas

Community Action Partners (CAP) Council  
Worth Heights Community Center  
3551 New York Avenue  
Fort Worth, TX 76110  
Thursday, February 17, 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 January 27, 2022 Minutes** **Nakia Cole, CAP Council Chair**
- V. Information Items from Staff**
- |    |   |                      |
|----|---|----------------------|
| A. | CDBG Non-Profit and Social Services Proposals Update        | Sharon Burkley       |
| B. | Update on the Low-Income Household Water Assistance Program | Thenessa Mack-Palmer |
| C. | Volunteer Income Tax Assistance Program Update              | Sonia Singleton      |
| D. | Discuss Preparation for a CAP Council Retreat               | Sonia Singleton      |
- VI. Action Items**
- |    |   |                                    |
|----|---|------------------------------------|
| A. | Swear in Newly Appointed CAP Council Member<br>Jennifer Leney, Place 15 | Michael Vega, Outreach Coordinator |
|----|---|------------------------------------|
- VII. 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 |
| B. | Review of Monthly Performance and Financial Reports for the Comprehensive Energy Assistance Program and Supplemental Funding                            |
| C. | Review of Monthly Performance and Financial Reports for the Weatherization Assistance Program.  |
- VIII. Announcements** **CAP Council Members and Staff**
- IX. Future Agenda Items** **CAP Council Members and Staff**
- X. Adjourn** **Nakia Cole, CAP Council Chair**

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

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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, January 27, 2022**  
**1:30 p.m.**

**MEETING MINUTES**

**PRESENT:**

**CITY COUNCIL REPRESENTATIVES:**

Jesse Taylor, Representative for Place 2

**COUNTY COMMISSIONER**

**REPRESENTATIVES:**

Leon Polk, Representative for Place 5

**NEIGHBORHOOD REPRESENTATIVES:**

Nakia Cole, Chair, Place 6

LaGina Kissentaner-Thomas, Place 7

Heather Buen, Place 10

**COMMUNITY GROUP REPRESENTATIVES:**

Mervil Johnson, Place 12

David Johnson, Place 14

Jennifer Leney, Place 15

**ABSENT:**

Roxanne Martinez, Representative for Place 1

Jerome Johnson, Representative for Place 3

Kelly Rodriguez, Representative for Place 4

Carol Brown, Place 8

Jonathan Pride, Place 9

Abel Gonzalez, Place 11

Lisa Martin, Place 13

**Quorum requirements were met.**

**STAFF:**

Sonia Singleton, Assistant Director

Sharon Burkley, Senior Planner

Shauna Shepherd, Customer Solutions Analyst

Michael Vega, Outreach Coordinator

Alexandra Thurston, Administrative Assistant

**I. Call to Order**

**Nakia Cole, CAP Council Chair**

Nakia Cole, CAP Council Chair, called the meeting to order at 1:45 p.m.

**II. Invocation**

**David Johnson, CAP Council Member**

**III. Recitation of the Promise of Community Action**

**IV. Consideration of December 16, 2021 Minutes**

**Nakia Cole, CAP Council Chair**

LaGina Kissentaner-Thomas made a motion to approve the minutes of December 16, 2021 as presented.

David Johnson seconded the motion. Motion passed unanimously.

**V. Information Items from Staff**

**Sonia Singleton, Assistant Director**

**a. Organizational Updates**

Two new Human Service Managers have been hired: Thenessa Mack-Palmer and Deborah Gray.

**b. Update on the Low-Income Household Water Assistance Program**

The state has not yet sent out contracts to begin the program. A total of three municipal vendor agreements have been signed, but outreach to other municipalities continues.

**c. Update on the Emergency Rental Assistance Program**

Funding is still available for residents of the City of Fort Worth. Households with eviction notices, court dates, or pending eviction are prioritized.

**d. Volunteer Income Tax Assistance Program**

VITA has begun, with a total of eight locations. Maximum household income has been increased to \$60,000. Three locations (Martin Luther King Community Center, Southside Community Center, and Community Enrichment Center) are available for on-site preparation. The remaining locations accept

drop-off applications only. Appointments are required for all locations. Details about the program can be found at [www.fortworthtexas.gov/VITA](http://www.fortworthtexas.gov/VITA).

CAP's vision has been to combine as many wealth-building programs as possible. Shauna Shepherd, Customer Solutions Analyst, oversees the financial empowerment programs, including the upcoming EITC Awareness Day workshop scheduled for January 28, 2022. Financial coaching sessions will be offered by [Pathfinders](#) in Spanish at North Tri-Ethnic Community Center weekly on Tuesdays at 6pm in February that include the opportunity for a savings match of up to \$200 if all sessions are attended. [More Than Budgets](#) (offered in English) begins on Thursdays at 6pm starting February 17th at McDonald YMCA, with an opportunity for a savings match that is increased upon meeting with a financial coach.

## VI. 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.

## VII. Announcements by Council Members and Staff

Leon Polk:

- [Prostate Cancer Screening Event](#) on February 12, 2022
- [Hope for Tomorrow](#) annual Black/African American Caregiver Seminar on February 26, 2022

## VIII. Future Agenda Items

Next meeting: February 17, 2022 at 1:30 p.m. at Worth Heights Community Center.

## IX. Adjourn

Meeting adjourned at 2:31 p.m.