

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 Monday, November 15, 2021 at 11:30 a.m. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.



Acting 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, November 18, 2021  
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 October 21, 2021 Minutes** **Nakia Cole, CAP Council Chair**
- V. Introductions and Presentations**
- Trinity Metro Transportation Updates Detra Whitmore, Vice President of Customer Experience
  - Jennifer Leney, proposed new CAP Council member (Place 15)
- VI. Information Items from Staff**
- Program Review and Updates
    - Low-Income Household Water Assistance Program Eligibility Guidelines and Updates  
Thenessa Mack-Palmer, Interim Human Services Manager
- VII. Action Items**
- Recommend Acceptance of the Low-Income Household Water Assistance Program (LIHWAP) Grant
  - Recommend Acceptance of Eligibility Criteria for LIHWAP
- VIII. Report of the Assistant Director** **Sonia Singleton, Assistant Director**
- Review of Monthly Performance and Financial Reports for the Community Services Block Grant Program and Other Community Services Block Grant Initiatives
  - Review of Monthly Performance and Financial Reports for the Comprehensive Energy Assistance Program and Supplemental Funding
  - Review of Monthly Performance and Financial Reports for the Weatherization Assistance Program.
- IX. Announcements** **Council Members and Staff**
- X. Future Agenda Items** **CAP Council Members and Staff**
- XI. Adjourn** **Nakia Cole, CAP Council Chair**

The next regularly scheduled CAP Council meeting will be held on December 18, 2021 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 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**  
**Como Community Center**  
**4660 Horne Street**  
**Fort Worth, TX 76107**  
**Thursday, October 21, 2021**  
**1:30 p.m.**

**MEETING MINUTES**

**PRESENT:**

**CITY COUNCIL REPRESENTATIVES:**  
Roxanne Martinez, Representative for Place 1

**COUNTY COMMISSIONER REPRESENTATIVES:**  
Kelly Rodriguez, Representative for Place 4  
Jeannette Martinez, Representative for Place 5

**NEIGHBORHOOD REPRESENTATIVES:**  
Nakia Cole, Chair, Place 6  
LaGina Kissentaner, Place 7  
Carol Brown, Place 8  
Heather Buen, Place 10

**COMMUNITY GROUP REPRESENTATIVES:**  
Abel Gonzalez, Place 11  
Mervil Johnson, Place 12  
Lisa Martin, Place 13  
David Johnson, Place 14

**ABSENT:**

Jesse Taylor, Representative for Place 2  
Jerome Johnson, Representative for Place 3  
Jonathan Pride, Place 9  
Scott Sheppard, Place 15

**Quorum requirements were met.**

**STAFF:**

Sonia Singleton, Assistant Director  
Thenessa Mack-Palmer, Interim Human Services Manager  
Suzanne Richards, EnVision Center Coordinator  
Uriel Huerta, Youth Services Specialist  
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 1:48 p.m.
- II. Invocation** **David Johnson, CAP Council Member**
- III. Recite the Promise of Community Action**
- IV. Consideration of June 30, 2021 Minutes** **Nakia Cole, CAP Council Chair**  
LaGina Kissentaner made a motion to approve the minutes of June 30, 2021 as presented. Lisa Martin seconded the motion. Motion passed by unanimous consent.
- V. Consideration of September 16, 2021 Minutes** **Nakia Cole, CAP Council Chair**  
LaGina Kissentaner made a motion to approve the minutes of September 16, 2021 as presented. Carol Brown seconded the motion. Motion passed by unanimous consent.
- VI. Information Items from Staff**
- a. Program Review and Updates
    - i. Weatherization Assistance Program

Information prepared by James Armstrong and presented by Sonia Singleton. Program goals, qualified repairs, expenditure and performance reports, application process, and priority populations were reviewed.

- ii. EnVision Center Job Assistance Program Suzanne Richards, EnVision Center Coordinator  
Program description, objectives, and events were presented. Discussion included availability of resources and accessibility for persons with challenging backgrounds and varying levels of ability.

**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  
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.

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

Mervil Johnson

Annual [Hiring Red, White & You](#) virtual job fair will be on November 4, 2021 from 9 a.m. to 3 p.m.

Thenessa Mack-Palmer

The CAP online application will be offline for updates October 30, 2021 to November 13, 2021. Mail-in applications will be accepted during that time.

Michael Vega

[Rising Stars](#) has been added to the front page of the NSD website, making the application more easily accessible.

Sonia Singleton

Introduction of Uriel Huerta, newly hired Youth Services Specialist and former Neighborhood Services intern.

**IX. Future Agenda Items**

Next meeting: November 18, 2021 at 1:30 p.m. at Worth Heights Community Center.

**X. Adjourn**

Meeting adjourned at 2:49 p.m.