

City of Fort Worth  
Community Action Partners (CAP) Council  
Neighborhood Services Department  
Worth Heights Community Center  
3551 New York Avenue  
Fort Worth, TX. 76110  
Thursday, December 21, 2023  
1:30 p.m.

## Microsoft Teams meeting

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### 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 Minutes** **Nakia Cole, CAP Council Chair**  
Minutes for November 16, 2023
- V. Information Items from Staff** **Deborah Gray, Human Services Manager**  
**NeCee Mack-Palmer, Human Services Manager**
- A. Program Review and Updates
1. LIHWAP
  2. 2024 CAP Application
  3. Onboarding of Software
  4. Feedback from End of Year Celebration
  5. Update on Opening Meetings Act Training
  6. Sonia Singleton’s Retirement
- VI. Action Items** **NeCee Mack-Palmer LPCS, Human Services Manager**
- A. Review and approve FY 2024 Service Delivery Plan

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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.

- B. Review election processes for Place 6 and Place 10
- C. Review and Discuss Monthly Volunteers Hours Form Organizational Standard 2.4
- D. Review Robert's Rules- quorum requirements

**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 2022 and 2023 funds.
- B. Review of Monthly Performance and Financial Reports for the Comprehensive Energy Assistance Program and Supplemental Funding 2022 and 2023 funds.
- C. Review of Monthly Performance and Financial Reports for the Low-Income Housing Water Assistance Program and Supplemental funding.

**VIII. Announcements**

**CAP Council Members and Staff**

**IX. Future Agenda Items**


**CAP Council Members and Staff**

**X. Adjourn**

**Nakia Cole, CAP Council Chair**

**The location identified on this agenda is the location at which the presiding officer will be physically present and presiding over the meeting. Members of the Community Action Partners (CAP) Council may be attending remotely in compliance with the Texas Open Meetings Act.**

The next regularly scheduled CAP Council meeting will be held on **January 18, 2024** at Worth Heights Community Center.

<p>I, the undersigned authority, do hereby certify that this Notice of Meeting was posted on the City of Fort Worth official bulletin board, places convenient and readily accessible to the general public at all times and said Notice was posted on the following date and time <u>Thursday, December 14, 2023 at 3:15 p.m.</u> and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.</p>	 <p>City Secretary for the City of Fort Worth, Texas</p>
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