

City of Fort Worth  
Community Action Partners (CAP) Council  
Neighborhood Services Department  
New City Hall  
100 Fort Worth Trail, Mezzanine Level, Room #MZ05  
Fort Worth, TX. 76102  
August 21, 2025  
1:30 p.m.

**MEETING AGENDA**

- I. Call to Order** **Bryan Cotton, CAP Council 1<sup>st</sup> Vice 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** **Bryan Cotton, CAP Council 1<sup>st</sup> Vice Chair**  
Minutes for June 19, 2025
- V. Report of Chair and Council Members** **Bryan Cotton, CAP Council 1<sup>st</sup> Vice Chair**
- VI. Information Items** **Ruby Rubio Sr. Human Services Specialist**  
**Michelle Doonkeen, Assistant Director**  
**Josie Hogue, Acting Financial Services Manager**
- A. Review Strategic Plan (Organization Standard 6.1 and 6.5)
- B. Update on Current Applications
- C. Review Written Procedures for Representing Low-Income Community (Organizational Standard 5.2)
- D. Review of Monthly Performance and Financial Reports – Compares Budget to Actual, Categorized by Program; and Balance Sheet/Statement of Financial Position (Organizational Standard 8.7)
- VII. Action Items** **Michelle Doonkeen, Assistant Director**
- A. Approve Strategic Plan
- VIII. Reports from Staff** **Suzanne Richards, Human Services Coordinator**
- A. EnVision Center

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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.

**IX. Announcements**

**CAP Council Members and Staff**

**X. Future Agenda Items**

**CAP Council Members and Staff**

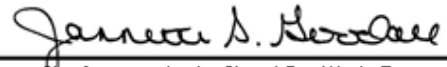
**XI. Adjourn**

**Bryan Cotton, CAP Council 1<sup>st</sup> Vice 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 September 18, 2025 New City Hall: 100 Fort Worth Trail, Mezzanine Level, Room #MZ05, Fort Worth, TX. 76102

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 Friday, August 15, 2025 at 10:30 a.m. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

  
City Secretary for the City of Fort Worth, Texas

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