

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  
May 15, 2025  
1:30 p.m.

**Microsoft Teams**  
Meeting ID: 243 366 825 640 7  
Passcode: oe2B6ch3  
**Dial in by phone**  
[+1 682-207-4657](tel:+1682-207-4657), [981748219#](tel:+1981-748-219) United States, Fort Worth  
Phone conference ID: 981 748 219#

## MEETING AGENDA

- I. Call to Order** **Carol Brown, 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** **Carol Brown, CAP Council Chair**  
Minutes for April 17, 2025
- V. Report of Chair and Council Members** **CAP Council Chair and Members**
- VI. Information Items** **Ruby Rubio Sr. Human Services Specialist**  
**Michelle Doonkeen, Assistant Director**  
**Josie Hogue, Sr. Accountant**
- A. Update on Strategic Plan (Organizational Standard 6.1, 6.2, 6.3 and 6.5)
  - B. Update on April and May Events
  - C. By Laws and Whistleblower Policies (Organizational Standard 5.4 and 7.7, Respectively)
  - D. Review April 2025 Monthly Performance and Financial Reports
  - E. Review CAP Council Vacant Positions and CAP Council Members Absent More Than Three Times

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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.

- F. Review CAP Council Member Roles
- G. Jan Birks to Serve as Alternate for District 5
- H. TACAA Conference Updates

**VII. Announcements**

**CAP Council Members and Staff**

- A. Community Action Partners Month

**VIII. Future Agenda Items**

**CAP Council Members and Staff**

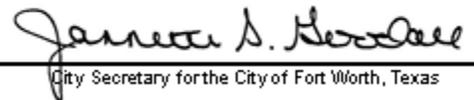
**IX. Adjourn**

**Carol Brown, 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 June 18<sup>th</sup>, 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 Thursday, May 08, 2025 at 10:15 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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