



**BOARD OF DIRECTORS
2016 CLOSEOUT MEETING
Rosen Centre Hotel
Orlando, FL
January 21, 2017
10:00 a.m.**

Board of Directors

Stacy Campbell-Domineck	Patricia Gamble	LaVita Holmes	Kim Johnson	Vernon McQueen	Kimberly Ross
Katie Clarke	Marjorie Gaskin	William Holt	Glenda Jones	Lester Roberts	David Walker
Dorothy Curry	Marva Hawkins	Josephine Howard	Chester McNorton	Annie Robinson	Corey Williams Ruby Willix

Board Attorney: Jonathan Thiele

Chief Executive Officer: Deloris Johnson

Department Directors:

Cheryl Burnham, LIHEAP	Christine Samuel, Human Resources	Twila Smith, Operations & Quality Control
PaHoua Lee-Yang, CSBG	Myrna Rodriguez, Program Operations (St. Lucie)	Elizabeth Young, CDFS Deputy Director
Al Miller, C&E Deputy Director	Dennis Gniewek, Budget & Finance	Aletta Stroder, Program Operations (Polk)

AGENDA

WHAT	HOW	WHO	TIME
1. CALL TO ORDER MOMENT OF SILENCE MISSION STATEMENT ROLL CALL (See Tab 1)	Present	Chairperson Secretary	5 min
2. PUBLIC COMMENTS (limit 2 minutes each)		Chairperson	5 min
3. CONSENT AGENDA (See Tab 2)	Present/Approve	Chairperson	5 min
4. SECRETARY'S REPORT – (See Tab 1) ➤ Minutes - November 20, 2016 ➤ Minutes - January 23, 2016 (Corporate Membership Meeting) ➤ Correspondence (See Tab 5)	Present/Approve	Secretary	5 min
5. TREASURER'S REPORT (See Tab 3) Financial Statements	Present/Approve	Treasurer	5 min
6. ACTION ITEMS (See Tab 4) ➤ Glades County Public Designee Appointment ➤ 2016 Audited Financial Report Approval/Distribution (Ratify) ➤ FNPH 2016 Budget Modification (Ratify) ➤ CSC Summer Youth Program Expansion Grant ➤ LIHEAP Budget Modification (Ratify) ➤ CSBG Modification (Ratify) ➤ CSBG Performance Standards Update ➤ 2016 Board Annual Reports ➤ Adoption of Annual Corporate Meeting Booklet	Present/Approve	Chairperson & CEO	20 min
7. OTHER BUSINESS Succession Plan Consultant Agreement	Present	Chairperson & CEO	5 min
8. UPCOMING MEETINGS/CONFERENCES (See Tab 5)	Present	Chairperson	5 min
9. ADJOURNMENT	Present	Chairperson	5 min

ALPI Mission Statement

The mission of The ALPI is to propose, implement, and advocate developmental and human service delivery programs for the socially and economically disadvantaged; children and families; and farmworkers.

Community Action Promise:

Community Action changes people 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 to help themselves and each other.



**BOARD OF DIRECTORS MEETING
DOUBLETREE HILTON DOWNTOWN
ORLANDO, FL
NOVEMBER 20, 2016
10:00 a.m.**

I. **CALL TO ORDER:** The meeting was called to order at 10:00 a.m. by Chairperson William Holt.

- **MOMENT OF SILENCE:** Observed by all
- **MISSION STATEMENT:** Recited in unison
The mission of The ALPI is to propose, implement, and advocate developmental and human service delivery programs for the socially and economically disadvantaged; children and families; and farmworkers.

- **ROLL CALL: Members Present:** Josephine Howard, Kim Johnson, Marjorie Gaskin, Lester Roberts, Patricia Gamble, Vernon McQueen, Katie Clarke, Glenda Jones, Chester McNorton, William Holt, Annie Robinson, Marva Hawkins, Corey Williams, and Ruby Willix.

- **Members Excused:** Patricia Brown, David Walker, LaVita Holmes, Stacy Campbell-Domineck, Dorothy Curry, and Kimberly Ross.

Quorum: Attendance meets quorum with fourteen (14) voting members present.

Chief Executive Officer Present: Deloris Johnson

Board Attorney Present: Jonathan Thiele

Others Present:

Department Directors: Al Miller, C&E Deputy Director; Christine Samuel, Human Resource; Myrna Rodriguez, Program Operations (St. Lucie); PaHoua Lee-Yang, CSBG; Aletta Stroder, Program Operations (Polk County); Dennis Gniewek, Budget & Finance; Twila Smith, Operations & Quality Control; & Elizabeth Young, CDFS Deputy Director

Excused: Cheryl Burnham, LIHEAP

HS/EHS Policy Council Members: Nijonia Patterson, Tychus Doe, & Corey Williams.

Regional Advisory Council Members: Gena Spivey, Constance Griffin, & Terry Wellington.

II. **PUBLIC COMMENTS:** None

III. **Consent Agenda:** Vernon McQueen moved to accept the consent agenda; seconded by Marjorie Gaskin. Motion carried.

IV. **SECRETARY'S REPORT** – Josephine Howard, reporting:

- **Draft minutes** (September 24, 2016)
Josephine Howard moved to accept the Secretary's Report; seconded by Marjorie Gaskin. Motion carried.

- **Correspondence:** written and/or verbal requests to be excused were received from: Stacy Campbell-Domineck, David Walker, LaVita Holmes, Kimberly Holmes

V. TREASURER'S REPORT: Marjorie Gaskin, reporting:
Reviewed Balance Sheet as of June 30, 2016:

Assets	
Cash	\$ 1, 239,063
Accounts receivable	\$ 430,309
Total current assets	\$ 1, 669,372
Total Long Term Assets	\$ 1, 218,745
Total Assets	\$ 2, 888,117
 Liabilities	
Accounts Payable	\$ 447,253
Deferred Revenue	\$ 46,613
Payroll Payable	\$ 459,809
Total Liabilities	\$ 953,675
 Equity	
Current Year Activity	\$ 16,153
Unrestricted Fund Balance	\$ 947,105
Investment in Fixed Assets	\$ 971,184
Total Equity	\$ 1, 934,442
Total Liabilities & Equity	\$ 2, 888,117

Additional information will be included in Group II's report. Marjorie Gaskin moved to accept the Treasurer's Report; seconded by Lester Roberts. Motion carried.

VI. ACTION ITEMS:

Committee/Council Reports/Recommendations

➤ **Group I – Vernon McQueen reporting:**

Vernon McQueen moved for approval of the following; Josephine Howard seconded. Motion carried.

- (1) ALPI staff research the availability of GED/ABE Services in all of its service delivery areas. Develop a means of reviewing the quality of the VOC (LIHEAP/CSBG) appointment scheduling voice center.
- (2) 2015 – 2016 Strategic Plan Performance Report as presented.
- (3) Updated Community Action Plan.
- (4) Submission of the following grant applications and/or contracts when due:

➤ **Child Development & Family Support Service Division**

- ✓ Head Start with estimated funding of \$ 5,328,291
- ✓ Early Head Start with estimated funding of \$ 2,085,791
- ✓ Children's Services Council of St. Lucie County – CAT Program with estimated funding of \$ 84,599
- ✓ Children's Services Council of St. Lucie County – CAT Program, Summer Program with estimated funding of \$ 25,000
- ✓ United Way of St. Lucie County – Stanich Grant

➤ **Community Services/Economic Development Division**

- ✓ Low Income Home Energy Assistance Program (LIHEAP) with estimated funding of \$ 4,258,448
- ✓ Emergency Home Energy Assistance Program (EHEAP) with estimated funding of \$ 113,008
- ✓ Community Services Block Grant (CSBG) Mid-Year Modification with unknown funding level
- ✓ Florida Department of Education Emergency Assistance Program for Farmworkers with estimated funding of \$ 60,000
- ✓ Florida Non-Profit Housing Emergency Housing Assistance Program for with an estimated funding of \$ 48,400
- ✓ US Department of Housing and Urban Development Housing Counseling Program with estimated funding of \$ 15,000.

➤ **Group II – Marjorie Gaskin reporting:**

Marjorie Gaskin moved for approval of the following; Josephine Howard seconded. Motion carried.

- (1) 2016 Annual Financial Reports
- (2) Annual IRS Financial Reports
- (3) Agency Succession Plan
- (4) 1st Quarterly Financial Report FY2017
- (5) Marketing and Resource Development

➤ **Group III – Marva Hawkins reporting:**

Marva Hawkins moved for approval of the following; Marjorie Gaskin seconded. Motion carried.

- (1) The Annual Meeting Program Agenda
- (2) The approval of community services award recipients
- (3) The Special Event Activities Annual Report
- (4) The Proposed 2017 Special Events Activities
- (5) The next step for the “Wall of Fame” to establish a sub-committee to start building the “Wall of Fame”
- (6) The Robert Bryant Jr. Selection Award Process

VII. OTHER BUSINESS

➤ Josephine Howard moved to approve the (4) items recommended by CEO, Deloris Johnson; Marjorie Gaskin seconded. Motion carried.

- ✓ Child Care Food Renewal Application (Ratify)
- ✓ 2016 Independent Draft Audited Financial Statements
- ✓ 2016 Worker’s Comp Renewal Agreement (Ratify)
- ✓ 2016 Insurance Renewal Policies (Ratify)

➤ Board Members Resignation (Patricia Brown)

Josephine Howard moved to accept the resignation of Patricia Brown, and send her a letter of thanks for her services. Marjorie Gaskin seconded. Motion carried.





- 2016 CEO Annual Performance Evaluation
Mr. Holt reported a 4.95 overall rating. Ms. Johnson, keep up the good job. Thanks, applies to Ms. Johnson and Attorney Thiele. You are both appreciated.
- Marjorie Gaskin submitted \$ 1020.00 for the Eastern Region Scholarship fund.
- Josephine Howard thanked the Policy Council Chair and members for getting off to a great start during the first two meeting (PC Meetings).
- Vernon McQueen thanked the staff for their hard work and expertise.
- Marva Hawkins presented Northern Region's first scholarship to Faith Nathan.
- Southern Region presented (2) \$ 500.00 scholarships to worthy recipients.
- Patricia Gamble from the Central Region gave one scholarship to a worthy recipient who is attending USF.
- Kim Johnson thanked Ms. Johnson and Mr. Holt their hard work and dedicated service on behalf of ALPI.
- Please pray for the families of Cheryl Burnham, LaVita Holmes, Dorothy Curry, and for Terry Wellington.
- Ms. Johnson presented all with Christmas gift bags

VIII. ADJOURNMENT

Marjorie Gaskin moved for adjournment; seconded by Lester Roberts. Motion carried.
Meeting adjourned at 11:18 a.m.

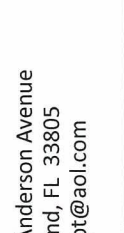




THE AGRICULTURAL AND LABOR PROGRAM, INC.
BOARD OF DIRECTORS MEETING
NOVEMBER 20, 2016
SIGN-IN SHEET

Sector: Public

NAME	ADDRESS	TELEPHONE	SIGNATURE
Josephine Howard, Board Secretary Commissioner Roy Tyler - City of Haines City Citizen Designee (Polk County)	2711 Orchid Drive Haines City, FL 33844 jolizhow13@yahoo.com	H: (863) 422-0875 C: (863) 221-2644	
Dorothy Curry Commissioner Velma Williams – City of Sanford Citizen Designee (Seminole County)	2203 W. 13 th Street Sanford, FL 32771 N/A	H: (407) 323-2099 C: N/A	EXCUSED
Commissioner Kim Johnson St. Lucie Board of County Commissioner (St. Lucie County)	4888 Kings Hwy Fort Pierce, FL 34951 johnsonkim@stlucieco.org	H: O: C: (321) 662-6536	
Marjorie Gaskin, Treasurer Commissioner Rufus Alexander - City of Ft. Pierce Citizen Designee (St. Lucie County)	1511 N. 21 st Street Ft. Pierce, FL 34950	H: (772) 464-0243 C: (772) 475-3194	
Lester Roberts Deputy Mayor Brenda Giles – City of Avon Park Citizen Designee (Highlands County)	1002 S. Waldron Avenue Avon Park, FL 33825 lesterarob06@yahoo.com <i>lesterarob06@yahoo.com</i>	C: (863) 257-4164	
Kimberly Ross Commissioner Janet Taylor –Hendry BoCC Citizen Designee (Hendry County)	931 Virginia Avenue Clewiston, FL 33440 rossixixnine@netzero.com	H: O: C: (863) 233-6500	EXCUSED
Patricia Brown Commissioner John Ahern – City of Moore Haven Citizen Designee (Glades County)	P.O. Box 1365 Moore Haven, FL 33471 mshaynes6@yahoo.com	H: (863) 946-0694 O: (863) 983-8942 C: (863) 228-0797	EXCUSED

**THE AGRICULTURAL AND LABOR PROGRAM, INC.
BOARD OF DIRECTORS MEETING
NOVEMBER 20, 2016
SIGN-IN SHEET**


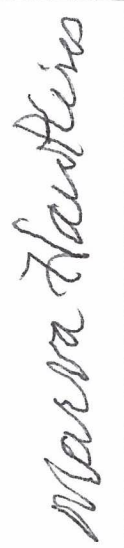



Sector: Private

NAME	ADDRESS	TELEPHONE	SIGNATURE
*Patricia Gamble CGWT Outreach Resource Center Member (Polk County)	1020 Anderson Avenue Lakeland, FL 33805 gambpt@aol.com	H: (863)603-8852 O: (863) 284-4245 C: (863) 838-5111	
Vernon McQueen Duke Energy Florida Program Manager (Seminole County)	804 E. 14 th Street Sanford, FL 32771 vmcqueen@hotmail.com	H: (407) 321-6950 O: (407) 942-9661 C: (321) 262-6564	
Katie Clarke Lakeview Park Homeowner Association President (Polk County)	37 Banneker Lane Frostproof, FL 33843 N/A	H: (863) 635-4928 O: N/A C: (863) 605-1330	
Glenda Jones Winter Haven Neighborhood Service Center Executive Director (Polk County)	608 Avenue S, NE Winter Haven, FL 33881 nsc1glenda@netscape.net	H: (863) 294-5860 O: (863) 294-5860 C: N/A	
Stacy Campbell-Domineck CareerSource Polk Chief Executive Officer (Polk County)	600 N. Broadway, Suite B Bartow, FL 33830 stacy.campbell-domineck@careersourcepolk.com	H: (863) 899-6597 O: (863) 508-1600 C:	EXCUSED
David Walker, Board Vice-Chairperson Law Office of David Walker, PA Attorney (Martin County)	10 SE Central Parkway, Ste 225 Stuart, FL 34994 davidwalkerlaw@aol.com	H: (772) 286-1469 O: (772) 286-8686 C: (772) 708-6632	Excused
Chester McNorton ATEC Advisory Council Member (Volusia County)	644 Magnolia Avenue Daytona Beach, FL 32114 chestermcnorton@yahoo.com	H: N/A O: (386) 740-3242 C: (386) 341-7586	



**THE AGRICULTURAL AND LABOR PROGRAM, INC.
BOARD OF DIRECTORS MEETING
NOVEMBER 20, 2016
SIGN-IN SHEET**

Sector: Low Income

NAME	ADDRESS	TELEPHONE	SIGNATURE
William Holt – Board Chairperson Eastern Region Advisory Council Chairperson (Indian River County)	4129 57 th Avenue Vero Beach, FL 32967 1946holt@gmail.com	H: (772) 562-8377 O: N/A C: (772) 538-4280	
Annie Robinson Southern Region Advisory Council Member (Polk County)	748 Hunt Street Lake Wales, FL 33853 mrsrob1@yahoo.com	H: (863) 676-4008 O: (863) 285-8210 C: (863) 232-8899	
VACANT (Glades County)			
Marva Hawkins Northern Region Advisory Council Member (Seminole County)	1004 W. 13 th Street Sanford, FL 32772 marvahawkins@earthlink.net	H: (407) 322-5418 O: N/A C: (407) 416-4234	
Corey Williams Head Start Policy Council Member (St. Lucie County)	7700 Pine Lakes Blvd #7495 Port St. Lucie, FL 34953	H: N/A O: C:	
Ruby Willix Central Region Advisory Council Member (Polk County)	2876 Dudley Drive Bartow, FL 33830 rubywillix@comcast.net	H: (863) 537-6677 O: N/A C: (863) 207-1822	
LaVita Holmes Southern Region Advisory Council Member (Hendry County)	901 Florida Avenue Clewiston, FL 33440 kwikrelease863@gmail.com	H: (863) 288-2076 O: (863) 983-9900 C: N/A	



**THE AGRICULTURAL AND LABOR PROGRAM, INC.
BOARD COMMITTEE REPORT**

INSTRUCTIONS: Complete and submit to the Board Secretary after reporting to the full Board.

Group I
Name of Committee

November 19, 2016
Date of Report

Members Present

Members Absent

- Vernon McQueen, Group Facilitator
- Chester McNorton
- Katie Clarke
- Gena Spivey
- Kimberly Ross
- Corey Williams
- Al Miller, Staff Liaison
- Myrna Rodriguez, Staff Liaison
- Aletta Stroder, Staff Liaison

Type of Report

- Reporting/Updating
- Recommending Board Action
- Recommending Policy Changes

Brief Statement of Committee's Issue/Area Reporting:

Reviewed and discussed the following:

FOCUS AREA - Child Development & Family Support Service.

- Head Start/Early Head Start (HS/EHS) 2015-2016 Self-Assessment Summary
- Head Start/Early Head Start (HS/EHS) 2016-2017 Self-Assessment Procedures
- 2015-2016 Child Outcome
- Teaching Staff Credential & Professional Development Plans Update
- Service Delivery target areas current performance status
- External Monitoring Performance Reports (July 2015 – June 2016)
- 2016-2017 Funding Applications (Head Start/Early Head Start, Child Care Food, School Readiness/Voluntary Pre-Kindergarten (VPK), Children's Services Council/Computer Assisted Tutorial (CSC/CAT)
- 2016 Program Information Report (PIR)
- 2015-2016 Strategic Plan Performance Report
- HS/EHS Performance Standards Final Version and Compliance Time Table

FOCUS AREA - Community Services & Economic Development

- Quarterly Florida Outcomes Community Action System (FOCAS) Reports (July 2015-2016)
- Contract Close-Out Reports & Information Systems (IS) Survey
- 2015-2016 Contract Performance Outcomes

- CSBG IM 138 State Establishment of Organizational Standards for CSBG Eligible Entities
- Self-Assessment Tool for Private CSBG Eligible Entities (CEE)
- External Monitoring Reports (July 2015 – June 2016)
- 2016-2017 Funding Applications (DEO/LIHEAP, DEO/CSBG, FL Non-Profit Housing, HUD Housing Counseling, DOE Farmworkers Emergency Assistance, and Elderly Affair/EHEAP.
- Review 2015-2016 Strategic Plan Performance Report

FOCUS AREA - Administration & Operations/Quality Control

- Certification of Board Governance Compliance
 - CSBG IM 138 State Establishment of Organizational Standards for CSBG Eligible Entities.
 - ALPI Board Membership Roster and election procedures.
 - SELF-ASSESSMENT TOOL FOR PRIVATE CSBG (CEE's).
 - Head Start Performance Standards Final Version and Compliance Time.
- Certification of Advisory Councils Election Procedures/Results:
 - Regional Advisory Councils' Annual Meeting Report and Election Process/Outcomes
 - 2016/2017 Regional Advisory Councils Membership Rosters
 - Plan for recruiting new members to fill vacancies
- Certification of Head Start Policy Council Election Procedures/Results:
 - Head Start/Early Head Start Policy Council Annual Meeting Report
 - 2016/2017 Policy Council Membership Roster

Brief Background information and possible impact of issue/area (i.e.: Why is it an issue? Will funding, staff utilization, services and/or facility changes be necessary?)

n/a

Recommendation for Board Action, if any (State in the form of a motion(s) to be acted upon by the full Board):

1. Move that ALPI staff;
 - a. Research the availability of GED/ABE Services in all of its service delivery areas.
 - b. Develop a means of reviewing the quality of the VOC (LIHEAP/CSBG) appointment scheduling voice center.
2. Accept 2015-2016 Strategic Plan Performance Report as presented.
3. Approve updated Community Action Plan.
4. Approve submittal of the following grant applications and/or contracts, when available:
 - a. Child Development & Family Support Service Division
 - i. Head Start with estimated funding of \$5,328,291
 - ii. Early Head Start with estimated funding of \$2,085,791
 - iii. Children's Services Council of St. Lucie County – CAT Program with estimated funding of \$84,599
 - iv. Children's Services Council of St. Lucie County – CAT Program, Summer Program with estimated funding of \$25,000
 - v. United Way of St. Lucie County – Stanich Grant
 - b. Community Services/Economic Development Division
 - i. Low Income Home Energy Assistance Program (LIHEAP) with estimated funding of \$4,258,448

- ii. Emergency Home Energy Assistance Program (EHEAP) with estimated funding of \$113,008
- iii. Community Services Block Grant (CSBG) Mid-Year Modification with unknown funding level
- iv. Florida Department of Education Emergency Assistance for Farmworkers with estimated funding of \$60,000
- v. Florida Non-Profit Housing Emergency Housing Assistance Program for Farmworkers with an estimated funding of \$48,400
- vi. US Department of Housing and Urban Development Housing Counseling Program with estimated funding of \$15,000.



**THE AGRICULTURAL AND LABOR PROGRAM, INC.
BOARD COMMITTEE REPORT**

INSTRUCTIONS: Complete and submit to the Board Secretary after reporting to the full Board.

Group II

November 19, 2016

Name of Committee

Date of Report

Members Present

Members Absent

William Holt Constance Griffin

Stacy Campbell-Domineck - Excused

Josephine Howard

David Walker - Excused

Lester Roberts

Marjorie Gaskin

Kim Johnson

Nijona Patterson

Deloris Johnson, CEO

Dennis Gniewek, Staff Liaison

Christine Samuel, Staff Liaison

Type of Report

Reporting/Updating

Recommending Board Action

Recommending Policy Changes

Brief Statement of Committee's Issue/Area Reporting:

2016 Annual Financial Review
Annual IRS Tax Reporting Regulations Overview
Agency Succession Plan Update
Quarterly Financial Report Analysis
Marketing and Resource Development

Brief Background information and possible impact of issue/area (i.e.: Why is it an issue? Will funding, staff utilization, services and/or facility changes be necessary?)

2016 Annual Financial Review

A. Agency's Financial Statement Position - Jeff Gervase & Ann Stevens of RSM reporting:

Topics of discussion:

- ✓ Required Communications
- ✓ Financial Statement Overview
- ✓ Federal Single Audit Act Compliance

ALPI was issued an unmodified opinion. There were no changes in Accounting Policies and Practices, no audit adjustments, no uncorrected misstatements, no disagreements with management, no consultations with other accountants, no significant issues discussed with management, and no significant difficulties encountered in performing the audit.

Assets total differences from Fiscal Year 2015 - \$2,959,454 these \$190,317 differences were a result of Accounts Receivable and assets held for sale; which resulted in the same conclusion of total liabilities and net assets.

Summarized operating results concluded that of every \$1.00 received in funding, \$.93 was spent on the Program. ALPI received no exceptions in reconciling changes in Net Assets. Federal Single Audit Act Compliance, major programs for this year audit was Community Service Block Grant Program (CSBG) and Low Income Home Energy Assistance Program (LIHEAP). There were no reportable conditions, no material weaknesses, and no findings and questioned costs.

** Again, ALPI is considered a "Low-Risk Auditee"!!**

Every 5 years the Agency must go out for RFP for auditing services. Timelines have been established for audit engagements to include the Audit, IRS Form 990 and State Form F-1120 reporting requirements.

Quarterly Financial Report Analysis

Received the June 30, 2016 Final Grant Close-out Reports

Period Ending June 30, 2016

Total Assets	\$2,888,116.56
Total Liabilities	\$ 953,675.03
Total Equity	\$1,934,441.53
Total Liabilities & Equity	\$2,888,116.56

Group II reviewed for informational purposes only, each project from July 1, 2016 to September 30, 2016, the first quarter in fiscal year.

Agency Budget for FY 2017

Revenues	\$17,810,789
Expenses	\$17,810,789

This is an increase of \$ 439,224 from FY 2016 budget of \$ 17,371,565

Marketing and Resource Development

- ✓ 2017 Update Fundraising Activities
- ✓ Board/Employee Annual Assessments – total collected \$2,217.50
- ✓ 2016/2017 Annual Meeting Program Ads/Sponsorship Solicitations List to include amounts from Advisory Councils, and Non-restrictive Funds Status Report.
- ✓ Will include a new resource to be named ALPI CPC (Community Participation Challenge Fund)

Agency Succession Plan

- ✓ Need a new CEO on board 6 months prior to December 31, 2018.
- ✓ Engage the services of Consultant, Ben Ramsey, to work with our CEO, Succession Team, and our lawyer to execute an action plan with preliminary timeline of April 2017. To approve CEO revised job descriptions.
- ✓ On the Agency wide 2016 Salary Schedule we need to reactivate Class G1(trainee) to entry level hourly rate of \$10.10 per hour and add Class S6 (\$47,476) for all Center Managers, for all applicable and exempt employees.

Recommendation for Board Action, if any (State in the form of a motion(s) to be acted upon by the full Board):

Move the following items:

- ✓ 2016 Annual Financial Reports
- ✓ Annual IRS Tax Reporting
- ✓ Agency Succession Plan
- ✓ 1st Quarterly Financial Report FY2017
- ✓ Marketing and Resource Development



THE AGRICULTURAL AND LABOR PROGRAM, INC. BOARD COMMITTEE REPORT

INSTRUCTIONS: Complete and submit to the Board Secretary after reporting to the full Board.

Group III
Name of Committee

November 19, 2016
Date of Report

Members Present

Marva Hawkins (Chair)

Annie Robinson

Glenda Jones

Terry Wellington

Ruby Willix

Patricia Gamble

Tychus Doe

Elizabeth Young (Staff Liaison)

Pa Houa Lee-Yang (Staff Liaison)

Members Excused:

Dorothy Curry

Rhonda Boston

Cheryl Burnham (Staff Liaison)

Type of Report

- Reporting/Updating
- Recommending Board Action
- Recommending Policy Changes

Brief Statement of Committee's Issue/Area Reporting:

- Special Event Activities for the year

Brief Background information and possible impact of issue/area (i.e.: Why is it an issue? Will funding, staff utilization, services and/or facility changes be necessary?)

- TO REVIEW 2017 ANNUAL MEETING, 2017 ANNUAL AWARDS RECIPIENTS, SPECIAL EVENT CALENDAR, AND ROBERT BRYANT, JR. AWARD SELECTION PROCESS
- PLEASE READ FOLLOWING:

2017 ANNUAL MEETING

Action Needed: To review and recommend to the Board an established 2017 Annual Meeting Plan including but not limited to the following and recommend applicable actions for board approval:

- ✓ Annual Meeting Program Agenda – Final Draft
 - Annual Meeting Program Agenda was reviewed and **please see attachment.**
 - Recommend Board approve Final Draft

**BOARD OF DIRECTORS AND MANAGEMENT
PLANNING RETREAT
NOVEMBER 18-20, 2016
GROUP III**

NAME	SIGNATURE
Patricia Gamble	<i>Patricia Gamble</i>
Glenda Jones	<i>Glenda Jones</i>
Annie Robinson	<i>Annie Robinson</i>
Marva Hawkins	<i>Marva Hawkins</i>
Terry Wellington	<i>Terry Wellington</i>
Ruby Willix	<i>Ruby Willix</i>
Dorothy Curry	<i>Dorothy Curry</i>
Rhonda Boston	<i>Rhonda Boston</i>
Tychus Doe	<i>Tychus Doe</i>

STAFF LIAISONS	
Elizabeth Young	<i>Elizabeth Young</i>
PaHoua Lee-Yang	<i>PaHoua Lee-Yang</i>
Twila Smith	<i>Twila Smith</i>
Cheryl Burnham, LIHEAP/Community Services Director	EXCUSED

- ✓ Submit names and bio of 2017 Recipients to Staff Liaison
 - Reviewed Board Approved 2017 Community Services Award Recipients (Please see attachment)

SPECIAL EVENTS CALENDAR

Action Needed: To review and develop that Board's Special Events Calendar for 2017 including but not limited to the following and recommend applicable actions for board approval:

- ✓ Reviewed 2013 Special Events Activities – Prepare Annual Report Draft
 - Reviewed 2016 Special Event Activities annual reports (See Attachment)
- ✓ Proposed 2017 Special Events Activities
 - Annual Corporate Meeting and Luncheon: January 21, 2017
 - Board Orientation: February 25, 2017
 - Annual Picnic (Central Region): June 24, 2017
 - Community Recognition Award names are due to the special events committee: September 23, 2017 at the Board Sept. 2017 meeting
 - Board Retreat in Orlando: November 17 through Nov. 19, 2017
 - Advisory Council Annual Meetings
 - Central Region: October 7, 2017
 - Southern Region: October 16, 2017
 - Northern Region: October 28, 2017
 - Eastern Region: October 21, 2017
- ✓ Review the ALPI "Wall of Fame" Plan Update
 - Reviewed "Wall of Fame" Phase I (See Attachment)
 - Chronological agency history of events, 1968 to Present
 - Acknowledging Leaderships, Ambassadors, and Founders to the agency
 - Chart the growth of the agency
 - Reviewed "Wall of Fame" Phase II (See Attachment)
 - The process will be brought forth to 2015 and every 5 years after that
 - Recommended that the Board appoint a member from each Region to work with the special event committee by Feb. 25, 2017

Annual Corporate Meeting
Luncheon and Board Installation

Theme: "EMBRACING CHANGES...EMPOWERING PEOPLE"

Mistress of Ceremonies: LaVita Holmes (Clewiston, FL)

National AnthemSasaundra Lewis
(Glenda Jones will follow-up with Sasaundra Lewis)

Musical Selection.....Jazmin Ghent Bartow, FL
(Patricia Gamble will confirm with student)

Welcome and Occasion.....Stacy Campbell-Domineck, Lakeland, FL
ALPI Board Member

Greetings.....Commissioner Victoria Siplin, Orlando, FL
(Marva Hawkins will follow-up/confirm with commissioner)

Words of Inspiration.....David Walker, Stuart, FL
ALPI Board Vice-Chair

Message from the Chair.....William Holt, Vero Beach, FL
ALPI Board Chairperson

Musical Selection.....(1). Jazmin Ghent, (2). Sasaundra Lewis, (3). Alicia Yang
(Patricia Gamble will follow-up/confirm & CEO approval)

Introduction of Keynote Speaker.....Tychus Doe, Ft. Peirce, FL
ALPI Policy Council Member

Keynote Speaker.....Robert Lemon
Motivational Speaker

LUNCH

Recognition of Guests.....Chester McNorton, Daytona, FL

ALPI Board Leadership & Community Services Awards.....Deloris Johnson, Lakeland, FL
ALPI Chief Executive Officer

ALPI Board Governance Support & Leadership Awards.....William Holt, Vero Beach, FL
ALPI Board Chairperson

Program Participants' Acknowledgements.....Marva Hawkins, Sanford, FL
Chairperson, ALPI Special Events Committee

Board Installations.....Jonathan Thiele, Esq., Lakeland, FL
ALPI Board's Legal Counselor

Closing Remarks.....William Holt, Vero Beach, FL
ALPI Board Chairperson

- ✓ Keynote Speaker – Confirmation
 - Reviewed Keynote Speaker “Robert Lemon,” who was approved by the Board at the Sept. 2016 Board meeting.
- ✓ Board Appreciation and Recognition Tokens
 - Reviewed, and Staff Liaisons will continue the standards process
- ✓ Annual Meeting Draft Invitation & Save the Date Notice
 - Reviewed, “Save the Date Notice,” and invitation
- ✓ Annual Meeting Invitation Mailing List
 - Reviewed mailing list – this will also be done by the Corporate Office
- ✓ Annual Meeting Logistic Plan – Follow-up
 - Reviewed and will be complete by the staff at the Chief Executive Officer’s office.
- ✓ Annual Meeting Notices – 1st mail out
 - Reviewed and 1st mail out is in December, which will be done by staff at the Chief Executive Officer’s office
- ✓ Corporate Sponsorship Solicitation
 - Reviewed no changes
- ✓ Greetings and Proclamation Solicitation Letter (Draft)
 - Reviewed and will be complete by the Chief Executive Officer’s office

2017 ANNUAL AWARDS RECIPIENTS

Action Needed: To review and approve 2017 recipients to be considered for the Community Recognition Award including but not limited to the following and recommend applicable actions for the board approval:

- ✓ Review Selection Process
 - Reviewed and understand the Community Recognition Award criteria
- ✓ Review and Select 2017 Recipients
 - Reviewed the Community Services Award Selections that the Board approved at the Sept. Board Meeting
 - Board Approved Community Services Award as following:
 - Northern Region: Allen Chapel African Methodist Episcopal Church, Rev. Smith, Pastor
 - Southern Region: “B” Street Community Service Center, Lake Wales, Florida
 - Central Region: Libbie Combee, Executive Director, Leland Family Ministries, Bartow, Florida
 - Eastern Region: Arthur Sheffield, Volunteer with Habitat Humanity, Ft. Pierce, FL

ROBERT BRYANT, JR. AWARD SELECTION PROCESS

Action Needed: Review and select the 2017 award recipient including but not limited to the following and recommend applicable actions for board approval:

- ✓ Review Selection Process
 - Reviewed Selection Process
- ✓ Select 2017 Recipient
 - Recommended 2016 recipients for Board member selection

Recommendation for Board Action, if any (State in the form of a motion(s) to be acted upon by the full Board):

- Motion for the board to move the following:
 - The Annual Meeting Program Agenda
 - The approval community services award recipients
 - The Special Event Activities annual report
 - The Proposed 2017 Special Events Activities
 - The next step for the “Wall of Fame” to establish a sub-committee to start building the “Wall of Fame”
 - The Robert Bryant Jr. Selection Award Process

EASTERN REGION ADVISORY COUNCIL
Nominee for 2016 Community Service Recipient

ARTHUR SHEFFIELD

Mr. Arthur Sheffield is well known in the community of Fort Pierce for his caring and generosity to all mankind. He is often referred to as "Shep in the Red Truck."

Mr. Sheffield moved to Fort Pierce from Liberty City, (Miami) Florida in 1970. He went to Job Corp to learn the trade of carpentry. He was the first black lineman employed at A & M Cable Company.

Mr. Sheffield currently volunteers with Habitat for Humanity sharing his passion of carpentry helping to build homes for those who need. Some of the many things he does for the community includes supplying food and helping feed the homeless annually, received donations from businesses and private owners to provide water and other drinks during social events such as the Agricultural and Labor Program, Inc.'s Low-income Home Energy Assistance Program (LIHEAP).

Although Mrs. Sheffield says he is not a hero for what he does, he is just plain "Shep in the red truck" doing what he loves to do, Mr. Sheffield is indeed a community activist providing help to all with his kind heart.

CENTRAL REGION ADVISORY COUNCIL
Nominee for 2016 Community Service Recipient

**LIBBIE COMBEE, EXECUTIVE DIRECTOR, LELAND FAMILY MINISTRIES
BARTOW, FLORIDA**

Libbie Combee is the Executive Director and Founder of Leland Family Ministries and has been headquartered in Bartow for nineteen (19) years. Leland Family Ministries has developed and facilitates the entire recovery program for Lighthouse Ministries and the Lake Wales Care Center. Leland Family Ministries now offers services to the working poor, seniors on fixed incomes, adolescences, and others in need. All of Leland Family Ministries programs are designed to provide necessary and emergency services and more importantly the resources required to make a change in their situation.

NORTHERN REGION ADVISORY COUNCIL
NOMINEE
2016 Community Service Recipient

ALLEN CHAPEL AFRICAN METHODIST EPISCOPAL CHURCH
REV. SMITH, PASTOR

The congregation of the Allen Chapel African Methodist Episcopal (AME) Church has partnered with the Agricultural and Labor Program, Inc.'s Northern Region Advisory Council for over five (5) years. They have served this region and the Sanford community whenever they were needed. Their partnership has been a blessing in various ways.

SOUTHERN REGION ADVISORY COUNCIL
Nominee for 2016 Community Service Recipient

**"B" STREET COMMUNITY SERVICE CENTER
LAKE WALES, FLORIDA**

The "B" Street Community Service Center currently serves as a beacon for the Northwest Community of Lake Wales. The center provides space and services for many individuals, groups, non-profit entities, and resident agencies (NAACP, American Legion, Roosevelt Alumni association, and the Green and Gold Foundation, Inc.) Various activities take place regularly on a daily, weekly, monthly, and yearly basis at the center. These activities include but are not limited to senior citizens nutrition and physical fitness, After-School Enrichment and Tutoring, computer Training Classes (both youth and adults), Group Dancing, Social Events, and public benefits assistance (ie: food stamps, Medicaid/Medicare, unemployment and electric assistance by the Agricultural and Labor Program, Inc., Low-Income Home Energy Assistance Program (LIHEAP).

The Agricultural and Labor Program, Inc.

SPECIAL EVENTS COMMITTEE

ALPI WALL OF FAME PLAN

- ✓ REVIEWED "WALL OF FAME" PHASE I WITH COMMITTEE
- ✓ REVIEWED "WALL OF FAME" PHASE II WITH COMMITTEE AND NOTED THE FOLLOWING:
 - CHRONOLOGICAL AGENCY HISTORY OF EVENTS FROM 1968 TO PRESENT
 - ACKNOWLEDGE LEADERSHIPS, AMBASSADOR AND FOUNDERS OF THE AGENCY
 - CHART THE GROWTH OF THE AGENCY
- ✓ THE PROCESS WILL BE BROUGHT FORTH TO 2015 AND EVERY 3 YEARS AFTER THAT
- ✓ RECOMMEND THAT THE BOARD APPOINT A SUB-COMMITTEE THAT CONSIST A MEMBER WHO HAVE BEEN WITH ALPI SINCE THE BEGINNING FROM EACH REGION TO WORK WITH THE SPECIAL EVENT COMMITTEE BY FEBRUARY 26, 2016

SPECIAL EVENTS COMMITTEE
ALPI "WALL OF FAME" PLAN

Statement of Committee Progress

Accomplishments

The Special events committee member's read the book supported by the Coca Cola company "The Quiet Revolution". Authors: Sarah Harris and Robert Allen. The story is about "A small miracle in America". A research based study.

This research based study, initiated by the Coca Cola Company, addressed the ills of migrant workers working conditions in Florida; specially the workers employed by Coca Cola Minute Maid Citrus Industry. In the early 1960's the Coca Cola Company, J. Paul Austin, President & CEO was called before the US Congress to speak about the plight of migrant workers in Florida, especially working for the largest citrus company in Florida at the time. Cola Coca had just purchased Minute Made Company. During this "White Paper" presentation, Mr. Austin pledged to make a difference.

"The Agricultural & Labor Project" of the Coca Cola Company was borne. Coca Cola Company Executive Management assigned to the Project included J. Paul Austin, C. Lucian Smith, Donald Keough, William M. Kelley and Tom Cleveland.

"A Project in progress" became a living document. (A status report on the Agricultural Labor Project of the Coca Cola Company Foods Division Published May 1972).

The day to day management staff of the Project was named / employed under the direction of a consultant team. Lillie Haskin, Acting Executive Director; Victoria Roberson, Asst. Director – Ft. Pierce, Indiantown; Georgia Rushing, Frostproof - Wachula; Herman Marshall, Housing Consultant, Gerald Abell, Project Manager, Kaye Clark, Nurse, Mickey Roberts, Child Development.

The project focused on 5 Guiding Principles:

1. Involvement of People
2. Emphasis on long-term Accomplishments rather than Promises
3. Assurance of economic Viability
4. Emphasis on Self-help
5. A sound integrated Total System Approach

(Footnote: info. The Quiet revolution; Sarah Harris and Robert F. Allen; 1978)

The Committee will continue its work with the Phase II Focused on The Agricultural and Labor Program, Inc. (ALPI) developing the "ALPI Wall of Fame".

Timeline: Final product for Board approval 2015 retreat.

The Agricultural and Labor Program, Inc.
2016 Board of Directors
Attendance Y-T-D Summary

Name	Feb Orientation	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2017 Board closeout
Patricia Brown	E		A		P			E		RESIGNED		
Annessa Chilous	A		A		A			SEAT DECLARED VACANT				
Katie Clarke	P		E		P			P		P		
Mercadez Estime Connelly	P		P		P			P		TERM EXPIRED		
Dorothy Curry	P		A		P			P		E		
Stacy Campbell-Domineck	P		P		P			P		E		
Marjorie Gaskin	P		P		P			P		P		
Marva Hawkins	P		E		P			E		P		
LaVita Holmes	P		E		P			P		E		
William Holt	P		P		E			P		P		
Josephine Howard	P		P		P			E		P		
Kim Johnson	P		A		P			P		P		
Glenda Jones	P		A		P			P		P		
Chester McNorton	P		E		P			P		P		
Vernon McQueen	P		P		E			P		P		
Patricia Gamble			P		E			P		P		
Lester Roberts	P		P		P			P		P		
Annie Robinson	P		P		E			A		P		
Kimberly Ross	P		A		P			P		E		
David Walker	P		P		P			E		E		
Corey Williams										P		
Ruby Willix	P		P		P			E		P		
Grace Miller Board Emeritus (non-voting)												
TOTAL PRESENT	18		11		16			14				

P = Present

E= Excused

A= Absent



= No Meeting Held

2016
ANNUAL CORPORATE MEMBERSHIP MEETING
MINUTES



**BOARD OF DIRECTORS
2016 ANNUAL CORPORATE MEMBERSHIP MEETING
Orlando, FL
Doubletree Hilton/SeaWorld
January 23, 2016
11:15 a.m.**

- I CALL TO ORDER:** The meeting was called to order by Chairperson, William Holt, at 11:15 a.m.
- II. WORDS OF INSPIRATION** - LaVita Holmes reporting:
Everyday counts!! In the words of Colin Powell, "If you are going to achieve excellence in big things, you develop the habit in little matters. Excellence is not an exception, it is a prevailing attitude." Watch your thoughts, they become your words. Watch your words, they become your actions. Watch your actions, they become your habits. Watch your habits, they become your character. Watch your character, it becomes your destiny.
- III. ACKNOWLEDGMENTS** – Dorothy Curry reporting:
Members of all Regional Advisory Councils, Policy Council, and Board Members were recognized and appreciated. They all stood for acknowledgement.
- IV. ADOPTION OF MINUTES** – Board Secretary, Josephine Howard reporting:
Josephine Howard read the January 24, 2015 draft copy of the Annual Corporate Business Meeting to the body of attendees. Josephine Howard motioned to accept the minutes with one correction as noted by Lester Roberts, the approximate budget is \$19,000,000.00 instead of \$19,000.00 for ALPI ;seconded by Lester Roberts. Motion carried.
- V. ANNUAL FINANCIAL REPORT** – Board Treasurer, Marjorie Gaskin reporting:
Financial Highlights
- | | |
|--|---------------|
| ALPI's Core Annual Operating Revenue Total | \$ 16,365,805 |
| Other Revenue | \$ 355,249 |
| In-Kind Contributions | \$ 1,076,821 |
| Florida Education and Health | \$ 1,076,821 |
| Florida Economic Opportunity | \$ 6,026,692 |
| Early Learning Coalition | \$ 900,982 |
| US Dept. of Health & Human Services | \$ 7,284,907 |
- VI. 2015 ANNUAL REPORT** – Vernon McQueen reporting for Chair William Holt
ALPI provides an array of services in seven counties. ALPI completed the annual audit with no findings. We are a low risk designated organization. We must continue to be responsible for and accountable for all funds received.

Government Affairs

- ✓ Established guidelines for Board, Advisory Councils, Policy Council, and volunteers to use when assisting with voter registration.
- ✓ Political Forums held at Regional Advisory Council levels

Program Planning

- ✓ Ratify and approval of 2015-2016 School Readiness Provider Contracts for George W. Truit and Frostproof childcare centers
- ✓ Ratify CSBG modification agreement, increase in authorized expenditures for LIHEAP and other funding grant.

Special Events Committee

- ✓ Reviewed and recommended Board approval of the following action items:
 - Advisory Councils' Community Services Awards
 - Identify nominations for Volunteer Services Awards/Robert Bryant Jr., FACA, FHSA, SEACAA, Region IV, HS, NHSA
 - Review process for contacting individuals/businesses receiving corporate/community awards
 - Move that the Board approve Phase Two of the Wall of Fame Plan focusing on the birth of The Agricultural and Labor Program, Inc. "Moving towards excellence in providing a total system approach ensuring access to services for the population we pledge to serve." Timeline: November 2015 Board Retreat.

Bylaws Committee

- ✓ Realignment of representatives in each of the tripartite sectors
- ✓ Improvement of Head Start Policy Council attendance
- ✓ Increased Board Membership to broaden local and public official partnerships
- ✓ Regional Advisory Committees – Northern, Central, Eastern, and Southern have been actively engaged in advocacy, issues and community partnerships

Head Start Policy Council

- ✓ In their decision-making roles was able to approve the following Agency Personnel Policies and Procedures, Agency Financial Management Policies and Procedures, and Program Management Operational Plan
 - Technical Education Centers in Volusia County
 - ATEC completed a CAN Prep class and contacted two RN's as instructors
 - Child Care Food and Nutritional Service, number of meals served 358,441 to preschool and school age children via Child Care Food and Nutritional Program.
 - HUD Housing in Polk and Osceola Counties- Housing counseling or foreclosure mitigation was provided to 34 families
 - LIHEAP(Low Income Home Energy Assistance Program) over 8,332 persons(clients) assisted in Collier, Glades, Hendry, Polk, Martin, Highlands, and St. Lucie Counties

Budget & Finance Committee

- ✓ Minimum wage increased to \$10.10 per hour
- ✓ ALPI completed its annual audit with no findings retaining its "low risk" auditee designation
- ✓ Approved fund opportunities to secure new and maintain 100% of existing funding.
- ✓ Use income eligible instead of low income when referring to our clients.

Josephine Howard motioned to accept the Annual Report from Vernon McQueen; seconded by Lester Roberts. Motion carried.

- VII. NEW BUSINESS** - Deloris Johnson, CEO introduced the 2016 Board of Directors as follows: William Holt, Chair; David Walker, Vice Chair; Josephine Howard, Secretary; Marjorie Gaskin, Treasurer; Patricia Brown, Annessa Chilous, Katie Clarke, Dorothy Curry, Mercadez Estime, Patricia Gamble, Marva Hawkins, LaVita Holmes, Glenda Jones, Chester McNorton, Vernon McQueen, Lester Roberts, Annie Robinson, Kimberly Ross, Ruby Willix, and Grace Miller- Emeritus

Lester Roberts motioned to accept the 2016 Board of Directors; seconded by Annie Robinson. Motion carried.

IX. ADJOURNMENT

The meeting was adjourned by Board Chairperson, William Holt at 11:51 a.m.