



**BOARD OF DIRECTORS
2017 CLOSEOUT MEETING
Rosen Centre Hotel
Orlando, FL
January 27, 2018
10:00 a.m.**

Board of Directors

Stacy Campbell-Domineck	Patricia Gamble	LaVita Holmes	Kim Johnson	Chester McNorton	Kimberly Ross
Katie Clarke	Marjorie Gaskin	William Holt	Annette Jones	Vernon McQueen	Shannyn Serrano
Sheila Dixon	Marva Hawkins	Josephine Howard	Glenda Jones	Annie Robinson	David Walker 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)	Aletta Stroder, Program Operations (Polk)
Al Miller, C&E Deputy Director	Dennis Gniewek, Budget & Finance	

DRAFT 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) <ul style="list-style-type: none"> ➤ Minutes - November 19, 2017 ➤ Minutes - January 21, 2017 (Corporate Membership Meeting) ➤ Correspondence (See Tab 5) 	Present/Approve	Secretary	5 min
5. TREASURER'S REPORT (See Tab 3) (Excerpts from the 2017 Financial Audit)	Present/Approve	Treasurer	5 min
6. ACTION ITEMS (See Tab 4) <ul style="list-style-type: none"> ➤ 2017 Audited Financial Report Approval/Distribution (Ratify) ➤ LIHEAP Budget Modification (Ratify) ➤ CSBG Modification (Ratify) ➤ CSC/CAT Grant Application (Ratify) ➤ Indirect Cost Proposal (Ratify) ➤ 2018 HS/EHS Grant Application Submission ➤ Line of Credit Renewal ➤ Proposed 2018 Policy Council Bylaws Amendments ➤ 2017 Board Committees' Annual Reports ➤ Proposed Board Emeritus (Lester Roberts) ➤ Proposed HS/EHS Community Representative Replacements ➤ Adoption of Annual Corporate Meeting Booklet (TBD) 	Present/Approve	Chairperson & CEO	20 min
7. OTHER BUSINESS <ul style="list-style-type: none"> ➤ CD/EHS Deputy Director Position Update 	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'
CEO EVALUATION MEETING
DOUBLETREE HILTON DOWNTOWN
ORLANDO, FL
NOVEMBER 17, 2017
7:50 p.m.**

Chairperson William Holt called to order the meeting to evaluate the CEO, Ms. Deloris Johnson at 7:50 p.m. Ms. Johnson was excused from the meeting.

Mr. Holt reviewed the process and the results of the Board Members' individual evaluations of the CEO, Deloris Johnson stating she received an overwhelmingly rating of an overall (5); highly effective in almost every area.

David Walker moved that we give the CEO, Ms. Johnson, the highest allowable one-time bonus depending upon availability of funds; seconded by Josephine Howard. Discussion followed. The motion carried.

Mr. Holt asked Ms. Johnson to return to the meeting and shared with her the Board's overall evaluation and informed her that she will be receiving a one-time bonus of 8% and thanked her for her leadership, hard work, and dedication to ALPI's growth and productivity.

Marjorie Gaskin moved to adjourn the meeting at 8:04 p.m.; seconded by Glenda Jones. Motion carried.



**BOARD OF DIRECTORS MEETING
DOUBLETREE HILTON DOWNTOWN
ORLANDO, FL
NOVEMBER 19, 2017
10:00 a.m.**

- I. **CALL TO ORDER:** The meeting was called to order at 10:08 a.m. by Chair 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, LaVita Holmes, Kimberly Ross, Patricia Gamble, Vernon McQueen, Glenda Jones, Ruby Willix, Stacy Campbell-Domineck, David Walker, Chester McNorton, William Holt, Annie Robinson, Annette Jones, Marva Hawkins, and Shannyn Serrano
 - **Members Absent:** Samuel Thomas
 - **Members Excused:** Katie Clarke and Lester Roberts
- Quorum:** Attendance meets quorum with seventeen (17) 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; Cheryl Burnham, LIHEAP/Community Services; Aletta Stroder, Program Operations (Polk County); Dennis Gniewek, Budget & Finance; Twila Smith, Operations & Quality Control; & Elizabeth Young, CDFS Deputy Director
- Advisory Council Members:** Constance Griffin and Gena Spivey
HS/EHS Policy Council Members: Calvin Miller, Shaquita Wilcox, and Richauna Williams.
- II. **PUBLIC COMMENTS:** None
- III. **CONSENT AGENDA:** Vernon McQueen moved to accept the Consent Agenda; seconded by Glenda Jones. Motion carried.
- IV. **SECRETARY'S REPORT** – Josephine Howard, reporting:
- **Draft minutes** (September 23, 2017)
Josephine Howard moved to accept the Secretary's Report; seconded by Marjorie Gaskin. Motion carried.

➤ **Correspondence:**

Additional correspondence: Letters from Lester Roberts and Katie Clarke requesting excused absences.

Note: Chair, William Holt asked for attendance data concerning Samuel Thomas, and stated he will receive a letter re: his excessive absences, and possible Board removal.

V. TREASURER'S REPORT: Dennis Gniewek, reporting:
Reviewed Balance Sheet as of June 30, 2017:

Assets	
Cash	\$ 1,217,969
Accounts receivable	\$ 815,296
Total current assets	\$ 2,033,265
Total Long Term Assets	\$ 1,119,740
Total Assets	\$ 3,153,005
Liabilities	
Accounts Payable	\$ 521,409
Deferred Revenue	\$ 53,163
Payroll Payable	\$ 553,417
Total Liabilities	\$ 127,989
Equity	
Current Year Activity	\$ 209,557
Unrestricted Fund Balance	\$ 997,404
Investme in Fixed Assets	818,055
Total Equity	\$ 2,025,016
Total Liabilities & Equity	\$ 3,153,005

Marjorie Gaskin moved to accept the Treasurer's Report for informational purposes only; seconded by Vernon McQueen. Motion carried.

VI. ACTION ITEMS:

Committee/Council Reports/Recommendations

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

Vernon McQueen moved to accept the following; Marjorie Gaskin seconded. Motion carried.

- (1) Accept 2016-2017 Strategic Plan Performance Report, as presented.
- (2) Accept the Head Start/Early Head Start 2016-2017 Self-Assessment Procedures
- (3) Accept the Self-Assessment Tool for Private CSBG Eligible Entities (CEE'
- (4) Approve submittal of the following grant applications and/or contracts, when available:
 - **Child Development & Family Support Service Division**
 - ✓ Head Start (2018-2019) with estimated funding of \$5,328,291
 - ✓ Early Head Start for St. Lucie County (2018-2019) with estimated funding of \$2,085,791
 - ✓ Early Head Start for Hobe Sound, Martin County (2018-2019) with estimated funding of \$483,446

- ✓ Children’s Services Council of St. Lucie County – CAT Program (2018-2019) with estimated funding of \$114,870
- ✓ Children’s Services Council of St. Lucie County – CAT Program, Expansion of Summer Enrichment Program (2018) with estimated funding of \$10,000
- ✓ Children’s Services Council of St. Lucie County – CAT Summer Program (2018) with estimated funding of \$30,271
- **Community Services/Economic Development Division**
 - ✓ Low Income Home Energy Assistance Program (LIHEAP) with estimated funding in 2018-2019, of \$4,258,448
 - ✓ Emergency Home Energy Assistance Program (EHEAP) with estimated funding, in 2018-2019, of \$110,000
 - ✓ Community Services Block Grant (CSBG) -Year Modification extending contact through September 2020, with increased funding through September 2018, for total funding of \$2,719,383
 - ✓ Florida Department of Education - Emergency Assistance for Farmworkers (2018-2019) with estimated funding of \$ 50,000
 - ✓ Florida Non-Profit Housing Emergency Housing Assistance Program for Farmworkers (2018-2019) with estimated funding of \$ 26,400
 - ✓ US Department of Housing and Urban Development Housing Counseling Program (October 2017 – March 2019) with estimated funding of \$ 17,000.
- **Group II – Marjorie Gaskin reporting:**

Marjorie Gaskin moved to accept the following; seconded by Josephine Howard. Motion carried.

 - (1) Salary Schedule including the 1% COLA (Ratify)
 - (2) Agency wide 2017-2018 Operating Budget Revision (Approve)
 - (3) Corrections to the Personnel Policies Revisions (Approve)
 - (4) 2017 Management Audit Findings and Recommendations (Approve)
 - (5) Worker’s Comp Renewal Policy (Ratify)
 - (6) CEO to Explore Marketing by Adding Social Media (Approve)

All other items are for informational purposes only
- **Group III – Marva Hawkins reporting:**

Marva Hawkins moved to accept the following; seconded by Stacy Campbell-Domineck. Motion carried.

 - (1) To move and approve the 2018 Annual Meeting Program Agenda as presented
 - (2) To move and approve the 2018 Annual Awards Recipients nominees as presented
 - (3) To move and approve the new year Special Events Calendar as presented
 - (4) To move and approve the “Wall of Fame” plan as presented
 - (5) To move and approve with the Robert Bryant, Jr. Award selection process with presented nominees
- **2017 Independent Draft Audited Financial Statements**

Marjorie Gaskin moved to accept the above item; seconded by Josephine Howard. Motion carried.

- **2017 Worker's Comp Renewal Agreement (Ratify)**
Marjorie Gaskin moved to accept the above item; seconded by Josephine Howard. Motion carried.
- **2017 Insurance Renewal Policies (Ratify)**
Marjorie Gaskin moved to accept the above item; seconded by Josephine Howard. Motion carried.
- **HS/EHS Discretionary Grant (Hobe Sound)**
Vernon McQueen moved to accept the above item; seconded by Marjorie Gaskin. Motion carried.
- **Bank of America Foundation**
Vernon McQueen moved to accept the above items; seconded by Marjorie Gaskin. Motion carried.
- **Children's Services Council of St. Lucie County – Keeping Kids off the Street Grant**
Vernon McQueen moved to accept the above item; seconded by Marjorie Gaskin. Motion carried.
- **Board Member Public Designation – (Commissioner Velma Williams)**
Josephine Howard moved to accept Shelia Dixon as Commissioner William's board designee; seconded by Marva Hawkins. Motion carried.
- **2017 CEO Annual Performance Evaluation**
The Board completed the CEO Evaluation on Friday night (see attached minutes).

VII. OTHER BUSINESS

EASTERN REGION SCHOLARSHIP

Marjorie Gaskin presented a check to the Eastern Region Scholarship Fund in the amount of \$2,134.00.

SUCCESSION PLANNING UPDATE: Mrs. Johnson updated the Board on the progress for the (2) vacancies consisting of the Chief Executive Officer and the Deputy Director positions. The Succession Planning Committee chaired by Josephine Howard is on target with the CEO's position. The committee is working closely with the consultants, of Ben Ramsey's Group with screening of applicants. The Policy Council is involved with the Deputy Director's position. The top (3) applicants will be interviewed.

VIII. ADJOURNMENT

Marjorie Gaskin moved for adjournment; seconded by Josephine Howard. Motion carried. Meeting adjourned at 11:07 a.m.

Agricultural and Labor Program, Inc. 2018 Board of Directors Attendance Y-T-D Summary

Name	Jan 2017 closeout	Feb Orientation	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2018 Board closeout
Katie Clarke			█		█		█	█		█		█	
Sheila Dixon			█		█		█	█		█			
Stacy Campbell-Domineck			█		█		█	█		█		█	
Patricia Gamble			█		█		█	█		█		█	
Marjorie Gaskin			█		█		█	█		█		█	
Marva Hawkins			█		█		█	█		█		█	
LaVita Holmes			█		█		█	█		█		█	
William Holt			█		█		█	█		█		█	
Josephine Howard			█		█		█	█		█		█	
Kim Johnson			█		█		█	█		█		█	
Annette Jones										█		█	
Glenda Jones			█		█		█	█		█		█	
Chester McNorton			█		█		█	█		█		█	
Vernon McQueen			█		█		█	█		█		█	
Annie Robinson			█		█		█	█		█		█	
Kimberly Ross			█		█		█	█		█		█	
Samuel Thomas			█		█		█	█		█		█	
Shannyn Serrano										█		█	
David Walker			█		█		█	█		█		█	
Ruby Willix			█		█		█	█		█		█	
Grace Miller Board Emeritus (non-voting)	█	█	█	█	█	█	█	█	█	█	█	█	█
TOTAL PRESENT			█		█		█	█		█		█	

P = Present

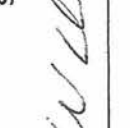
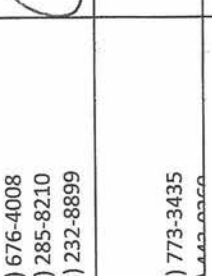
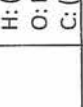
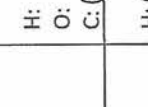
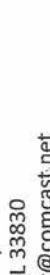
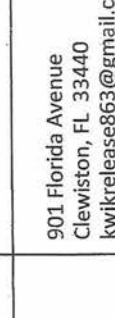

E= Excused

A= Absent


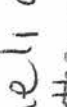



= No Meeting Held

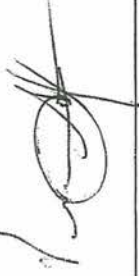

THE AGRICULTURAL AND LABOR PROGRAM, INC.
BOARD MEETING
November 19, 2017
SIGN-IN SHEET

NAME	ADDRESS	TELEPHONE	SIGNATURE
Sector: Low Income William Holt – Board Chairperson Eastern Region Advisory Council (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 (Polk County)	748 Hunt Street Lake Wales, FL 33853 mrsrob1@yahoo.com	H: (863) 676-4008 O: (863) 285-8210 C: (863) 232-8899	
Annette Jones (Southern Region Advisory Council) (Highlands County)	2940 N. Buckingham Road Avon Park, FL 33825 annettejon@gmail.com	H: N/A O: (863) 773-3435 C: (863) 443-0360	
Marva Hawkins Northern Region Advisory Council (Seminole County)	1004 W. 13 th Street Sanford, FL 32772 marvahawkins@earthlink.net	H: (407) 322-5418 O: N/A C: (407) 416-4234	
Shannyn Serrano Head Start Policy Council (St. Lucie County)	1498 S.W. Broadview Street Port St. Lucie, FL 34983	H: O: C: (954)667-5935	
Ruby Willix Central Region Advisory Council (Polk County)	2876 Dudley Drive Bartow, FL 33830 rubywillix@comcast.net	H: (863) 537-6292 O: N/A C: (863) 207-1822	
LaVita Holmes Southern Region Advisory Council (Hendry County)	901 Florida Avenue Clewiston, FL 33440 kwikrelease863@gmail.com	H: (863) 288-2076 O: (863) 983-9900 C: N/A	

BOARD COUNSEL




Attorney Jonathan Thiele Board Counsel	5410 S Florida Ave Suite 4 Lakeland FL 33813	H: (863)937-6861	
Shelia Dixon Northern Region	3651 Ronda Dr Deltona, FL 32738	407-314-1067	
Genea Spivey	2310 S.E. Shelter Genea Spring	772-398-0656	

THE AGRICULTURAL AND LABOR PROGRAM, INC.
 BOARD MEETING
 November 19, 2017
 SIGN-IN SHEET

NAME	ADDRESS	TELEPHONE	SIGNATURE
Sector: Private Patricia Gamble CGWT Outreach Resource Center Member (Polk County)	1020 Anderson Avenue Lakeland, FL 33805 gambpt@aol.com	608-7119 H: (863) 608-6652 O: (863) 284-4245 C: (863) 838-5111	Pat Gamble
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	Excused
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	Glenda Jones
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:	Stacy Campbell-Domineck
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	David Walker
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	

Constanck Griffin
 3500 Ave S Ft. Pierce, FL 34947
 772 882-1550
 (constanckgriffin@aol.com)

THE AGRICULTURAL AND LABOR PROGRAM, INC.
 BOARD MEETING
 November 19, 2017
 SIGN-IN SHEET

NAME	ADDRESS	TELEPHONE	SIGNATURE
Josephine Howard Commissioner Roy Tyler - City of Haines City Citizen Designee (Polk County)	2711 Orchid Drive Haines City, FL 33844 lolizhow13@yahoo.com	H: (863) 422-0875 C: (863) 221-2644	
VACANT Commissioner Velma Williams - City of Sanford Citizen Designee (Seminole County)	3651 Ronda DR Deltona, FL 32738 DixonS@SeminoleState.edu	C: 407-314-1067	Shelia Dixon
Kim Johnson Mayor Linda Hudson - City of Ft. Pierce (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	Marjorie B. Gaskin
Lester Roberts Deputy Mayor Brenda Giles - City of Avon Park Citizen Designee (Highlands County)	1002 S. Waldron Avenue Avon Park, FL 33825 lesterarob061@yahoo.com	C: (863) 257-4164	Excused
Kimberly Ross Commissioner Janet Taylor - Hendry BoCC Citizen Designee (Hendry County)	P.O. Box 1214 Clewiston, FL 33440 rossixirnine@netzero.com	H: O: C: (863) 233-6500	
Samuel Thomas City of Moore Haven Citizen Designee (Glades County)	P.O. Box 518 Moore Haven, fl 33471 Anthonythomas2k2@gmail.com	H: (239) 738-0827 O: C: (239) 738-1017	



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 18, 2017 _____
Date of Report

Members Present
Vernon McQueen, Group Facilitator _____
Chester McNorton _____
Kimberly Ross _____
Gena Spivey _____
Shannyn Serrano _____
Shaquita Wilcox _____
Al Miller, Staff Liaison _____
Myrna Rodriguez, Staff Liaison _____

Members Absent
Katie Clarke _____

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) 2016-2017 Self-Assessment Summary
- Head Start/Early Head Start (HS/EHS) 2016-2017 Self-Assessment Procedures
- 2017-2017 Child Outcome
- Teaching Staff Credential & Professional Development Plans Update
- Service Delivery target areas current performance status
- External Monitoring Performance Reports (July 2016 – June 2017)
- 2017-2018 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)
- 2017 Program Information Report (PIR)
- 2017-2018 Strategic Plan Performance Report
- Head Start Performance Standards Final Version and Compliance Time Table

FOCUS AREA - Community Services & Economic Development

- Quarterly Florida Outcomes Community Action System (FOCAS) Reports (July 2016-2017)
- Contract Close-Out Reports & Information Systems (IS) Survey
- 2016-2017 Contract Performance Outcomes
- CSBG IM 138 State Establishment of Organizational Standards for CSBG Eligible Entities

- Risk Assessment Tool for Private CSBG Eligible Entities (CEE)
- External Monitoring Reports (July 2016 – June 2017)
- 2017-2018 Funding Applications (DEO/LIHEAP, DEO/CSBG, FL Non-Profit Housing, HUD Housing Counseling, DOE Farmworkers Emergency Assistance, and Elderly Affair/EHEAP.
- Review 2016-2017 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.
 - RISK 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
 - 2017/2018 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
 - 2017/2018 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?)






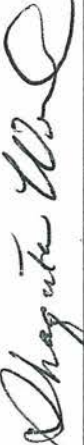


n/a

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

1. Accept 2016-2017 Strategic Plan Performance Report, as presented.
2. Accept the Head Start/Early Head Start 2016-2017 Self-Assessment Procedures.
3. Accept the Self-Assessment Tool for Private CSBG Eligible Entities (CEE's).
4. Approve submittal of the following grant applications and/or contracts, when available:
 - a. Child Development & Family Support Service Division
 - i. Head Start (2018-2019) with estimated funding of \$5,328,291
 - ii. Early Head Start for St. Lucie County (2018-2019) with estimated funding of \$2,085,791
 - iii. Early Head Start for Hobe Sound, Martin County (2018-2019) with estimated funding of \$483,446
 - iv. Children's Services Council of St. Lucie County – CAT Program (2018-2019) with estimated funding of \$114,870
 - v. Children's Services Council of St. Lucie County – CAT Program, Expansion of Summer Enrichment Program (2018) with estimated funding of \$10,000
 - vi. Children's Services Council of St. Lucie County – CAT Summer Program (2018) with estimated funding of \$30,271.
 - b. Community Services/Economic Development Division
 - i. Low Income Home Energy Assistance Program (LIHEAP) with estimated funding, in 2018-2019, of \$4,537,319
 - ii. Emergency Home Energy Assistance Program (EHEAP) with estimated funding, in 2018-2019, of \$110,000

- iii. Community Services Block Grant (CSBG) Mid-Year Modification extending contract through September 2020, with increased funding through September, 2018, for total funding of \$2,719,383
- iv. Florida Department of Education - Emergency Assistance for Farmworkers (2018-2019) with estimated funding of \$50,000
 - v. Florida Non-Profit Housing Emergency Housing Assistance Program for Farmworkers (2018-2019) with estimated funding of \$26,400
- vi. US Department of Housing and Urban Development Housing Counseling Program (October 2017 through March 2019) with estimated funding of \$17,000.

BOARD OF DIRECTORS AND MANAGEMENT
 PLANNING RETREAT
 NOVEMBER 18-19, 2017
 GROUP I

NAME	SIGNATURE
Vernon McQueen	
Katie Clarke	
Chester McNorton	
Kimberly Ross	
Gena Spivey	
Shannyn Serrano	
Jaekie <i>Shagueta Wilcox</i>	
STAFF LIAISONS	
Al Miller	
Myrna Rodriguez	
Twila Smith	



**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 18, 2017
_____	_____
Name of Committee	Date of Report

Members Present

William Holt Stacey Campbell-Domineck

 David Walker Constance Griffin

 Kim Johnson Josephine Howard

 Calvin Miller LaVita Holmes

 Marjorie Gaskin

 Deloris Johnson - CEO

Members Absent

Lester Roberts

 Staff Liaisons

 Dennis Gniewek & Christine Samuel

 Jonathan Thiele – Board Counsel

 Guest: Auditor Jeff Gervase of RSM, LLC

Type of Report

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

Brief Statement of Committee’s Issue/Area Reporting:

- 2017 Annual Financial Overview
- Agency Succession Plan Update
- Risk Management Analysis
- Fixed Assets and Property Improvement Policy
- 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?)

2017 Annual Financial Review

Agency Succession Plan Update

1. Short and long term action plans and timelines
Closing date for Deputy Director was November 10, 2017
The need for a closing date for Chief Executive Officer Position – much discussion
2. Salary schedule which included the 1% COLA
3. Cap on Staff Compensation - \$187,000 Executive Schedule

Risk Management Analysis

1. June 30, 2017 – Final Grant Close-out Report
2. Review Financial Report (July 2017 – November 2017)
3. Agency wide 2017-2018 Operating Budget Revisions
4. Review Revised Personnel Policies and Operating Procedures
5. Worker's Compensation Renewal Policy

2017 Annual Financial Review

1. Agency's Financial Statement Position
2. Management Audit Findings and Recommendations by Jeff Gervase of Auditing Firm RSM. LLC
 - ✓ Required communications, financial overview, and Federal Single Audit Act Compliance
 - ✓ Our responsibility under professional standards, reasonable assurance
 - ✓ No significant changes to accounting policies and practices
 - ✓ Reasonable management's judgements and accounting estimates
 - ✓ No audit adjustments
 - ✓ No disagreements with management
 - ✓ No consultations with other accountants
 - ✓ No significant issues discussed with management
 - ✓ No significant difficulties encountered in performing the audits

	2017		2016
Total Assets	\$2,892,836	(up 1.2k)	\$2,769,137
Total Liabilities	\$1,072,097		\$ 953,675
Unrestricted Net Assets	<u>\$1,820,739</u>		<u>\$1,815,462</u>
Total Liabilities & Net Assets	\$2,892,836	(up 100k from 2016)	\$2,769,137
 Summarized Operating Results			
Total Support & Revenue	2017		2016
(Decrease in funding LIHEAP)	\$15,746,027	100%	\$16,270,595
 Expenses			
Total Program Services	\$14,665,033	93%	\$15,260,586
Management and General	\$ 1,075,717	7%	\$ 1,112,836
Total Expenses	<u>\$15,740,750</u>	100%	<u>\$16,373,422</u>
Change in Net Assets	\$ 5,277		(\$ 102,827)

Program Effectiveness is 93% and Management is 7% - Out of every dollar 93cents are going for services

Federal Single Audit Act Compliance

- ✓ Major Program Audited – Head Start Program
- ✓ Reportable Conditions – None Noted
- ✓ Material Weaknesses – None Noted
- ✓ Findings, and Questioned Costs – None Noted

Again ALPI is considered a “Low-Risk Auditee”

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

Fixed Assets and Property Improvement Policy

- A. Agency Fixed Assets Policies and Procedures
- B. Agency Fixed Assets Recordkeeping System
- C. Propose Fixed Asset and Property Improvement Policy Committee formed to help with creating additional policies and pertaining to certain fixed assets under the \$1,000 margin and to create a plan to update equipment

Marketing and Resource Development


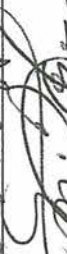

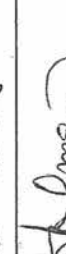













- A. Fundraising Activities 2018 (update)
- B. Board/Employee Annual Assessments
- C. Program Ad 2017-2018 and Sponsorships Solicitation List
- D. Non-Restricted Funds Status Report
Discussed using the Advisory Fundraising efforts and scholarship awards, in hopes of finding other corporations such as Walmart, Tropicana to enhance our fundraising efforts.
Explored the idea of adding social media as a marketing tool.

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

Move to Approve/Ratify the following items:

1. Salary Schedule including the 1% COLA (Ratify)
2. Agency wide 2017-2018 Operating Budget Revisions (Approve)
3. Corrections to Personnel Policies Revisions (Approve)
4. 2017 Management Audit Findings and Recommendations (Approve)
5. Worker’s Comp Renewal Policy (Ratify)
6. CEO to Explore Marketing by Adding Social Media (Approve)

BOARD OF DIRECTORS AND MANAGEMENT
 PLANNING RETREAT
 NOVEMBER 18-19, 2017
 GROUP II

NAME	SIGNATURE
William Holt	
Josephine Howard	
David Walker	
LaVita Holmes	
Stacy Campbell-Domineck	
Lester Roberts	
Kim Johnson	
Calvin Miller	
Constance Griffin	
Margorie B. Gashin	
CEO & BOARD LEGAL COUNSEL	
Deloris Johnson, CEO	
Attorney Jonathan Thiele	
STAFF LIAISONS	
	
	
	



**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 18, 2017
Date of Report

Members Present
Marva Hawkins, Group Facilitator
Terry Wellington
Patricia Gamble
Glenda Jones
Ruby Willix
Annie Robinson
Richauna Williams
Annette Jones

Sheila Dixon
Elizabeth Young, Staff Liaison
Cheryl Burnham, Staff Liaison
Pa Houa Lee-Yang, 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:

- Committee was charged to review and discuss the 2018 annual meeting, 2018 annual awards recipients, special event calendar, "Wall of Fame," and the Robert Bryant, Jr. Award selection process

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?)

- Committee reviewed

2018 ANNUAL MEETING

Action Needed: To review and recommend to the Board an established 2018 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; please review attachment.
 - Recommend Board approve Final Draft
- ✓ Keynote Speaker – Confirmation
 - Reviewed Keynote Speaker "William E. Gary"
- ✓ 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

2018 ANNUAL AWARDS RECIPIENTS

Action Needed: To review and approve 2018 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 2018 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: YELDA, Youth Work Experience Program in the community
 - Southern Region: Mr. William Maloy, Frostproof, Florida
 - Central Region: Maurice Nelson, Executive Director and founder, The House of Israel, Fort Meade, Florida
 - Eastern Region: Rev. Dr. Kenneth Mills, Sr. and Rev. Dr. Donna Mills, Co-Founded the S.L.C.S.D
- ✓ Submit names and bio of 2018 Recipients to Staff Liaison
 - Reviewed Board Approved 2018 Community Services Award Recipients

SPECIAL EVENTS CALENDAR

Action Needed: To review and develop that Board's Special Events Calendar for 2018 including but not limited to the following and recommend applicable actions for board approval:

- ✓ Reviewed 2017 Special Events Activities – Prepare Annual Report Draft
 - Reviewed 2017 Special Event Activities annual reports-please see attachment
- ✓ Proposed 2018 Special Events Activities
 - Annual Corporate Meeting and Luncheon: January 27, 2018
 - Board Orientation: February 24, 2018
 - Annual Picnic (Northern Region): June 23, 2018
 - Community Recognition Award names are due to the special events committee: September 22, 2018 at the Board Sept. 22, 2018 meeting
 - Board Retreat in Orlando: November 16 through Nov. 18, 2018
 - Advisory Council Annual Meetings
 - Central Region: October 6, 2018
 - Southern Region: October 15, 2018
 - Northern Region: October 27, 2018
 - Eastern Region: October 20, 2018
- ✓ Review the ALPI "Wall of Fame" Plan Update
 - Reviewed "Wall of Fame" plan update
 - See attachment

ROBERT BRYANT, JR. AWARD SELECTION PROCESS

Action Needed: Review and select the 2018 award recipient including but not limited to the following and recommend applicable actions for board approval:

- ✓ Review Selection Process
 - Reviewed Selection Process
- ✓ Select 2018 Recipient
 - Recommended 2017 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):

- Committee recommendation for Board Action as following:
 - To move and approve the 2018 Annual Meeting Program Agenda as presented
 - To move and approve the 2018 Annual Awards Recipients nominees as presented
 - To move and approve the new year Special Events Calendar as presented
 - To move and approve the "Wall of Fame" plan as presented
 - To move and approve with the Robert Bryant, Jr. Award selection process with presented nominees



Board of Directors
2017 ANNUAL CORPORATE MEMBERSHIP MEETING
Orlando, FL
January 21, 2017
11:20 a.m.

- I. **CALL TO ORDER:** The meeting was called to order by Chairperson, William Holt, at 11:20 a.m.
- II. **WORDS OF INSPIRATION** - Vernon McQueen reporting:
 "Change!!" So often change does not feel good. Past President Barak Obama, our 44th President said, "**Change will** not come if we wait for some other person or some other time. We are the ones we've been waiting for.

We are the **change** that we seek."

If we are walking down the path of righteousness, and willing to keep walking eventually you will see that you are making progress. When the road gets rough, and the going gets tough, keep on walking, as long as you are doing the right thing. We must realize that I can do nothing by myself. But, we can do all things through that which is greater than we are. I will not, I shall not be moved, and I'm going to keep on walking until my change comes.

- III. **ACKNOWLEDGMENTS** – Patricia Gamble reporting:
 Members of all Regional Advisory Councils, Policy Council, ATEC, ALPI Housing Development Board, Staff and Board Members were asked to stand to be acknowledged as members of the ALPI.
- IV. **ADOPTION OF MINUTES** – Board Secretary, Josephine Howard reporting:
 Josephine Howard summarized the Board Corporate Membership Meeting from words of inspiration to adjournment.

Josephine Howard moved for the adoption of the minutes as presented; seconded by Patricia Gamble. Motion carried. _____

- V. **ANNUAL FINANCIAL REPORT** – Board Treasurer, Marjorie Gaskin reporting:

Financial Highlights

ALPI's Core Annual Operating Revenue Total	\$ 16,270,595
Other Revenue and Support	\$ 421,597
In-Kind Contributions	\$ 1,289,522
Florida Education and Health	\$ 757,585
Florida Economic Opportunity	\$ 5,581,235
Early Learning Coalition	\$ 923,574
US Dept. of Health & Human Services	\$ 7,284,907

Marjorie Gaskin moved to accept the financial report as presented; seconded by Delana Nobles. Motion carried.

- VI. **2016 ANNUAL REPORT** – David Walker reporting, for Chair William Holt
 Success and Excellence does not happen in a vacuum. Having an excellent Board of Directors, CEO, and Staff is the reason for all of the success. Thanks to each of you for all that you do.

Finances

- ✓ \$17.3 million dollars in our operating budget
- ✓ Staff received salary increases.
- ✓ We receive funds from the local, state and national levels.

Audit Report

The audit is unrestricted. (93) Ninety-three cents on every dollar goes to services, 7% goes to management costs.

Voters' Registration

We participated in voter registration partnerships

- VII. NEW BUSINESS** - Deloris Johnson, CEO introduced the 2017 Board of Directors as follows: William Holt, David Walker, Josephine Howard, Marjorie Gaskin, Stacy Campbell-Domineck, Katie Clarke, Dorothy Curry, Patricia Gamble, Marva Hawkins, LaVita Holmes, Kim Johnson, Glenda Jones, Chester McNorton, Vernon McQueen, Lester Roberts, Annie Robinson, Kimberly Ross, Corey Williams, and Ruby Willix,

Attorney Thiele will duly install them at the corporate meeting and luncheon.

VIII. ADJOURNMENT

Evelyn Seabrook moved to adjourn the meeting; seconded by Marjorie Gaskin. Motion carried. The meeting was adjourned by Board Chairperson, William Holt at 11:55 a.m.