

**The Agricultural and Labor Program, Inc.
2016 Executive Committee
Attendance Roster**

Name	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	No v	Dec
Katie Clarke												
Marjorie Gaskin												
Marva Hawkins												
William Holt												
Josephine Howard												
David Walker												
TOTAL PRESENT												

P = Present

E= Excused

A= Absent

= No Meeting Held



EXECUTIVE COMMITTEE MEETING

**Corporate Office
Lake Alfred, FL
April 22, 2016
8:00 p.m.**

Executive Committee

Katie Clarke
Marjorie Gaskin
Marva Hawkins

William Holt
Josephine Howard
David Walker

Legal Counsel: Attorney Jonathan Thiele

Chief Executive Officer: Deloris Johnson

Budget & Finance Director: Dennis Gniewek

AGENDA

WHAT	HOW	WHO	TIME
1. CALL TO ORDER MISSION STATEMENT ROLL CALL	Present	Chairperson Secretary	5 min
2. PUBLIC COMMENTS (limit 2 minutes each)	Present/Approve	Chairperson	5 min
3. CONSENT AGENDA (See Tab 1)	Present/Approve	Chairperson CEO	5 min
4. SECRETARY'S REPORT <ul style="list-style-type: none"> Draft Minutes (February 27, 2016) 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) <ul style="list-style-type: none"> Board Committee Reports/Action Items (See Tab 1) 2016 Funding Opportunities <ul style="list-style-type: none"> 2016-2017 DOE/EA EHS-Child Care Partnership Grant (St. Lucie County) CAT Summer Expansion Program MOU (Healthy Start & Early Learning Coalition) MOU (CareerSource Polk) Retirement Plan Audit & Form 5500 (June 30, 2015 & 2014) Board Appointment (Patricia Gamble) 	Present/Approve	Chairperson CEO	10 min
7. OTHER BUSINESS Board Portal Activity Update	Present	TBA	10 min
8. UPCOMING MEETINGS/CONFERENCES	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.



**Executive Committee Meeting
Chain O'Lakes Conference Center
Winter Haven, FL
February 27, 2016
8:30 a.m.**

I. **CALL TO ORDER:** The meeting was called to order by Chairperson William Holt, at 8:44 a.m.

➤ **MOMENT OF SILENCE**

➤ **MISSION STATEMENT:** Repeated in unison

➤ **ROLL CALL: Members present:** Katie Clarke, Marjorie Gaskin, Marva Hawkins, William Holt, and David Walker.

Member excused: Josephine Howard

Quorum: Attendance meets quorum with five (5) voting members present.

Board's Legal Counsel present: Attorney Jonathan Thiele

Chief Executive Officer present: Deloris Johnson

Budget & Finance Director present: Dennis Gniewek

II. **ACTION ITEMS:**

The following recommendations were presented for approval by CEO Deloris Johnson in order to maintain 100% board membership and CSBG regulatory compliance:

1. Approval of Replacements to the Board of Directors
 - Stacy Campbell-Domineck (CareerSource Polk)
 - Kimberly Ross (Designee for Commissioner Janet Taylor/Hendry Co. BoCC).
2. Approval of Appointment to the Board of Directors
 - Commissioner Kim Johnson (Saint Lucie Co. BoCC)

Katie Clarke motioned to approve recommendations #1 & #2 as presented; seconded by Marjorie Gaskin. Motion carried unanimously.

3. Approval of Re-appointment to the Board of Directors
 - TBA (Department of Revenue)Marjorie Gaskin motioned to approve a representative to fill the vacant seat; seconded by Marva Hawkins. Motion carried unanimously.
4. Approval of proposed Public Records Release Policy
Marjorie Gaskin motioned to approve the proposed Public Records Release Policy as presented; Marva Hawkins seconded. Motion carried unanimously.
5. Approval of Risk Management Assessment Checklist
Marjorie Gaskin motioned to approve the Risk Management Assessment Checklist as presented; Katie Clarke seconded. Motion carried unanimously.

6. Approval of Sign-in Meeting Rosters
The following recommendation was presented for approval by CEO Deloris Johnson in order to track/validate 100% membership attendance at all ALPI sponsored meetings.

Marjorie Gaskin motioned to approve the Sign-In Meeting Rosters; Marva Hawkins seconded. Motion carried unanimously.

III. **ADJOURNMENT**

Marjorie Gaskin motioned to adjourn the meeting at 9:05 a.m.; Marva Hawkins seconded. Motion carried unanimously.

**The Agricultural and Labor Program, Inc.
2016 Board of Directors
Attendance Roster**

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

P = Present



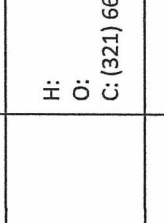

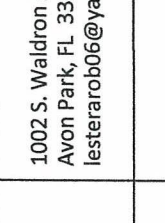


E= Excused

A= Absent

■ = No Meeting Held



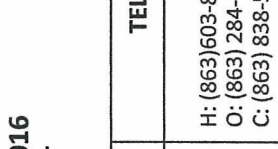
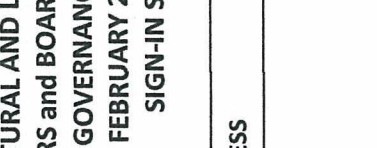
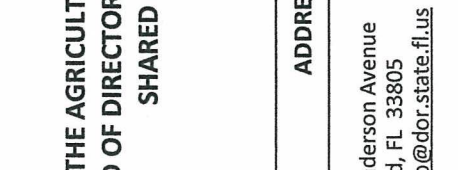
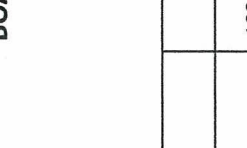

THE AGRICULTURAL AND LABOR PROGRAM, INC.
BOARD OF DIRECTORS and BOARD APPOINTMENT NOMINEES
SHARED GOVERNANCE ORIENTATION
FEBRUARY 27, 2016
SIGN-IN SHEET

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 lolizhow13@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	
*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 Gray – City of Avon Park Citizen Designee (Highlands County)	1002 S. Waldron Avenue Avon Park, FL 33825 lesterarob06@yahoo.com	C: (863) 257-4164	
*Kimberly Ross Commissioner Janet Taylor –Hendry BoCC Citizen Designee (Hendry County)	931 Virginia Avenue Clewiston, FL 33440 RossixNine@netzero.com	H: O: C: (863) 233-6500	
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	




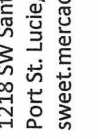


* Board Appointment Nominee

**THE AGRICULTURAL AND LABOR PROGRAM, INC.
BOARD OF DIRECTORS and BOARD APPOINTMENT NOMINEES
SHARED GOVERNANCE ORIENTATION
FEBRUARY 27, 2016
SIGN-IN SHEET**

NAME	ADDRESS	TELEPHONE	SIGNATURE
*Patricia Gamble (Polk County)	1020 Anderson Avenue Lakeland, FL 33805 pgamblep@dor.state.fl.us	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:	
David Walker, Board Vice-Chairperson Law Office of David Walker, PA Attorney (Martin County)	10 SE Central Parkway, Ste 225 Stuart, FL 34994 dwalkerpai@outlook.com	H: (772) 286-1469 O: (772) 286-8686 C: (772) 708-6632	
Chester McNorton ATEC Advisory Council Member (Volusia County)	644 Magnolia Avenue Daytona Beach, FL 32114 chestermcnorton@careersourcefv.com	H: N/A O: (386) 740-3242 C: (386) 341-7586	

* Board Appointment Nominee

THE AGRICULTURAL AND LABOR PROGRAM, INC.
BOARD OF DIRECTORS and BOARD APPOINTMENT NOMINEES
SHARED GOVERNANCE ORIENTATION
FEBRUARY 27, 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	
	Annessa Chilous Southern Region Advisory Council Member (Glades County)	P.O. Box 925 Moore Haven, FL 33471 Annessa1.chilous@gmail.com	H: N/A O: N/A C: (863) 227-0535	
	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	
	Mercadez Estime-Connelly Head Start Policy Council Member (St. Lucie County)	1218 SW Santiago Avenue Port St. Lucie, FL 34953 sweet.mercadez@yahoo.com	H: N/A O: C: (772) 882-1062	
	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	

* Board Appointment Nominee



BOARD OF DIRECTORS
Chain O'Lakes Conference Center
Winter Haven, FL
April 23, 2016
10:00 a.m.

Board of Directors

Patricia Brown	Dorothy Curry	LaVita Holmes	Glenda Jones	Annie Robinson
Katie Clarke	Stacy Campbell-Domineck	William Holt	Chester McNorton	Kimberly Ross
Annessa Chilous	Marjorie Gaskin	Josephine Howard	Vernon McQueen	David Walker
Mercadez Estime-Connelly	Marva Hawkins	Commissioner Kim Johnson	Lester Roberts	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 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 – January 23, 2016 ➤ 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) ➤ COUNCILS/COMMITTEES REPORTS ➤ 2016 Funding Opportunities • 2016-2017 DOE/EA • EHS-Child Care Partnership Grant (St. Lucie County) • CSC Summer Expansion Application ➤ MOU (Healthy Start & Early Learning Coalition) ➤ MOU (CareerSource Polk) ➤ Board Appointment (Patricia Gamble)	Present/Approve	Chairperson & CEO	15 min
7. OTHER BUSINESS ➤ Board Portal Activity Update	Present	Chairperson & CEO	10 min
8. UPCOMING MEETINGS/CONFERENCES (See Tab 5)	Present	Chairperson	5 min
9. ADJOURNMENT	Present	Chairperson	5 min

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**BOARD OF DIRECTORS
2015 CLOSE-OUT MEETING
DOUBLETREE HILTON AT SEAWORLD
ORLANDO, FL
JANUARY 23, 2016
10:00 a.m.**

- I. **CALL TO ORDER:** The meeting was called to order at 10:00 a.m. by the Chairperson William Holt.
- **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.
 - **MOMENT OF SILENCE:** Observed by all
 - **ROLL CALL: Members Present:** Patricia Brown, Dorothy Curry, Patricia Gamble, Marjorie Gaskin, Marva Hawkins, William Holt, Josephine Howard, Glenda Jones, Chester McNorton, Vernon McQueen, Lester Roberts, Annie Robinson, and Ruby Willix.
Member Absent: Annessa Chilous
Members Excused: Janet Taylor & David Walker
Quorum: Attendance meets quorum with sixteen (16) voting members present.

Chief Executive Officer Present: Deloris Johnson
Board Attorney Present: Jonathan Thiele

Others Present:
Department Directors: Dennis Gniewek, Budget & Finance & Twila Smith, Operations & Quality Control.
- II. **PUBLIC COMMENTS:** None
- III. **CONSENT AGENDA:** Lester Roberts moved to accept the Consent Agenda; seconded by Marjorie Gaskin. Motion carried.
- IV. **SECRETARY'S REPORT:** Josephine Howard, reporting:
- **Draft minutes** (November 22, 2015) and (January 24, 2015 Corporate Membership Meeting) Josephine Howard moved to accept the Secretary's Report as presented with any necessary corrections; seconded by Janet Taylor. Motion carried.
 - **Correspondence:**
Additional correspondence from David Walker and Janet Taylor requesting to be excused from the Board of Directors Meeting. Josephine Howard moved to accept the above reports; seconded by Glenda Jones. Motion carried.

V. **TREASURER'S REPORT:** Marjorie Gaskin, reporting:
Reviewed the Balance Sheet (January 11, 2016)

Assets		
Cash	\$	352,557.30
Accounts receivable	\$	780,918.05
	Total current assets	<u>\$ 3,309,415.00</u>
Liabilities		
	Total liabilities	<u>\$ 1,334,711.44</u>
Equity		
	Total equity	<u>\$ 1,974,703.65</u>
	TOTAL LIABILITIES & EQUITY	<u>\$ 3,309,415.09</u>
	BALANCE	\$ 0

Marjorie Gaskin moved to accept the Treasurer's Report; seconded by Josephine Howard. Motion carried.

VI. **ACTION ITEMS:**

- **2016 Funding Opportunities**
 - ✓ 2016-2017 LIHEAP Contract Application
 - ✓ CSBG Mid-year Modification
 - ✓ EHEAP Contract Application
 - ✓ Housing Counseling Grant Application
 - ✓ ALPI Computer Assisted Tutorial Application
 - ✓ FNPH (Florida Non-profit Housing)
 - ✓ FL DOE/WIOA-167
 - ✓ HS/EHS Continuation Funding Application

Vernon McQueen moved that CEO Johnson proceed with the above funding opportunities; seconded by Patricia Brown. Motion carried.

- **2015 Indirect Cost Proposal (Ratify):**

Josephine Howard moved to accept the above; seconded by Lester Roberts. Motion carried.
- **2015 Audited Financial Report
Single Audit Submission (990)**

Marjorie Gaskin moved to accept the two above items; seconded by Josephine Howard. Motion carried.
- **2015 Board Annual Reports**

Josephine Howard moved to accept the Board Annual Reports; seconded by Marva Hawkins. Motion carried.
- **Adoption of the Annual Corporate Meeting Booklets**

Vernon McQueen moved that we accept the Annual Corporate Meeting Booklets; seconded by Marjorie Gaskin. Motion carried.

VII. OTHER BUSINESS

- \$250.00 check received from Eastern Region for Scholarship Fund.
- Josephine Howard moved to accept the Annual Meeting Luncheon Program. Lester Roberts seconded. Motion carried.

VIII. UPCOMING MEETINGS/CONFERENCES

Referenced to upcoming meetings during the months of February – May, 2016

IX. ADJOURNMENT

Marjorie Gaskin moved to adjourn the meeting at 10:30 a.m.; Marva Hawkins seconded. Motion carried.

The draft minutes were recorded and submitted by Josephine Howard, Secretary. Note: The draft minutes will be presented for final approval at the April 23, 2016 Board Meeting

DRAFT