

The ALPI Executive Committee Meeting
 Sign In Sheet
 April 22, 2016

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 jolithow13@yahoo.com	H: (863) 422-0875 C: (863) 221-2644	
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	
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	
David Walker, Board Vice-Chairperson Law Office of David Walker, PA Attorney (Martin County)	10 SE Central Parkway, Ste 225 Stuart, FL 34994 dwalkerlpi@outlook.com	H: (772) 286-1469 O: (772) 286-8686 C: (772) 708-6632	
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	
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	
STAFF AND BOARD COUNSEL			
Deloris Johnson, CEO			
Dennis Gniewek, Finance Director			
Jonathan Thiele, Board Counsel			


The Agricultural and Labor Program, Inc.
2016 Executive Committee
Attendance Y-T-D Summary

Name	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Katie Clarke				E								
Marjorie Gaskin				P								
Marva Hawkins				E								
William Holt				P								
Josephine Howard				P								
David Walker				P								
TOTAL PRESENT				4								

P = Present

E = Excused

A = Absent

 = No Meeting Held



**EXECUTIVE COMMITTEE MEETING
HOLIDAY INN
Clewiston, FL
June 24, 2016
8:00 p.m.**

Executive Committee
Marva Hawkins
William Holt
Josephine Howard
Katie Clarke

Marjorie Gaskin
David Walker

Legal Counsel: Attorney Jonathan Thiele
Chief Executive Officer: Deloris Johnson
Budget & Finance Director: Dennis Gniewek
Operations & QC Director: Twila Smith

AGENDA

WHAT	HOW	WHO	TIME
1. CALL TO ORDER A MOMENT OF SILENCE 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 2)	Present/Approve	Chairperson	5 min
4. SECRETARY'S REPORT • Draft Minutes - April 22, 2016 (See Tab 1) • Correspondence (See Tab 5)	Present/Approve	Secretary	5 min
5. TREASURER'S REPORT (See Tab 3) Financial Statements	Present/Approve	Treasurer	6 min
6. ACTION ITEMS (See Tab 4) ➤ FUNDING OPPORTUNITIES • 2016 DEO CSBG Modification Agreement (Ratify) • 2016 DOE Budget Amendment (Ratify) • 2016 HS/EHS COLA Application (Ratify) • 2016-17 Emergency Solutions Partnership Grant (Ratify) • 2016 USAC E-rate Funding (Ratify) ➤ 2016 Employee Health Benefit Options ➤ 2015 Retirement Audit Finding Update ➤ 2016-17 School Readiness Provider Contracts (Ratify) ➤ 2016-17 SLCSB Lease Agreement (Ratify) ➤ 2016 Location & Date/Annual Planning Retreat (Doubletree Downtown/November 19-21, 2016) ➤ 2017 Annual Meeting Proposed Date Change (1/19-21) (Rosen Centre Hotel/Orlando)	Present/Approve	Chairperson CEO	20 min
7. OTHER BUSINESS	Present	Chairperson CEO	25 min
8. 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
Corporate Office
Lake Alfred, FL
April 22, 2016
8:00 p.m.**

- I. **CALL TO ORDER:** The meeting was called to order by Chair William Holt, at 8:15 p.m.
- II. **MOMENT OF SILENCE:** Observed by all
MISSION STATEMENT: Recited by all
- III. **ROLL CALL:** Members present: Marjorie Gaskin, William Holt, Josephine Howard and David Walker.
Absent: Katie Clarke & Marva Hawkins
Quorum: Attendance meets quorum with four (4) voting members present.
Board's Legal Counsel present: Attorney Jonathan Thiele
Chief Executive Officer present: Deloris Johnson
Budget & Finance Director present: Dennis Gniewek
Operations & QC Director present: Twila Smith
- IV. **PUBLIC COMMENTS:** None
- V. **CONSENT AGENDA**
Marjorie Gaskin moved to approve the consent agenda; seconded by Josephine Howard. Motion carried.
- VI. **SECRETARY'S REPORT** – Josephine Howard reporting:
• **Draft Minutes 02/27/2016**
• **Correspondence**
Josephine Howard moved to accept the minutes and additional correspondence as presented; seconded by David Walker. Motion carried.
- VII. **TREASURER'S REPORT:** Marjorie Gaskin reporting:
Reviewed Balance Sheet as of February 29, 2016:
- | | |
|--|--------------------|
| TOTAL CURRENT ASSETS: | \$1,819,886 |
| TOTAL LONG TERM ASSETS: | \$1,170,142 |
| TOTAL ASSETS: | \$2,990,028 |
| TOTAL LIABILITIES: | \$ 894,132 |
| TOTAL EQUITY: | \$2,095,896 |
| TOTAL LIABILITIES & EQUITY: | \$2,990,028 |
- Marjorie Gaskin moved to accept the “informational purposes only” Treasurer’s Report; seconded by David Walker. Motion carried.
- VIII. **ACTION ITEMS:** (See Tab 4)
• **Committees’ Reports**
Committee Reports were tabled until tomorrow (04/23/2016)

- **2016 Funding Opportunities**
 - 2016/2017 - DOE /EA
 - EHS – Child Care Partnership Grant (Polk & St. Lucie County)
 - CAT Summer Expansion Program in St. Lucie County
 - MOU (Healthy Start and Early Learning Coalition)
 - MOU (CareerSource Polk funding)

Josephine Howard moved to accept the 2016 Funding Opportunities; seconded by Marjorie Gaskin. Motion carried.

- **Retirement Plan Audit and Form 5500 (June 30, 2015 & 2014)**
David Walker moved to accept the audit and authorize the CEO to move forward on the allocation discrepancies noted on the letters dated April 7th and 11th from Vestal and Wiler; seconded by Josephine Howard. Motion carried.

IX. OTHER BUSINESS – Deloris Johnson, CEO reporting:

- **Board Portal Activity Update**
Ms. Johnson informed the Executive Committee that plans are moving forward with making the portal active. It will match the “hard copy” Board Packet.
- **Board Appointment (Patricia Gamble)**
Board Appointment (Patricia Gamble) “for information only” since appointment was approved at last meeting. Josephine Howard moved to accept the above listed item; seconded by David Walker. Motion carried.

X. UPCOMING MEETINGS/CONFERENCES – Deloris Johnson, CEO reporting:
Deloris Johnson requested those interested in attending conferences to notify corporate office.

XI. BOARD MEETING AGENDA
Josephine Howard moved to accept the Board Agenda (04/23/16); seconded by Marjorie Gaskin. Motion carried.

XII. ADJOURNMENT
David Walker motioned to adjourn the meeting at 9:04 p.m.; seconded by Marjorie Gaskin. Motion carried.

**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									
Annessa Chilous	A		A									
Katie Clarke	P		E									
Mercadez Estime-Connelly	P		P									
Dorothy Curry	P		A									
Stacy Campbell-Domineck	P		P									
Marjorie Gaskin	P		P									
Marva Hawkins	P		E									
LaVita Holmes	P		E									
William Holt	P		P									
Josephine Howard	P		P									
Kim Johnson	P		A									
Glenda Jones	P		A									
Chester McNorton	P		E									
Vernon McQueen	P		P									
Patricia Gamble			P									
Lester Roberts	P		P									
Annie Robinson	P		P									
Kimberly Ross	P		A									
David Walker	P		P									
Ruby Willix	P		P									
Grace Miller Board Emeritus (non-voting)												
TOTAL PRESENT	18		11									

P = Present

E= Excused


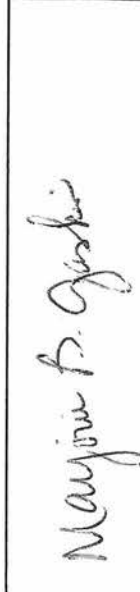

A= Absent



= No Meeting Held

**THE AGRICULTURAL AND LABOR PROGRAM, INC.
BOARD OF DIRECTORS MEETING
APRIL 23, 2016
SIGN-IN SHEET**


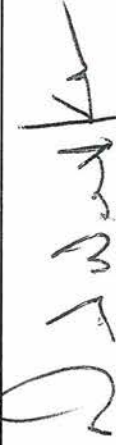
Sector: Public

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	
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	C: (863) 257-4164	
Kimberly Ross Commissioner Janet Taylor –Hendry BoCC Citizen Designee (Hendry County)	931 Virginia Avenue Clewiston, FL 33440 RosssixNine@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 MEETING
APRIL 23, 2016
SIGN-IN SHEET**





Sector: Private

NAME	ADDRESS	TELEPHONE	SIGNATURE
*Patricia Gamble (Polk County)	1020 Anderson Avenue Lakeland, FL 33805 gamblep@dor.state.fl.us	H: (863)603-8852 O: (863) 284-4245 C: (863) 838-5111	<i>Via Telephone</i>
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 dwalkerajpi@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@careersourceflv.com	H: N/A O: (386) 740-3242 C: (386) 341-7586	

* Board Appointment Nominee

**THE AGRICULTURAL AND LABOR PROGRAM, INC.
BOARD OF DIRECTORS MEETING
APRIL 23, 2016
SIGN-IN SHEET**






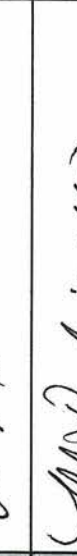




Sector: Low Income

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	SIGNATURE 
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

THE AGRICULTURAL AND LABOR PROGRAM, INC.
 BOARD OF DIRECTORS MEETING
 APRIL 23, 2016
 SIGN-IN SHEET

STAFF

NAME			SIGNATURE
Deloris Johnson, CEO			
Cheryl Burnham, LIHEAP/Community Services Director			
Dennis Gniewek, Finance Director			
PaHoua Lee-Yang, CSBD/Economic Services Director			
Al Miller, Deputy Director/C&ED			
Myrna Rodriguez, Program Operations Director (St. Lucie)			
Christine Samuel, Human Resources Director			
Twila Smith, O&QC Director			
Aletta Stroder, Program Operations Director (Polk County)			
Elizabeth Young, Deputy Director/C&FSD			

J. Thiele, Bd. Counsel



* Board Appointment Nominee



BOARD OF DIRECTORS
Holiday Inn – Clewiston, FL
June 25, 2016
10:00 a.m.

Board of Directors

Patricia Brown	Stacy Campbell-Domineck	LaVita Holmes	Glenda Jones	Annie Robinson
Katie Clarke	Patricia Gamble	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
Dorothy Curry				

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 – April 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 ➤ FUNDING OPPORTUNITIES • 2016 DEO CSBG Modification Agreement (Ratify) • 2016 DOE Budget Amendment (Ratify) • 2016 HS/EHS COLA Application (Ratify) • 2016-17 Emergency Solutions Partnership Grant (Ratify) • 2016 USAC E-rate Funding (Ratify) ➤ 2016 Employee Health Benefit Options ➤ 2016-17 School Readiness Provider Contracts (Ratify) ➤ 2016-17 SLCSB Lease Agreement (Ratify) ➤ 2016 Location & Date/Annual Planning Retreat (Doubletree Downtown/November 19-21, 2016) ➤ 2017 Annual Meeting Proposed Date Change (1/19-21) (Rosen Centre Hotel/Orlando)	Present/Approve	Chairperson & CEO	15 min
7. OTHER BUSINESS	Present	Chairperson & CEO	10 min
8. 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.

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**BOARD OF DIRECTORS
CHAIN O' LAKES CONFERENCE CENTER
WINTER HAVEN, FL
APRIL 23, 2016
10:00 a.m.**

I. **CALL TO ORDER:** The meeting was called to order at 10:13 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: Mercadez Estime-Connelly, Stacy Campbell-Domineck, Marjorie Gaskin, William Holt, Josephine Howard, Vernon McQueen, Lester Roberts, Annie Robinson, David Walker, Ruby Willix, & Patricia Gamble.

Member Excused: Katie Clarke, Marva Hawkins, & Chester McNorton.

Member Absent: Patricia Brown, Annessa Chilous, Dorothy Curry, LaVita Holmes, Commissioner Kim Johnson, Glenda Jones, & Kimberly Ross.

Quorum: Attendance meets quorum with eleven (11) voting members present.

Chief Executive Officer Present: Deloris Johnson

Board Attorney Present: Jonathan Thiele

Others Present:

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

II. **PUBLIC COMMENTS:** None

III. **CONSENT AGENDA:** Josephine Howard moved to accept the consent agenda; seconded by Stacy Campbell-Domineck. Motion carried.

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

➤ **Draft minutes** (January 23, 2016)

Josephine Howard moved to accept the minutes as presented with any necessary corrections; seconded by Annie Robinson. Motion carried.

➤ **Correspondence:**

Additional correspondence received from three (3) Board members: Chester McNorton, Marva Hawkins, and Katie Clarke, requesting to be excused from the Board of Directors Meeting.

Josephine Howard moved to accept the Secretary's Report as presented; seconded by Lester Roberts. Motion carried.

V. TREASURER'S REPORT: Marjorie Gaskin, reporting:
The Balance Sheet of February 29, 2016 was reviewed as follows:

TOTAL CURRENT ASSETS:	\$1,819,886	
TOTAL LONG TERM ASSETS:	\$1,170,142	
TOTAL ASSETS:		\$2,990,028
TOTAL LIABILITIES:	\$ 894,132	
TOTAL EQUITY:	\$2,095,896	
TOTAL LIABILITIES & EQUITY:		\$2,990,028

Vernon McQueen moved to accept the Treasurer's Report as presented, for informational purposes only. Seconded by Annie Robinson. Motion carried.

VI. ACTION ITEMS:

➤ **Committee Reports**

- **Program Planning** – Vernon McQueen reporting:
Vernon McQueen moved for the approval of the following items below. Josephine Howard seconded. Motion carried.
 - ✓ HS/EHS 2016 - 2017 Selection Criteria Scale
 - ✓ 2015 – 2016 Self-Assessment Results and QIP
 - ✓ Child Care Partnership Grant Application for St. Lucie & Polk County
 - ✓ 2016 -2017 DOE/EA Grant Application - Ratify
- **Government Affairs Committee:** Josephine Howard reporting:
A conference call meeting will be scheduled to review the agenda items inclusive of letter from Attorney Thiele re: "NONPROFIT VOTE: Guidelines for 501(c)(3) Nonprofits.
- **Finance Committee:** Marjorie Gaskin reporting:
(See Treasurer's Report)
- **By-laws Committee:** Lester Roberts reporting:
No meeting held but members were reminded to inform the Chair within seventy-two (72) hours stating when you will not be able to make a meeting, as prescribed in the Bylaws.
- **Special Events Committee:** Ruby Willix reporting:
Ruby Willix moved for Board approval of the following action items. Josephine Howard seconded. Motion carried.
 - ✓ The Annual Family Fun Day Picnic budget request of \$6,187.50. After much discussion budget was tabled.
 - ✓ The Board Recognition Award Plan
 - ✓ The Advisory Councils' Community Service Recognition Awards nominations are due by 09/16
- **Membership Committee:** Annie Robinson reporting:
Membership Recruitment Packets were distributed to each Advisory Council' Chairperson and/or Liaison for Annual Membership Drive (May – September).

➤ **Councils' Reports**

- **Northern Region Advisory Council:** See Board Packet
- **Southern Region Advisory Council:** See Board Packet
- **Eastern Region Advisory Council:** See Board Packet as well as submitted \$95.00 to Arie Lou Perkins Scholarship Fund
- **Central Region Advisory Council:** See Board Packet

- **Policy Council:** See Board Packet

**VII. OTHER BUSINESS – Deloris Johnson reporting:
Board Portal Activity Update**

The assessment outcome/survey will determine who will receive an iPad/tablet. The month of June will be the test month for accessing information from the portal. A hard copy will be mailed as well.

VIII. UPCOMING MEETINGS/CONFERENCES PARTICIPATION- Deloris Johnson reporting:

In order to take advantage of early bird registrations, all request are to be made with CEO Office at least five (5) days after regular scheduled board meeting.

IX. PUBLIC RECORDS POLICY

Marjorie Gaskin moved to accept the Public Records Request Policy and Procedures as presented; seconded by Lester Roberts. Motion carried. Marjorie Gaskin moved to amend the motion to change the word "county" to the word "agency"; seconded by Josephine Howard. Motion carried.

X. ADJOURNMENT

Vernon McQueen moved to adjourn the meeting at 11:08 a.m.; seconded by Marjorie Gaskin. Motion carried.

**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									
Annessa Chilous	A		A									
Katie Clarke	P		E									
Mercadez Estime-Connelly	P		P									
Dorothy Curry	P		A									
Stacy Campbell-Domineck	P		P									
Marjorie Gaskin	P		P									
Marva Hawkins	P		E									
LaVita Holmes	P		E									
William Holt	P		P									
Josephine Howard	P		P									
Kim Johnson	P		A									
Glenda Jones	P		A									
Chester McNorton	P		E									
Vernon McQueen	P		P									
Patricia Gamble			P									
Lester Roberts	P		P									
Annie Robinson	P		P									
Kimberly Ross	P		A									
David Walker	P		P									
Ruby Willix	P		P									
Grace Miller Board Emeritus (non-voting)												
TOTAL PRESENT	18		11									

P = Present

E= Excused


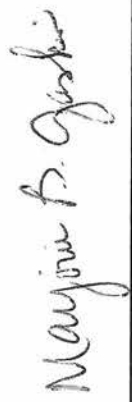

A= Absent



= No Meeting Held

**THE AGRICULTURAL AND LABOR PROGRAM, INC.
BOARD OF DIRECTORS MEETING
APRIL 23, 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	
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	C: (863) 257-4164	
Kimberly Ross Commissioner Janet Taylor –Hendry BoCC Citizen Designee (Hendry County)	931 Virginia Avenue Clewiston, FL 33440 RosssixNine@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 MEETING
APRIL 23, 2016
SIGN-IN SHEET**





Sector: Private

NAME	ADDRESS	TELEPHONE	SIGNATURE
*Patricia Gamble (Polk County)	1020 Anderson Avenue Lakeland, FL 33805 gamblep@dof.state.fl.us	H: (863)603-8852 O: (863) 284-4245 C: (863) 838-5111	<i>Via Telephone</i>
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 dwalkerlpj@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@careersourceflv.com	H: N/A O: (386) 740-3242 C: (386) 341-7586	

* Board Appointment Nominee

**THE AGRICULTURAL AND LABOR PROGRAM, INC.
BOARD OF DIRECTORS MEETING
APRIL 23, 2016
SIGN-IN SHEET**






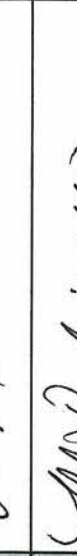




Sector: Low Income

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	SIGNATURE 
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

THE AGRICULTURAL AND LABOR PROGRAM, INC.
 BOARD OF DIRECTORS MEETING
 APRIL 23, 2016
 SIGN-IN SHEET

STAFF

NAME			SIGNATURE
Deloris Johnson, CEO			
Cheryl Burnham, LIHEAP/Community Services Director			
Dennis Gniewek, Finance Director			
PaHoua Lee-Yang, CSBD/Economic Services Director			
Al Miller, Deputy Director/C&ED			
Myrna Rodriguez, Program Operations Director (St. Lucie)			
Christine Samuel, Human Resources Director			
Twila Smith, O&QC Director			
Aletta Stroder, Program Operations Director (Polk County)			
Elizabeth Young, Deputy Director/C&FSD			

J. Thiele, Bd. Counsel

JMM

* Board Appointment Nominee



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

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

Program Planning

April 22, 2016

Name of Committee

Date of Report

Members Present

Members Absent

Vernon McQueen

Chester McNorton Dorothy Curry

Al Miller

Katie Clarke Patricia Brown

Aletta Stroder

Myrna Rodriguez

Type of Report

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

Brief Statement of Committee's Issue/Area Reporting:

Reviewed Y-T-D Grant Reports:

- ✓ Performance
- ✓ Reimbursement
- ✓ In-Kind Match

Reviewed Head Start/EHS 2015-2016 Self-Assessment Results and QIP

- ✓ Head Start/EHS Mid-Year Child Outcomes report
- ✓ VPK Ratings
- ✓ CLASS Ratings

Reviewed NAEYC Accreditation Reports

Reviewed Head Start/EHS 2016-2017 Program Goals and Objectives

Reviewed community target areas to be served by Head Start/EHS in 2015-2016

Reviewed Head Start/EHS Community Resource Plan

Reviewed Head Start/EHS 2016-2017 Selection Criteria Scale

Reviewed EHS/Child Care Partnership Grant Application

Reviewed 2016-2017 DOE/EA Grant Application

Reviewed programs' monitoring reports

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?)

All reviews were conducted for the purpose of advising the Board of overall performance by major programs; identifying areas that may require additional follow-up or further attention. And informing the Board of other matters concerning performance, contracting or other aspects of program operation.

Additionally, some reviews were for the purpose of ratifying or approving various funding agreements as identified in "Recommendation for Board Action."


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

Move that the Board take the following actions:




- ✓ Approve Head Start/EHS 2016-2017 Selection Criteria Scale
- ✓ Approve Head Start/EHS 2015-2016 Self-Assessment Results and QIP
- ✓ Approve EHS/Child Care Partnership Grant Application for Polk and St. Lucie Counties
- ✓ Ratify 2016-2017 DOE/EA Grant Application

PROGRAM PLANNING COMMITTEE
APRIL 22, 2016

NAME	ADDRESS	TELEPHONE	SIGNATURE
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	
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	
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	

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	
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	

STAFF

Al Miller, Staff Liaison			
Myrna Rodriguez, Staff Liaison			
Aletta Stroder, Staff Liaison			



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

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

Budget & Finance

April 23, 2016

Name of Committee

Date of Report

Members Present

Members Absent

Marjorie Gaskin Lester Roberts

Stacy Campbell-Domineck

David Walker

Josephine Howard Dennis Gniewek

Vernon McQueen Attorney Thiele

William Holt Deloris Johnson

Type of Report

Reporting/Updating

Recommending Board Action

Recommending Policy Changes

Brief Statement of Committee's Issue/Area Reporting:

Meeting was called to order at 9:22 a.m. by Chair Marjorie Gaskin.

The committee recited the mission and proceeded to roll call. The Chair asked for a report on the Variance Report: (see attached). The negative balances were discussed, and the committee was advised that the negative balance would be in the black come June.

The Finance Director read the balance sheet dated 02/29/2016 (see attached balance sheet) Total liability and equity \$ 2,990,028 from balance sheet. He discussed the Project Financial Report (see attached sheet). Agency wide Budget is \$17,438,597.00 (see attached).

The CEO stated that all spending must be gauged and done with care to ensure that spending is done wisely. She also stated that the treasurer of the ALPI organization needs to know where the back-up of all financial files and documents are in case of an emergency or if the system is compromised.

Financial Director states that our system was compromised, but, quick action by the team of experts in our IT Department shut it down and prevented any large amounts of damage to our system. Congratulations, JOB WELL DONE!

Meeting adjourned at 9:55 a.m.





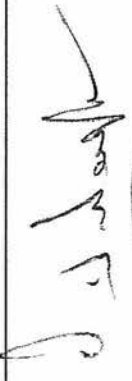




Brief Background information and possible impact of issue/area (i.e.: Why is it an issue? Will funding, staff utilization, services and/or facility changes be necessary?)

N/A

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

N/A

BUDGET AND FINANCE COMMITTEE
April 23, 2016

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	
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	C: (863) 257-4164	
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	
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 dwalkerajpi@outlook.com	H: (772) 286-1469 O: (772) 286-8686 C: (772) 708-6632	
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	
STAFF			
Deloris Johnson, CEO			
Dennis Gniewek, Finance Director			

*Jonathan Thiele
B.D. Counsel*



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

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

Special Events Committee
Name of Committee

April 22, 2016
Date of Report

Members Present

Members Absent

Annie Robinson

Dorothy Curry Glenda Jones

Ruby Willix

Kimberly Ross

Patricia Gamble

Chester Mc Norton

Marva Hawkins

Type of Report

Reporting/Updating

Recommending Board Action

Recommending Policy Changes

Brief Statement of Committee's Issue/Area Reporting:

- ✓ Reviewed the Annual Fun Day Picnic Plan to be held at Clewiston Park in Clewiston, FL
- ✓ Reviewed Board Recognition Award Plan (see attached)
- ✓ Discussed Advisory Council Community Service Awards and will be submitted September 16, 2016
- ✓ Reviewed the ALPI Wall of Fame Plan Phase II. Activities were outlined for the ALPI Wall of Fame Phase III with the following timeline of November 2016, at the ALPI Board Planning Retreat. The focus of Phase III is on the current status of The Agricultural and Labor Program, Inc. in continuing the mission of providing excellence through a total system approach to ensure access to the human service delivery programs for the socially and economically disadvantaged children and families; and farmworkers we have pledged to serve.

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?)

- ✓ **Annual Family Fun Day Picnic:** 200 participants
- ✓ **Food Vendor:** Cracker Cooking
- ✓ **Menu:** BBQ Ribs/Chicken, Hamburgers/Hotdogs, Baked Beans, Coleslaw, Potato Salad, Corn on the Cob, Rolls, Dessert, Lemonade, Condiments, Ice, paper goods
- ✓ **Additional Items:** (2) Tents, Tables, Chairs
- ✓ **Budget Request:** \$6,187.50

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

- ✓ Move that the Board approve the Annual Family Fun Day Picnic budget request of Table 1.
- ✓ Move that the Board approve the Board Recognition Award Plan
- ✓ Move that the Board approve the Advisory Council Community Service Recognition Awards with a due date of September 16, 2016 to the Special Events Committee
- ✓ Move that the Board approve Phase III of the Wall of Fame Plan focusing on the current status of The Agricultural and Labor Program, Inc. in continuing the mission of providing excellence through a total system approach to ensure access to the human service delivery programs for the socially and economically disadvantage; children and families; and farmworkers we have pledged to serve.

**SPECIAL EVENTS COMMITTEE MEETING
APRIL 22, 2016
SIGN-IN SHEET**

NAME	ADDRESS	TELEPHONE	SIGNATURE
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	
Kimberly Ross Commissioner Janet Taylor -- Hendry BoCC Citizen Designee (Hendry County)	931 Virginia Avenue Clewiston, FL 33440 RosssixNine@netzero.com	H: O: C: (863) 233-6500	
Patricia Gamble (Polk County)	1020 Anderson Avenue Lakeland, FL 33805 gamblep@dor.state.fl.us	H: (863) 603-8852 O: (863) 284-4245 C: (863) 838-5111	
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	
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	
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	<i>Annie Robinson</i>
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	
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	<i>Ruby Willix</i>
STAFF			
Elizabeth Young			<i>Elizabeth Young</i>



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

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

Membership Committee

April 23, 2016

Name of Committee

Date of Report

Members Present

Members Absent

Annie Robinson Staff Present: Cheryl Burnham

Patricia Gamble Glenda Jones

LaVita Holmes Terry Wellington

Type of Report

Reporting/Updating

Recommending Board Action

Recommending Policy Changes

Brief Statement of Committee's Issue/Area Reporting:

All tasks / timelines were reviewed and discussed. Reviewed Advisory Council Membership Recruitment Plan, also reviewed Head Start / EHS Policy Council Membership Recruitment Plan.

Membership packets are ready for distribution to Council Chairpersons or Staff liaisons. Packets include Corporate Roster Application process, Corporate Membership benefits and (25) corporate applications.


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):

None

**MEMBERSHIP COMMITTEE MEETING
APRIL 23, 2016
SIGN-IN SHEET**

NAME	ADDRESS	TELEPHONE	SIGNATURE
Patricia Gamble (Polk County)	1020 Anderson Avenue Lakeland, FL 33805 gamblep@dor.state.fl.us	H: (863)603-8852 O: (863) 284-4245 C: (863) 838-5111	
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	
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	
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	
Terry Wellington Southern Region Advisory Council Committee Member	2951 W. Summerset Road Avon Park, FL 33825		
STAFF			
Cheryl Burnham, LIHEAP/Community Services Director			