



**EXECUTIVE COMMITTEE MEETING**  
**CORPORATE OFFICE**  
**Lake Alfred, FL**  
**June 23, 2017**  
**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 21, 2017 (See Tab 1 ) • 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) ➤ FUNDING OPPORTUNITIES • 2017 DEO LIHEAP Modification Agreement (Ratify) • 2017 DOE Budget Amendment (Ratify) • 2017 HS/EHS COLA Supplemental Application Notification • 2017 Senior Connection Contract • 2017-2018 CSC/CAT Funding (Ratify) ➤ 2017 Employee Health Benefit Options ➤ 2017-18 School Readiness Provider Contracts (Ratify) ➤ ERSEA Eligibility (Performance Standards 13.02(m)) ➤ 2017 Community Action Plan ➤ Board Membership Application/Appointment ➤ 2017 Location & Date/Annual Planning Retreat (Ratify) (Doubletree Downtown/November 17-19, 2017)	Present/Approve	Chairperson CEO	20 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.

**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 21, 2017  
8:00 p.m.**

- I. **CALL TO ORDER:** The meeting was called to order by William Holt, at 7:41 p.m.
- **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, Marjorie Gaskin and William Holt  
  
**Members excused:** Katie Clarke, Marva Hawkins, and David Walker  
  
**Quorum:** Attendance meets quorum with three (3) voting members present.  
  
**Boards Legal Counsel present:** Attorney Jonathan Thiele  
**Chief Executive Officer present:** Deloris Johnson  
**Budget & Finance Director present:** Dennis Gniewek  
**Operations & QC Director present:** Twila Smith
- II. **PUBLIC COMMENTS:** None
- III. **CONSENT AGENDA:**  
Marjorie Gaskin moved to accept the consent agenda; seconded by Josephine Howard.  
Motion carried.
- IV. **SECRETARY'S REPORT:** Josephine Howard presenting:  
➤ Additional Correspondence – David Walker, Marva Hawkins, and Katie Clarke requesting to be excused.  
  
Marjorie Gaskin moved to accept the Secretary's Report; seconded by Josephine Howard.  
Motion carried.
- V. **TREASURER'S REPORT:** Dennis Gniewek reporting:
- Reviewed Balance Sheet as of September 30, 2016:  
**Assets**

Cash	\$ 1, 199,782
Accounts receivable	\$ 845,501
<b>Total current assets</b>	<b>\$ 2, 045,283</b>
<b>Total Long Term Assets</b>	<b>\$ 1, 056,942</b>

**Total Assets** \$ 3, 102,225

**Liabilities**

Accounts Payable	\$ 739,920
Deferred Revenue	\$ 145,925
Payroll Payable	\$ 341,402
<b>Total Liabilities</b>	<b>\$ 1,227,247</b>

**Equity**

Current Year Activity	\$ 59,519
Unrestricted Fund Balance	\$ 997,404
Investment in Fixed Assets	\$ 818,055
<b>Total Equity</b>	<b>\$ 1, 874,978</b>

**Total Liabilities & Equity** \$ 3, 102,225

Josephine Howard moved to receive the Treasurer's Report for informational purposes only; seconded by Marva Hawkins. Motion carried.

**VI. ACTION ITEMS:**

➤ **Agency Policies and Procedures – Revisions / Additions**

Josephine Howard moved to authorize the CEO to proceed with the Agency Policies and Procedures Revisions/Additions; seconded by Marjorie Gaskin. Motion carried.

➤ **Back to Work Policy Model – Accident Incident Reporting**

Josephine Howard moved to modify Accident/Incident Reporting Policy for adults. The new modified/revised policies will be effective by April 30, 2017; seconded by Marjorie Gaskin. Motion carried.

➤ **2017 – 2018 DOE/EA (Ratify)**

Josephine Howard moved to ratify the 2017 – 2018 DOE/EA; seconded by Marjorie Gaskin. Motion carried.

➤ **2017 – 2018 HS/EHS Budget (Ratify)**

Josephine Howard moved to ratify the 2017 – 2018 HS/EHS Budget; seconded by Marjorie Gaskin. Motion carried.

➤ **2017 – 2018 LIHEAP Budget (Ratify)**

Josephine Howard moved to ratify the 2017 - 2018 LIHEAP Budget; seconded by Marjorie Gaskin. Motion carried.

**VII. OTHER BUSINESS:**


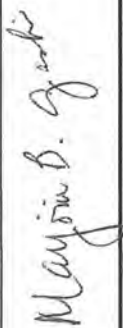

➤ Will be presented at tomorrow's Board Meeting.

**VIII. ADJOURNMENT**





Marjorie Gaskin moved to adjourn the meeting at 8:12 p.m.; seconded by Josephine Howard. Motion carried.



The ALPI Executive Committee Meeting  
Sign In Sheet  
April 21, 2017

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	
Marjorie Gaskin, Treasurer Commissioner Rufus Alexander - City of Ft. Pierce Citizen Designee (St. Lucie County)	1511 N. 21 <sup>st</sup> Street Ft. Pierce, FL 34950 mbgaskin2@gmail.com	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 davidwalkerlaw@aol.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 <sup>th</sup> 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 <sup>th</sup> 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			
Twila Smith, O&QC Director			
Jonathan Thiele, Board Counsel			

**The Agricultural and Labor Program, Inc.**  
**2017 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				E								
<b>TOTAL PRESENT</b>				6								

P = Present

E= Excused

A= Absent



= No Meeting Held



**BOARD OF DIRECTORS**  
**Chain O'Lakes Conference Center**  
**Winter Haven, FL**  
**June 24, 2017**  
**10:00 a.m.**

**Board of Directors**

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

**Board Attorney:** Jonathan Thiele

**Chief Executive Officer:** Deloris Johnson

**Department Directors:**

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

**AGENDA**

WHAT	HOW	WHO	TIME
1. CALL TO ORDER MOMENT OF SILENCE MISSION STATEMENT ROLL CALL (See Tab 1)	Present	Chairperson Secretary	5 min
2. PUBLIC COMMENTS (limit 2 minutes each)		Chairperson	5 min
3. CONSENT AGENDA (See Tab 2)	Present/Approve	Chairperson	5 min
4. SECRETARY'S REPORT – (See Tab 1) ➤ Minutes – April 22, 2017 ➤ 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 • 2017 DEO LIHEAP Modification Agreement (Ratify) • 2017 DOE Budget Amendment (Ratify) • 2017 HS/EHS COLA Supplemental Application Notification • 2017 Senior Connection Contract • 2017-2018 CSC/CAT Funding (Ratify) ➤ 2017 Employee Health Benefit Options ➤ 2017-18 School Readiness Provider Contracts (Ratify) ➤ ERSEA Eligibility (Performance Standards 13.02(m)) ➤ 2017 Community Action Plan ➤ Board Membership Application/Appointment ➤ 2017 Location & Date/Annual Planning Retreat (Ratify) (Doubletree Downtown/November 17-19, 2017)	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 22, 2017  
10:00 a.m.**

**I. CALL TO ORDER:** The meeting was called to order at 10:10 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:** Stacy Campbell-Domineck, Patricia Gamble, Marjorie Gaskin, William Holt, Josephine Howard, Kim Johnson, Glenda Jones, Vernon McQueen, Lester Roberts, Annie Robinson, Kimberly Ross, Samuel Thomas, Corey Williams, & Ruby Willix.

**Member Excused:** Dorothy Curry, Marva Hawkins, LaVita Holmes, Katie Clarke, David Walker, and Chester McNorton

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

**Chief Executive Officer Present:** Deloris Johnson

**Board Attorney Present:** Jonathan Thiele

**Others Present:**

**Department Directors:** Cheryl Burnham, LIHEAP; Al Miller, C&E Deputy Director; Christine Samuel, Human Resources; Aletta Stroder, Program Operations(Polk County); Dennis Gniewek, Budget & Finance; Twila Smith, Operations & Quality Control; and Elizabeth Young, CDFS Deputy Director

**Excused:** Myrna Rodriquez

**II. PUBLIC COMMENTS:** None

Chairperson Holt introduced new Board Member, Samuel Thomas (Hendry County BoCC designee). He spoke briefly and everyone welcomed him to The Agricultural and Labor Program, Inc.'s Board of Directors.

**III. Consent Agenda –** Marjorie Gaskin moved to accept the consent agenda as presented; seconded by Stacy Campbell-Domineck. Motion carried.

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

➤ **Draft minutes** - January 21, 2017 (Close-out & Election)

➤ **Minutes – February 25, 2017**

Josephine Howard moved to accept the Secretary's Report with additional correspondence; seconded by Marjorie Gaskin. Motion carried.

➤ **Correspondence:**

Additional correspondence from (5) Board members: Marva Hawkins, David Walker, Chester McNorton, LaVita Holmes, and Katie Clarke requesting excused absences from the Board of Directors Meeting and/or Committee Meetings.

Marjorie Gaskin noted that there was an error in the Eastern Region's Advisory Report for August 2016.

**V. TREASURER'S REPORT:** Marjorie Gaskin, reporting:

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

Reviewed Balance Sheet as of September 30, 2016:

<b>Assets</b>	
Cash	\$ 1,199,782
Accounts receivable	\$ 845,501
<b>Total current assets</b>	<b>\$ 2,045,283</b>
Prepaid Expenses	\$ - 19,105
Fixed Assets	\$ 496,901
Land	\$ 545,000
Asset Held For Sale	\$ 34,146
<b>Total Long Term Assets</b>	<b>\$ 1,056,942</b>
<b>Total Assets</b>	<b>\$ 3,102,225</b>
<b>Liabilities</b>	
Accounts Payable	\$ 739,920
Deferred Revenue	\$ 145,925
Payroll Payable	\$ 341,402
<b>Total Liabilities</b>	<b>\$ 1,227,247</b>
<b>Equity</b>	
Current Year Activity	\$ 59,519
Unrestricted Fund Balance	\$ 997,404
Investment in Fixed Assets	\$ 818,055
<b>Total Equity</b>	<b>\$ 1,874,978</b>
<b>Total Liabilities &amp; Equity</b>	<b>\$ 3,102,225</b>

**VI. ACTION ITEMS:**

➤ **Committee Reports**

- **By-laws Committee:** No scheduled meeting.



- **Program Planning** – Vernon McQueen reporting:  
Vernon McQueen moved for the approval of the following items; seconded by Josephine Howard. Motion carried.
    - ✓ HS/EHS 2017 - 2018 Selection Criteria Scale
    - ✓ HS/EHS 2016 – 2017 Self-Assessment Results and QIP
    - ✓ Ratify HS/EHS Grant Application
    - ✓ Ratify 2016 – 2017 DOE/EA Grant Application
    - ✓ Ratify 2017 – 2018 LIHEAP Budget and Grant Application
  
  - **Special Events Committee:** Patricia Gamble reporting:  
Patricia Gamble moved for the approval of the following items; seconded by Josephine Howard. Motion carried.
    - ✓ The Annual Family Fun Day Picnic budget request of \$5,000.
    - ✓ The Annual Board Recognition Award Plan.
    - ✓ The Advisory Council Community Service Recognition Awards nominees' are due from each council by September 15, 2017 to the Special Events Committee.
    - ✓ Phase III of the Wall of Fame Plan focusing on the current status of The Agricultural and Labor Program, Inc., 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.
    - ✓ Phase III will also highlight individuals who made a difference in the positive progress in the past and moving forward.
    - ✓ The 50<sup>th</sup> anniversary logo, noting 1968 to 2018.
  
  - **Membership Committee:** Patricia Gamble reporting:  
Patricia Gamble moved for the approval of the following items; seconded by Marjorie Gaskin. Motion carried.
    - ✓ Advisory Council/Committee Membership Recruitment Plan
    - ✓ HS/EHS Policy Council Membership Recruitment
    - ✓ Advisory Council Meeting Timelines
    - ✓ HS/EHS Meeting Timelines
  
  - **Retirement Committee:** William Holt reporting:  
Marjorie Gaskin moved for Board approval of 5500 Form, Health and Welfare Plan; seconded by Josephine Howard. Motion carried that all actions needed for moving forward with Retirement Committee be approved. Motion carried.
- Josephine Howard moved for the Board to ratify the Retirement Plan Audit (June 30, 2016), and management letter; seconded by Marjorie Gaskin. Motion carried.
- **Government Affairs Committee:** Glenda Jones reporting:  
Glenda Jones moved for the approval of the following items; seconded by Marjorie Gaskins. Motion carried.
    - ✓ 2017 – 2018 Legislative Agenda Plan
    - ✓ Back to Work Policy Model
    - ✓ Accident/Incident Reporting Policy

Josephine Howard moved that we authorize the CEO and Attorney Thiele to develop/modify the Agency's Policies and Procedures Revision/Additions with adults to be completed by April 30, 2017; seconded by Marjorie Gaskin. Motion carried.

- **Finance Committee:** William Holt reporting:  
Josephine Howard moved for the approval of the following items; seconded by Marjorie Gaskins. Motion carried.
  - ✓ 990 Form for 2015 – 2016
  - ✓ 2017 – 2018 Agency wide Operating Budget
  - ✓ Ratify E-rate application
  - ✓ Retirement Plan Audit – June 30, 2016

Patricia Gamble moved for the approval of the Health and Welfare Form 5500; seconded by Josephine Howard. Motion carried.

Marjorie Gaskin moved for the approval of the following 2017 Funding Opportunities; seconded by Stacy Campbell-Domineck. Motion carried.

- ✓ 2017 -2018 DOE/EA
- ✓ 2017 – 2018 LIHEAP Budget
- ✓ 2017 HS/EHS

➤ **Council's Reports**

- **Northern Region Advisory Council:** (Inclusive in Board Packet)
- **Southern Region Advisory Council:** (Inclusive in Board Packet)
- **Eastern Region Advisory Council:** Marjorie Gaskin presented a check for \$25.00; report inclusive in Board Packet)
- **Central Region Advisory Council:** (Inclusive in Board Packet)
- **Policy Council:** Josephine Howard reporting:  
**Award Presentation**
  - ✓ PNC Award – Corey Williams presented ALPI's Corporate Award to Dee L. Coe, PNC Vice-President, Branch Manager for their Grow Up Great Program. In addition, Ms. Coe presented a \$3,000 check to the Garden Terrace Head Start Center for completing the Grow-Up Program.
  - ✓ Corey Williams presented the Policy Council Volunteer Award to Mercadez Estime-Connelly.

**VII. OTHER BUSINESS**

- Deloris Johnson reporting:  
CEO Timeline re: Succession Planning, Ben Ramsey has taken us to this point.  
Josephine Howard moved to approve the Succession Planning Committee proposed process and timeline for recruitment of ALPI's New CEO; seconded by Marjorie Gaskin. Motion carried.

Marjorie Gaskin moved to retain Ben Ramsey as needed for additional Succession Planning and Implementation; seconded by Josephine Howard. Motion carried.

**VIII. UPCOMING MEETINGS/CONFERENCES**



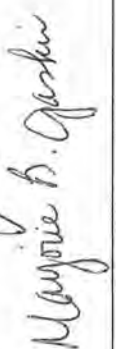



None

**IX. ADJOURNMENT**

Marjorie Gaskin moved to adjourn the meeting at 11:05 a.m. seconded by Josephine Howard. Motion carried.

**THE AGRICULTURAL AND LABOR PROGRAM, INC.**  
**BOARD MEETING**  
**APRIL 22, 2017**  
**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 <sup>th</sup> Street Sanford, FL 32771 N/A	H: (407) 323-2099 C: N/A	
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 <sup>st</sup> 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 lesterarob06@yahoo.com	C: (863) 257-4164	
Kimberly Ross Commissioner Janet Taylor - Hendry BoCC Citizen Designee (Hendry County)	P.O. Box 1214 Clewiston, FL 33440 rossjxm@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	






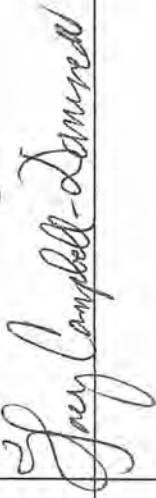
THE AGRICULTURAL AND LABOR PROGRAM, INC.

BOARD MEETING

APRIL 22, 2017



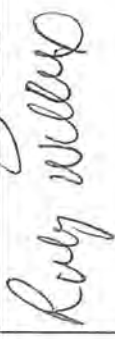
SIGN-IN SHEET


Sector: Private

NAME	ADDRESS	TELEPHONE	SIGNATURE
Patricia Gamble CGWT Outreach Resource Center Member (Polk County)	1020 Anderson Avenue Lakeland, FL 33805 gambpt@aol.com	H: (863) 603-8852 O: (863) 284-4245 C: (863) 838-5111	
Vernon McQueen Duke Energy Florida Program Manager (Seminole County)	804 E. 14 <sup>th</sup> 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 davidwalkerlaw@aol.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@yahoo.com	H: N/A O: (386) 740-3242 C: (386) 341-7586	

**THE AGRICULTURAL AND LABOR PROGRAM, INC.**  
**BOARD MEETING**  
**APRIL 22, 2017**  
**SIGN-IN SHEET**







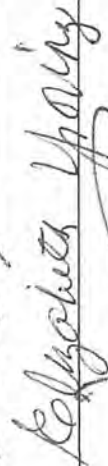

Sector: Low Income

NAME	ADDRESS	TELEPHONE	SIGNATURE
William Holt – Board Chairperson Eastern Region Advisory Council Chairperson (Indian River County)	4129 57 <sup>th</sup> 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	
VACANT (Glades County)			
Marva Hawkins Northern Region Advisory Council Member (Seminole County)	1004 W. 13 <sup>th</sup> Street Sanford, FL 32772 marvahawkins@earthlink.net	H: (407) 322-5418 O: N/A C: (407) 416-4234	
Corey Williams Head Start Policy Council Member (St. Lucie County)	7700 Pine Lakes Blvd #7495 Port St. Lucie, FL 34953 wlmscorey@yahoo.com	H: (772) 467-4500 O: C: (954) 607-9471	
Ruby Willix Central Region Advisory Council Member (Polk County)	2876 Dudley Drive Bartow, FL 33830 rubywillix@comcast.net	H: (863) 537-6677 6292 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	

  
Jonathan Thiele,  
Bd. Attorney

THE AGRICULTURAL AND LABOR PROGRAM, INC.  
BOARD MEETING  
April 22, 2017

STAFF AND LEGAL COUNSEL  
SIGN-IN SHEET

NAME	SIGNATURE
Deloris Johnson, Chief Executive Officer	
Cheryl Burnham, LIHEAP/Community Services	
Dennis Gniewek, Finance Director	
PaHua Lee-Yang, CSBG/Economic Services Director	
Al Miller, C&ED Deputy Director	
Myrna Rodriguez, Program Operations Director (SLC)	
Christine Samuel, Human Resources Director	
Twila Smith, Operations & QC Director	
Aletta Stroder, Program Operations Director (PC)	
Elizabeth Young, Children & FS Deputy Director	
Atty Jonathan Thiele, Board Legal Counsel	



**The Agricultural and Labor Program, Inc.**  
**2017 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	P	E		E									
Dorothy Curry	E	E		E									
Stacy Campbell-Domineck	P	P		P									
Patricia Gamble	P	P		P									
Marjorie Gaskin	P	P		P									
Marva Hawkins	P	P		E									
LaVita Holmes	P	P		E									
William Holt	P	P		P									
Josephine Howard	P	P		P									
Kim Johnson	P	E		P									
Glenda Jones	P	P		P									
Chester McNorton	P	P		E									
Vernon McQueen	P	P		P									
Lester Roberts	E	E		P									
Annie Robinson	E	P		P									
Kimberly Ross	P	P		P									
Samuel Thomas	P	A		P									
David Walker	P	P		E									
Corey Williams	A	P		P									
Ruby Willix	P	P		P									
Grace Miller Board Emeritus (non-voting)													
<b>TOTAL PRESENT</b>	16	14		14									

P = Present

E= Excused

A= Absent



= No Meeting Held

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

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 Board take the following actions:
  - Approve Head Start/EHS 2017-2018 Selection Criteria Scale
  - Approve Head Start/EHS 2016-2017 Self-Assessment Results and QIP
  - Ratify HS/EHS Grant Application
  - Ratify 2016-2017 DOE/EA Grant Application
  - Ratify 2017-2018 LIHEAP Budget and Grant Application



**PROGRAM PLANNING COMMITTEE**  
**APRIL 21, 2017**  
**SIGN-IN SHEET**

Vernon McQueen Duke Energy Florida Program Manager (Seminole County)	804 E. 14 <sup>th</sup> Street Sanford, FL 32771 vmcqueen@hotmail.com	H: (407) 321-6950 O: (407) 942-9661 C: (321) 262-6564	✓
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	Attended Events Committee
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	Excused
Corey Williams Head Start Policy Council Member (St. Lucie County)	7700 Pine Lakes Blvd #7495 Port St. Lucie, FL 34953 willmscorey@yahoo.com	H: (772) 467-4500 O: C: (954) 607-9471	✓
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	David A. Thomas
<b>STAFF</b>			
Al Miller, Staff Liaison			al Miller
Myrna Rodriguez, Staff Liaison			
Aletta Stroder, Staff Liaison			Aletta Stroder



## 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

April 22, 2017

Name of Committee

Date of Report

### Members Present

Patricia Gamble

Glenda Jones

Ruby Willix

Annie Robinson

Elizabeth Young, Staff Liaison

### Members Absent

Marva Hawkins

Kimberly Ross

Chester McNorton

### Type of Report

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

### Brief Statement of Committee's Issue/Area Reporting:

- Reviewed the Annual Family Fun Day Picnic Plan to be held at Lake Parker Osprey Pavilion in Lakeland, FL
- Reviewed Board Recognition Annual Award Plan (see attached)
- Discussed Advisory Council Community Service Awards. Report due for board approval by Sept. 22, 2017.
- Reviewed ALPI Wall of Fame Plan Phase II with the updated timeline of November 2017- ALPI Board Planning Retreat. The focus of Phase III continues to be on the current status of The Agricultural and Labor Program, Inc. ALPI in continuing the mission of providing excellence through a total system approach to ensure access to the human 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: 250 participants
- Food, Vendor and miscellaneous items
- Menu: (Standard picnic menu)
- Budget Request: \$5,000

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 Board take the following actions:
  - Approve Head Start/EHS 2017-2018 Selection Criteria Scale
  - Approve Head Start/EHS 2016-2017 Self-Assessment Results and QIP
  - Ratify HS/EHS Grant Application
  - Ratify 2016-2017 DOE/EA Grant Application
  - Ratify 2017-2018 LIHEAP Budget and Grant Application



**SPECIAL EVENTS COMMITTEE MEETING  
April 21, 2017  
SIGN-IN SHEET**

NAME	ADDRESS	TELEPHONE	SIGNATURE
Kimberly Ross Commissioner Janet Taylor - Hendry BoCC Citizen Designee (Hendry County)	931 Virginia Avenue Clewiston, FL 33440 <a href="mailto:RosssixNine@netzero.com">RosssixNine@netzero.com</a>	H: O: C: (863) 233-6500	Do Sent (EXCUSED)
Patricia Gamble CGWT Outreach Resource Center Member (Polk County)	1020 Anderson Avenue Lakeland, FL 33805 <a href="mailto:gambled@dot.state.fl.us">gambled@dot.state.fl.us</a> Gambled@AOL.com	H: (863) 603-8952 608-7119 O: (863) 284-4245 C: (863) 838-5111	Pat Gamble
Glenda Jones Winter Haven Neighborhood Service Center Executive Director (Polk County)	608 Avenue S, NE Winter Haven, FL 33881 <a href="mailto:nsc1glenda@netscape.net">nsc1glenda@netscape.net</a>	H: (863) 294-5860 O: (863) 294-5860 C: N/A	Glenda Jones
Chester McNorton ATEC Advisory Council Member (Volusia County)	644 Magnolia Avenue Daytona Beach, FL 32114 <a href="mailto:chesternorton@careersourcefl.com">chesternorton@careersourcefl.com</a>	H: N/A O: (386) 740-3242 C: (386) 341-7586	Absent (EXCUSED)
Marva Hawkins Northern Region Advisory Council Member (Seminole County)	1004 W. 13 <sup>th</sup> Street Sanford, FL 32772 <a href="mailto:marvahawkins@earthlink.net">marvahawkins@earthlink.net</a>	H: (407) 322-5418 O: N/A C: (407) 416-4234	Absent (EXCUSED)
Ruby Willis Central Region Advisory Council Member (Polk County)	2876 Dudley Drive Bartow, FL 33830 <a href="mailto:rubywillis@comcast.net">rubywillis@comcast.net</a>	H: (863) 537-5877 6292 O: N/A C: (863) 207-1822	Ruby Willis
Annice Robinson	STAFF →		
Elizabeth Young			Elizabeth Young



## 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 22, 2017

Name of Committee

Date of Report

Members Present

Members Absent

Terry Wellington

Dorothy Curry

Patricia Gamble

LaVita Holmes

Cheryl Burnham – Staff Liaison

### Type of Report

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

### Brief Statement of Committee's Issue/Area Reporting:

- Review Advisory Councils Membership Recruitment Plan
- Review Head Start/EHS Policy Council Membership Recruitment Plan
- Review Advisory Councils Meeting Timelines
- Review Head Start/EHS Meeting Timelines

**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?)**

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

- Advisory Council / Committee Membership Recruitment Plan
- Head Start / EHS Policy Council Membership Recruitment
- Advisory Council Meeting Timelines
- Head Start / EHS Meeting Timelines

**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 \$5,000.
- Move that the Board approve the Annual Board Recognition Award Plan.
- Move that the Board approve the Advisory Council Community Service Recognition Awards with a due date of September 15, 2017, 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., 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.
- Phase III will also highlight individuals who have made a difference in the positive progress in the past and moving forward.
- Move that the Board approve the 50<sup>th</sup> anniversary logo, noting 1968 to 2018
- Move that the Board approve Ms. Johnson to move forward

**MEMBERSHIP COMMITTEE MEETING  
APRIL 22, 2017  
SIGN-IN SHEET**

NAME	ADDRESS	TELEPHONE	SIGNATURE
Patricia Gamble CGWT Outreach Resource Center (Polk County)	1020 Anderson Avenue Lakeland, FL 33805 gamblee@dot.state.fl.us gambpt@aol.com	608-7119 H: (863) 603-8852 O: (863) 284-4245 C: (863) 838-5111	Pat Gamble
Dorothy Curry Citizen Designee (Seminole County)	2203 W. 13 <sup>th</sup> Street Sanford, FL 3227	H: (407) 323-2099	Absent
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	E. Holmes
Terry Wellington Southern Region Advisory Council Committee Member	2951 W. Summerseat Road Avon Park, FL 33825	H: (863) 257-1950	Terry Wellington
243 Thompson Rd Frostproof, FL 33825 STAFF			
Cheryl Burnham, LIHEAP/Community Services Director			Cheryl Burnham





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

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

Retirement Committee

April 21, 2017

Name of Committee

Date of Report

Members Present

Members Absent

William Holt Josephine Howard

David Walker

Marjorie Gaskin

Dennis Gniewk

Deloris Johnson, CEO

Jonathan Thiele, Board Attorney

### Type of Report

☒ Reporting/Updating

☐ Recommending Board Action

☐ Recommending Policy Changes

### Brief Statement of Committee's Issue/Area Reporting:

Ratifying the Retirement Plan Audit(June 30, 2016 and 2015 Management Letter)

Approval of 5500 Form Health & Welfare Plan

**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?)**

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



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

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

Governance Affairs Committee

April 22, 2017

Name of Committee

Date of Report

### Members Present

Josephine Howard

Glenda Jones

Constance Griffin

Christine Samuel, Staff Liaison

### Members Absent

Kim Johnson

Chester McNorton

### Type of Report

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

### Brief Statement of Committee's Issue/Area Reporting:





- Review Agency 2016 – 2017 Legislative Proposed Agenda
- Review Agency Legislative Agenda Updates
- NCAF Legislative Conference Update
- Voting Initiative – (May-July)
- Inform all Regional Advisory / Policy Council of Local, State, and Federal issues affecting ALPI (ongoing)

**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?)**

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

- Board Rep. will report back to the Council
- Agency 2017 – 2018 Legislative Agenda Plan (remain the same)

**GOVERNMENT AFFAIRS COMMITTEE  
APRIL 22, 2017  
SIGN-IN SHEET**

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	
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	Absent
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 Advisory Council Designee (Volusia County)	644 Magnolia Avenue Daytona Beach, FL 32114 Chestermcnorton@yahoo.com	H: N/A O: (386) 740-3242 C: (386) 341-7586	Excused Absence
Constance Griffin Eastern Region Advisory Council Committee Member	3500 Avenue S Fort Pierce, FL 34947 Constance.griffin@flhealth.gov	H: (772) 467-8872 O: (772) 462-3839 C: (772) 882-1552	
<b>STAFF</b>			
Christine Samuel, Human Resources Director			





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

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

Finance Committee

April 22, 2017

Name of Committee

Date of Report

### Members Present

Marjorie Gaskin	Lester Roberts
Josephine Howard	Vernon McQueen
Stacy Campbell-Domineck	William Holt
Vernon McQueen	Deloris Johnson
Dennis Gniewek	Attorney J. Thiele

### Members Absent

David Walker

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### Type of Report

\_\_\_\_\_ Reporting/Updating

☒ x Recommending Board Action

\_\_\_\_\_ Recommending Policy Changes

### Brief Statement of Committee's Issue/Area Reporting:

- Discussing LIHEAP Services
- E-Rate
- Agency wide Budget
- Funding Opportunities

**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?)**


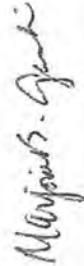

N/A


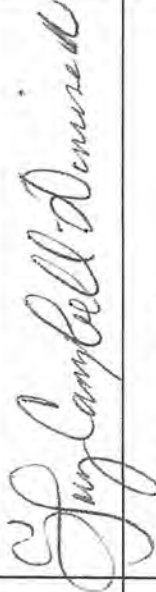


**Recommendation for Board Action, if any (State in the form of a motion(s) to be acted upon by the full Board):**

- Approval of 990 for 2015 – 2016
- Operating Agency wide Budget for 2017 -2018
- Financial Reports
- Funding Opportunities 2017 – 2018 DOE/EA
- 2017 HS/EHS
- 2017 – 2018 LIHEAP Budget
- Ratify: E-Rate Application



BUDGET AND FINANCE COMMITTEE  
April 22, 2017

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 <a href="mailto:jolizhow13@yahoo.com">jolizhow13@yahoo.com</a>	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 <sup>st</sup> 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 <a href="mailto:lesterarob06@yahoo.com">lesterarob06@yahoo.com</a>	C: (863) 257-4164	

Vernon McQueen Duke Energy Florida Program Manager (Seminole County)	804 E. 14 <sup>th</sup> Street Sanford, FL 32771 <a href="mailto:vmcqueen@hotmail.com">vmcqueen@hotmail.com</a>	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 <a href="mailto:stacy.campbell-domineck@careersourcepolk.com">stacy.campbell-domineck@careersourcepolk.com</a>	H: (863) 899-6597 O: (863) 508-1600 C:	 EX-CUSED
David Walker, Board Vice-Chairperson Law Office of David Walker, PA Attorney (Martin County)	10 SE Central Parkway, Ste 225 Stuart, FL 34994 <a href="mailto:dwalkeralpi@outlook.com">dwalkeralpi@outlook.com</a>	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 <sup>th</sup> Avenue Vero Beach, FL 32967 <a href="mailto:1946holt@gmail.com">1946holt@gmail.com</a>	H: (772) 562-8377 O: N/A C: (772) 538-4280	

STAFF & LEGAL COUNSEL

Deloris Johnson, CEO	
Dennis Gniewek, Finance Director	
Attorney Jonathan Thiele	