



EXECUTIVE COMMITTEE MEETING

Orlando Marriott
Lake Mary, FL
June 29, 2018
8:00 p.m.

Executive Committee

Marva Hawkins
William Holt
Josephine Howard
Katie Clarke

Marjorie Gaskin

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 <ul style="list-style-type: none"> Draft Minutes/Special Called – May 7, 2018 (See Tab 1) Draft Minutes - April 27, 2018 (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) <ul style="list-style-type: none"> ✓ VICE CHAIRPERSON ELECTION RESULTS ✓ FUNDING OPPORTUNITIES <ul style="list-style-type: none"> 2018 Community Service Block Grant Notice of Grant Award 2018 Low Income Home Energy Assistance Notice of Grant Award 2018-19 Department of Education/Letter of Intent 2018 Head Start/Early Head Start COLA Supplemental Application 2018-19 Senior Connection Amendment 001 EHS Childcare Partnership Grant Notice FL Department of Education/Hurricane Relief Effort Grant ✓ 2018 PROPOSED EMPLOYEE HEALTH BENEFITS OPTIONS ✓ 2018-2019 PROPOSED AGENCYWIDE BUDGET ✓ 2018 AUDIT SERVICES RECOMMENDATION (Five Year Contract) ✓ IT/COMPUTER NETWORK CAPITAL IMPROVEMENT PLAN ✓ DEPARTMENT OF TREASURY/IRS-EMPLOYER SHARED RESPONSIBILITY PAYMENT ✓ 2018 PROPOSED LOCATION & DATE/ANNUAL PLANNING RETREAT <ul style="list-style-type: none"> (November 16-18, 2018) 	Present/Approve	Chairperson CEO	20 min
7. OTHER BUSINESS CEO Contract Execution	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.



**SPECIAL CALLED
EXECUTIVE COMMITTEE MEETING
Via Teleconference
MAY 7, 2018
6:30 p.m.**

I. **CALL TO ORDER:** The meeting was called to order by Chairperson William Holt, at 6:40 p.m.

➤ **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, William Holt, Katie Clarke, and Marva Hawkins.

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

Board's Legal Counsel present: Attorney Jonathan Thiele

II. **ACTION ITEMS:**

1. **Timelines**

Next "Key" Steps in Hiring ALPI's New CEO

Key Steps	Estimated Completion Date
Step 1: The Succession Planning Committee holds a teleconference to confirm the hiring of recommended candidate and discuss and agree on candidate's compensation package and contract.	By Monday, May 7 th
Step 2: Consultant finish verifying candidate's education.	By Monday, May 14 th
Step 3: Consultant conduct criminal background check on candidate.	By Monday, May 14 th
Step 4: SPC Chair notify Consultant to make an offer to candidate.	By Monday, May 14 th
Step 5: Consultant makes "conditional" offer to candidate.	By Wednesday, May 16 th
Step 6: Consultant conduct final reference check with current employer. (NOTE: Candidate's current employer will be contacted once the "conditional" job offer has been made and accepted by candidate.)	By Monday, May 21 st
Step 7: Consultant complete final reference check and confirm job offer including preparing the contract and getting candidate's signature on the contract.	By Tuesday, May 22 nd
Step 8: Consultant sends Board Chair contract for his signature.	By Monday, May 28 th
Step 9: Candidate is introduced to API full board.	Saturday, June 30 th
Step 10: Consultant assist ALPI's HR Director with the "onboarding" process.	Beginning in June and ongoing; crucial steps completed by July 30 th

(2) Date for Teleconference Call to Board of Directors

Josephine Howard, Chair recommended tentative date for meeting as Thursday, May 17, 2018 @ 6:00 p.m.

(3) Hiring of Prospective CEO

The Hiring of the Prospective CEO for ALPI will be presented to the full Board for ratification.

Josephine Howard moved to approve the following action items and Marva Hawkins seconded. Motion carried unanimously.

- (a) Timelines as recommended by the Succession Planning Committee;
- (b) Date for Teleconference Call to Board of Directors
- (c) Hiring of Arlene Dobison as ALPI new Chief Executive Officer.

VIII. ADJOURNMENT

Josephine Howard moved to adjourn the meeting at 6:55 p.m.; seconded by Marjorie Gaskin seconded. Motion carried.



**Executive Committee Meeting
Chain O' Lakes
Winter Haven, FL
April 28, 2018
8:00 am**

- I. **CALL TO ORDER:** The meeting was called to order by Chairperson William Holt at 8:00 a.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, William Holt, Katie Clarke and Marva Hawkins
Members excused: David Walker
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
Operations & QC Director present: Twila Smith
- II. **PUBLIC COMMENTS:** None
- III. **CONSENT AGENDA:** Marjorie Gaskin moved to accept the Consent Agenda as presented; seconded by Josephine Howard. Motion carried.
- IV. **SECRETARY'S REPORT:** Josephine Howard presenting:
- Draft Minutes (November 17, 2017)
 - Correspondence: See Tab 5
 - Additional Correspondence – David Walker request to be excused.
Josephine Howard moved to accept the minutes and correspondence as presented; seconded by Marva Hawkins. Motion carried.
- V. **TREASURER'S REPORT:** Marjorie Gaskin reporting:
- Reviewed Balance Sheet as of January 31, 2018:
- | | |
|-----------------------------------|-----------------------|
| Assets | |
| Cash | \$ 1,580,134 |
| Accounts receivable | \$ 913,667 |
| Total current assets | \$ 2,493,801 |
|
Prepaid Expenses |
\$ 18,447 |
| Fixed Assets | \$ 233,396 |
| Land | \$ 545,000 |
| Asset Held For Sale | \$ 37,480 |
|
Total Long Term Assets |
\$ 834,323 |
| Total Assets | \$ 3,328,124 |

Liabilities	
Accounts Payable	\$ 829,436
Deferred Revenue	\$ 305,341
Payroll Payable	\$ 331,811
Total Liabilities	\$ 1,466,588
Equity	
Current Year Activity	\$ 96,691
Unrestricted Fund Balance	\$ 1,207,094
Investment in Fixed Assets	\$ 557,751
Total Equity	\$ 1,861,536
Total Liabilities & Equity	\$ 3,328,124

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

VI. ACTION ITEMS:

- **Board Committee Reports/Action Items**
Action items will be presented during the Board of Directors Meeting for approval.
- **Retirement Plan Audit (June 30, 2017 & 2016)**
Audit RFP issuance and timelines, and three bids completed. An independent audit report with signatures was issued.
Marjorie Gaskin moved to accept the audit report; seconded by Josephine Howard. Motion carried.
- **Health and Welfare Plan Form 5500**
CEO Deloris Johnson stated that this goes along with the audit. There are two types of 5500 Retirement and Agency Benefits.
Josephine Howard moved to accept the report; seconded by Marjorie Gaskin. Motion carried.

VII. OTHER BUSINESS:

- None






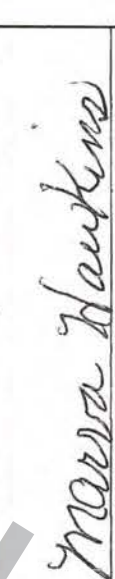




VIII. UPCOMING MEETINGS/CONFERENCES:

- Handled via Administrative Office
Josephine Howard moved to accept the Board's Agenda as presented; seconded by Marjorie Gaskin. Motion carried.

IX. ADJOURNMENT

Marjorie Gaskin moved to adjourn the meeting at 8:30 a.m.; seconded by Josephine Howard. Motion carried.

The ALPI Executive Committee Meeting
Sign In Sheet
April 28, 2018

NAME	ADDRESS	TELEPHONE	SIGNATURE
Josephine Howard, 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 st 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, 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 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 Historic Goldsboro Blvd Sanford, FL 32771 c/o: brinso_s@bellsouth.net Sheralyn Brinson	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.
2018 Executive Committee
Attendance Y-T-D Summary

Name	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Katie Clarke				P								
Marjorie Gaskin				P								
Marva Hawkins				P								
William Holt				P								
Josephine Howard				P								
David Walker				E								
TOTAL PRESENT				5								

P = Present

E= Excused

A= Absent



= No Meeting Held



BOARD OF DIRECTORS
Orlando Marriott
Lake Mary, FL
June 30, 2018
10:00 a.m.

Board of Directors

Stacy Campbell-Domineck	Patricia Gamble	Marva Hawkins	Glenda Jones	Kim Johnson	Kimberly Ross
Katie Clarke	Marjorie Gaskin	LaVita Holmes	William Holt	Chester McNorton	Shannyn Serrano
Sheila Dixon	Barbara Grace	Annette Jones	Josephine Howard	Vernon McQueen	Ruby Willix

Board Attorney: Jonathan Thiele

Chief Executive Officer: Deloris Johnson

Department Directors:

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

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) ➤ Special Call Minutes – May 23, 2018 ➤ Special Call Minutes – May17, 2018 ➤ Minutes – April 28, 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) ➤ VICE CHAIRPERSON ELECTION RESULTS ➤ COUNCILS/COMMITTEES REPORTS ➤ FUNDING OPPORTUNITIES • 2018 Community Service Block Grant Notice of Grant Award • 2018 Low Income Home Energy Assistance Program Notice of Grant Award • 2018-19 Department of Education/Letter of Intent • 2018 Head Start/Early Head Start COLA Supplemental Application • 2018-19 Senior Connection Amendment 001 • EHS Childcare Partnership Grant Notice • FL Department of Education/Hurricane Relief Effort Grant ➤ 2018 PROPOSED EMPLOYEE HEALTH BENEFITS OPTIONS ➤ 2018-2019 PROPOSED AGENCYWIDE BUDGET ➤ 2018 AUDIT SERVICES RECOMMENDATION (Five Year Contract) ➤ IT/COMPUTER NETWORK CAPITAL IMPROVEMENT PLAN ➤ DEPARTMENT OF TREASURY/IRS-EMPLOYER SHARED RESPONSIBILITY PAYMENT ➤ 2018 PROPOSED LOCATION & DATE/ANNUAL PLANNING RETREAT (November 16-18, 2018)	Present/Approve	Chairperson & CEO	15 min
7. OTHER BUSINESS CEO Contract Execution	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.



**SPECIAL CALLED
BOARD OF DIRECTORS MEETING
Via Teleconference
May 23, 2018
6:00 PM**

MINUTES

I. CALL TO ORDER: The meeting was called to order at 6:00 p.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.

➤ **ROLL CALL: Members Present:** Katie Clarke, Stacy Campbell-Domineck, Sheila Dixon, Patricia Gamble, Marjorie Gaskin, Barbara Grace, Marva Hawkins, William Holt, Josephine Howard, Annette Jones, Glenda Jones, Chester McNorton, Vernon McQueen, Shannyn Serrano and Ruby Willix.

Members Excused: LaVita Holmes, Kim Johnson, and Kimberly Ross.

Quorum: Attendance meets quorum with fifteen (15) voting members present.

Board Attorney Present: Jonathan Thiele

II. ACTION ITEMS:

➤ **Committee Report**

• **Succession Planning Committee Recommendation**

Josephine Howard moved to accept the Succession Planning Committee Report and Recommendations presented to the Executive Committee for approval (see attached).

• **The Executive Committee Recommendation**

The Executive Committee moved to approve the Succession Planning Report and presented to the full board for ratification; Marjorie Gaskin seconded. Motion carried unanimously (see attached).

• **Final Draft of the CEO Employment Contract**

Marjorie Gaskin moved to approve the Employment Agreement for the CEO with the following changes and/or modifications. Josephine Howard seconded. Motion carried unanimously (see attached).

Marjorie Gaskin restated/amended the motion to include all documents will be forwarded to the full board so the Chairperson Holt get the final signatures and finalize everything in reference to the Agreement without having to come back to the Board of Directors for authorization; Josephine Howard seconded. Motion carried unanimously.

III. ADJOURNMENT

Patricia Gamble moved to adjourn the meeting at 7:00 p.m.; seconded by Josephine Howard. Motion carried unanimously.



COUNCIL/COMMITTEE MEETING REPORT FORM

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

Succession Planning Committee

COUNCIL/COMMITTEE

May 7, 2018

DATE

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

Members Present:

Josephine Howard, Chair
 Patricia Gamble
 Marjorie Gaskin
 Marva Hawkins
 William Holt, Board Chair
 Attorney Jonathan Thiele, Board Legal Counsel

Type of Report

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

Brief Statement of Committee's Issue/Area Reporting:

Discuss the final items as it relates to the hiring of the CEO for ALPI

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?)

- Discussed in detail the CEO Employment Agreement with the following corrections in Section I under Position of Employment, the first sentence after "Employee will report to the Board Chair of ALPI" **add** or **substitute** "according to ALPI Bylaws". Page 2, Section IV Employee Benefits **strike out** "shall include mileage at the federal mileage compensation rate current at the time of when the expense occurred". Page 5, Section IX: General Provisions **add** under Agency the following "Email and Fax number".
- Summary of Talking Points, paragraph 3 **include** number of experience years as CEO.
- Salary Proposal: Salary shall be between \$125,000 through \$130,000 with first offer at \$125,000 but counter offers not to exceed \$130,000.
- Timelines for Board approval **should be** by Conference call by Thursday, May 17, 2018 at 6:00 PM.

Next "Key" Steps in Hiring ALPI's New CEO

Key Steps	Estimated Completion Date
Step 1: The Succession Planning Committee holds a teleconference to confirm the hiring of recommended candidate and discuss and agree on candidate's compensation package and contract.	By Monday, May 7 th
Step 2: Consultant finish verifying candidate's education.	By Monday, May 14 th
Step 3: Consultant conduct criminal background check on candidate.	By Monday, May 14 th
Step 4: SPC Chair notify Consultant to make an offer to candidate.	By Monday, May 14 th
Step 5: Consultant makes "conditional" offer to candidate.	By Wednesday, May 16 th
Step 6: Consultant conduct final reference check with current employer. (NOTE: Candidate's current employer will be contacted once the "conditional" job offer has been made and accepted by candidate.)	By Monday, May 21 st
Step 7: Consultant complete final reference check and confirm job offer including preparing the contract and getting candidate's signature on the contract.	By Tuesday, May 22 nd
Step 8: Consultant sends Board Chair contract for his signature.	By Monday, May 28 th
Step 9: Candidate is introduced to API full board.	Saturday, June 30 th
Step 10: Consultant assist ALPI's HR Director with the "onboarding" process.	Beginning in June and ongoing; crucial steps completed by July 30 th

Recommendation for Board Action, if any (State in the form of a motion(s) to be acted upon by the full Board). Attach brief summary of request.

1. Approve the CEO Employment Agreement
2. Approve Talking Points
3. Approve Salary Proposal
4. Approve Timelines

Marjorie B. Gaskin

Marjorie B. Gaskin, Succession Planning Secretary



**SPECIAL CALLED
EXECUTIVE COMMITTEE MEETING
Via Teleconference
MAY 7, 2018
6:30 p.m.**

I. CALL TO ORDER: The meeting was called to order by Chairperson William Holt, at 6:40 p.m.

- **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, William Holt, Katie Clarke, and Marva Hawkins.

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

Board's Legal Counsel present: Attorney Jonathan Thiele

II. ACTION ITEMS:

1. Timelines

Next "Key" Steps in Hiring ALPI's New CEO

Key Steps	Estimated Completion Date
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Step 10: Consultant assist ALPI's HR Director with the "onboarding" process.	Beginning in June and ongoing; crucial steps completed by July 30 th

(2) Date for Teleconference Call to Board of Directors

Josephine Howard, Chair recommended tentative date for meeting as Thursday, May 17, 2018 @ 6:00 p.m.

(3) Hiring of Prospective CEO

The Hiring of the Prospective CEO for ALPI will be presented to the full Board for ratification.

Josephine Howard moved to approve the following action items and Marva Hawkins seconded. Motion carried unanimously.

- (a) Timelines as recommended by the Succession Planning Committee;
- (b) Date for Teleconference Call to Board of Directors
- (c) Hiring of Arlene Dobison as ALPI new Chief Executive Officer.

VIII. ADJOURNMENT

Josephine Howard moved to adjourn the meeting at 6:55 p.m.; seconded by Marjorie Gaskin seconded. Motion carried.

THE AGRICULTURAL AND LABOR PROGRAM, INC. Employment Agreement for the Chief Executive Officer

This Employment Agreement made and entered into in duplicate on this _____ by and between The Agricultural and Labor Program, Inc., a nonprofit corporation under the laws of the State of Florida (hereinafter referred to as "ALPI" or "the Agency"), and _____ (hereinafter referred to as "Employee").

In consideration of the mutual promises and covenants set forth herein, and other good and valuable consideration, the sufficiency of which is hereby acknowledged, ALPI and Employee hereby agree as follows:

Section I: Position of Employment. The Agency will employ the Employee in the position of Chief Executive Officer of ALPI and, in that position, **Employee will report to the Board Chairperson of ALPI or in the absence or unavailability of Chairperson of the Board then the Vice Chairperson of the Board will be contact.** ALPI retains the right to change Employee's title and duties, as may be determined to be in the best interests of the Agency; provided, however, that any such change in Employee's duties shall be consistent with Employee's training, experience, and qualifications.

The terms and conditions of the Employee's employment shall, to the extent not addressed or described in this Employment Agreement, be governed by the Agency's Policies and Procedures Manual and existing practices. In the event of a conflict between this Employment Agreement and the Policies and Procedures Manual or existing practices, the terms of this Agreement shall govern.

Section II: Term of Employment. Employee's employment with ALPI shall begin on _____ and shall continue for a period of one (1) year, after which time continued employment shall be on an "at will" basis, unless:

- a. Employee's employment is terminated by either party in accordance with the terms of Section VII of this Employment Agreement; or
- b. Such term of employment is extended or shortened by a subsequent agreement duly executed by each of the parties to this Employment Agreement, in which case such employment shall be subject to the terms and conditions contained in the subsequent written agreement.

Section III: Compensation and Benefits.

- a. B
Base Salary. Employee shall be paid a base salary of \$ _____ bi-weekly, which equates to \$125,000.00 annually, subject to applicable federal, state, and local withholding, such Base Salary to be paid to Employee in the same manner and on the same payroll schedule in which all ALPI's employees receive payment.

The Board Chairperson has the authorization to negotiate up to \$130,000.00

Employee is also eligible to receive Board of Directors' approved Bonus, Cost of Living Adjustment and/or merit pay added to the base salary that the Board of Directors approve from time-to-time during the term of this Agreement.

Any increases in Employee's Base Salary for years beyond the first year of Employee's employment shall be in the sole discretion of the Agency's Board of Directors, and nothing herein shall be deemed to require any such increase.

Section IV: Employee Benefits. Employee shall be eligible to participate in all employee benefit plans, policies, programs, or perquisites in which other employees of the Agency participate. The terms and conditions of Employee's participation in the Agency's employee benefit plans, policies, programs, or perquisites shall be governed by the terms of each such plan, policy, or program.

Relocation/Moving Expenses. The Employee shall be entitled up to \$7,500.00. However, if the Employee terminates as stated in Section VII-a of this agreement then the moving paid by the Agency shall be reimbursed to the Agency by the Employee within the sixty (60) day notice, terminating the agreement.

Agency Vehicle. During the term of this Agreement, the Employee shall be entitled to the full time use of a car of the Agency. The Agency shall bear and pay, at its expense, any and all costs of maintenance and repairs, fuel, and any insurance deductibles for the car. Employee hereby undertakes to use the car reasonably and properly, as if he/she owned the car, and to return the car to the Agency immediately upon the termination of this Agreement. The Employee shall be liable for paying for any parking and/or traffic fines received in connection with the car, and for indemnification of the Agency in case of unlawful use of the car. Employee shall also adhere to Agency's vehicle policy and procedures for operating a company car.

Expenses. Employee shall be reimbursed for expenses incurred while working on behalf of the Agency. These expenses shall include ~~mileage at the federal mileage compensation rate current at the time of when the expense occurred,~~ reasonable hotel and lodging expenses, reasonable meal expenses, any other miscellaneous expenses associated with performing or attending Agency functions. Employee shall present written evidence of those expenses as required by the Agency's Board or any implemented policies of the Agency for reimbursement of travel and other expenses.

Section V: Duties and Performance. The Employee acknowledges and agrees that she is being offered a position of Chief Executive Officer by ALPI with the understanding that the Employee possesses a unique set of skills, abilities, and experiences which will benefit the Agency, and she agrees that her continued employment with the Agency, whether during the term of this Employment Agreement or thereafter, is contingent upon her successful performance of her duties in her position as noted above, or in such other position to which she may be assigned.

a. General Duties.

1. Employee shall render to the very best of Employee's ability, on behalf of the Agency, services to and on behalf of the Agency, and shall undertake diligently all duties assigned to her by the Agency.
2. Employee shall devote her full time energy and skill to the performance of the services in which the Agency is engaged, at such time and place as the Agency may direct. Employee shall not undertake, either as an owner, director, shareholder, employee or otherwise, the performance of services for compensation (actual or expected) for any other entity without the express written consent of ALPI's Board of Directors.
3. Employee shall be responsible for overseeing the management and administration of the operation of the Agency to include ensuring the smooth running and successful implementation of programs and services provided by the Agency. Employee shall be accountable for all of the Agency's operating affairs, and shall be responsible for making timely reports to the Board of Directors.
4. Employee shall faithfully and industriously assume and perform with skill, care, diligence and attention all responsibilities and duties connected with her employment on behalf of the Agency.

b. Specific Duties.

1. Employee acknowledges that she is fully able to perform the duties outlined in Section VI and as set forth in the job description for the Chief Executive Officer's position, which has been attached to this agreement as Exhibit A; hereto and by this reference is made a part of this agreement.
2. Employee acknowledges that she possesses the knowledge, skills, abilities, education and other relevant qualifications necessary to perform the duties of the Chief Executive Officer of ALPI in a competent and acceptable manner.
3. Employee further agrees to do and faithfully perform same and to be able, and willing to perform such other duties as they relate to her responsibilities as Chief Executive Officer, although not specifically set forth in this agreement and Exhibit A, as requested from time-to-time by the Agency's Board of Directors.
4. Employee further agrees to comply with the personnel policies and procedures, and other policies and procedures of the Agency.

c. **Evaluation.**

The Employee shall be evaluated at least annually by the Board of Directors. The date and time of such evaluation shall be mutually determined by the Board Chair and Employee.

Section VI: Termination of Employment.

The term of this contract shall commence on _____ and terminate on _____. Employee's employment with ALPI may be terminated prior to the expiration of the term of this Employment Agreement, in accordance with any of the following provisions:

- a. **Termination by Employee.** The Employee may terminate her employment at any time during the course of this agreement by giving sixty-day (60) notice in writing to the Chair of ALPI's Board of Directors. During the notice period, Employee must fulfill all duties and responsibilities set forth in this agreement and as set forth in the job description, Exhibit A, attached. Employee shall use her best efforts to train and support her replacement, if any. Failure to comply with this requirement may result in Termination for Cause described in (c) below, but otherwise Employee's salary and benefits will remain unchanged during the notification period.
- b. **Termination by the Agency Without Cause.** The Agency may terminate Employee's employment at any time during the course of this agreement by giving sixty-day (60) notice in writing to the Employee. During the notice period, Employee must fulfill all of Employee's duties and responsibilities set forth above and use Employee's best efforts to train and support Employee's replacement, if any. Failure of Employee to comply with this requirement may result in Termination for Cause described in (c) below, but otherwise Employee's salary and benefits will remain unchanged during the notification period. The Agency, may, in its sole discretion, give Employee severance pay in the amount of the remaining notice period in lieu of actual employment, and nothing herein shall require Agency to maintain employee in active employment for the duration of the notice period.
- c. **Termination by the Agency For Cause.** The Agency may, at any time and without notice, terminate the Employee for "cause". Termination by the Agency of the Employee for "cause" shall include but not be limited to termination based on any of the following grounds: (a) failure to perform the duties of the Employee's position in a satisfactory manner; (b) fraud, misappropriation, embezzlement or acts of similar dishonesty; (c) conviction of a felony; (d) illegal use of drugs or alcohol in the workplace; (e) violation of Agency's drug and alcohol abuse policy; (f) intentional and willful misconduct that may subject the Agency to criminal or civil liability; (g) breach of the Employee's duty of loyalty, including the diversion or usurpation of corporate opportunities properly belonging to the Agency; (h) willful disregard or violation of Agency's policies and

procedures; (i) breach of any of the material terms of this Agreement; and (j) insubordination or deliberate refusal to follow the instructions of the Board of ALPI.

Section VII: Confidentiality. Employee agrees that at all times during Employee's employment and following the conclusion of Employee's employment, whether voluntary or involuntary, Employee will hold in strictest confidence and not disclose Confidential Information (as defined in Agency's policies and procedures or by regulatory agencies) to anyone who is not also an employee of the Agency or to any employee of the Agency who does not also have access to such Confidential Information, without express written authorization of the Agency's Board of Directors.

Section VIII: General Provisions.

- a. **Notices.** All certified mail and notices and other communications required or permitted by this Agreement to be delivered by ALPI Agency or Employee to the other party shall be delivered in writing to the address shown below, either personally, by email, facsimile transmission or by registered, certified or express mail, return receipt requested, postage prepaid, to the address for such party specified below or to such other address as the party may from time to time advise the other party, and shall be deemed given and received as of actual personal delivery, on the first business day after the date of delivery shown on any such facsimile transmission or upon the date or actual receipt shown on any return receipt if registered, certified or express mail is used, as the case may be.

: Agency:

Agricultural and Labor Program, Inc.
300 Lynchburg Road
Lake Alfred, Florida 33850-9000
Attention: Board Chair

Employee:

[Name of Employee]
[Street Address]
[City, State ZIP]
[Email, Fax]

- b. **Amendments and Termination; Entire Agreement.** This Agreement may not be amended or terminated except by a writing executed by all of the parties hereto. This Agreement constitutes the entire agreement of ALPI and Employee relating to the subject matter hereof and supersedes all prior oral and written understandings and agreements relating to such subject matter.
- c. **Severability.** Provisions Subject to Applicable Law. All provisions of this Agreement shall be applicable only to the extent that they do not violate any applicable law, and are intended to be limited to the extent necessary so that they will not render this Agreement invalid, illegal or unenforceable under any applicable law. If any provision of this Agreement or any application thereof shall be held to be invalid, illegal or unenforceable, the validity, legality and enforceability of other provisions of this Agreement or of any other application of such provision shall in no way be affected thereby.
- d. **Governing Laws and Forum.** This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Florida. The parties hereto further agree that any action brought to enforce any right or obligation under this Agreement shall be subject to the exclusive jurisdiction of the courts of the State of Florida.

IN WITNESS WHEREOF, the parties have executed and delivered this Agreement as of the day and year above first written.

Acknowledgment

I acknowledge that I have reviewed this agreement and the job description and understand my duties and responsibilities as the Chief Executive Officer. I further acknowledge that I do possess the qualifications and experience specified in the job description. With my signature I agree to the terms of this Agreement.

Employee (Print Name)

Employee (Signature)

Date

The Agricultural and Labor Program, Inc.

Board Chair (Print Name)

Board Chair (Signature)

Date

- b. **Amendments and Termination; Entire Agreement.** This Agreement may not be amended or terminated except by a writing executed by all of the parties hereto. This Agreement constitutes the entire agreement of ALPI and Employee relating to the subject matter hereof and supersedes all prior oral and written understandings and agreements relating to such subject matter.
- c. **Severability.** Provisions Subject to Applicable Law. All provisions of this Agreement shall be applicable only to the extent that they do not violate any applicable law, and are intended to be limited to the extent necessary so that they will not render this Agreement invalid, illegal or unenforceable under any applicable law. If any provision of this Agreement or any application thereof shall be held to be invalid, illegal or unenforceable, the validity, legality and enforceability of other provisions of this Agreement or of any other application of such provision shall in no way be affected thereby.
- d. **Governing Laws and Forum.** This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Florida. The parties hereto further agree that any action brought to enforce any right or obligation under this Agreement shall be subject to the exclusive jurisdiction of the courts of the State of Florida.

IN WITNESS WHEREOF, the parties have executed and delivered this Agreement as of the day and year above first written.

Acknowledgment

I acknowledge that I have reviewed this agreement and the job description and understand my duties and responsibilities as the Chief Executive Officer. I further acknowledge that I do possess the qualifications and experience specified in the job description. With my signature I agree to the terms of this Agreement.

Employee (Print Name)

Employee (Signature)

Date

The Agricultural and Labor Program, Inc.

Board Chair (Print Name)

Board Chair (Signature)

Date



**SPECIAL CALLED
BOARD OF DIRECTORS MEETING
Via Teleconference
May 17, 2018
6:00 P.M.**

MINUTES

I. CALL TO ORDER: The meeting was called to order at 6:03 p.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.
- **ROLL CALL: Members Present:** Katie Clarke, Stacy Campbell-Domineck, Sheila Dixon, Patricia Gamble, Marjorie Gaskin, Barbara Grace, Marva Hawkins, William Holt, Josephine Howard, Annette Jones, Glenda Jones, Vernon McQueen, Shannyn Serrano and Ruby Willix.
Members Excused: LaVita Holmes, Kim Johnson, Chester McNorton, and Kimberly Ross.

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

Board Attorney Present: Jonathan Thiele

II. ACTION ITEMS:

- **Committee Report**
 - **Succession Planning Committee**
Board Chairperson William Holt opened the meeting with background information from the Succession Planning Committee's task. He opened the floor for discussion from any board member or Attorney Thiele.

Vernon McQueen and Attorney Thiele spoke regarding the process along with the timelines used for reporting from the Succession Planning Committee to the full Board of Directors.
 - ✓ **Talking Points:** Josephine Howard, Succession Planning Chair read aloud the talking points. The full board will receive a copy.
 - ✓ **Ratify recommendations from the Executive Committee:** Josephine Howard made a motion to ratify the Executive Committee recommendation that Ms. Arlene Dobison become the next CEO of the Agricultural and Labor Program, Inc., if she accepts the challenge following negotiation; Vernon McQueen seconded. Motion carried unanimously.

Josephine Howard reported that the Executive Committee has been working on the six (6) page Employment Agreement for the CEO and that it is ready to be sent to the full board.

Josephine Howard moved to send the full board a copy of the Employment Agreement for their input for the next meeting scheduled for Mary 23, 2018; Marjorie Gaskin seconded. Motion carried unanimously.

Vernon McQueen, Katie Clarke and Barbara Grace requested a hard copy be mailed rather than emailed. Twila Smith will be instructed to send this information to the full board on tomorrow.

Board Chairperson Holt stated that June 30, 2018, Arlene Dobison will be formally introduced to the full ALPI Board of Directors. July 1, 2018 is the official date for hiring. Transitional timelines will be negotiated.

Marjorie Gaskin moved that the minutes of the Executive & Succession Planning Committees be sent along with the preliminary Employment Agreement to the full board in the June Board Packet; Josephine Howard seconded. The motion was amended by Vernon McQueen and seconded by Stacy Campbell-Domineck to ensure all documents are inclusive in the May 23rd Board Packet. Motion carried.

The next Board of Directors Meeting will be held via conference call on May 23, 2018 at 6:00 p.m. to finalize the Employment Agreement for the CEO of the Agricultural and Labor Program, Inc. Twila Smith will again be requested to facilitate the conference call.

III. ADJOURNMENT

Marjorie Gaskin moved to adjourn the meeting at 6:39 p.m.; seconded by Josephine Howard Motion carried.



**BOARD OF DIRECTORS
CHAIN O' LAKES
WINTER HAVEN, FL
APRIL 28, 2018
10:00 a.m.**

BOARD ACTION ITEMS

- I. **CALL TO ORDER:** The meeting was called to order by Chair William Holt, at 10:00 a.m.
- **MISSION STATEMENT**
 - **MOMENT OF SILENCE**
 - **ROLL CALL:** Members Present: Katie Clarke, Stacy Campbell-Domineck, Sheila Dixon, Patricia Gamble, Marjorie Gaskin, Barbara Grace, Marva Hawkins, LaVita Holmes, William Holt, Josephine Howard, Kim Johnson, Annette Jones, Vernon McQueen, Kimberly Ross, and Ruby Willix
 - Members Excused: Glenda Jones, Chester McNorton, Shannyn Serrano, and David Walker
 - Members Absent: Samuel Thomas
- Josephine Howard moved to remove Samuel Thomas; Southern Region from the Board of Directors; seconded by Marjorie Gaskin. Motion carried.
- Quorum:** Attendance meets quorum with fifteen (15) voting members present.
- Board Attorney Present:** Attorney Jonathan Thiele
- Chief Executive Officer:** Deloris Johnson
- 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 reporting:
- **Minutes: January 27, 2018** (Close-out) Ratify
 - **Minutes: February 24, 2018**
 - **Correspondence:**
 - **Additional correspondence:** Received letters from the following Board members asking to be excused; David Walker, Glenda Jones, Chester McNorton, and Shannyn Serrano.
- Josephine Howard moved for the approval of the Secretary's Report and all correspondence; seconded by Marjorie Gaskin. Motion carried.
- V. **TREASURER'S REPORT:** Marjorie Gaskin reporting:
- Reviewed Balance Sheet as of January 31, 2018:
- | | |
|--|--------------------|
| TOTAL CURRENT ASSETS: | \$2,493,801 |
| TOTAL LONG TERM ASSETS: | \$ 834,323 |
| TOTAL ASSETS: | \$3,328,124 |
| TOTAL LIABILITIES: | \$1,466,588 |
| TOTAL EQUITY: | \$1,861,536 |
| TOTAL LIABILITIES & EQUITY: | \$3,328,124 |

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

VI.

ACTION ITEMS:

➤ **Committee Reports**

- **Program Planning** – Barbara Grace reporting:
 - ❖ Approval of Head Start/Early Head Start Program 2018-2019 Compliance Assurance Plans
 - ❖ Approval of CSBG FFY Organizational Standards Update
 - ❖ Approval of the 2018-2019 Funding Request Applications/Agreements
 - Head Start/Early Head Start Grant Application (Non-Competing Continuation)
 - Early Head Start Grant Application (Hobe Sound – Martin County)
 - Children Services Council (CSC) of St. Lucie County Computer Assistance Tutorial Program (CAT) and Summer Program Expansion
 - FL Department of Economic Opportunities (DEO) Notice of Funds Availability (NFA) for Low Income Home Energy Assistance Program (LIHEAP) and the Community Service Block Grant (CSBG)
 - Florida Department of Education 2018-2019 Request for Application (RFA Discretionary)
 - Emergency Assistance
 - ❖ Approval of Existing Grants Amendments/Modifications (Listed Below)
 - Emergency Solutions Grant Amendment 2
 - Low Income Home Energy Assistance (LIHEAP)/Modification 3
 - Senior Connection Amendment 001

Barbara Grace moved for the approval of the above mentioned items; seconded by Vernon McQueen. Motion carried.

- **Bylaws** – Sheila Dixon reporting:
 - ❖ Amend Bylaws Section IV – Article 12 to read:
 “Grace Miller and Lester Roberts are hereby designated as Board Members Emeritus and both shall serve as non-voting members of the Board of Directors.

Sheila Dixon moved for the approval of the above mentioned items; seconded by Marjorie Gaskin. Motion carried

- **Special Events** - Marva Hawkins reporting
 - ❖ Recommended the Annual Picnic Budget of \$6,000
 - ❖ Approved the location of the Annual Picnic to be held at 2199 Oregon Avenue, Sanford, FL 32771 (Derby Park)
 - ❖ Recommended the 2018 Wall of Fame Induction Ceremony to be held on September 22, 2018 (after the Board Meeting) the committee requested \$2,500 to move forward with hosting the ceremony at the Rosen Hotel in Orlando, FL

Marva Hawkins moved for the approval of the above mentioned items; seconded by Josephine Howard. Motion carried.

- **Retirement Committee** – CEO Deloris Johnson reporting:
 - ❖ Approval of Financial Statements and Supplemental Schedule w/Independent Auditor's Report
 - ❖ Approval of IRS Form 5500 Report/Retirement Plan

Josephine Howard moved for the approval of the above mentioned items; seconded by Kim Johnson. Motion carried.

- **Budget and Finance** – Stacy Campbell-Domineck reporting:
Stacy Campbell-Domineck moved for the approval of the Budget and Finance report for informational purposes only; seconded by Patricia Gamble. Motion carried
- **Government Affairs Committee** – Kim Johnson reporting:
 - ❖ Agency 2018-2019 Legislative Agenda Plan
 - Each Regional Advisory Council placed on the agenda and coordinate registering youth 18 years of age to vote
 - Each Region should partner with other organizations (ex. NAACP, League of Women Voters)
 - Partner with Council of Aging to get out and vote early.
 - Each Region should send out at least one representative to Tallahassee for Legislative Days.
 - ALPI could send out letters to local, state and federal constituents on issues concerning ALPI's children, families and community (ex. Opioid addiction and gun control)

Kim Johnson moved for the approval of the above mentioned items; seconded by Josephine Howard. Motion carried.

- **Membership Committee:** Patricia Gamble reporting:
Patricia Gamble moved for the approval of the Membership Committee Report for informational purposes only. No action items were presented; seconded by Annette Jones. Motion carried.
- **Policy Council Committee:** Report in Board Packet

VII. OTHER BUSINESS

- ❖ Kim Johnson mentioned eight (8) acres of property that is available for purchase, and wanted ALPI to consider expanding in the housing area. Stacy Campbell-Domineck moved that the Board considers a feasibility study be done; seconded by Kim Johnson. Motion carried.

VII. ADJOURNMENT

Marjorie Gaskin moved to adjourn the meeting at 10:26 a.m.; seconded by Kim Johnson. Motion carried.



**BOARD OF DIRECTORS
CHAIN O' LAKES CONFERENCE CENTER
WINTER HAVEN, FL
APRIL 28, 2018**

MINUTES

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:** Katie Clarke, Stacy Campbell-Domineck, Sheila Dixon, Patricia Gamble, Marjorie Gaskin, Barbara Grace, Marva Hawkins, LaVita Holmes, William Holt, Josephine Howard, Kim Johnson, Annette Jones, Vernon McQueen, Kimberly Ross, and Ruby Willix

Members Excused: Glenda Jones, Chester McNorton, Shannyn Serrano, David Walker

Members Absent: Samuel Thomas

Josephine Howard moved to remove Samuel Thomas; Southern Region from the Board of Directors; seconded by Marjorie Gaskin. Motion carried.

Quorum: Attendance meets quorum with fifteen (15) voting members present.

Chief Executive Officer Present: Deloris Johnson

Board Attorney Present: Jonathan Thiele

Others Present:

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

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, reporting:

- **Minutes: January 27, 2018** (Close-out) Ratify
- **Minutes: February 24, 2018**

Josephine Howard moved for the approval of the Secretary's Report and all correspondence; seconded by Marjorie Gaskin. Motion carried.

➤ **Correspondence:**

- Additional correspondence from the following Board Members asking to be excused; David Walker, Glenda Jones, Chester McNorton, and Shannyn Serrano

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

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

Reviewed Balance Sheet as of January 31, 2018:

Assets	
Cash	\$ 1,580,134
Accounts receivable	\$ 913,667
Total current assets	\$ 2,493,801
Prepaid Expenses	\$ 18,447
Fixed Assets	\$ 233,396
Land	\$ 545,000
Asset Held For Sale	\$ 37,480
Total Long Term Assets	\$ 834,323
Total Assets	\$ 3,328,124
Liabilities	
Accounts Payable	\$ 829,436
Deferred Revenue	\$ 305,341
Payroll Payable	\$ 331,811
Total Liabilities	\$ 1,466,588
Equity	
Current Year Activity	\$ 96,691
Unrestricted Fund Balance	\$ 1,207,094
Investment in Fixed Assets	\$ 557,751
Total Equity	\$ 1,861,536
Total Liabilities & Equity	\$ 3,328,124

VI. ACTION ITEMS:

➤ **Committee Reports**

- **Program Planning** – Barbara Grace reporting:
Barbara Grace moved for the approval of the following items; seconded by Vernon McQueen. Motion carried.
 - ✓ Approval of Head Start/Early Head Start Program 2018-2019 Compliance Assurance Plans
 - ✓ Approval of CSBG FFY 2018 Organizational Standards Update

- ✓ Approval of the 2018-2019 Funding Request Applications/Agreements:
 - ✦ Head Start/Early Head Start Grant Application (Non-Competing Continuation)
 - ✦ Early Head Start Grant Application (Hobe Sound – Martin County)
 - ✦ Children Services Council (CSC) of St. Lucie County Computer Assistance Tutorial Program (CAT) and Summer Program Expansion
 - ✦ FL Department of Economic Opportunities (DEO) Notice of Funds Availability (NFA) for Low Income Home Energy Assistance Program (LIHEAP) and the Community Service Block Grant (CSBG)
 - ✦ Florida Department of Education 2018-2019 Request for Application (RFA Discretionary)
 - ✦ Emergency Assistance
- ✓ Approval of Existing Grants Amendments/Modifications (Listed Below)
 - ✦ Emergency Solutions Grant Amendment 2
 - ✦ Low Income Home Energy Assistance (LIHEAP)/Modification 3
 - ✦ Senior Connection Amendment 001
- **Bylaws** – Sheila Dixon reporting:
 Sheila Dixon moved for the approval of the following; seconded by Marjorie Gaskin. Motion carried.
 - ✓ Amend Bylaws Section IV – Article 12 to read:
 “Grace Miller and Lester Roberts are hereby designated as Board Members Emeritus and both shall serve as non-voting members of the Board of Directors.
- **Special Events** – Marva Hawkins reporting:
 Marva Hawkins moved for the approval of the following; seconded by Josephine Howard. Motion carried.
 - ✓ Recommended the Annual Picnic Budget of \$6,000
 - ✓ Approved the location of the Annual Picnic to be held at 2199 Oregon Avenue, Sanford, FL 32771 (Derby Park)
 - ✓ Recommended the 2018 Wall of Fame Induction Ceremony to be held on September 22, 2018 (after the Board Meeting) the committee requested \$2,500 to move forward with hosting the ceremony at the Rosen Hotel in Orlando, FL
- **Retirement Committee** – CEO Deloris Johnson reporting:
 Josephine Howard moved for the approval of the following; seconded by Kim Johnson. Motion carried.
 - ✓ Approval of Financial Statements and Supplemental Schedule w/Independent Auditor’s Report
 - ✓ Approval of IRS Form 5500 Report/Retirement Plan
- **Budget and Finance:** Stacy Campbell-Domineck reporting:
 Stacy Campbell-Domineck moved for the approval of the Budget and Finance report for informational purposes only; seconded by Patricia Gamble. Motion carried.
- **Government Affairs Committee:** Kim Johnson reporting:
 Kim Johnson moved for the approval of the following; seconded by Josephine Howard. Motion carried.
 - ✓ Agency 2018-2019 Legislative Agenda Plan
 - ✦ Each Regional Advisory Council placed on the agenda and coordinate registering youth 18 years of age to vote

- Each Region should partner with other organizations (ex. NAACP, League of Women Voters)
 - Partner with Council of Aging to get out and vote early.
 - Each Region should send out at least one representative to Tallahassee for Legislative Days.
 - ALPI could send out letters to local, state and federal constituents on issues concerning ALPI's children, families and community (ex. Opioid addiction and gun control)
- **Membership Committee:** Patricia Gamble reporting:
Patricia Gamble moved for the approval of the Membership Committee Report for informational purposes only. No action items were presented; seconded by Annette Jones. Motion carried.
 - **Policy Council Committee:** Report in Board Packet

VII. OTHER BUSINESS

- E-Rate - (FYI) Direct Deposit Report
- Kim Johnson mentioned eight (8) acres of property that is available for purchase, and wanted ALPI to consider expanding in the housing area. Stacy Campbell-Domineck moved that the Board considers a feasibility study be done; seconded by Kim Johnson. Motion carried.
- Eastern Region reported \$250.00 for the Scholarship Fund.

VIII. UPCOMING MEETINGS/CONFERENCES


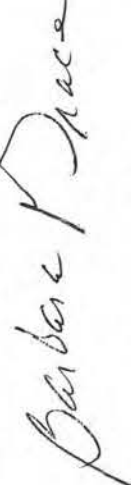




- Board representatives have been selected and/or registered for all 2018 conferences.

Note: Due to the CAPLAW Conference conflict, the June regular scheduled Board Meeting will be held on June 30, 2018.

IX. ADJOURNMENT

Marjorie Gaskin moved to adjourn the meeting at 10:26 a.m.; seconded by Kim Johnson. Motion carried.





Sector: Low Income

Name/Current Position on Board Representation Designation/County Employer/Position	Mailing Address (no P.O. Boxes) E-Mail Address	Telephone #s Home: Office: Cell:	SIGNATURE
William Holt – Board Chairperson Eastern Region Advisory Council Advisory Council Designee (Indian River Co.) Helseth Financial/Retired Mortgage Banker	4129 57 th Avenue Vero Beach, FL 32967 1946holt@gmail.com	H: (772) 562-8377 O: N/A C: (772) 538-4280	
Barbara Grace, Member Southern Region Advisory Council Advisory Council Designee (Polk County)	905 Entrance Rd. Avon Park, FL 33825 E-Mail: akagrace@bellsouth.net	H: (863) 452-4627 O: N/A C: (305) 562-4425	
Annette Jones Southern Region Advisory Council Advisory Council Designee (Polk County) DEO/Employment Security Representative	2940 N. Buckingham Road Avon Park, FL 33825 annettejon@gmail.com	H: N/A O: (863) 773-3435 C: (863) 443-0269	
Marva Hawkins, Member Northern Region Advisory Council Advisory Council Designee (Seminole County) Sanford Herald/Retired Columnist	1004 Historic Goldsboro Blvd Sanford, FL 32771 c/o: brinsons@bellsouth.net Sheralyn Brinson	H: (407) 322-5418 O: N/A C: (407) 416-4234	
Shannyn Serrano, Member Head Start/Early Head Start Policy Council HS/EHS Policy Council Designee (St. Lucie County)	1498 SW Broadview Street Port St. Lucie, FL 34983 shannynserrano@yahoo.com	H: N/A O: C: (954) 667-5935	
Ruby Willix, Member Central Region Advisory Council Advisory Council Designee (Polk County) State of Florida/Retired Clerical Supervisor	2876 Dudley Drive Bartow, FL 33830 rubywillix@comcast.net	H: (863) 537-6677 O: N/A C: (863) 207-1822	
LaVita Holmes, Member Southern Region Advisory Council Advisory Council Designee (Hendry County) Kwik Release Bail Bonds/Bail Bonds Agent	901 Florida Avenue Clewiston, FL 33440 kwikrelease863@gmail.com	H: (863) 288-2076 O: (863) 288-2076 C: N/A 612-04130	

Jonathan Thiele
Bd. Counsel



Sector: Private

Name/Current Position on Board Representation Designation (County) Employer/Position	Mailing Address (no P.O. Boxes) E-Mail Address	Telephone #s Home: Office: Cell:	SIGNATURE
Patricia Gamble, Member CGWT Outreach Resource Center Organization Designee (Polk County) Department of Revenue/Tax Specialist I	1020 Anderson Avenue Lakeland, FL 33805 gambpt@aol.com	H: (863) 603-8852 O: (863) 284-4245 C: (863) 838-5111	
Vernon McQueen, Member Duke Energy Florida Company Designee (Seminole County) Duke Energy/Program Manager	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, Member Lakeview Park Homeowner Association Organization Designee (Polk County) Sprint Telecommunications/Retired Customer Service	37 Banneker Lane Frostproof, FL 33843 N/A	H: (863) 635-4928 O: N/A C: (863) 605-1330	
Glenda Jones, Member Winter Haven Neighborhood Service Center Organization Designee (Polk County) Winter Haven Hospital/Executive Director	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, Member CareerSource Polk Company Designee (Polk County) CareerSource Polk/Chief Executive Officer	600 N. Broadway, Suite B Bartow, FL 33830 stacy.campbell-domineck@careersourcepolk.com	H: (863) 899-6597 O: (863) 508-1600 C:	
David Walker, Vice-Chairperson Law Office of David Walker, PA Company Designee (Martin County) Law Office of David Walker, PA/Attorney	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, Member ATEC Advisory Council Advisory Council Designee (Volusia County) Training Initiative, Inc./Workshop Presenter	644 Magnolia Avenue Daytona Beach, FL 32114 chestermcnorton@yahoo.com	H: N/A O: (386) 740-3242 C: (386) 341-7586	



ALPI BOARD OF DIRECTORS
BOARD MEETING
APRIL 28, 2018

Sector: Public

Name/Current Position on Board Representation Designation/County Employer/Position	Mailing Address (no P.O. Boxes) E-Mail Address	Telephone #-s Home: Office: Cell:	SIGNATURE
Josephine Howard, Secretary Commissioner Roy Tyler - City of Haines City Citizen Designee (Polk County) Polk County School Board/Retired Principal	2711 Orchid Drive Haines City, FL 33844 Jolizhow13@yahoo.com	H: (863) 422-0875 O: N/A C: (863) 221-2644	<i>Josephine Howard</i>
Sheila Dixon, Member Commissioner Velma Williams - City of Sanford Citizen Designee (Seminole County) Adult Education Coordinator/Retired	3651 Ronda Drive Deltona, FL 32738 dixons@seminolestate.edu	H: N/A O: N/A C: (407) 314-1067	<i>Sheila Dixon</i>
Kim Johnson, Member Mayor Linda Hudson - City of Ft. Pierce Citizen Designee (St. Lucie County) Self Employed/Motivational Speaker	4888 Kings Hwy Fort Pierce, FL 34951 Kimjohnson.slc@gmail.com	H: O: C: (321) 662-6536	<i>Kim Johnson</i>
Marjorie Gaskin, Treasurer Commissioner Rufus Alexander - City of Ft. Pierce Citizen Designee (St. Lucie County) City of Ft. Pierce/Retired IT Director	1511 N. 21 st Street Ft. Pierce, FL 34950 mbgaskin2@gmail.com	H: (772) 464-0243 C: (772) 475-3194	<i>Marjorie B. Gaskin</i>
VACANT			
Kimberly Ross, Member Commissioner Emma Byrd - Hendry BoCC Citizen Designee (Hendry County) Hanley Center Foundation/Social Worker	P.O. Box 1214 Clewiston, FL 33440 rossixnine@netzero.com	H: O: C: (863)233-6500	<i>Kimberly Ross</i>
Samuel Thomas, Member Glades County BoCC Citizen Designee (Glades County) Glades County School Board/Educator	P.O. Box 518 Moore Haven, FL 33471 anthonythomas2k2@gmail.com	H: (239)738-0827 O: C: (239) 738-1017	<i>Removed from Board</i>

- Florida Non-Profit Housing/DOL Hurricane Irma Relief Grant

- Children Services Council (CSC) Computer Assistance Tutorial (CAT) Program and Summer Expansion Program\
 - Early Head Start Grant Application (Hobe Sound – Martin County)
 - Head Start/Early Head Start Grant Application (Non-Competing Continuation)
 - FL Department of Economic Opportunities (DEO) Notice of Funds Availability
 - Low Income Home Energy Assistance Program (LIHEAP)
 - Community Service Block Grant (CSBG)
 - Florida Department of Education 2018-2019 Request for Application (RFA Discretionary) - Emergency Assistance for Farmworkers
- **Existing Grants Amendments/Modifications**
- Emergency Solutions Grant Amendment 2
 - Low Income Home Energy Assistance (LIHEAP) Modification 3
 - Community Service Block Grant (CSBG) Modification 2
 - Senior Connection Amendment 001
- **2018 Need Assessment Plan and Agreement**

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 Board take the following actions, as appropriate:
- Approval of Head Start/Early Head Start Program 2018-2019 Compliance Assurance Plans
 - Approval of CSBG FFY 2018 Organizational Standards Update
 - Approval of the 2018-2019 Funding Request Applications/Agreements listed below:
 - Head Start/Early Head Start Grant Application (Non-Competing Continuation)
 - Early Head Start Grant Application (Hobe Sound – Martin County)
 - Children's Services Council (CSB) of St. Lucie County Computer Assistance Tutorial Program (CAT) and Summer Program Expansion
 - FL Department of Economic Opportunities (DEO) Notice of Fund Availability (NFA) for:
 - Low Income Home Energy Assistance Program (LIHEAP)
 - Community Service Block Grant (CSBG)
 - Florida Department of Education 2018-2019 Request for Application (RFA Discretionary) – Emergency Assistance for Farmworkers
 - Approval of Existing Grants Amendments/Modifications (listed below):
 - Emergency Solutions Grant Amendment 2
 - Low Income Home Energy Assistance (LIHEAP)/Modification 3
 - Community Service Block Grant (CSBG)/Modification 2
 - Senior Connection Amendment 001



THE AGRICULTURAL AND LABOR PROGRAM, INC. BOARD COMMITTEE REPORT

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

Bylaws Committee _____ Friday April 27, 2018 _____
Name of Committee Date of Report

Members Present

Members Absent

Kimberly Ross _____

Gena Spivey _____

Katie Clarke _____

Shelia Dixon _____

Pa Houa Lee-Yang, Staff Liaison _____

Type of Report

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

Brief Statement of Committee's Issue/Area Reporting:

- Reviewed Bylaws Section IV – Article 12 (Board Emeritus)

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?)

- Reviewed Bylaws Section IV – Article 12 (Board Emeritus)
 - "Grace Miller is hereby designated as Board Members Emeritus and shall serve as a non-voting member of the Board of Directors."
 - Add Lester Roberts as a Board Emeritus

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

- To amend Bylaw Section IV- Article 12 to read:
 - "Grace Miller and Lester Roberts are hereby designated as Board Members Emeritus and both shall serve as a non-voting member of the Board of Directors."



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 27, 2018

Name of Committee

Date of Report

Members Present

Members Absent

Marva Hawkins

Glenda Jones

Constance Griffin

Ruby Willix

Deloris Johnson, CEO

Aletta Stroder, Staff Liaison

Type of Report

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

Brief Statement of Committee's Issue/Area Reporting:

- Committee discussed the Annual Family Picnic which will be held on June 30, 2018 at Derby Park in Sanford, FL
- Committee discussed the ALPI Wall of Fame Timelines and Ceremony for inductees
- Each Advisory Council Representative will gather information for individuals in their region, and this is due by May 31, 2018.

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):

- Recommending the Board's Annual Picnic Budget of \$6000.00
- Recommending the 2018 Wall of Fame Induction Ceremony be held September 22, 2018 (after the Board Meeting) the committee is requesting \$2,500 to move forward with hosting the ceremony at the Rosen Hotel in Orlando.

SPECIAL EVENTS COMMITTEE MEETING
April 27, 2018
SIGN-IN SHEET

NAME	ADDRESS	TELEPHONE	SIGNATURE
Marva Hawkins, Chairperson Northern Region Advisory Council Member (Seminole County)	1004 Historic Goldsboro Blvd Sanford, FL 32771 c/o: brinson_s@bellsouth.net	H: (407) 322-5418 O: N/A C: (407) 416-4234	<i>Marva Hawkins</i> <i>Excused</i>
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	<i>Excused</i>
Ruby Willix Central Region Advisory Council Member (Polk County)	2876 Dudley Drive Bartow, FL 33830 rubbywillix@comcast.net	H: (863) 537-6292 O: N/A C: (863) 207-1822	<i>Absent</i>
Constance Griffin Eastern Region Advisory Council Member St. Lucie County	3500 Avenue S Fort Pierce, FL 34947 constance.griff@flhealth.gov	H: (772) 467-8879 C: (772) 882-1552 W: 772 462-3839	<i>Constance Griffin</i>
STAFF			
Aletta Stroder			<i>Aletta Stroder</i> <i>Herman John</i>



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 28, 2018

Name of Committee

Date of Report

Members Present

Members Absent

Marjorie Gaskin Vernon McQueen

Stacy Campbell-Domineck Annette Jones

Josephine Howard William Holt

Staff Present:

Dennis Gniewek Deloris Johnson

David Walker

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 9:00 a.m. by Chair Marjorie Gaskin

Mission Statement: Recited by all in unison

Roll Call: See attached

Finance Reports

Dennis Gniewek reviewed the reports as provided on the Balance Sheet by Category. He also highlighted the details of the Balance Sheet focusing on cash in the bank.

Josephine Howard asked the question regarding the St. Lucie CAT Program as to whether the program was expanded. Ms. Johnson confirmed that there is indeed an expansion and she explained the expansion to the committee.

Vernon McQueen inquired about the impact of the budget as a result of the families transitioning into Polk. Ms. Johnson explained that there were agreements in place to support the efforts but no additional budget impact.

Mr. McQueen also asked if we were on target with our timelines. Mr. Gniewek confirmed that we are on time. He also shared that CSBG has made some changes to its close-out period.

Josephine Howard moved to approve the Finance Reports; seconded by Vernon McQueen. Motion carried.

2018-2019 Preliminary Operating Budget

Chair Marjorie Gaskin, directed the committee to the budget.
Vernon McQueen moved to approve the Budget; seconded by Josephine Howard. Motion carried.

2018 Independent Audit RFP Issuance & Timeline (Ratification)

Ms. Johnson informed the committee of the need to ratify the action of the Executive Committee to approve the Audit RFP Issuance and Timeline.

Vernon McQueen moved to ratify the action to approve the Audit RFP Issuance and Timeline; seconded by Josephine Howard. Motion carried.

2016-2017 Form 990/Return of Organization Exempt from Income Taxes

Josephine Howard moved to approve the 2016-2017 Form 990/Return of Organization Exempt from Income Taxes; seconded by Vernon McQueen. Motion carried.

Meeting Adjourned at 9:29 a.m.

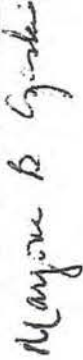
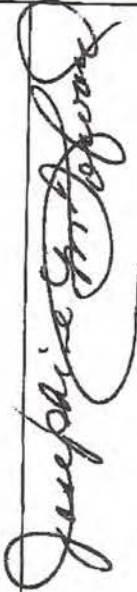


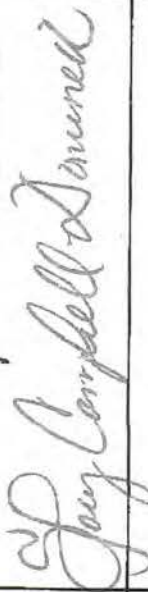




Brief Background information and possible impact of issue/area (i.e.: Why is it an issue? Will funding, staff utilization, services and/or facility changes be necessary?)

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 28, 2018

NAME	ADDRESS	TELEPHONE	SIGNATURE
Marjorie Gaskin, Chairperson Commissioner Rufus Alexander - City of Ft. Pierce Citizen Designee (St. Lucie County)	1511 N. 21 st Street Ft. Pierce, FL 34950 mbgaskin2@gmail.com	H: (772) 464-0243 C: (772) 475-3194	
Josephine Howard Commissioner Roy Tyler - City of Haines City Citizen Designee (Polk County)	2711 Orchid Drive Haines City, FL 33844 lolizhow13@yahoo.com	H: (863) 422-0875 C: (863) 221-2644	
Annette Jones Southern Region Advisory Council (Highlands County)	2940 Buckingham Road Avon Park, FL 33825 annettejon@gmail.com	O: (863) 773-3435 C: (863) 443-0269	
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) 942-9561 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 Law Office of David Walker, PA Attorney (Martin County)	10 SE Central Parkway, Ste 225 Stuart, FL 34994 dwalkeralpi@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 & LEGAL COUNSEL			
Deloris Johnson, CEO			
Dennis Gniewek, Finance Director			
Attorney Jonathan Thiele, Legal Counsel			



THE AGRICULTURAL AND LABOR PROGRAM, INC. BOARD COMMITTEE REPORT

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

Government Affairs Committee

April 28, 2018

Name of Committee

Date of Report

Members Present

Josephine Howard

Kim Johnson

Constance Griffin

Christine Samuel, Staff Liaison

Members Absent

Glenda Jones

Chester McNorton

Type of Report

☒ Reporting/Updating

☒ Recommending Board Action

☐ Recommending Policy Changes

Brief Statement of Committee's Issue/Area Reporting:

- Reviewed the Agency 2018 – 2019 Legislative Proposed Agenda

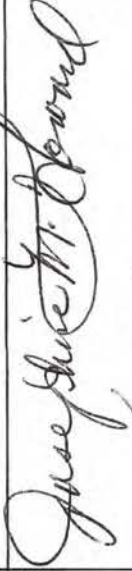

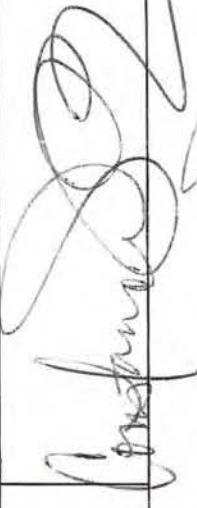

See Attached

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):

- See Attached

GOVERNMENT AFFAIRS COMMITTEE
April 28, 2018
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	
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	
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	
STAFF			
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.

Membership Committee

April 28, 2018

Name of Committee

Date of Report

Members Present

Members Absent

Patricia Gamble

Shannyn Serrano

LaVita Holmes

Terry Wellington

Sheila Dixon

Cheryl Burnham – Staff Liaison

Type of Report

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

Brief Statement of Committee's Issue/Area Reporting:

Discussed Recruitment Plan
 Reviewed Early Head Start – No Changes

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

**MEMBERSHIP COMMITTEE MEETING
 APRIL 28, 2018**

Name	Mailing Address (no P.O. Boxes) E-Mail Address	Telephone #s Home: Office: Cell:	SIGNATURE
Patricia Gamble, Chairperson CGWT Outreach Resource Center Organization Designee (Polk County) Department of Revenue/Tax Specialist I	1020 Anderson Avenue Lakeland, FL 33805 gambpt@aol.com	H: (863)603-8852 O: (863) 284-4245 C: (863) 838-5111	<i>Pat Gamble</i>
Sheila Dixon Commissioner Velma Williams – City of Sanford Citizen Designee (Seminole County) Adult Education Coordinator/Retired	3651 Ronda Drive Deltona, FL 32738 dixons@seminolestate.edu	H: N/A O: N/A C: (407) 314-1067	<i>Sheila Dixon</i>
Shannyn Serrano Head Start/Early Head Start Policy Council HS/EHS Policy Council Designee (St. Lucie County)	1498 SW Broadview Street Port St. Lucie, FL 34983 shannynserrano@yahoo.com	H: N/A O: C: (954) 667-5935	<i>Krased Absent</i>
LaVita Holmes Southern Region Advisory Council Advisory Council Designee (Hendry County) Kwik Release Bail Bonds/Bail Bonds Agent	901 Florida Avenue Clewiston, FL 33440 kwikrelease863@gmail.com	H: (863) 288-2076 O: (863) 983-9900 C: N/A	<i>L Holmes</i>
Terry Wellington Southern Region Advisory Council Frostproof, FL	247 Hopson Road. Frostproof, FL 33843 Sue195221@yahoo.com	C: (863) 257-1950	<i>Terry Wellington</i>
Cheryl Burnham, Director/Staff Liaison Low Income Home Energy Program (LIHEAP)			<i>Cheryl Burnham</i>


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

Name	Jan 2018 closeout	Feb Orientation & Board Mtg	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2019 closeout
Katie Clarke	P	A		P									
Stacy Campbell-Domineck	P	P		P									
Sheila Dixon	P	P		P									
Patricia Gamble	P	A		P									
Marjorie Gaskin	P	P		P									
Barbara Grace		P		P									
Marva Hawkins	P	A		P									
LaVita Holmes	P	P		P									
William Holt	P	P		P									
Josephine Howard	P	P		P									
Kim Johnson	P	P		P									
Annette Jones	P	P		P									
Glenda Jones	P	P		E									
Chester McNorton	P	A		E									
Vernon McQueen	P	A		P									
Annie Robinson	P	TERM EXPIRED											
Kimberly Ross	P	P		P									
Samuel Thomas (Removed)	A	A		A									
Shannyn Serrano	A	P		E									
David Walker	P	A		E									
Ruby Willix	P	P		P									
Grace Miller & Lester Roberts Board Emeritus (non-voting)													
TOTAL PRESENT	18	13		15									

P = Present

E= Excused

A= Absent

 = No Meeting Held