



**EXECUTIVE COMMITTEE MEETING  
CORPORATE OFFICE  
Lake Alfred , FL  
September 23, 2016  
8:00 p.m.**

**Executive Committee**

Marva Hawkins  
William Holt  
Josephine Howard  
Katie Clarke

Marjorie Gaskin  
David Walker

**Legal Counsel:** Attorney Jonathan Thiele

**Chief Executive Officer:** Deloris Johnson

**Budget & Finance Director:** Dennis Gniewek

**Operations & QC Director:** Twila Smith

**AGENDA**

WHAT	HOW	WHO	TIME
1. CALL TO ORDER A MOMENT OF SILENCE MISSION STATEMENT ROLL CALL	Present	Chairperson Secretary	5 min
2. PUBLIC COMMENTS (limit 2 minutes each)	Present/Approve	Chairperson	5 min
3. CONSENT AGENDA (See Tab 2)	Present/Approve	Chairperson	5 min
4. SECRETARY'S REPORT • Draft Minutes –June 24, 2016 (See Tab 1 ) • Correspondence (See Tab 5)	Present/Approve	Secretary	5 min
5. TREASURER'S REPORT (See Tab 3) Financial Statements	Present/Approve	Treasurer	5 min
6. ACTION ITEMS (See Tab 4) • 2016-2017 Insurance Renewal Proposals ✓ Liability & Property ✓ D&O ✓ Child Accident • 2016-2017 Agencywide Budget Revisions • CEO Signature Authorization Resolution • 2016-2017 CCFP Renewal Process • Wells Fargo Grant Proposal • 2016-2016 Proposed HS/EHS Community Representatives • 2017 Community Services Awards Recipients	Present/Approve	Chairperson CEO	20 min
7. OTHER BUSINESS • 2016-2017 Board Appointment to HS/EHS Policy Council • Public Designation re-Appointment (Glades & Hendry) • Meeting Non-Attendance Status (Annessa Chilous)	Present	Chairperson CEO	25 min
8. ADJOURNMENT	Present	Chairperson	5 min

**ALPI Mission Statement**

The mission of The ALPI is to propose, implement, and advocate developmental and human service delivery programs for the socially and economically disadvantaged; children and families; and farmworkers.

**Community Action Promise:**

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**Executive Committee Meeting  
Holiday Inn  
Clewiston, FL  
June 24, 2016  
8:00 p.m.**

- I. **CALL TO ORDER:** The meeting was called to order by Vice-Chair David Walker, at 8:00 p.m.
- **MOMENT OF SILENCE:** Observed by all
  - **MISSION STATEMENT:** Recited in unison
  - **ROLL CALL: Members present:** Katie Clarke, Marjorie Gaskin, Marva Hawkins, Josephine Howard, and David Walker.  
**Absent:** William Holt  
**Quorum:** Attendance meets quorum with five (5) voting members present.

**Boards Legal Counsel present:** Attorney Jonathan Thiele  
**Chief Executive Officer present:** Deloris Johnson  
**Budget & Finance Interim Director present:** Dennis Gniewek

II. **PUBLIC COMMENTS:** None

III. **CONSENT AGENDA: (See Tab 2)**  
Josephine Howard moved to accept the Consent Agenda as presented; seconded by Marva Hawkins. Motion carried.

IV. **SECRETARY'S REPORT**

- Draft Minutes (4/22/16)  
Marva Hawkins moved to accept the draft minutes and additional correspondence as presented; seconded by Marjorie Gaskin. Motion carried. **Additional Correspondence** (Letters requesting to be excused: William Holt, Chester McNorton, Annie Robinson, & Patricia Gamble)

V. **TREASURER'S REPORT:** (See Tab 3) Dennis Gniewek reporting:

➤ Reviewed Balance Sheet as of April 30, 2016.	
CASH	\$1,209,359
ACCOUNTS RECEIVABLE	\$ 596,317
<b>TOTAL CURRENT ASSETS</b>	<b>\$1,805,676</b>
TOTAL CURRENT ASSETS:	\$1,805,676
TOTAL LONG TERM ASSETS:	\$1,160,480
<b>TOTAL ASSETS:</b>	<b>\$2,966,156</b>
TOTAL LIABILITIES:	\$ 877,012
TOTAL EQUITY:	\$2,089,044
<b>TOTAL LIABILITIES &amp; EQUITY:</b>	<b>\$2,966,156</b>

Josephine Howard moved (for informational purposes only) to accept the Treasurer's Report as presented; seconded by Katie Clarke. Motion carried.

## VI. ACTION ITEMS:

- **2016 DEO CSBG Modification Agreement (Ratify)**  
Josephine Howard moved to accept the above listed item; seconded by Marva Hawkins. Motion carried.
- **2016 DOE Budget Amendment increase of \$4,000 (Ratify)**  
Katie Clarke moved to accept the above listed item; seconded by Josephine Howard. Motion carried.
- **2016 HE/EHS COLA Application at 1.8% (Ratify)**  
Marjorie Gaskin moved to accept the above listed item; seconded by Katie Clarke. Motion carried.
- **2016-2017 Emergency Solutions Partnership Grant (Ratify)**  
Marjorie Gaskin moved to accept the above listed item; seconded by Josephine Howard. Motion carried.
- **2016 USAC E-RATE Funding (Ratify)**  
Josephine Howard moved to accept the above listed item; seconded by Marva Hawkins. Motion carried.
- **2016 Employee Health Benefit Options (Blue Cross)**  
Katie Clarke moved to accept the above listed item; seconded by Marjorie Gaskin. Motion carried.
- **2015 Retirement Audit Finding (FYI)**  
Deloris Johnson presented verbal update with VOYA
- **2016-2017 School Readiness Provider Contracts (Ratify)**  
Marva Hawkins moved to accept the above listed item; seconded by Josephine Howard. Motion carried.
- **2016-2017 SLCSB Lease Agreement (Ratify)**  
Marjorie Gaskin moved to accept the above listed item; seconded by Marva Hawkins. Motion carried.
- **2016 Location & Date/Annual Planning Retreat** (Action will be presented by Committee Report): Doubletree Downtown Orlando: November 18- 20, 2016
- **2017 Annual Meeting Proposed Date Change** (Action will be presented by Committee Report): Rosen Centre Hotel Orlando: January 19 – 21, 2017




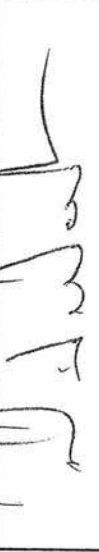




## VII. OTHER BUSINESS

- **Board PC's**  
Tomorrow Maria will train Board on using iPad to access Board Materials and pass out wifi access passwords
- **CAPLAW**  
Attorney Thiele reported on attendance at the CAPLAW Conference in Ft. Lauderdale, FL for 3 days; very informative meeting.

## VIII. ADJOURNMENT

Marjorie Gaskin moved to adjourn the meeting at 9:03 p.m.; seconded by Josephine Howard. Motion carried.

The ALPI Executive Committee Meeting  
 Sign In Sheet  
 JUNE 24, 2016

NAME	ADDRESS	TELEPHONE	SIGNATURE
Josephine Howard, Board Secretary Commissioner Roy Tyler - City of Haines City Citizen Designee (Polk County)	2711 Orchid Drive Haines City, FL 33844 <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 <a href="mailto:mbgaskin2@gmail.com">mbgaskin2@gmail.com</a>	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 <a href="mailto:davidwalkerlaw@aol.com">davidwalkerlaw@aol.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	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	
STAFF AND BOARD COUNSEL			
Deloris Johnson, CEO			
Dennis Gniwewek, Finance Director			
Jonathan Thiele, Board Counsel			


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

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

P = Present

E = Excused

A = Absent

 = No Meeting Held



**BOARD OF DIRECTORS**  
**Chain O'Lakes Complex**  
**September 24, 2016**  
**10:00 a.m.**

**Board of Directors**

Patricia Brown	Stacy Campbell-Domineck	LaVita Holmes	Glenda Jones	Annie Robinson
Katie Clarke	Patricia Gamble	William Holt	Chester McNorton	Kimberly Ross
Annessa Chilous	Marjorie Gaskin	Josephine Howard	Vernon McQueen	David Walker
Mercadez Estime-Connelly	Marva Hawkins	Commissioner Kim Johnson	Lester Roberts	Ruby Willix
Dorothy Curry				

**Board Attorney:** Jonathan Thiele

**Chief Executive Officer:** Deloris Johnson

**Department Directors:**

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

**AGENDA**

WHAT	HOW	WHO	TIME
<b>1. CALL TO ORDER</b> <b>MOMENT OF SILENCE</b> <b>MISSION STATEMENT</b> <b>ROLL CALL (See Tab 1)</b>	Present	Chairperson Secretary	5 min
<b>2. PUBLIC COMMENTS</b> (limit 2 minutes each)		Chairperson	5 min
<b>3. CONSENT AGENDA</b> (See Tab 2)	Present/Approve	Chairperson	5 min
<b>4. SECRETARY'S REPORT</b> ➤ Minutes – June 25, 2016 (See Tab 1) ➤ Correspondence (See Tab 5)	Present/Approve	Secretary	5 min
<b>5. TREASURER'S REPORT</b> (See Tab 3) Financial Statements	Present/Approve	Treasurer	5 min
<b>6. ACTION ITEMS</b> (See Tab 4) ➤ Board Committees' Reports ❖ 2016-2017 Insurance Renewal Proposals • Liability & Property • D&O • Child Accident ❖ 2016-2017 Agencywide Budget Revisions ❖ CEO Signature Authorization Resolution ❖ 2016-2017 CCFP Renewal Process ❖ Wells Fargo Grant Proposal ❖ 2016-2016 Proposed HS/EHS Community Representatives ❖ 2017 Community Services Awards ➤ Advisory & Policy Council Reports/Recommendations	Present/Approve	Chairperson & CEO	15 min
<b>7. OTHER BUSINESS</b> ➤ 2016-2017 Board Appointment to HS/EHS Policy Council ➤ Public Designation re-Appointment (Glades & Hendry) ➤ Meeting Non-Attendance Status (Annessa Chilous)	Present	Chairperson & CEO	10 min
<b>8. UPCOMING MEETINGS/CONFERENCES</b> (See Tab 5)	Present	Chairperson	5 min
<b>9. ADJOURNMENT</b>	Present	Chairperson	5 min

**ALPI Mission Statement**

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**BOARD OF DIRECTORS' MEETING  
HOLIDAY INN EXPRESS & SUITES  
CLEWISTON, FL  
JUNE 25, 2016**

- I. **CALL TO ORDER:** The meeting was called to order at 10:00 a.m. by Vice Chairperson David Walker.
- **MISSION STATEMENT:** Recited in unison  
*The mission of The ALPI is to propose, implement, and advocate developmental and human service delivery programs for the socially and economically disadvantaged; children and families; and farmworkers.*
  - **MOMENT OF SILENCE:** Observed by all
  - **ROLL CALL: Members Present:** Patricia Brown, Katie Clarke, Mercadez Estime-Connelly, Dorothy Curry, Stacy Campbell-Domineck, Marjorie Gaskin, Marva Hawkins, LaVita Holmes, Josephine Howard, Kim Johnson, Glenda Jones, Vernon McQueen, Lester Roberts, Kimberly Ross, David Walker and Ruby Willix.  
**Member Absent:** Annessa Chilous.  
**Members Excused:** William Holt, Chester McNorton, Patricia Gamble, and Annie Robinson.  
**Quorum:** Attendance meets quorum with sixteen (16) voting members present.
- Note:** Patricia Brown asked to be excused from the Committee Meeting last evening. She is present for the Board Meeting today.
- Chief Executive Officer Present:** Deloris Johnson  
**Board Attorney Present:** Jonathan Thiele
- Others Present:**  
**Department Directors:** Cheryl Burnham, LIHEAP; PaHoua Lee-Yang, CSBG; Al Miller, C&E Deputy Director; Christine Samuel, Human Resources; Myrna Rodriguez, Program Operations (St. Lucie); Dennis Gniewek, Budget & Finance; and Twila Smith, Operations & Quality Control  
**Absent:** Elizabeth Young and Aletta Stroder.
- II. **PUBLIC COMMENTS:** None
- III. **CONSENT AGENDA:** Lester Roberts moved to accept the Consent Agenda as presented; seconded by Josephine Howard. Motion carried.
- IV. **SECRETARY'S REPORT:** Josephine Howard reporting:
- **Draft minutes** (April 23, 2016)
  - **Correspondence:** Additional correspondence received from four (4) Board members requesting to be excused from Committee and/or Board of Directors' Meetings: William Holt, Chester McNorton, Annie Robinson and Patricia Gamble.
- Josephine Howard moved to accept the Secretary's Report as presented; seconded by Stacy Campbell-Domineck. Motion carried.
- V. **TREASURER'S REPORT:** Marjorie Gaskin reporting:  
Marjorie Gaskin moved to accept the Treasurer's Report for informational purposes only; seconded; by Marva Hawkins. Motion carried.

## VI. ACTION ITEMS:

### ➤ Committee Reports

- **Membership Committee:** No scheduled meeting.
- **Program Planning – Vernon McQueen reporting:**  
Vernon McQueen moved for Board approval of the following items; seconded by Kim Ross.  
Motion carried.

- ✓ 2016-2017 School Readiness Provider Contract/Polk County (ratify)
- ✓ 2016-2017 School Readiness Provider Contract St. Lucie County (ratify)
- ✓ DEO Modification Agreement – CSBG (ratify)
- ✓ DOE Emergency Assistance Modification
- ✓ 2016-2017 Emergency Solutions Partnerships Grant (ratify)
- ✓ 2016-2021 St. Lucie County School Board (SLC SB ) Lease Agreement
- ✓ USAC E-rate Funding 2016-2017 (ratify)

- **Budget & Finance Committee:** David Walker reporting:  
David Walker moved for Board approval of the following items; seconded by Vernon McQueen.  
Motion carried.

- ✓ 2016-2017 SLCSB Collaborative Agreement
- ✓ 2016 HS/EHS Cola Application (ratify)
- ✓ 2016 Employee Health Benefit Options

**Note:** There will be a conference call held with the Budget & Finance Committee for the review and approval of the 2016/2017 Operating Budget. Information will be placed on the portal for all. Vernon McQueen moved to approve the meeting; seconded by Josephine Howard. Motion carried.

- **Special Events Committee:** Marva Hawkins reporting:  
Marjorie Gaskin moved to approve the following items; seconded by Josephine Howard.  
Motion carried.

- ✓ Submission of nominees for Community Service Awards by September 5, 2016.
- ✓ Board Retreat dates for November 18-20, 2016; location Doubletree Orlando
- ✓ ALPI Annual Meeting January 19-21, 2017; Rosen Centre Orlando

- **Government Affairs Committee:** Josephine Howard reporting:  
Josephine Howard moved for the Board to approve the following items; seconded by Kim Johnson.  
Motion carried.

- ✓ Voter registration drives will be conducted by the Supervisor of Elections in each region at the ALPI Energy Fairs with assistance from advisory council members.
- ✓ ALPI may participate with political forums as long as they are non-partisan organizations or individuals, filter through Attorney Thiele
- ✓ Board approved to continue Government Affairs 2016 Action Plan with various timelines which are in place.

- **Bylaws Committee:** No scheduled meeting.

### ➤ Councils' Reports

- **Central Region Advisory Council:** Report in Board Packet.
- **Northern Region Advisory Council:** No meeting held.
- **Southern Region Advisory Council:** Report in Board Packet.
- **Eastern Region Advisory Council:** Report in Board Packet.  
Submitted check for \$63.00 for Arie Lou Perkins Scholarship Fund.
- **Policy Council:** Report in Board Packet.



**VII. OTHER BUSINESS**

➤ **Board In-Service Orientation for new computers**

At 10:57 a.m. CEO Deloris Johnson turned the meeting over to Maria Crespo, IT Specialist to introduce the Board members to the new computers and get familiar with navigating the computer and access to the Board Portal.

At 11:35 a.m. Vice-Chairperson David Walker reconvened the meeting and in turn thanked Maria Crespo for an excellent introduction to the computers.


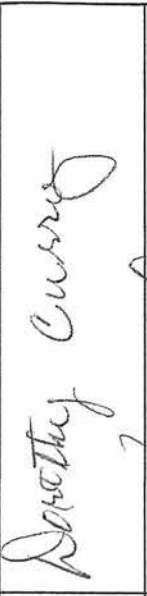

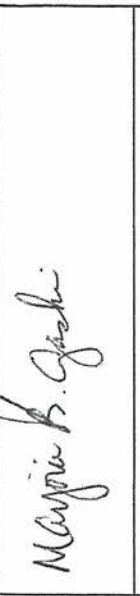



**VIII. ADJOURNMENT**

Stacy Campbell-Domineck moved for adjournment; seconded by Marjorie Gaskin. Motion carried.

DRAFT








**THE AGRICULTURAL AND LABOR PROGRAM, INC.**  
**BOARD OF DIRECTORS MEETING**  
**JUNE 25, 2016**  
**SIGN-IN SHEET**

Sector: Public

NAME	ADDRESS	TELEPHONE	SIGNATURE
Josephine Howard, Board Secretary Commissioner Roy Tyler - City of Haines City Citizen Designee (Polk County)	2711 Orchid Drive Haines City, FL 33844 jolizhow13@yahoo.com	H: (863) 422-0875 C: (863) 221-2644	
Dorothy Curry Commissioner Velma Williams – City of Sanford Citizen Designee (Seminole County)	2203 W. 13 <sup>th</sup> Street Sanford, FL 32771 N/A	H: (407) 323-2099 C: N/A	
Commissioner Kim Johnson St. Lucie Board of County Commissioner (St. Lucie County)	4888 Kings Hwy Fort Pierce, FL 34951 johnsonkim@stlucieco.org	H: O: C: (321) 662-6536	
Marjorie Gaskin, Treasurer Commissioner Rufus Alexander - City of Ft. Pierce Citizen Designee (St. Lucie County)	1511 N. 21 <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	C: (863) 257-4164	
Kimberly Ross Commissioner Janet Taylor –Hendry BoCC Citizen Designee (Hendry County)	931 Virginia Avenue Clewiston, FL 33440 RossixNine@netzero.com	H: O: C: (863) 233-6500	
Patricia Brown Commissioner John Ahern – City of Moore Haven Citizen Designee (Glades County)	P.O. Box 1365 Moore Haven, FL 33471 mshaynes6@yahoo.com	H: (863) 946-0694 O: (863) 983-8942 C: (863) 228-0797	



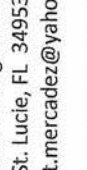
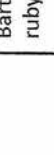

**THE AGRICULTURAL AND LABOR PROGRAM, INC.**  
**BOARD OF DIRECTORS MEETING**  
**JUNE 25, 2016**  
**SIGN-IN SHEET**

Sector: Private

NAME	ADDRESS	TELEPHONE	SIGNATURE
*Patricia Gamble CGWT Outreach Resource Center Member (Polk County)	1020 Anderson Avenue Lakeland, FL 33805 gamblep@dor.state.fl.us	H: (863)603-8852 O: (863) 284-4245 C: (863) 838-5111	
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) 285-8686 C: (772) 708-6632	
Chester McNorton ATEC Advisory Council Member (Volusia County)	644 Magnolia Avenue Daytona Beach, FL 32114 chestermcnorton@careersourcefv.com	H: N/A O: (386) 740-3242 C: (386) 341-7586	









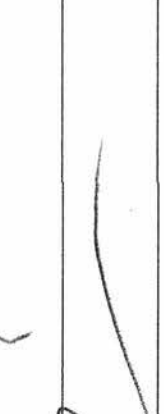
**THE AGRICULTURAL AND LABOR PROGRAM, INC.**  
**BOARD OF DIRECTORS MEETING**  
**JUNE 25, 2016**  
**SIGN-IN SHEET**

Sector: Low Income

NAME	ADDRESS	TELEPHONE	SIGNATURE
William Holt – Board Chairperson Eastern Region Advisory Council Chairperson (Indian River County)	4129 57 <sup>th</sup> Avenue Vero Beach, FL 32967 1946holt@gmail.com	H: (772) 562-8377 O: N/A C: (772) 538-4280	
Annie Robinson Southern Region Advisory Council Member (Polk County)	748 Hunt Street Lake Wales, FL 33853 Mrsrob1@yahoo.com	H: (863) 676-4008 O: (863) 285-8210 C: (863) 232-8899	
Annessa Chilous Southern Region Advisory Council Member (Glades County)	P.O. Box 925 Moore Haven, FL 33471 Annessa1.chilous@gmail.com	H: N/A O: N/A C: (863) 227-0535	
Marva Hawkins Northern Region Advisory Council Member (Seminole County)	1004 W. 13 <sup>th</sup> Street Sanford, FL 32772 marvahawkins@earthlink.net	H: (407) 322-5418 O: N/A C: (407) 416-4234	
Mercadez Estime-Connelly Head Start Policy Council Member (St. Lucie County)	1218 SW Santiago Avenue Port St. Lucie, FL 34953 sweet.mercadez@yahoo.com	H: N/A O: C: (772) 882-1062	
Ruby Willix Central Region Advisory Council Member (Polk County)	2876 Dudley Drive Bartow, FL 33830 rubywillix@comcast.net	H: (863) 537-6677 O: N/A C: (863) 207-1822	
LaVita Holmes Southern Region Advisory Council Member (Hendry County)	901 Florida Avenue Clewiston, FL 33440 Kwikrelease863@gmail.com	H: (863) 288-2076 O: (863) 983-9900 C: N/A	

THE AGRICULTURAL AND LABOR PROGRAM, INC.  
 BOARD OF DIRECTORS' MEETING  
 JUNE 25, 2016

STAFF AND LEGAL COUNSEL  
 SIGN-IN SHEET

NAME	SIGNATURE
Deloris Johnson, Chief Executive Officer	
Cheryl Burnham, LIHEAP/Community Services	
Dennis Gniewek, Finance Director	
Pa Houa 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)	Excused
Elizabeth Young, Children & FS Deputy Director	Excused
Atty Jonathan Thiele, Board 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.

Program Planning	June 25, 2016
Name of Committee	Date of Report
Members Present	Members Absent
Vernon McQueen	Chester McNorton – Excused
Katie Clarke	Patricia Brown – Excused
Dorothy Curry	Aletta Stroder, Staff Liaison
Al Miller, Staff Liaison	
Myrna Rodriguez, Staff Liaison	

**Type of Report**

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

**Brief Statement of Committee’s Issue/Area Reporting:**

Reviewed Y-T-D Grant Reports:

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

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

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

Reviewed Proposed Funding Opportunities

Reviewed Monitoring Reports

Reviewed CLASS Scores – Tracking Improvements

**NOTE:** Please review the CLASS Summary Report behind Tab 5 to familiarize yourself with the process and results.



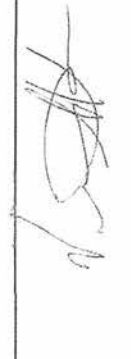


**Brief Background information and possible impact of issue/area (i.e.: Why is it an issue? Will funding, staff utilization, services and/or facility changes be necessary?)**

All reviews were conducted for the purpose of advising the Board of overall performance by major programs; identifying areas that may require additional follow-up or further attention; and, informing the Board of other matters concerning performance, contracting or other aspects of program operation. Additionally, some reviews were for the purpose of ratifying or approving various funding agreements as identified in “Recommendation for Board Action”.

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

Move that the Board Ratify the following Grants/Contracts:

- ✓ 2016 – 2017 School Readiness Provider Contract – Polk County
- ✓ 2016 – 2017 School Readiness Provider Contract – St. Lucie County
- ✓ DOE Emergency Assistance Modification
- ✓ 2016 – 2021 St. Lucie County School Board (SLCSB) Lease Agreement
- ✓ 2016 – 2017 Emergency Solutions Partnership Grant
- ✓ USAC E-Rate Funding (2016-2017)

NAME	ADDRESS	TELEPHONE	SIGNATURE
Katie Clarke Lakeview Park Homeowner Association President (Polk County)	37 Banneker Lane Frostproof, FL 33843 N/A	H: (863) 635-4928 O: N/A C: (863) 605-1330	
Dorothy Curry Commissioner Velma Williams – City of Sanford Citizen Designee (Seminole County)	2203 W. 13 <sup>th</sup> Street Sanford, FL 32771 N/A	H: (407) 323-2099 C: N/A	
Patricia Brown Commissioner John Ahern – City of Moore Haven Citizen Designee (Glades County)	P.O. Box 1365 Moore Haven, FL 33471 mshaynes6@yahoo.com	H: (863) 946-0694 O: (863) 983-8942 C: (863) 228-0797	
Chester McNorton ATEC Advisory Council Member (Volusia County)	644 Magnolia Avenue Daytona Beach, FL 32114 chestermcnorton@careersourcefv.com	H: N/A O: (386) 740-3242 C: (386) 341-7586	EXCUSED
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	
<b>STAFF</b>			
Al Miller, Staff Liaison			
Myrna Rodriguez, Staff Liaison			
Aletta Stroder, Staff Liaison			





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

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

Budget & Finance

June 25, 2016

Name of Committee

Date of Report

Members Present

Members Absent

Josephine Howard

William Holt – Excused

Marjorie Gaskin

Lester Roberts

Vernon McQueen

Stacy Campbell-Domineck

David Walker

Deloris Johnson, CEO

Dennis Gniewek, Finance Director

Jonathan Thiele, ALPI Attorney

**Type of Report**

Reporting/Updating

Recommending Board Action

Recommending Policy Changes

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

- (1) See attached: Proposed Funding Opportunities
- (2) See attached: Action items/Recommendations for Board Approval

**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 items fully discussed before action

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

See attached



**Budget & Finance Committee Meeting  
Holiday Inn  
Clewiston, FL  
June 25, 2016**






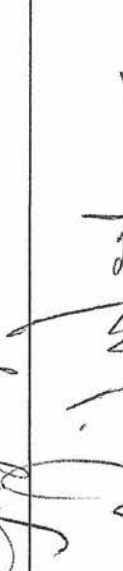



- I. **CALL TO ORDER:** The meeting was called to order by Chair Marjorie Gaskin, at 9:00 a.m.
- **MOMENT OF SILENCE:** Observed by all
  - **ROLL CALL: Members present:** Josephine Howard, Marjorie Gaskin, Lester Roberts, Vernon McQueen, Stacy Campbell-Domineck, and David Walker.  
**Excused:** William Holt  
**Boards Legal Counsel present:** Attorney Jonathan Thiele  
**Chief Executive Officer present:** Deloris Johnson  
**Budget & Finance Interim Director present:** Dennis Gniewek
- II. **ITEMS FOR DISCUSSION:**
- Financial Reports
  - Board Fundraising Report-to-date
  - Proposed Funding Opportunities
    - ✓ 2016-2017 School Readiness Provider Contracts
    - ✓ 2016 DEO Modification Agreement (CSBG)
    - ✓ 2016 DOE Amendment
    - ✓ 2016-2017 SLCSB Lease Agreement
    - ✓ 2016 HS/EHS COLA Application
    - ✓ USAC E-rate Funding (2016-2017)
  - 2016 Employee Health Benefit Options
- III. **ACTION ITEMS/RECOMMENDATIONS FOR BOARD APPROVAL**
- **Financial Reports**  
Josephine Howard moved to accept the above item for information purposed only; seconded by Lester Roberts. Motion carried.
  - **Board Fundraising Report-to-date**
  - **Proposed Funding Opportunities**
  - **2016 – 2017 School Readiness Provider Contracts (Polk & St. Lucie)**  
Lester Roberts moved to accept the above item; seconded by Stacy Campbell-Domineck. Motion carried.
  - **2016 DEO Modification Agreement (CSBG)**  
Lester Roberts moved to accept the above item; seconded by Josephine Howard. Motion carried.
  - **2016 DOE Amendment**  
Vernon McQueen moved to accept the above item; seconded by Josephine Howard. Motion carried.

- **2016 -2017 SLCSB Lease Agreement**  
Josephine Howard moved to accept the above item; seconded by Vernon McQueen. Motion carried.
- **2016 – 2017 SCCSB Collaborative Agreement**  
No action
- **2016 HS/EHS COLA Applicaton**  
Lester Roberts moved to accept the above item; seconded by Josephine Howard. Motion carried.
- **USAC E-rate Funding (2016- 2017)**  
Josephine Howard moved to ratify the above item; seconded by Stacy Campbell-Domineck. Motion carried.
- **2016 Employee Health Benefit Options**  
Josephine Howard moved to accept the above item; seconded by Stacy Campbell-Domineck. Motion carried.

#### IV. **ADJOURNMENT**

David Walker motioned to adjourn at 9:30 p.m.; seconded by Marjorie Gaskin. Motion carried.

BUDGET AND FINANCE COMMITTEE  
JUNE 25, 2016

NAME	ADDRESS	TELEPHONE	SIGNATURE
Josephine Howard, Board Secretary Commissioner Roy Tyler - City of Haines City Citizen Designee (Polk County)	2711 Orchid Drive Haines City, FL 33844 <a href="mailto:lolizhow13@yahoo.com">lolizhow13@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) 899-5597 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 <a href="mailto:dwalker@pi@outlook.com">dwalker@pi@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	EXCUSED
<b>STAFF &amp; LEGAL COUNSEL</b>			
Deloris Johnson, CEO			
Dennis Gniewek, Finance Director			
Attorney Jonathan Thiele			



**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

June 24, 2016

Name of Committee

Date of Report

Members Present

Members Absent

Marva Hawkins

Patricia Gamble – Excused

Glenda Jones

Annie Robinson - Excused

Dorothy Curry

Chester McNorton - Excused

Kimberly Ross

Elizabeth Young, Staff Liaison

Ruby Willix

**Type of Report**

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

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

- Annual Family Picnic update: within budget
- Deadline for Advisory Council's Community Services Award nominations due September 5, 2016
- Review of Annual Meeting Program procedures
  - ✓ Award presentations
  - ✓ Annual Meeting Program Agenda contents; include Community Service Awards Bio Identify nominees for volunteers: 2 service awards
  - ✓ Review process for contacting individuals/business receiving Corporate Award/Community Service Award
  - ✓ Propose location and date for 2016 Board Planning Retreat (November 18-20/Doubletree-Orlando)

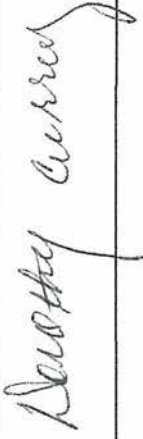


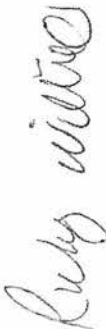

**Brief Background information and possible impact of issue/area (i.e.: Why is it an issue? Will funding, staff utilization, services and/or facility changes be necessary?)**

N/A

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

- Move Board approve September 5, 2016, for submission of nominees for Community Service
- Move Board approve Board Retreat for November 18-20, 2016: location Doubletree-Orlando
- Move Board approve Annual Meeting for January 19-21, 2017; location Rosen Centre –Orlando

**SPECIAL EVENTS COMMITTEE MEETING**  
**June 24, 2016**  
**SIGN-IN SHEET**

NAME	ADDRESS	TELEPHONE	SIGNATURE
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	
Kimberly Ross Commissioner Janet Taylor –Hendry BoCC Citizen Designee (Hendry County)	931 Virginia Avenue Clewiston, FL 33440 <a href="mailto:RossexNine@netzero.com">RossexNine@netzero.com</a>	H: O: C: (863) 233-6500	
Patricia Gamble CGWT Outreach Resource Center Member (Polk County)	1020 Anderson Avenue Lakeland, FL 33805 <a href="mailto:gamblep@dor.state.fl.us">gamblep@dor.state.fl.us</a>	H: (863)603-8852 O: (863) 284-4245 C: (863) 838-5111	
Glenda Jones Winter Haven Neighborhood Service Center Executive Director (Polk County)	608 Avenue S, NE Winter Haven, FL 33881 <a href="mailto:nsc1glenda@netscape.net">nsc1glenda@netscape.net</a>	H: (863) 294-5860 O: (863) 294-5860 C: N/A	
Chester McNorton ATEC Advisory Council Member (Volusia County)	644 Magnolia Avenue Daytona Beach, FL 32114 <a href="mailto:chestermcnorton@careersourcefv.com">chestermcnorton@careersourcefv.com</a>	H: N/A O: (386) 740-3242 C: (386) 341-7586	
Annie Robinson Southern Region Advisory Council Member (Polk County)	748 Hunt Street Lake Wales, FL 33853 <a href="mailto:Mrsrob1@yahoo.com">Mrsrob1@yahoo.com</a>	H: (863) 676-4008 O: (863) 285-8210 C: (863) 232-8899	
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	
Ruby Willix Central Region Advisory Council Member (Polk County)	2876 Dudley Drive Bartow, FL 33830 <a href="mailto:rubywillix@comcast.net">rubywillix@comcast.net</a>	H: (863) 537-6677 O: N/A C: (863) 207-1822	
STAFF			
Elizabeth Young			
PaHoua Lee-Yang			



**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

June 7, 2016

Name of Committee

Date of Report

**Members Present**

**Members Absent**

Josephine Howard

Kim Johnson – Excused

Patricia Gamble

Mercadez Estime-Connelly - Absent

Constance Griffin

Chester McNorton - Absent

Glenda Jones

Christine Samuel, Staff Liaison

**Type of Report**

Reporting/Updating

Recommending Board Action

Recommending Policy Changes

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

- The Governance Affairs Committee met via conference call to discuss the 2016/2017 Timelines.
- Items Discussed:
  - ✓ Legislative Agenda
  - ✓ NCAF Legislative
  - ✓ Voting Initiative

**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 the Agency Legislative Agenda for 2015/2016 and updated the plan for 2016/2017
- Josephine Howard, Glenda Jones, Constance Griffin will attend Political Forums in their regions
- NCAF Legislative Conference Update
  - ✓ Josephine Howard attended NCAF Legislative Conference in March 2016
- Attended Legislative Day in Tallahassee, FL by bus trip January 21, 2016 for Children's Day. The event was attended by staff, central, eastern, northern, southern, and was educational for all.
- Voting Initiative May – June; Elderly Care voting initiative vote by mail. Absentee Ballot vote by mail. Central Region Advisory will be assisting Voter Registration in Bartow on June 15, 2016.
- Inform all Region Advisory, Policy Council of local, state and federal issues affecting ALPI is ongoing.
- Reviewed the Non-Profit vote/being non-partisan and guidelines for 501(c)(3) nonprofits presented by Attorney Thiele. The Board has already approved the document.
- Check Region Advisory Council for Proclamation received for Community Action Month. Requesting that the proclamation requested be mailed to the commissioners in each region by April 1<sup>st</sup> of each year in order to receive them by May 1<sup>st</sup> of each year.

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

- Recommend for Board of Director approval of Governance Affairs 2016/2017 Legislative Agenda Plan.

**The Agricultural and Labor Program, Inc.  
2016 Board of Directors  
Attendance Y-T-D Summary**

Name	Feb Orientation	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2017 Board closeout
Patricia Brown	E		A		P							
Annessa Chilous	A		A		A							
Katie Clarke	P		E		P							
Mercadez Estime-Connelly	P		P		P							
Dorothy Curry	P		A		P							
Stacy Campbell-Domineck	P		P		P							
Marjorie Gaskin	P		P		P							
Marva Hawkins	P		E		P							
LaVita Holmes	P		E		P							
William Holt	P		P		E							
Josephine Howard	P		P		P							
Kim Johnson	P		A		P							
Glenda Jones	P		A		P							
Chester McNorton	P		E		P							
Vernon McQueen	P		P		E							
Patricia Gamble			P		E							
Lester Roberts	P		P		P							
Annie Robinson	P		P		E							
Kimberly Ross	P		A		P							
David Walker	P		P		P							
Ruby Willix	P		P		P							
Grace Miller Board Emeritus (non-voting)												
<b>TOTAL PRESENT</b>	18		11									

P = Present

E= Excused

A= Absent



= No Meeting Held