

**EXECUTIVE COMMITTEE MEETING
 DOUBLETREE BY HILTON/SEAWORLD
 September 21, 2018
 8:00 p.m.**

Executive Committee

Marva Hawkins	Marjorie Gaskin
William Holt	Stacy Campbell-Domineck
Josephine Howard	
Katie Clarke	

Legal Counsel: Attorney Jonathan Thiele
Chief Executive Officer: Deloris Johnson
Interim Executive Officer: Arlene Dobison
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 29, 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) ➤ 2018-2019 Insurance Renewal Proposals (Ratify) ✓ Liability & Property ✓ D&O ✓ Child Accident ➤ 2018-2019 Agencywide Budget Revisions ➤ 2017-2018 PIR's Head Start and Early Head Start (Ratify) ➤ 2018-2019 Office of Head Start Notice of Award – COLA (Ratify) ➤ 2018-2019 Department of Education Project Award Notification (Ratify) ➤ 2018 Low Income Housing Energy Assistance Program Modification (Ratify) ➤ 2018-2019 Child Care Food Program Contract Renewal Application (Ratify) ➤ 2018-2019 Florida Non Profit Housing Renewal Agreement (Ratify) ➤ 2018-2019 Florida Non Profit Housing Amendment 1 ➤ 2018-2019 Emergency Solution Grant Agreement (Ratify) ➤ 2019-2020 Children Services Council of SLC Funding Application ➤ 2018 Indirect Cost Agreement (Ratify) ➤ 2018 RSM Independent Audit Timeline ➤ 2018 RSM Audit Letter of Intent ➤ 2018-2019 Proposed HS/EHS Community Representatives	Present/Approve	Chairperson CEO	20 min
7. OTHER BUSINESS • 2018-2019 Board Appointment to HS/EHS Policy Council	Present	Chairperson CEO	25 min
8. ADJOURNMENT	Present	Chairperson	5 min

ALPI Mission Statement

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

Community Action Promise:

Community Action changes people lives, embodies the spirit of hope, improves communities and makes America a better place to live. We care about the entire community and we are dedicated to helping people to help themselves and each other.



**Executive Committee Meeting
Orlando Marriott
Lake Mary, FL
June 29, 2018
8:00 p.m.**

- I. **CALL TO ORDER:** The meeting was called to order by William Holt, at 8:00 p.m.
- **MOMENT OF SILENCE:** Observed by all
 - **MISSION STATEMENT:** Recited in unison
The mission of The ALPI is to propose, implement, and advocate developmental and human service delivery programs for the socially and economically disadvantaged; children and families; and farmworkers.
 - **ROLL CALL: Members present:** Josephine Howard, Marjorie Gaskin, Katie Clarke, William Holt, Marva Hawkins(via telephone)
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 Director present: Dennis Gniewek
Operations & Quality Control present: Twila Smith
- II. **PUBLIC COMMENTS:** None
- III. **CONSENT AGENDA:**
Marjorie Gaskin moved to accept the Consent Agenda; seconded by Josephine Howard.
Motion carried.
- IV. **SECRETARY'S REPORT:** Josephine Howard presenting:
- Draft Minutes: Special Called Meeting (May 7, 2018)
 - Draft Minutes: (April 27, 2018)
 - Correspondence: (See Tab 5)
 - Additional Correspondence – Glenda Jones and Stacy Campbell-Domineck
 - Re: BOA for IT purchases – Crystal Prine
Marjorie Gaskin moved to accept the minutes and correspondence; seconded by Katie Clarke. Motion carried.
- V. **TREASURER'S REPORT:** Dennis Gniewek reporting:
- Reviewed Balance Sheet as of March 31, 2018:
- | | |
|-----------------------------|---------------------|
| Assets | |
| Cash | \$ 2,082,420 |
| Accounts receivable | \$ 701,299 |
| Total current assets | \$ 2,783,719 |

Prepaid Expenses	\$ 27,597
Fixed Assets	\$ 233,397
Land	\$ 545,000
Asset Held for Sale	\$ 37,480

Total Long Term Assets	\$ 843,474
Total Assets	\$ 3,627,193

Liabilities

Accounts Payable	\$ 919,384
Deferred Revenue	\$ 313,258
Payroll Payable	\$ 516,604
Total Liabilities	\$ 1,749,246

Equity

Current Year Activity	\$ 113,102
Unrestricted Fund Balance	\$ 1,207,094
Investment in Fixed Assets	\$ 557,751
Total Equity	\$ 1,877,947

Total Liabilities & Equity	\$ 3,627,193
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Marjorie Gaskin moved to accept the Treasurer's report for informational purposes only; seconded by Josephine Howard. Motion carried.

Ms. Johnson introduced Arlene Dobison, our incoming Chief Executive Officer. The Executive Committee welcomed her. Ms. Dobison gave brief remarks.

VI. ACTION ITEMS:

- **Vice Chairperson Election Results**
Congratulations goes out to Stacy Campbell-Domineck, she was elected as Vice-Chairperson for the next 6 (six) months as the replacement for Mr. David Walker, Esq.
- **2018 Community Service Block Grant Notice of Grant Award (Ratify)**
Josephine Howard moved to ratify; seconded by Marjorie Gaskin. Motion carried.
- **2018 Low Income Home Energy Assistance Notice of Grant Award (Ratify)**
Josephine Howard moved to ratify; seconded by Marjorie Gaskin. Motion carried.
- **2018-2019 Department of Education/Letter of Intent (Ratify)**
Josephine Howard moved to ratify; seconded by Marjorie Gaskin. Motion carried.
- **2018 Head Start/Early Head Start COLA Supplemental Application (Ratify)**
Josephine Howard moved to approve the 2.6% increase, effective July 1, 2018 – June 30, 2019. All eligible positions must be increased by the 2.6%, all who have been approved; seconded by Marjorie Gaskin. Motion carried.
- **2018 -2019 Senior Connection Amendment 001**
Josephine Howard moved to approve the amending of the existing contract; seconded by Marjorie Gaskin. Motion carried.
- **EHS Childcare Partnership Grant Notice**
Josephine Howard moved to approve; seconded by Marjorie Gaskin. Motion carried.

- **FL Department of Education/Hurricane Relief Effort Grant**
Josephine Howard moved to approve the \$8,000, plus administrative costs, to purchase the kits to go to eligible recipients; seconded by Marjorie Gaskin. Motion carried.
- **2018 Proposed Employee Health Benefit Options**
The total increase for the employee health benefit options is \$50,641. Josephine Howard moved to approve; seconded by Marjorie Gaskin. Motion carried.
- **2018-2019 Proposed AgencyWide Budget**
Josephine Howard moved to approved the agencywide budget based on the information on hand; seconded by Marjorie Gaskin. Motion carried.
- **2018 Audit Services Recommendation (Five Year Contract)**
Josephine Howard moved to approve; seconded by Marjorie Gaskin. Motion carried.
- **It/Computer Network Capital Improvement Plan**
Josephine Howard moved to approve the upgrade to the system, agencywide, which includes the cost for the server, hardware, software, pc and terminals; seconded by Marjorie Gaskin. Motion carried.
- **Department of Treasury/IRS Employer Shared Responsibility Payment**
Josephine Howard moved to ratify the response that was prepared and sent to the IRS stating that we owe \$28,860.00 for the Affordable Care Act (ACA). This document was date sensitive. Seconded by Marjorie Gaskin. Motion carried.
- **2018 Proposed Location & Date/Annual Planning Retreat (November 16-18, 2018)**
Josephine Howard moved to approve the same location at the Doubletree Downtown Orlando, FL; seconded by Marjorie Gaskin. Motion carried.
- **One-Time Head Start Improvement Grant**
Josephine Howard moved to approve the grant; seconded by Marjorie Gaskin. Motion carried.
- **Early Head Start Expansion Grant**
Josephine Howard moved to approve the grant; seconded by Marjorie Gaskin. Motion carried.










VII. OTHER BUSINESS:

- **CEO Contract Execution**
Ms. Johnson will submit her official letter of retirement effective December 2018. In November everything should be clear and the registered agent for ALPI will be named.
- **Board of Directors Meeting Agenda**
Marjorie Gaskin moved to approve the agenda for June 30, 2018; seconded by Josephine Howard. Motion carried.

VIII. ADJOURNMENT

Josephine Howard moved to adjourn the meeting at 9:00 p.m.; seconded by Marjorie Gaskin. Motion carried.

The ALPI Executive Committee Meeting
 Sign In Sheet
 June 30, 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	
VACANT			
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	 present via telephone
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	Aug	Sept	Oct	Nov	Dec
Katie Clarke				P		P					
Marjorie Gaskin				P		P					
Marva Hawkins				P		P					
William Holt				P		P					
Josephine Howard				P		P					
David Walker (deceased)				E							
Stacy Campbell-Domineck											
TOTAL PRESENT				5		5					

P = Present

E= Excused

A= Absent

 = No Meeting Held



BOARD OF DIRECTORS' MEETING
Doubletree by Hilton/SeaWorld
Orlando, FL
September 22, 2018
10:00 a.m.

Board of Directors

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

Board Attorney: Jonathan Thiele

Chief Executive Officer: Deloris Johnson

Interim Chief Executive Officer: Arlene Dobison

Department Directors:

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

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 ➤ Minutes – June 30, 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) ➤ Board Committees' Reports ➤ 2018-2019 Insurance Renewal Proposals (Ratify) ✓ Liability & Property ✓ D&O ✓ Child Accident ➤ 2018-2019 Agencywide Budget Revisions ➤ 2017-2018 PIR's Head Start and Early Head Start (Ratify) ➤ 2018-2019 Office of Head Start Notice of Award/COLA and One-Time Funding(Ratify) ➤ 2018-2019 Department of Education Project Award Notification (Ratify) ➤ 2018 Low Income Housing Energy Assistance Program Modification (Ratify) ➤ 2018-2019 Child Care Food Program Contract Renewal Application(Ratify) ➤ 2018-2019 Florida Non Profit Housing Renewal Agreement (Ratify) ➤ 2018-2019 Florida Non Profit Housing Amendment 1 ➤ 2018-2019 Emergency Solution Grant Agreement (Ratify) ➤ 2019-2020 Children Services Council of SLC Funding Application ➤ 2018 Indirect Cost Agreement (Ratify) ➤ 2018 RSM Independent Audit Timeline ➤ 2018 RSM Audit Letter of Intent ➤ 2018-2019 Proposed Head Start/Early Head Start Community Representatives ➤ Regional Advisory & Policy Council Reports/Recommendations	Present/Approve	Chairperson & CEO	15 min
7. OTHER BUSINESS 2018-2019 Board Appointment to HS/EHS Policy Council	Present	Chairperson & CEO	10 min
8. UPCOMING MEETINGS/CONFERENCES (See Tab 5)	Present	Chairperson	5 min
9. ADJOURNMENT	Present	Chairperson	5 min

ALPI Mission Statement

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**BOARD OF DIRECTORS
ORLANDO MARRIOTT
LAKE MARY, FL
JUNE 30, 2018
10:00 a.m.**

I. CALL TO ORDER: The meeting was called to order at 10:00 a.m. by the Chairperson William Holt.

- **MISSION STATEMENT:** Recited in unison
The mission of The ALPI is to propose, implement, and advocate developmental and human service delivery programs for the socially and economically disadvantaged; children and families; and farmworkers.
- **MOMENT OF SILENCE:** Observed by all
- **ROLL CALL:** **Members Present:** Katie Clarke, Patricia Gamble, Marjorie Gaskin, Barbara Grace, LaVita Holmes, William Holt, Josephine Howard, Kim Johnson, Annette Jones, Chester McNorton, Vernon McQueen, Kimberly Ross, and Ruby Willix
Member Excused: Stacy Campbell-Domineck, Sheila Dixon, Marva Hawkins, Glenda Jones,
Member Absent: Shannyn Serrano
Quorum: Attendance meets quorum with thirteen (13) voting members present.

Chief Executive Officer Present: Deloris Johnson

Board Attorney Present: Jonathan Thiele

Others Present:

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

II. PUBLIC COMMENTS: None

III. Consent Agenda – Ms. Johnson, our Chief Executive Officer introduced our new incoming Chief Executive Officer; Arlene Dobison. She greeted all present and gave a brief summary of her background.

Marjorie Gaskin moved to approve the consent agenda; seconded by Josephine Howard. Motion carried.

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

- **Special Call Minutes** (May 17, 2018)
- **Special Call Minutes** (May 23, 2018)
- **Minutes** (April 28, 2018)
- **Correspondence**
- Additional correspondence from the following Board Members asking to be excused; Glenda Jones, Marva Hawkins, and Stacy Campbell-Domineck

Josephine Howard moved for the approval of the minutes and all correspondence; seconded by Vernon McQueen. Motion carried.

- 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 April 30, 2018:

Assets	
Cash	\$ 1,364,308
Accounts receivable	\$ 833,121
Total current assets	\$ 2,197,429
Prepaid Expenses	\$ 34,068
Fixed Assets	\$ 233,397
Land	\$ 545,000
Asset Held For Sale	\$ 37,480
Total Long Term Assets	\$ 849,945
Total Assets	\$ 3,047,374
Liabilities	
Accounts Payable	\$ 479,699
Deferred Revenue	\$ 315,447
Payroll Payable	\$ 335,501
Total Liabilities	\$ 1,130,647
Equity	
Current Year Activity	\$ 151,882
Unrestricted Fund Balance	\$ 1,207,094
Investment in Fixed Assets	\$ 557,751
Total Equity	\$ 1,916,727
Total Liabilities & Equity	\$ 3,047,374

VI. **ACTION ITEMS:**

- **Vice Chairperson Election Results**
Stacy Campbell-Domineck will fill the vacancy for deceased member, David Walker.
Congratulations Stacy!
- **Committee Reports**
 - **By-laws:** No meeting
 - **Program Planning:** Vernon McQueen, reporting:
Vernon McQueen moved that the Board approve or ratify the following items; seconded by Josephine Howard. Motion carried.
 - ✓ 2018 Community Service Block Grant Notice of Grant Award – Ratify
 - ✓ 2018 Low Income Home Energy Assistance Program Notice of Grant Award – Ratify
 - ✓ 2018 -2019 Department of Education/Letter of Intent - Ratify

- ✓ 2018 Head Start/Early Head Start COLA Supplemental Application – Approval
 - ✓ 2018 - 2019 Senior Connection Amendment 001 – Approval
 - ✓ 2018 – 2019 EHS Childcare Partnership Grant Notice – Approval
 - ✓ 2018 – 2019 FL Department of Education/Hurricane Relief Effort Grant – Approval
 - ✓ Head Start/Early Head Start One-Time Program Improvement – Approval
 - ✓ Early Head Start Expansion – Approval
- **Finance Committee:** Marjorie Gaskins, reporting:
Marjorie Gaskin moved for the approval of the attached balance sheet for informational purposes only; seconded by Josephine Howard. Motion carried.
 - **Special Events Committee:** Ruby Willix, reporting:
Ruby Willix moved to approve the Doubletree by Hilton SeaWorld, located at 10100 International Drive, Orlando, FL on September 22, 2018 for the Induction Ceremony of the ALPI Wall of Fame. It is recommended that the Pioneers of ALPI be included like: Herman Marshall, Lillie Haskin, Victoria Roberson, and others will be inducted into the Wall of Fame.
 - **Membership Committee:** No Meeting
 - **Government Affairs Committee:** No Meeting
 - **Policy Council:** See Board Packet
 - **Northern Region Advisory:** No Report
 - **Eastern Region Advisory:** Reported an additional \$170.00 for Scholarships
 - **Central Region Advisory:** Report in Board Packet
 - **Southern Region Advisory:** Annette Jones moved for approval of a Rummage Sale on October 6, 2018; seconded by Chester McNorton. Motion carried.
 - ❖ **Section 5 - Page 468 (Portal)**
Each Council is asked to please read and keep this document on-hand for all fundraising events.
- **Funding Opportunities**
- **2018 Community Service Block Grant Notice of Grant Award**
Vernon McQueen moved to ratify; seconded by Josephine Howard. Motion carried.
 - **2018 Low Income Home Energy Assistance Program Notice of Grant Award**
Vernon McQueen moved to ratify; seconded by Josephine Howard. Motion carried.
 - **2018-2019 Department of Education/Letter of Intent**
Vernon McQueen moved to ratify; seconded by Josephine Howard. Motion carried.
 - **2018 Head Start/Early Head Start COLA Supplemental Application**
Vernon McQueen moved to ratify; seconded by Josephine Howard. Motion carried.
 - **2018-2019 Senior Connection Amendment 001**
Vernon McQueen moved to ratify; seconded by Josephine Howard. Motion carried.
 - **EHS Childcare Partnership Grant Notice**
Vernon McQueen moved to ratify; seconded by Josephine Howard. Motion carried.
 - **FL Department of Education/Hurricane Relief Effort Grant**
Vernon McQueen moved to ratify; seconded by Josephine Howard. Motion carried.

- **Supplemental Application - Head Start/Early Head Start Expansion Grant**
Marjorie Gaskin moved to approve; seconded by Josephine Howard. Motion carried.
 - **One-time Head Start Improvement Grant**
Marjorie Gaskin moved to approve; seconded by Josephine Howard. Motion carried.
 - **2018 Proposed Employee Health Benefit Options**
Josephine Howard moved to approve; seconded by Vernon McQueen. Motion carried.
 - **2018-2019 Proposed Agencywide Budget**
Josephine Howard moved to approve; seconded by Vernon McQueen. Motion carried.
 - **2018 Audit Services Recommendation (Five Year Contract)**
Marjorie Gaskin moved to approve; seconded by Josephine Howard. Motion carried.
 - **IT/Computer Network Capital Improvement Plan**
Marjorie Gaskin moved to approve; seconded by Josephine Howard. Motion carried.
 - **Department of Treasury/IRS-Employer Shared Responsibility Payment**
Marjorie Gaskin moved to approve; seconded by Vernon McQueen. Motion carried.
 - **2018 Proposed Location & Date/Annual Planning Retreat (Nov. 16-18, 2018)**
Josephine Howard moved to approve; seconded by Ruby Willix. Motion carried.
- VII. OTHER BUSINESS**
- **CEO Contract Execution**
This will be handled by the current CEO, incoming CEO and Board Chair.
 - **CAPLAW CONFERENCE**
Annual Training Conference was attended by Board Attorney Thiele. He gave a brief two minute report on his very productive and informative conference.
- VIII. ADJOURNMENT**
- Josephine Howard moved to adjourn the meeting; seconded by Kim Johnson. Motion carried.








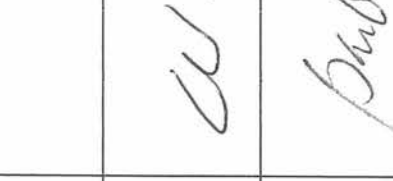

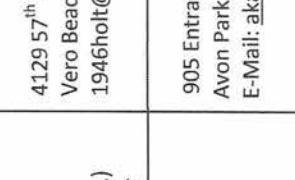
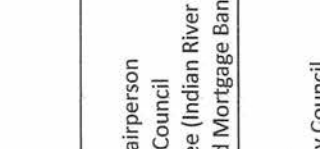
**ALPI BOARD OF DIRECTORS
BOARD MEETING
JUNE 30, 2018**

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	
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	Absent
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.sl@gmail.com	H: O: C: (321) 662-6536	
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	Marjorie B. Gaskin
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 rosskim1214@netzero.com Kim.Ross82@gmail.com	H: O: C: (863)233-6500	
VACANT			

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	Excused
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:	Excused
VACANT			
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	

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: brinso_s@bellsouth.net Sheralyn Brinson	H: (407) 322-5418 O: N/A C: (407) 416-4234	Excused	
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 shannyserrano@yahoo.com	H: N/A O: C: (954) 667-5935	Absent	
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) 983-9900 C: N/A		



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 29, 2018 _____
Name of Committee Date of Report

Members Present	Members Absent
<u>Vernon McQueen</u> _____	<u>Chester McNorton</u> _____
<u>Barbara Grace</u> _____	_____
_____	_____
<u>Al Miller, Staff Liaison</u> _____	_____
<u>Myrna Rodriguez, Staff Liaison</u> _____	_____

Type of Report

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

Brief Statement of Committee’s Issue/Area Reporting:

The committee met and discussed the following:

- **Key Program Grant Performance Reports**
 - Head Start/Early Head Start In-Kind Match Report *thru May 2018*
 - Head Start/Early Head Start Enrollment and Attendance Reports *thru May 2018*
- **External/Internal Compliance Monitoring Reports**
 - Senior Connection Center, Inc. (*Issued – May 7, 2018*) – No Findings
 - FL Department of Education/Division of Adult Education 2017-2018 Monitoring (*Issued – June 11, 2018*) – No Findings
- **2018-2019 Funding Request Applications/Agreements – Discuss and Recommend Action**
 - 2018 Community Service Block Grant Notice of Grant Award
(Funding Period - 10/17 thru 09/19)
 - 2018 Low Income Home Energy Assistance Program Notice of Grant Award
(Funding Period - 04/17 thru 09/19)
 - 2018-19 Department of Education/Letter of Intent
(Funding Period – 07/18 thru 06/19)
 - 2018 Head Start/Early Head Start COLA Supplemental Application
(Funding Period – 07/18 thru 06/19)
 - 2018-19 Senior Connection Amendment 001
(Funding Period – 10/18 thru 09/19)
 - 2018-19 EHS Childcare Partnership Grant Notice
(Funding Period – 07/18 thru 06/19)

- 2018-19 FI Department of Education/Hurricane Relief Effort Grant
(Funding Period – 07/18 thru 06/19)
- Head Start/Early Head Start One-Time Program Improvement
(Funding Period – 07/18 thru 06/19)
- Early Head Start Expansion
(Funding Period – 07/18 thru 06/19)

➤ **2018 Need Assessment Plan and Agreement** - (Contract ending – TBD)

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 performance matters affecting major grant; identifying areas that may require additional follow-up or further attention; and, informing the Board of other matters concerning various programs. 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:**

- Approve and/or ratify submission of the below listed Amendments/Modification. Additionally, authorize Chief Executive Officer to execute any necessary documents or agreements concerning said Amendments/Modification.
 - 2018 Community Service Block Grant Notice of Grant Award
 - 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
 - 2018-19 EHS Childcare Partnership Grant Notice
 - 2018-19 FI Department of Education/Hurricane Relief Effort Grant
 - Head Start/Early Head Start One-Time Program Improvement
 - Early Head Start Expansion



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 30, 2018

Name of Committee

Date of Report

Members Present

Members Absent

Marjorie Gaskin Vernon McQueen

Stacy Campbell-Domineck

William Holt Josephine Howard

Attorney Jonathan Thiele

Staff Present:

Dennis Gniewek CEO Deloris Johnson

Type of Report

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

Brief Statement of Committee's Issue/Area Reporting:

Meeting was called to order at 9:00 a.m. by Chair Marjorie Gaskin

Mission Statement: Recited by all in unison

Roll Call: See attached

Finance Reports

Balance sheet reviewed (See attached) for April 30, 2018

Josephine Howard moved to approve the Financial Report for informational purposes only; seconded by Vernon McQueen. Motion carried.

2018 Employee Health Benefit Options

Josephine Howard moved to improve the increase up to 10%; Vernon McQueen seconded that the CEO be authorized to move forward. Motion carried.

2018 Audit Services Contract (Five Years)

Vernon McQueen moved to approve moving forward with the engagement letter to conduct the audit for the next five years; seconded by Josephine Howard. Motion carried.

2018-2019 Proposed Operating Budget

Chair Marjorie Gaskin, directed the committee to the budget.

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

Proposed IT/Computer Network Capital Improvement Plan

Vernon McQueen moved to upgrade our agency wide network, not to exceed \$152,000; seconded by Josephine Howard. Motion carried.

Department of Treasury / IRS Employer Share Responsibility Payment

Josephine Howard moved to ratify the action to approve the response to the IRS; seconded by Annette Jones. Motion carried.

Proposed 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
- 2018-19 EHS Childcare Partnership Grant Notice
- 2018-19 FL Department of Education/Hurricane Relief Effort Grant

Josephine Howard moved to accept all funding opportunities; seconded by Vernon McQueen. Motion carried.

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 that Board take the following actions, as appropriate:**
 - Approve and/or ratify submission of the below listed Amendments/Modification. Additionally, authorize Chief Executive Officer to execute any necessary documents or agreements concerning said Amendments/Modification.
 - Financial Reports
 - Board Fundraising Report To-date
 - 2018 Employee Health Benefit Options
 - 2018 Audit Services Contract (Five Years)
 - 2018-2019 Proposed Operating Budget
 - Proposed IT/Computer Network Capital Improvement Plan
 - Proposed 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
 - 2018-19 EHS Childcare Partnership Grant Notice
 - 2018-19 FL Department of Education/Hurricane Relief Effort Grant

Meeting adjourned at 9:45 a.m.



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

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

Special Events Committee

Name of Committee

June 29, 2018

Date of Report

Members Present

Members Absent

Constance Griffin

Ruby Willix

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 ALPI Wall of Fame, and ceremony for inductees; it will be held September 22, 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?)

None

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 approve: Doubletree by Hilton at SeaWorld
International Drive
Orlando, FL 32821
- › Recommending that the Pioneers of ALPI like: Herman Marshall, Lillie Haskin, Victoria Roberson, and others be inducted into the Wall of Fame

**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		P							
Stacy Campbell-Domineck	P	P		P		E							
Sheila Dixon	P	P		P		E							
Patricia Gamble	P	A		P		P							
Marjorie Gaskin	P	P		P		P							
Barbara Grace		P		P		P							
Brenda Gray													
Marva Hawkins	P	A		P		E							
LaVita Holmes	P	P		P		P							
William Holt	P	P		P		P							
Josephine Howard	P	P		P		P							
Kim Johnson	P	P		P		P							
Annette Jones	P	P		P		P							
Glenda Jones	P	P		E		E							
Chester McNorton	P	A		E		P							
Vernon McQueen	P	A		P		P							
Annie Robinson	P	TERM EXPIRED											
Kimberly Ross	P	P		P		P							
Samuel Thomas (Removed)	A	A		A									
Shannyn Serrano	P	P		E		A							
David Walker (Deceased)	P	A		E									
Ruby Willix	P	P		P		P							
Grace Miller & Lester Roberts Board Emeritus (non-voting)													
TOTAL PRESENT	19	13		15		13							

P = Present

E = Excused

A = Absent

 = No Meeting Held