



EXECUTIVE COMMITTEE MEETING
Doubletree Hilton/Downtown
Orlando, FL
November 18, 2016
6:00 p.m.

Executive Committee

Katie Clarke	William Holt
Marjorie Gaskin	Josephine Howard
Marva Hawkins	David Walker

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

AGENDA

WHAT	HOW	WHO	TIME
1. CALL TO ORDER <ul style="list-style-type: none"> • 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 - September 23, 2016 (See Tab 1) • Correspondence (See Tab 5) 	Present/Approve	Secretary	5 min
5. TREASURER'S REPORT (See Tab 3)	Present/Approve	Treasurer	6 min
6. ACTION ITEMS (See Tab 4) <ul style="list-style-type: none"> • Draft Planning Retreat Agenda • Child Care Food Renewal Application (Ratify) • 2016 Retirement Audit Engagement Agreement (Ratify) • 2016 Workers' Comp Renewal Agreement (Ratify) • 2016 Insurance Renewal Policies (Ratify) • Board Member Resignation (Patricia Brown) 	Present/Approve	Chairperson CEO	10 min
7. OTHER BUSINESS	Present	TBA	20 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 the socially and economically disadvantaged; children and families; and farmworkers.

Community Action Promise

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**Executive Committee Meeting
Corporate Office
Lake Alfred, FL
September 23, 2016
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

➤ **ROLL CALL: Members present:** Katie Clarke, Marjorie Gaskin, William Holt, and Josephine Howard.

Members excused: David Walker & Marva Hawkins.

Quorum: Attendance meets quorum with four (4) voting members present.

Board's Legal Counsel present: Attorney Jonathan Thiele

Chief Executive Officer present: Deloris Johnson

Budget & Finance Director present: Dennis Gniewek

Operations & QC Director present: Twila Smith

II. PUBLIC COMMENTS: None

III. CONSENT AGENDA

Marjorie Gaskin moved to accept all agenda items as presented; seconded by Josephine Howard. Motion carried.

IV. SECRETARY'S REPORT: Josephine Howard presenting:

➤ Draft Minutes (June 24, 2016)

➤ Correspondence

Josephine Howard moved to accept the draft minutes and additional correspondence as presented; seconded by Marjorie Gaskin. Motion carried. **Additional Correspondence** (Letters requesting to be excused: Josephine Howard, Marva Hawkins, David Walker, Patricia Brown & Ruby Willix)

V. TREASURER'S REPORT: Dennis Gniewek reporting:

➤ Reviewed Balance Sheet as of May 31, 2016:

Assets

Cash	\$ 1, 159,599
Accounts receivable	\$ 404,946
Total current assets	\$ 1, 564,545

Total Long Term Assets \$ 1, 161,288

Total Assets \$ 2, 725,833

Liabilities	
Accounts Payable	\$ 280,160
Deferred Revenue	\$ 5,215
Payroll Payable	\$ 308,226
Total Liabilities	\$ 593,601
Equity	
Current Year Activity	\$ 213,943
Unrestricted Fund Balance	\$ 947,105
Investment in Fixed Assets	\$ 971,184
Total Equity	\$ 2,132,232
Total Liabilities & Equity	\$ 2,725,833

Josephine Howard moved to accept the Treasurer's report; seconded by Marjorie Gaskin. Motion carried.

VI. ACTION ITEMS

- **2016 – 2017 Insurance Renewal Proposals (Liability & Property, D& O, Child Accident)**
Marjorie Gaskin moved to accept the above listed item; seconded by Katie Clarke. Motion carried.
- **2016 – 2017 Agency wide Budget Revisions**
Marjorie Gaskin moved to accept the above listed item; seconded by Katie Clarke. Motion carried.
- **CEO Signature – Authorization Resolution**
Marjorie Gaskin moved to accept the above listed item; seconded by Katie Clarke. Motion carried.
- **2016-2017 CCFP (Child Care Food Program) Renewal Process**
Marjorie Gaskin moved to accept the above listed item; seconded by Katie Clarke. Motion carried.
- **Wells Fargo Grant Proposal (Ratify)**
\$10,000 Lakeview Park (Refurbish playground equipment)
Marjorie Gaskin moved to accept the above listed item; seconded by Katie Clarke. Motion carried.
- **2016 – 2017 Proposed HE/EHS Community Representatives**
Marjorie Gaskin moved to accept the above listed item; seconded by Katie Clarke. Motion carried.
- **2017 Community Services Awards Recipients**
Marjorie Gaskin moved to accept the above listed item; seconded by Katie Clarke. Motion carried.

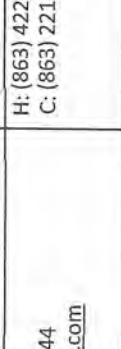
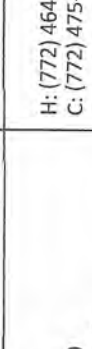

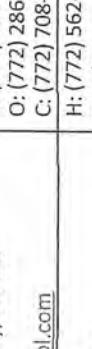




VII. OTHER BUSINESS

- **2016 – 2017 Board Appointments to HS/EHS Policy Council – Mrs. Josephine Howard Ed.S.**
Marjorie Gaskin moved to accept Josephine Howard as the Board Appointment; seconded by Katie Clarke. Motion carried.
- **Public Designation Re-Appointment (Glades, Hendry & St. Lucie)**
Josephine Howard moved that we authorize the CEO to get public designation reappointments for Glades, Hendry and St. Lucie Counties; seconded by Marjorie Gaskin. Motion carried.
- **Meeting Non-Attendance Status (Annessa Chilous)**
Marjorie Gaskin moved to have Annessa Chilous removed from the Board of Directors; seconded by Katie Clarke. Motion carried.

VIII. ADJOURNMENT

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

The ALPI Executive Committee Meeting
 Sign In Sheet
 September 23, 2016

NAME	ADDRESS	TELEPHONE	SIGNATURE
Josephine Howard, Board Secretary Commissioner Roy Tyler - City of Haines City Citizen Designee (Polk County)	2711 Orchid Drive Haines City, FL 33844 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, Board Vice-Chairperson Law Office of David Walker, PA Attorney (Martin County)	10 SE Central Parkway, Ste 225 Stuart, FL 34994 davidwalkerlaw@aol.com	H: (772) 286-1469 O: (772) 286-8686 C: (772) 708-6632	EXCUSED
William Holt - Board Chairperson Eastern Region Advisory Council Chairperson (Indian River County)	4129 57 th Avenue Vero Beach, FL 32967 1946holt@gmail.com	H: (772) 562-8377 O: N/A C: (772) 538-4280	
Marva Hawkins Northern Region Advisory Council Member (Seminole County)	1004 W. 13 th Street Sanford, FL 32772 marvahawkins@earthlink.net	H: (407) 322-5418 O: N/A C: (407) 416-4234	EXCUSED
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.
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			P			
Marjorie Gaskin				P		P			P			
Marva Hawkins				E		P			E			
William Holt				P		E			P			
Josephine Howard				P		P			P			
David Walker				P		P			E			
TOTAL PRESENT				4		5			4			

P = Present

E = Excused

A = Absent

 = No Meeting Held



BOARD OF DIRECTORS MEETING
Doubletree Hilton/Downtown
Orlando, FL
November 20, 2016
10:00 a.m.

Board of Directors

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

Legal Counsel: Attorney Jonathan Thiele

Chief Executive Officer: Deloris Johnson

Department Directors:

Cheryl Burnham, LIHEAP/Community Services	Christine Samuel, Human Resources	Twila Smith, Operations & Quality Control
PaHoua Lee-Yang, CSBG/Economic Services	Myrna Rodriguez, HS/EHS-POD/St. Lucie	Elizabeth Young, HS/EHS Deputy Director
Al Miller, CS&ED Deputy Director	Aletta Stroder, HS/EHS-POD/Polk	Dennis Gniewek, Finance

AGENDA

WHAT	HOW	WHO	TIME
1. CALL TO ORDER MOMENT OF SILENCE MISSION STATEMENT ROLL CALL <ul style="list-style-type: none"> Acknowledgment of Designated Committee Members 	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 - September 24, 2016 (See Tab 1) Correspondence (See Tab 5) 	Present/Approve	Secretary	5 min
5. TREASURER'S REPORT (See Tab 3)	Present/Approve	Treasurer	10 min
6. ACTION ITEMS (See Tab 4) <ul style="list-style-type: none"> Committee Reports/Recommendations <ul style="list-style-type: none"> Group I Group II Group III Child Care Food Renewal Application (Ratify) 2016 Independent Draft Audited Financial Statements 2016 Workers' Comp Renewal Agreement (Ratify) 2016 Insurance Renewal Policies (Ratify) Board Member Resignation (Patricia Brown) 2016 CEO Annual Performance Evaluation 	Present/Approve	Chairperson CEO	60 min
7. OTHER BUSINESS	Present	Chairperson CEO	25 min
8. ADJOURNMENT	Present	Chairperson	5 min

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**BOARD OF DIRECTORS MEETING
CHAIN O' LAKES COMPLEX
WINTER HAVEN, FL
SEPTEMBER 24, 2016
10:00 a.m.**

I. **CALL TO ORDER:** The meeting was called to order at 10:03 a.m. by Chairperson William Holt.

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

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

Chief Executive Officer Present: Deloris Johnson

Board Attorney Present: Jonathan Thiele

Others Present:

Department Directors: Cheryl Burnham, LIHEAP; Al Miller, CS&ED Deputy Director; Christine Samuel, Human Resource; Myrna Rodriguez, Program Operations (St. Lucie); Dennis Gniewek, Budget & Finance; and Twila Smith, Operations & Quality Control

Absent: Aletta Stroder & PaHoua Lee-Yang

II. **PUBLIC COMMENTS:** None

III. **CONSENT AGENDA:** Vernon McQueen moved to accept the consent agenda as presented; seconded by Patricia Gamble. Motion carried.

IV. **SECRETARY'S REPORT:** Marjorie Gaskin reporting:

- **Draft minutes** (June 25, 2016)
- **Correspondence:** Additional correspondence received from five (5) Board members requesting to be excused from Committee and/or Board of Directors' Meetings: Patricia Brown, Marva Hawkins, Josephine Howard, Ruby Willix, and David Walker.

Marjorie Gaskin moved to accept the Secretary's Report as presented; seconded by Katie Clarke. Motion carried.

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

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

➤ Reviewed Balance Sheet as of May 31, 2016:

Assets

Cash	\$ 1,159,599
Accounts receivable	\$ 404,946
Total current assets	\$ 1,564,545

Total Long Term Assets \$ 1,161,288

Total Assets \$ 2,725,833

Liabilities

Accounts Payable	\$ 280,160
Deferred Revenue	\$ 5,215
Payroll Payable	\$ 308,226

Total Liabilities \$ 593,601

Equity

Current Year Activity	\$ 213,943
Unrestricted Fund Balance	\$ 947,105
Investment in Fixed Assets	\$ 971,184

Total Equity \$ 2,132,232

Total Liabilities & Equity \$ 2,725,833

VI. ACTION ITEMS:

➤ **Committee Reports**

- **Membership Committee:** No action items
- **Program Planning** – Vernon McQueen reporting:
 - Dorothy Curry moved for the Board approval of the following items; seconded by Vernon McQueen. Motion carried.
 - ✓ 2016-2017 Child Care Food Program (ratify)
 - ✓ Wells Fargo Funding Application (ratify)
 - ✓ 2015-2016 Community Services Block Grant (CSBG) Modification (ratify)
 - ✓ 2016-2017 Children's Services Council of St. Lucie County Contract (ratify)
 - ✓ 2016-2017 Florida Department of Education/Emergency Assistance Grant (ratify)
 - ✓ 2015-2017 HUD Housing Counseling Grant (ratify)
 - ✓ 2016-2017 Florida Non-profit Housing Grant (FNPH) (ratify)
 - ✓ HHS/Supplemental Grant (ratify)
 - ✓ 2016-2017 Community Services Block Grant (CSBG) upon receipt from funder
 - ✓ 2016-2017 Revised Operating Budget
 - ✓ Program Information Reports (PIR's) for HS/EHS

- **Bylaws Committee:** Lester Roberts reporting:
Lester Roberts moved for the Board approval of the following items; seconded by Vernon McQueen. Motion carried.
 - ✓ Tripartite Board Membership and Meeting Attendance
 - ✓ Send letter to Annessa Chilous for missing three (3) consecutive board meetings
 - ✓ HS/EHS Policy Council election procedures/results
 - ✓ 2016 Regional Advisory Councils' Rosters

Marjorie Gaskin moved to remove Annessa Chilous from the Board roster due to non-meeting attendance; seconded by Vernon McQueen. Motion carried.

- **Special Events Committee:** Glenda Jones reporting:
Glenda Jones moved for the Board approval of the following items; seconded by Marjorie Gaskin. Motion carried.
 - ✓ Community Services Award Recipients as presented.
 - ✓ Annual Meeting Theme: *Embracing Change...Empowering People*
 - ✓ Robert Lemon as Keynote Speaker for the Annual Meeting Luncheon
- **Government Affairs Committee:** Mercadez Estime-Connelly reporting:
Mercadez Estime-Connelly moved for the Board to approval of the following items; seconded by Glenda Jones. Motion carried.

Available Board Members to sign up to participate on the "Decision 2016" webinar on November 17, 2016 at 2:00 p.m.; Topic: "The Impact on Low-Income Programs". A sign-up sheet is available to register.

- **Budget & Finance Committee:** Marjorie Gaskin reporting: (See Report)
Marjorie Gaskin moved for the Board to approval of the following items; seconded by Vernon McQueen. Motion carried.

Vernon McQueen moved for Board approval of the following item; seconded by Patricia Gamble. Motion carried.

- 2016-2017 Insurance Renewal Proposals for Liability & Property for Directors & Officers, and Child Accident Policies

Marjorie Gaskin moved for Board approval of the following item; seconded by Mercadez Estime-Connelly. Motion carried

- 2016-2017 Policy Council Community Representatives

➤ **Councils' Reports** (see Board Packet)

- **Central Region Advisory Council**
- **Northern Region Advisory Council**
- **Southern Region Advisory Council**
- **Eastern Region Advisory Council:** Turned in \$579.00 for Annie Lou Perkins Scholarship Award
- **Policy Council**

VII. OTHER BUSINESS

- **CEO Signature Authorization Resolution**
Marjorie Gaskin moved to approve the above listed item; seconded by Mercadez Estime-Connolly. Motion carried.

- **2016-2017 Board Appointment to HS/EHS Policy Council**
Marjorie Gaskin moved to appoint Josephine Howard; seconded by Vernon McQueen. Motion carried.

- **Authorize CEO to send letters for Public designations for Glades & Hendry Counties**
Dorothy Curry moved to approve the above listed item; seconded by Chester McNorton. Motion carried.



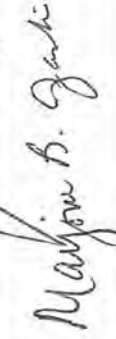


- CEO will be meeting with Counsel, Jonathan Thiele, concerning exempt status (\$47,000) criteria and overtime hours to be implemented by December 1, 2016.

VIII. ADJOURNMENT

Vernon McQueen moved for adjournment at 11:05 a.m.; seconded by Chester McNorton. Motion carried.







**THE AGRICULTURAL AND LABOR PROGRAM, INC.
BOARD OF DIRECTORS MEETING
SEPTEMBER 24, 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	EXCUSED
Dorothy Curry Commissioner Velma Williams – City of Sanford Citizen Designee (Seminole County)	2203 W. 13 th Street Sanford, FL 32771 N/A	H: (407) 323-2099 C: N/A	
Commissioner Kim Johnson St. Lucie Board of County Commissioner (St. Lucie County)	4888 Kings Hwy Fort Pierce, FL 34951 johnsonkim@stlucieco.org	H: O: C: (321) 662-6536	
Marjorie Gaskin, Treasurer Commissioner Rufus Alexander - City of Ft. Pierce Citizen Designee (St. Lucie County)	1511 N. 21 st Street Ft. Pierce, FL 34950	H: (772) 464-0243 C: (772) 475-3194	
Lester Roberts Deputy Mayor Brenda Giles – City of Avon Park Citizen Designee (Highlands County)	1002 S. Waldron Avenue Avon Park, FL 33825 lesterarob06@yahoo.com	C: (863) 257-4164	
Kimberly Ross Commissioner Janet Taylor – Hendry BoCC Citizen Designee (Hendry County)	931 Virginia Avenue Clewiston, FL 33440 rosskim@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	EXCUSED



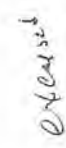


THE AGRICULTURAL AND LABOR PROGRAM, INC.
BOARD OF DIRECTORS MEETING
SEPTEMBER 24, 2016
SIGN-IN SHEET

Sector: Private

NAME	ADDRESS	TELEPHONE	SIGNATURE
*Patricia Gamble CGWT Outreach Resource Center Member (Polk County)	1020 Anderson Avenue Lakeland, FL 33805 gambpt@aol.com	603-7119 H: (863) 603-8852 O: (863) 284-4245 C: (863) 838-5111	
Vernon McQueen Duke Energy Florida Program Manager (Seminole County)	804 E. 14 th Street Sanford, FL 32771 vmcqueen@hotmail.com	H: (407) 321-6950 O: (407) 942-9661 C: (321) 262-6564	
Katie Clarke Lakeview Park Homeowner Association President (Polk County)	37 Banneker Lane Frostproof, FL 33843 N/A	H: (863) 635-4928 O: N/A C: (863) 605-1330	
Glenda Jones Winter Haven Neighborhood Service Center Executive Director (Polk County)	608 Avenue S, NE Winter Haven, FL 33881 nscjglenda@netscape.net	H: (863) 294-5860 O: (863) 294-5860 C: N/A	
Stacy Campbell-Domineck CareerSource Polk Chief Executive Officer (Polk County)	600 N. Broadway, Suite B Bartow, FL 33830 stacy.campbell-domineck@careersourcepolk.com	H: (863) 899-6597 O: (863) 508-1600 C:	
David Walker, Board Vice-Chairperson Law Office of David Walker, PA Attorney (Martin County)	10 SE Central Parkway, Ste 225 Stuart, FL 34994 davidwalkerlaw@aol.com	H: (772) 286-1469 O: (772) 286-8686 C: (772) 708-6632	EXCUSED
Chester McNorton ATEC Advisory Council Member (Volusia County)	644 Magnolia Avenue Daytona Beach, FL 32114 chestermcnorton@yahoo.com	H: N/A O: (386) 740-3242 C: (386) 341-7586	

**THE AGRICULTURAL AND LABOR PROGRAM, INC.
BOARD OF DIRECTORS MEETING
SEPTEMBER 24, 2016
SIGN-IN SHEET**

Sector: Low Income

NAME	ADDRESS	TELEPHONE	SIGNATURE
William Holt – Board Chairperson Eastern Region Advisory Council Chairperson (Indian River County)	4129 57 th Avenue Vero Beach, FL 32967 1946holt@gmail.com	H: (772) 562-8377 O: N/A C: (772) 538-4280	
Annie Robinson Southern Region Advisory Council Member (Polk County)	748 Hunt Street Lake Wales, FL 33853 mrsrob1@yahoo.com	H: (863) 676-4008 O: (863) 285-8210 C: (863) 232-8899	
Annessa Chilous Southern Region Advisory Council Member (Glades County)	P.O. Box 925 Moore Haven, FL 33471 Annessa1.chilous@gmail.com	H: N/A O: N/A C: (863) 227-0535	
Marva Hawkins Northern Region Advisory Council Member (Seminole County)	1004 W. 13 th Street Sanford, FL 32772 marvahawkins@earthlink.net	H: (407) 322-5418 O: N/A C: (407) 416-4234	
Mercadez Estime-Connelly Head Start Policy Council Member (St. Lucie County)	1218 SW Santiago Avenue Port St. Lucie, FL 34953 sweet.mercadez@yahoo.com	H: N/A O: C: (772) 882-1062	
Ruby Willix Central Region Advisory Council Member (Polk County)	2876 Dudley Drive Bartow, FL 33830 rubywillix@comcast.net	H: (863) 537-6677 O: N/A C: (863) 207-1822	EXCUSED
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 COMMITTEE REPORT

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

Membership Committee September 24, 2016
Name of Committee Date of Report

Members Present

Members Absent

Patricia Gamble
Glenda Jones
LaVita Holmes
Cheryl Burnham
Kim Ross-guest

Annie Robinson
Terry Wellington

Type of Report

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

Brief Statement of Committee's Issue/Area Reporting:

Three (3) Northern Region applications - Corporate Membership
Nine (9) Eastern Region applications - Corporate Membership
Fifty-nine (59) Central Region applications - Corporate Membership





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):

None

MEMBERSHIP COMMITTEE MEETING
September 24, 2016
SIGN-IN SHEET

NAME	ADDRESS	TELEPHONE	SIGNATURE
Patricia Gamble (Polk County)	1020 Anderson Avenue Lakeland, FL 33805 gamblep@dor.state.fl.us	H: (863) 603-8852 O: (863) 284-4245 C: (863) 838-5111	
Glenda Jones Winter Haven Neighborhood Service Center Executive Director (Polk County)	608 Avenue S, NE Winter Haven, FL 33881 nsc1glenda@netscape.net	H: (863) 294-5860 O: (863) 294-5860 C: N/A	
Annie Robinson Southern Region Advisory Council Member (Polk County)	748 Hunt Street Lake Wales, FL 33853 Mrsrob1@yahoo.com	H: (863) 676-4008 O: (863) 285-8210 C: (863) 232-8899	absent
LaVita Holmes Southern Region Advisory Council Member (Hendry County)	901 Florida Avenue Clewiston, FL 33440 Kwikrelease863@gmail.com	H: (863) 288-2076 O: (863) 983-9900 C: N/A	
Terry Wellington Southern Region Advisory Council Committee Member	2951 W. Summerset Road Avon Park, FL 33825		absent
STAFF			
Cheryl Burnham, LIHEAP/Community Services Director			



**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 _____ September 23, 2016 _____
Name of Committee _____ Date of Report _____

Members Present

Members Absent

Chester McNorton, Member _____
Katie Clarke, Member _____
Dorothy Curry, Member _____
Al Miller, Staff Liaison _____
Myrna Rodriguez, Staff Liaison _____

Vernon McQueen, Chair _____
Patricia Brown _____
Aletta Stroder, Staff Liaison _____

Type of Report

X Reporting/Updating
 X 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 new proposed funding opportunities
- Reviewed 2016-2017 Revised Operating Budget
- Reviewed Funding Opportunities
- Reviewed Super Circular Changes
- Reviewed 2016 PIR's – Head Start and EHS
- Reviewed programs' quarterly monitoring reports

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

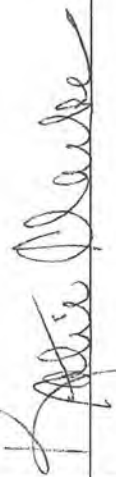

All reviews were conducted for the purpose of advising the Board of overall performance by major programs; identifying areas that may require additional follow-up or further attention; and, informing the Board of other matters concerning performance, contracting, potential funding, and/or other aspects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

Additionally, some reviews were for the purpose of recommending the approval or ratification of various funding agreements as identified in "Recommendation for Board Action", which follows in this report.

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:
 1. Ratify the Following:
 - Submittal of 2016-2017 Child Care Food Program
 - Submittal of Wells Fargo Funding Application
 - Execution of 2015-2016 Community Services Block Grant (CSBG) Modification by Chief Executive Officer
 - Execution of 2016-2017 Children's Services Council of St. Lucie County Contract by Chief Executive Officer
 - Execution of 2016-2017 Florida Department of Education/Emergency Assistance Grant by Chief Executive Officer
 - Execution of 2015-2017 HUD Housing Counseling Grant by Chief Executive Officer
 - Execution of 2016-2017 Florida Nonprofit Housing Grant (FNPH) Grant by Chief Executive Officer
 - Execution of HHS/Supplemental Grant by Chief Executive Officer
 2. Approve the Following:
 - Resolution authorizing Chief Executive Officer to execute 2016-2017 Community Services Block Grant (CSBG) grant application upon receipt from funder.
 - The 2016-2017 Revised Operating Budget, as presented
 - The Program Information Reports (PIR's), for Head Start and Early Head Start Programs, as presented

PROGRAM PLANNING COMMITTEE
June 23, 2016

NAME	ADDRESS	TELEPHONE	SIGNATURE
Katie Clarke Lakeview Park Homeowner Association President (Polk County)	37 Banneker Lane Frostproof, FL 33843 N/A	H: (863) 635-4928 O: N/A C: (863) 605-1330	
Dorothy Curry Commissioner Velma Williams – City of Sanford Citizen Designee (Seminole County)	2203 W. 13 th Street Sanford, FL 32771 N/A	H: (407) 323-2099 C: N/A	
Patricia Brown Commissioner John Ahern – City of Moore Haven Citizen Designee (Glades County)	P.O. Box 1365 Moore Haven, FL 33471 mshaynes6@yahoo.com	H: (863) 946-0694 O: (863) 983-8942 C: (863) 228-0797	

Chester McNorton ATEC Advisory Council Member (Volusia County)	644 Magnolia Avenue Daytona Beach, FL 32114 chestermcnorton@careersourcefv.com	H: N/A O: (386) 740-3242 C: (386) 341-7586	
Vernon McQueen Duke Energy Florida Program Manager (Seminole County)	804 E. 14 th Street Sanford, FL 32771 vmcqueen@hotmail.com	H: (407) 321-6950 O: (407) 942-9661 C: (321) 262-6564	

STAFF

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



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

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

Bylaws Committee
Name of Committee

Friday September 23, 2016
Date of Report

Members Present

Members Absent

Lester Roberts, Chair

Gena Spivey

Katie Clarke

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 Tripartite Board Membership and Meeting Attendance
- Reviewed HS/EHS Policy Council election procedures/results
- Reviewed 2016 Regional Advisory Councils' Roster (See Tab 5)
-



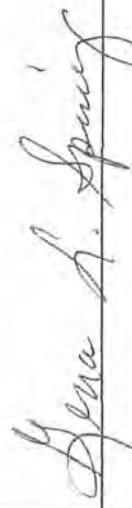

Brief Background information and possible impact of issue/area (i.e.: Why is it an issue? Will funding, staff utilization, services and/or facility changes be necessary?)

- Reviews were conducted with regards to Board Membership and Attendance; HS/EHS Policy Council Election Procedure/Results; and, Regional Advisory Councils' Roster
- FYI to the board, Northern Region and ATEC Advisory Councils had merged their meetings together on August 15, 2016 in DeLand, FL; and both the councils will continue to meet together next month at the Annual Meeting on Oct. 29, 2016 in DeLand, FL.

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

- Move that the Board take the following action:
 - Approve Tripartite Board Membership and Meeting Attendance
 - Approve to send a letter to Ms. Annessa Chilous for missing 3 consecutive board meetings
 - Approve HS/EHS Policy Council election procedures/results
 - Certify 2016 Regional Advisory Council's Roster

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

NAME	ADDRESS	TELEPHONE	SIGNATURE
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	
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	
Gena Spivey Eastern Region Advisory Council Committee Member	2310 SE Shelter Drive Port St. Lucie, FL 34952 genaspivey@att.net	H: (772)398-0656 C: (772) 360-8840	
STAFF LIAISON			
PaHoua Lee-Yang, 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.

Special Events Committee

September 24, 2016

Name of Committee

Date of Report

Members Present

Members Absent

Patricia Gamble

Marva Hawkins

Dorothy Curry

Ruby Willix

Glenda Jones

Annie Robinson

Elizabeth Young, Staff Liaison

Chester McNorton

Type of Report

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

Brief Statement of Committee's Issue/Area Reporting:

The 2016 Community Service Awards Recipients are as follows:

- Central Region - Libbie Combee
Eastern Region - Arthur Sheffield
Northern Region - Allen Chapel African Methodist Episcopal Church, Rev. Smith, Pastor
Southern Region - "B" Street Community Service Center
ATEC - First Christian Church, Disciples of Christ - Deland, FL

The Annual Meeting themes proposed are as follows:

- Embracing Change...Empowering People
Amending the Journey...Moving Forward Changing Lives




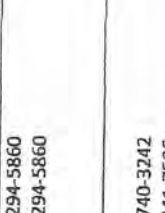
Brief Background information and possible impact of issue/area (i.e.: Why is it an issue? Will funding, staff utilization, services and/or facility changes be necessary?)

None

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

- Move that the Board approve the Community Services Award Recipients
Move that the Board approve the Theme for the Annual Meeting as noted. Theme: Embracing Change...Empowering People
Move that the Board approve Robert Lemon as speaker for the Annual Meeting Luncheon

**SPECIAL EVENTS COMMITTEE MEETING
SEPTEMBER 23, 2016
SIGN-IN-SHEET**

NAME	ADDRESS	TELEPHONE	SIGNATURE
Dorothy Curry Commissioner Citizen Designee (Seminole County)	2203 W. 13 th Street Sanford, FL 32771 N/A	H: (407) 323-2099 C: N/A	
Kimberly Ross Commissioner Janet Taylor- Hendry BoCC Citizen Designee (Hendry County)	931 Virginia Avenue Clewiston, FL 33440 RosssixNine@netzero.com	H: O: C: (863) 233-6500	
Patricia Gambale 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	
Glenda Jones Winter Haven Neighborhood Service Center Executive Director (Polk County)	608 Avenue S, NE Winter Haven, FL 33881 NscJglenda@netscape.net	H: (863) 294-5860 O: (863) 294-5860 C: N/A	
Chester McNorton ATEC Advisory Council Member (Volusia County)	644 Magnolia Avenue Daytona Beach, FL 32114 chestermcnorton@careersourcefv.com	H: N/A O: (386) 740-3242 C: (386) 341-7586	
Annie Robinson Southern Region Advisory Council Member (Polk County)	748 Hunt Street Lake Wales, FL 33853 Mrsrob1@yahoo.com	H: (863) 676-4008 O: (863) 285-8210 C: (863) 232-8899	
Marva Hawkins Northern Region Advisory Council Member (Seminole County)	1004 W. 13 th Street Sanford, FL 32772 marvahawkins@earthlink.net	H: (407) 322-5418 O: N/A C: (407) 416-4234	
Ruby Willix Central Region Advisory Council Member (Polk County)	2876 Dudley Drive Bartow, FL 33830 rubywillix@comcast.net	H: (863) 537-6677 O: N/A C: (863) 207-1822	

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.

Government Affairs September 23, 2016
Name of Committee Date of Report

Members Present

- Kim Johnson
Patricia Gamble
Glenda Jones
Mercadez Estime-Connelly
Chester McNorton
Christine Samuel, Staff Liaison

Members Absent

- Josephine Howard
Constance Griffin

Type of Report

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

Brief Statement of Committee's Issue/Area Reporting:

- Reviewed the Head Start Standards Final Rule
Reviewed the Super Circular changes
Added item, Decision 2016: The Impact on Low-Income Programs - webinar on 11/17/2016

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):

- Recommend that as many Board members that can should register to attend the Decision 2016 webinar on November 17, 2016 at 2:00 p.m. Topic: The Impact on Low-Income Programs
Sign-up sheet is still available



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 Committee

September 24, 2016

Name of Committee

Date of Report

Members Present

Members Absent

- Marjorie Gaskin
Vernon McQueen
Lester Roberts
William Holt
Stacy Campbell-Domineck
Deloris Johnson, CEO
Dennis Gniewek, Staff
Jonathan Thiele, Agency Counsel

- Josephine Howard - Excused
David Walker - Excused

Type of Report

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

Brief Statement of Committee's Issue/Area Reporting:

The meeting was called to order at 9:03 a.m. by Chair Marjorie Gaskin. The committee recited the mission and proceeded to roll call. The Finance Director reviewed the balance sheet dated 05/31/2016. The Super Circular was discussed. The Financial report reviewed (for information only). The meeting adjourned at 9:32 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?)

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

- 1. Proposed Funding Opportunities: Child Care Food Program and Wells Fargo Application/Ratify
2. 2016/2017 Agencywide Budget:
3. Additional Funding Opportunities (Ratify)
4. Audit Timelines(Ratify)


**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			E				
Annessa Chilous	A		A		A			SEAT DECLARED VACANT				
Katie Clarke	P		E		P			P				
Mercadez Estime-Connelly	P		P		P			P		TERM EXPIRED		
Dorothy Curry	P		A		P			P				
Stacy Campbell-Domineck	P		P		P			P				
Marjorie Gaskin	P		P		P			P				
Marva Hawkins	P		E		P			E				
LaVita Holmes	P		E		P			P				
William Holt	P		P		E			P				
Josephine Howard	P		P		P			E				
Kim Johnson	P		A		P			P				
Glenda Jones	P		A		P			P				
Chester McNorton	P		E		P			P				
Vernon McQueen	P		P		E			P				
Patricia Gamble			P		E			P				
Lester Roberts	P		P		P			P				
Annie Robinson	P		P		E			A				
Kimberly Ross	P		A		P			P				
David Walker	P		P		P			E				
Corey Williams												
Ruby Willix	P		P		P			E				
Grace Miller Board Emeritus (non-voting)												
TOTAL PRESENT	18		11		16			14				

P = Present

E= Excused

A= Absent

 = No Meeting Held