



EXECUTIVE COMMITTEE MEETING
Doubletree Hilton/Downtown
Orlando, FL
November 16, 2018
6:00 p.m.

Executive Committee

Stacy Campbell-Domineck
 Katie Clarke
 Marjorie Gaskin

Marva Hawkins
 William Holt
 Josephine Howard

Chief Executive Officer: Deloris Johnson
Interim Chief Executive Officer: Arlene Dobison
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 21, 2018 (See Tab 1) • Correspondence (See Tab 5) 	Present/Approve	Secretary	5 min
5. TREASURER'S REPORT (See Tab 3)	Present/Approve	Treasurer	5 min
6. ACTION ITEMS (See Tab 4) <ul style="list-style-type: none"> • 2018 Independent Draft Audited Financial Statements • Worker Comp. Insurance Renewal Proposal (Ratify) • Insurance Binding Documents and Cyber Liability Coverage (Ratify) • Community Assessment Report (TBD) • Grant Funding Opportunities <ul style="list-style-type: none"> ➢ Early Head Start-Child Care Partnership Funding Opportunity ➢ HUD Housing Counseling Grant Renewal (Ratify) ➢ Department Of Education Hurricane Relief Effort Grant Amendment (Ratify) • Proposed Board Membership Applications <ul style="list-style-type: none"> ➢ Attorney Tonmiel Rodriguez ➢ N'Kosi Jones • 2018 CEO Annual Performance Evaluation 	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 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
DOUBLETREE BY HILTON/SEAWORLD
ORLANDO, FL
SEPTEMBER 21, 2018
8:00 p.m.**

- I. **CALL TO ORDER:** The meeting was called to order at 8:00 p.m. by the 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:** Stacy Campbell-Domineck, Marjorie Gaskin, William Holt, and Josephine Howard.
 - **Members Excused:** Katie Clarke, and Marva Hawkins,
 - Quorum:** Attendance meets quorum with four (4) voting members present.
 - Chief Executive Officer Present:** Deloris Johnson
 - Interim Chief Executive Officer Present:** Arlene Dobison
 - Board Attorney Present:** Jonathan Thiele
 - Others Present:**
 - Department Directors:** Dennis Gniewek, Budget & Finance; Twila Smith, Operations & Quality Control
- II. **PUBLIC COMMENTS:** None
- III. **Consent Agenda**
Marjorie Gaskin moved to approve the Consent Agenda as presented; seconded by Stacy Campbell-Domineck. Motion carried.
- IV. **SECRETARY'S REPORT:** Josephine Howard, reporting:
- **Minutes** (June 29, 2018)
 - **Correspondence** (Tab 5)
Additional correspondence included the LIHEAP Modification; Retirement Audit Plan Engagement Letter; and announcements of the upcoming Regional Advisory Councils' Annual Meetings.
- Josephine Howard moved for the approval of the Secretary's Report; seconded by Marjorie Gaskin. The motion carried unanimously.
- V. **TREASURER'S REPORT:** Dennis Gniewek reviewed the Balance Sheet as of May 31, 2018:

Assets

Cash	\$ 1,292,610	
Accounts receivable	\$ 771,935	
Total current assets		\$ 2,064,545
Prepaid Expenses	\$ 60,136	
Fixed Assets	\$ 233,397	
Land	\$ 545,000	
Asset Held For Sale	\$ 37,480	
Total Long Term Assets		\$ 876,013

Total Assets		\$ 2,940,558
Liabilities		
Accounts Payable	\$ 433,070	
Deferred Revenue	\$ 208,352	
Payroll Payable	\$ 338,463	
Total Liabilities		\$ 979,885
Equity		
Current Year Activity	\$ 195,828	
Unrestricted Fund Balance	\$ 1,207,094	
Investment in Fixed Assets	\$ 557,751	
Total Equity		\$ 1,960,673
Total Liabilities & Equity		\$ 2,940,558

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

VI. **ACTION ITEMS:**

2018-2019 Insurance Renewal Proposals

- ▶ Liability & Property
- ▶ D&O
- ▶ Child Accident

Stacy Campbell-Domineck moved to approve/ratify the above mentioned action items; Marjorie Gaskin seconded. Motion carried.

2018-2019 Agencywide Budget Revisions

Stacy Campbell-Domineck moved to approve the above mentioned action item; Marjorie Gaskin seconded. Motion carried.

2017-2018 PIR'S Head Start and Early Head Start

Josephine Howard moved to ratify the above mentioned action item; Stacy Campbell-Domineck seconded. Motion carried.

Office of Head Start Notice of Award – COLA & One-Time Funding

Stacy Campbell-Domineck moved to ratify the above mentioned action item; Marjorie Gaskin seconded. Motion carried.

Department Of Education Project Award Notifications

Josephine Howard moved to ratify the above mentioned action item; Marjorie Gaskin seconded. Motion carried.

Low Income Home Energy Assistance Program Modification

Stacy Campbell-Domineck moved to ratify the above mentioned action item; Marjorie Gaskin seconded. Motion carried.

Child Care Food Program Renewal Application

Stacy Campbell-Domineck moved to ratify the above mentioned action item; Marjorie Gaskin seconded. Motion carried.

Florida Non-Profit Housing Renewal Agreement

Josephine Howard moved to ratify the above mentioned action item; Stacy Campbell-Domineck seconded. Motion carried.

Florida Non-Profit Housing Amendment 1

Marjorie Gaskin moved to approve the above mentioned action item; Josephine Howard seconded. Motion carried.

Emergency Solution Grant Agreement

Josephine Howard moved to ratify the above mentioned action item; Marjorie Gaskin seconded. Motion carried.

Children Services Council of St. Lucie County RFP

Josephine Howard moved to approve the above mentioned action item; Marjorie Gaskin seconded. Motion carried

2018 Indirect Cost Agreement

Stacy Campbell-Domineck moved to ratify the above mentioned action item; Josephine Howard seconded. Motion carried.

2018 Independent Audit Timeline

Josephine Howard moved to approve the above mentioned action item; Stacy Campbell-Domineck seconded. Motion carried.

2018 RSM Audit Letter of Intent

Josephine Howard moved to approve the above mentioned action item; Stacy Campbell-Domineck seconded. Motion carried.

2018-2019 Proposed Head Start/Early Head Start Community Representatives; and Board Representatives from Glades and Highlands County

Marjorie Gaskin moved to accept the HS/EHS community representatives (Felicia Sweeting-Harris, George Grace, Linda Halpin, and Donna Gibson), Glades County BoCC designee (Cindy Rinker), and the City of Avon Park/Highlands County Representative (Deputy Mayor Brenda Gray) as presented; Josephine Howard seconded. Motion carried unanimously.

VII. OTHER BUSINESS**2018-2019 Board Appointment to the Head Start/Early Head Start Policy Council**

Chairperson Holt appointed Josephine Howard to serve on the Head Start/Early Head Start Policy Council.

VIII. ADJOURNMENT

Josephine Howard moved to adjourn the meeting; seconded by Stacy Campbell-Domineck. Motion carried.

**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		E			
Marjorie Gaskin				P		P		P			
Marva Hawkins				P		P		E			
William Holt				P		P		P			
Josephine Howard				P		P		P			
David Walker (deceased)				E							
Stacy Campbell-Domineck								P			
TOTAL PRESENT				5		5		4			






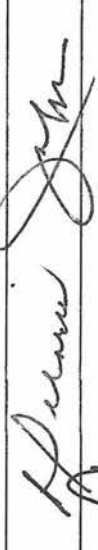




P = Present

E= Excused

A= Absent

 = No Meeting Held

**The ALPI Executive Committee Meeting
Sign In Sheet
September 21, 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	
Stacy Campbell-Domineck, Vice Chairperson 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: N/A	
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	EXCUSED
STAFF AND BOARD COUNSEL			
Deloris Johnson, CEO			
Arlene Dobison, CEO			
Dennis Gniewek, Finance Director			
Twila Smith, O&QC Director			
Jonathan Thiele, Board Counsel			



BOARD OF DIRECTORS MEETING
Doubletree Hilton/Downtown
Orlando, FL
November 18, 2018
10:00 a.m.

Board of Directors

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

Legal Counsel: Attorney Jonathan Thiele

Chief Executive Officer: Deloris Johnson
Interim Chief Executive Officer: Arlene Dobison

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	Caroline Looney, CD/FS Deputy Director
Al Miller, CS&ED Deputy Director	Aletta Stroder, HS/EHS-POD/Polk	Dennis Gniewek, Budget & Finance

AGENDA

WHAT	HOW	WHO	TIME
1. CALL TO ORDER MOMENT OF SILENCE MISSION STATEMENT ROLL CALL • Acknowledgment of Other Designated Participants	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 - September 22, 2018 (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) • Committee Reports/Recommendations > Group I > Group II > Group III • 2018 Independent Draft Audited Financial Statements • Worker Comp. Insurance Renewal Proposal (Ratify) • Insurance Binding Documents and Cyber Liability Coverage (Ratify) • Community Assessment Report (TBD) • Grant Funding Opportunities > Early Head Start-Child Care Partnership Funding Opportunity > HUD Housing Counseling Grant Renewal (Ratify) > Department Of Education Hurricane Relief Effort Grant Amendment (Ratify) • Proposed Board Membership Applications > Attorney Tonmiel Rodriguez > N'Kosi Jones • Advisory/Policy Council Reports • 2018 CEO Annual Performance Evaluation	Present/Approve	Chairperson CEO	60 min
7. OTHER BUSINESS	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.



**BOARD OF DIRECTORS
DOUBLETREE BY HILTON/SEAWORLD
ORLANDO, FL
SEPTEMBER 22, 2018
10:00 a.m.**

I. CALL TO ORDER: The meeting was called to order at 10:10 a.m. by the 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:** Stacy Campbell-Domineck, Shelia Dixon, Patricia Gamble, Marjorie Gaskin, Barbara Grace, LaVita Holmes, William Holt, Josephine Howard, Annette Jones, Kimberly Ross, and Ruby Willix.

Member Excused: Katie Clarke, Brenda Gray, Marva Hawkins, Kim Johnson, Glenda Jones, Chester McNorton, and Vernon McQueen.

Member Absent: Shannyn Serrano.

Quorum: Attendance meets quorum with eleven (11) voting members present.

Chairperson Holt removed Shannyn Serrano from the Board of Directors as Policy Council Designee due to lack of attendance.

Chief Executive Officer Present: Deloris Johnson

Interim Chief Executive Officer Present: Arlene Dobison

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 and Caroline Looney, CD&FS Deputy Director.

II. PUBLIC COMMENTS: None

III. Consent Agenda

Marjorie Gaskin moved to approve the Consent Agenda as presented; seconded by Josephine Howard. Motion carried.

Attorney Thiele made the following comments re: Item #3 on the Consent Agenda. The IRS accepted ALPI's response to their demand for back taxes and penalties of an ex-employee and closed their case. Also the US EEOC closed the charge of discrimination filed by a former employee against ALPI with no findings and a 90-day notice of right to sue, which time has passed with no lawsuit filed.

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

➤ **Minutes** (June 30, 2018)

➤ **Correspondence** (Tab 5)

Additional correspondence included letters requesting to be excused from the following Board Members: Katie Clarke, Brenda Gray, Marva Hawkins, Kim Johnson, Glenda Jones, Chester McNorton, and Vernon McQueen; announcements of the upcoming Regional Advisory Councils' Annual Meetings; Community Services Awards Recipients; and the LIHEAP Modification.

Josephine Howard moved for the approval of the Secretary's Report; seconded by Stacy Campbell-Domineck. The motion carried unanimously.

V. TREASURER'S REPORT: Marjorie Gaskin reviewed the Balance Sheet as of May 31, 2018:

Assets		
Cash	\$ 1,292,610	
Accounts receivable	\$ 771,935	
Total current assets		\$ 2,064,545
Prepaid Expenses	\$ 60,136	
Fixed Assets	\$ 233,397	
Land	\$ 545,000	
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Liabilities		
Accounts Payable	\$ 433,070	
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Payroll Payable	\$ 338,463	
Total Liabilities		\$ 979,885
Equity		
Current Year Activity	\$ 195,828	
Unrestricted Fund Balance	\$ 1,207,094	
Investment in Fixed Assets	\$ 557,751	
Total Equity		\$ 1,960,673
Total Liabilities & Equity		\$ 2,940,558

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

VI. ACTION ITEMS:

➤ **Committee Reports**

- **By-laws:** Kimberly Ross motioned to accept/approve the following items; seconded by Marjorie Gaskin. Motion carried unanimously.
 - ✓ Certification of the Tripartite Board Membership and Meeting Attendance; and
 - ✓ Certification of the Policy Council Meeting Attendance.
- **Membership Committee:** Patricia Gamble motioned to accept/approve the following items; seconded by Kimberly Ross. Motion carried unanimously.
 - ✓ Certification of the 2018 Corporate Membership Rosters for Regional Advisory Councils' Annual Election; and
 - ✓ Certification of the 2018 Regional Advisory Councils' Membership Rosters.
- **Government Affairs:** Josephine Howard reported a meeting will be scheduled the first week of October 2018.

- **Special Events Committee:** Ruby Willix motioned to accept/approve the following 2019 Community Service Awards Recipients; seconded by Marjorie Gaskin. Motion carried unanimously.
 - ✓ Central Regional Advisory Council – Lawrence Colston;
 - ✓ Eastern Regional Advisory Council – Clarence Brown;
 - ✓ Northern Regional Advisory Council – Vivian Carla Miller-Mitchell; and
 - ✓ Southern Regional Advisory Council – Dr. George H. Grace

Chairperson Holt formed an Ad-Hoc Committee for planning the 2019 Annual Meeting, appointing Stacy Campbell-Domineck as Chairperson. This committee will take precedence over the Special Events Committee. The named members are Josephine Howard, Marjorie Gaskin, Cheryl Burnham, Dennis Gniewek, Attorney Thiele and Arlene Dobison. Others may be added to this committee.

- **Program Planning:** Barbara Grace motioned to approve/ratify the following actions items as presented in addition to authorizing the CEO to execute any documents or agreements regarding the said actions; seconded by Marjorie Gaskin. Motion carried unanimously.
 - ✓ 2018-2019 Office of Head Start Notice of Award (COLA and One-Time Funding);
 - ✓ 2018-2019 Department of Education Project Award;
 - ✓ 2017-2018 Department of Education Project Modification;
 - ✓ 2018-2019 Florida Non-Profit Housing Renewal Agreement;
 - ✓ 2017-2018 Florida Non-Profit Housing Amendment One;
 - ✓ 2018-2019 Emergency Solution Grant Agreement;
 - ✓ 2018-2019 Child Care Food Program Renewal Application;
 - ✓ 2019-2020 Children’s Services Council of St. Lucie County Funding Application;
 - ✓ 2017-2019 Low Income Home Energy Assistance Program Modification;
 - ✓ 2018 Low Income Home Energy Assistance Budget Modification; and
 - ✓ 2017-2018 Head Start/Early Head Start PIR’s.
- **Finance Committee:** Marjorie Gaskins moved to approve/ratify the Balance Sheet (see Treasurer’s Report) and the following action items as presented; seconded by Josephine Howard. Motion carried.
 - ✓ 2018-2019 Insurance Renewal Proposals;
 - Liability & Property
 - D&O
 - Child Accident
 - ✓ 2018-2019 Agency wide Budget Revisions;
 - ✓ 2018 Indirect Cost Agreement ;
 - ✓ 2018 Independent Audit Timeline;
 - ✓ 2018 RSM Audit Letter of Intent;
 - ✓ 2018 Retirement Audit Plan;
 - ✓ Office of Head Start Notice of Award – COLA & One-Time Funding;
 - ✓ Department Of Education Project Award Notifications;
 - ✓ Florida Non-Profit Housing Renewal Agreement;
 - ✓ Florida Non-Profit Housing Amendment 1;
 - ✓ Emergency Solution Grant Agreement;
 - ✓ Child Care Food Program Renewal Application;
 - ✓ Children Services Council of St. Lucie County RFP; and
 - ✓ Low Income Home Energy Assistance Program Modification.
- **Policy Council:** No report.
- **Regional Advisory Councils**
 - ✓ **Northern Regional Advisory**
Annual Meeting on 10/13/18 – “Community People with Purpose” – Mt. Dora
 - ✓ **Eastern Regional Advisory:** Reported \$120 for Scholarship
Annual Meeting on 10/20/18 – “Stepping Toward Success with ALPI” – Ft. Pierce

- ✓ **Central Regional Advisory:**
Annual Meeting on 10/6/18 – “Exceeding the Vision and Making A Difference in the Community” – Winter Haven
- ✓ **Southern Regional Advisory:**
Rummage Sale on 10/6/2018 - Frostproof
Annual Meeting on 10/15/2018 – Frostproof

Ms. Johnson reminded every regional liaison to have all corporate members to sign the corporate membership rosters at the Annual Meetings to receive a voting ballot.

- **2018-2019 Proposed Head Start/Early Head Start Community Representatives**
Josephine Howard moved to accept the community representatives as presented; Marjorie Gaskin seconded.
Motion carried unanimously.

VII. OTHER BUSINESS

2018-2019 Board Appointment to the Head Start/Early Head Start Policy Council

Chairperson Holt appointed Josephine Howard to serve on the Head Start/Early Head Start Policy Council.

VIII. ADJOURNMENT

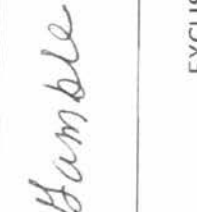



Marjorie Gaskin moved to adjourn the meeting; seconded by Josephine Howard. Motion carried.








**ALPI BOARD OF DIRECTORS
BOARD MEETING SIGN-IN SHEET
SEPTEMBER 22, 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	
Kim Johnson, Member Mayor Linda Hudson - City of Ft. Pierce Citizen Designee (St. Lucie County) Self Employed/Motivational Speaker	4888 Kings Hwy Fort Pierce, FL 34951 Kimjohnson.slc@gmail.com	H: O: C: (321) 662-6536	
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	
Deputy Mayor Brenda Gray Public Official City of Avon Park/Highlands County City of Avon Park	P.O. Box 985 Avon Park, FL 33826 brenda880@yahoo.com	H: 863/452-1933 O: 863/453-8901 C: N/A	EXCUSED
Kimberly Ross, Member Commissioner Emma Byrd - Hendry BoCC Citizen Designee (Hendry County) Hanley Center Foundation/Social Worker	P.O. Box 1214 Clewiston, FL 33440 rossixnine@netzero.com	H: O: C: (863)233-6500	
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) 603-0052 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	EXCUSED
	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, Vice Chairperson 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:	
	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 (Highlands)	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 (Glades) 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 shannynserrano@yahoo.com	H: N/A O: C: (954) 667-5935	Absent ^{removed from BA}
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 OF DIRECTORS MEETING
 September 22, 2018
 STAFF AND LEGAL COUNSEL
 SIGN-IN SHEET

NAME	SIGNATURE
Deloris Johnson, Chief Executive Officer	
Arlene Dobison, 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	
Caroline Looney, CD&FS Deputy Director	
Aletta Stroder, Program Operations Director (PC)	
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.

Bylaws Committee
Name of Committee

Friday September 21, 2018
Date of Report

Members Present

Members Absent

Kimberly Ross

Katie Clarke

Shelia Dixon

Gena Spivey

Pa Houa Lee-Yang, Staff Liaison

Type of Report

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

DRAFT

Brief Statement of Committee's Issue/Area Reporting:

- Reviewed Bylaws Section I – Article IV – Tripartite Board Membership and Meeting Attendance
- Review Policy Council Meeting Attendance

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?)




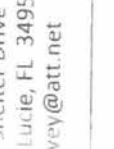

- Committee Reviewed Bylaws Section I – Article IV – Composition of the Board
- Committee reviewed the Tripartite Board and Meeting Attendance
- Committee reviewed the Policy Council Meeting Attendance

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

Recommendation for the Board of Director to approve and certify ALPI's Tripartite Board and Meeting Attendance as presented and certify Policy Council Meeting and Attendance as presented.



BYLAWS COMMITTEE MEETING
September 21, 2018

<p>Kimberly Ross, Chairperson Commissioner Emma Byrd - Hendry BoCC Citizen Designee (Hendry County) Hanley Center Foundation/Social Worker</p>	<p>P.O. Box 1214 Clewiston, FL 33440 rosssixnine@netzero.com</p>	<p>H: N/A O: N/A (863) 723-6500</p>	
<p>Sheila Dixon, Member Commissioner Velma Williams - City of Sanford Citizen Designee (Seminole County) Adult Education Coordinator/Retired</p>	<p>3651 Randa Drive Deltona, FL 32738 dixon@s@seminolestate.edu</p>	<p>H: O: C: (407) 314-1067</p>	
<p>Katie Clarke, Member Lakeview Park Homeowner Association Organization Designee (Polk County) Sprint Telecommunications/Retired Customer Service</p>	<p>37 Bahneker Lane Frostproof, FL 33843 N/A</p>	<p>H: (863) 635-4028 O: N/A C: (863) 605-1330</p>	
<p>Gena Spivey Eastern Region Advisory Council Committee Member</p>	<p>2310 SE Shelter Drive Port St. Lucie, FL 34952 genaspivey@att.net</p>	<p>H: (772) 398-0656 C: (772) 360-8840</p>	
STAFF LIAISON			
<p>PaHoua Lee-Yang, Staff Liaison</p>			



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

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

Membership
Name of Committee

September 22, 2018
Date of Report

Members Present

Members Absent

Patricia Gamble
Terry Wellington
LaVita Holmes
Shelia Dixon
Cheryl Burnham, Staff Liaison

Shannyn Serrano

Type of Report

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

DRAFT

Brief Statement of Committee's Issue/Area Reporting:

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);

- * Certify 2018 Corporate Membership Rosters for Regional Advisory Council Annual Elections
- * Certify 2018 Regional Advisory Councils Membership Rosters



**MEMBERSHIP COMMITTEE MEETING
September 22, 2018**

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



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

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

Special Events September 21, 2018
Name of Committee **Date of Report**

Members Present
Ruby Willix
Aletta Stroder

Members Absent
Marva Hawkins
Glenda Jones
Constance Griffin

Type of Report
 Reporting/Updating
 Recommending Board Action
 Recommending Policy Changes

DRAFT

Brief Statement of Committee's Issue/Area Reporting:

- * The Special Events Committee met on September 16th via conference call to review agenda items for Wall of Fame Ceremony.
- * The Special Events Committee reviewed the nominations for the Community Service Awards for each region.

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

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

The Committee recommended the following individuals to receive the Regional Advisory Councils (Central, Eastern, Northern, and Southern) Community Services Award:

- Central: Lawrence Colston
- Eastern: Clarence Brown
- Northern: Vivian Carla Miller-Mitchell
- Southern: Dr. George H. Grace

- 2018- 2019 Department of Education Project Award Notification
- 2018-2019 Florida Non-Profit Housing Renewal Agreement
- 2017-2018 Florida Non-Profit Housing Amendment One
- 2018-2019 Emergency Solution Grant Agreement
- 2018-2019 Child Care Food Program Renewal Application
- 2019-2020 Children's Services Council of St. Lucie County Funding Application
- 2017-2019 Low Income Home Energy Assistance Program Modification
- 2017-2018 Head Start/Early Head Start PIRs

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: grant agreements; performance matters affecting major grants; areas that may require additional follow-up or further attention; and, other matters concerning programs. Some reviews were for the purpose of ratifying or approving 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:**

- Approve or ratify the following actions. In addition, authorize Chief Executive Officer to execute any documents or agreements regarding said actions.
 1. 2018-2019 Office of Head Start Notice of Award – COLA and One-Time Funding
 2. 2018-2019 Department of Education Project Award
 3. 2017-2018 Department of Education Project Modification
 4. 2018-2019 Florida Non-Profit Housing Renewal Agreement
 5. 2017-2018 Florida Non-Profit Housing Amendment One
 6. 2018-2019 Emergency Solution Grant Agreement
 7. 2018-2019 Child Care Food Program Renewal Application
 8. 2019-2020 Children's Services Council of St. Lucie County Funding Application
 9. 2017-2019 Low Income Home Energy Assistance Program Modification
 10. 2017-2018 Head Start/Early Head Start PIRs

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PROGRAM PLANNING COMMITTEE MEETING
APRIL 27, 2018
September 2018

<p>Vernon McQueen, Member Duke Energy Florida Company Designee (Seminole County) Duke Energy/Program Manager</p>	<p>804 E. 14th Street Sanford, FL 32771 vmcqueen@hotmail.com</p>	<p>H: (407) 321-6950 O: (407) 942-9661 C: (321) 262-6564</p>	
<p>Chester McNorton, Member ATEC Advisory Council Advisory Council Designee (Volusia County) Training Initiative, Inc./Workshop Presenter</p>	<p>644 Magnolia Avenue Daytona Beach, FL 32114 chestermcnorton@yahoo.com</p>	<p>H: N/A O: (386) 740-3242 C: (386) 341-7586</p>	
<p>Barbara Grace, Member Southern Region Advisory Council Advisory Council Designee (Polk County)</p>	<p>905 Entrance Rd. Avon Park, FL 33825 E-Mail: akagrace@bellsouth.net</p>	<p>H: (863) 452-4627 O: N/A C: (305) 562-4425</p>	<p><i>Barbara Grace</i></p>
<p>Al Miller, Deputy Director/Staff Liaison Community Services/Economic Development Division</p>			<p><i>Al Miller</i></p>
<p>Myrna Rodriguez, Director/Staff Liaison Program Operations/St. Lucie County</p>			<p><i>Myrna Rodriguez</i></p>



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

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

Budget & Finance
Name of Committee

September 22, 2018
Date of Report

Members Present

Members Absent

- Marjorie Gaskin
Annette Jones
Stacy Campbell-Domineck
Josephine Howard
William Holt; Atty Jonathan Thiele
Dennis Gniewek, Staff Liaison

- Vernon McQueen

Type of Report

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

DRAFT

Brief Statement of Committee's Issue/Area Reporting:

The Committee discussed the following items:

- * Variance Report
* Balance Sheet (May 31, 2018)
* Insurance Renewal
* Budget Revisions
* Indirect Cost Rate
* Audit Timelines
* COLA, DOE and LIHEAP
* Housing Renewal Amendment









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);

Stacy Campbell-Domineck motioned to approve/ratify the following as listed below; Josephine Howard seconded. Motion carried.

- * Variance Report
* Balance Sheet (May 31, 2018)
* Insurance Renewal
* Budget Revisions
* Indirect Cost Rate
* Audit Timelines
* COLA, DOE and LIHEAP
* Housing Renewal Amendment Agreement

BUDGET AND FINANCE COMMITTEE
September 22, 2018

NAME	ADDRESS	TELEPHONE	SIGNATURE
Marjorie Gaskin, Chairperson Commissioner Rufus Alexander - City of Ft. Pierce Citizen Designee (St. Lucie County)	1511 N. 21 st Street Ft. Pierce, FL 34950 rmbgaskin2@gmail.com	H: (772) 464-0243 C: (772) 475-3194	
Josephine Howard Commissioner Roy Tyler - City of Haines City Citizen Designee (Polk County)	2711 Orchid Drive Haines City, FL 33844 jolithow13@yahoo.com	H: (863) 422-0875 C: (863) 221-2644	
Annette Jones Southern Region Advisory Council (Highlands County)	2940 Buckingham Road Avon Park, FL 33825 annettejon@gmail.com	O: (863) 773-3435 C: (863) 443-0269	
Vernon McQueen Duke Energy Florida Program Manager (Seminole County)	804 E. 14 th Street Sanford, FL 32771 vmcqueen@hotmail.com	H: (407) 321-6950 O: (407) 942-9661 C: (321) 262-6564	
Stacy Campbell-Domineck CareerSource Polk Chief Executive Officer (Polk County)	600 N. Broadway, Suite B Bartow, FL 33830 stacy.campbell-domineck@careersourcepolk.com	H: (863) 899-6597 O: (863) 508-1600 C:	
William Holt - Board Chairperson Eastern Region Advisory Council Chairperson (Indian River County)	4129 57 th Avenue Vero Beach, FL 32967 1946holt@gmail.com	H: (772) 562-8377 O: N/A C: (772) 538-4280	
STAFF & LEGAL COUNSEL			
Deloris Johnson, CEO			
Dennis Gniewek, Finance Director			
Attorney Jonathan Thiele, Legal Counsel <i>Avlene Dobison, Interim CEO</i>			


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

Name	Jan 2018 closeout	Feb Orientation & Board Mtg	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2019 closeout
Katie Clarke	P	A		P		P			E				
Stacy Campbell-Domineck	P	P		P		E			P				
Sheila Dixon	P	P		P		E			P				
Patricia Gamble	P	A		P		P			P				
Marjorie Gaskin	P	P		P		P			P				
Barbara Grace		P		P		P			P				
Brenda Gray									E				
Marva Hawkins	P	A		P		E			E				
LaVita Holmes	P	P		P		P			P				
William Holt	P	P		P		P			P				
Josephine Howard	P	P		P		P			P				
Kim Johnson	P	P		P		P			E				
Annette Jones	P	P		P		P			P				
Glenda Jones	P	P		E		E			E				
Chester McNorton	P	A		E		P			A				
Vernon McQueen	P	A		P		P			E				
Annie Robinson	P	TERM EXPIRED											
Cynthia Ricker													
Kimberly Ross	P	P		P		P			P				
Shannyn Serrano	P	P		E		A			A	TERM EXPIRED			
David Walker (Deceased)	P	A		E									
Ruby Willix	P	P		P		P			P				
Grace Miller & Lester Roberts Board Emeritus (non-voting)													
TOTAL PRESENT	19	13		15		13			11				

P = Present

E = Excused

A = Absent

 = No Meeting Held