

ADVISORY/POLICY COUNCIL REPORTS



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

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

<u>Central Region Advisory Council</u>	<u>May 08, 2019</u>
Name of Committee	Date of Report

Members Present

Glenda Jones, Chairperson

Dorothy Spencer, ViceChairperson

Josephine Howard Jennie Calhoun

Beulah Jones Earnestine Davis

Clora Dubose Annie Larkin

Johnnie McNair Jacqueline Rentz

Ruby Willix Patricia Salary

Mary Shepherd Vermell Brown

Staff: Arlene Dobison CEO, Agnes

Rodriguez

Members Absent

Linda Bailey Sandra Henry

Marian Owens Doris Parker

Elizabeth Scaife Dartha Shuler

Marjorie Simon Dawnetta Haynes-Wearing

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 5:35 P.M. by Vice Chair Dorothy Spencer

Mission Statement: Recited by all in unison

Roll Call:

Glenda Jones, Dorothy Spencer, Josephine Howard, Jennie Calhoun, Beulah Jones, Earnestine Davis, Clora Dubose, Annie Larkin, Johnnie McNair, Jacqueline Rentz, Ruby Willix, Patricia Salary, Mary Shepherd, Vermell Brown.

Items for discussion:

I. Secretary's Report: Josephine Howard, Secretary
Josephine Howard moved for approval of the March 13, 2019 minutes as presented Patricia Salary, seconded the motion. The motion was carried unanimously two corrections noted, re: attendance and changed Earnestine Davis (P) @ February, 2019, and Ruby Willix (E) from March 13, 2019. Meeting calls in: Elizabeth Scaife, Linda Bailey and Marjorie Simon.

II. Treasure's Report: Patricia Gamble, Treasurer
Patricia Gamble moved for approval of the draft copy of the report included in the Central Region Advisory Council package for meeting 3/13/19. Josephine Howard seconded the motion, the motion carried unanimously.

Scholarship Funding in the name of Ms. Arabell Wiggins. The following funds were collected

Josephine Howard-	\$30.00
Clora Dubose-	\$30.00
Jacqueline Rentz-	\$10.00
Beulah Jones-	\$30.00
Patricia Gamble-	\$10.00
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Total received	\$110.00

VI. Committee Reports:

- Scholarship Committee Patricia Salary, Chairperson
Reported that she had distributed the Arabell Wiggins's scholarship information and application to all Polk County High Schools via Guidance Counselors.
- **Special Events Committee:** Johnnie McNair
Stated Linda Bailey wants to be added to this committee and the committee is working on securing a speaker for the Annual Meeting, Central Region Advisory Council Representatives
- Girls Inc. May 12, 2019
Mrs. J. Howard
Mr. Remel Brown, Winter Haven, FL @ Polk State College
- Girls Inc. May 16, 2019 Lakeland Civic Center
Dorothy Spencer
Patricia Gamble
Johnnie McNair
- FACA conference Rep.
Annie Larkin
- Confirmed sizes for LIHEAP Energy Fair T-Shirts

- **Membership Committee:**

No report at this time

- **Government Affairs Committee:**

Josephine Howard

Reported that the Government Affairs Committee will be in partnership with the National Coalition of 100 Black Women Polk County Chapter Amendment and Town Hall Restore your right to vote Thursday May 16, 2019 6:00P.M.-8:30P.M. North East Recreational & Cultural Center. Flyers were given to each Central Region Advisory Council member to announce in their churches and inform other constituents in various communities throughout Polk County that we serve.

Ms. Arlene Dobison, CEO informed the Central Region Advisory Council of a new law that has taken effect regarding scholarships (vouchers) for preschoolers and 3 year old and up children can apply at the present time. More information to follow.

- **Community Relations Committee:** In the absence of Linda Bailey, Dorothy Spencer reported that the committee is planning a community event for April 2020 to possibly be held in Lakeland, FL at Hinley Field pending completion of tentative plans and ALPI'S board of Directors approval.
- Ms. Arlene Dobison reviewed Advisory Council Membership Recruitment Plan, Identify Advisory 2018-2019 Legislative Agenda plan.

VII. Board of Directors Report: Ruby Willix

Reporting shared the ALPI Annual picnic will be held June 15, 2019 at JC Park in Ft. Pierce.
Time 11:00A.M.-3:00P.M.

VIII. Scholarship Report Update:

Arabell Wiggins scholarship application due date July 5, 2019

IX. Adjournment:

Vice Chair Dorothy Spencer adjourned the meeting at 6:30P.M. after a motion by Pat Gamble and seconded by Josephine Howard.

Action Items / Recommendation for Board Approval: None



COUNCIL/COMMITTEE MEETING REPORT FORM

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

Eastern Region Advisory
COUNCIL/COMMITTEE

May 20, 2019
DATE

Members Present/Absent: Attach Meeting Attendance Roster

Type of Report

- Reporting/Updating
 Recommending Board Actions
 Recommending Policy Changes

Brief Statement of Committee's Issue/Area Reporting:

The ERAC met to discuss the upcoming events for the year including the ERAC 2019 Timelines. Items discussed included membership, fundraising activities, annual meeting, and scholarship for the four counties area.

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?)

- Excused Gena Spivey from this meeting.
- Minutes of the March 18th and April 8th minutes were approved as presented.
- Ms. Annette Wilson-Brown was removed from the Eastern Region Council due to her relocation to the Northern Region area.
- Ms. Sonya Allen-Baylor was approved to be seated on the Eastern Region Advisory Council.
- Treasurer report was made in the amount of \$800.70.
- Discussed the Picnic activities and vendor for the Picnic.
- Reviewed the Arie Lou Perkins scholarship for our new member and Ms. Allen-Baylor will be in charge of the Red Cross station at the picnic.
- Discussed the upcoming fundraisers to start at the ALPI Family Picnic on June 15, 2019.
- Energy Fair will be held in Saint Lucie County from July 16 – 18, 2019 at St Mark Miss. Church
- Angela Jules paid \$50 for the Arie Lou Perkins Scholarship fund.
- Meeting adjourned at 7:40 p.m.

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

Marjorie B. Gaskin

Marjorie B. Gaskin, Council Secretary



COUNCIL/COMMITTEE MEETING REPORT FORM

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

Northern Region Advisory Council

COUNCIL/COMMITTEE

May 20, 2019

DATE

Type of Report

- Reporting/Updating
 Recommending Board Action
 Recommending Policy Changes

Brief Statement of Council's Issue/Area Reporting

- I. **Call To Order:** The meeting was called to order @ 7:00 p.m. and the Mission Statement read by Chairperson Donald Tillman. The Council was reminded that the Mission Statement is to be repeated by all and before the start of all ALPI meetings.
- II. **Moment of Silence:** Observed by All.
- III. **Roll Call: Present:** Donald Tillman, Charlie Harris, Evelyn Seabrook, David Rucker, Sheila Dixon. Chester McNorton,
IV. Constance Anderson, & Maureen Lewis.
Excused Absent: Nereida Jackson
Absent: Wanda Beckwith, Annette Brown, and Beverly Wilson

The Council was reminded that members who are absent from two (2) consecutive meetings should receive a time-sensitive letter from the Chair requesting a response of the continued involvement with the council.

- V. **Secretary's Report**
Minutes (March 11, 2019): David Rucker motioned to approval the minutes as presented; Evelyn Seabrook seconded. Motion carried.
- VI. **Treasurer's Report**
The Financial Report presented reflected a balance of \$838.06.
- VII. **2019 Committee Updates**
Special Events Committee Update: Chester McNorton motioned to approve Evelyn Seabrook as the Special Events Chairperson.
- VIII. **Board of Directors' Report** – Sheila Dixon reporting:
Action Items:
➤ Marva Hawkins approved as Board Emeritus
➤ Updating Agency's Phone System
➤ Participating in the 2019 Belk's Fundraiser
➤ Engaging in contract w/Permanent Housing for the Homeless
➤ Available Property for Purchase (Ft. Meade)
- IX. **New Business**
➤ **Ratify Membership Application & Term (Annette Brown):** David Rucker moved to ratify the membership application and term; seconded by Chester McNorton. Motion carried.
➤ **Election of Board Rep. Replacement (Finishing Term/Marva Hawkins):** Chairperson Tillman opened floor for nomination. David Rucker nominated himself, Evelyn Seabrook nominated Donald Tillman. Donald Tillman declined due to hectic work schedule. Sheila Dixon motioned to approve David Rucker as the council's representative on the Board; seconded by Sheila Dixon. Motion carried.
➤ **Election of Treasurer (Finishing Term/Marva Hawkins):** Chairperson Tillman motioned to approve Evelyn Seabrook as Treasurer. David Rucker seconded. Motion carried.

- **Scholarship Report:** Sheila Dixon reported that no scholarship was awarded due to the one application received from Eustis High School was incomplete.

Evelyn Seabrook suggested that each member pay \$20.19 to generate funds toward the scholarship account. She will also include a book donation for "council only" participation.

Apopka High School will be the next location for seeking applicants for the 2020 scholarship recipient.

- **Completion of Required Compliance Form(s):** All forms were completed (Code of Conduct, Conflict of Interest & Travel Authorization).
- **Commitment at Agency Funded Events:** Members were reminded to make contact w/Chair or Liaison if unable to attend agency funded events.
- **Board Approved Actions:** The three (3) recommendations will be presented again at the June Board Meeting (see below).
- **Proposed Community Involvement:** Evelyn Seabrook will explore.
Program for Incarcerated Fathers
Charlie Harris requested the council to consider a possible partnership with a young man who has an outreach program focusing on incarcerated fathers. He currently funds his program through concerts & speaking engagements. He will solicit him for membership on the council.

X. Adjournment

The meeting adjourned at 8:37 p.m.

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

- (1) Recommending approval to host a Senior Prom as a scholarship fundraiser;
- (2) Recommending approval to "adopt a voting precinct" (non-partisan) as a fundraiser; and
- (3) Recommending approval to use a "Group Me" app for council to stay connected and share information.



COUNCIL/COMMITTEE MEETING REPORT FORM

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

The Southern Region Advisory Council
COUNCIL/COMMITTEE

May 20, 2019
DATE

Members Present/Absent: *See Attach Meeting Attendance Roster*

Type of Report

- Reporting/Updating
 Recommending Board Action
 Recommending Policy Changes

Brief Statement of Committees Issue/Area Reporting:

The Southern Region Advisory Council (SRAC) did not have a quorum. The following were "Agenda" discussion items only. No action was taken:

- One *Seigler, Sims & Wade* Scholarship applications was submitted to Chair, Annette Jones. N'Kosi Jones and Annie Robinson both paid their \$50.00 donation toward the scholarship. *Total to date: \$348.61*
- SRAC's FACA (Florida Association for Community Action) representative, Kimberly Ross gave an update on the conference.
- Rummage Sale flyers were distributed to all in attendance. The sale is scheduled for June 1, 2019 at Lake View Park Community Center.
- Council T Shirts were discussed. Form was distributed for completion for members in attendance.
- '2019' Know Your Legislators were distributed to members in attendance.
- Conflict of Interest Statement was distributed to members in attendance for signature.
- Code of Business Pledge Statement was distributed to members in attendance for signature.
- ALPI's Annual Family Day Picnic flyer was distributed to members in attendance.

Good for the Order:

- *Ty'ree Matthews (guest) from Clewiston (Hendry County) expressed interest in becoming a member of the SRAC.*
- *N'Kosi Jones will receive his Master's Degree in Human Services from National Louis University on June 23, 2019.*

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?)

- NA

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

- NA



COUNCIL/COMMITTEE MEETING REPORT FORM

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

Policy Council _____
COUNCIL/COMMITTEE

June 3, 2019 _____
DATE

Members Present/Absent: Attach Meeting Attendance Roster

Type of Report

- Reporting/Updating
 Recommending Board Action
 Recommending Policy Changes

Brief Statement of Committees Issue/Area Reporting:

- The Policy Council met on May 15, 2019 to discuss and approve the following to include, but not limited to, the following:
 - Policy Council Minutes
 - Consent Agenda
 - Program Financial Reports
 - Human Resources Report/Listings
 - Board of Directors Report

NOTE: Minutes are attached for detail information.

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 are necessary?)
Not at this time.

Recommendation for Board Action, if any (State in the form of a motion(s) to be acted upon by the full Board). Attach brief summary of request.
Not at this time.

Agricultural and Labor Program, Inc.
Head Start/Early Head Start Policy Council Meeting
ALPI Administrative Office
2202 Avenue Q, Fort Pierce, FL 34950
May 15, 2019

MINUTES

1. CALL TO ORDER

Nikyta L. Woods, Policy Council Vice-Chairperson called the meeting to order at 12:35 p.m.

2. ROLL CALL

Yolanda Robinson, Policy Council Secretary conducted the roll call. Members present: Scarlet M. Vega, Nikyta L. Woods, Amaryllis Rosario, Anthony L. Smith, Yolanda Robinson, and Tamarind L. Hill.

Community Representatives present: Donna Gibson, Josephine Howard, and Dr. George Grace.

Alternates present: Keonia Coats, Tiara King, and Suntory Safford. (All alternates with voting rights)

Members Excused: Teaira Reed and Linda Halpin.

A quorum was established at 12:35 p.m.

Staff present: Caroline Looney, Myrna Rodriguez, Aletta Stroder, Donita Brunson and Alisa Thornton.

Guests present: William Holt, ALPI Board of Directors Chairperson and Mrs. Holt.

3. MISSION STATEMENT

Policy Council Members read the Mission Statement.

4. SECRETARY'S REPORT

Yolanda Robinson asked members if there were any questions to the minutes from April 17, 2019. No questions or corrections were made.

Yolanda Robinson made a motion to approve the Secretary's Report as presented. Josephine Howard seconded. Motion carried.

5. CONSENT AGENDA

Nikyta L. Woods presented the Consent Agenda for approval and asked if there were any questions. No questions were made.

Donna Gibson made a motion to approve the Consent Agenda as presented. Yolanda Robinson seconded. Motion carried.

6. POLICY COUNCIL COMMITTEES

Personnel/Grievance Committee: Myrna Rodriguez presented and distributed the Human Resources list of new hires dated May 15, 2019 for review and approval. The Human Resources listing of new hires included, 1 Teacher.

Josephine Howard made a motion to approve the Policy Council Human Resources Listing as presented. Yolanda Robinson seconded. Motion carried. (The original Human Resources Listings are on file with the minutes).

Grants/Fiscal Committee: Myrna Rodriguez presented the Financial Reports and provided an overview of the reports to include, Program Financial Report, Food Program Reimbursement, and the Non-Federal Share.

Yolanda Robinson made a motion to approve the Financial Reports as presented. Donna Gibson seconded. Motion carried

7. REPORT

Board of Directors: William Holt reported on behalf of Josephine Howard. Mr. Holt informed the Policy Council that the Board is working with Advisory Councils and Policy Council to ensure that agency business is carried out accordingly and to also see what can the Board do to enhance the functionality and involvement. In addition, to making sure that the members are orientated effectively.

Donna Gibson made a motion to approve the Board of Directors Report as presented. Dr. George Grace seconded. Motion carried

8. OLD BUSINESS

Caroline Looney re-introduced the Agency's Code of Business Conduct and the Conflict of Interest Statement for members to review and sign. Mrs. Looney provided a brief explanation of both documents.

9. NEW BUSINESS

Myrna Rodriguez presented two community events to share with families; one was the Family of the Treasure Coast Summer Adventures Activities and the second was ALPI's Annual Picnic that will be held on June 15, 2019.

In closing, William Holt re-captured the picnic, encouraged everyone to participate, and asked members to bring their entire families

Policy Council Meeting
May 15, 2019

10. ADJOURNMENT

Adjournment was at 12:55 p.m.

Policy Council Secretary