



MEMBERSHIP COMMITTEE MEETING

April 25, 2020

9:00 AM

AGENDA

I. CALL TO ORDER

A. Mission: To propose, implement, and advocate developmental and human service delivery programs for the socially and economically disadvantaged, children and families, and farmworkers.

B. Roll Call

Kimberly Ross, Chair
Ruby Willix, Vice Chair
N’Kosi Jones
Sheila Dixon
Yolanda Robinson
Caroline W Looney, Staff Liaison

II. ITEMS FOR DISCUSSIONS

- ✓ Review Advisory Councils’ Membership Recruitment Plan
- ✓ Review Head Start/EHS Policy Council Recruitment

III. ACTION ITEMS/RECOMMENDATIONS FOR BOARD APPROVAL

- ✓ Advisory Council/Committee Membership Recruitment Plan
- ✓ Head Start/EHS Policy Council Recruitment

IV. ADJOURNMENT

**Advisory Councils'
Recruitment Plan**



CORPORATION APPLICATION/RECRUITMENT PROCESS

1. The Membership Campaign period will be May – September. Applications received on or before September 15th will be eligible for membership on the Council's Corporate Membership Roster. This list is used to validate membership during the Council's election process. Applications received after September 15th will be eligible the following year.
 - Each Council will receive a copy of the Corporate Membership Roster for their region by October 1st for the purpose of recruiting new members.
2. In May each Council will receive twenty-five (25) applications for membership recruitment.
3. Applications will be accepted year round.
4. A corporate application will become a part of the initial assessment for all services provided by ALPI including those providing contracted services.
5. All applications are to be sent to the Board's Membership Committee Staff Liaison for processing.
6. Each applicant will receive a membership card, welcome letter, and ALPI's published literature.
7. A quarterly report will be made to the Board by the Membership Committee regarding the level of each Council's corporate membership.
 - Membership Campaign Letter
 - (25) Corporate Applications



Today's Date: _____

Corporate Application

The Agricultural and Labor Program, Inc.
P.O. Box 3126 • Winter Haven, FL 33885 • www.alpi.org

Name _____
(Last) (First) (Middle Initial)

Mailing Address _____
(Street No./P.O. Box)

(City, County, State, Zip Code)

Home # () _____ - _____ Business # () _____ - _____

Cell # () _____ - _____ Email Address: _____

Race: [] Black [] White [] Hispanic [] Other Marital Status: [] Married [] Unmarried (single, divorced, widowed)

Household Size ____ Yrs. of Education ____ Occupation _____ Yrs. on Job ____ Yrs. in Profession ____

Registered Voter: [] Yes [] No Able to attend nights/weekends meetings: [] Yes [] No

Applicant's Signature _____ Date _____

Annual Recruitment is conducted May through September. All membership cards will be mailed in the month of October. Membership Applications received after May will be mailed in October of the following year.

I certify that this application has been reviewed by the Regional Advisory Membership Committee.

Regional Advisory Chairperson _____ Date _____

(Official Use Only)

The Agricultural and Labor Program, Inc.

Regional Applicant resides in [] Central [] Eastern [] Northern [] Southern

We certify that this application has been reviewed by the Board Membership Committee

Chairperson _____ Vice Chairperson _____

I.D. Number _____ Date Approved _____

**ALPI HEAD START/EARLY HEAD START
OPERATIONAL POLICIES AND PROCEDURES
PART 1 – PROGRAM GOVERNANCE**

SUBJECT	Program Governance
45 CFR SECTION:	§1301.3 Policy Council
PERFORMANCE OBJECTIVE:	To establish and maintain a formal structure of shared governance through which parents can participate in policy-making and the decision-making for the direction of the Head Start and Early Head Start programs.

POLICIES

a) ALPI establish and maintain a Policy Council at the agency level and is responsible for the direction of the Head Start and Early Head Start program, including program design and operations, long/short-term planning goals and objectives, taking into account the annual communitywide strategic planning, needs assessment and self-assessment.

b) Composition – ALPI’s Policy Council composition consist of parents of children who are currently enrolled in the Head Start and Early Head Start program, which constitute of the majority (74%) of the members of the policy council; and members at large of the community served by the program who may include parents of children who were formerly enrolled in the program and one Board of Directors (governing body) representative.

ALPI establishes and maintains a process that ensures that members of the policy council do not have a conflict of interest in accordance with Head Start Act. No staff or members of their immediate families will serve on the policy council except parents who occasionally substitute as staff.

c) Duties and Responsibilities –

(1) ALPI’s Policy Council is responsible for activities specified §642(c)(2)(D) of the Head Start Act; which activities shall approve and submit to the Board of Directors (governing body) decisions to include the following:

- Activities that support the active involvement of parents in supporting program operations, including policies to ensure that the program is responsive to the community and parent needs;
- Program recruitment, selection, and enrollment priorities;
- Applications for funding and amendments to applications for funding for programs prior to submission of the applications;

- Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities;
- Bylaws for the operation of the policy council;
- Program personnel policies and decisions regarding the employment of program staff, consistent with the Head Start Act §642(1)(E)(iv)(IX), including but are not limited to the following:
 - Personnel policies and procedures, including policies and procedures regarding the hiring, evaluation, compensation, and termination of the Chief Executive Officer, Head Start/Early Head Start Deputy Director, Program Operations Director (s), Budget and Finance Director, Human Resource Director, and any other person in an equivalent position with the agency;
 - Personnel policies regarding the hiring, evaluation, termination, and compensation of employees.
- Developing procedures for how members of the policy council will be elected
- Recommendations on the selection of delegate agencies and the service areas of such agencies.

(2) The Policy Council uses ongoing monitoring results, data on school readiness goals, other information described in §1302.102, and information described in section (642(d)(2) of the Head Start Act to conduct its responsibilities to include but are not limited to:

- Financial statements including credit card expenditures
- Program progress summaries reports
- Program enrollment and attendance reports including children partially enrolled in subsidize care
- Meals and snacks provided through the Child Care Food Program/USDA
- Financial audit
- Program annual self-assessment report and improvement plan
- Agency's communitywide strategic planning, and needs assessment of the program including annual updates
- Communication and guidance from the funders
- The annual Program Information Report (PIR).

d) Term

(1) A member will serve for one-year term

(2) If the member intends to serve for another year, she or he will stand for re-election

(3) The Policy Council at the agency level in its bylaws will include how many one-year terms, not to exceed five terms, a person may serve

(4) The program seats the successor policy council, before the existing policy council is dissolved (October).

e) Reimbursement

The program will reimburse low-income parents participating in the policy council for reasonable expenses incurred if necessary.

OPERATIONAL PROCEDURE:

Composition

1. ALPI Board of Directors is responsible for the total membership of the Policy Council. The recommendations for composition are based on the number of Head Start and Early Head Start centers and children enrolled in the program. The centers with five or more classrooms elect two representatives and two alternates. Refer to the approved membership matrix per center in item #6 of this procedure.
2. The Program Operations Director is responsible for submitting a potential list of members at large of the community served to the Deputy Director and subsequently to the Chief Executive Officer for review and approval and to the Board of Directors.
3. Family Service staff will provide information to parents upon the recruitment and enrollment process about program opportunities; i.e., parent committees, Policy Council, advisory committees, etc.
4. The Child Development Services Manager/Coordinator and Contracted Center Directors are responsible for establishing and maintaining the Parent Committees at the center level and its structure in September of the program year, and provide training to include the following:
 - Parliamentary Procedures
 - Roles and Responsibilities of Parents
 - Parent's Rights
 - Program Governance
 - Education and Child Development Program Services
 - Health Program Services
 - Family and Community Engagement Program Services

5. The Child Development Services Manager/Coordinator and Contracted Center Directors during the first Parent Committee Meeting in September with the assistance of the Family Support Services Coordinators and/or the Family and Community Partnerships Managers are responsible for facilitating the election process that consist of the following officers:
 - President
 - Vice-president
 - Secretary
 - Treasurer
 - Policy Council Representative(s)
 - Policy Council Alternate(s)

6. The Child Development Services Managers will ensure that the established parent committee elects policy council representative(s) and alternate(s) at the first parent committee meeting in September; the membership per center will consist of the following:

Directly operated centers:

2 Classrooms Francina Duval HS Center	1 Representative & 1 Alternate
6 Classrooms Lincoln Park HS Center	2 Representatives & 2 alternates
5 Classrooms Garden Terrace HS Center	2 Representatives & 2 Alternates
9 Classrooms George W. Truitt FS Center	2 Representatives & 2 Alternates
9 Classrooms Child Dev. & FS Center	2 Representatives & 2 Alternates
6 Classrooms Frostproof Child Dev. Center	2 Representatives & 2 Alternates
14 Classrooms Queen Townsend HS Center II	2 Representatives & 2 Alternates

Contracted centers:

Learning Tree Academy will work together with the Child Development Services Manager/Coordinator (liaison) from Francina Duval Head Start Center to elect 1 representative and 1 alternate.

JumpStart Development Center will work together with the Child Development Services Manager/Coordinator (liaison) from the Frostproof Child Development Center for the JumpStart parents to be represented by the elected members at the Frostproof Child Development Center.

7. Within 72 hours of the conclusion of the first Parent Committee Meeting, the Child Development Services Manager/Coordinator and Contracted Center Directors through the liaison will submit: name, address, home/work telephone numbers of the members elected to serve on the Policy Council to the Program Operations Directors.

8. Along with the information will be the signed certification of each elected members stating that he/she is not an ALPI or contracted centers staff member, nor member of their families, serving on the Policy Council. Immediate family means: wife, husband, son, daughter, mother, father, sister, brother, aunt, uncle, grand parents or relatives by marriage.
9. Policy Council members are elected or re-elected annually. (Community Representatives are selected annually). Policy Council will serve a one (1) year term beginning in October. Members may serve on the Policy Council shall not exceed a combined total of five (5) years. Any part of the year served is considered as a full term.
10. Members that obtained employment with ALPI or a contracted center will be required to resign from the Policy Council; except parents who occasionally substitute for Head Start or Early Head Start Staff.
11. Past employees must be out of services for at least two years before becoming eligible to serve on the Policy Council.
12. The Program Operations Director (s) will develop a Policy Council Roster and forward it to the Deputy Director and the Chief Executive Officer within 72 hours after receiving the necessary information from the center.

Orientation

1. The Deputy Director and the Program Operations Directors will provide Orientation/Training to the Policy Council and Board of Directors in October on various topics to include, but not limited to the following:
 - Composition of the Board of Directors
 - Responsibilities of the Board of Directors
 - Responsibilities of the Policy Council
 - Responsibilities and Rights of Parents
 - ERSEA
 - Funding Sources
 - Program Structure and Program Option
 - Delivery of Services

2. During the first Policy Council Meeting in October, the Deputy Director and Program Operations Directors are responsible for formally organizing the Policy Council. At this meeting, and prior to facilitating the election process, the Directors will submit the list of potential Community Representative Candidates approved by the Chief Executive Officer and the Board of Directors to the Policy Council for approval. After obtaining the approval of the Community Representatives, the Deputy Director and the Program Operations Directors or consultant will facilitate the election process by which, all positions are declared open and new officers are elected. These officers are:
 - Chairperson
 - Vice-chairperson
 - Secretary
 - Treasurer
 - Board of Directors Representative
 - Parliamentarian (if applicable)

3. Additional training is provided to Parents and Policy Council through monthly meetings, workshops, conferences, etc.

4. The Program Operations Directors are responsible for submitting the names of the elected officers to the Deputy Director and the Chief Executive Officer within 72 hours of the election.