



Annual Membership Corporate Business Meeting

Via Zoom:

<https://us02web.zoom.us/j/89505100573>

Saturday, January 23, 2021 | 11:30 a.m.

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| I. | Call to Order | William Holt, Board Chairperson |
| II. | Words of Inspiration | Josephine Howard, Board Member |
| III. | Acknowledgements
Regional Advisory/Policy Council | Arlene Dobison, CEO |
| IV. | Adoption of Minutes | Annette Jones, Board Assistant Secretary |
| V. | Annual Financial Report | Marjorie Gaskin, Board Member |
| VI. | 2020 Annual Report | Tonmiel Rodriguez, Esq., Board Member
<i>On behalf of the Board Chair</i> |
| VII. | New Business:
Introduction of 2021 Board of Directors | Arlene Dobison, CEO |
| VIII. | Adjournment | William Holt, Board Chairperson |

Acknowledgements Regional Advisory/Policy Council

Eastern Region Advisory Council Membership Roster 2020-2021

William Holt	Constance Griffin	Gena Spivey	Marjorie Gaskin
Frances Cooper	Debra Williams	Katherine Simms	Angela Jules
Sonja Allen-Baylor	Bobby Byrd	Clarence Brown	Tiffany Wilder
Beverly Richardson	Betty Bradwell	Mercadez Esime-Connely	Victoria Frazier

Central Region Advisory Council Membership Roster 2020-2021

Glenda Jones	Clora Dubose	Patricia Salary	Dorothy Spencer
Dawnetta Haynes- Wearing	Mary Shepherd	Josephine Howard	Annie Larkins
Johnnie McNair	Dartha Shular	Patricia Gamble	Doris Parker
Vermell Brown	Jacqueline Rentz	Jennie Calhoun	Marian Owens
Linda Bailey	Beulah Jones	Margaree B. Simon	Earnestine Davis
Ruby Willix			

Southern Region Advisory Council Membership Roster 2020-2021

Barbara Grace	Ruth A. Gay	Ty'Ree Mathews	Kimberly R. Ross
Annette Jones	Terry Wellington	Annie Robinson	N'Kosi Jones
Yvette Wingate	Naemi Cruz	Bernice Lopez	John Ash
Emma Malcolm	Katie Clarke	Tracy Maloy	

Northern Region/ATEC Advisory Council Membership Roster 2020-2021

Donald Tillman	Nereida Jackson	Constance Anderson	Evelyn Seabrook
Charles Harris, Jr.	Chester McNorton	Shelia Dixon	Maureen Lewis
David Rucker	Annette Brown	Joseph Washington	

Policy Council Membership Roster 2020-2021

Yolanda Robinson	Barbara Jean Aponte	Cristella Gonzalez	Peter Negron, Jr.
Brittini Patterson	Brandy Roberts	Amy Patterson	Nicola Brotherton
Brandi Walker	Michelle Coleman	Joanne Saintelus	Lynda Alexis
Tyresha Reynolds	Tonisha Davis	Josephine Howard	Donna Gibson
Kevin Singletary			

Adoption of 2020 Minutes



ANNUAL CORPORATE MEMBERSHIP MEETING MINUTES
B Resort and Spa | 1905 Hotel Plaza Boulevard | Lake Buena Vista, FL
Corporate Business Meeting
January 25, 2020 | 11:00 A.M.

The meeting was called to order, at 11:01 A.M., by Chairperson William Holt.

WORDS OF INSPIRATION:

Words of Inspiration was provided by David Rucker, Board Member from the Northern Region Advisory Council.

ACKNOWLEDGEMENTS

Board Member Yolanda Robinson acknowledged all Regional Advisory Council Members from the Central, Eastern, Northern, and Southern as well as the Head Start/Early Head Start Policy Council Members. They all stood and were recognize

ADOPTION OF MINUTES:

Shelia Dixon, Board Secretary moved to accept the summarized minutes from the January 2019 Corporate Membership Meeting; David Rucker seconded. Motion carried unanimously.

ANNUAL FINANCIAL REPORT: Board Treasurer, Patricia Gamble reporting:

2019 Financial Highlights

(94% of all funding received goes directly to program services)

FY 2018 Assets	\$ 3,574,178
FY 2018 Support and Revenue	\$15,976,151
FY 2018 Liabilities and Net Assets	\$ 3,574,178
FY2018 Operating Expenses	\$ 15,550,919

Patricia Gamble moved to accept/approve the Annual Financial Report for July 2018 – June 2019, as presented. Seconded by Marjorie Gaskin. The floor was opened for questions. There were no questions. Motion carried unanimously.

FISCAL YEAR 2018-209 ANNUAL REPORT: Brenda Gray, Board Member reporting

The total report is included in the program booklet for your information. A few highlights included:

- On January 26, 2019 the Board of Directors conducted its 51st Annual Corporate Business Meeting. The meeting agenda included the installation of the 2019 Board of Directors and the election of officers. 100% of the Board and officers' positions were filled in accordance with the organization's by-laws.
- Board Training and Professional Development Opportunities
- Board Meetings;
- Cohort Governance Trainings;
- Annual Board Retreat;
- Shared Governance Orientation; and through external conferences
 - o NCAF Conference;
 - o Region IV Head Start and Early Head Start Conference;
 - o National Head Start Conference;
 - o CAPLAW Annual Conference
- Selection of the Robert Bryant Jr. recipient, award, during the Board's Annual Board Retreat;

- Board Governance/Committee Action Items presented/approved included:
 - o 2018-2019, \$20 million Operating Budget;
 - o Approved 2019 Audit Report, which noted no findings and a “low risk” auditee designation;
 - o Cost of Living salary increase and one-time incentive pay for all eligible employees;
 - o E-Rate Application renewal for 2018-2019
 - o Approved Renewal of 100% existing grant funding applications for 2018- 2019;
 - o Approved Timely and positive response to the Department of Economic Opportunity for one monitoring finding;
 - o Certified Head Start/Early Head Start 2018-2019 criteria for recruitment, selection and enrollment priorities; Certified community target areas to be served by ALPI Head Start/Early Head Start in 2018-2019;
 - o Established 2019 Board Tasks and Timelines;
 - o Certified Head Start/Early Head Start Policy Council Election Procedures/Results;
 - o Conducted ongoing Compliance review of all program Performance Reports; Developed 2019 Annual Meeting Agenda and Participation procedures;
 - o Developed the organization’s 2019 Special Events calendar;
 - o Coordinated the organization’s 2019 awards selection criteria;
 - o Planned and Coordinated the organization’s 2019 Family Fun Day Picnic

Marjorie Gaskin moved to accept the 2019 Annual Report; Josephine Howard seconded the Motion. Motion carried.

NEW BUSINESS:

Arlene Dobison, CEO introduced the 2020 Board of Directors and asked each to stand:

Katie Clarke, Shelia Dixon, Patricia Gamble, Marjorie Gaskin, Brenda Gray, Annie Robinson, William Holt, Josephine Howard, Kim Johnson, Annette Jones, Glenda Jones, N’Kosi Jones, Chester McNorton, Vernon McQueen, Tonmiel Rodriguez, Kimberly Ross, David Rucker, and Ruby Willix.

ADJOURNMENT:

Marjorie Gaskin moved to adjourn the meeting at 11:47 am; seconded by Josephine Howard. Motion carried.

Annual Financial Report

The Agricultural and Labor Program, Incorporated

Statements of Financial Position
June 30, 2020 and 2019

	2020	2019
Assets		
Current assets:		
Cash	\$ 2,082,373	\$ 798,841
Accounts receivable	1,963,304	1,714,049
Prepaid expenses	417,260	59,911
Total current assets	4,462,937	2,572,801
Property and equipment, net	1,185,755	990,929
Refundable deposits	10,448	10,448
Total assets	\$ 5,659,140	\$ 3,574,178
Liabilities and Net Assets		
Current liabilities:		
Accounts payable	\$ 1,703,903	\$ 769,649
Accrued expenses	577,424	480,660
Current portion of note payable	32,569	30,962
Refundable advances	982,752	25,202
Total current liabilities	3,296,648	1,306,473
Note payable, net of current portion	16,913	49,482
Total liabilities	3,313,561	1,355,955
Commitments and contingencies (Notes 7 and 10)		
Net assets without donor restrictions	2,345,579	2,218,223
Total liabilities and net assets	\$ 5,659,140	\$ 3,574,178

See notes to financial statements.

The Agricultural and Labor Program, Incorporated

**Statements of Activities
Years Ended June 30, 2020 and 2019**

	2020	2019
Support and revenue:		
U.S. Department of Health and Human Services	\$ 8,043,511	\$ 7,877,534
Early Learning Coalitions:		
Voluntary Prekindergarten Education Program (VPK)	909,691	990,684
Childcare	178,532	80,255
State of Florida, Departments of:		
Economic Opportunity	4,890,492	4,654,982
Education and Health	622,758	829,695
In-kind contributions	837,602	1,067,928
Other support and revenue	526,919	475,073
Total support and revenue	16,009,505	15,976,151
Expenses:		
Program services:		
Head Start	8,069,364	8,108,989
Energy	3,789,913	3,614,919
Social services	1,400,324	1,127,323
Child development	1,005,426	992,471
Food	525,265	716,608
Total program services	14,790,292	14,560,310
Supporting services:		
Management and general	1,091,857	990,609
Total expenses	15,882,149	15,550,919
Change in net assets	127,356	425,232
Net assets:		
Beginning	2,218,223	1,792,991
Ending	\$ 2,345,579	\$ 2,218,223

See notes to financial statements.

The Agricultural and Labor Program, Incorporated

**Schedule of Findings and Questioned Costs
Year Ended June 30, 2020**

Section I. Summary of Auditor's Results

Financial Statements

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

Material weakness(es) identified?	<u> </u> Yes	<u> X </u> No
Significant deficiency(ies) identified?	<u> </u> Yes	<u> X </u> None Reported
Noncompliance material to financial statements noted?	<u> </u> Yes	<u> X </u> No

Federal Awards

Internal control over major programs:

Material weakness(es) identified?	<u> </u> Yes	<u> X </u> No
Significant deficiency(ies) identified?	<u> </u> Yes	<u> X </u> None Reported

Type of auditor's report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with Section 2 CFR 200.516(a)? Yes X No

Identification of major programs:

<u>CFDA Number(s)</u>	<u>Name of Federal Program or Cluster</u>
93.600	Head Start

Dollar threshold used to distinguish between Type A and type B programs: \$750,000

Auditee qualified as low-risk auditee? X Yes No

Section II. Financial Statement Findings

No matters to report.

Section III. Findings and Questioned Costs for Federal Awards

No matters to report.

Section IV. Other Reporting

1. No Corrective Action Plan is presented because there were no findings required to be reported under the Federal Single Audit Act.
2. No Summary Schedule of Prior Audit Findings is presented because there were no prior audit findings.

2019-2020 Annual Report Highlights

- On January 25, 2020 the Board of Directors conducted its 52nd Annual Corporate Business Meeting. The meeting agenda included the installation of the 2020 Board of Directors. The Board and officers' positions were filled, 100%, in accordance with the organization's by-laws.

- Board Training and Professional Development Opportunities
 - Board Meetings;
 - Strategic Planning
 - Cohort Governance Trainings;
 - Annual Board Retreat;
 - Shared Governance Orientation; and through external conferences
 - NCAF Conference;
 - Region IV Head Start and Early Head Start Conference;

- Selection of the Robert Bryant Jr. recipient award;

- Board Governance/Committee Action Items presented/approved included:
 - 2019-2020, \$26 million Operating Budget;
 - Approved 2020 Audit Report, which noted no findings and a "low risk" auditee designation;
 - Cost of Living salary increase and one-time incentive pay for all eligible employees;
 - E-Rate Application renewal for 2019-2020
 - Approved Renewal of 100% existing grant funding applications for 2019- 2020;
 - Approved New Cares Act funding applications for 2019-2020;
 - Approved Timely and positive response to the Office of Head Start, Region IV of a community complaint.
 - Certified Head Start/Early Head Start 2019-2020 criteria for recruitment, selection and enrollment priorities; Certified community target areas to be served by ALPI Head Start/Early Head Start in 2019-2020;
 - Approved Consolidation Application for new Martin County Head Start/Early Grant, with a new Program Year;
 - Established 2020 Board Tasks and Timelines;
 - Certified Head Start/Early Head Start Policy Council Election Procedures/Results;
 - Conducted ongoing Compliance review of all program Performance Reports; Developed 2020 Annual Meeting Agenda and Participation procedures;
 - Developed the organization's 2020 Special Events calendar;
 - Coordinated the organization's 2020 awards selection criteria;
 - Planned and Coordinated the organization's 2020 Family Fun Day Picnic, however postponed due to COVI-19;
 - Launched On-line applications for client services and Head Start/Early Head Start enrollment, due to Pandemic
 - Approved Virtual Early Learning Platform, and virtual support via ALPI's Website.

Introduction of 2021 Board of Directors

Public Sector

Josephine Howard	Shelia Dixon	Kim Johnson	Marjorie Gaskin	Commissioner Brenda Gray	Kimberly Ross	Commissioner Timothy Stanley
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Private Sector

Patricia Gamble	Katie Clarke	Glenda Jones	Stacey Campbell- Domineck	Tonmiel Rodriguez, Esq.	Cherster McNorton
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Low-Income Sector

William Holt	Annie Robinson	Annette Jones	David Rucker	Ruby Willix	N’Kosi Jones	Yolanda Robinson
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