



**Central Region Advisory Council Meeting  
Zoom Meeting Call  
Wednesday March 10, 2021  
5:30 P.M.**

**Via Zoom**

**Minutes**

**Agenda**

**Mission:** To collaborate with community partners and deliver human service programs that empower the economically disadvantaged and others to be self-sufficient.

- |   |                                  |
|---|----------------------------------|
| <b>I. Call to order</b>   | Ms. Johnnie McNair, Vice Chair   |
| a. 5:39 P.M.  |                                  |
| <br>  |                                  |
| <b>II. Moment of Silence</b>  |                                  |
| a. Observed by all present  |                                  |
| <br>  |                                  |
| <b>III. Roll call</b>   | Mrs. Josephine Howard, Secretary |
| a. 13 members present. Quorum established   |                                  |
| <br>  |                                  |
| <b>IV. Mission statement</b>  | Mrs. Josephine Howard, Secretary |
| a. All members read Mission Statement in unison   |                                  |
| <br>  |                                  |
| <b>V. Secretary's Report</b>  | Mrs. Josephine Howard, Secretary |
| a. October 24, 2020 Minutes   |                                  |
| b. Josephine Howard motioned to accept the secretary report. Patricia Salary second. Motion carried.                      |                                  |
| <br>  |                                  |
| <b>VI. Treasure's Report</b>  | TBD, Treasure                    |
| a. Treasure's report – oral report was given by Pa Houa Lee-Yang, staff liaison   |                                  |
| b. \$1,150.00 was the balance before the scholarships   |                                  |
| c. \$1,000.00 was awarded to two (2) scholarship recipients   |                                  |
| d. Total balance left on CRAC's account is \$150.00   |                                  |
| e. Mrs. Patricia Gamble resigned her membership in the council, the Board of Directors, and the New Horizon Housing Board |                                  |
| f. A vacancy for treasurer exists because of Mrs. Gamble's resignation  |                                  |



**The Agricultural and Labor Program, Inc.**  
**2020 - 2021 Central Region Advisory Council**  
**Meeting Attendance Roster**

(Scheduled meetings: Oct, March, May, August)

Council Member	Oct. 2020 Via Zoom	Feb 2021 Agency's Shared Governance	March 2021	May 2021	August 2021	Oct. 2021 Annual Meeting
Linda Bailey	E		A			
Vermell Brown	ZP	P	P			
Jennie Calhoun	A		P			
Earnestine Davis	A	P	P			
Clora Dubose	A	P	P			
Patricia Gamble	ZP		A			
Josephine Howard	ZP	P	P			
Beulah Jones	ZP	P	P			
Glenda Jones	ZP		E			
Annie Larkins	ZP	P	P			
Johnnie McNair	ZP		P			
Marian Owens	ZP	P	E			
Doris Parker	E		E			
Jacqueline Rentz	ZP		P			
Patricia Salary	ZP	P	P			
Mary Shepherd	A		P			
Dartha Shular	A		A			
Margaree Simon	E		P			
Dorothy Spencer	A		A			
Ruby Willix	ZP	P	P			
<b>Total:</b>	<b>11</b>		<b>13</b>			

P= Present    E= Excused    A= Absent    PC = Phone Conference    Zoom Present = ZP

**VII. CRAC Annual Meeting Plan/Updates – Ms. Johnnie McNair**

- a. Committee will be meeting in the near future to discuss annual meeting plans

**VIII. Benevolent Committee Updates – Ms. Clora Dubose:**

- a. Beginning balance \$380.00
- b. Three (3) disbursements occurred at a rate of \$50.00 each for Ms. Simon, Mrs. Dubose, and Mrs. Howard
- c. Current balance as of today \$230.00
  - a. Reminder – for everyone to pay the balance you owe towards your \$20.00
    - i. Mrs. Clora T. Dubose  
315 Ave P NE  
Winter Haven, FL 33881

Thanks so much for your cooperation.

**IX. Community Relations Updates – Ms. Linda Bailey, Chair:**

- a. Absent no report.

**X. Nominating Committee Updates – Ms. Jacqueline Rentz**

- a. The committee will meet and strive to fill the Treasurers' vacancy

**XI. Membership Committee Updates – Ms. Annie Larkins**

- a. The committee will meet strive to fill advisory council members vacancies so that a full roster can be maintained.
- b. Then the names will be submitted to Glenda Jones for signature before soliciting a full council vote of approval.

**XII. Government Affairs Committee Updates – Mrs. Josephine Howard**

- a. The Government Affairs Committee will be meeting to review timelines and tasks as directed by the Board of Director of ALPI.

**XIII. Board of Directors Report Updates – Ruby Willix Board Representative**

- a. The Board of Director met Saturday February 27, 2021 at 12:30 P.M.
- b. Board reviewed board tasks and timelines, Board of Director's calendar for the year.
- c. 990 Internal Revenue form
- d. Board of Director appointments, committee timelines and tasks
- e. All were approved by ALPI's Board of Directors

**Notes:**

1. Pa Houa Lee-Yang, staff liaison clarified for everyone the following money as specified by the CEO Arlene Dobison.
  - a. Clarify that the \$50.00 assessment is for all CRAC members to give for the annual meeting in January.
  - b. The \$30 - \$50 is for the council's own scholarship award(s)
  - c. "Conflict of Interest," and "Code of Conduct" form must be signed and returned to Pa Houa Lee-Yang, staff liaison

**XIV. Scholarship Committee Updates – Ms. Patricia Salary**

- a. Patricia Salary reported a date for the scholarship deadline must be established for she will be calling a meeting in the near future to determine the date and other items to be considered.
- b. Josephine Howard moved CRAC give two (2) scholarships at a rate of \$53.00 per person instead of \$30.00 per person, plus \$50.00 per person for the annual meeting. Patricia Salary second the motion. Motion carried unanimously.

**XV. Adjournment**

- a. Jacqueline Rentz moved for adjournment. Patricia Salary second. Motion carried. Meeting adjourned at 6:35 P.M.



# COUNCIL/COMMITTEE MEETING REPORT FORM

(ZOOM MEETING)

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

Eastern Region Advisory  
COUNCIL/COMMITTEE

March 15, 2021  
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 2021 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?)**

- Minutes of the August 17, 2020 and the ERAC Annual Report were approved as presented.
- Treasurer report was made and approved in the amount of \$1,789.70.
- Discussed the upcoming fundraiser activities to make sure that we return to giving out at least three \$1000.00 scholarship. Asking all members to participate to make this happen.
- Reminded members of the annual \$50 requirement to ALPI.
- All monies due for ERAC scholarship to be paid no later than the beginning of November 2021.
- Activities to help secure scholarship funds will be raffle for a TV and/or weekend trip will be presented for approval at the April Board of ALPI.
- Reported that the sites in Martin County are up and running.
- Acknowledgement of January thru March birthdays of Council members.
- Wii select ERAC Annual meeting chair at the May meeting.
- Discussed having some type of benevolence for members who have lost family members.
- Meeting adjourned at 7:25 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.**

I move to approve fundraising activities that will include raffles for a TV or a Weekend Retreat.

Marjorie B. Gaskin

Marjorie B. Gaskin, Council Secretary



## ADVISORY COUNCIL/BOARD COMMITTEE MEETING REPORT FORM

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

Northern Region/ATEC

March 6, 2021

Council/Committee

Date of Report

**Members Present/Absent: See Roll Call**

### Type of Report

- Reporting/Updating  
 Recommending Board Action  
 Recommending Policy Changes

DRAFT

### Brief Statement of Committee's Issue/Area Reporting:

- I. CALL TO ORDER:** The meeting was called to order at 10:05 by Chairperson Donald Tillman followed by a moment of silence and the reading of ALPI's Mission Statement.
- II. ROLL CALL:** Due to technical difficulties roll call was conducted by Chairperson Donald Tillman. Members in attendance were: Constance Anderson, Shelia Dixon, Charles Harris Jr., Nereida Jackson, Maureen Lewis, Chester McNorton, David Rucker, Evelyn Seabrook, Donald Tillman and Joseph Washington. Excused Absence: Annette Brown.
- Quorum met with ten (10) members present.
- III. SECRETARY'S REPORT:** Constance Anderson made a motion to accept the minutes of the last meeting (October 10, 2020) as printed; seconded by Shelia Dixon. No discussion from the floor. Motion carried unanimously.
- IV. TREASURER'S REPORT:** Evelyn Seabrook reported a balance of \$628.25. A scholarship of \$500 will be awarded in May to a student at Pine Ridge High School in Volusia County which will leave a balance of \$128.25. Shelia Dixon, Chairperson of the Scholarship Committee suggested that each member donate money towards replenishing the Treasury so money will be available for next years' scholarship distribution. This will be discussed at the next meeting (May 1, 2021).
- V. BOARD OF DIRECTORS' REPORT:** David Rucker reported that he attended a virtual Governance meeting which was held on February 22, 2021. The meeting he felt was very informative. There were two videos presented. One titled "Why Are You Here" and the other "Roma". The information shared was very informative and he felt needed to be shared with the council. He was also impressed with the Head Start Policy Council and looks forward to learning more about the performance standards. New representatives to the board are Emily Hunter, Revonda Crossly and Melvin Philpot.
- VI. NEW BUSINESS**
- Proposed 2021 Meeting Calendar:** Members voted to accept the 2021 calendar.
  - 2021 Committee Members:**
    - Special Events: Evelyn Seabrook, Chairperson, Chester McNorton, Co-Chair and David Rucker
    - Scholarship: Shelia Dixon, Chairperson, Constance Anderson, Evelyn Seabrook, Joseph Washington and Chester McNorton
    - Membership Committee: Donald Tillman, Chairperson, Chester McNorton and Charles Harris Jr.
  - Proposed 2021 Task and Timelines:** Motion to accept by Evelyn Seabrook and seconded by David Rucker.
  - Representatives for upcoming Banquet & Conference**
    - Reps: Florence Villa CDC Banquet: Donald Tillman & Joseph Washington
    - Reps: Florida Association for Community Action Training Conference: Nereida Jackson.
- GOOD FOR THE ORDER:** Chairperson Donald Tillman shared that a new applicant had applied for membership on the council. The application will be forwarded to the Board's Membership Committee for approval then returned to the Council for acceptance.
- Council's Annual Assessment:** Much discussion occurred. Ms. Dobison, CEO will provide written protocol from the Board's Chair for additional clarity.
  - Community Outreach:** Shelia Dixon shared that New Hope Church located in Volusia County where Pastor Bradley is the Pastor and she is a member, is preparing to be a site for administering th COVID 19 vaccine. They also have a food pantry and give out food every 3rd Wednesday and 4th Saturday of the month. The church's address is:  
2855 Lake Helen Road  
Osteen, FL  
Telephone Number - 386-532-8291

**VIII. ADJOURNMENT:** The meeting adjourned at 11:02 A.M.

**The Agricultural and Labor Program, Inc.**  
**2020-2021 SRAC Attendance Roster**  
(Scheduled Meetings: October, March, May, August)

<b>Name</b>	<b>October 2020 Annual Meeting  Zoom</b>	<b>March 2021</b>	<b>May 2021</b>	<b>August 2021</b>
John Ash	P	P		
Katie Clarke	P	P		
Noemi R. Cruz	P	P		
Ruth Gay	A	P		
Barbara Grace	P	P		
Annette Jones	P	P		
N’Kosi Jones	P	P		
Bernice Lopez	P	P		
Emma Malcolm	P	E		
Tracy Maloy	P	P		
Ty’ ree Matthews	P	A		
Annie Robinson	P	P		
Kimberly Ross	P	P		
Terry Wellington	A	A		
Yvette Wingate	P	P		
<b>Total Present</b>	<b>13</b>	<b>12</b>		

P = Present      E = Excused      A = Absent



# 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

March 15, 2021  
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:**

- I. Call to Order at 5:36 PM.....Barbara Grace, Chairperson  
ALPI Mission Statement.....Read by all in attendance via ZOOM.
- II. Moment of Silence.....
- III. Roll Call...Cheryl Burnham, (Council Liaison) Validated SRAC had a quorum via ZOOM.
- IV. Secretary’s Report...Motion made by Noemi Cruz and seconded by Katie Clarke to approve report.
- V. Treasurer’s Report...Total to date: \$355.00 for the *Seigler, Sims & Wade Scholarship*
- VI. Board of Directors Report.....No report was given.

**VII. *New Business:***

- *‘2021’ Calendar: The ‘2021’ Calendar will be revised to reflect the following two changes: Meeting time will be 5:30 – 6:30 PM. Annual Meeting will be Saturday, October 23, 2021 at 10:00 AM via ZOOM.*
- *‘2021’ SRAC Committee Assignments: Rosa Hampton will be deleted from the ‘2021’ SRAC Committee Assignments Roster.*
- *‘2021’ Seigler, Sims & Wade Scholarship: Annette Jones, Scholarship Chair will schedule meeting with the committee members to discuss ‘2021’ process for soliciting potential scholarship recipients from the Southern Region Areas. All Council Members will receive the scholarship application to distribute to eligible candidates.*
- *‘\$50.00 Annual Meeting Assessment: Cheryl Burnham provided additional clarity to the SRAC as it relates to the request for each member to contribute \$50.00 to assist with the cost of the Annual Meeting.*
- *‘ENERGY FAIR (Winter Haven 3/18/2021) FYI for SRAC members.*

**Additional Comments:**

- Noemi Cruz, treasurer reported the SRAC’s benevolent fund to date is: \$145.00.
- Cheryl Burnham will send a ‘how to contribute’ email to all council members referencing the Annual Meeting Assessment, *Seigler, Sims & Wade Scholarship* donation and the mailing address of Noemi Cruz to contribute to SRAC’s benevolent fund.

**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

**Meeting Adjourned at 6:36 PM**



COUNTIES MONTHLY REPORTS

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February 2021

**HEAD START/EARLY HEAD START POLICY COUNCIL**  
Meeting Minutes and Attendance

Agricultural and Labor Program, Inc.  
Head Start/Early Head Start Policy Council Executive Committee Zoom Meeting  
**ALPI Administrative Office**  
2202 Avenue Q, Fort Pierce, FL 34950  
February 17, 2021  
**MINUTES**

**1. CALL TO ORDER**

The meeting was called to order at 5:43 p.m.

**2. ROLL CALL**

Members present: Michelle Coleman, Amy Patterson, Brandy Roberts, Cristella Gonzalez, Nicola Brotherton, Yolanda Robinson, Josephine Howard, Donna Gibson, Barbara Aponte and Kevin Singletary.

A quorum was established.

Staff present: Caroline Looney, Myrna Rodriguez, and Arlene Dobison.

**3. MISSION STATEMENT**

Yolanda Robinson read the Mission Statement.

**4. SECRETARY'S Report**

Yolanda Robinson asked members if there were any questions to the minutes from December 16, 2020 and January 20, 2021. No questions or corrections were made.

Josephine Howard made a motion to approve the Policy Council minutes for December 16, 2020 and January 20, 2021 as presented. Donna Gibson seconded. Motion carried.

**5. CONSENT AGENDA**

Yolanda Robinson presented the Consent Agenda, and asked if there were any questions or concerns. No questions or concerns were presented.

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

**6. POLICY COUNCIL COMMITTEE REPORTS**

Personnel/Grievance Committee: No Human Resources Listing was presented at this time.

Grants/Fiscal Committee: Myrna Rodriguez presented the Financial Reports and provided an overview of the reports to include, FY 2020-2021 Notice of Award for the Head Start and Early Head Start Program and the Child Care Food Program Reimbursement for the month of November 2020.

Kevin Singletary made a motion to approve the Financial Reports as presented. Josephine Howard seconded. Motion carried

At this time, Cristella Gonzalez left the meeting. From this point forward, the rest of the items in the agenda will be for information only.

**7. BOARD OF DIRECTOR'S REPORT**

Josephine Howard provided the members with a brief overview of the Agency's Annual Meeting activities to include the presentation by the previous CEO, Awards, etc.

**8. OLD BUSINESS**

Josephine Howard stated that the upcoming Board of Directors Governance Training should be a part of the New Business, since no previous discussion has been presented.

Caroline Looney provided information on the Program Annual Self-Assessment and stated that more information will come later.

**9. NEW BUSINESS**

Caroline Looney along with Arlene Dobison provided a brief overview of the upcoming Board of Directors Governance Training scheduled for February 27, 2021.

In addition, community resources/flyers were shared and members were encouraged to share with others.

The adjournment was at 6:28 pm.

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Policy Council Chairperson

THE AGRICULTURAL AND LABOR PROGRAM, INC.

2020-2021 POLICY COUNCIL MONTHLY MEETING ATTENDANCE ROSTER

GENTER	REPRESENTATIVE NAME	OCT. 20	NOV. 20	DEC. 20	JAN. 21	FEB. 21	MARCH 21	APRIL 21	MAY 21	JUNE 21
CDFSC	Peter Negron Jr.			P	P	A				
CDFSC	Nicola Brotherton			P	A	P				
CDFSC	Lynda Alexis			E	A	A				
QTHSCII	Amy Patterson			P	A	P				
QTHSCII	Joanne Saintelus			A	A	A				
QTHSCII	Tonisha Davis			A	A	A				
GWTFSC	Michelle Coleman			P	P	P				
GWTFSC	Brandy Roberts			P	P	A				
LPHSC	Tyresha Marie Reynolds			P	A	A				
GTHSC	Brandi Ti'Elzra Walker			P	A	P				
FDHSC	Brittini Patterson			A	A	A				
FCDC	Cristella Gonzales			P	E	P				
LTA	TBA			A	A	A				
CP	Josephine Howard			P	P	P				
CP	Donna Gibson			P	P	P				
CP	Yolanda Robinson			P	P	P				
CP	Barbara Jean Aponte			P	A	P				
CP	Kevin Singletary			E	A	P				

P- PRESENT

E- EXCUSE

A- ABSENT

SPECIAL EVENTS

January 13, 2021 Parliamentary Procudure Training

Peter Negron Jr.

Michelle Coleman

Nocila Brotherton

Donna Gibson

Josephine Howard

Cristella Gonzalez

COUNTIES MONTHLY REPORTS

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March 2021

**HEAD START/EARLY HEAD START POLICY COUNCIL**  
Meeting Minutes and Attendance



## COUNCIL/COMMITTEE MEETING REPORT FORM

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

Policy Council  
**COUNCIL/COMMITTEE**

March 31, 2021  
**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 March 17, 2021, to discuss and approve the following:
  - Program progress report
  - Financial reports
  - Human resources
  - FY 2021 COLA Funding
  - Etc.

**NOTE:** Minutes are attached for detailed 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.

The Agricultural and Labor Program, Inc.  
Head Start/Early Head Start Policy Council Executive Committee Zoom Meeting  
**ALPI Administrative Office**  
2202 Avenue Q, Fort Pierce, FL 34950  
March 17, 2021  
**MINUTES**

**1. CALL TO ORDER**

The meeting was called to order at 5:48 p.m.

**2. ROLL CALL**

Members present: Peter Negron Jr., Nicola Brotherton, Lynda Alexis, Amy Patterson, Michelle Coleman, Brandy Roberts, Yolanda Robinson, Josephine Howard, Donna Gibson, and Kevin Singletary.

A quorum was established.

Staff present: Caroline Looney, Myrna Rodriguez, and Arlene Dobison.

**3. MISSION STATEMENT**

Donna Gibson read the Mission Statement.

**4. SECRETARY'S REPORT**

Yolanda Robinson asked members if there were any questions to the minutes from February 17, 2021. No questions or corrections were made.

Josephine Howard made a motion to approve the Policy Council Minutes for February 17, 2021 as presented. Kevin Singletary seconded. Motion carried.

**5. CONSENT AGENDA**

Yolanda Robinson presented the Consent Agenda, and asked if there were any questions or concerns. No questions or concerns were presented.

Peter Negron Jr., made a motion to approve the Consent Agenda as presented. Donna Gibson seconded. Motion carried

**6. POLICY COUNCIL COMMITTEE REPORTS**

Personnel/Grievance Committee: Caroline Looney presented the Human Resources Listing of new hires and termination. New hires included, 1 Family Services Worker, 1 Caregiver, 1 Teacher Assistant, and 1 Office Supervisor. Termination included, 1 Child Development Center Coordinator.

Peter Negron Jr., made a motion to approve the Human Resources Listing as presented. Donna Gibson seconded. Motion carried

Grants/Fiscal Committee: Myrna Rodriguez presented the Financial Reports and provided an overview of the reports to include, FY 2020-2021 Notice of Award for the Head Start and Early Head Start Program, the Child Care Food Program Reimbursement for the month of January 2021, and the Sunshine Account Statement.

In addition, Ms. Rodriguez provided an overview of the FY 2021 COLA for the Head Start and Early Head Start Programs for \$116,678, of which \$78,386 is for Head Start and \$38,292 is for Early Head Start.

Josephine Howard made a motion to approve the Financial Reports and the FY 2021 COLA for the Head Start and Early Head Start Programs as presented. Donna Gibson seconded. Motion carried

**7. BOARD OF DIRECTOR'S REPORT**

Josephine Howard provided a brief overview of the Annual Governance Orientation/Training held on February 27, 2021. Mrs. Howard thanked the Policy Council Members that participated and emphasized the importance of the information presented at the training.

Donna Gibson made a motion to approve the Board of Director's report as presented. Brandy Roberts seconded. Motion carried

**8. OLD BUSINESS**

Josephine Howard reported on the Agency's Annual Meeting held on January 23, 2021, due to this item being tabled at February's meeting.

**9. NEW BUSINESS**

Caroline Looney presented the upcoming community events and encouraged members to share with others.

Arlene Dobison provided a brief overview of the ACF Webinar regarding the vaccination and provided a brief report on the agency's efforts in providing the opportunity to all staff to get the vaccine.

The adjournment was at 6:20 pm.

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Policy Council Chairperson