



BOARD OF DIRECTORS MEETING

Chain O'Lakes
Winter Haven, FL
September 26, 2015
10:00 a.m.

Board of Directors

Patricia Brown	Alexis Echeverria	Marva Hawkins	Josephine Howard	Chester McNorton	Annie Robinson
Annessa Chilous	Patricia Gamble	LaVita Holmes	Antonia Jackson	Vernon McQueen	Janet Taylor
Katie Clarke	Marjorie Gaskin	William Holt	Glenda Jones	Lester Roberts	David Walker
Dorothy Curry					Ruby Willix

Board Attorney: Jonathan Thiele

Chief Executive Officer: Deloris Johnson

Department Directors:

Cheryl Burnham, LIHEAP	Christine Samuel, Human Resources	Twila Smith, Operations & Quality Control
PaHoua Lee-Yang, CSBG	Myrna Rodriguez, HS/EHS Program Operations/SLC	Aletta Stroder, HS/EHS Program Operations/PC
Al Miller, C&E Deputy Director	Dennis Gniewek, Budget & Finance	Elizabeth Young, HS/EHS Deputy Director

AGENDA

WHAT	HOW	WHO	TIME
1. CALL TO ORDER MISSION STATEMENT MOMENT OF SILENCE ROLL CALL	Present	Chairperson Secretary	5 min
2. PUBLIC COMMENTS (limit 2 minutes each)	Present/Approve	Chairperson	5 min
3. CONSENT AGENDA (See Tab 1)	Present/Approve	Chairperson	30 min
4. SECRETARY'S REPORT <ul style="list-style-type: none"> Minutes - June 27, 2015 Correspondence (See Tab 5) 	Present/Approve	Secretary	10 min
5. TREASURER'S REPORT (See Tab 3) Financial Statements	Present/Approve	Treasurer	10 min
6. BOARD COMMITTEE REPORTS/ACTION ITEMS (See Tab 4) <ul style="list-style-type: none"> Bylaws Amendment (6/27/15) 2015-2016 Child Care Food Program Renewal (Ratify) 2015-2016 DOE/NFJP Application Approval (Ratify) 2015-2016 Senior Connection/EHEAP Amendment (Ratify) 2015-2016 Florida's Natural Growers Application (Ratify) 2015-2016 JP Morgan/Chase Settlement Application (Ratify) 2015-2016 Agencywide Budget 2015 PIR's (Head Start & Early Head Start - See Tab 2) 2015-2016 Proposed HS/EHS Community Representatives 	Present/Approve	Chairperson CEO	35 min
7. ADVISORY/POLICY COUNCIL REPORTS	Present	Chairperson CEO	20 min
8. OTHER BUSINESS 2015-2016 Board Appointment of HS/EHS Policy Council Head Start Performance Standards Policy Changes (See Tab 5) CSBG Field Guide (See Tab 5)			
9. UPCOMING MEETINGS/CONFERENCES (See Tab 5)	Present	Chairperson	5 min
10. 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 peoples 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.

**The Agricultural and Labor Program, Inc.
2015 Board of Directors
Attendance Roster**

Name	Feb Orientation	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2015 closeout
Patricia Brown												
Annessa Chilous												
Katie Clarke	P		P		P							
Dorothy Curry	A		P		P							
Alexis Echeverria	E		A		A							
Patricia Gamble			P		P							
Marjorie Gaskin	P		P		P							
Marva Hawkins	E		E		E							
LaVita Holmes												
William Holt	P		P		P							
Josephine Howard	P		P		P							
Antonia Jackson	A		P		P							
Glenda Jones	P		P		E							
Chester McNorton	P		P		P							
Vernon McQueen	P		P		P							
Lester Roberts	P		E		P							
Annie Robinson	P		P		E							
Janet Taylor	E		P		P							
David Walker	E		P		P							
Ruby Willix	P		P		E							
Grace Miller Board Emeritus (non-voting)												
TOTAL PRESENT	10		14		12							

P = Present

E= Excused

A= Absent

 = No Meeting Held



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Dorothy Curry					Ruby Willix

Board Attorney: Jonathan Thiele

Chief Executive Officer: Deloris Johnson

Department Directors:

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Al Miller, C&E Deputy Director	Dennis Gniewek, Budget & Finance	Elizabeth Young, HS/EHS Deputy Director

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**BOARD OF DIRECTORS MEETING
HAMPTON INN & SUITES
FT. PIERCE, FL
JUNE 27, 2015**

I. CALL TO ORDER: The meeting was called to order at 10:07 a.m. by the Chairperson William Holt.

- **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.
- **MOMENT OF SILENCE:** Observed by all.
- **ROLL CALL: Members Present:** Katie Clarke, Dorothy Curry, Patricia Gamble, Marjorie Gaskin, William Holt, Josephine Howard, Antonia Jackson, Chester McNorton, Vernon McQueen, Lester Roberts, Janet Taylor & David Walker
Members Absent: Alexis Echeverria
Members Excused: Marva Hawkins, Glenda Jones, Annie Robinson, & Ruby Willix

Quorum: Attendance meets quorum with twelve (12) voting members present.

Chief Executive Officer Present: Deloris Johnson

Board Attorney Present: Jonathan Thiele

Others Present:
Department Directors: Cheryl Burnham, LIHEAP; Dennis Gniewek, Budget & Finance; PaHoua Lee-Yang, CSBG; Al Miller, C&E Deputy Director; Myrna Rodriguez, Program Operations (St. Lucie); Christine Samuel, Human Resources;); Twila Smith, Operations & Quality Control; Aletta Stroder, Program Operations (Polk County) & Elizabeth Young, CDFS Deputy Director

II. PUBLIC COMMENTS: None

III. CONSENT AGENDA

Janet Taylor moved to accept the Consent Agenda as presented; seconded by Josephine Howard. Motion carried.

IV. SECRETARY'S REPORT: Josephine Howard reporting:

- **Draft minutes** (April 25, 2015)
David Walker moved to accept the minutes as presented; seconded by Janet Taylor. Motion carried.
- **Correspondence:**
Requests to be excused from the Board Meeting were received from the following members: Marva Hawkins, Ruby Willix, Glenda Jones and Annie Robinson.

- V. TREASURER'S REPORT:** Marjorie Gaskin reporting:
Florida NonProfit Housing is showing a negative balance of (\$79.87) which is a result of timing; additional February costs were incurred after the billing. Future revenues will offset this balance.

Marjorie Gaskin moved to accept the Treasurer's Report; seconded by Lester Roberts. Motion carried.

(see B/F Committee Report for more details)

VI. ACTION ITEMS:
Committee/Council Reports/Recommendations

➤ **RECOMMENDATIONS/RATIFICATIONS**

- **2015 Employee Health Benefit Options**
Marjorie Gaskin moved to approve; Janet Taylor seconded. Motion carried.
- **2015-2016 Agency wide Operating Budget**
Marjorie Gaskin moved to approve; Josephine Howard seconded. Motion carried.
- **2015-2016 School Readiness Provider Contracts**
Marjorie Gaskin moved to approve; Janet Taylor seconded. Motion carried.
- **DEO Modification Agreement (LIHEAP) Ratification**
Marjorie Gaskin moved to ratify; David Walker seconded. Motion carried.
- **Wells Fargo Property Donation**
Josephine Howard moved to approve the recommendation to give the CEO authority to move with the property to build or demolish with the \$10,000.00 donation; Dorothy Curry seconded. Motion carried.
- **HUD Increase Funding**
Josephine Howard moved to approve; David Walker seconded. Motion carried.
- **2015-2016 USAC E-RATE Funding (Ratification)**
Marjorie Gaskin moved to approve; Josephine Howard seconded. Motion carried.
- **Board Membership/Appointments (Glades County/Hendry)**
Lester Roberts moved that the Board make a one-time exception to the two year waiting period for the appointments of Annessa Chilous (Glades County) and LaVita Holmes (Hendry County) to fill the seats of the low-income sector. Vernon McQueen seconded. Motion carried.
- **Proposed Revised 2015-2016 Board Membership Roster**
Patricia Gamble moved to approve; Marjorie Gaskin seconded. Motion carried.
- **FL Non-profit Housing Continuation Funding for 2015-2016**
Chester McNorton moved to approve; Vernon McQueen seconded. Motion carried.
- **2015 Indirect Cost Rate Agreement (Ratification 16.5%)**
Vernon McQueen moved to approve; Josephine Howard seconded. Motion carried.

➤ **COMMITTEES' RECOMMENDATIONS**

- **Program Planning Committee:** Chester McNorton, reporting:
Chester McNorton made the following recommendations/ratifications for approval; Vernon McQueen seconded. Motion carried.
 - 1) CSBG Modification Agreement;
 - 2) Authorized LIHEAP Expenditures Increase
 - 3) Florida Nonprofit Housing Continuation Funding
 - 4) 2015/2016 CSBG Grant
- **Finance Committee:** Marjorie Gaskin, reporting:
Marjorie Gaskin made the following recommendations for approval; David Walker seconded. Motion carried.
 - 1) 2015/2016 Operating Budget
 - 2) 2015/2016 School Readiness Provider Contracts
 - 3) DEO/CSBG Modification Agreement
 - 4) DEO/LIHEAP Modification Agreement
 - 5) Florida Nonprofit Housing Continuation Funding
 - 6) USAC E-Rate Funding
 - 7) 2015/2016 Health Benefits Option
- **Government Affairs:** No meeting
- **Bylaws Committee:** Lester Roberts, reporting:
Lester Roberts made the following recommendation for approval; Janet Taylor seconded. Motion carried.

That the Board make a one-time exception to the two year waiting period for the appointments of Annessa Chilous (Glades County) and LaVita Holmes (Hendry County) to fill the seats of the low-income sector.

Vernon McQueen moved that the Committee look at the Bylaws re: two year waiting period and recommend revisions. Josephine Howard seconded. Motion carried.
- **Special Events Committee:** Patricia Gamble, reporting:
Patricia Gamble made the following recommendations for approval; Josephine Howard seconded.
 - 1) Advisory Councils submit nominees for Community Services Award to the Special Events Committee (via Elizabeth Young, Staff Liaison) by September 14, 2015.
 - 2) The location for the 2015 Board Planning Retreat be held November 20 –22, 2015, at the Doubletree Hotel in Orlando, FL.
- **Membership Committee:** Patricia Gamble, reporting:
Patricia Gamble made the following recommendations for approval; Marjorie Gaskin seconded. Motion carried.
 - (1) To waive required two year council term in order to meet CSBG requirement and move forward in appointing representatives from Hendry (LaVita Holmes) and Glades (Annessa Chilous) Counties.

(2) To make further contact (via Board Member Janet Taylor) with Glades County public official requesting an appointment/designee (Patricia Brown) to serve on ALPI's Board.

(3) To approved the proposed 2015/2016 Board Membership Roster as presented.

➤ **COUNCILS' REPORTS**

No changes made to reports inclusive of Board Packet.

VII. OTHER

➤ **Board Virtual Tour Presentation**

The presentation by CEO, Deloris Johnson and Maria Crespo was excellent. Thanks to all contributors.

➤ **ALPI Governance**

IT Support System (draft) presented for board information and preview. A survey was distributed to each board member for feedback.

VIII. UPCOMING MEETINGS/CONFERENCES

Interested participants are to contact CEO Office.

IX . ADJOURNMENT

Josephine Howard moved to adjourn at 11:23 a.m.; Janet Taylor seconded. Motion carried.



THE AGRICULTURAL AND LABOR PROGRAM, INC. BOARD COMMITTEE REPORT

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

<u>Program Planning</u>	<u>June 26, 2015</u>
Name of Committee	Date of Report
Members Present	Members Absent
<u>Antonia Jackson</u>	<u>Vernon McQueen</u>
<u>Chester McNorton</u>	<u>Katie Clarke</u>
<u>Dorothy Curry</u>	
<u>Al Miller, Staff Liaison</u>	
<u>Myrna Rodriguez, Staff Liaison</u>	
<u>Aletta Stroder, Staff Liaison</u>	

Type of Report

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

Brief Statement of Committee's Issue/Area Reporting:

- Reviewed Y-T-D Grant Reports:
 - Performance
 - Reimbursement
 - In-Kind Match
- Reviewed Funding Opportunities
- Reviewed Monitoring Reports

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 overall performance by major programs; identifying areas that may require additional follow-up or further attention; and, informing the Board of other matters concerning performance, contracting or other aspects of program operation.

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

Move that the board take that following actions:

Ratify and/or approve the 2015-2016 School Readiness Provider Contracts for George W. Truitt and Frostproof Childcare Center and authorize the Chief Executive Officer to execute, on behalf of the Board of Directors, any agreements or documents required.

Ratify the CSBG Modification Agreement and authorize the Chief Executive Officer to execute, on behalf of the Board of Directors, any agreements or documents that may be required.

Ratify acceptance of the increase in authorized expenditures for the LIHEAP funding.

Approve Florida Non-Profit Housing Continuation Funding for 2015-2016 and authorize the Chief Executive Officer to execute, on behalf of the Board of Directors, and agreements or documents required.

Ratify and/or approve submittal of the USAC E-Rate Funding Agreement and authorize the Chief Executive Officer to execute, on behalf of the Board of Directors, any agreements or documents required.

Approve 2015-2016 Housing Counseling Grant and authorize the Chief Executive Officer to execute, on behalf of the Board, any agreements or documents required.

Approve submittal of the 2015-2016 Community Services Block Grant Contract to the Department of Economic Opportunity and authorize the Chief Executive Officer to execute, on behalf of the Board, any agreements or documents required.

Chester McNorton moved to accept the above
Seconded by Vernon McQueen
The Motion carried unanimously.



THE AGRICULTURAL AND LABOR PROGRAM, INC. BOARD COMMITTEE REPORT

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

Budget & Finance

06/27/2015

Name of Committee

Date of Report

Members Present

Members Absent

Josephine Howard

Deloris Johnson

David Walker

Dennis Gniewek

William Holt

Lester Roberts

Marjorie Gaskin

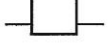
Type of Report



Reporting/Updating



Recommending Board Action



Recommending Policy Changes

Brief Statement of Committee's Issue/Area Reporting:

Financial Report

2015-2016 Opening Budget

Board Fundraising Report

2015 Employee Health Benefits Options

Funding Opportunities

2015-2016 School Readiness Provider Contracts

DEO Modification Agreement (CSBG & LIHEAP)

USAC E-Rate Funding 2015-2016

Florida Non-Profit Housing Continuation Funding

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);

Moved to approve the following:

2015-2016 Operating Budget in the amount of \$18,020,421

2015-2016 School Readiness Provider , CEO to move forward

DEO Modification Agreement (CSBG \$200,263.00)

DEO Modification Agreement (LIHEAP \$2,890,073.00)

FL Non-Profit Housing Continuation funding, CEO to move forward

USAC E-Rate Funding (2015-2016) increase to \$151,037.00

2015 Employee Health Benefit Option increase of \$28,329.24



THE AGRICULTURAL AND LABOR PROGRAM, INC. BOARD COMMITTEE REPORT

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

Special Events Committee

06/27/2015

Name of Committee

Date of Report

Members Present

Dorothy Curry

Patricia Gamble

Chester McNorton

Elizabeth Young

Members Absent

Alexis Echeverria

Marva Hawkins

Glenda Jones

Annie Robinson

Ruby Willix

Type of Report

☐

Reporting/Updating

☒

Recommending Board Action

☐

Recommending Policy Changes

Brief Statement of Committee's Issue/Area Reporting:

Annual Family Picnic - ready everything is in place

Advisory Council's Community Services Awards Nominations & Deadline

Review of Annual Meeting Program Procedures

Identify nominations for Volunteer Services Awards (Robert Bryant Jr. Award, FACA, FHSA, SEACAA, Region IV HS, NHSA)

Review process for contacting individuals/businesses receiving corporate/community awards

Locations and dates for 2015 Board Planning Retreat. November 20-22/ Doubletree Orlando

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);

Approve that Advisory Council's submit Community Services Award Nominations to the Special Events Committee by September 14, 2015 to the attention of Elizabeth Young; ALPI Administrative Office in Lake Alfred.

Approve that the location and date for the 2015 Board Planning Retreat be held November 20-22 Doubletree in Orlando, FL



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 June 26, 2015
Date of Report

Members Present

Members Absent

Lester Roberts, Chair

Katie Clark (In another meeting)

Pa Houa Lee-Yang, Staff Liaison

Gena Spivey

Type of Report

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

Brief Statement of Committee's Issue/Area Reporting:

- Reviewed Article IV: Composition of the Board (Selection 1-a Tripartite Requirement)
- Reviewed Article X- Section 3: (Regional Advisory Councils' Membership)

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?)

- Reviewed the proposed revision of the Board roster, including realignment of representatives in each of the tripartite sectors
- Reviewed the Bylaws as amended in April 25, 2015 in Article X – Section 3 (Regional Advisory Councils' Membership)

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

- Move that the Board take the following action:
 - To make a one-time exception to the two year waiting period for appointments of Annessa Chious (Glades County) and LaVita Holmes (Hendry County) to fill the seats of the low-income sectors.



THE AGRICULTURAL AND LABOR PROGRAM, INC. BOARD COMMITTEE REPORT

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

Membership Committee

06/27/2015

Name of Committee

Date of Report

Members Present

Members Absent

Patricia Gamble

Cheryl Burnham, Staff Liaison

Type of Report

☐

Reporting/Updating

☒

Recommending Board Action

☐

Recommending Policy Changes

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);

To waive required two year council term in order to meet CSBG requirement and move forward in appointing representatives from Hendry (LaVita Holmes) and Glades (Annessa Chilous) Counties.

To make contact (via Baord Member Janet Taylor) with Glades County public official requesting an appointment/designee (Patricia Brown) to serve on ALPI's Board.

To approved the proposed 2015/2016 Board Membership Roster as presented.



**BOARD OF DIRECTORS MEETING
HAMPTON INN & SUITES
FT. PIERCE, FL
JUNE 27, 2015**

I. CALL TO ORDER: The meeting was called to order at 10:07 a.m. by the Chairperson William Holt.

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- **MOMENT OF SILENCE:** Observed by all.
- **ROLL CALL: Members Present:** Katie Clarke, Dorothy Curry, Patricia Gamble, Marjorie Gaskin, William Holt, Josephine Howard, Antonia Jackson, Chester McNorton, Vernon McQueen, Lester Roberts, Janet Taylor & David Walker
Members Absent: Alexis Echeverria
Members Excused: Marva Hawkins, Glenda Jones, Annie Robinson, & Ruby Willix

Quorum: Attendance meets quorum with twelve (12) voting members present.

Chief Executive Officer Present: Deloris Johnson

Board Attorney Present: Jonathan Thiele

Others Present:
Department Directors: Cheryl Burnham, LIHEAP; Dennis Gniewek, Budget & Finance; PaHoua Lee-Yang, CSBG; Al Miller, C&E Deputy Director; Myrna Rodriguez, Program Operations (St. Lucie); Christine Samuel, Human Resources;); Twila Smith, Operations & Quality Control; Aletta Stroder, Program Operations (Polk County) & Elizabeth Young, CDFS Deputy Director

II. PUBLIC COMMENTS: None

III. CONSENT AGENDA

Janet Taylor moved to accept the Consent Agenda as presented; seconded by Josephine Howard. Motion carried.

IV. SECRETARY'S REPORT: Josephine Howard reporting:

- **Draft minutes** (April 25, 2015)
David Walker moved to accept the minutes as presented; seconded by Janet Taylor. Motion carried.
- **Correspondence:**
Requests to be excused from the Board Meeting were received from the following members: Marva Hawkins, Ruby Willix, Glenda Jones and Annie Robinson.

- V. TREASURER'S REPORT:** Marjorie Gaskin reporting:
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(see B/F Committee Report for more details)

VI. ACTION ITEMS:
Committee/Council Reports/Recommendations

➤ **RECOMMENDATIONS/RATIFICATIONS**

- **2015 Employee Health Benefit Options**
Marjorie Gaskin moved to approve; Janet Taylor seconded. Motion carried.
- **2015-2016 Agency wide Operating Budget**
Marjorie Gaskin moved to approve; Josephine Howard seconded. Motion carried.
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Marjorie Gaskin moved to ratify; David Walker seconded. Motion carried.
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Josephine Howard moved to approve the recommendation to give the CEO authority to move with the property to build or demolish with the \$10,000.00 donation; Dorothy Curry seconded. Motion carried.
- **HUD Increase Funding**
Josephine Howard moved to approve; David Walker seconded. Motion carried.
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Marjorie Gaskin moved to approve; Josephine Howard seconded. Motion carried.
- **Board Membership/Appointments (Glades County/Hendry)**
Lester Roberts moved that the Board make a one-time exception to the two year waiting period for the appointments of Annessa Chilous (Glades County) and LaVita Holmes (Hendry County) to fill the seats of the low-income sector. Vernon McQueen seconded. Motion carried.
- **Proposed Revised 2015-2016 Board Membership Roster**
Patricia Gamble moved to approve; Marjorie Gaskin seconded. Motion carried.
- **FL Non-profit Housing Continuation Funding for 2015-2016**
Chester McNorton moved to approve; Vernon McQueen seconded. Motion carried.
- **2015 Indirect Cost Rate Agreement (Ratification 16.5%)**
Vernon McQueen moved to approve; Josephine Howard seconded. Motion carried.

➤ **COMMITTEES' RECOMMENDATIONS**

- **Program Planning Committee:** Chester McNorton, reporting:
Chester McNorton made the following recommendations/ratifications for approval; Vernon McQueen seconded. Motion carried.
 - 1) CSBG Modification Agreement;
 - 2) Authorized LIHEAP Expenditures Increase
 - 3) Florida Nonprofit Housing Continuation Funding
 - 4) 2015/2016 CSBG Grant
- **Finance Committee:** Marjorie Gaskin, reporting:
Marjorie Gaskin made the following recommendations for approval; David Walker seconded. Motion carried.
 - 1) 2015/2016 Operating Budget
 - 2) 2015/2016 School Readiness Provider Contracts
 - 3) DEO/CSBG Modification Agreement
 - 4) DEO/LIHEAP Modification Agreement
 - 5) Florida Nonprofit Housing Continuation Funding
 - 6) USAC E-Rate Funding
 - 7) 2015/2016 Health Benefits Option
- **Government Affairs:** No meeting
- **Bylaws Committee:** Lester Roberts, reporting:
Lester Roberts made the following recommendation for approval; Janet Taylor seconded. Motion carried.

That the Board make a one-time exception to the two year waiting period for the appointments of Annessa Chilous (Glades County) and LaVita Holmes (Hendry County) to fill the seats of the low-income sector.

Vernon McQueen moved that the Committee look at the Bylaws re: two year waiting period and recommend revisions. Josephine Howard seconded. Motion carried.
- **Special Events Committee:** Patricia Gamble, reporting:
Patricia Gamble made the following recommendations for approval; Josephine Howard seconded.
 - 1) Advisory Councils submit nominees for Community Services Award to the Special Events Committee (via Elizabeth Young, Staff Liaison) by September 14, 2015.
 - 2) The location for the 2015 Board Planning Retreat be held November 20 –22, 2015, at the Doubletree Hotel in Orlando, FL.
- **Membership Committee:** Patricia Gamble, reporting:
Patricia Gamble made the following recommendations for approval; Marjorie Gaskin seconded. Motion carried.
 - (1) To waive required two year council term in order to meet CSBG requirement and move forward in appointing representatives from Hendry (LaVita Holmes) and Glades (Annessa Chilous) Counties.

(2) To make further contact (via Board Member Janet Taylor) with Glades County public official requesting an appointment/designee (Patricia Brown) to serve on ALPI's Board.

(3) To approved the proposed 2015/2016 Board Membership Roster as presented.

➤ **COUNCILS' REPORTS**

No changes made to reports inclusive of Board Packet.

VII. OTHER

➤ **Board Virtual Tour Presentation**

The presentation by CEO, Deloris Johnson and Maria Crespo was excellent. Thanks to all contributors.

➤ **ALPI Governance**

IT Support System (draft) presented for board information and preview. A survey was distributed to each board member for feedback.

VIII. UPCOMING MEETINGS/CONFERENCES

Interested participants are to contact CEO Office.

IX . ADJOURNMENT

Josephine Howard moved to adjourn at 11:23 a.m.; Janet Taylor seconded. Motion carried.



THE AGRICULTURAL AND LABOR PROGRAM, INC. BOARD COMMITTEE REPORT

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

<u>Program Planning</u>	<u>June 26, 2015</u>
Name of Committee	Date of Report
Members Present	Members Absent
<u>Antonia Jackson</u>	<u>Vernon McQueen</u>
<u>Chester McNorton</u>	<u>Katie Clarke</u>
<u>Dorothy Curry</u>	
<u>Al Miller, Staff Liaison</u>	
<u>Myrna Rodriguez, Staff Liaison</u>	
<u>Aletta Stroder, Staff Liaison</u>	

Type of Report

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

Brief Statement of Committee's Issue/Area Reporting:

- Reviewed Y-T-D Grant Reports:
 - Performance
 - Reimbursement
 - In-Kind Match
- Reviewed Funding Opportunities
- Reviewed Monitoring Reports

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 overall performance by major programs; identifying areas that may require additional follow-up or further attention; and, informing the Board of other matters concerning performance, contracting or other aspects of program operation.

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

Move that the board take that following actions:

Ratify and/or approve the 2015-2016 School Readiness Provider Contracts for George W. Truitt and Frostproof Childcare Center and authorize the Chief Executive Officer to execute, on behalf of the Board of Directors, any agreements or documents required.

Ratify the CSBG Modification Agreement and authorize the Chief Executive Officer to execute, on behalf of the Board of Directors, any agreements or documents that may be required.

Ratify acceptance of the increase in authorized expenditures for the LIHEAP funding.

Approve Florida Non-Profit Housing Continuation Funding for 2015-2016 and authorize the Chief Executive Officer to execute, on behalf of the Board of Directors, and agreements or documents required.

Ratify and/or approve submittal of the USAC E-Rate Funding Agreement and authorize the Chief Executive Officer to execute, on behalf of the Board of Directors, any agreements or documents required.

Approve 2015-2016 Housing Counseling Grant and authorize the Chief Executive Officer to execute, on behalf of the Board, any agreements or documents required.

Approve submittal of the 2015-2016 Community Services Block Grant Contract to the Department of Economic Opportunity and authorize the Chief Executive Officer to execute, on behalf of the Board, any agreements or documents required.

Chester McNorton moved to accept the above
Seconded by Vernon McQueen
The Motion carried unanimously.



THE AGRICULTURAL AND LABOR PROGRAM, INC. BOARD COMMITTEE REPORT

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

Budget & Finance

06/27/2015

Name of Committee

Date of Report

Members Present

Members Absent

Josephine Howard

Deloris Johnson

David Walker

Dennis Gniewek

William Holt

Lester Roberts

Marjorie Gaskin

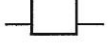
Type of Report



Reporting/Updating



Recommending Board Action



Recommending Policy Changes

Brief Statement of Committee's Issue/Area Reporting:

Financial Report

2015-2016 Opening Budget

Board Fundraising Report

2015 Employee Health Benefits Options

Funding Opportunities

2015-2016 School Readiness Provider Contracts

DEO Modification Agreement (CSBG & LIHEAP)

USAC E-Rate Funding 2015-2016

Florida Non-Profit Housing Continuation Funding

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);

Moved to approve the following:

2015-2016 Operating Budget in the amount of \$18,020,421

2015-2016 School Readiness Provider , CEO to move forward

DEO Modification Agreement (CSBG \$200,263.00)

DEO Modification Agreement (LIHEAP \$2,890,073.00)

FL Non-Profit Housing Continuation funding, CEO to move forward

USAC E-Rate Funding (2015-2016) increase to \$151,037.00

2015 Employee Health Benefit Option increase of \$28,329.24



THE AGRICULTURAL AND LABOR PROGRAM, INC. BOARD COMMITTEE REPORT

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

Special Events Committee

06/27/2015

Name of Committee

Date of Report

Members Present

Dorothy Curry

Patricia Gamble

Chester McNorton

Elizabeth Young

Members Absent

Alexis Echeverria

Marva Hawkins

Glenda Jones

Annie Robinson

Ruby Willix

Type of Report

☐

Reporting/Updating

☒

Recommending Board Action

☐

Recommending Policy Changes

Brief Statement of Committee's Issue/Area Reporting:

Annual Family Picnic - ready everything is in place

Advisory Council's Community Services Awards Nominations & Deadline

Review of Annual Meeting Program Procedures

Identify nominations for Volunteer Services Awards (Robert Bryant Jr. Award, FACA, FHSA, SEACAA, Region IV HS, NHSA)

Review process for contacting individuals/businesses receiving corporate/community awards

Locations and dates for 2015 Board Planning Retreat. November 20-22/ Doubletree Orlando

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);

Approve that Advisory Council's submit Community Services Award Nominations to the Special Events Committee by September 14, 2015 to the attention of Elizabeth Young; ALPI Administrative Office in Lake Alfred.

Approve that the location and date for the 2015 Board Planning Retreat be held November 20-22 Doubletree in Orlando, FL



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 June 26, 2015
Date of Report

Members Present

Members Absent

Lester Roberts, Chair

Katie Clark (In another meeting)

Pa Houa Lee-Yang, Staff Liaison

Gena Spivey

Type of Report

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

Brief Statement of Committee's Issue/Area Reporting:

- Reviewed Article IV: Composition of the Board (Selection 1-a Tripartite Requirement)
- Reviewed Article X- Section 3: (Regional Advisory Councils' Membership)

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?)

- Reviewed the proposed revision of the Board roster, including realignment of representatives in each of the tripartite sectors
- Reviewed the Bylaws as amended in April 25, 2015 in Article X – Section 3 (Regional Advisory Councils' Membership)

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

- Move that the Board take the following action:
 - To make a one-time exception to the two year waiting period for appointments of Annessa Chious (Glades County) and LaVita Holmes (Hendry County) to fill the seats of the low-income sectors.



THE AGRICULTURAL AND LABOR PROGRAM, INC. BOARD COMMITTEE REPORT

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

Membership Committee

06/27/2015

Name of Committee

Date of Report

Members Present

Members Absent

Patricia Gamble

Cheryl Burnham, Staff Liaison

Type of Report

☐

Reporting/Updating

☒

Recommending Board Action

☐

Recommending Policy Changes

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);

To waive required two year council term in order to meet CSBG requirement and move forward in appointing representatives from Hendry (LaVita Holmes) and Glades (Annessa Chilous) Counties.

To make contact (via Baord Member Janet Taylor) with Glades County public official requesting an appointment/designee (Patricia Brown) to serve on ALPI's Board.

To approved the proposed 2015/2016 Board Membership Roster as presented.

The Agricultural and Labor Program, Inc.
2015 Board of Directors
Attendance Roster

Name	Feb Orientation	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2015 closeout
Patricia Brown												
Annessa Chilous												
Katie Clarke	P		P		P							
Dorothy Curry	A		P		P							
Alexis Echeverria	E		A		A							
Patricia Gamble			P		P							
Marjorie Gaskin	P		P		P							
Marva Hawkins	E		E		E							
LaVita Holmes												
William Holt	P		P		P							
Josephine Howard	P		P		P							
Antonia Jackson	A		P		P							
Glenda Jones	P		P		E							
Chester McNorton	P		P		P							
Vernon McQueen	P		P		P							
Lester Roberts	P		E		P							
Annie Robinson	P		P		E							
Janet Taylor	E		P		P							
David Walker	E		P		P							
Ruby Willix	P		P		E							
Grace Miller Board Emeritus (non-voting)												
TOTAL PRESENT	10		14		12							

P = Present

E= Excused

A= Absent

 = No Meeting Held



EXECUTIVE COMMITTEE MEETING
Corporate Office
Lake Alfred, FL
September 25, 2015
8:30 p.m.

Executive Committee

Katie Clarke	Josephine Howard
Marva Hawkins	Marjorie Gaskin
William Holt	David Walker

Board Legal Counsel: Attorney Jonathan Thiele

Chief Executive Officer: Deloris Johnson

Budget & Finance Director: Dennis Gniewek

AGENDA

WHAT	HOW	WHO	TIME
1. CALL TO ORDER MISSION STATEMENT A MOMENT OF SILENCE ROLL CALL	Present	Chairperson Secretary	5 min
2. PUBLIC COMMENTS (limit 2 minutes each) CONSENT AGENDA (See Tab 2)	Present/Approve	Chairperson	5 min
3. SECRETARY'S REPORT <ul style="list-style-type: none"> Draft Minutes - June 25, 2015 (See Tab 1) Correspondence (See Tab 5) 	Present/Approve	Secretary	5 min
4. TREASURER'S REPORT (See Tab 3) Financial Statement	Present/Approve	Treasurer	5 min
5. BOARD COMMITTEE REPORTS/ACTION ITEMS (See Tab 4) <ul style="list-style-type: none"> 2015-2016 Liability and Property Insurance Renewal Proposal 2015-2016 Child Care Food Program Renewal (Ratify) 2015-2016 DOE/NFJP Application Approval (Ratify) 2015-2016 Senior Connection/EHEAP Amendment (Ratify) 2015-2016 Florida's Natural Growers Application (Ratify) 2015-2016 JP Morgan/Chase Settlement Application (Ratify) 2015 PIR's (Head Start & Early Head Start -See Tab 2) 2015-2016 Agencywide Budget 2015-2016 Proposed HS/EHS Community Representatives 	Present/Approve	Chairperson CEO	25 min
6. OTHER BUSINESS <ul style="list-style-type: none"> 2015-2016 Board Appointment to HS/EHS Policy Council Former Employee Grievance Correspondence (TBD) Head Start Performance Standards (see Tab 5) CSBG Field Guide (See Tab 5) 	Present	TBA	5 min
7. UPCOMING MEETINGS/CONFERENCES (See Tab 5)	Present	Chairperson	5 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 peoples 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.


The Agricultural and Labor Program, Inc.
2015 Executive Committee
Attendance Roster

Name	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Katie Clarke				P		P						
Marjorie Gaskin				P		P						
Marva Hawkins				E		E						
William Holt				P		P						
Josephine Howard				P		P						
David Walker				P		P						
TOTAL PRESENT				5		5						

P = Present

E= Excused

A= Absent

 = No Meeting Held



EXECUTIVE COMMITTEE MEETING
Corporate Office
Lake Alfred, FL
September 25, 2015
8:30 p.m.

Executive Committee

Katie Clarke	Josephine Howard
Marva Hawkins	Marjorie Gaskin
William Holt	David Walker

Board Legal Counsel: Attorney Jonathan Thiele

Chief Executive Officer: Deloris Johnson

Budget & Finance Director: Dennis Gniewek

AGENDA

WHAT	HOW	WHO	TIME
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6. OTHER BUSINESS <ul style="list-style-type: none"> 2015-2016 Board Appointment to HS/EHS Policy Council Former Employee Grievance Correspondence (TBD) Head Start Performance Standards (see Tab 5) CSBG Field Guide (See Tab 5) 	Present	TBA	5 min
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8. ADJOURNMENT	Present	Chairperson	5 min

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**Executive Committee Meeting
Hampton Inn & Suites
Ft. Pierce, FL
June 26, 2015
8:00 p.m.**

- I. **CALL TO ORDER:** The meeting was called to order by Chairperson William Holt at 7:48 p.m.
- **MOMENT OF SILENCE:** Observed by all
 - **ROLL CALL: Members present:** Katie Clarke, Marjorie Gaskin , William Holt, Josephine Howard and David Walker.
Excused: Marva Hawkins
Quorum: Attendance meets quorum with five (5) voting members present.

Board's Legal Counsel present: Attorney Jonathan Thiele
Chief Executive Officer present: Deloris Johnson
Budget & Finance Interim Director present: Dennis Gniewek

- II. **PUBLIC COMMENTS:** None
- **Consent Agenda** (Tab 1)
Marjorie Gaskin moved to accept; seconded by Josephine Howard. Motion carried unanimously.
- III. **SECRETARY'S REPORT:** Josephine Howard reporting:
- Draft Minutes – April 24, 2015 (Tab 2)
 - Correspondence (Tab 5): Correspondence received from the following members requesting to be excused:
 - ✓ Annie Robinson
 - ✓ Glenda Jones
 - ✓ Ruby Willix

Josephine Howard moved to accept the Secretary's Report as presented; seconded by Katie Clarke. Motioned carried unanimously.

- IV. **TREASURER'S REPORT:** Dennis Gniewek reporting/(Tab 3):
Josephine Howard moved to accept the Treasurer's Report as presented; seconded by Marjorie Gaskin. Motioned carried unanimously.
- V. **ACTION ITEMS:** Deloris Johnson, CEO reporting/(Tab 4):
- **2015 Employee Health Benefit Options**
Recommended to approve the renewal of a 3.31% increase for an annual total increase of \$28,329.24 and maintaining the 68/32% split.
David Walker moved to approve the renewal; seconded by Josephine Howard. Motion carried unanimously.
 - **2015-2016 Agencywide Operating Budget of \$18,020,421 (FYE)**
Reported increase in E-Rate funding (\$151,032), an increase from \$129,681. The approval was tabled until tomorrow after the Budget Committee meets.
 - **General Release and Settlement Agreement**
Recommended ratification in the amount of \$4,000.00, Josephine Howard moved to accept; seconded by Marjorie Gaskin. Motion carried unanimously.

➤ **Wells Fargo Property Donation**

Recommended ratification to accept the property and \$10,000.00 to refurbish David Walker moved to accept; seconded by Josephine Howard. Motion carried unanimously.

➤ **Board Membership/Appointments (Glades and Hendry Counties)**

Two (2) elected official seats and two (2) seat for the low-income poor will need to be filled to be in compliance with the CSBG requirements. The applications that have been received will go through the Advisory Council and Membership Committee process. The Bylaws will need to be amended to address requirements.

➤ **2015 Annual Planning Retreat**

The proposed dates (Nov. 20 – Nov. 22, 2015) at Doubletree in Orlando (same venue as last year)

V. **OTHER BUSINESS:** Deloris Johnson reporting:

- Board Virtual Tour Presentation will be forthcoming tomorrow for the Board of Directors review. It will be 18-20 minutes in length. A DVD will be provided for each Board member.
- ALPI Governance IT Support System (Draft) tomorrow. A survey will be completed by each Board member to give input for the IT Support System. Each Board member will receive an ID and PIN number.

VI. **BOARD AGENDA APPROVAL (June 27, 2015)**

Josephine Howard moved to approve the agenda items for 06/27/2015; seconded by Marjorie Gaskin. Motion carried unanimously.

VII. **ADJOURNMENT**

Josephine Howard moved to adjourn the meeting at 8:45 p.m.; seconded by Marjorie Gaskin. Motion carried unanimously


The Agricultural and Labor Program, Inc.
2015 Executive Committee
Attendance Roster

Name	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Katie Clarke				P		P						
Marjorie Gaskin				P		P						
Marva Hawkins				E		E						
William Holt				P		P						
Josephine Howard				P		P						
David Walker				P		P						
TOTAL PRESENT				5		5						

P = Present

E= Excused

A= Absent

 = No Meeting Held



**Executive Committee Meeting
Hampton Inn & Suites
Ft. Pierce, FL
June 26, 2015
8:00 p.m.**

- I. **CALL TO ORDER:** The meeting was called to order by Chairperson William Holt at 7:48 p.m.
- **MOMENT OF SILENCE:** Observed by all
 - **ROLL CALL: Members present:** Katie Clarke, Marjorie Gaskin , William Holt, Josephine Howard and David Walker.
- Excused:** Marva Hawkins
- Quorum:** Attendance meets quorum with five (5) voting members present.

Board's Legal Counsel present: Attorney Jonathan Thiele
Chief Executive Officer present: Deloris Johnson
Budget & Finance Interim Director present: Dennis Gniewek

- II. **PUBLIC COMMENTS:** None
- **Consent Agenda** (Tab 1)
Marjorie Gaskin moved to accept; seconded by Josephine Howard. Motion carried unanimously.
- III. **SECRETARY'S REPORT:** Josephine Howard reporting:
- Draft Minutes – April 24, 2015 (Tab 2)
 - Correspondence (Tab 5): Correspondence received from the following members requesting to be excused:
 - ✓ Annie Robinson
 - ✓ Glenda Jones
 - ✓ Ruby Willix

Josephine Howard moved to accept the Secretary's Report as presented; seconded by Katie Clarke. Motioned carried unanimously.

- IV. **TREASURER'S REPORT:** Dennis Gniewek reporting/(Tab 3):
Josephine Howard moved to accept the Treasurer's Report as presented; seconded by Marjorie Gaskin. Motioned carried unanimously.
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