



**BOARD OF DIRECTORS MEETING**  
**Doubletree Hilton/Downtown**  
**Orlando, FL**  
**November 22, 2015**  
**10:00 a.m.**

**Board of Directors**

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

**Legal Counsel:** Attorney Jonathan Thiele

**Chief Executive Officer:** Deloris Johnson

**Department Directors:**

Cheryl Burnham, LIHEAP/Community Services  
 PaHoua Lee-Yang, CSBG/Economic Services  
 Al Miller, C&E Deputy Director

Christine Samuel, Human Resources  
 Myrna Rodriguez, HS/EHS-POD/St. Lucie  
 Aletta Stroder, HS/EHS-POD/Polk County

Twila Smith, Operations & Quality Control  
 Elizabeth Young, HS/EHS Deputy Director  
 Dennis Gniewek, Finance

**AGENDA**

WHAT	HOW	WHO	TIME
<b>1. CALL TO ORDER</b> <b>MOMENT OF SILENCE</b> <b>MISSION STATEMENT</b> <b>ROLL CALL</b> • Acknowledgment of Other Retreat Participants	Present	Chairperson Secretary	5 min
<b>2. PUBLIC COMMENTS</b> (limit 2 minutes each)	Present/Approve	Chairperson	5 min
<b>3. CONSENT AGENDA</b> (See Tab 1)	Present/Approve	Chairperson	5 min
<b>4. SECRETARY'S REPORT</b> • Draft Minutes - September 26, 2015 (See Tab 1 ) • Correspondence (See Tab 5)	Present/Approve	Secretary	5 min
<b>5. TREASURER'S REPORT</b> (See Tab 3)	Present/Approve	Treasurer	10 min
<b>6. ACTION ITEMS</b> (See Tab 4) ▶ Committee Reports/Recommendations • Group I • Group II • Group III ▶ 2015-2016 Operating Budget Revisions ▶ Child Care Food Renewal Application (Ratify) ▶ 2015-2016 USAC/ERate Funding Commitment ▶ 2015 Independent Draft Audited Financial Statements ▶ 2015 Workers' Comp Renewal Agreement (Ratify) ▶ CSBG Revised CAP Plan ▶ 2015 CEO Annual Performance Evaluation	Present/Approve	Chairperson CEO	60 min
<b>7. OTHER BUSINESS</b>	Present	Chairperson CEO	25 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								P				
Annessa Chilous								P				
Katie Clarke	P		P		P			P				
Dorothy Curry	A		P		P			P				
Alexis Echeverria	E		A		A			A				
Patricia Gamble			P		P			P				
Marjorie Gaskin	P		P		P			E				
Marva Hawkins	E		E		E			P				
LaVita Holmes								P				
William Holt	P		P		P			P				
Josephine Howard	P		P		P			P				
Antonia Jackson	A		P		P			A				
Glenda Jones	P		P		E			P				
Chester McNorton	P		P		P			P				
Vernon McQueen	P		P		P			P				
Lester Roberts	P		E		P			P				
Annie Robinson	P		P		E			P				
Janet Taylor	E		P		P			P				
David Walker	E		P		P			P				
Ruby Willix	P		P		E			P				
Grace Miller Board Emeritus (non-voting)												
<b>TOTAL PRESENT</b>	10		14		12			17				

P = Present

E= Excused

A= Absent

 = No Meeting Held





**BOARD OF DIRECTORS MEETING  
CHAIN O' LAKES COMPLEX  
WINTER HAVEN, FL  
SEPTEMBER 26, 2015  
10:00 a.m.**

**I. CALL TO ORDER:** The meeting was called to order at 10:00 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:** Patricia Brown, Annessa Chilous, Katie Clarke, Dorothy Curry, Patricia Gamble, Marva Hawkins, LaVita Holmes, William Holt , Josephine Howard, Glenda Jones, Chester McNorton, Vernon McQueen, Lester Roberts, Annie Robinson, Janet Taylor, David Walker, and Ruby Willix

**Member Absent:** Alexis Echeverria & Antonia Jackson

**Member Excused:** Marjorie Gaskin

**Quorum:** Attendance meets quorum with seventeen (17) voting members present.

**Chief Executive Officer Present:** Deloris Johnson

**Board Attorney Present:** Jonathan Thiele

**Others Present:**

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

**NOTE:** Chairperson William Holt requested CEO to write a letter to Mr. Echeverria re: (3) consecutive unexcused absences as per bylaws.

Chairperson Holt welcomed the three (3) new board members: LaVita Holmes, Patricia Brown, and Annessa Chilous. They are representing the Southern Region (Glades & Hendry Counties).

Commissioner Janet Taylor introduced Kimberly Ross (member in training) another member of the Southern Region.

**II. PUBLIC COMMENTS:** None

**III. Consent Agenda –**

Lester Roberts moved to accept the consent agenda; seconded by Janet Taylor. Motion carried.

#### IV. SECRETARY'S REPORT:

- **Draft minutes** (June 27, 2015)
- **Correspondence:** (See Tab 5 and additional handouts on table)
  - Request from Marjorie Gaskin to be excused
  - Correspondence from Catholic Charities /Brenda Reddout, Regional Director

Josephine Howard moved to accept the Secretary's Report as presented; seconded by Lester Robert. Motion carried.

#### V. TREASURER'S REPORT: (See Tab 3) Dennis Gniewek, reporting:

- EHEAP: is showing a negative balance of (\$1,720.82). This is the result of timing. Additional May costs were incurred after the billing. Future revenues will offset this balance.
- DOE: Emergency Assistance is showing a negative balance of (\$502.04). This is a result of timing. Additional May costs were incurred after the billing. Future revenues will offset this balance.
- Florida Non-Profit Housing, Inc.: FNP is showing a negative balance of (\$1,529.19). This is a result of timing. Additional May costs were incurred after the billing. Future revenues will offset this balance.

Lester Roberts moved to accept the Treasurer's Report as presented; seconded by Josephine Howard. Motion carried.

#### ❖ **NOTE:** CEO, Deloris Johnson, reporting:

##### **Update Re: Technology**

The portal is now up and running to be used with electronic devices, you may use your password information to log in.

##### **Flyers Announcing Regional Advisory Council Meetings:**

Each Council holds an "Annual Meeting" and not annual corporate meetings. The agency only has one Annual Corporate Meeting and that's in January of each year (the 4<sup>th</sup> Saturday).

#### VI. ACTION ITEMS: (See Tab 4)

##### **Committee/Council Reports/Recommendations**

- **Program Planning Committee:** Katie Clarke, reporting: Katie Clarke moved to ratify the following items. Vernon McQueen seconded. Motion carried.
  - 2015-2016 Child Care Food Program Renewal
  - 2015-2016 DEO/NFJP Application Approval
  - 2015-2016 Senior Connection/EHEAP Amendment
  - 2015-2016 Florida's Natural Growers Application
  - 2015-2016 JP Morgan/Chase Settlement Application
- **Budget and Finance Committee:** Lester Roberts, reporting:  
Lester Roberts moved for the Board to ratify the following; Josephine Howard seconded. Motion carried.:
  - 2015 Independent Audit Timeline
  - 2015-2016 Agencywide Revised Budget (\$17,495,047)



- **Government Affairs:** Janet Taylor, reporting"

Janet Taylor moved to approve the following; Josephine Howard seconded. Motion carried:

- Updated 2015-2016 committee timelines which includes each region to participate with their local organization for political forums and report back to the Government Affairs Committee.
- Legislative Days are March 28-31 with representatives attending in Tallahassee.
- 2015 PIR's HS/EHS Performance Standard Policy Changes (Tab 2)
  - ✓ Part 1301 – Program Governance
    - 1301 (A)(B) and 1301 – 3(B)
    - 1301.4b
    - 1301.4(b)
    - 1301.5(b)
    - 1301.12(a)
  - ✓ Part 1302 Program Operation

- **Bylaws Committee:** Lester Roberts, reporting:

- Approve Tripartite Board Membership and Meeting Attendance
- Approve HS/EHS Policy Council election procedures/results
- Accept the Bylaws Amendments to Article IV – Section 5 and Article X – Section 6 as presented.
- Certify 2015 Regional Advisory Councils' Rosters

Katie Clarke moved to accept the Bylaws Committee Report; Janet Taylor seconded. Motion carried.

- **Special Events Committee:** Marva Hawkins, reporting:

Marva Hawkins made the following motions; Josephine Howard seconded. Motion carried.

- Move that the Board approve the four (4) Community Service Award Recipients nominated by the Regional Advisory Councils.
- Move that the Board approve the Doubletree by Hilton, Orlando at Sea World Hotel as the venue for the 2016 Annual Corporate Meeting and Luncheon.
- Move that the Board approve the theme **A Better Tomorrow is Today's Objective.**
- A "keynote speaker" has not been identified. Marva Hawkins moved to authorize the CEO to find a great speaker for The Annual Corporate Meeting, and Board members may also submit names if they wish; Janet Taylor seconded. Motion carried.

- **Membership Committee:** Annie Robinson, reporting:

Annie Robinson moved to approve the following; Patricia Gamble seconded. Motion carried.

- Corporate Membership Rosters for each Advisory Councils.
- 2015 Regional Advisory Council Membership Roster

- **Advisory/Policy Councils:**

Northern: See Board Packet

Southern: See Board Packet

Central: See Board Packet and October 3, 2015 Annual Meeting @ 10:00 a.m.

Eastern - \$300.00 towards Scholarship fund reported

- **Policy Council:** See board packet

## VII. OTHER BUSINESS

- **2015-2016 Board Appointment to HS/EHS Policy Council**

LaVita Holmes was appointed to serve on the HS/EHS Policy Council

- **Head Start Performance Standards Policy Changes (see Tab 5)**  
Approved with Government Affairs report
- **CSBG Field Guide (see Tab 5)/referenced**
- **ATEC: no report**

Josephine Howard moved to accept all other business agenda items; Glenda Jones seconded. Motion carried.

#### **VIII. UPCOMING MEETINGS/CONFERENCES (See Tab 5)**

#### **IX. OTHER:**

**Attorney Thiele** – Reminded staff to follow up on request from Catholic Charities. Ms. Johnson is waiting for a response back from Brenda Reddout before proceeding.

#### **X. ADJOURNMENT**

Dorothy Curry moved to adjourn at 11:50 a.m.; Josephine Howard 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.**

Retirement Committee

09/25/2015

Name of Committee

Date of Report

**Members Present**

David Walker

William Holt

Marva Hawkins

Katie Clarke

Deloris Johnson, CEO

Christine Samuel, HR

Christine Samuel, HR Director

Dennis Gniewek, Finance Director

**Members Absent**

Josephine Howard

Marjorie Gaskin

**Type of Report:**

       Reporting/Updating

XXX Recommending Board Action

XXX Recommending Policy Changes

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

**Employer 2016 Retirement Contributions Proposal:** There was a review of the Mutual of America presentation on June 26, 2015. Decisions were made that Mutual of America would manage ALPI's contributions to the pension plan. Why? Feds now requires more oversight of pension plans than in the past. Mutual of America will plan, setup and manage contributions. Laws and Associates will continue to manage employees contributions to the pension plan and will receive the agency's June 30, 2015 employee contributions (\$200,000) for deposit in employees accounts. Effective June 2016 MoA will manage ALPI's contributions and our employees will have the options to elect who will manage theirs. The process is to begin October 1, 2015.

**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?)**

N/A

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

To approve the CEO's and Plan Administration (MOA) to begin planning and implementation process effective Sept. 26, 2015 including but not limited to the following:

- Establish timelines to include termination notification of current providers
- Provide current plan documents to Mutual of America for review and feedback
- Establish employee orientation and enrollment date

Motion to recommend approval by Marva Hawkins; seconded by Katie Clarke. Motion passed. Meeting adjourned at 8:30p.m.





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

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

Program Planning

Name of Committee

September 25, 2015

Date of Report

### Members Present

Katie Clarke Aletta Stroder, Staff Liason

Dorothy Curry

Chester McNorton

Al Miller, Staff Liason

Myrna Rodriguez, Staff Liason

### Members Absent

Vernon McQueen

Antonia Jackson

### Type of Report

XXX Reporting/Updating

XXX 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 CSBG Field Guide
- Reviewed Proposed Funding Opportunities
  - 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 Revised Operation Budget
- Funding Opportunities
  - 2015-2016 CSBG Contract (No Action Required)
  - 2015-2016 CSBG Increased Spending Modification (No Action Required)
- Head Start Performance Standards Policy Changes
- Review 2015 PIR's - Head Start and Early Head Start
- Reviewed Quarterly Monitoring Reports
  - Florida DOE/FJEP Monitoring Report

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. Additionally, some reviews were for the purpose of ratifying or approving various funding agreements as identified in "Recommendation for Board Action".

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 Ratify the following Grant Applications/Contracts:

- 2015- Child Care Food Program Renewa
- 2015-2016 DOE/FNJP Application Approval
- 2015-2016 Senior Connection/EHEAP Amendment
- 2015-2016 Florida's Natural Growers Application
- 2015-2016 JP Morgan/Chase Settlement Application





## 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  
Council/Committee

September 26, 2015  
Date of Report

**Members Present**

Lester Roberts      David Walker  
Josephine Howard  
Vernon McQueen  
William Holt  
Deloris Johnson, CEO      Dennis Gniewek

**Members Absent**

Marjorie Gaskin, Chairperson  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Type of Report**

  X        Reporting / Updating  
  X        Recommending Board Action  
\_\_\_\_\_      Recommending Policy Changes

**Brief Statement of Committee's Issue / Area of Reporting**

- Approve Financial Report
- Approve Board Fundraiser Report

**Brief Background information and possible impact of issues: (I.e. Why is it an issue? Will funding, staff utilization, services, and/or facility changes be necessary?)**

Discussion for funding opportunities (see below)

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

David Walker moved to ratify and/or approve the following. Vernon McQueen seconded. Motion carried.

- 2015-2016 Child Care Food Application Renewal
- 2015-2016 DOE/NFJP Application Renewal
- 2015-2016 Senior Connection/EHEAP Amendment
- 2015-2016 Florida Natural Grower's Application
- JP Morgan/Chase Settlement Application (\$59,000)
- 2015-2016 Revised Operating Budget (\$17,495,047)
- 2015 Independent Audit Timelines



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

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

Government Affairs

Council/Committee

September 26, 2015

Date of Report

### Members Present

Josephine Howard, Chairperson

Glenda Jones Janet Taylor

Constance Griffin Patricia Gamble

Christine Samuel, Staff Liaison

Chester McNorton, new member

### Members Absent

Antonia Jackson

### Type of Report

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

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

- 2016 Legislative Policy Agenda
- Head Start Performance Standards Policy Changes

**Brief Background information and possible impact of issues: (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 form of a motion(s) to be acted upon by the full Board.) Attach brief summary of Request.**

- Updated the 2015-2016 Committee timeline which included:
  - Each Region to participate with their local organization for political forums and report to the committee
  - Legislation Days are March 28-31 with representatives attending in Tallahassee
  - Head Start Performance Standards Policy Changes:
    - ✓ Part 1301 – Program Governance
    - ✓ 1301(A)(B) and 1301.3 (B)
    - ✓ 1301.4(B)
    - ✓ 1301.5(B)
    - ✓ 1301.12(A)



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

#### **Part 1301 Program Governance**

Recommendation: ALPI agrees with NHSA that the text from the Act to be written out in the standard for accessibility and ease use.

1301(A)(B) and 1301.3(B)

Recommendation: ALPI agrees with NHSA and OHS provide additional clarification about this standard and what steps should be taken around sharing conflicts of interest or recusal from individual decisions in the vent that a conflict of interests exists.

1301.4(B)

Recommendation: ALPI agrees with NHSA that OHS maintain the Parent Committees requirements. As parent's committees may be challenging for some new Early Head Start-Child Care Partnerships to implement, NHSA urges OHS to offer guidance about alternate approaches for partnerships settings. OHS should also consider creating a process for program to propose alternate mechanism for engaging families and measuring outcomes to document increased engagement.

1301.5(B)

Recommendation: ALPI agrees with NHSA that the strength of the Policy Councils should not be undermined by impasse procedures that amount to capitulation to the will of governing Boards; instead, the Standards should call for impasse procedures that include formal mediation when the decisions of two bodies conflict.

1301.12(A)

Recommendation: ALPI agrees with NHSA that the Office of Head Start should clarify that an annual audit is still an allowable expense for program of all sizes.

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

#### Part 1302 Program Operation

##### 1302.11(A) Document page 7

Recommendation: ALPI agrees with NHSA that OHS should implement a standardized mediation process for grantees that are unable to reconcile overlapping service areas on their own. NHSA further recommends OHS add regulatory text to this provision that permits programs to use various factors, including where guardian's jobs are located, to define service area.

##### 1302.11(B)(2) Document page 8

Recommendation: ALPI agrees with NHSA that the regulatory text explicitly refer not only to full-day pre-kindergarten but to pre-kindergarten programs offering the range of comprehensive health, nutrition, and family support services provided by Head Start.

##### 1302.11(B)(3) Document page 8

Recommendation: ALPI agrees with NHSA to urge OHS to provide additional guidance about cost-allocation and other applicable processes for offering private pay slots.

##### 1302.12(B)(1) Document page 8

Recommendation: ALPI agrees with NHSA that this standard be amended to include an exception for children served by family child care partnerships to be eligible through 48 months of age. NHSA also recommends OHS change the regulatory language to read, "For Early Head Start except when the child is transitioning to Head Start, a child must be an infant or a toddler 3 years or older."

##### 1302.14(A)(3) Document top of page 9

Recommendation: ALPI agrees with NHSA that the standard should read that the program "should consider prioritizing child age to serve younger children."

##### 1302.15(B)(4) Document page 9

Recommendation: ALPI agrees with NHSA to encourage OHS to consider extended eligibility for foster care children who have been adopted by their caregivers, and we look to revisiting this issue during a future reauthorization.

##### 1302.15(C) Document page 9

No recommendation – Applauds this provision



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

1302.16(A)(1-2) Document page 9 bottom- top of page 10

Recommendation: NHSA and ALPI agrees that OHS, include regulatory text that allows programs to create their own systems for prompt follow-up with families with a history of attendance concerns when thresholds for tardiness or absence are met. These would include direct contact by program staff through mechanisms determined based on local resources and capacity.

1302.16(C)

Recommendation: ALPI agrees with NHSA that OHS remove "birth certificate" from this list to reflect that birth certificates are never required for Head Start enrollment. The standard should also include a phrase "except where more stringent time lines are required by licensing system." As some states such as Ohio, require certain documentation of health status within 30 days.

1302.17(A)(B)

Recommendation: ALPI agrees with NHSA to encourage OHS to acknowledge the additional demands this mandate creates for mental health staffing and infrastructure and for family interventions to support the child's behavioral health at home. For the many rural programs without alternative settings for children who truly cannot be successful in a center-based setting without jeopardizing child or staff safety, the home-based model may need to be a continued option. Programs and their partners will need guidance for situations where school system partners or state licensing regulations call for children who pose harm to themselves or others to be immediately suspended or expelled. There should also be clear references to engaging mental health professionals and other intervention services.



**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**

September 25, 2015

**Date of Report**

Members Present

Lester Roberts

Katie Clarke

Pa Houa Lee-Yang

Members Absent

Gena Spivey (family emergency)

**Type of Report**

XXX Reporting/Updating

XXX Recommending Board Action

  Recommending Policy Changes

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

Reviewed Tripartite Board Membership and Meeting Attendance

Reviewed HS/EHS Policy Council election procedures/results

Reviewed Bylaws Amendments (June 27, 2015)

Article IV - Section 5

Article X - Section 6

Reviewed 2015 Regional Advisory Councils' Roster (See Tab 5)

**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?)**

Reviews were conducted with regards to Board Membership and Attendance; HS/EHS Policy Council Election Procedure/Results; Bylaws Amendments June 2015; and Regional Advisory Council Roster

**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 actions:

Approve Tripartite Board Membership and Meeting Attendance

Approve HS/EHS Policy Council election procedures/results

Accept the Bylaws Amendments to Article IV - Section 5 and Article X - Section 6 as presented

Certify 2015 Regional Advisory Council's Roster





## 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 Meeting  
Council/Committee

September 25, 2015  
Date of Report

### Members Present

Marva Hawkins, Chairperson  
Annie Robinson  
Dorothy Curry  
Patricia Gamble  
Tanya Montgomery, Staff Liaison

### Members Absent

Alexis Echeverria  
Chester McNorton  
Glenda Jones  
Ruby Willix

### Type of Report

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

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

- Identify 2015 Community Service Awards Recipients.  
The Central Region Advisory Council nominee is **The Second Street Tree Club**. The Eastern Region Advisory Council nominated **Pastor Walter Barron**. The Northern Region Advisory Council nominated **Dr. Velma Hayes Williams**. The Southern Region Advisory Council nominated **Robert C. Saffold**.
- Identify Date & Venue for 2016 Annual Corporate Meeting and Luncheon  
Reviewed options and recommends that the 2016 Annual Corporate Meeting and Luncheon be held at Doubletree by Hilton Orlando at Sea World Hotel in Orlando, Florida, January 21-23, 2016. The group rate is \$129 per room per night. Concessions are:
  1. Complimentary meeting space with Food & Beverage Minimum
  2. Complimentary guestroom basic internet in Sleeping Rooms
  3. Resort Fees waived
  4. Discounted Self Parking at \$7 plus tax per day
  5. Identify Theme for 2016 Annual Corporate Meeting and Luncheon
- Recommends that **A Better Tomorrow is Today's Objective** be the theme.

### Brief Background information and possible impact of issues: (I.e. Why is it an issue? Will funding, staff utilization, services, and/or facility changes be necessary?)

- See attached biographies of each nominee
- Availability of hotels to accommodate the group was based on the date of event and space four hotels were researched; the Doubletree by Hilton Orlando at Sea World Hotel is recommended. The other hotels were: Renaissance Orlando at SeaWorld: They did not have the dates available. Rosen Plaza: They did not have the dates to accommodate ALPI. Orlando World Center Marriott: They did not have the dates to accommodate ALPI.

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

- Move that the Board approve the three Community Service Award Recipients nominated by the Regional Advisory Councils.
- Move that the Board approve the Doubletree by Hilton Orlando at Sea World Hotel as the venue for the 2016 Annual Corporate Meeting and Luncheon.
- Move that the Board approve the theme **A Better Tomorrow is Today's Objective**.



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

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

MEMBERSHIP

Name of Committee

9/26/2015

Date of Report

Members Present

Members Absent

Patricia Gamble

Terry Wellington

Annie Robinson

Glenda Jones

Cheryl Burnham, Staff Liaison

### Type of Report

☒ Reporting/Updating

☒ Recommending Board Action

☐ Recommending Policy Changes

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

- Review Corporate Membership Rosters for Advisory Councils' Annual Elections.
- Review 2015 Regional Advisory Councils Membership Rosters.

**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?)**

N/A

**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 approve Corporate Membership Rosters for Advisory Councils' Annual Elections.
- Move that the Board approve the '2015' Regional Advisory Councils Membership Rosters.





**EXECUTIVE COMMITTEE MEETING**  
**Doubletree Hilton/Downtown**  
**Orlando, FL**  
**November 20, 2015**  
**6:00 p.m.**

**Executive Committee**

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

**Legal Counsel:** Attorney Jonathan Thiele

**Chief Executive Officer:** Deloris Johnson

**Budget & Finance Director:** Dennis Gniewek

**AGENDA**

WHAT	HOW	WHO	TIME
1. CALL TO ORDER A MOMENT OF SILENCE MISSION STATEMENT 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	5 min
4. SECRETARY'S REPORT • Draft Minutes - September 25, 2015 (See Tab 2 ) • Correspondence (See Tab 5)	Present/Approve	Secretary	5 min
5. TREASURER'S REPORT (See Tab 3)	Present/Approve	Treasurer	5 min
6. ACTION ITEMS (See Tab 4) • Draft Planning Retreat Agenda • 2015-2016 Operating Budget Revisions • Child Care Food Renewal Application (Ratify) • 2015-2016 USAC/E-Rate Funding Commitment (Ratify) • 2015 Retirement Audit Engagement Agreement (Ratify) • 2015 Workers' Comp Renewal Agreement (Ratify)	Present/Approve	Chairperson CEO	10 min
7. OTHER BUSINESS	Present	TBA	20 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			P			
Marjorie Gaskin				P		P			E			
Marva Hawkins				E		E			P			
William Holt				P		P			P			
Josephine Howard				P		P			E			
David Walker				P		P			P			
<b>TOTAL PRESENT</b>				5		5			4			

P = Present

E= Excused

A= Absent

 = No Meeting Held



**Executive Committee Meeting  
Corporate Office  
Lake Alfred, FL  
September 25, 2015  
8:30 p.m.**

- I. **CALL TO ORDER:** The meeting was called to order by Chairperson William Holt at 8:30 p.m.
- **MISSION STATEMENT:** Read in unison
  - **ROLL CALL:** **Members present:** Katie Clarke, Marva Hawkins, William Holt, David Walker  
**Members Excused:** Josephine Howard & Marjorie Gaskin  
**Quorum:** Attendance meets quorum with four (4) voting members present.  
**Board's Legal Counsel present:** Attorney Jonathan Thiele  
**Chief Executive Officer present:** Deloris Johnson  
**Budget & Finance Director present:** Dennis Gniewek
  - **MOMENT OF SILENCE**
- II. **PUBLIC COMMENTS:** None
- III. **CONSENT AGENDA**  
David Walker moved to accept; seconded by Marva Hawkins. Motion carried unanimously.
- IV. **SECRETARY'S REPORT** – David Walker reporting:  
➤ Draft Minutes (June 25, 2015)  
Katie Clarke moved to accept the Secretary's Report as presented; seconded by Marva Hawkins.  
Motioned carried unanimously.
- V. **TREASURER'S REPORT:** Dennis Gniewek reporting:  
Marva Hawkins moved to accept the Treasurer's Report as presented; seconded by Katie Clarke.  
Motioned carried unanimously.
- VI. **ACTION ITEMS** – Deloris Johnson reporting:  
Marva Hawkins motioned to ratify the following; David Walker seconded. Motion carried unanimously.  
➤ **2015-2016 Child Care Food Program Renewal**  
➤ **2015-2016 DOE/NFJP Application Approval**  
➤ **2015-2016 Senior Connection/EHEAP Amendment**  
➤ **2015-2016 Florida's Natural Grower Application**  
➤ **2015-2016 JP Morgan/Chase Settlement Application**  
• **Note:** The various committees will speak on other recommendations.
- VIII. **OTHER BUSINESS** – William Holt, Chairperson reporting:  
➤ 2015-2016 Board appointment to the HS/EHS Policy Council will be addressed at tomorrow's Board Meeting.  
➤ Grievance by former employee has been responded to by the Chairperson William Holt  
➤ Referenced the Head Start Performance Standards in packet; please review  
➤ Referenced the CSBG Field Guide in packet; please review
- IX. **ADJOURNMENT**  
Marva Hawkins moved to adjourn the meeting at 9:15 p.m.; seconded by Katie Clarke. Motion carried unanimously.