



2023 Annual Corporate Meeting and Luncheon

Theme: Legacy of Leadership ... with Purpose and Positive Results

BUSINESS MEETING

AGENDA

Saturday, January 28, 2023

11:00 a.m. - 12:00 p.m.

- | | | |
|-------|--|---|
| I. | Call to Order | William Holt, Board Chairperson |
| II. | Words of Inspiration | Rashondra Croskey, Board Member |
| III. | Acknowledgements
Regional Advisory/Policy Council | Arlene Dobison, CEO |
| IV. | Adoption of Minutes | Josephine Howard, Board Assistant Secretary |
| V. | Annual Financial Report | Marjorie Gaskin, Board Treasurer |
| VI. | 2022 Annual Report | William Holt, Board Chairperson |
| VII. | New Business:
Introduction of 2022 Board of Directors | Arlene Dobison, CEO |
| VIII. | Adjournment | William Holt, Board Chairperson |

Acknowledgements Regional Committees/Policy Council

Eastern Region Advisory Committee Membership Roster 2021-2022

1. William Holt, Chairperson	6. Angela Jules	11. Tiffany Wilder
2. Constance Griffin, Vice Chairperson	7. Betty Bradwell	12. Victoria Frazier
3. Gena Spivey, Treasurer	8. Mercadez Estime-Connelly	13. Bobbie Byrd
4. Marjorie Gaskin, Secretary	9. Debra Williams	14. Beverly Richardson
5. Frances Cooper	10. Sonya Allen-Baylor	15. Clarence Brown

Central Region Advisory Committee Membership Roster 2021-2022

1. Johnnie McNair, Chairperson	7. Vermell Brown	13. Dorothy Spencer
2. Patricia Salary, Vice Chairperson	8. Earnestine Davis	14. Jennie Calhoun
3. Margaree B. Simon, Treasurer	9. Clora Dubose	15. Beulah Jones
4. Annie Larkins, Secretary	10. Jacqueline Rentz	16. Mary Shepherd
5. Josephine Howard	11. Marian Owens	17. Linda Baily
6. Dartha Shular	12. Ruby Willix	18. Doris Parker

Northern Region Advisory Committee Membership Roster 2021-2022

1. Donald Tillman, Chairperson	6. Nereida Jackson	11. Charles Daymon
2. Chester McNorton, Vice Chairperson	7. Shelia Dixon	12. Annette Brown
3. Evelyn Seabrook, Treasurer	8. Maureen Lewis	
4. Constance Anderson, Secretary	9. David Rucker	
5. Charles Harris	10. Joseph Washington	

Southern Region Advisory Committee Membership Roster 2021-2022

1. Kimberly Ross, Chairperson	6. Dr. Marie W. Daniels	11. Emma Malcolm
2. Yvette Wingate, Vice Chairperson	7. Ruth Gay	12. Tracy Maloy
3. Noemi Cruz, Treasurer	8. Annette Jones	13. Tyree Mathews
4. Annie Robinson, Secretary	9. Dr. N'Kosi Jones	14. Dr. Bobbi Smith
5. Katie Clarke	10. Berniece Lopez	

Policy Council Membership Roster 2021-2022

1. Yolanda Robinson, Chairperson	6. Jonathan Negron	11. Joanne Saintelus
2. Curlinda Sams, Vice Chairperson	7. Fabienne Cemervil	12. Yasmine L. Hamilton
3. Kierra Guy Hill, Secretary	8. Ciera May	13. Kayla Walker
4. Marjorie Gaskin, Board Rep	9. Brandii Walker	14. Adevion Mathis
5. Valerie Bienaime	10. Nicole Jones	15. Alternates (10)

Adoption of 2022 Corporate Business Meeting Minutes



Corporate Membership Meeting Minutes
 B Resort and Spa | 1905 Hotel Plaza Boulevard | Orlando, FL
 Zoom | <https://us02.web.zoom.us/j/86965571761>
 January 22, 2022 | 11:00 A.M.

The meeting was called to order, by Chairman Holt at 11:00 A.M. A moment of silence was observed by all. The Mission Statement was recited by Yolanda Robinson: "The mission of The ALPI is to collaborate with community partners and deliver human service programs that empower the economically disadvantaged and others to be self-sufficient."

Words of Inspiration

Words of Inspiration was given by Board Vice Chairperson, Stacy Campbell-Domineck

Acknowledgments

Central, Southern, Northern, Eastern Regional Members, and Policy Council members were recognized for the 2020-2021 Program Year, by Arlene Dobison, CEO.

Adoption of Minutes

Yolanda Robinson moved to accept/approve the corporate business meeting minutes of January 23, 2021. Seconded by Josephine Howard. The floor was opened for discussion. There was no discussion. The motion carried unanimously.

Annual Financial Report

Marjorie Gaskin moved to accept/approve the audited Financial Status of 2020-2021. Seconded by N’Kosi Jones. The floor was opened for discussion. There was no discussion. The motion carried Unanimously.

The Agricultural and Labor Program, Incorporated

Statements of Financial Position
June 30, 2021 and 2020

	2021	2020
Assets		
Current assets:		
Cash	\$ 997,819	\$ 2,082,313
Accounts receivable	1,978,572	1,963,304
Prepaid expenses	95,293	417,280
Total current assets	3,071,684	4,462,937
Property and equipment, net	1,258,529	1,185,755
Refundable deposits	10,448	10,448
Total assets	\$ 4,340,661	\$ 5,659,140
Liabilities and Net Assets		
Current liabilities:		
Accounts payable	\$ 822,533	\$ 1,703,803
Accrued expenses	768,171	577,424
Current portion of note payable	16,913	32,569
Refundable advances	12,900	982,752
Total current liabilities	1,620,517	3,296,548
Note payable, net of current portion	-	16,913
Total liabilities	1,620,517	3,313,561
Commitments and contingencies (Notes 7 and 10)		
Net assets without donor restrictions	2,720,144	2,345,579
Total liabilities and net assets	\$ 4,340,661	\$ 5,659,140

The Agricultural and Labor Program, Incorporated

Statements of Activities
Years Ended June 30, 2021 and 2020

	2021	2020
Support and revenue:		
U.S. Department of Health and Human Services	\$ 9,630,946	\$ 8,043,511
Early Learning Coalitions:		
Voluntary Prekindergarten Education Program (VPK)	440,016	600,691
Childcare	201,177	178,532
State of Florida, Departments of:		
Economic Opportunity	9,490,501	4,890,492
Education and Health	556,195	622,758
In-kind contributions	711,143	837,602
Other support and revenue	1,046,627	526,919
Total support and revenue	22,076,606	16,009,506
Expenses:		
Program services:		
Head Start	9,479,297	8,068,364
Energy	8,150,899	3,788,913
Social services	2,633,231	1,400,324
Child development	406,170	1,005,426
Food	489,795	525,265
Total program services	20,958,392	14,790,292
Supporting services:		
Management and general	1,143,648	1,091,857
Total expenses	21,702,040	15,882,149
Change in net assets	374,566	127,356
Net assets:		
Beginning	2,346,679	2,219,223
Ending	\$ 2,720,144	\$ 2,346,579

The Agricultural and Labor Program, Incorporated

Schedule of Findings and Questioned Costs
Year Ended June 30, 2021

Section I. Summary of Auditor's Results

Financial Statements

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with U.S. GAAP:

Unmodified

Internal control over financial reporting:

Material weakness(es) identified?

Yes No

Significant deficiency(ies) identified?

Yes None Reported

Noncompliance material to financial statements noted?

Yes No

Federal Awards

Internal control over major programs:

Material weakness(es) identified?

Yes No

Significant deficiency(ies) identified?

Yes None Reported

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

Unmodified

Any audit findings disclosed that are required to be reported in accordance with Section 2 CFR 200.516(a)?

Yes No

Identification of major programs:

Assistance Listing Number(s)

93.558
21.019

Name of Federal Program or Cluster

Low Income Home Energy Assistance
Coronavirus Relief Fund

Dollar threshold used to distinguish between Type A and type B programs:

\$750,000

Auditee qualified as low-risk auditee?

X Yes No

Section II. Financial Statement Findings

No matters to report.

Section III. Findings and Questioned Costs for Federal Awards

No matters to report.

Section IV. Other Reporting

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

2021 Annual Report

Tonmiel Rodriguez, Esq. moved to accept/approve the 2021 Annual report. Seconded by Marjorie Gaskin. The floor was opened for discussion. There was no discussion. The motion carried unanimously.

- On January 23, 2021 the Board of Directors conducted its 53rd Annual Corporate Business Meeting, virtually, due to the pandemic. The meeting agenda included the installation of the 2021 Board of Directors. The Board and officers' positions were filled, 100%, in accordance with the organization's by-laws.

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

- Selection of the Robert Bryant Jr. recipient award;

- Board Governance/Committee Action Items presented/approved included:
 - 2020-2021, \$28,895, 544 Operating Budget;
 - Approved 2021 Audit Report, which noted no findings and a "low risk" auditee designation;
 - Cost of Living salary increase and one-time incentive pay for all eligible employees;
 - E-Rate Application renewal for 2020-2021
 - Approved Renewal of 100% existing grant funding applications for 2020-2021;
 - Approved New CRSSA and ARP funding applications for 2020-2021;
 - Approved Timely and positive response to the Office of Head Start, Region IV of community complaints.
 - Approved Timely and positive response to OSHA of employee complaints.
 - Approve Re-Organization/Re-alignment;
 - Certified Head Start/Early Head Start 2021-2021 criteria for recruitment, selection and enrollment priorities; Certified community target areas to be served by ALPI Head Start/Early Head Start in 2020-2021;
 - Established 2021 Board Tasks and Timelines;
 - Certified Head Start/Early Head Start Policy Council Election Procedures/Results;
 - Conducted ongoing Compliance review of all program Performance Reports; Developed 2021 Annual Meeting Agenda and Participation procedures;
 - Developed the organization's 2021 Special Events calendar;
 - Coordinated the organization's 2021 awards selection criteria;
 - Planned and Coordinated the organization's 2021 Family Fun Day Picnic, however postponed due to COVI-19;
 - Maintained On-line applications for client services and Head Start/Early Head Start enrollment, due to Pandemic
 - Approved Virtual Early Learning Platform, and virtual support via ALPI's Website.

New Business

Arlene Dobison, CEO introduced the 2022 Board of Directors

Public Sector

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

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

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

Yolanda Robinson moved to adjourn the meeting at 11:42 A.M. Seconded by Chester McNorton. Motion carried.

Submitted by

Yolanda Robinson
ALPI Board Secretary

January 23, 2022
Date

Audited Financial Statement Report

DRAFT
01/23/23

The Agricultural and Labor Program, Incorporated

Statements of Financial Position June 30, 2022 and 2021

	2022	2021
Assets		
Current assets:		
Cash	\$ 1,353,863	\$ 997,819
Accounts receivable	2,585,525	1,978,572
Prepaid expenses	127,337	95,293
Total current assets	4,066,725	3,071,684
Property and equipment, net	1,228,609	1,258,529
Refundable deposits	10,448	10,448
Total assets	\$ 5,305,782	\$ 4,340,661
Liabilities and Net Assets		
Current liabilities:		
Accounts payable	\$ 1,454,672	\$ 822,533
Accrued expenses	482,853	768,171
Current portion of note payable	-	16,913
Refundable advances	148,119	12,900
Total current liabilities	2,085,644	1,620,517
Commitments and contingencies (Notes 7 and 10)		
Net assets without donor restrictions	3,220,138	2,720,144
Total liabilities and net assets	\$ 5,305,782	\$ 4,340,661

See notes to financial statements.

DRAFT
01/23/23

The Agricultural and Labor Program, Incorporated

Statements of Activities
Years Ended June 30, 2022 and 2021

	2022	2021
Support and revenue:		
U.S. Department of Health and Human Services	\$ 10,395,760	\$ 9,630,946
Early Learning Coalitions:		
Voluntary Prekindergarten Education Program (VPK)	344,878	440,016
Childcare	309,420	201,177
State of Florida, Departments of:		
Economic Opportunity	10,880,884	9,490,501
Education and Health	662,794	556,195
Polk County	3,000,000	-
In-kind contributions	644,228	711,143
Other support and revenue	444,042	1,046,627
Total support and revenue	26,682,006	22,076,605
Expenses:		
Program services:		
Head Start	9,995,344	9,479,297
Energy	12,829,911	8,150,899
Social services	985,450	2,033,231
Child development	591,292	406,170
Food	687,526	488,795
Total program services	25,089,523	20,558,392
Supporting services:		
Management and general	1,092,489	1,143,648
Total expenses	26,182,012	21,702,040
Change in net assets	499,994	374,565
Net assets:		
Beginning	2,720,144	2,345,579
Ending	\$ 3,220,138	\$ 2,720,144

See notes to financial statements.

The Agricultural and Labor Program, Incorporated

Schedule of Findings and Questioned Costs
Year Ended June 30, 2022

Section I. Summary of Auditor's Results

Financial Statements

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with U.S. GAAP:

Unmodified

Internal control over financial reporting:

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

Noncompliance material to financial statements noted?	<u> </u> Yes	<u> </u> X	<u> </u> No
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Federal Awards

Internal control over major programs:

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

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

Unmodified

Any audit findings disclosed that are required to be reported in accordance with Section 2 CFR 200.516(a)?

<u> </u> Yes	<u> </u> X	<u> </u> No
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Identification of major programs:

Assistance Listing Number(s)

21.023
93.568
93.569

Name of Federal Program or Cluster

COVID-19: Emergency Rental Assistance Program
Low Income Home Energy Assistance
Community Services Block Grant

Dollar threshold used to distinguish between Type A and type B programs:

\$757,011

Auditee qualified as low-risk auditee?	<u> </u> X	<u> </u> Yes	<u> </u> No
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Section II. Financial Statement Findings

No matters to report.

Section III. Findings and Questioned Costs for Federal Awards

No matters to report.

2021-2022 Annual Report Highlights

- On January 22, 2022, the Board of Directors conducted its 54th Annual Corporate Business Meeting, at the B Resort and Spa, Buena Vista, Florida. The meeting agenda included the installation of the 2022 Board of Directors. The Board Officer positions were filled, 100% in accordance with ALPI by-laws.
- Board Training and Professional Development Opportunities included:
 - Transition from virtual to in-person Board Meetings
 - Strategic Planning sessions, held, concluded with positive results
 - Board Retreat
 - Shared Governance Orientation
 - Regulatory Conferences
 - National Community Action Foundation (NCAF)
 - Region IV Head Start Conference
 - National Community Action Partnership (NCAP)
 - Community Action Program Legal Services Inc. (CAPLAW)
- Reveal of the William Holt Corporate Trailblazer Award. 1st Recipient William Holt
- Board Governance/Committee Action Items presented/approved included:
 - Approved 2022 Audit Report, which noted no findings and a “low risk” auditee designation;
 - Approved ALPI’s Operating Budget of \$
 - Approved the renewal of 100% of existing grant applications for 2021-2022;
 - Approved by-law revisions;
 - Approved ALPI’s Policies and Procedures Manual Revisions;
 - Approved Procurement and Business Travel Policy Revisions;
 - Established 2022 Board and Tasks Timelines;
 - Certified Head Start/Early Head Start 2021-2022 Criteria for recruitment, selection and enrollment priorities; Certified community target areas to be served by ALPI Head Start/Early Head Start in 2021-2022;
 - Approved new ERAP grant for 2021-2022 program year;
 - E-Rate Application renewal for 2021-2022;
 - Approved Cost of living increase and two one-time incentives for eligible employees;
 - Conducted ongoing Compliance review of all program performance reports;
 - Developed 2022 Annual Meeting Agenda and Participation procedures;
 - Maintained On-line applications for client services and Head Start/Early Head Start enrollment, due to Pandemic;
 - Planned and Coordinated the organization’s 2022 Family Fun Day Picnic

Introduction of 2022 Board of Directors

Public Elected Sector

Josephine Howard	Dr. Donna Mills, Councilwoman	Marjorie Gaskin
Berniece Taylor, Councilwoman	Emily Hunter	Rashondra Croskey

Private Sector

Melvin Philpot	Chester McNorton	Stacy Campbell-Domineck
Tonmiel Rodriguez	Gena Spivey	

Low-Income Sector

William Holt	Tracy Maloy	Annette Jones
David Rucker	Ruby Willix	Dr. N'Kosi Jones, Mayor
Yolanda Robinson	Annie Robinson	