



ADVISORY COUNCIL REVISIONS COMMITTEE MEETING
VIA ZOOM
APRIL 18, 2023 | 4:30 P.M.
AGENDA

Committee Members: Chester McNorton (Chair), Ruby Willix, and Constance Griffin

WHAT	PAGE(S)	HOW	WHO
1. CALL TO ORDER MOMENT OF SILENCE MISSION STATEMENT ROLL CALL		Present	Chairperson
2. REPORTS & RECOMMENDATIONS REPORTS: <ul style="list-style-type: none"> ➤ Annual Regional Council's Orientation and Timelines (per region) ➤ Effective Advisory Council Meetings (i.e. Robert Rules of Order, etc.) ➤ Regional Advisory Council Agenda items and Community Needs RECOMMENDATIONS: <ul style="list-style-type: none"> ➤ Annual Regional Council's Orientation and Timelines (per region) ➤ Effective Advisory Council Meetings (i.e. Robert Rules of Order, etc.) ➤ Regional Advisory Council Agenda items and Community Needs 	 Training Training Agenda Sample & CNA Training Training Agenda Sample & CNA	Present/Approve	Chairperson
3. ADJOURNMENT		Present	Chairperson

ALPI Mission Statement

The mission of The ALPI is to collaborate with community partners and deliver human services programs that empower the economically disadvantaged and others to be self-sufficient.

Community Action Promise

Community Action changes people's 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. 2023 Advisory Council Revision Committee Attendance Y-T-D Summary

Name	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
1. Constance Griffin										
2. Chester McNorton										
3. Ruby Willix										
Board Support: Arlene Dobison										
Staff Liaison: Pa Houa Lee Yang										
BOD Chairperson, William Holt										
Total Present										

P = Present | **E = Excused** | **A = Absent** | **= No Meeting Held**

The Agricultural and Labor Program, Inc.



2023 Board of Directors
Standing Committees

The Agricultural and Labor Program, Inc.

2023 Board Standing Committees

Note: All meeting schedules vary. However, all Committees must meet no later than 6:30 P.M. to 7:30 P.M., the eve of the next Scheduled Board Meeting.

By-Laws/Membership	Budget and Finance
Linnes Finney, Chairperson	Marjorie Gaskin, Chairperson
N’Kosi Jones, Vice Chairperson	Annette Jones, Vice Chairperson
Ruby Willix	Josephine Howard
Yolanda Robinson	Stacy Campbell-Domineck
Yolanda Garrett, Staff Liaison	Dennis Gniewek, Staff Liaison
<i>Standard Meeting Day & Time: See Note Above</i>	<i>Standard Meeting Day & Time: See Note Above</i>
Program Planning	Board Activities (Ad Hoc)
Gena Spivey, Chairperson	The Committee named annually in the Month of June
Dr. Donna Mills, Vice Chairperson	
Ra Shondra Croskey	Alisa Thornton, Staff Liaison
Melvin Philpot	<i>Standard Meeting Day & Time: See Note Above</i>
Tracy Maloy	
Al Miller, Staff Liaison	
Myrna Rodriguez, Staff Liaison	
<i>Standard Meeting Day & Time: See Note Above</i>	
Government Affairs	
Josephine Howard, Chairperson	
Emma Byrd	
David Rucker	
Berniece Taylor	
Cheryl Burnham, Staff Liaison	
<i>Standard Meeting Day & Time: See Note Above</i>	
Executive Committee	
William Holt, Chairperson	
Stacy Campbell-Domineck, Vice Chairperson	
Yolanda Robinson, Secretary	
Josephine Howard, Assistant Secretary	
Marjorie Gaskin, Treasurer	
N’Kosi Jones	
<i>Standard Meeting Day & Time: See Note Above</i>	
Retirement Committee: Consists of the Executive Committee – Yolanda Garrett, Staff Liaison	

Ad Hoc Committees

Succession Planning Committee	Advisory Council Revisions Committee
Josephine Howard, Chairperson	Chester McNorton, Chairperson
N’Kosi Jones	Constance Griffin
Marjorie Gaskin	Ruby Willix
Yolanda Garrett, Staff Liaison	Pa Houa Lee-Yang, Staff Liaison
<i>Standard Meeting Day & Time: As Needed. See Note Above</i>	<i>Standard Meeting Day & Time: Quarterly: See Note Above</i>



BOARD OF DIRECTORS 2023 TASKS AND TIMELINES



TASK(S)	ACTION ITEM	TRAINING	BOARD ACTIVITIES	Committee(s)/ Person Assigned
FEBRUARY				
Shared Governance Orientation		X		CEO, Bd Chair
Establish Board Meeting Schedule	X			CEO, Bd Chair
Establish Board Committee Assignments	X			CEO, Bd Chair
Establish Board/Policy Council Tasks & Timelines	X			CEO, Bd Chair
Review Head Start Policy Council Meeting Schedule	X			CEO, Bd Chair
Review and Approve Board Meeting Action Items	X			Full Board
Confirm elections and review Advisory Council Meeting Schedules	X			CEO, Bd Chair
Review Fundraising State Certification	X			CEO, Bd Chair
Identify Potential Speakers for Annual Corporate Luncheon			X	CEO
MARCH				
Review Head Start Self-Assessment Report	X			CEO, Bd Chair, PP
Review Financial Reports	X			CEO, Bd Chair, B/F
Review Y-T-D Grant Reports • Performance • Reimbursement	X			CEO, Bd Chair, PP
Approve proposed grant applications	X			CEO, Bd Chair, PP
Annual Regional Councils' Orientation and Timelines (per region)		X		CEO, Bd Chair, ACR
Effective Advisory Council Meetings (i.e. Robert Rules of Order, etc.)		X		CEO, Bd Chair, ACR
Regional Advisory Council Agenda Items and Community Needs	X			CEO, Bd Chair, ACR
Representation for Upcoming Conferences/Meetings/Events	X	X	X	TBA
April				
Board Meeting/ALPI Site Visit • Frostproof Child Development Center and Lakeview Park	X			CEO, Bd Chair
Discuss 2023 Preliminary Operating Budget	X			CEO, Bd Chair, B/F
Establish Annual Picnic Plan/Budget	X			CEO, Bd Chair, BA
Review Board Recognition/Appreciation Awards Plan * Identify CEO Annual Award for 2024	X			CEO, Bd Chair, BA
Review Head Start/EHS 2023-2024 Program Goals and Objectives	X			CEO, PP
Review community target areas to be served by ALPI Head Start/EHS in 2023-2024	X			CEO, PP
Review ALPI Head Start/EHS 2023-2024 Community Resource Plan	X			CEO, PP
Review programs' quarterly monitoring reports	X			CEO, PP
Review Advisory Council Membership Recruitment Plan	X			CEO, BL/MS
Review Head Start/EHS Policy Council Membership Recruitment and Organization Plan	X			CEO, BL/MS



BOARD OF DIRECTORS 2023 TASKS AND TIMELINES



TASK(S)	ACTION ITEM	TRAINING	BOARD ACTIVITIES	Committee(s)/ Person Assigned
APRIL CONTINUED				
Review Head Start/EHS 2022-2023 Self-Assessment Results and QIP	X			CEO, PP
Review ALPI Head Start/EHS 2023-2024 criteria for recruitment, selection and enrollment priorities	X			CEO, PP
Review Agency 2023-2024 Legislative Agenda/Plan	X			CEO, GA
Keynote Speaker Criteria <ul style="list-style-type: none"> • Finalize Keynote Speaker for 56th Annual Corporate Luncheon • Send out Contract for Keynote Speaker 	X		X	CEO, Bd Chair, BA
Review Financial Reports	X			CEO, Bd Chair, B/F
Review Y-T-D Grant Reports <ul style="list-style-type: none"> • Performance • Reimbursement • In-kind Match 	X			CEO, Bd Chair, PP
Review Board Fundraising Report	X			CEO, Bd Chair, B/F
Approve proposed grant applications	X			CEO, Bd Chair, PP
Representation for Upcoming Conferences/Meetings/Events	X	X	X	TBA
MAY				
Finalize Annual Picnic Plan/Budget <ul style="list-style-type: none"> • Send out RFP for Food Vendors 	X			CEO, Bd Chair, BA
Board Site Visit <ul style="list-style-type: none"> • St. Lucie County 			X	CEO, Board of Directors
Review Financial Reports	X			CEO, Bd Chair, B/F
Review Y-T-D Grants Reports <ul style="list-style-type: none"> • Performance • Reimbursement • In-Kind Match 	X			CEO, Bd Chair, PP
Approve proposed grant applications	X			CEO, Bd Chair, PP
Representation for Upcoming Conferences/Meetings/Events	X	X	X	TBA
JUNE				
Board Meeting	X			CEO, Bd Chair
Approve Employee Health Insurance Proposal <ul style="list-style-type: none"> • Benefit Enrollment Start Date Change 	X			CEO, Bd Chair, EC
Conduct Annual Picnic Activities	X		X	CEO, Bd Chair, BA
Review Annual Board Management Retreat Plans	X			CEO, Bd Chair



BOARD OF DIRECTORS 2023 TASKS AND TIMELINES



TASK(S)	ACTION ITEM	TRAINING	BOARD ACTIVITIES	Committee(s)/ Person Assigned
Review and Finalize Annual Meeting Program Procedures <ul style="list-style-type: none"> • Annual Business Meeting and Corporate Luncheon Theme • Review Community Services Award Criteria • Review Annual Meeting Draft, E-Mail List • Annual Meeting Program Agenda Content and Program Participants 	X		X	CEO, Bd Chair, BA
Succession Plan Short and Long Term	X			CEO, Bd Chair, SP
Identify nominee(s) for Volunteer Services Awards (ALPI, William Holt Corporate Trailblazer Award., FACA, FHSA, SEACAA, Region IV HS, NHSA)	X			CEO, Board Activities Committee
Review Financial Reports	X			CEO, Bd Chair, B/F
Review Y-T-D Grant Reports <ul style="list-style-type: none"> • Performance • Reimbursement • In-Kind Match 	X			CEO, Bd Chair, PP
Review Board Fundraising Report	X			CEO, Bd Chair, B/F
Review CEO Performance Evaluation Procedures & Instrument for 2023	X			CEO, Bd Chair
Approve proposed grant applications	X			CEO, Bd Chair, PP
Regional Advisory Council Agenda Items and Community Needs	X			CEO, Bd Chair, ACR
Five Year Strategic Plan 2020-2024 Review	X			CEO, BD, PP
Representation for Upcoming Conferences/Meetings/Events	X	X	X	TBA
JULY				
Review Agency Retirement Plan	X			CEO, Bd Chair, EC
Review Financial Reports	X			CEO, Bd Chair, B/F
2024 Annual Meeting Order of Trinkets (Board and Staff)	X			CEO, IT and BA Liaison
Review Y-T-D Grant Reports <ul style="list-style-type: none"> • Performance • Reimbursement • In-kind Match 	X			CEO, Bd Chair, PP
Approve proposed grant applications	X			CEO, Bd Chair, PP
Representation for Upcoming Conferences/Meetings/Events	X	X	X	TBA
AUGUST				
Review Tripartite Board Membership & Meeting Attendance	X			CEO, Bd Chair, BL/MS
Review Financial Reports	X			CEO, Bd Chair, B/F
Review Y-T-D Grant Reports <ul style="list-style-type: none"> • Performance • Reimbursement • In-kind Match 	X			CEO, Bd Chair, PP



BOARD OF DIRECTORS 2023 TASKS AND TIMELINES



TASK(S)	ACTION ITEM	TRAINING	BOARD ACTIVITIES	Committee(s)/ Person Assigned
AUGUST				
Approve proposed grant applications	X			CEO, Bd Chair, PP
Representation for Upcoming Conferences/Meetings/Events	X	X	X	TBA
SEPTEMBER				
Board Meeting	X			CEO, Bd Chair
Review Risk Management Assessment Checklist	X			CEO, PP
Identify Board Nominees for 2024 Recognition/Appreciation Awards	X			CEO, Bd Chair, BA
Annual Meeting Notices <ul style="list-style-type: none"> • Corporate Sponsorship Solicitation • Greetings and Proclamation Solicitation • Finalize Contract Negotiations (Speakers, Venue) 	X		X	CEO, Bd Chair, BA
Review Board Membership Recruitment Plan	X			CEO, Bd Chair, BL/MS
Review programs' quarterly monitoring reports	X			CEO, PP
Review Head Start/EHS Policy Council Election procedures/results	X			CEO, Bd Chair, BL/MS
Elect Board Member to serve on the 2023-2024 Policy Council (identify future members)	X			CEO, EC
Approve Head Start/EHS Policy Council 2023 –2024 Community Representatives	X			CEO, EC
Certify Corporate Membership Roster for Advisory Council Annual Election	X			CEO, Bd Chair, BL/MS
Review Financial Reports	X			CEO, Bd Chair, B/F
Review Board Fundraising Report	X			CEO, Bd Chair, B/F
Review Y-T-D Grant Reports <ul style="list-style-type: none"> • Performance • Reimbursement • In-kind Match 	X			CEO, Bd Chair, PP
Approve proposed grant applications	X			CEO, Bd Chair, PP
Representation for Upcoming Conferences/Meetings/Events	X	X	X	TBA
OCTOBER				
Review Community Assessment Report	X			CEO, Bd Chair, PP
2024 Annual Business Meeting and Corporate Luncheon <ul style="list-style-type: none"> • Go Live Website • E-mail Event Invitations 	X		X	CEO, Board Chair, BA
Review Financial Reports	X			CEO, Bd Chair, B/F



BOARD OF DIRECTORS 2023 TASKS AND TIMELINES



TASK(S)	ACTION ITEM	TRAINING	BOARD ACTIVITIES	Committee(s)/ Person Assigned
OCTOBER				
Review Y-T-D Grant Reports • Performance • Reimbursement • In-Kind Match	X			CEO, Bd Chair, PP
Approve proposed grant applications	X			CEO, Bd Chair, PP
Representation for Upcoming Conferences/Meetings/Events	X	X	X	TBA
William Holt Corporate Trailblazer Award, mailing to Board Members for review, nomination selection and return to CEO, Sealed Envelope.			X	CEO, Bd Chair
NOVEMBER				
Board Meeting	X			CEO, Bd Chair
Annual Board Management Retreat	X	X		CEO, Bd Chair,
Review/Approve Annual Audit	X			CEO, Bd Chair, B/F
Review Annual Form 990 Preliminary Report	X			CEO, Bd Chair, B/F
2024 56 th Annual Business Meeting and Corporate Luncheon Program Finalize Awards of Recipients on Program	X		X	CEO, Bd Chair
Confirm Regional Advisory Councils Election Report	X			CEO, Bd Chair, BL/MS
Confirm Head Start Policy Council Election Report	X			CEO, Bd Chair, BL/MS
Review Strategic Plan	X			CEO, Bd Chair, PP
Certify Advisory Council Annual Election Procedures/Results	X			CEO, BL, MS
Review ALPI Head Start/EHS 2024 Self-Assessment Procedures	X			CEO, PP
Review Community Assessment Update Procedures	X			CEO, PP
Review Financial Reports	X			CEO, Bd Chair, B/F
Review Y-T-D Grant Reports • Performance • Reimbursement • In-Kind Match	X			CEO, Bd Chair, PP
Review Board Fundraising Report	X			CEO, Bd Chair, B/F
Approve proposed grant applications	X			CEO, Bd Chair, PP
DECEMBER				
Letters of Greetings, Congratulations, Proclamations Follow-Up	X		X	CEO, Bd Chair, BA
Review programs' quarterly monitoring reports	X			CEO, PP
Review 2024 Draft Corporate Annual Report	X			CEO, Bd Chair, BA



BOARD OF DIRECTORS 2023 TASKS AND TIMELINES



TASK(S)	ACTION ITEM	TRAINING	BOARD ACTIVITIES	Committee(s)/ Person Assigned
December				
Review Y-T-D Grant Reports • Performance • Reimbursement • In-Kind Match	X			CEO, Bd Chair, PP
Review Board Fundraising Report	X			CEO, Bd Chair, B/F
Approve proposed grant applications	X			CEO, Bd Chair, PP
Regional Advisory Councils' Annual Meeting Report Format and Review of Committee Needs	X			CEO, Bd Chair, ACR
JANUARY 2024				
Closeout Board Meeting	X			CEO, Bd Chair
Annual Corporate Membership Meeting	X			CEO, Bd Chair
Annual Corporate Luncheon	X		X	CEO, Bd Chair
Installation of Board Members	X			CEO
Recognition of Outgoing Board Members	X			CEO
Recognition of Board Leadership	X			CEO
Recognition of Board Volunteer Services	X			CEO
Recognition of Corporate/Community Services • Highlight recipients on website	X			CEO
Review Financial Reports	X			CEO, Bd Chair, B/F
Review Y-T-D Grant Reports • Performance • Reimbursement • In-Kind Match	X			CEO, Bd Chair, PP
Review Board Fundraising Report	X			CEO, Bd Chair, B/F
Approve proposed grant applications	X			CEO, Bd Chair, PP



**THE AGRICULTURAL AND LABOR PROGRAM, INC.
BOARD/ADVISORY COMMITTEE REPORT**

INSTRUCTIONS: Complete and submit to the Board/Advisory Secretary after reporting to the board.

Advisory Revisions Committee
Board Committee/ Advisory Committee

April 19, 2022
Date of report

Members Present	Committee Support	Members Absent
1. Chester McNorton, Chair	Arlene Dobison, CEO	
2. Constance Griffin		
3. William Holt	Staff Liaison	
	Pa Houa Lee Yang	

Type of Report

- Reporting / Updating
 Recommending Board Action
 Recommending Policy Changes

Brief Statement of committee's issues / Area of Reporting

I. CALL TO ORDER: The meeting was called to order at 3:17 P.M. by Chairperson Chester McNorton followed by a moment of silence and reading of ALPI's Mission Statement by staff liaison, Pa Houa Lee-Yang.

II. ROLE CALL: Members in attendance were: Chester McNorton, Constance Griffin, William Holt (Board Chair) and Arlene Dobison (CEO).

Quorum was met.

REPORT:

- **Reviewed:** Regional Advisory Committee and Policy Council Handbook Proposed Revision
 - Reviewed Regional Advisory **Council** title change to Regional Advisory **Committee**
 - Reviewed Regional Advisory Committee & Policy Council Handbook revisions
 - Reviewed the functionality of the committees and roles;
 - Making sure there is a catalyst between the community and agency
 - Making sure the committees are assisting in helping the community fill gaps that are not being offered, and move them out of poverty
 - Making sure that the committees can provide resources in the community
 - A major change is making sure the committees are clear as to their roles.

- Understand that committees have no authority in their roles; the Board of Directors are responsible to make and approve the changes.
- Making sure that all committee meeting agendas are uniform and relevant.
- Making sure committees do not have less than 9 members and no more than 13 members
- Making sure that committees have Annual Meetings in October of each year for nomination and election.
- Making sure that committees' annual meeting **does not** have a speaker; committees will have a program, scholarship award, reports of what the committee has done for the year and fundraising opportunities; however, committees have to share with their liaison and the CEO; assure any actions are approved by the Board of Directors.

Review, report and recommendation move by Chester McNorton. Second by Constance Griffin.

Advisory Revisions Committee adjourn at 3:41 P.M. move by Constance Griffin. Second by Chester McNorton.

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?)

None during this reporting time.

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.

RECOMMENDATION:

- Move the Board of Directors to approve the title change from Regional Advisory **Council** to Regional Advisory **Committee**
- Move the Board of Directors to approve the Regional Advisory Committee & Policy Council Handbook as presented with the revisions.
- Move the Board of Directors to approve the Regional Advisory Committee membership to have no less than 9 members and no more than 13 members
- Move the Board of Directors to approve the committee meeting agendas to be in uniform and relevant
- Move the Board of Directors to approve the committee annual meeting to be held in October of each year for nomination, election, scholarship and fundraising proposals.



The Agricultural and Labor Program, Inc. 2022 Advisory Council Revision Committee Attendance Y-T-D Summary

Name	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
1. Constance Griffin		P								
2. Chester McNorton		P								
Board Support: Arlene Dobison		P								
Staff Liaison: Pa Houa Lee Yang		P								
BOD Chairperson, William Holt		P								
Total Present		5								

P = Present | **E = Excused** | **A = Absent** | = No Meeting Held

**ALPI HEAD START/EARLY HEAD START
POLICY COUNCIL
2022-2023 MAJOR TASKS AND TIMELINES**

October 19-20, 2022	<ul style="list-style-type: none"> ▪ Policy Council Orientation/Training <ul style="list-style-type: none"> ○ PowerPoint Presentation ○ Roles and Responsibilities ○ Election of Officers ○ Overview of Policy Council Monthly Meeting Package ○ First Policy Council Meeting
November 16, 2022	<ul style="list-style-type: none"> ▪ Policy Council Monthly Meeting <ul style="list-style-type: none"> ○ Conflict of Interest ○ Code of Business Conduct ○ Approval: Agency Personnel Policies: Standards of Conduct ○ Approval: Agency Fiscal Management Policies and Procedures ○ Approval: Impasse Procedures
November 18-20, 2022	<ul style="list-style-type: none"> ▪ Policy Council participates in the Board of Directors Retreat to review, and discuss items to include but not limited to: <ul style="list-style-type: none"> ○ Review of Program's Long and Short Goals and Objectives ○ Target Service Areas ○ Program Monitoring Reports ○ Program Annual Self-Assessment Report & Corrective Action Plan ○ Staff Qualification and Development Report ○ School Readiness/Child Outcomes Reports ○ Program Funding
December 14, 2022	<ul style="list-style-type: none"> ▪ Policy Council Meeting <ul style="list-style-type: none"> ○ Program Operational Policies and Procedures
January 18, 2023	<ul style="list-style-type: none"> ▪ Policy Council Monthly Meeting
January 28, 2023	<ul style="list-style-type: none"> ▪ Policy Council participates in the Agency Corporate Meeting/Luncheon
February 15, 2023	<ul style="list-style-type: none"> ▪ Policy Council Monthly Meeting <ul style="list-style-type: none"> ○ Approval: Approval: Selection Criteria Scale
February 25, 2023	<ul style="list-style-type: none"> ▪ Policy Council participates in the Annual Board of Directors Orientation
March 15, 2023	<ul style="list-style-type: none"> ▪ Policy Council Monthly Meeting
April 19, 2023	<ul style="list-style-type: none"> ▪ Policy Council Monthly Meeting
May 17, 2023	<ul style="list-style-type: none"> ▪ Policy Council Monthly Meeting
May 15- 18, 2023	<ul style="list-style-type: none"> ▪ Policy Council participates in the Annual Program Self-Assessment process
June 21, 2023	<ul style="list-style-type: none"> ▪ Policy Council Monthly Meeting
June 24, 2023	<ul style="list-style-type: none"> ▪ Policy Council participates in the Annual Agency Picnic
July 2023	<ul style="list-style-type: none"> ▪ No meeting
<p>NOTE: Monthly Policy Council Approval include, but are not limited to: program progress reports, program financial reports, parent committee reports, human resources action, grant applications and/or amendments, etc.</p>	



**NORTHERN REGIONAL ADVISORY COUNCIL
PROPOSED TASKS & TIMELINES
2023-2024**

TASK(S)	ACTION ITEM	TRAINING	SPECIAL EVENT	Committee(s)/ Person Assigned
FEBRUARY				
Attend Shared Governance Orientation		X		CEO, BD Chair
MARCH				
NRAC Meeting Finalize Council Meeting Schedule Confirm Council Committee Assignments Review Council Tasks & Timelines Review draft plans for scholarships	X			Full Council
Select Representative to attend FACA Training Conference		X		Full Council
MAY				
NRAC Meeting Review Advisory Council Membership Recruitment Plan Identify Advisory 2023-2024 Legislative Agenda/Plan	X			
JUNE				
Participate in Annual Agency Family Picnic Activities			X	Full Council
AUGUST				
NRAC Meeting Finalize Annual Meeting Plans to Include: Program Booklet Program Participants Location /Caterer Invitation Mail-out Review Council's Membership & Meeting Attendance Certify Council's Corporate Membership Select Individual/Org. for 2023 Comm. Service Award	X			Full Council
OCTOBER				
NRAC Annual Meeting Recognition of Council Volunteer Services Recognition of Outgoing Council Members Installation of 2023-2024 Council Members & Officers	X			Full Council
JANUARY				
2024 Annual Corporate Meeting and Luncheon			X	Full Council

**2023 SOUTHERN REGION ADVISORY COUNCIL
PROPOSED TASKS AND TIMELINES**

TASKS:	MONTH	COMMITTEE/MEMBER ASSIGNED
Attend Shared Governance Orientation	FEBRUARY	CEO/Board Chair
Distribute '2023' (draft) Calendars		FULL COUNCIL
Distribute '2023' (draft) Tasks and Timelines		
	MARCH	FULL COUNCIL
Confirm '2023' Meeting Calendar		FULL COUNCIL
Review '2023' Tasks & Timeslines		
Review Corporate Applications		
Discuss Seigler, Sims & Wade Scholarship		
Select Rep to attend FACA Conference (TBA)		
	MAY	FULL COUNCIL
Finalize Scholarship Donation		
	JUNE	FULL COUNCIL
Participate in ALPI's Annual Family Day Picnic		Hosted by the Central Region
	AUGUST	FULL COUNCIL
'2023' Annual Meeting Plans		
Identify Individual/Org for Community Service		
Identify Seigler, Sims & Wade Scholarship Recipient		
	OCTOBER	FULL COUNCIL
2023 Annual Membership Meeting		
	JANUARY	FULL COUNCIL
'2024' Annual Corporate BOD Luncheon		

**2023 EASTERN REGION ADVISORY COMMITTEE
PROPOSED TASKS AND TIMELINES**

TASKS	ACTION ITEM	TRAINING	COMMITTEE/MEMBER ASSIGNED
FEBRUARY 2023			
Shared Governance Orientation		X 2/25/2023	FULL COMMITTEE
Select FACA Representative	X		
Select FHSA Representative	X		
MARCH 2023			
Committee Meeting	X	3/20/2023	FULL COMMITTEE
Discussion of the 2023 Timelines	X		Chairperson-Full Committee
Discuss Scholarships Start Up	X		Marjorie Gaskin
Scholarship Packets	X		Chairperson/Staff Liaison
Scholarship Update, Ads, and Letter	X		
Approval of Fund-Raising Activities	X		
Select Member to Pick up Proclamation	X		
Chairperson of Annual Meeting	X		
Benevolence Fund	X		
Recognize Jan-March Birthdays	X		B. Richardson, Mercadez Connelly, Gena Spivey, Betty Bradwell, Angela Jules
APRIL 2023 (NO COMMITTEE MEETING)			
Secure Proclamation for Community Action Month	X		
Submit Fundraising Activities to BOD for approval	X		Board Member

**2023 EASTERN REGION ADVISORY COMMITTEE
PROPOSED TASKS AND TIMELINES**

MAY 2023			
Committee Meeting	X	5/16/2023	FULL COMMITTEE
Community Action Month	X		
Fundraising Activities	X		
Scholarship Update, Ads and Letters	X		
Action Plan for Energy Fair	X		
Select Community Award Recipient	X		
Appoint Annual Mtg. Chairperson	X		
Recognize Birthdays April-July			Constance Griffin, Marjorie Gaskin, Francis Cooper
JUNE 2023 (NO COMMITTEE MEETING)			
ALPI Annual Agency Picnic			
JULY 2023 (NO COMMITTEE MEETING)			
Energy Fair			
Voting Initiative Day & Organize Political Forums			
AUGUST 2023			
Committee Meeting	X	8/21/2023	FULL COMMITTEE
Deadline for Final Selection of Scholarship Applications	X		Scholarship Committee
Fundraising Update	X		Fundraising Committee
Annual Meeting Program Development	X		
Recognize Birthdays August-December			William Holt, Debra Williams, Tiffany Wilder, Bobby Byrd, Victoria Frazier

**2023 EASTERN REGION ADVISORY COMMITTEE
PROPOSED TASKS AND TIMELINES**

SEPTEMBER 2023			
Selection of Fundraising Activities Completed			
Final Deadline of Scholarship Ads-			
Annual Meeting Booklets			
Energy Fair- Martin County			
OCTOBER 2023			
Annual Meeting	X	10/21/2023	FULL COMMITTEE
Installation of 2023-2024 Committee Members	X		Program Committee



**CENTRAL REGIONAL ADVISORY COUNCIL
PROPOSED TASKS & TIMELINES
2023**

TASK(S)	ACTION ITEM	TRAINING	SPECIAL EVENT	Committee(s)/ Person Assigned
FEBRUARY				
Attend Shared Governance Orientation		X		CEO, BD Chair
MARCH				
CRAC Meeting Finalize Council Meeting Schedule Confirm Council Committee Assignments Review Council Tasks & Timelines Review draft plans for scholarships	X			Full Council
Select Representative to attend FACA Training Conference		X		Full Council
MAY				
CRAC Meeting Review Advisory Council Membership Recruitment Plan Identify Advisory 2023-2024 Legislative Agenda/Plan	X			
JUNE				
Participate in Annual Agency Family Picnic Activities			X	Full Council
AUGUST				
CRAC Meeting Finalize Annual Meeting Plans to Include: Program Booklet Program Participants Location /Caterer Invitation Mail-out Review Council's Membership & Meeting Attendance Certify Council's Corporate Membership Select Individual/Org. for 2023 Comm. Service Award	X			Full Council
OCTOBER				
CRAC Annual Meeting Recognition of Council Volunteer Services Recognition of Outgoing Council Members Installation of 2023-2024 Council Members & Officers	X			Full Council
JANUARY				
2024 Annual Corporate Meeting and Luncheon			X	Full Council

Regional Advisory Committee's And Policy Council Handbook

Helping People. Changing Lives.



**The Agricultural and
Labor Program, Inc.**

**community
Action**[®]
PARTNERSHIP
America's Poverty Fighting Network

Table of Contents

Purpose of Handbook	3
Functions of Councils	3
Governance Roles and Responsibilities	4
Agency-wide Governance & Management Functions At-A-Glance.....	4
Organizing to Do Your Work	6
Use and Functions of Committees	6
Conducting Meetings	7
Rules of Order	7
Planning for Work and Action	8
Sequential Stages of Systematic Planning	8
Problem-Solving	10
Problem-Solving Steps	10
The Problem-Solving Process	11
Gathering Resources and Support	12
Appendix A..... Meetings	16
Appendix B..... Council Election Procedures	19
Appendix C.....	20
Attachments.....	22



THE AGRICULTURAL AND LABOR PROGRAM, INC.

Councils Handbook

Purpose of Handbook

This handbook has been prepared as a guide for Regional Advisory Committee members and the Policy Council to assist them in carrying out their functions as advisors to the Agricultural and Labor Program, Inc. (herein referred to as ALPI). It contains information on: (1) the purpose and functions of the Advisory Committee's and Policy Council, (2) the importance of their work as volunteers, (3) guides on how to organize themselves to carry out their work, (4) suggested ways to identify and solve problems, (5) techniques for planning their work, and (6) strategies for gaining support for the organization.

A section has been included on how to conduct meetings and the use of committees to perform tasks for the Councils, and the value of completion of assigned tasks by committees. Careful thought has been given to clarifying advisory functions, and the distinctions between those bodies that are advisory and those bodies that have decision-making responsibilities.

ALPI, like many organizations of its type, gains benefit from advisory groups that are representatives of the people.

Functions of Advisory Committee's and Policy Council

Advisory Committee's and the Policy Council to the organization serve important functions, and although their purposes may vary according to the mission of the organization, they are vital to the success of the organization. Advisory Committees and Policy Councils: (1) are good will ambassadors, (2) are knowledgeable about the mission of the organization, (3) support the organization, (4) are vital communication links to the communities that the organization serve, and (5) seek at all times to follow the rules designed by the organization. ALPI is a comprehensive social services organization. Its mission is to help improve the general quality of the lives of those individuals in the counties in the State of Florida in which it has programs. ALPI does not generate money on its own to operate the programs which serve the targeted population. It must seek financial resources from public (government), private (corporations), and charitable sources (United Way/Foundation.) Its services, programs and operations all depend on gifts and grants from public and private organizations. There are never enough financial resources for ALPI to meet the needs of all the targeted population. However, ALPI does seek constantly to acquire more resources to serve more people.

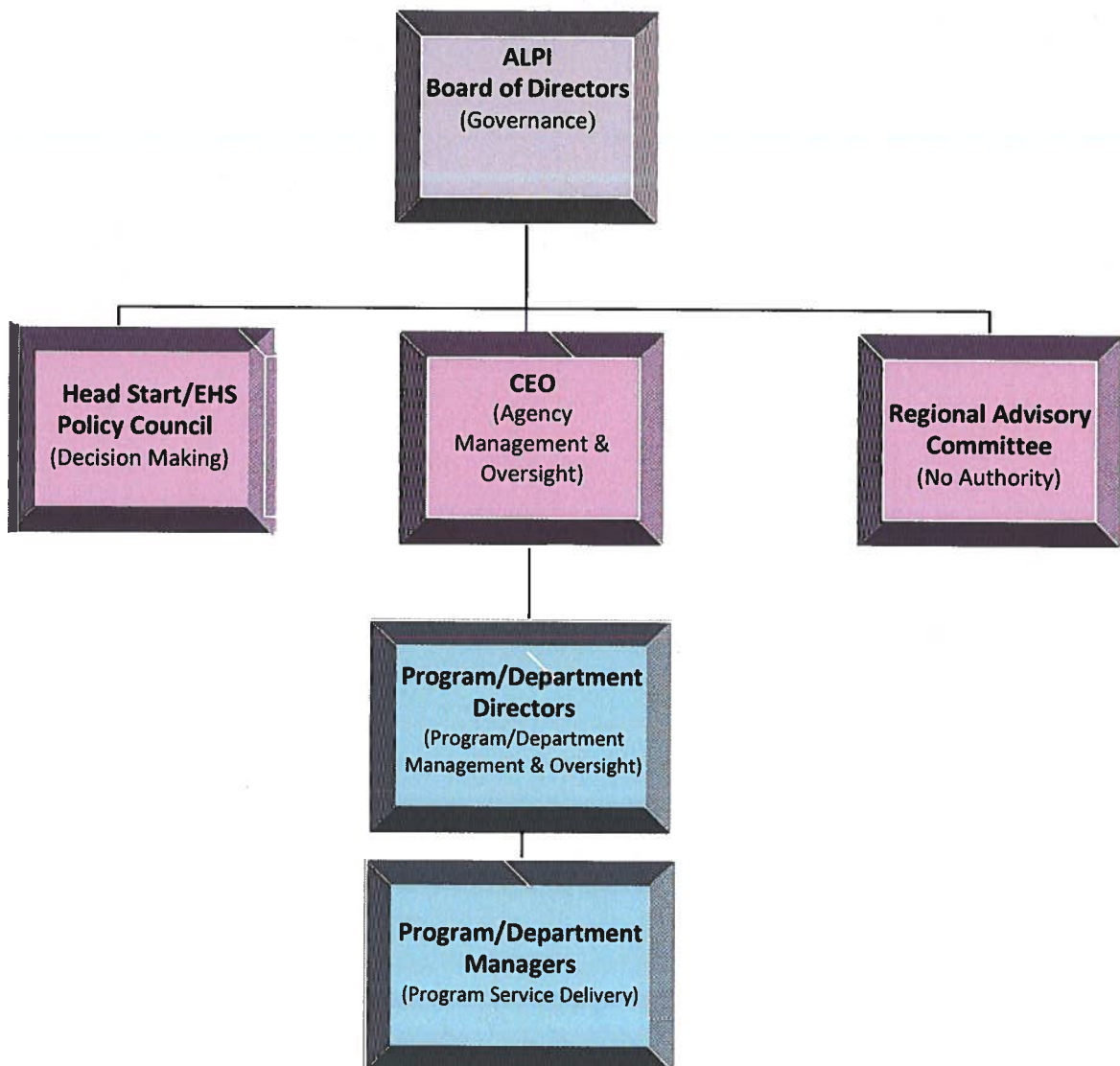
Unlike the Policy Council who are decision makers, the advisory committee do not make decisions for the organization. They advise decision-makers who may use the advice given them in making decisions for the organization. The Advisory Committee share their views, give suggestions and advice to the Board representative, of their Region. The Advisory Committee's and Policy Council members from time to time participate in surveys, needs assessments and assessments of effectiveness and performance of the organization. Information obtained through surveys, advice on selected issues and other forms of information gatherings are used by Board members in making policies for the organization and by the staff of ALPI in designing and operating programs.



Governance . . . Roles and Responsibilities

The Agricultural and Labor Program, Inc. (ALPI) is a non-profit Organization that is governed by a 21 (voting) member Board of Directors. The ALPI Board membership consists of representatives from the Regional Advisory Committee, the Head Start Policy Council and the community at large. The ALPI is governed in accordance with its established By-laws which include the function and purpose of the Councils.

AGENCYWIDE GOVERNANCE & MANAGEMENT FUNCTIONS AT A GLANCE



Regional Advisory Committee's and Policy Council Handbook

Further, while considering the flow of information (as well as roles and responsibilities), it is critical to note that all reports made to the Board of Directors from Regional Advisory Committees should specifically include what is taking place in the area being served by each individual Advisory Committee. To facilitate the flow of information, all reports that are presented to the Board will also be made available to the Advisory Committee through the designated Board Representative established by the Advisory Committee.

Although questions and/or comments are welcomed, it is important to understand that the Advisory Committee (except the Policy Council) main focus and function should be that of *recommendation to the Board by way of board representative and liaison of activities and elections of a representative, of the low-income sector, to be seated on the CSBG Tripartite Board of Directors, and certifying the democratic process was utilized.* This is an extremely important function as it provides input directly from the areas being served by ALPI, and ensuring compliance with its Tripartite Board requirements. Thus, making the Advisory Committee the eyes and ears of the Board. However, the decision-making function itself is reserved solely for the Board.

If the above purposes and functions of the ALPI Regional Advisory Committee and Policy Council are understood and followed, the collective energy of said committee and councils, board of directors, and staff can make a significant contribution to the achievement of the mission of ALPI.

Ready? Set? Go!



Organizing to Do Your Work

Most organizations divide their work among its members in order to systematically perform tasks and place responsibility. Each Advisory Committee can be more effective if it sets up committees in addition to its officers. Such committees may be the following: Fund-Raising Committee, Special Events Committee, Non-Partisan Political Committee, Nominating Committee.

Use and Functions of Regional Advisory Committees and Policy Council

A committee is a body of one or more persons appointed by the Committee/Policy Council Chairperson, to review, or take action on certain matters or subjects. Committees that are organized and effective in their work can save valuable time. Below are some reporting procedures committees should follow:

- Keep the report as brief and to the point as possible without negatively affecting the quality of the information.
- The report should be distributed to appropriate Committee/Policy Council members prior to scheduled meeting.
- Indicate if the report is for information purposes or if some action is required by the full Advisory Committee/ Policy Council. If action is required, the committee should make a recommendation, on the action the Advisory Committee/Policy Council should take. All activity recommendations, for action, must receive Board Approval.

If the Advisory Committee/ Policy Council decides to adopt the committee's report, the Council may vote to accept the report as its own.

As chairperson you are responsible for ensuring that the advisory committee/Policy Council functions properly. You should call meetings, set the agenda by way of designated staff, and record decisions and recommendations.

- Limit your activities/work to that which has been specified by the Advisory Committee/ Policy Council.



In ordinary organizations there are two types of committees:

- (1) **Standing Committees:** Standing committees remain in existence permanently or for the life of the group that established them. Standing committees are authorized specifically under the organization's by-laws.
- (2) **Special Committees (Select or Ad hoc):** These committees are appointed as the need arises to carry out a specific task at the completion of which it automatically ceases to exist. A special committee should not be appointed to perform a task that falls within the assigned function of an existing standing committee.

Conducting Meetings

Business meetings are typically the most widely recognized form of assembly used by organizations. Meetings allow members to come together in an organized fashion to discuss and decide upon organizational issues. In order for meetings to be carried out in an orderly manner, it is important for members to observe established rules. Rules establish how members of an organization are to conduct themselves in a meeting setting. A discussion of basic rules of order which should be observed when conducting a formal meeting follows.

Rules of Order

Call to Order – When the time of the meeting has arrived, the presiding officer opens it by calling the meeting to order and staying exclusively to the agenda.

Regional Advisory Committee Order of Business – Follow the Agenda:

- I. Call to Order
- II. Moment of Silence
- III. Mission Statement
- IV. Roll Call:
 - a. Secretary's Report
- V. Other Correspondence
 - a. Treasurer's Report
 - b. Benevolence Fund
- VI. Scholarships Update
- VII. Council Discussion
 - a. Community Activities
- VIII. Board of Directors Update
- IX. Unfinished Business
- X. Adjournment



Roberts Rules of Order: Obtaining and Assigning the Floor – Before an individual can make a motion, he/she must be recognized by the chair. This indicates that the recognized person has the exclusive right to be heard at the time. To claim the floor, raise your hand and address the chair. If at any time the chair makes a mistake and assigns the floor to the wrong person, such an error is corrected by raising a point of order.

Making a Motion – There are three (3) steps by which a motion is normally brought before the assembly:

1. A member *makes* the motion.
2. Another member *seconds* the motion.
3. The chair *states the question on the motion*.

Only the chair can place a motion before the assembly. When the chair has stated the question, the motion is *pending*. It is then open to debate. If the assembly decides to do what the motion proposes, it *adopts* the motion or the motion is *carried*. If the assembly expressly decides against doing what the motion proposes, the motion is *lost or rejected*.

Planning for Work and Action for Policy Council

All kinds of organizations engage in planning to reach objectives and goals and to carry out their missions. ALPI Policy Council engage in planning activities in at least two ways. The Policy Council are called upon from time to time to participate in the planning activities of ALPI, such as the five-year plans and adjustments to those plans.

It has been long established that systematic planning is a fundamental first step to use resources wisely and to accomplish goals. The outline presented below includes basic steps and activities that are essential to orderly planning:

Sequential Stages of Systematic Planning

- I. Examine and understand the mission of ALPI
 - A. Familiarize yourself with the ALPI five-year plan
 - B. Develop an understanding of how the Policy Councils are related to ALPI and the five- year plan
 - C. Brainstorm (talk, discuss, speculate) on how the Policy Council and its members can assist ALPI in carrying out the goals of the five-year plan
 - D. Agree on what the Policy Council will do and what each member will do in supporting the achievement of the goals of the five-year plan.



- II. Establish a set of objectives/goals to be achieved and prioritize these goals/objectives.
 - A. Decide on the objectives/goals and determine if they fit with the mission of ALPI.
 - B. Collect information about the goals/objectives.
 - C. List the goals/objectives in priority order.
 - D. Write the objectives/goals clearly.
 - E. List steps to be taken and determine needs, i.e. step 1, step 2, step 3, etc.
 - F. Raise questions and list tentative answers, e.g. What needs to be done? What people should be contacted? What materials and funds are needed?
 - G. Record progress and revise action steps as necessary.

- III. Assess the area in which your Advisory Committee is located.
 - A. Gather information on the population in your area. (Key individuals and groups are important to the success of all your activities.)
 - B. Determine which individuals and organizations are important to your particular objective/goal.
 - C. Interact with important individuals and organizations within the ALPI target population and those outside of ALPI.

Problem Solving

As individuals we all experience gaps and as a result we all at some point engage in problem solving. As Committee members, the gaps in a community may arise and should be reported to the CEO. The problem encountered of a needy family and the possibility of services rest with ALPI's CEO. By simply following the steps provided below, problems which you encounter can be broken into manageable pieces and resolved.



Problem Solving Steps

Step 1: Identifying and Selecting a Problem

A problem should be identified and well defined. The definition should be expressed in terms of how it affects the operation of an organization or interferes with the activities of a group.

Step 2: Analyzing the Problem

The facts about the problems and the causes of the problem should be determined.

Step 3: Generating Possible Solutions

Evaluate the alternative solutions by considering the pros and cons of each and the consequences that may occur from the solution selected.

Step 4: Select and Plan a Solution

Continue the process of weighing the pros and cons of options considered in Step 3. Explain why the solution chose was selected and begin planning actions and solutions to the problem.

Step 5: Implement the Solution

Consider who is to be notified about the decision, determine the steps to be taken to implement the decision in sequential steps (1, 2, 3, 4) and assign individuals to carry out action steps 1, 2, 3, 4.

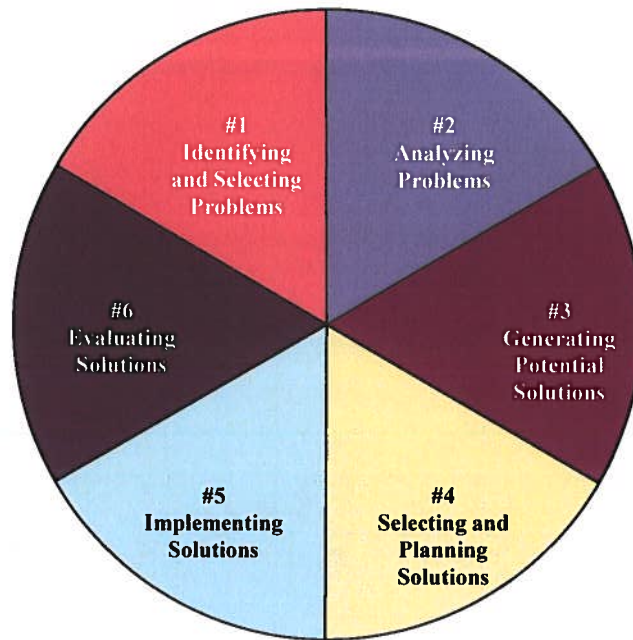
Step 6: Evaluate the Solution

Observe, inquire and get feedback from those affected by the decision. If the decision was made to improve a situation or problem that can be measured in output, cost or other measurable means, use such measure to determine if the need, problem or situation has been met, solved or improved.

The process is facilitated by ALPI's CEO or designee assigned by ALPI's CEO



The Problem-Solving Process



As illustrated above, the sequence of problem-solving steps is:

- Step 1 – Identify and Select a Problem
- Step 2 – Analyze the Problem
- Step 3 – Generate Potential Solutions
- Step 4 – Select and Plan a Solution
- Step 5 – Implement the Solution
- Step 6 – Evaluate the Solution

Gathering Resources and Support

Non-profit service organizations must seek resources and support from many sources in order to carry its mission. The ALPI staff and board of directors are constantly engaged in obtaining support for its programs. Advisory Committees and Policy Council in consultation with and approval of the CEO and board may engage in supportive efforts for ALPI and their own activities. All such efforts must be coordinated to avoid conflicts and to ensure all of its units work together to achieve goals.

Support may come in the form material gifts, monetary, volunteer's including governmental and non-partisan political sources. Through coordination, support from community sources, through cooperative relationships and non-partisan political activities. Listed below are groups and organizations listed below that are sources of support.

Community Resources

1. Civic Organizations
2. Sororities and Fraternities
3. Businesses
4. Professional Societies and Associations
5. Faith Based Organizations
6. Universities and Community Colleges
7. Foundations and Individual Philanthropists
8. County and City Government

Cooperative Relationships

1. Cooperate with community improvement groups.
2. Communicate and publicize your programs to the community.
3. Establish an information bank containing information about ALPI Programs and other community programs.

Political Action

1. Register, vote and encourage others to register and vote.
2. Identify public officials in your city, county, district and state.
3. Develop knowledge and understanding of how the political system works.
4. Get to know the staff of your elected officials.
5. Monitor the legislative activities on legislation that affects your community.



6. Gain knowledge about proposed programs, projects and funds available to your community.
7. Communicate with your elected officials.
8. Organize trips and visits to meetings of the city and councils and to sessions of the State Legislature.

All of the above suggested activities must be planned and coordinated with the CEO in order to be fully effective.



APPENDIX A

MEETINGS

❖ Regular Meetings

Regular meetings of the **Head Start/Early Head Start Policy Council** shall be held once a month except July and August. The exact meeting date and time will be determined annually by a majority vote, in October of each year, no later than November. Monthly meetings will begin in October of each year. (See Head Start/Early Head Start By-Laws for details)

Regular meetings of the **Regional Advisory Committee's and the ATEC Advisory Committee** shall be held not less than four (4) times annually (March, May, August and October). No meeting will be held in July. Business of the meetings are as follows:

- March and May: Screening of select scholarship recipient for submission to Liaison by July of each calendar year;
- August: Selection of Community Services Award recipient for submission to the CEO for approval by the Board of Directors. Nominations, with bio, must be received no later than September 30th. Nominations received after the deadline, will not be considered;
- October: Election of Officers. President, Vice-President, Secretary/Treasurer.

The meeting date, time and location will be shared, at the annual Shared Governance Orientation. Each meeting shall be held at least 30 days prior to each board meeting. All Meetings shall be open to the public.

All meetings shall be conducted in accordance with the most recent edition of "Roberts Rules of Order."

❖ Special /Call Meetings

There will be special meetings of the **Policy Council** only when there is a need, and the Chairperson shall call all special meetings at least 48 hours in advance. (See Head Start/Early Head Start By-Laws for details).

Special or emergency meetings of the **Advisory Committee** shall be held when called by the Chairperson of the Committee. Notice of all such meetings will be provided at least twenty-four (24) hours prior to such meeting.

❖ Notice of Meetings

Written notices shall be prepared by designated management staff in consultation with the Chairperson and mailed and/or e-mailed to each **Head Start/Early Head Start Policy Council member** at least (5) days prior to the date of each regular meeting. A copy of the agenda for the meeting will also be enclosed. Notices of special meetings shall be mailed and/or e-mailed to each member at least 48 hours prior to the date of the meeting, with an explanation for the special meeting. (See Head Start/Early Head Start By-Laws for details).

Written notices shall be prepared by designated management staff in consultation with the Chairperson and mailed or e-mailed to each **Advisory Committee member** at least (5) days prior to the date of each regular meeting. A copy of the agenda for the meeting will also be enclosed. Notices of special meetings shall be mailed/e-mailed to each member at least 24 hours prior to the date of the meeting with an explanation for the special meeting. Additionally, the notice will be displayed in the area of the agency's offices set aside for that purpose.



Regional Advisory Committee's and Policy Council Handbook

❖ Quorum

A majority of 51% of the members of the Policy Council, Regional Advisory Committee's and its association thereof, must be present to constitute a quorum in order to conduct business. An attendance Roster must be completed and included in the Policy Council and Advisory Committee reports.

❖ Meeting Minutes, Reports, Recommendations

Meeting Minutes must be submitted to the designated management staff person at least seven (7) days following the Policy Council and Advisory Committee meeting. The minutes, attendance report, recommendation and other relevant documentation will be included in the Policy Council and Advisory Committee's reports prior to each scheduled Board meeting. Policy Council and Advisory Committees must use the Board's approved reporting format and attendance sheet. (See Attachments 1 & 2).

❖ Special Events and Fundraising Activities

All Special events and fundraising activities must be submitted to the Board of Directors for review and approval consideration at least 60 days before the date of the event. Sample of past events include the following:

- Scholarships
- Christmas Baskets, gift cards, raffles;

❖ Allowances and Reimbursements

No Policy Council or Advisory Committee member shall receive any compensation for any service that she/he may render as a Council/Committee member. Members may be reimbursed for her/his actual expenses, including babysitting, travel, etc., incurred in the performance of her/his duties as Policy Council and Advisory Committee member.

❖ Removal

The Policy Council and Advisory Committee may declare the office of a member of the Policy Council and Advisory Committee vacant in the event such member shall be absent from two (2) consecutive regular meetings and/or three (3) excused or unexcused absences in one year. Policy Council and Advisory Committee members must attend two (2) of three (3) Board Orientation/Training sessions offered annually to remain as a member of the Policy Council and Advisory Committee. Orientation/training sessions will include the Shared Governance Orientation, Board Retreat, and one additional professional development training.

A Policy Council and Advisory Committee must provide written notification, to the Secretary of the Policy Council and Advisory Committee, after the second absence and said absence(s) are excused by the Policy Council and Advisory Committee. Said notification must be submitted no later than seventy-two (72) hours prior to the scheduled Policy Council and Advisory Committee meeting, with the exception of emergencies. If the member is unable to provide the requisite notice, the Chairwoman or Chairman of the Policy Council and Advisory Committee will have the authority to make the determination as to whether the absence is excused. The CEO will notify the Member, by letter, of this impending action after the second absence.

Any Member may be removed by a two-thirds vote of the Policy Council and Advisory Committee, for cause, at any regular meeting thereof, provided the member is informed of the basis of the complaint against her/him in writing, at least seven days prior to the meeting and is given an opportunity at the meeting to respond to the allegations, prior to the Policy Council and Advisory Committee vote. Once removed, a Policy Council and Advisory Committee member cannot be re-appointed or elected to the Policy Council and Advisory Committee for a period of three (3) years from the date of removal.



APPENDIX B

COUNCIL ELECTION PROCEDURES

All Regional Advisory Committees are required to abide by the following bylaws articles and procedures regarding the eligibility, term of office and election of Regional Council Members and officers.

Purpose:

In accordance with the Bylaws of The Agricultural and Labor Program, Incorporated Article II Section 1 *The specific purpose for which this Corporation is formed is to assist agricultural workers, disadvantaged, disenfranchised persons and other interested members of the community and their family members in cooperatively meeting their needs for better health, education, social services, home life, economic opportunities and human relations. In furtherance of this purpose, the Corporation shall have all powers conferred by Chapter 617 of the Florida Statutes, including but not limited to the following powers: ...to create an Advisory Committee in each of the four regions currently in operation, Southern, Eastern, Central and Northern, and to continue same in any new region that may be created for the purpose of aid and counsel to the Board of Directors...*, all existing Regional Advisory Committees are to adhere to the Bylaws of The Agricultural and Labor Program, Incorporated following Article, Sections and Procedure Clarifications regarding the eligibility, term of office and election of Policy Council and Advisory Committee Members and Officers.

DEFINITION OF REGIONS

Central Region Target Areas

- **North Osceola County**
- **Hillsborough County**
(Dover, Ruskin, Wimauma, Plant City)
- **North Polk County**

(Lakeland, Bartow, Lake Alfred, Auburndale, Winter Haven, Haines City, Mulberry, Polk City, Davenport, Bradley, Waverly, Poinciana, Wahneta, Eagle Lake, Gordonville, Eloise, Gordon Heights)

Southern Region Target Areas

- **Highlands County**
(Avon Park, Sebring, Lake Placid)
- **Southern Polk County**
(Lake Wales, Ft. Meade, Frostproof)
- **Southern Osceola County**
- **Hendry County**
(Labelle, Clewiston)
- **Glades County**
(Moore Haven)
- **Collier County**
(Immokalee & Naples)
- **Hardee County**
(Wauchula, Bowling Green, Zolfo Springs)

Northern Region Target Areas

- **Brevard County**
- **Seminole County**
(Sanford)
- **Volusia County**
(Deland, Pierson)
- **Lake County**
(Leesburg)
- **Putnam County**
(Crescent City)
- **Pasco County**
(Dade City)
- **Orange County**
(Apopka, Orlando, Winter Park, Zellwood)

Eastern Region Target Areas

- **Okeechobee County**
(Okeechobee)
- **St. Lucie County**
(Ft. Pierce, Port St. Lucie)
- **Palm Beach County**
(Belle Glade, South Bay, Pahokee)
- **Martin County**
(Indiantown, Hobe Sound, Stuart, Port Salerno, Jensen Beach)
- **Dade County**
(Florida City)
- **Indian River County**
(Vero Beach, Gifford, Fellsmere & Wabasso)



APPENDIX C

ARTICLE X - REGIONAL ADVISORY COMMITTEE

- Section 1** The Corporation membership shall be divided into four (4) regions: Southern, Eastern, Central, and Northern, with each region having a Regional Advisory Committee. The regions shall be designated by the Board of Directors.
- Section 2** Regional Advisory Committees shall serve as a direct community link to the Board of Directors.
- Section 3** The Regional Advisory Committee shall have a membership of not less than nine (9) or more than thirteen (13).

PROCEDURE CLARIFICATION

All corporate members must have a membership application on file to serve on a said advisory committee.

- Section 4** No employee of the agency may serve on any Regional Advisory Committee. Former employees must be out of service for at least three (3) year's before becoming eligible to serve on any Regional Advisory Committee.
- Section 5** No member of a committee's immediate family shall serve on the same Regional Advisory Committee at the same time. Immediate family is defined as follows: Husband, Wife, Mother, Daughter, Son, Father, Father-in-Law, Mother-in Law, Sister, Sister-in-Law, Brother, Brother-in-Law, Grandmother, Grandfather, Aunt, Uncle, Niece, and Nephew.
- Section 6** There shall be a meeting of the corporate membership in each of the four (4) previously identified regions, in October of each year. Said meeting will be held each year before the end of November. At each annual Regional Advisory Committee meeting up to four (4) persons shall be elected for three-year terms. It is the intent of this provision to continue to provide for staggered three-year terms with a total up to thirteen (13) members for each Regional Advisory Committee. Those in attendance and who are entitled to vote shall elect eligible members to fill all vacant/new positions. All members shall be democratically elected as specified in the bylaws and the Board of Directors approved Regional Geographic Target Areas.

Once sworn-in as a Regional Advisory Committee, they shall immediately elect their officers and their representatives to the Board of Directors, in the month of October. All Regional Advisory Committee members elected to the Board of Directors shall be representatives of the low-income geographic target areas of said region. Regional Advisory Committee officers may be elected as a low-income community representative.

PROCEDURE CLARIFICATION

All eligible Advisory Committee Members present may submit their name in nomination via the Nomination Committee or may be nominated from the floor to fill any vacant slot at the time of the election.

A vacancy slot thereafter in any Advisory Committee Membership and/or Advisory Committee officer's slot may be filled by election by a majority of the Advisory Committee members present at a duly held council meeting. The elected officer and/or member shall serve for the remainder of the term of the office and/or membership slot she/he replaces.

All Advisory Committee Members seeking consideration to represent the Advisory Committee on the Board must have been an Advisory Committee member for not less than two years.

- Section 7** If requested by the Board of Directors, the Regional Advisory Committee shall recommend elected officials and local business/other representatives for consideration for appointment to the voting membership of the Board. The Board of Directors shall have the sole responsibility for making appointments of elected officials and local business/other representatives.
- Section 8** All other designated subsidiaries and affiliates of ALPI shall fully comply with and adhere to these Bylaws as well as all applicable Policies and Procedures.



ATTACHMENTS

1. Attendance Report Form
2. Meeting Report Form
3. Authorization to Incur Travel Form
4. Travel Reimbursement Form





The Agricultural and Labor Program, Inc.
 2022 Southern Region Committee
 Attendance Y-T-D Summary

Name	January Annual Meeting	February Shared Governance	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
1.												
2.												
3.												
4.												
5.												
6.												
7.												
8.												
9.												
10.												
11.												
12.												
13.												
Board Support: Arlene Dobison												
Staff Liaison:												
Total Present												

P = Present | E = Excused | A = Absent | [shaded box] = No Meeting Held



**THE AGRICULTURAL AND LABOR PROGRAM, INC.
BOARD/ADVISORY COMMITTEE REPORT**

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

Board Committee/ Advisory Committee

Date of report

Members Present	Members Present	Members Absent
1.	8.	
2.	9.	
3.	10.	
4.	11.	
5.	12.	
6.	12.	
7.		

Type of Report

- Reporting / Updating
 Recommending Board Action
 Recommending Policy Changes

Brief Statement of committee's issues / Area of Reporting

The NRAC 2021 Annual Corporate Membership Meeting was held at Allen Chapel Church (Dining Hall) in Sanford, Florida. The theme was *"Focusing on Youth Education, & Communities."*

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?)

During the Advisory Council's Annual Corporate Business meeting, the corporate membership was certified noting members eligible to vote. The slate was presented. There were no nominations from the floor. Four corporate members were elected to serve on the advisory council. They are: _____ The elected members will serve on the Council during the period 2020-2022. The business meeting adjourned.

The Annual Meeting Program began at 11:00 a.m. Janice Doe, President of Institute of Central Florida was the guest speaker. Focus was on the Voting Rights Act of 1965 and the Labor Movement. The President of ATEC spoke briefly, giving an overview of the ATEC Program. Jane Doe, Staff Liaison, installed the elected Council members.

After the Annual Meeting Program; the Advisory Committee convened to elect officers. The nominating committee slate was presented. The slate was approved by the council. The following officers are: Chairperson, Name; Vice Chairperson, Name; Secretary/Treasurer, Name; Special Events Committee, Name; Name is Representative to the ALPI Board of Directors.

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.

No Recommendations.

