



By-Laws- Membership Committee Zoom Meeting

Zoom Meeting: <https://us02web.zoom.us/j/84190873236>

Tuesday, April 18, 2023 | 5:30 P.M.

AGENDA

Members: Attorney Linnes Finney, Chairperson, N’Kosi Jones, Vice-Chairperson, Ruby Willix, Yolanda Robinson, Yolanda Garrett Staff Liaison

WHAT	PAGES	HOW	WHO
1. Call to Order Moment of Silence Mission Statement Roll Call		Present	Chairperson Secretary
2. January 2023 By-Laws Draft Minutes Recommendation: Review and approve By-Laws Committee Draft Meeting Minutes: January 20, 2023	2-5	Present/ Approve	Chairperson
3. Committee Recommendations/Action/Ratification Items Action/Ratification <ul style="list-style-type: none"> • Review Advisory Council Membership Recruitment Plan • Review Head Start/EHS Policy Council Membership Recruitment and Organization Plan 	6- 9 10 - 26	Present/ Approve	Committee Chairpersons
4. Other Business:		Present/ Approve	Chairperson
5. Adjournment		Present	Chairperson

The ALPI’s Mission Statement

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.

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.



BY-LAWS COMMITTEE ZOOM MEETING MINUTES

Date: January 20, 2023 | Time: 11:30 AM

Board Members	Board Members	Staff Liaison
Tonmiel Rodriguez, Esq. -P	Ruby Willix-P	Yolanda Garrett-P
N’Kosi Jones-A	Yolanda Robinson-P	
Berniece Taylor-P	RaShondra Croskey-P	

The meeting was called to order, at 11:33 AM by Chairperson Tonmiel Rodriguez, Esq., a moment of silence was observed by all, the mission of The ALPI 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.*

Roll Call

A quorum was established.

Secretary Report

Chairperson: Tonmiel Rodriguez requested the committee to entertain a motion for April 23,2022 meeting minutes. Yolanda Robinson motioned to approve. RaShondra Croskey second. The motion carried unanimously.

COMMITTEE RECOMMENDATIONS/ACTION

Chairperson: Tonmiel Rodriguez requested the committee to entertain a motion to the Board to accept-approve the amendments and revisions as written. N’Kosi Jones motioned to approve. Yolanda Robinson second. The motion carried unanimously

By-Laws Review of recommended changes

- Verbiage- Language
- Grammar- Formatting

Chairperson: Tonmiel Rodriguez requested the committee to entertain a motion and open discussion. N’Kosi Jones motioned to open and begin discussion. Yolanda Robinson second. Note taken “formatting”.

No other discussion or comments.

Chairperson: Tonmiel Rodriguez requested the committee to entertain a motion to the Board to accept-approve the amendments and revisions as written. N’Kosi Jones motioned to approve. Yolanda Robinson second. The motion carried unanimously

ADJOURNMENT:

Chairperson: Tonmiel Rodriguez, Esq. asked the committee to entertain a motion to adjourn, N’Kosi Jones moved to adjourn the meeting at 11:42 AM. Second by Yolanda Robinson. Meeting adjourned.



THE AGRICULTURAL AND LABOR PROGRAM, INC.
By-Laws/ Membership COMMITTEE REPORT

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

By-Laws Committee
By-Laws Committee/ Membership Committee

January 20, 2023
Date of report

Members Present	Members Present	Members Absent
1. Tonmiel Rodriguez Esq.	8.	Berniece Taylor
2. Ruby Wullix	9.	
3. Yolanda Robinson	10.	
4. RaShondra Croskey	11.	
5. N'Kosi Jones	12.	
6. Yolanda Garrett (Staff Liaison)	13.	
7. Arlene Dobison (CEO)		

Type of Report

- Reporting / Updating
 Recommending Board Action
 Recommending Policy Changes

Roll Call

A quorum was established.

Brief Statement of committee's issues / Area of Reporting

Chairperson: Tonmiel Rodriguez requested the committee to entertain a motion to the Board to accept- approve the amendments and revisions as written. N'Kosi Jones motioned to approve. Yolanda Robinson second. The motion carried unanimously

By-Laws Review of recommended changes

- Verbiage- Language
- Grammar- Formatting

Chairperson: Tonmiel Rodriguez requested the committee to entertain a motion and open discussion. N'Kosi Jones motioned to open and begin discussion. Yolanda Robinson second. Note taken "formatting".

No other discussion or comments.

Chairperson: Tonmiel Rodriguez requested the committee to entertain a motion to the Board to accept- approve the amendments and revisions as written. N'Kosi Jones motioned to approve. Yolanda Robinson second. The motion carried unanimously

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 at this 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.

Chairperson: Tonmiel Rodriguez requested the committee to entertain a motion to the Board to accept- approve the amendments and revisions as written. N'Kosi Jones motioned to approve. Yolanda Robinson second. The motion carried unanimously



**The Agricultural and Labor Program, Inc.
2023 By-Laws and Membership Committee
Attendance Y-T-D Summary**

Name	Jan 2023 Closeout	Feb Orientation & Board Meeting	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2024 Closeout
1. Tonmiel Rodriguez, Esq.	P												
2. N’Kosi Jones	P												
3. Berniece Taylor	A												
4. Ruby Willix	P												
5. Yolanda Robinson	P												
6. RaShondra Croskey	P												
7. Yolanda Garrett-Staff Liaison	P												
8. Arlene Dobison-CEO	P												
9.													
10.													
11.													
12.													
13.													
Total Present	7												

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



CORPORATON APPLICATION/RECRUITMENT PROCESS

1. The Membership Campaign period will be May – September. Applications received on or before September 15th will be eligible for membership on the Council's Corporate Membership Roster. This list is used to validate membership during the Council's election process. Applications received after September 15th will be eligible the following year.
 - a. Each Council will receive a copy of the Corporate Membership Roster for their region by October 1st for the purpose of recruiting new members.
2. In May, each Council will receive twenty-five (25) applications for membership recruitment.
3. Applications will be accepted year round.
4. A corporate application will become a part of the initial assessment for all services provided by ALPI including those providing contracted services.
5. All applications are to be sent to the Board's Membership Committee Staff Liaison for processing.
6. Each applicant will receive a membership card, welcome letter, and ALPI's published literature.
7. A quarterly report will be made to the Board by the Membership Committee regarding the level of each Council's corporate membership.

See sample letter and Corporate application below.

Sample Recruitment Letter

Date

Dear Corporate Member:

I am writing to request your attendance at the ALPI Central Regional Advisory Committee's (CRAC) Annual Meeting on [Date]. The meeting will be held at the [Location of Meeting]

It is at the Annual Meeting that the election is held to seat members on the Advisory Committee. As a corporate member of The Agricultural and Labor Program, Inc., I am pleased to inform you that you are eligible for membership on the Central Regional Advisory Committee (CRAC).

The role of the CRAC is to serve as an "advisory" committee to the ALPI Board of Directors. The ALPI is a comprehensive human services organization whose mission is to help improve the quality of life for those individuals in the ALPI service areas. The CRAC provides input directly from the communities of **North Osceola County, Dover, Ruskin, Wimauma, Plant City Lakeland, Bartow, Lake Alfred, Auburndale, Winter Haven, Haines City, Mulberry, Polk City, Davenport, Bradley, Waverly, Poinciana, Wahneta, Eagle Lake, Gordonville, Eloise, & Gordon Heights** thus making it the eyes and ears of the ALPI Board. As a member of the CRAC you will be a voice for your community.

Should you have questions or would like to include your name on the election ballot, please contact [Executive Office]

Thank you in advance for your consideration in joining the CRAC by attending the Annual Meeting.

Sincerely,

***Note:** You are ineligible to serve on the committee if you are an ALPI employee or an immediate family member currently serving on the committee (ALPI Bylaws **ARTICLE X – SECTION 5**).*

Corporate Application



Today's Date:

Corporate Application

The Agricultural and Labor Program, Inc.
P.O. Box 3126 • Winter Haven, FL 33885 • www.alpi.org

Name _____
(Last) (First) (Middle Initial)

Mailing Address _____
(Street No./P.O. Box)

(City, County, State, Zip Code)

Home # () _____ - _____ Business # () _____ - _____

Cell # () _____ - _____ Email Address: _____

Race: Black White Hispanic Other Marital Status: Married Unmarried (single, divorced, widowed)

Household Size _____ Yrs. of Education _____ Occupation _____ Yrs. on Job _____ Yrs. in Profession _____

Registered Voter: Yes No Able to attend nights/weekends meetings: Yes No

Applicant's Signature _____ Date _____

*Annual Recruitment is conducted May through September. All membership cards will be mailed in the month of October.
Membership Applications received after May will be mailed in October of the following year.*

I certify that this application has been reviewed by the Regional Advisory Membership Committee.

Regional Advisory Chairperson _____ Date _____

(Official Use Only)

The Agricultural and Labor Program, Inc.

Regional Applicant resides in Central Eastern Northern Southern

We certify that this application has been reviewed by the Board Membership Committee

Chairperson _____ Vice Chairperson _____

I.D. Number _____ Date Approved _____

**POLICY
COUNCIL
1301.3**

HEAD START PERFORMANCE STANDARDS
PART 1301 PROGRAM GOVERNANCE

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ALPI HEAD START/EARLY HEAD START
 OPERATIONAL POLICIES AND PROCEDURES
PART 1 – PROGRAM GOVERNANCE

SUBJECT	Program Governance
SECTION: Part 1301	§1301.3 Policy Council
PERFORMANCE OBJECTIVE:	To establish and maintain a formal structure of shared governance through which parents can participate in policy-making and the decision- making for the direction of the Head Start and Early Head Start programs.

POLICIES

a) ALPI establish and maintain a Policy Council at the agency level and is responsible for the direction of the Head Start and Early Head Start program, including program design and operations, long/short-term planning goals and objectives, taking into account the annual communitywide strategic planning, needs assessment and self-assessment.

b) Composition – ALPI’s Policy Council composition consist of parents of children who are currently enrolled in the Head Start and Early Head Start program, which constitute of the majority (74%) of the members of the policy council; and members at large of the community served by the program who may include parents of children who were formerly enrolled in the program and one Board of Directors (governing body) representative.

ALPI establish and maintain a process that ensures that members of the policy council do not have a conflict of interest in accordance with Head Start Act. No staff or members of their immediate families will serve on the policy council except parents who occasionally substitute as staff.

c) Duties and Responsibilities –

(1) ALPI’s Policy Council is responsible for activities specified §642(c)(2)(D) of the Head Start Act; which activities shall approve and submit to the Board of Directors (governing body) decisions to include the following:

- Activities that support the active involvement of parents in supporting program operations, including policies to ensure that the program is responsive to the community and parent’s needs;
- Program recruitment, selection, and enrollment priorities;
- Applications for funding and amendments to applications for funding for programs prior to submission of the applications;

- Budget planning for program expenditures, including policies for reimbursement and participation in policy council activities;
- Bylaws for the operation of the policy council;
- Program personnel policies and decisions regarding the employment of program staff, consistent with the Head Start Act §642(1)(E)(iv)(IX), including but are not limited to the following:
 - Personnel policies and procedures, including policies and procedures regarding the hiring, evaluation, compensation, and termination of the Executive Director, Head Start Director, Director of Human Resources, Chief Fiscal Officer, and any other person in an equivalent position with the agency;
 - Personnel policies regarding the hiring, evaluation, termination, and compensation of employees.
- Developing procedures for how members of the policy council will be elected
- Recommendations on the selection of delegate agencies and the service areas of such agencies.

(2) The Policy Council uses ongoing monitoring results, data on school readiness goals, other information described in §1302.102, and information described in section (642(d)(2) of the Head Start Act to conduct its responsibilities to include but are not limited to:

- Financial statements including credit card expenditures
- Program progress summaries reports
- Program enrollment and attendance reports including children partially enrolled in subsidize care
- Meals and snacks provided through the Child Care Food Program/USDA
- Financial audit
- Program annual self-assessment report and improvement plan
- Agency’s communitywide strategic planning, and needs assessment of the program including annual updates
- Communication and guidance from the funders
- The annual Program Information Report (PIR).

d) Term

- (1) A member will serve for one-year terms
- (2) If the member intends to serve for another year, she or he will stand for re-election

(3) The Policy Council at the agency level in its bylaws will include how many one-year terms, not to exceed five terms, a person may serve

(4) The program seats the successor policy council, before the existing policy council is dissolved (October).

e) Reimbursement

The program will reimburse low-income parents participating in the policy council for reasonable expenses incurred if necessary.

OPERATIONAL PROCEDURE:

Composition

1. ALPI Board of Directors is responsible for the total membership of the Policy Council. The recommendations for composition are based on the number of Head Start and Early Head Start centers and children enrolled in the program. The centers with 6 or more classrooms elect two representatives and two alternates, and centers with 10 or more classrooms elect three representatives and three alternates. Refer to the approved membership matrix per center in item #6 of this procedure.
2. The Program Operations Director is responsible for submitting a potential list of members at large of the community served to the Deputy Director and subsequently to the Chief Executive Officer for review and approval and to the Board of Directors.
3. Family Service staff will provide information to parents upon the recruitment and enrollment process about program opportunities; i.e., parent committees, Policy Council, advisory committees, etc.
4. The Child Development Services Manager/Coordinator and Contracted Center Directors are responsible for establishing and maintaining the Parent Committees at the center level and its structure in September of the program year, and provide training to include but are not limited to the following:
 - Parliamentary Procedures
 - Roles and Responsibilities of Parents
 - Parent's Rights
 - Program Governance
 - Education and Child Development Program Services
 - Health Program Services
 - Family and Community Engagement Program Services

5. The Child Development Services Manager/Coordinator and Contracted Center Directors during the first Parent Committee Meeting in September with the assistance of the Family Support Services Coordinators and/or the Family and Community Partnerships Managers are responsible for facilitating the election process that will consist of the following officers and the election of Policy Council representatives and their alternates:
 - President
 - Vice-president
 - Secretary
 - Policy Council Representative(s)
 - Policy Council Alternate(s)

6. The Child Development Services Managers will ensure that the established parent committee elects policy council representative(s) and alternate(s) at the first parent committee meeting in September, the membership per center will consist of the following:

Directly operated centers:

2 Classrooms Francina Duval HS Center	1 Representative & 1 Alternate
6 Classrooms Lincoln Park HS Center	1 Representatives & 1 Alternate
5 Classrooms Garden Terrace HS Center	1 Representatives & 1 Alternate
9 Classrooms George W. Truitt FS Center	2 Representatives & 2 Alternates
11 Classrooms Child Dev. & FS Center	3 Representatives & 3 Alternates
6 Classrooms Frostproof Child Dev. Center	1 Representatives & 1 Alternates
14 Classrooms Queen Townsend HS Center II	3 Representatives & 3 Alternates

Contracted centers:

Learning Tree Academy will work together with the Child Development Services Manager/Coordinator (liaison) from Francina Duval Head Start Center to elect 1 representative and 1 alternate.

JumpStart Development Center will work together with the Child Development Services Manager/Coordinator (liaison) from the Frostproof Child Development Center for the JumpStart parents to be represented by the elected members at the Frostproof Child Development Center.

Little Scholars will work together with the Child Development Services Manager/Coordinator from the Child Development and Family Services Center for the Little Scholars parents to be represented by the elected members at Child Development and Family Services Center.

YMCA, Indiantown, will work together with the Child Development Services Manager/Coordinator from the Child Development and Family Services Center for the

YMCA, Indiantown parents to be represented by the elected members at the YMCA, Indiantown.

7. Within 72 hours of the conclusion of the first Parent Committee Meeting, the Child Development Services Manager/Coordinator and Contracted Center Directors through the liaison will submit: name, address, home/work telephone numbers of the members elected to serve on the Policy Council to the Program Operations Directors.
8. Along with the information will be the signed certification of each elected members stating that he/she is not an ALPI or contracted centers staff member, nor member of their families, serving on the Policy Council. Immediate family means: wife, husband, son, daughter, mother, father, sister, brother, aunt, uncle, grand parents or relatives by marriage.
9. Policy Council members are elected or re-elected annually. (Community Representatives are selected annually). Policy Council will serve a one (1) year term beginning in October. Members may serve on the Policy Council shall not exceed a combined total of five (5) years. Any part of the year served will be considered as a full term.
10. Members that obtained employment with ALPI or contracted center, will be required to resign from the Policy Council; except parents who occasionally substitute for Head Start or Early Head Start Staff.
11. Past employees must be out of services for at least two years before becoming eligible to serve on the Policy Council.
12. The Program Operations Director or designee will develop a Policy Council Roster and forward it to the Deputy Director and the Chief Executive Officer within 72 hours after receiving the necessary information from the centers.

Orientation

1. The Deputy Director and the Program Operations Directors will provide Orientation/Training to the Policy Council, and Board of Directors in October on various topics to include, but not limited to the following:
 - Composition of the Board of Directors
 - Responsibilities of the Board of Directors
 - Responsibilities of the Policy Council
 - Responsibilities and Rights of Parents
 - ERSEA
 - Funding Sources
 - Program Structure and Program Option
 - Delivery of Services

2. During the first Policy Council Meeting in October, the Deputy Director and Program Operations Directors are responsible for formally organizing the Policy Council. At this meeting, and prior to facilitating the election process, the Directors will submit the list of potential Community Representative Candidates approved by the Chief Executive Officer and the Board of Directors to the Policy Council for approval. After obtaining the approval of the Community Representatives, the Deputy Director and the Program Operations Directors or consultant will facilitate the election process by which, all positions are declared open and new officers are elected and Board Representative Approved.
 - Chairperson
 - Vice-chairperson
 - Secretary
 - Board of Directors Representative

3. Additional training is provided to Parents and Policy Council through monthly meetings, workshops, conferences, etc.

4. The Program Operations Directors are responsible for submitting the names of the elected officers to the Deputy Director and the Chief Executive Officer within 72 hours of the election.

5. The Deputy Director and the Program Operations Directors are responsible for submitting information for approval to the Policy Council, to include but are not limited to:
 - Fiscal Management Policies and Procedures
 - Personnel Policies and Procedures
 - Management Work Plans and Operational Policies & Procedures

- Policy Council Bylaws
 - Internal Dispute Resolution Procedure (Impasse Procedure)
 - Community/Parent Complaint Procedure
 - ERSEA Policies and Procedures
 - Criteria for recruitment, selection, and enrollment of children
 - Community Assessment Results
6. The Deputy Director and Program Operations Directors will work with the Policy Council to develop/review/update policies and procedures for implementing services and reporting according with federal, state and local requirements.
 7. Under the direction of the Deputy Director and Program Operations Director the Management staff has the overall responsibility for implementing and planning process and assuring involvement of appropriate staff, policy council, parents, and others.
 8. The Policy Council will meet in the monthly basis for least nine months of the program year and in accordance with the Bylaws. The meeting notice will be mailed seven days prior to the meeting along with a package of information for prior review by the members.
 9. The Deputy Director and the Program Operations Directors are responsible for providing information to the Policy Council on a monthly basis or as needed for review and approval; this information will include but is not limited to the following:
 - Financial statements, including credit cards expenditures
 - Program progress summaries
 - Program enrollment, including attendance reports for children whose care is partially subsidized by another public agency (VPK/School Readiness)
 - Meal and snacks/Child Care Food Program
 - Human Resource/Personnel Related issues
 - School Readiness Reports
 - CLASS Observation Reports
 - Financial audits when applicable
 - Annual self-assessment, including improvement plans
 - Communitywide strategic planning and needs assessment and updates
 - Communication and guidance from funders i.e., federal, state and local authorities
 - Program Information Report (PIR)
 - Community complaints
 - Program Changes
 - Funding applications and amendments applications
 - Parent Committee Reports

10. The Deputy Director is responsible for communicating with the policy council as needed utilizing various methods to include but not limited to the following:
 - Monthly meeting packages
 - Telephone calls & faxes
 - Meetings
 - Letters & Memorandums
 - Emails, etc.

11. The Deputy Director is responsible for ensuring that as part of the communication system, one Policy Council member seats in the Board of Directors memberships and one Board of Directors member seats in the policy council Memberships.

12. The Deputy Director, Program Operations Directors and selected Management Staff will work with the policy council to set long/short term program goals and objectives annually and/or during the developing of the refunding applications period by utilizing the following information:
 - Data and recommendations from the community assessment, program self-assessment, federal reviews, and recommendations from the Regional Office Staff, Board of Directors Strategic Plans, Program Information Report (PIR)
 - Child Outcomes/School Readiness Data/Reports
 - CLASS Observations Reports
 - Federal, State and local requirements and updates and other significant data.

13. The Deputy Director and the Program Operations Directors are responsible for facilitating the Program Annual Self-Assessment along with the Policy Council, Board of Directors, Management staff annually (February) of the Head Start and Early Head Start program of its operations and compliance with Performance Standards, Head Start Act, and other federal regulations and requirements. The annual self-assessment consists of the following:
 - The team will carry out the Self-Assessment of each program service area, in accordance with prescribed instruments (Office of Head Start Monitoring Protocol). The Board of Directors and Policy Council will approve/disapprove the Self-Assessment planning process.

 - The Program Operations Director or designee will provide training for team members on how to conduct the assessment, including visits to centers, review of records and systems; compilation of data, and writing of final reports that include strengths, weaknesses, findings, recommendations and plans for improvements. The review of records will include, but are not limited to the following:
 - Monitoring Reports

- School Readiness
 - Delivery of Service Reports Management Systems.
 - Staff Credentials/Professional Development Activities and Plan
 - Community Assessment Report/information
 - Children Cum Files
 - Financial Reports
 - Program Information Report (PIR)
- The Management Staff will utilize the results and recommendations from the Self-Assessment in planning for program improvements such as enhanced staff training, mentoring and supervision; improvements in curriculum; reallocation of program resources; involvement of parents and volunteers and community partners; or new efforts to support families in enhancing children’s learning and development.
 - The Management staff will submit the annual Self-Assessment Report and Improvement Plan to the Policy Council and Board for review and approval in March/April of the program year.

Program Recruitment, selection and enrollment priorities

1. The Deputy Director and the Program Operations Directors are responsible for submitting and training the Policy Council on §1302.12 of the Performance Standards in the month of October of the school year.
2. The Deputy Director and the Program Operations Directors are responsible for securing consultant if necessary to facilitate the training during the Policy Council orientation or as needed.
3. The Family Services Management Staff are responsible for development and updates of the policies and procedures for the program recruitment, selection, and enrollment priorities annually.
4. The Deputy Director and the Program Operations Directors are responsible to submit the policies and procedures for the program recruitment, selection, and enrollment priorities the Policy Council for approval and to the Chief Executive Officer for the Board of Directors approval.

Funding Application and Amendment Applications

1. The Deputy Director and the Program Operations Directors will work with the policy council in the development of funding applications for the Head Start and Early Head Start program being in February of each year.
2. The Management staff under the direction of the directors will assist in the development and update of the funding application narrative to report on progress in meeting the goals and objectives of the program.
3. Once the funding application is completed, the Deputy Director and the Program Operations Directors are responsible for submitting the application for the Policy Council for approval and to the Chief Executive Officer for the Board of Directors approval.
4. Funding Notice of Awards will be submitted to the Policy Council and to the Board of Directors.

Bylaws

1. The Deputy Director and the Program Operations Directors are responsible for submitting the currently Policy Council Bylaws to the newest elected Policy Council for review and approval in November/February of the school year.
2. The Chief Executive Officer is responsible for submitting the currently Board of Directors Bylaws to the Board of Directors in November/February of the fiscal year.
3. Once the Bylaws are reviewed and recommendations for revision and/or updates are made; the Board of Directors Bylaws Committee will responsible for coordinating the revisions and/or updates and later submitted to the Board of Directors for approval of the both set of Bylaws.
4. Prior to submit the revised Policy Council Bylaws to the Board of Directors; the Deputy Director and the Program Operations Directors are responsible for submission to the Policy Council for approval.
5. The Policy Council and Board of Directors Bylaws are review and updated annually and as needed.

Budget Planning for Program Expenditures

1. The Deputy Director and the Program Operations Directors are responsible for ensure involvement of the Policy Council in the budget development process to include reimbursement for the participation of low-income families in program activities.
2. The Deputy Director and the Program Operations Directors responsible for provide opportunities for workshops, training, conference, etc. to policy council to promote skills enhancement, family and community engagement activities which will be a part of budget planning expenditures.
3. The Deputy Director and the Program Operations Directors are responsible to ensure that reimbursement for participation in the program activities are in accordance with the ALPI's Fiscal Management Policies and Procedures.
4. As part of the Policy Council major timelines and activities; Deputy Director and the Program Operations Directors will prepare and distribute established timelines for annually Board of Directors and Policy Council joint activities, conference, etc.
5. The Chief Executive Officer is responsible for submitting to the Board of Directors the Policy Council major timelines in February of the fiscal year.

Activities Supporting Parent Involvement

1. The Deputy Director, Program Operations Directors and Management staff will provide opportunities to parents that support their involvement in the program operations and facilitate community support for parents; these will include but are not limited to:
 - Parent meetings
 - Parent Trainings
 - Policy Council
 - Advisory Councils
 - Reading Day with Dad/Mom
 - Community Drives
 - Community Workshops
2. The Management Staff is responsible for informing parents about program activities to include opportunities such as: home visits, parent/child conference, family partnership agreement, etc. at the parent orientations, health fairs, open houses, etc.

3. The Management Staff will develop and distribute the Family Engagement Resource Guide annually that promotes to include but are not limited to following:
 - Family Engagement
 - Parent activities that promote child learning and development
 - Community Resources
4. Through the Family Partnerships Agreement process, the family services staff work established family goals and work with the families to achieve their goal on the ongoing basis.

Personnel Policies and Decisions

1. The Deputy Director and the Program Operations Directors will work closely with ALPI's Human Resource Department regarding personnel policies regarding the employment of program staff to include the following:
 - The hiring, evaluation, compensation, and termination of the Executive Director (Chief Executive Officer), Head Start Director, Human Resources Director, and Chief Fiscal Officer (Budget and Finance Director), and any other person in an equivalent position with the agency;
 - The hiring, evaluation, termination, and compensation of employees.
2. The Deputy Director and the Program Operations Directors will submit decisions to hire or terminate any person who works for the ALPI Head Start/Early Head Start program to the Policy Council for approval and to the Board of Directors through the Chief Executive Officer prior to begin employment.
3. The Deputy Director and the Program Operations Directors will be responsible adhere to ALPI's Personnel Policies and Procedures hiring and terminating process.
4. The Deputy Director and the Program Operations Directors will submit ALPI's Personnel Policies and Procedures for approval annually.

Policy Council Functions and Timelines

August	<ul style="list-style-type: none"> • Approve/disapprove new employees • Participate in the parent orientation
September	<ul style="list-style-type: none"> • Establish the Parent Committees – Major items for the Parent Committees are: <ul style="list-style-type: none"> ○ Parliamentary procedures training ○ Election of Policy Council Representative(s) and Alternate(s)
October	<ul style="list-style-type: none"> • Conduct the Policy Council Program Governance Training/Orientation <ul style="list-style-type: none"> ○ New Policy Council Members are installed and trained/orientated on to include, but are not limited to the following: <ul style="list-style-type: none"> ▪ Head Start Performance Standards ▪ Roles and Responsibilities ▪ ERSEA 1302.12 • Facilitate the Policy Council Monthly Meeting • Select Policy Council Members to participate in the Annual Parent Conference • Select Policy Council Members to participate in the Annual Board of Directors Retreat
November	<ul style="list-style-type: none"> • Facilitate the Policy Council Monthly Meeting • Select Policy Council Members to participate in the Board of Directors Annual Retreat to review, and discuss items to include, but are not limited to: <ul style="list-style-type: none"> ○ Program Self-Assessment & Improvement Plan ○ Staff Qualifications and Development Report ○ Child Outcomes ○ Program Monitoring Reports
December	<ul style="list-style-type: none"> • Facilitate the Policy Council Monthly Meeting. Major items for review, input, and approval/disapproval include: <ul style="list-style-type: none"> ○ Management Work Plans, and Operational Policies and Procedures ○ Internal Dispute Resolution/Community Compliant Procedures ○ Fiscal Management/Personnel Policies and Procedures
January	<ul style="list-style-type: none"> • Facilitate the Policy Council Monthly Meeting • Recruit Policy Council Members to participate in the Self-Assessment Phase II process • Select Policy Council members to participate in the Agency Corporate Annual Meeting
February	<ul style="list-style-type: none"> • Facilitate the Policy Council Monthly Meeting <ul style="list-style-type: none"> ○ DHHS ACF – HS/EHS Grant Application planning process begin • Policy Council, Parents, Board Members, and Staff participate in the Program Self-Assessment Phase II • Select Policy Council Members to participate in the Annual Board of Directors Orientation/Training (new board)
March	<ul style="list-style-type: none"> • Facilitate the Policy Council Monthly Meeting – Major items for review, input, and approval include: <ul style="list-style-type: none"> ○ Approve/disapprove of Refunding Application ○ Program Annual Self-Assessment Report and Improvement Plan • Select Policy Council Members to participate in the NHSA Training Conference
April	<ul style="list-style-type: none"> • Facilitate the Policy Council Monthly Meeting
May	<ul style="list-style-type: none"> • Facilitate the Policy Council Monthly Meeting
June	<ul style="list-style-type: none"> • Facilitate the Policy Council Monthly Meeting • Recruit Policy Council members to participate in the Agency Annual Picnic
<p>NOTE: Monthly approvals include, but are not limited to, the following:</p> <ul style="list-style-type: none"> → Program progress reports & Financial reports → Personnel related issues i.e., hiring, termination, of Head Start/Early Head Start Staff → Budget revisions (as needed) → Program changes (as needed) → Correspondance (DHHS/ACF, NAEYC, ELC, Etc.) → Other communication (flyers, announcements, etc.) 	

Conflict of Interest Policy

ALPI has established Code of Business Conduct policies and procedures in accordance with the Head Start Act section 642(C) Conflict of Interest. The purpose is to conduct business activities and transactions with honesty and integrity, and in accordance with moral, ethical and legal standards. ALPI's Board of Directors has adopted Code of Business Conduct with apply to agency officers, agency employees or agents. The conflict of interest can be financial, personal relations, status or power.

The code or standard of conduct prohibit real and apparent conflict of interest that may arise among officer, employees, or agents and to prohibit solicitation and acceptance of gifts or gratitude by officer, employees, or agents for their personal benefits in excess or minimal value.

Refer to Personnel Policies and Procedures Policy 140 – Code of Business Conduct for detail information.

Complaints Procedure- Procedure to Resolve Community Complaints about the Program:

ALPI's complaint procedure is a problem-solving mechanism in which every attempt is made to resolve issues at the lowest level of authority, with the least possible amount of program disturbance. A written complaint made by a parent and/or legal guardian of a child enrolled in the program or a community member, alleging that Head Start or Early Head Start regulation, agency's Policies and Procedures, and/or Program Policies and Procedures:

- Where not followed; or
- Were administered in a discriminatory (unequal) fashion; or
- Were administered in an arbitrary and capricious (unfair) fashion.

Situations may arise that are not covered by any existing policy or procedures but seem to merit action; these would be addressed in most cases by the development of new policies and procedures that apply to that type of situation in the future.

1. Before a parent and/or legal guardian or a community member can file a complaint direct discussion must take place between the employees with whom the complaint involves. They must make more than one attempt to resolve any problems or conflict at the center level. All parties involved should note the date and time of the informal discussions.
2. If the parent and/or legal guardian or community member complaint is with the top management level of the center, the parent and/or legal guardian or community member may choose to go directly to the # 6 of the procedure.

3. Failing resolution at that level, the person with the complaint must attempt to resolve problems or concerns at the center level with coordinators. More than one meeting must occur prior to the issue becoming a compliant.
4. If the informal discussion process fails, the complaint must be prepared in writing and given to the individual about whom the complaint is made. The staff person about whom the complaint is made will have a maximum of five days to respond after receiving the written complaint.
5. If the complaint is not resolved, or if no action occurs within five working days, the complaint may be presented in writing to their immediate supervisor, who has five working days to hold at least one meeting and to make a recommendation to their immediate supervisor or the program director.
6. If the complaint is not resolved, or if no action occurs within five working days, the complaint may be presented to the program director, who has five working days to hold at least one meeting and make a recommendation to the Chief Executive Officer.
7. If the complaint is not resolved, or if no action occurs within five working days, the complaint may be presented in writing to the Chief Executive Officer and the Policy Council, who has five working days, to schedule at least one meeting and to make a recommendation to the Board of Directors.
8. If satisfactory resolution to the compliant is not made at the Head Start Policy Council or the Chief Executive level, the Board of Directors will review the matter and will give response within five working days.
9. If the findings are appealed to the Board, the Board (or a standing committee of the Board) has the maximum of ten working days to review the matter. If the Board determines that this compliant procedure was followed, the matter is closed as far as the ALPI is concerned and the recommendation of the Chief Executive Officer shall remain in effect.
10. The following concepts will be used for the written compliant procedure:
 - Information is submitted in writing, signed, and dated
 - No anonymous complaints will be accepted or considered
 - Witnesses may be called at the discretion of the parties involved
 - Supporting information may be submitted
 - The contents of all meetings are kept confidential, unless the complaint is discussed with persons outside of the process. In such a case, staff may discuss the issue with the same persons.

- Mediators or other neutral parties may be asked to assist in resolving differences any time after item #6 of this procedure
 - Efforts are made to keep the compliant local, involving as few people as possible
 - Program officials, parents, and other authorities as appropriate deal with compliant alleging criminal acts or immediate danger to children immediately.
11. Once a person has taken a compliant throughout all of the steps, the compliant may not be returned to the lower level of authority to begin all over again.
12. The compliant procedure applies to all ALPI centers unless an alternate version is developed and approved by the agency and Policy Council.
13. The hierarchy of authority to resolve parent and/or legal guardian or community compliant is as follows:
- Originator (parent and/or legal guardian or community member)
 - Immediate Supervisor
 - Program Director
 - Deputy Director
 - Policy Council
 - Chief Executive Officer
 - ALPI Board of Directors