



ADVISORY COUNCIL REVISIONS COMMITTEE MEETING
VIA ZOOM
JUNE 20, 2023 | 4:00 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"> ➤ Regional Advisory Council Agenda items and Community Needs RECOMMENDATIONS: <ul style="list-style-type: none"> ➤ Regional Advisory Council Agenda items and Community Needs 	 Agenda Sample & C N A Agenda Sample & C N A	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		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**

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



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SAMPLE

**Eastern Region
Advisory Committee**



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

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

Eastern Region Advisory Committee
Board Committee/ Advisory Committee

03/20/2023
Date of report

Members Present	Members Present	Members Absent
1. Bobby Byrd	8. Beverly Richardson	1. Betty Bradwell
2. Francis Cooper	9. Tiffany Wilder	2. Angela Jules
3. Mercadez Estime-Connelly	10.	3. Gena Spivey - EA
4. Victoria Frazier	11.	4. Debra Williams
5. Marjorie Gaskin	12.	5.
6. Constance Griffin	13.	Staff Liaison Present
7. William Holt	14.	1. Donita Brunson

Type of Report

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

Brief Statement of committee's issues / Area of Reporting

The ERAC met to discuss the upcoming events for the year including the ERAC 2023 Timelines. Items discussed included fundraising activities, membership issues, and scholarship for the four county area.

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?)

Chairperson William Holt called meeting to order at 6:42 p.m. A moment of silence was shared by all. The Mission Statement was recited by all attendees.

Roll call was made and the Secretary report for October 2022 meeting was moved by Marjorie Gaskin to approve with the necessary corrections, if any, 2nd by Beverly Richardson and approved.

Treasurer Report was made by Marjorie Gaskin and seconded by Constance Griffin. There were questions about what happened to the payment of \$1,000 for each of the two scholarship recipients. Our Liaison, Ms. Brunson will check into and report back to the Committee. Report was approved.

Scholarship update: Requesting \$200.00 per Committee member to meet our obligations for the three scholarships. Discussion of Community outreach and to get the word out to the High Schools and community. Requesting the Ad Letter from our CEO so that we can have ample time to request for advertisement in the annual souvenir book. Beverly Richardson paid \$50.00, and Tiffany Wilder paid \$80.00 to the Arie Lou Perkins Scholarship fund. The fundraising activities for this year will include Fish Fry at the Juneteenth event, Raffles tickets for Gas Cards and Restaurant cards, 65" Smart TV Raffle and a weekend getaway for two to the Bahamas. It was moved by Marjorie Gaskin to assess \$5 each for the Gas and Restaurant raffle cards, \$10.00 for the 65" Smart TV, and \$25.00 for the Bahamas Getaway, 2nd by Beverly Richardson and approved. This will be pending Board approval.

Ms. Gaskin stated that our assessment to the ALPI organization for this year will be \$85.00. This amount will be due no later than the first week in November 2023.

Mr. Holt gave an update on the 55th ALPI meeting that was held in January 2023 and the shared governance that was held in February 2023. He was very pleased with the attendance by ERAC members.

Motion to adjourn was made by Bobby Byrd, 2nd by Francis Cooper and approved. Meeting adjourned at 7:24 p.m.

**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.**

I, Marjorie Gaskin, move to approve the following fundraising events: Gas, Restaurant, and TV raffles, Fish Fry, and weekend trip to the Bahamas.

Respectfully submitted,

Marjorie B Gaskin

Marjorie B Gaskin, Secretary

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SAMPLE

**Central Region
Advisory Committee**



**Central Region Advisory Committee Meeting
Corporate Office, Lake Alfred, FL**

March 8, 2023 – 5:30 pm

MINUTES

Call to Order – Meeting was called to order by Johnnie McNair, Chairperson at 5:45 pm. A quorum was established.

Moment of Silence - Observed by all present.

Mission Statement - Read by everyone.

Roll Call by Annie Larkins, Secretary.

Members Present:

Vermell Brown
Clora Dubose
Patricia Salary
Ruby Willix

Earnestine Davis
Annie Larkins
Marian Owens
Datha Shuler

Josephine Howard
Johnnie McNair
Margaree B. Simon

Members Absent:

Beulah Jones

Jacqueline Rentz

Others Present:

Al Miller, Staff Liaison

Secretary's Report -

- **Approval of Minutes from 10/15/22.** A Motion to approve was made by Ms. Salary and seconded by Ms. Willix. Floor was opened for discussion. There were no changes requested. Motion was called and passed unanimously.

Other Correspondence

- The Chair reported there were no correspondence to be presented.

Scholarship Update

- The Chair and Ms Salary advised that all applications from the 2022 were incomplete so no scholarship was awarded in 2022. Members discussed to work toward awarding one scholarship this year and that each member would be asked to donate \$53,00. Other concerns relating to the scholarship program were raised by Ms. Howard. Ms. Howard advised holding future applicants to a higher standard with regards to knowing how to complete an application.

Council Discussions

- **Working Committee Membership**
 - The Chair confirmed that scholarship committee members includes Ms. Salary as Chair and Ms. Simon; Ms. Willix; Ms. Howard; and Ms. Larkins.
 - It was also confirmed that the government affairs members were comprised of Ms. McNair; Ms. Davis; Ms. Brown; and, Ms. Shuler.
 - Special events members were identified as Ms. Shuler; Ms. McNair; and, Ms. Rentz.
- **Confirmation of Meeting Calendar:** The calendar was reviewed and confirmed. Ms. Howard moved to schedule future meeting times at 5:00 pm on Wednesdays (time change only). Motions was seconded by Ms. Brown. After a brief discussion, the motion was called and passed unanimously. Ms. Miller advised council members that the Annual Meeting is no longer referred to as such. The purpose of the meeting is to elect the committee's officers and wrap up any old business. Ms. Miller was requested to check if guests could be invited to the October meeting. Ms. Davis moved that the meeting be held on the first Saturday in October at 10:00 am. Ms. Howard seconded the motion. After brief discussion, the motion was called and passed unanimously.
- **Tasks and Timelines:** Discussed, no action required.
- **Selection of CRAC Representative to FACA Conference:** The selection of the CRAC representative for the upcoming FACA Conference, being held at the Wyndham Bonnet Creek Resort in Lake Buena Vista, was discussed. Ms. Shuler volunteered to attend as the representative. No other member expressed an interest so no motion was held.
- **Review of Corporate Applications:** No applications were presented.
- **2023 Family Picnic:** This year the Central Region is in charge of the annual picnic to be held on Saturday, 22, 2023. Ms. Howard moved that the picnic be held at Lake Maude in Winter Haven. Ms. Brown seconded the motion. A discussion followed that, if Lake Maude was not available, Lake Barnett Park in Lakeland would be recommended. After further discussion, the motion was called and passed unanimously. Member volunteering to participate in the planning are scheduling a follow-up meeting to begin working on the picnic.

Board of Directors Update

- Ms. Willix stated that the Board meeting was held at the "B" Resort and Spa in Lake Buena Vista, Florida on February 25, 2023. Items discussed by the Board included the following:
 - Approval of the 2023 Community Action Plan;
 - Acceptance of the 2023 audited financial statements reporting no findings; and
 - Notice of Award of additional EHEAP Funds to be ratified and approved.

Unfinished Business

- No unfinished business was brought up for discussion.

Adjournment

- Hearing no further business, Ms. Shuler moved to adjourn. Ms. Salary seconded. Motion carried unanimously and was adjourned at 7:01 pm

Annie Larkins, Secretary

Date

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SAMPLE

**Northern Region
Advisory Committee / ATEC**



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

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

Northern Region/ATEC Advisory Committee
Name of Committee

March 20, 2023
Date of Report

Members Present

Members Absent

Constance Anderson (Secretary)
Charlie Harris
Donald Tillman
Nereida Jackson
Maureen Lewis
Chester McNorton (V-Chair, ATEC REP.)
Evelyn Seabrook (Treasurer)
Melvin Philpot
Pa Houa Lee-Yang (Liaison)
Jamie Hagan (ATEC Staff)

Charles Daymon (Excused)
Joseph Washington
David Rucker

Type of Report

Reporting/Updating
 Recommending Board Action
 Recommending Policy Changes

Brief Statement of Committee's Issue/Area Reporting:

- I. CALL TO ORDER:** The meeting was called to order at 6:10 P.M. by Chairperson Donald Tillman.
II. Moment of Silent: Chairman Donald Tillman called for a moment of silence.
III. Mission Statement: Chairman Donald Tillman read the Mission Statement.
IV. Roll Call: Secretary Constance Anderson called the roll.

Members present: Constance Anderson, Charlie Harris Jr., Nereida Jackson, Maureen Lewis, Chester McNorton, Evelyn Seabrook, Donald Tillman and Melvin Philpot (Board Representative for Duke Energy)

Members Absent & Excused: David Rucker, Joseph Washington and Charles Daymon (excused)

Quorum was met eight (8) members present.

- Secretary Report: Constance Anderson (Secretary) motioned for the minutes of the last meeting (Oct. 8, 2022) to be accepted with the correction of the spelling of Nereida Jackson's name in the Members present list. It was seconded by Chester McNorton.
- Approval of Minutes from 10/08/2022: Motion carried.

5. Other correspondence: David Rucker's mother passed away. Flowers were purchased by Secretary Constance Anderson from the Northern Region Advisory Committee. The Committee reimbursed Mrs. Anderson for the flowers.

The newly hired Registrar for ATEC Jamie Hagan was introduced to the Committee along with duties to be performed by Staff Liaison Pa Houa Lee Yang. We look forward to working with her.

Mrs. Yang also reported that ATEC has been meeting with other districts sharing information about services provided to students at ATEC Center. The Agency is looking to hire a new instructor. Staff Liaison Pa Houa Lee Yang is the Administrator of ATEC and serves the ALPI Agency in other capacities.

**** Congratulations to ATEC for a great report from a monitor from CIE The State, with no findings.**

The Annual Meeting of the Northern Region Advisory Committee will be held in Volusia County on October 8, 2023. This meeting will be a sharing meeting without a speaker. Mr. McNorton and Mrs. Jackson will locate a venue for the meeting.

6. Scholarship Update: Due to the lateness of notification to schools, no scholarship will be presented this school year. The Treasurer (Evelyn Seabrook) will check on the balance in our account and a student from Volusia County will be awarded a scholarship in the 2023-2024 school year.

7. Committee Discussions: Setting up Subcommittees for our Northern Region Advisory Committee:

Membership Committee
Chairperson, Maureen Lewis

Special Events Committee
Chairperson, Chester McNorton

Nominating Committee
Chairperson, Charlie Harris Jr.
Constance Anderson

Community Relations Committee
Chairperson, Melvin Philpot

Governance Committee
Chairperson, Donald Tillman

Scholarship Committee
Chairperson, Evelyn Seabrook
Nereida Jackson

Please note that other committee members will be assisting on these committees.

Dates for our Northern Region Advisory Committee meetings have been established. (March 20, 2023, May 8, 2023 and August 14, 2023) Starting times will be 6:00 P.M. ATEC office. Our Annual Meeting will be October 7, 2023. (Location: TBA)

- **Community Activities:** The committee explored services provided by ATEC and how the committee can get involved with sharing information about the Home Health Aide Program. Flyers for the program were shared and the committee will help share information out into our communities.

8. Board of Directors Update: Mr. Rucker was not in attendance. No report given.

9. Unfinished Business: Chairperson Donald Tillman shared, "Getting into Good Trouble", a Luncheon sponsored by FI Beta Sigma organization. Friday June 23, 2023 at the Rosen Center in Orlando, FL. Table cost: \$1500.00.

10. Adjournment: 7:36 P.M.

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SAMPLE

Southern Region Advisory Committee



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

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

Southern Region Advisory Board Committee/ Advisory Committee		3/20/2023 Date of report
Members Present	Members Present	Members Absent
1. Kimberly Ross	8.	Emma Malcolm
2. Yvette Wingate	9.	Ruth Gay
3. Annette Jones	10.	
4. N'Kosi Jones	11.	
5. Katie Clarke	12.	
6. Tracy Maloy	13.	
7. Bernice Lopez		

Type of Report

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

Brief Statement of committee's issues / Area of Reporting


- I. **Call to Order at 6:03 pm**..... Kimberly Ross, Chair
- II. **Moment of Silence**
- III. **Mission Statement**.....Read in Unison
- IV. **Roll Call**.....Tracy Maloy (quorum validated)
Approval of minutes.....It was properly motion and second to approve SRAC's minutes for 10/22/22.
- V. **Other Correspondence**.....NA.
- VI. **Scholarship Update:**Annette Jones informed the committee \$298.00 is in the *Seigler, Sims & Wade* scholarship fund. Ms. Jones stated she will forward school info to staff liaison for distribution the first of April, 2023 for a May submission deadline for all potential scholarship applicants. Tracy Maloy made a motion to increase the committee scholarship donation to \$125.00 per member to ensure the possibility of awarding two \$500.00 scholarships. Seconded by Yvette Wingate. The due date for scholarship donations will be August, as well as informing the committee of the scholarship recipients.
- VII. **Treasurer Report**.....Annette Jones reported \$298.00 is current scholarship balance.
- VIII. **Council Discussions:**Energy Fair tentatively scheduled for June 7th and 8th, 2023 in Clewiston & Moore Haven. Katie Clarke voiced her concerns with Lake View Park Community Center. Ms. Clarke requested to have the 'poles' painted at Lakeview, as well as having dead tree limbs removed from her back yard area, as it is blocking her view from backing out. Paint can be donated 'free'.
- IX. **Board of Directors Update:** N'Kosi Jones stated to the committee, they must be 'fruitful' and productive in their communities. The Energy Fairs should include outreach activities such as: voting registration, career source, health care entities and food initiative programs which align to the agency's mission.

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

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

X. **Adjournment.** It was properly motion and second the SRAC Meeting was adjourned at 7:00 pm

Secretary Signature


Date

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SAMPLE

Head Start Policy Council



COUNCIL/COMMITTEE MEETING REPORT FORM

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

Policy Council
COUNCIL/COMMITTEE

April 5, 2023
DATE

Members Present/Absent: Attach Meeting Attendance Roster

Type of Report

- Reporting/Updating
 Recommending Board Action
 Recommending Policy Changes

Brief Statement of Committees Issue/Area Reporting:

- The Policy Council met on March 22, 2023, to review, discuss and approve the following:
 - Program progress reports
 - Program financial reports
 - Grant Applications, i.e., ARP Budget Revision & Budget Period 12-Month Extension, COLA, Quality Improvement, and Program Improvement One-Time request.
 - Human Resources Actions

Brief Background information and possible impact of issue/area (i.e.: Why is it an issue? Will funding, staff utilization, services and/or facility changes are necessary?)
Not at this time.

Recommendation for Board Action, if any (State in the form of a motion(s) to be acted upon by the full Board). Attach brief summary of request.
Not at this time.

The Agricultural and Labor Program, Inc.
Head Start/Early Head Start Policy Council Meeting
ALPI Administrative Office
2202 Avenue Q, Fort Pierce, FL 34950
March 22, 2023

MINUTES

1. CALL TO ORDER

Yolanda Wright Robinson, Policy Council Chairperson called the meeting to order at 6:06 p.m.

2. ROLL CALL

Yolanda Wright Robinson, Policy Council Chairperson conducted the roll call. Members present: Clairmine Joseph, April West, Jasmine Noel, Shanell Rene, Shaquille Owens, Shayla Dobson, Karissa Blackney, Idania Mondragon, Teaira Reed, Yolanda Wright Robinson, Linda Halpin, and Marjorie Gaskin.

Staff present: Myrna Rodriguez, Division Director

3. MISSION STATEMENT

All members read the Mission Statement.

4. SECRETARY'S REPORT

Yolanda Wright Robinson asked members if there were any questions to the minutes from February 15, 2023. There were no questions.

April West made a motion to approve the minutes as presented. Marjorie Gaskin seconded. The floor was opened for questions. There were no questions. The motion carried unanimously.

5. CORRESPONDENCE

Myrna Rodriguez introduced the Program Information (PI) received from the Administration for Children and Families (ACF) regarding FY Head Start Funding Increase.

6. CONSENT AGENDA

Yolanda Wright Robinson presented the Consent Agenda for approval and asked if there was item(s) that needed to be discussed separately. No questions regarding the consent agenda were asked.

Jasmine Noel made a motion to approve the Consent Agenda as presented. Linda Halpin seconded. The floor was opened for questions. There were no questions. The motion carried unanimously.

7. POLICY COUNCIL COMMITTEES

Personnel/Grievance Committee: Myrna Rodriguez presented the Human Resources Listing of new hires. The new hires included: 1 Teacher Assistant, 2 Family Services Workers, 2 Administrative Assistants, and 1 Kitchen Helper.

April West made a motion to approve the Policy Council Human Resources Listing as presented. Shaquille Owens seconded. The floor was opened for questions. There were no questions. The motion carried unanimously. (The original Human Resources Listing is on file with the minutes).

Grants/Fiscal Committee: Myrna Rodriguez presented the financial reports, including the Child Care Food Program Reimbursements for January and February, 2023, and the Grant Applications which included, ARP Budget Revision and Budget Period 12-Month Extension, FY 2023 Head Start/Early Head Start Cost-of-Living Adjustment (COLA), FY 2023 Quality Improvement (QI), and the FY 2023 Head Start Program Improvement One-Time Request.

Shayla Dobson made a motion to approve the Financial Reports, including the Grant Applications as presented. Teaira Reed seconded. The floor was opened for questions. There were no questions. The motion carried unanimously.

8. REPORT

Board of Directors: Marjorie Gaskin provided an overview of the Governance Orientation and thanked everyone who participated. The Governance Orientation was held on February 25, 2023, in Orlando, FL.

Marjorie Gaskin made a motion to approve the Board of Directors Report as presented. April West seconded. The floor was opened for questions. There were no questions. The motion carried unanimously.

9. OLD BUSINESS

None at this time.

10. NEW BUSINESS

Yolanda Wright Robinson, announced the dates for the Program Annual Self-Assessment scheduled for May 15-18, 2023. Ms. Wright Robinson provided a brief overview of the tasks/activities and encouraged everyone to participate.

Yolanda Wright Robinson, presented the 2023-2024 Head Start/Early Head Start Selection Criteria Scale for approval.

Marjorie Gaskin made a motion to approve the 2023-2024 Head Start/Early Head Start Selection Criteria Scale as presented. Shayla Dobson seconded. The floor was opened for questions. There were no questions. The motion carried unanimously.

11. ADJOURNMENT

Yolanda Wright Robinson asked for approval to adjourn the meeting. Jasmine Noel made a motion to adjourn the meeting. Marjorie Gaskin seconded. The floor was opened for questions. There were no questions. The motion carried unanimously.

Meeting was adjourned at 6:27 p.m.



Policy Council Chairperson