



**Board of Directors Meeting  
Friday, September 29, 2017  
10:00 AM – 12:00 PM  
Teleconference Meeting**

**MINUTES**

**ATTENDANCE:**

**Board Members Present by Phone:** Bob Buesing, Chris Card, Allison Davis, Chuck Hood, Larry Pintacuda

**Board Members Absent:** Modesto Abety, Wil Blechman, Claudia Davant, Linda Stoller

**Staff Present:** Phyllis Kalifeh, Kerri Cloud, Denise Bishop

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**Welcome:**

Chair Bob Buesing called the meeting to order at 10:15 a.m. when a quorum was attained. A face-to-face meeting was originally scheduled for September 15th, but due to the impact of Hurricane Irma throughout the state of Florida, the meeting was rescheduled as a teleconference.

**Reading and Approval of Minutes:**

Bob asked for additions or corrections to the minutes of the June 23, 2017 meeting. Hearing no changes, Bob called for a motion to approve the minutes as written. The minutes were approved (M/S; Davis/Pintacuda); motion carried.

**Mission Minute** (*Opportunities for Board members to be emissaries of the Forum's mission*):

Bob reported that he had attended a Florida Chamber Business Alliance meeting on September 28, 2017 where Katharine Stevens from the American Enterprise Institute, <http://www.aei.org/scholar/katharine-b-stevens/> was the keynote speaker. Bob shared that the Children's Forum was mentioned as a statewide organization that is improving the quality of the early care and education system.

Bob also discussed the ongoing activity of the Conn Foundation in community impact planning, which is active in Hillsborough County only, but has invested \$1M in children's programs in the region to move the needle in terms of access to quality services. Bob indicated that Helios, the United Way, and the Conn Foundation are all donating resources, and that outcome data are

critical to maintaining their support. Philanthropic and business investors are less interested in the inputs and more focused on measurable outcomes for communities and families. Bob said he was asked to be on the board and is excited to be on the philanthropic side of the initiatives.

## Chair's Report

**By-Laws Review:** Bob referred to the current by-laws which were addressed during the last meeting (June 23, 2017). Board members reviewed the amended by-laws. While they were approved earlier, Bob opened the floor for discussion. There were no other recommendations for changes. Bob called for a motion to accept the revised by-laws; motion was approved (M/S; Pintacuda/Card). Motion carried.

**Finance and Audit Committee:** Allison Davis, Treasurer; Kerri Cloud, CFO

- **Financial Statements:** Allison requested that we start with the financial statements. She indicated that there was not much to report given there had been only one month of activity since the year end in June, 2017. Items to note include the T.E.A.C.H. budget. She clarified that the T.E.A.C.H. funds include unspent monies from the prior contract year plus the current allocation for 2017-18. Kerri confirmed that we have a current contract from the Office of Early Learning (OEL). Chris shared that he had been in contact with a T.E.A.C.H. scholar from a Head Start program who was very forthcoming with her appreciation for and success with the T.E.A.C.H. program. He said it was an encouraging conversation.

There was a call for questions regarding the financial report. No questions were posed. Motion to accept July financials. Motion was approved (M/S: Card/Davis).

- **Budget Report:** Kerri briefly reviewed the proposed 2017-18 budget as follows:
  - OEL/T.E.A.C.H. currently reflects the fiscal year. Total \$6.1M for July 2017-June 2018. We have a 13-month contract, but this report reflects the current fiscal year.
  - An amended budget was sent to OEL with a request to secure funding levels that would allow current infrastructure to remain intact.
  - Larry asked if it would be necessary to reduce scholarships for active scholars. Response was that it would not. Active scholars will maintain their scholarships.
  - Reviewed changes to funded programs:
    - Help Me Grow (HMG) Florida. Funding was reduced from \$2.4M to \$1.8M, which reflects recurring funding. Nonrecurring dollars were not included in funding request for 2017-18.
    - Funding of \$1.8M for 2017-18 will result in a slight reduction in the amount regional affiliates receive this year.
    - Refer to Charts and Graphs provided to members re: total budget:
      - 2016-17: \$13 Million
      - 2017-18: \$11.5 Million

- Audit scheduled for October 30, 2017.
- Final numbers will be available before the end of December, 2017.
- If necessary, a revised budget will be submitted.

Bob called for a motion to accept the proposed budget for 2017-18; motion was approved (M/S; Pintacuda/Hood). Motion carried.

- **CEO Travel & Expense Report:** The finance committee has already recommended approval for the travel and expense report. The current CEO Travel & Expense Report was approved by the members (M/S; Davis/Pintacuda) and signed by the Chair (attached).

### **President's Report: Phyllis Kalifeh**

- **Summary** (see handout)
  - **T.E.A.C.H. appropriation/LBR for 2018-19:**  
OEL is requesting \$10M for T.E.A.C.H. again this year. The University of Florida-Lastinger Center, which works with Early Learning Florida to deliver professional development services, is now looking to partner with the Children's Forum/T.E.A.C.H. to package the courses for credit-bearing classes that are offered. This type of partnership with the Lastinger Center will provide additional political leverage for the Forum during this legislative session. Early Learning Coalitions throughout the state are continuing to promote the T.E.A.C.H. program as well.
  - **Compensation Workgroup:**  
The Forum is the lead on a compensation project entitled "Moving the Needle" that includes Florida and 7 other states. The Florida workgroup has developed a comprehensive strategic plan designed to address specific compensation needs of the early learning workforce. We have an excellent task force including Bob Buesing, OEL, UF, UW, FACCM, the Children's Movement, and others. A survey is under development and will be distributed to stakeholders in the field to collect information about the knowledge, values, and beliefs tied to ECE compensation. The market can't really bear the true cost of quality care so strategies to address the issues are being discussed. Bob noted that he appreciates getting information from other states on this issue.
  - **Volunteer Florida planning grant:**  
The goal of the planning grant awarded to the Forum is to assess the viability of applying for a subsequent implementation grant. The implementation grant targets a systematic increase in diversity within the early care and education (ECE) workforce. In particular, the purpose is to design creative strategies through a potential partnership with AmeriCorps that would increase the number of qualified males working within the ECE field. The proposal would

include the use of T.E.A.C.H. funds to support the professional development and training of those recruited for the project. Bob and Phyllis both suggested that increasing a male presence within the ECE field may actually shift more attention toward compensation issues. Dan Berman, based in Tampa, has been hired as a project manager to coordinate the planning grant. The next step is to assemble an Advisory Group. Phyllis suggested that Bob and Dan coordinate a time and place in Tampa when they could meet each other and discuss the plans for the project in more detail. Chris recommended the Forum consider Head Start representation on the Advisory Board. They have a national initiative to engage men (both fathers and employees). Phyllis said that Louis Finney has been invited to participate on the advisory board.

Volunteer Florida has been added to the strategic work plan (highlighted in strategic plan).

- **Help Me Grow (HMG):**

There have been changes in the leadership of the Help Me Grow project. Saralyn Grass has left the Forum and has taken a position as the Executive Director of the Association of Early Learning Coalitions, and Tamara Price, prior contract manager for HMG, is now the Statewide Coordinator. This is still a high priority initiative for Vance Aloupis, and he is working to establish a champion for the cause within the legislature.

- **Legislative Report:**

- The 2018 Legislative session begins in January.

- T.E.A.C.H. and HMG continue to be a focus for the Forum for this session. Phyllis shared that the Early Learning Consortium is addressing several issues this session including the Performance Funding Project (PFP), School Readiness slots, and the Gold Seal program. With respect to the Gold Seal program, Bob said there are questions around the effectiveness of the program, and with 14 accrediting associations, the issue of quality assurance. With a Gold Seal designation, there is up to an additional 20% added to the rate for programs that serve school readiness eligible children. There has been discussion about conducting a research study that examines the correlation between accrediting associations and child outcomes. The Forum was asked if we would be interested in completing this study. There is a request for a \$100,000 appropriation to conduct research using CLASS data correlated with Gold Seal accrediting associations. Phyllis completed a similar study using the Environment Rating Scales as a measure to examine the correlation among child outcomes and Gold Seal associations for her dissertation several years ago.

- **Business Alliance Luncheon:** Keynote Speaker- Katharine Stevens, American Enterprise Institute and embraced by the US Chamber of Commerce.

Bob described an interesting talk that focused in part on the Heckman Model of economic ROI for early care and education initiatives and also included

discussion of a project in Minnesota (“Minnesota Model”). The Minnesota Model provides a \$10,000 stipend to parents who are economically disadvantaged that can be used to enroll their children in high-quality programs families may not have otherwise considered. The intent is to put the decision-making power into the hands of the parents with the notion that high-quality providers will move into high-need geographic areas to enroll the children and in turn, access the \$10,000 vouchers. Bob suggested that the key to making this kind of initiative work is communicating the importance of high-quality in ECE, and then educating families on indicators of a high-quality program.

- Hillsborough County is developing a new mobile App that will identify all providers within the county that hold a Gold Seal designation by highlighting them in the color gold. In addition, all safety violations will be denoted on the App for providers in the region. The objective is to empower parents to make informed decisions that take into account the quality of the programs being considered for their children. Bob saw this as a way to move Gold Seal back to a more parent-focused approach, and he thought the App made a great deal of sense. He stressed that parent empowerment is a very good thing. Bob shared that the original App was created by Miami-Dade and they gave it to Hillsborough County where it was further developed.
- Larry asked fellow board members what private providers thought of the Gold Seal program. Discussion ensued.
- Phyllis shared that the T.E.A.C.H. issue paper for 2017-18 and the infographic with outcome data for 2016-17 are complete and ready for distribution during committee meetings and session. A similar flyer is being created for Help Me Grow. These will be shared with the board.
- **Strategic Plan Progress:**  
Phyllis asked if there were any questions or comments related to the strategic plan. All board members received an electronic copy of the plan for review. Bob provided positive feedback to Phyllis about the format of the strategic plan indicating that it was organized in a way that facilitated easy interpretation of the objectives for the year.

Chris Card left the conference call at 10:58 a.m. With his departure from the meeting, there was no longer a quorum.

### **New Business**

The next board meeting will be on December 8, 2017 from 9:00 a.m. to 11:00 a.m. at the Orlando Rosen Shingle Creek Hotel. Board members who are available are invited to meet for dinner the evening of December 7, 2017. Details to follow through email communication.

**Closed Executive Session**

Phyllis' CEO performance review was postponed until the December 8, 2017 meeting.

Respectfully submitted,

Larry Pintacuda  
Secretary

Denise Bishop  
Recording

Minutes Approved on: \_\_\_\_\_ <<to be submitted for approval at the Dec meeting>>  
[date]

Signature of Secretary: \_\_\_\_\_ [date]

Signature of Chair: \_\_\_\_\_ [date]



**MINUTES**  
**Finance & Audit Committee**  
**Wednesday, September 20, 2017**  
**3:30 PM**  
**Phone Conference**

**Board Members Present by Phone:** Chris Card, Allison Davis, Larry Pintacuda

**Staff Present:** Phyllis Kalifeh, Kerri Cloud

The finance/audit committee began a discussion of the following:

- **July 2017 Financial Statements** – A discussion ensued regarding the July financial statements which had been emailed to the finance committee earlier. Kerri indicated that we were only one month into FY17-18 and there was nothing unusual to report. She asked if anyone had any questions regarding the financials. No questions were raised regarding the July financials. Larry opened the discussion with a question regarding the TEACH dollars. Phyllis led the discussion regarding the Office of Early Learning's (OEL) decision not to send an amendment to the Legislative Budget Committee asking for the restoration of TEACH dollars back up to the \$10M. Since we were able to roll over \$3.1M unspent dollars from FY16-17, we will remain at the originally budgeted amount for FY17-18 of \$6.1M. Larry asked if we would need to reduce any Forum staff or take away any issued scholarships due to the lack of funding. Phyllis explained that OEL is being very flexible and will allow us to keep current staff in anticipation that the \$10M will be restored for FY18-19. However, CF will stop the issuance of new scholarships but continue to fund those already in the program. TEACH will continue to take applications for FY18-19 so they can hit the ground running when funds are restored. Kerri then went through the proposed FY17-18 budget by funder explaining any increases or decreases from FY16-17. A quick discussion of the decrease in HMG funds was discussed, but no further questions were asked regarding the budget. FY16-17 revenue was approx. \$13.2M; FY17-18 proposed budget is approx. \$11.5M with the major decreases due to the TEACH and HMG budget reductions. Chris Card motioned to present the proposed FY17-18 budget for approval to the entire board at our next meeting. Allison Davis seconded that motion.
- **Travel Expense Report** –Phyllis presented her travel summary for the quarter to the committee for review and approval (June, July & August). The Finance Committee approved the travel summary during the conference call. The summary will be presented to the entire board at our next meeting.

No further discussion.



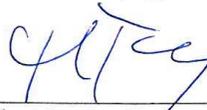
**PRESIDENT & CEO TRAVEL AND EXPENSE SUMMARY**

The table below represents travel that has occurred for the past quarter or is known or planned to occur within the next couple of months.

DATES	PURPOSE	LOCATION	APPROXIMATE COSTS
6/4-6/6/17	HMG Strategic Planning Session	Orlando, Fl	\$362.03
6/12-6/14/17	FAN Education Summit and Promoting the Head Start program for TEACH	Orlando, Fl Apalachicola, Fl.	\$261.36
6/26-6/29/17	BUILD QRIS Conference	Dallas, TX	\$1117.57
7/17-7/21/17	PD Advisory Council/Compensation Mtg And One Goal Summer Conference	Tampa, Fl	\$1119.80
August 2017	No Travel		

The travel summary of the CEO was provided to the Forum board of directors for their review. It represents travel that is both reasonable and necessary for the performance of the CEO duties on behalf of the organization and is thereby approved.

9-29-17  
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 Date

  
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 Robert Buesing, Chair  
 Children's Forum Board of Directors