



**Board of Directors Meeting
Decmeber 8, 2017
10:00 AM – 12:00 PM**

MINUTES

ATTENDANCE:

Board Members Present: Wil Blechman, Chuck Hood, Linda Stoller

Board Members Present by Phone: Bob Buesing, Chris Card, Larry Pintacuda, Rebecca Roman for Claudia Davant

Board Members Absent: Modesto Abety, Allison Davis

Staff Present: Phyllis Kalifeh, Kerri Cloud, Denise Bishop, Melissa Clements

Welcome:

Chair Bob Buesing called the meeting to order at 10:07 a.m. when a quorum was attained. The board meeting was scheduled to coordinate with the annual Florida Association for the Education of Young Children (FLAEYC) conference to accommodate those already traveling to Orlando. The Board members and Children's Forum staff listened to the FLAEYC Keynote address, presented by Dave Lawrence, as well as the subsequent interview with Harris Rosen, a prominent business person in Florida who is also a strong and vocal advocate for quality early care and education. Bob has heard Mr. Rosen speak previously at a chamber event and suggested that Mr. Rosen might be an excellent presenter for the next meeting (late January) of the Florida Philanthropic Network (FPN) to be held in Miami, FL. Phyllis suggested we try to communicate with the FPN and see if they would extend an invitation to Mr. Rosen.

Reading and Approval of Minutes:

Bob asked for additions or corrections to the minutes of the September 29, 2017 meeting. Hearing no changes, Bob called for a motion to approve the minutes as written. The minutes were approved (M/S; Stoller/Card); motion carried.

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

Wil stated that he has been talking to many people in his community and beyond and needs more business cards. Chris discussed salary surveys within the ECE industry and specifically discussed the Head Start Survey that the Children's Forum completed. It was a good opportunity

to talk about the professional products that the Forum generates. Phyllis took a minute to introduce the staff in the room.

Chair's Report

Bob shared a discussion he had recently at the Ready Nation Conference. He spoke with John Pepper, CEO from Proctor & Gamble in Cincinnati who emphasized employing a regional approach to promote change in early care and education systems. Bob stated that according to the superintendent of schools in Hillsborough County, local kindergarten readiness screening results suggest that only 47% of children assessed are “ready” for kindergarten. Bob continued that he is aware of several prominent foundations that are interested in early education issues, including the Helios Foundation, the Conn Foundation, and possibly the Vinic Foundation.

- Community Collaborative Process (ages 0-5 years)
- Subgroups are developing (quality, data-gathering, funding etc.)
- Community Foundations are also involved

Bob also discussed the fact that the University of South Florida (USF) has achieved preeminent research status through the state university system in Florida, and they have invested half of their financial award into early childhood research and development. This is a tremendous opportunity for impact within the state. They have developed a detailed report about how collaborative efforts have been effective and Bob will send us the report.

- There will be four role model communities established (in Hillsborough) and the planning process is expected to take place over the next six months. Goal is to have a plan to implement by the next school year.
- Quality is a major focus of the initiative and the Children's Forum is poised to have an active role.
- Escambia County has engaged in STRIVE community improvement plan.
- Bob serves as the ECE expert on the Conn Foundation Board, which has placed an emphasis on regional impact and the training level of ECE teachers. Bob said we need to find ways to set up our regional and state initiatives so that foundations can fill the funding gaps.
- Wil asked who the lead is on this effort and Bob stated that the Conn Foundation staff are actively involved in the development process. They are proposing that they hire a full-time staff person to run the effort and then will coordinate with other funders. Bob and the Hillsborough School Superintendent will provide leadership through the planning process.

Will and Bob discussed next steps for the Conn Foundation initiative and spoke specifically about the collaborative effort among the United Way, Community Foundation, and the Conn Foundation. Will also suggested that there may be an opportunity to extend the collaborative effort to include the Center for Excellence and The Children's Trust. The plan is to move to community board structure in the future.

Chris asked whether there was a Kindergarten Readiness Report from Hillsborough that explained the data that had been collected. Bob said that the aggregated data from the

Kindergarten Reading Readiness Test (KRT) should be publicly available through the Office of Early Learning soon. There are MOUs being developed to allow for data-sharing agreements. He added that research suggests that children who are not ready at kindergarten entry are more likely to struggle throughout school. It is this type of information that is motivating the Community Foundation to stay engaged. They are making data-informed and data-driven decisions about their investments and initiatives.

Bob is also interested in looking into sources of valid and reliable data for two to three-year old children to address the Return on Investment (ROI) for quality care for that age group. Chris suggested that it might be beneficial to look at Head Start data in comparison to the Hillsborough kindergarten readiness data. Wil brought up Dr. James Heckman's research and Bob reiterated that he would send along the USF report, which references Heckman throughout. Bob said that the report far exceeded his expectations. Wil added that he is concerned with the number of children and families who qualify for Early Head Start and Head Start programs but are still on waiting lists. He referenced that 23,000-28,000 children are on a waiting list (but that did not represent those who are eligible) and he would like to see data on what is happening with those children who are NOT receiving supports for which they are eligible. Wil said that perhaps there would be data available from the First 1000 Days initiative. Phyllis and Wil said they would follow up on that as a potential source of data for the Community Improvement Model in Hillsborough.

Phyllis suggested that we should showcase the Hillsborough community investment in an upcoming Children's Forum Newsletter. Bob said that once we have a success, we will showcase it! With the work that is being done at USF, there are nine professors at the institution working on early care and education issues, many of whom started their careers in early childhood education. Bob emphasized that the Foundation is looking for data sources to test the impact of the local project and said that without data, even great ideas will be non-starters. Bob will disseminate the report to the Board. Diana Ragbeer has requested data and advocacy points for the First 1000 Days initiative.

Melissa Clements (Forum staffer) asked a question about work surrounding the use of Unique Identifiers associated with the kindergarten readiness test (KRT) that may help with tracking children who are receiving ECE (VPK) services. Bob said the MOU that was written is designed to gather data about children starting earlier than prekindergarten. The Head Start Collaboration office is also looking at establishing unique identifiers that will pull in agencies beyond OEL (i.e., DCF, DOH etc.). Wil stressed that we need to monitor the whole child, not just achievement scores. Bob closed the conversation by sharing that the Healthy Start Coalition and the Bay Care Hospital are also committed to the Community Board.

Finance Committee: Treasurer; Kerri Cloud, CFO; *Allison was not on the call*

- **Financial Statements:**

Kerri Cloud shared that we are in the fourth month of the fiscal year 2017-18. T.E.A.C.H. is a little ahead of where they want to be in terms of spending, but Lori Stegmeyer is monitoring it closely and making adjustments as needed. The Financial Committee already reviewed the statement and minor edits were incorporated in the final report. There was a call for questions

regarding the financial report. Audit Report to the funders before December 31, 2017. No questions were posed. Motion to accept financial statement. Motion to accept was approved (M/S: Blechman/Stoller).

- **CEO Travel & Expense Report:**

Travel from August through October, 2017. Nonprofits First requires all travel documentation to be provided to the Board, so it has been included in the packet. Chuck asked a question about the wording in the report for conference travel to NWRA September 4-8, 2017. Phyllis clarified and will adjust the wording in the final report to reflect that the charge was for *travel* specifically; currently the report reflects that it was for NWRA *Conference Expenses* (see attached report).

The current CEO Travel & Expense Report was approved by the members (M/S; Hood/Blechman) and signed by the Chair (attached).

- **Children's Services Council Monitoring:**

Bob and Kerri led a discussion about the Children's Services Council (Palm Beach) monitoring visit; the Finance Committee reviewed the report previously. There were four main findings from the monitoring that are summarized below (see attached report for full description):

1. Buying back PTO
2. Prorating expenses at end of year (*Phyllis provided explanation*)
3. Tuition Reimbursement
4. Some core trainings were not completed by some Tallahassee staff

The Management Response to the monitoring report was not included but is available in the secure Board Meeting folder online. Bob asked what the next step in the process was and Kerri replied that there needs to be documentation that the report was presented and reviewed by the board. This discussion with the Board meets those criteria.

President's Report: Phyllis Kalifeh

- **Summary:**

Phyllis began her report by describing the progress of the Florida Compensation Workgroup. Florida was one of eight states invited to participate in this important work exploring the ECE workforce and salaries/compensation. Initial meeting of the workgroup took place in North Carolina. The workgroup has disseminated and collected responses to a salary survey. Preliminary results indicate there has been limited positive movement in this area. The Compensation Workgroup has developed a strategic plan and is making progress on the defined action steps. Phyllis discussed the two prevailing philosophies around EC compensation: market-theory, and the idea that EC educators are consistently under-compensated and there needs to be some intervention.

Phyllis also shared the Forum's participation with a new Nonprofits First grant (through CSC-PB) focused on *Storytelling for Nonprofit Organizations*. The goal is to continue to build capacity within our organization.

Child Care WAGE\$ is presenting a webinar next week to expand the reach of the WAGE\$ program and encourage involvement with the program throughout the state. The Miami-Dade workforce study showed clear evidence of the role that both education and participation in WAGE\$ makes in quality teacher-child interactions (as per CLASS data). The data analysis shows that inputs do matter and that holding a college degree does make a difference in child outcomes.

- **Legislative Report:**

Phyllis stated that she registered as a lobbyist, which allowed her to have conversations with state senators and representatives during committee weeks. Phyllis did this as a precaution to ensure that there were no questions about her conversations with legislators. Fely Curva is no longer providing consulting services to the Forum. Claudia Davant is also helping with lobbying. Rebecca Roman (Adam Street Advocates) joined the meeting as a representative for Claudia and indicated that she is involved with meetings with key members of the legislature and most of the meetings have been very positive related to T.E.A.C.H. and Help Me Grow (HMG). Phyllis asked if there were any questions. Linda asked who the key legislators are and Phyllis suggested that Rep. Manny Diaz, Senator Passidomo, and Senator Farmer are in important positions. Phyllis will send the list to Board members and stressed that advocacy is often received better when coming from those outside the Children's Forum staff and volunteer to support the cause.

Phyllis discussed the proposed accountability strategy for the School Readiness program (Early Learning Consortium). A joint legislative agenda has been developed and is included in the board meeting packets (tab 3). The Consortium has worked with OEL to develop this agenda. Members discussed the need for more recurring dollars rather than non-recurring because otherwise, we are in a tenuous financial situation each year when the funding is re-negotiated. Linda brought up the value of having a stable workforce (4% turnover rate), such as those who have accessed T.E.A.C.H. scholarships. Please refer to the document for specific information about the individual agenda items.

Phyllis discussed the current situation with the T.E.A.C.H. program explaining that no new scholarships were being issued this fiscal year, but T.E.A.C.H. has been able to support those on continuing contracts. She shared the new issue papers for both T.E.A.C.H. and HMG. Chuck recommended we redesign the issue papers so that they are in a bulleted format. Linda suggested that we share more broadly the negative impact that the financial cut to the T.E.A.C.H. program has had by creating a wait-list and possibly losing potential scholars.

Phyllis shared the new graphic and stated that data from the *Help Me Grow* program show that 54% screening identified at least one concern. Over 60% of parents who called in did not have their children enrolled in a child care program nor had they spoken to anyone through a state agency. HMG Outreach is local and provided through community fairs and activities. In most communities, the program is administered through the 211 call line and then a referral, when appropriate, can be made to HMG. The follow up that continues through to problem resolution makes HMG stand out as a different type of resource.

Chuck talked about the benefit of some of the new social media, text-based resources that are tools available to parents, grandparents, and other family members (i.e., Text4Baby, Vroom). Wil said that *Zero to Three* was no longer promoting Text4Baby anymore, but no one seemed to know why.

Children's Week at the Capitol is scheduled for January 22-26, 2018. Wil Blechman will be recognized and celebrated at the Advocacy Awards Dinner and we would like to have as many Board members present as possible. The Children's Forum will make the arrangements.

- **Strategic Plan Progress:**

Phyllis referenced the strategic plan which is updated quarterly. It is included in the packet (tab 4). Phyllis shared that the Children's Forum new annual report for 2017 has been completed and sent to the printers for distribution. Hard copies of the reports should be delivered by mail prior to the holiday break. Phyllis asked if there were any questions and Wil asked about the influx of families from Puerto Rico (PR). Several counties, particularly in central Florida, have seen many new families from PR move into their communities and school districts.

Phyllis talked briefly about a Shared Services Alliance concept for child care programs that would be administered by the Children's Forum and shared that she will provide more information in the future about this idea. We would need to find a funder to fuel the development of the idea.

There were no additional questions.

New Business

Wil shared that the Kiwanis and UNICEF are engaged in an important collaborative. We need to increase use of iodized salt throughout the world. There is a need for increased education and promotion and the anti-salt promotion is cause for concern to pregnant women (as evidenced by urine samples) and the child's developing brain. Babies and pregnant mothers need iodized salt. Wil is going to talk to experts in endocrinology at the University of Miami. Is this a viable outreach and education campaign for the Children's Forum to take on? We either need to access available educational materials, or perhaps create materials for dissemination.

Closed Executive Session

Phyllis' CEO performance review.

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, the Forum 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 & Expense 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

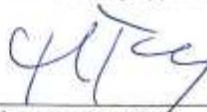
The table below represents travel that has occurred for the past quarter or is known or planned to occur within the next couple of months.

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.

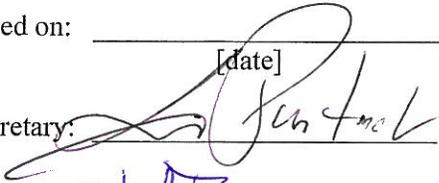
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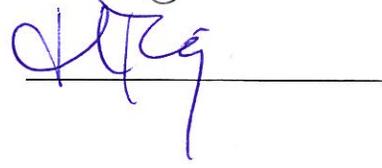


 Robert Buesing, Chair
 Children's Forum Board of Directors

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

Signature of Secretary: 

3-23-18
[date]

Signature of Chair: 

3-25-18
[date]