



FIRST THINGS FIRST

Ready for School. Set for Life.

Arizona Early Childhood Development & Health Board

Coconino Regional Partnership Council

Draft -Meeting Minutes December 8, 2014

Call to Order

The Regular Meeting of the First things First Coconino Regional Partnership Council was held on December 8, 2014. The meeting was located at the Flagstaff Public Library Meeting Room, 300 W. Aspen, Flagstaff, Arizona 86001. Paula Stefani, Chair for the Coconino Regional Partnership Council, called the meeting to order at approximately 2:37pm and welcomed all in attendance.

Members Present:

Amanda Guay; Paula Stefani; Noreen Sakiestewa; Robert Kelty; Scott Deasy; Debbie Winlock; Sherri Slayton; Allen Chapa; Mary Morgan

Disclosure of Conflicts

Agenda item #5a, Discussion and Possible Approval of SFY16 Funding Plan Strategies, Funding Allotments, Target Service Units and Funding Mechanisms-Member Morgan, Member Stefani, Member Sakiestewa

Agenda Item #5B, Discussion and Possible Approval of SFY16 Funding Plan Strategies, Funding Allotments, Target Service Units and Funding Mechanisms-Member Stefani

Agenda item #5C, Discussion and Possible Approval of SFY16 Funding Plan Strategies, Funding Allotments, Target Service Units and Funding Mechanisms-Member Stefani, Member Sakiestewa, Member Morgan

Agenda item #5E, Discussion and Possible Approval of SFY16 Funding Plan Strategies, Funding Allotments, Target Service Units and Funding Mechanisms-Member Stefani, Member Winlock

Agenda item #5H, Discussion and Possible Approval of SFY16 Funding Plan Strategies, Funding Allotments, Target Service Units and Funding Mechanisms-Member Guay, Member Chapa, Member Guay

Consent Agenda

Member Slayton motioned to approve the minutes for the October 20, 2014 Coconino Regional Partnership Council Regular meeting. Member Winlock seconded. Motion carried.

Review of October 20th Regional Council Meeting Discussion on Regional Priorities, Strategies and School Readiness Indicators and Discussion and Possible Approval of Revised Priority

Chair Stefani turned the discussion for this agenda item over to Ms. Majure who provided an overview of the regional priorities, strategies, and the Regional Council selected school readiness indicators. Ms. Majure stated that she recommends that the Regional Council approve the suggested change to the first regional priority. After a brief discussion, Member Slayton stated, "I move that we approve the **Revised Regional Priority** to read: *Many young children and their families struggle to meet their basic needs including accessing health care, child care and family support services, which negatively impacts their health, development and school readiness.* Member Winlock seconded. Motion carried.

Discussion and Possible Approval of SFY16 Funding Plan Strategies, Funding Allotments, Target Service Units and Funding Mechanisms

Chair Stefani turned the discussion for this agenda item over to Ms. Majure. Ms. Majure clarified she would reference strategies rather than funded approaches for this discussion. Ms. Majure presented five different funding scenarios, each of them unique with differences in the strategy funding levels. The Regional Council engaged in a lengthy discussion on the differences in the strategy funding levels for each of the scenarios. After the discussion, Regional Council members made the following motions:

Item 5A

Member Kelty motioned: I move that we approve the **Quality First Strategy Package** for state fiscal year 2016 to include **16** centers with scholarships, **2** centers without scholarships, **5** homes, **2** ratings only centers with scholarships with a funding allotment of **\$338,408** as presented in today's Funding Plan document. The Quality First package includes the following strategies for enrolled providers: Quality First Coaching and Incentives; Quality First Academy; Quality First Specialized Technical Assistance. Member Slayton seconded. Member Sakiestewa, Member Morgan and Member Stefani all had conflicts of interest. Motion carried.

Item 5A

Member Deasy motioned: I move that we approve the **Child Care Health Consultation** strategy for state fiscal year 2016 for the programs enrolled in the Quality First package; with the addition of **4** non-Quality First centers AND with a frontier adjustment for additional funding to cover mileage and travel for service delivery in the Coconino region. The total funding allotment for this strategy is **\$72,690**. Member Chapa seconded. Member Stefani had a conflict of interest. Motion carried.

Item 5B

Member Slayton motioned: I move that we approve the **Quality First Child Care Scholarship** strategy for state fiscal year 2016 with an estimated **94** Quality First Child Care Scholarships for the funding allotment of **\$795,616**. Member Kelty seconded. Member Sakiestewa, Member Morgan and Member Stefani had conflicts of interest. Motion carried.

Item 5E

Member Guay motioned: I move that we approve the **Home Visitation** strategy for state fiscal year 2016 and allot **\$323,000** for this strategy with the target service number of **130** families served, and the secondary target service number of **130** children receiving screenings and **130** developmental screenings conducted through renewal of the Request for Grant Application **and** the Government to Government Agreement renewal. The target population is children birth to age 5. The target geographic area for the Havasupai Home Visitation strategy is Supai and Supai Camp. For the other Home Visitation strategy, the target geographic area to be served includes Page, Fredonia, Grand Canyon, Winslow, Williams, and Kaibab Paiute and Hopi tribal lands. Member Winlock seconded. Motion carried.

Item 5F

Member Sakiestewa motioned: I move that we approve the **Parenting Education** strategy for state fiscal year 2016 and allot **\$100,000** for this strategy with the target service number of **75** participating adults through a Request for Grant Application process.

The target population is parents with children birth to age 5. The target geographic area is Page, Fredonia, Kaibab Paiute and Hopi tribal lands, Grand Canyon, Winslow, and Williams. Member Guay seconded. Member Stefani, Member Winlock had conflicts of interest. Motion carried.

Item 5G

Member Winlock motioned: I move that we approve the **Parent Outreach and Awareness** strategy for state fiscal year 2016 allotting **\$20,000** specifically for the Reach Out and Read program with the target service number of **9** participating practices and **5,141** books distributed through a multi-regional Request For Grant Application process. The target population is children 6 months to age 5 receiving a book during a well-child visit. The target geographic area is at least one participating practice in Flagstaff, Williams, Winslow, Page, Fredonia, Grand Canyon, and Kaibab Paiute, Havasupai and Hopi tribal lands. Member Chapa seconded. Motion carried.

Item 5H

Member Slayton motioned: I move we approve the **Oral Health** strategy for state fiscal year 2016 and allot **\$127,000** for this strategy with the target service numbers of **1,200** children receiving oral health screenings, **975** fluoride varnishes applied, **450** participating adults and **50** prenatal women receiving oral health screenings through a Government to Government Agreement process.

The target population is children birth to age 5 and their parents, prenatal women, and early childhood professionals. The target area is the entire Coconino region, excluding Havasupai for providing fluoride varnishes and screenings. Member Deasy seconded. Motion carried.

Item 5I

Member Stefani motioned: I move that we approve the **Care Coordination/Medical Home** strategy for state fiscal year 2016 and allot **\$300,000** for this strategy with the target service numbers of **600** children served, **600** children receiving screenings, **600** developmental screenings conducted, **600** hearing and vision screenings conducted, through a Grant Award renewal.

The target population is first time families with children birth through age three that are not currently enrolled in a Care Coordination program, however, Care Coordination services will not be limited to only first time families and families with children birth to age three. The target area is Flagstaff, Williams and Winslow. Member Slayton seconded. Member Guay, Member Chapa had conflicts of interest. Motion carried.

Item 5L

Member Guay motioned: I move that we approve the **Community Outreach** strategy for state fiscal year 2016 and allot **\$80,000** for this strategy with an FTF directed full time Parent Awareness and Community Outreach position. The target area is the entire Coconino region. Member Chapa seconded. Motion carried.

Item 5M

Member Deasy motioned: I move that we approve the **Community Awareness** strategy for state fiscal year 2016 and allot **\$10,000** for this strategy. The target area is the entire Coconino region. Member Winlock seconded. Motion carried.

Item 5N

Member Slayton motioned: I move that the Coconino Regional Partnership Council approve the **Media** strategy for state fiscal year 2016 and allot **\$20,000** for this strategy. The target area is the entire Coconino region. Member Kelty seconded. Motion carried.

Item 5O

Member Sakiestewa motioned: I move that the Coconino Regional Partnership Council approve the **Statewide Evaluation** strategy for state year 2016 and allot **\$123,767** for this strategy. Member Guay seconded. Motion carried.

Call to the Public

There were no calls to the public.

Next Regional Council Meeting Date: January 12, 2015 at 3:00pm at United Way of Northern Arizona, Flagstaff, Arizona

The next Regional Council Meeting will be held on January 12, 2015 at 3:00pm at United Way of Northern Arizona.

Adjourn

Chair Stefani called for a motion to adjourn the meeting. Member Kelty moved to adjourn the meeting. Member Guay seconded. Meeting adjourned at 5:38pm.

Dated this 15th day of December 2014

ARIZONA EARLY CHILDHOOD DEVELOPMENT & HEALTH BOARD

Coconino Regional Partnership Council



Ellen Majure, Regional Director



FIRST THINGS FIRST

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SFY 2016 Regional Funding Plan

Coconino Regional Partnership Council

Presented to the First Things First Board
January 20-21, 2015

Coconino Funding Plan Summary SFY16 Proposed		
Allocations and Funding Sources	2016	Recommendations to the Board SFY16 Strategies and Allotments
FY Allocation	\$1,428,799	
Population Based Allocation	\$735,334	
Discretionary Allocation	\$693,465	
Other (FTF Fund balance addition)		
Carry Forward From Previous Year	\$882,806	
Total Regional Council Funds Available	\$2,311,605	
Strategies	Proposed Allotment	
Quality First Coaching & Incentives (<i>statewide</i>)	\$302,258	Recommend Approval
Quality First Academy (<i>statewide</i>)	\$23,500	Recommend Approval
Quality First Specialized Technical Assistance (<i>statewide</i>)	\$12,650	Recommend Approval
Child Care Health Consultation (<i>statewide</i>)	\$72,690	Recommend Approval
Quality First Scholarships (<i>statewide</i>)	\$795,616	Recommend Approval
Home Visitation	\$323,000	Recommend Approval
Parenting Education	\$100,000	Recommend Approval
Parenting Outreach and Awareness	\$20,000	Recommend Approval
Oral Health	\$127,000	Recommend Approval
Care Coordination/Medical Home	\$300,000	Recommend Approval
Community Outreach (<i>FTF Directed</i>)	\$80,000	Recommend Approval
Community Awareness (<i>FTF Directed</i>)	\$10,000	Recommend Approval
Media (<i>FTF Directed</i>)	\$20,000	Recommend Approval
Statewide Evaluation (<i>statewide</i>)	\$123,767	Recommend Approval
	Total	\$2,310,481
	Total Unallotted	\$1,124

COCONINO REGIONAL PARTNERSHIP COUNCIL

**Regional Funding Plan
SFY 2016
July 1, 2015 - June 30, 2016**

- I. Regional Allocation Summary**
SFY 2013 - 2015 and SFY 2016 - 2018

- II. Three Year Recap - Review of SFY 2013 - 2015 Funding Plans**
 - A. Strategy Allotments, Awards and Expenditures
 - B. Strategies and Units of Service

- III. SFY 2016 – 2018 Strategic Direction**
 - A. Regional Priorities, Selected FTF Indicators and Priority Roles, and Approaches to Achieve Outcomes
 - B. System Building - Unfunded Approaches
 - C. Changes in Funded Approaches from SFY 2015 to SFY 2016
 - D. Target Service Units Proposed
 - E. Proposed Funding Summary SFY 2016 -2018 Regional Partnership Council Budget

Section I.
Regional Allocation Summary

Coconino Regional Partnership Council

Allocations and Funding Sources	SFY 2013	SFY 2014	SFY 2015	SFY 2016	SFY 2017	SFY 2018
FY Allocation	\$1,937,735	\$2,374,725	\$2,372,024	\$1,428,799	\$2,311,605	\$2,311,605
Population Based Allocation	\$1,071,332	\$1,360,497	\$1,357,649	\$735,334	\$1,489,672	\$1,489,672
Discretionary Allocation	\$662,533	\$787,065	\$778,912	\$693,465	\$821,932	\$821,932
Other (FTF Fund Balance Addition)	\$203,870	\$227,163	\$235,462			
Carry Forward from Previous Year	\$1,510,056	\$1,671,736	\$1,597,694	\$882,806	\$1,124	\$4,708
Total Regional Council Funds Available	\$3,447,791	\$4,046,461	\$3,969,717	\$2,311,605	\$2,312,728	\$2,316,313

For SFY 2016 regional allocations were adjusted so that each region's carry forward and balance is part of the allocation rather than being in addition to.

Section II.A.

SFY 2013 - 2015 Strategy Allotments, Awards and Expenditures

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SFY 2013 - 2015 Coconino Funding Plan Summary								
Allocations and Funding Sources	2013			2014			2015	
FY Allocation			\$1,937,735			\$2,374,725		\$2,372,024
Population Based Allocation			\$1,071,332			\$1,360,497		\$1,357,649
Discretionary Allocation			\$662,533			\$787,065		\$778,912
Other (FTF Fund balance addition)			\$203,870			\$227,163		\$235,462
Carry Forward From Previous Year			\$1,510,056			\$1,671,736		\$1,597,694
Total Regional Council Funds Available			\$3,447,791			\$4,046,461		\$3,969,717
Strategies	Allotted	Awarded	Expended	Allotted	Awarded	Expended	Allotted	Awarded
Quality First Coaching /Incentives	\$334,270	\$307,097	\$249,736	\$329,159	\$329,159	\$292,021	\$313,992	\$313,989
Quality First Academy				\$22,023	\$18,296	\$14,850	\$24,440	\$24,440
Quality First Warmline Triage				\$1,959	\$1,959	\$1,953	\$2,128	\$2,128
Quality First Inclusion Warmline				\$4,898	\$4,898	\$3,442	\$5,040	\$4,446
Quality First Child Care Health Consultation Warmline				\$1,231	\$1,231	\$928	\$1,316	\$942
Quality First Mental Health Consultation Warmline				\$5,037	\$5,037	\$4,853	\$5,184	\$5,184
Child Care Health Consultation	\$50,400	\$50,278	\$49,011	\$64,289	\$64,289	\$59,866	\$83,160	\$82,555
Quality First Scholarships	\$692,738	\$692,738	\$553,131	\$643,048	\$643,048	\$588,717	\$1,084,577	\$1,084,577
Family, Friends & Neighbors	\$81,009	\$81,009	\$73,796	\$112,000	\$112,000	\$111,454	\$123,200	\$123,200
Summer Transition to Kindergarten	\$198,000	\$198,000	\$198,000	\$258,000	\$258,000	\$257,445	\$283,800	\$281,597
Home Visitation	\$320,000	\$318,518	\$269,125	\$333,000	\$333,000	\$323,974	\$353,000	\$352,820
Parent Education Community-Based Training	\$100,000	\$100,000	\$95,196	\$100,000	\$100,000	\$97,963	\$110,000	\$110,000
Reach Out and Read				\$46,000	\$46,000	\$46,000	\$50,600	\$50,600
Native Language Preservation	-			\$31,772	\$31,772	\$31,772		
Oral Health	\$110,656	\$110,656	\$106,927	\$128,000	\$127,999	\$115,654	\$140,800	\$140,760
*Recruitment – Stipends/Loan Forgiveness	\$40,000	\$10,580	\$9,272			(\$1,458)		
Care Coordination/Medical Home				\$260,000	\$259,978	\$245,541	\$300,000	\$300,000
FTF Professional REWARDS	\$52,650	\$52,650	\$46,628	\$66,150	\$66,150	\$64,822	\$72,765	\$71,550
Service Coordination	\$100,000	\$98,083	\$5,099	\$100,000	\$18,800	\$14,728	\$150,000	\$17,310
**Regional Early Childhood Workforce Development Strategy			(\$31,772)					
Community Outreach	\$85,000	\$85,000	\$54,326	\$80,000	\$80,000	\$71,449	\$80,000	\$80,000
Community Awareness	\$10,000	\$10,000	\$7,975	\$10,000	\$10,000	\$7,223	\$15,000	\$15,000
Media	\$50,000	\$50,000	\$57,261	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Needs and Assets	\$22,000	\$22,000	\$22,000	\$17,000	\$14,450	\$12,915		
Statewide Evaluation	\$52,228	\$52,228	\$10,345	\$125,759	\$125,759	\$32,705	\$162,127	\$162,127
Total	\$2,298,951	\$2,238,837	\$1,776,055	\$2,789,325	\$2,701,825	\$2,448,767	\$3,411,129	\$3,273,225
Total Unallotted	\$1,148,840	\$60,114	\$462,782	\$1,257,136	\$87,500	\$253,058	\$558,588	\$137,904

*Recruitment-Stipend/Loan Forgiveness strategy. The expenditure in SFY14 was for the final administrative cost associated with this strategy. The final year for this strategy was SFY13. After reconciling the final expenditures, unused funds were found and a credit was applied in SFY14.

** The Regional Early Childhood Workforce Strategy was set up as the strategy for the Hopi Lavayi Assessment, however, it was determined the more appropriate strategy was Native Language Preservation. A credit was applied in SFY13 and the expenditure is reflected in the Native Language Preservation strategy.

Section II.B.
SFY 2013 - 2015
Strategies and Units of Service



Coconino Regional Council
Units of Service by Strategy

Strategy Description	Fiscal Year 2013		Fiscal Year 2014		Fiscal Year 2015	
	Targeted Units	Contracted Units	Targeted Units	Contracted Units	Targeted Units	Contracted Units
Quality First Coaching and Incentives Strategy						
Number of centers	14	14	18	18	19	19
Number of homes	6	6	8	8	5	5
Number of rating only centers					2	2
Quality First Academy Strategy Note: Regional Council not required to set service units						
Number of technical assistance providers						
Quality First Child Care Health Consultation Warmline Strategy Note: Regional Council not required to set service units						
Number of calls received			0	0	0	0
Quality First Inclusion Warmline Strategy Note: Regional Council not required to set service units						
Number of calls received			0	0	0	0
Quality First Mental Health Consultation Warmline Strategy Note: Regional Council not required to set service units						
Number of calls received			0	0	0	0
Quality First Triage Warmline Strategy Note: Regional Council not required to set service units						
Number of calls received			0	0	0	0
Child Care Health Consultation Strategy						
Number of center based providers served	14	14	18	18	19	19
Number of home based providers served	6	6	8	8	5	5
Number of Non-QF Centers			0	0	4	4
Number of Non-QF Homes			0	0	0	0
Quality First Scholarships Strategy						
Number of scholarship slots for children 0-5 years	112	112	128	128	143	143
Scholarships TEACH Strategy						
Number of professionals receiving scholarships	31	0	44	0	0	0
Family, Friends & Neighbors Strategy						
Number of home based providers served	40	45	60	60	60	60
Summer Transition to Kindergarten Strategy						
Number of children served	200	200	260	240	264	240
Number of participating adults	200	200	260	240	264	240
Home Visitation Strategy						
Number of families served	97	97	97	90	96	133
Number of children receiving screening					96	100
Number of developmental screenings conducted					96	133
Number of hearing screenings conducted					0	100
Number of vision screenings conducted					0	140
Parent Education Community-Based Training Strategy						
Number of adults completing a series					63	75
Number of participating adults	50	50	50	63		
Reach Out and Read Strategy						
Number of books distributed			8,976	6,330	7,000	4,810
Number of participating practices			14	16	17	18



**Coconino Regional Council
Units of Service by Strategy**

Strategy Description	Fiscal Year 2013		Fiscal Year 2014		Fiscal Year 2015	
	Targeted Units	Contracted Units	Targeted Units	Contracted Units	Targeted Units	Contracted Units
Native Language Preservation Strategy						
Number of books distributed	0	0	0	0	0	0
Number of home and / or center based providers	0	0	0	0	0	0
Number of participating adults	0	0	0	0	0	0
Number of participating professionals	0	0	0	0	0	0
Birth to Five Helpline Strategy						
Note: Regional Council not required to set service units						
Number of calls received	0	0	0	0	0	0
Oral Health Strategy						
Number of children receiving oral health screenings	1,000	1,000	1,000	1,250	1,350	1,350
Number of fluoride varnishes applied	950	950	950	1,015	1,100	1,100
Number of participating adults	1,000	650	650	650	500	500
Number of participating professionals	20	20	20	0	0	0
Number of prenatal women receiving oral health screenings	50	50	50	50	60	60
Care Coordination/Medical Home Strategy						
Number of children served			433	400	461	461
Number of children receiving screening					461	461
Number of developmental screenings conducted					600	600
Number of families served (HIE Assistance)					50	50
Number of hearing screenings conducted					461	461
Number of vision screenings conducted					461	461
Recruitment – Stipends/Loan Forgiveness Strategy						
Number of therapists receiving loan forgiveness	2	1				
Number of therapists receiving stipends	2	1				
FTF Professional REWARD\$ Strategy						
Number of incentive awards distributed	39	39	49	54	54	53
Service Coordination						
No Service Units						
Community Outreach						
No Service Units						
Community Awareness						
No Service Units						
Media						
No Service Units						
Statewide Evaluation						
No Service Units						

Notes about SFY14 contracted service units and SFY15 service units:

Quality First Service Numbers:

Due to operational changes, a “0” for the Contracted Service Unit (CSU) is shown in the table above for SFY14 and SFY15, however, the Targeted Service Unit (TSU) and the CSU are the same, i.e. the TSU is what was contracted for with Quality First grantees on behalf of each region.

Child Care Health Consultation Service Numbers:

In SFY15 the Council is funding both Quality First and non-Quality First Centers. There are 4 non-Quality First Centers receiving these services. The Regional Council does not include services to non-Quality First Homes as a component of this strategy.

Quality First Scholarships Service Numbers:

TSU changes are due to the SFY15 QF model changes approved by the Board. The TSU changed from SFY14 to SFY15 due to program model changes which impacted the eligibility of programs to receive scholarships based upon star ratings, participant size.

Scholarships TEACH Service Numbers:

In SFY14 the targeted service unit (TSU) for TEACH reflects the number of scholarships for statewide funded TEAM and additional TEACH, if funded by the region. While in SFY15 the TSU only reflects scholarships funded by the region. The regional council does not fund additional TEACH scholarships above the statewide funded scholarships. The contracted service unit for SFY14 was 17 and is 16 scholarships in SFY15. The contracted service unit is lower than the TSU, reflecting actual scholarship usage.

Family, Friend and Neighbors Service Numbers:

The TSU and CSU increased in SFY14 and SFY15 due to increased funding for this strategy.

Summer Transition to Kindergarten Service Numbers:

Due to costs associated with administering this strategy, the grantee determined they were able to serve fewer children and participating adults in SFY14 and 15, which was less than the TSU.

Home Visitation Service Numbers:

In SFY15, additional targeted service units were included in this strategy “number of children receiving screening” and “number of developmental screenings conducted”.

Parent Education Community-Based Training Service Numbers:

In SFY14, the TSU reflected an unduplicated count, while the CSU reflects a duplicated count. For SFY15, the TSU, number of participating adults, reflects an unduplicated count.

Reach Out and Read Service Numbers:

Due to the funding level, the grantee determined they could provide and distribute fewer books than the TSU in SFY14 and SFY15. In SFY14 and SFY15 a higher number of participating practices were served than the TSU.

Native Language Preservation Service Numbers:

In SFY13, this strategy provided funding for the Hopi Lavayi Language Assessment and no TSUs were identified. This strategy was not funded in SFY14 or in SFY15.

Oral Health Service Numbers:

The Regional Council no longer includes service to the participating professionals as a component of this strategy.

Care Coordination/Medical Home

This was not a funded strategy in SFY13. In SFY15, secondary targeted service units were included under this strategy “number of children receiving screening, number of developmental screenings conducted, number of hearing screenings conducted, number of vision screenings conducted and number of families served (HIE Assistance). SFY15 was the initial year for capturing data on these secondary indicators.

Recruitment Stipend/Loan Forgiveness:

The strategy was only funded in SFY2013.

**Section III. A.
Strategic Plan
SFY 2016 – 2018**

Regional Priorities, Selected FTF Indicators and Priority Roles, and Approaches to Achieve Outcomes

Regional Priority Need(s) to be addressed	School Readiness Indicators and Regional Benchmark Aligned with the needs and priority roles	FTF Priority Roles in the Early Childhood System	SFY 2016 – 2018 Approaches	
			Unfunded Approaches	Funded Approaches
<p>Many young children and their families struggle to meet their basic needs including accessing health care, child care and family support services, which negatively impacts their health, development and school readiness</p> <p>Families need expanded opportunities for parent education and access to tools, resources and high quality early childhood development and health programs to support their child’s development.</p>	<p>Kindergarten Readiness NOTE: The baseline and benchmark data for this indicator is not yet available. Benchmark related to developmental domains of social emotional, language and literacy, cognitive, and motor and physical to be recommended in FY15 based on baseline data from Arizona kindergarten developmental inventory.</p> <p>Confident Families Regional Benchmark</p> <ul style="list-style-type: none"> 70% of families competent and confident about their ability to support their child’s safety, health and well-being by 2020 <p>Quality Early Education Regional Benchmark</p> <ul style="list-style-type: none"> Quality Early Education Benchmark A: 90% of children enrolled in an early care and education program with a Quality First rating of 3-5 stars by 2020. Quality Early Education Benchmark B: 30% of children enrolled in a regulated early care and education program with a Quality First rating of 3-5 stars by 2020. <ul style="list-style-type: none"> 500-800 children enrolled in an early care and education program with a Quality First rating of 3-5 stars out of 9,723 children zero through six in the region overall by 2020. 	<p>Supports and Services for Families - Convene partners, provide leadership, provide funding, and advocate for development, enhancement, and sustainability of a variety of high quality, culturally responsive, and affordable services, supports, and community resources for young children and their families. <i>FS&L-2</i></p> <p>Early Care and Education System Development and Implementation – Convene partners and provide leadership in the development and implementation of a comprehensive early care and education system that is aligned both across the spectrum of settings and with the full continuum of the education system. <i>EL-1</i></p> <p>Quality Early Care and Education Standards, Curriculum and Assessment – Convene partners, provide leadership, and provide funding for the development and implementation of quality standards for early childhood care and education programs and related curricula and assessments.</p>	<p>Components <i>Establishing high-performing and quality programs and services</i></p> <ul style="list-style-type: none"> Enhancing the Early Care and Education System in Flagstaff as part of the Flagstaff Commission on Excellence in Education through a collective impact framework 	<p>Quality First (Coaching and Incentives, Academy, Specialized Technical Assistance, Child Care Health Care)</p> <p>Home Visitation</p> <p>Parenting Education</p> <p>Parenting Outreach and Awareness</p> <p>Oral Health</p> <p>Care Coordination/ Medical Home</p> <p>Community Outreach</p> <p>Community Awareness</p> <p>Media</p> <p>Statewide Evaluation</p>

Regional Priority Need(s) to be addressed	School Readiness Indicators and Regional Benchmark Aligned with the needs and priority roles	FTF Priority Roles in the Early Childhood System	SFY 2016 – 2018 Approaches	
			Unfunded Approaches	Funded Approaches
<p>Families with young children need expanded access to high quality early care and education to develop skills to prepare them for kindergarten.</p> <p>Many young children and their families need timely developmental screenings, early intervention and mental health services.</p> <p>Families and early childhood professionals need expanded access to oral health education, and young children need increased access to oral health services.</p>	<p>Developmental Delays Identified in Kindergarten NOTE: The baseline and benchmark data for this indicator is not yet available. A viable data source for this indicator was not identified during the initial approval of statewide benchmarks. FTF is convening stakeholders and content experts to decide if the indicator language needs to be modified, and then determine possible data sources to set baselines and benchmarks.</p> <p>Dental Health NOTE: The baseline and benchmark data for this indicator is not yet available. DHS will begin collecting oral health survey data and conduct the oral screenings this August and September 2014, and after analysis, the data will be available for dissemination for statewide and regional benchmarking (county based regions only) towards end of FY 15</p>	<p>implementation of quality standards for early childhood care and education programs and related curricula and assessments. <i>EL-2</i></p> <p>Quality, Access, and Affordability of Regulated Early Care and Education Settings – Convene partners, provide leadership, and provide funding for increased availability of and access to high quality, regulated, culturally responsive and affordable early care and education programs. <i>EL-3</i></p> <p>Access to Quality Health Care Coverage and Services – Collaborate with partners to increase access to high quality health care services (including oral health and mental health) and affordable health care coverage for young children and their families. <i>HLTH-2</i></p> <p>Access to Quality Health Care Coverage and Services – Collaborate with partners to increase access to high quality health care services (including oral health and mental health) and affordable health care coverage for young children and their families. <i>HLTH-2</i></p>		

**Section III. B.
Unfunded Approaches
SFY 2016 – 2018**

A Regional Partnership Council may identify unfunded approaches to carry out in addition to funded approaches. Unfunded approach(es) demonstrate how the Regional Council is advancing the early childhood system in the region.

Regional Priority Need	System Building Approach	Outcome to Achieve	Role of Regional Council	Current and Potential System Partners to Engage	Timeline
<p>Families with young children need expanded access to high quality child care opportunities, both regulated and unregulated</p>	<p>Components - Establishing high performing quality programs and services through</p> <ul style="list-style-type: none"> • Expanded program reach or coverage • Continuous improved program quality • Eliminating duplication and redundancies • Adding new programs or services as needed and only if needed <p>Enhancing the Early Care and Education System in Flagstaff: Using the StriveTogether collective impact framework, the Flagstaff Commission on Excellence in Education in partnership with the Coconino Regional Council will enhance the early care and education system in Flagstaff. The focus will be on increasing children’s access to Quality First sites through public/private partnerships, raising awareness about quality early learning opportunities and building stronger connections to early education providers.</p>	<ul style="list-style-type: none"> • Increased access to high quality, enriching early learning experiences for the neediest families through public/private partnerships • Increased public awareness about quality early learning opportunities • Stronger community connections to quality early learning opportunities through improved coordination of early education providers 	<p>Participant – Regional Council members and Regional Director participate in the Flagstaff Commission on Excellence in Education</p>	<ul style="list-style-type: none"> • Flagstaff Commission on Excellence in Education • United Way of Northern Arizona • Coconino County Superintendent of Schools • Flagstaff Unified School District. • Northern Arizona University • Flagstaff 40 	<p>This is an ongoing approach with significant work completed by June 30, 2016</p>

Section III.C

Changes in Funded Strategies from SFY 2015 to SFY 2016

Strategies Not Continuing in SFY 2016 – 2018				
Strategy Name	SFY 2015 Allotment/ Cumulative Allotment SFY 2013 - 2015		SFY 2015 Target Service Units	Explanation Rationale for Discontinuation
Family, Friend and Neighbor	\$ 123,200 SFY15	\$ 316,209 SFY2013 – SFY2015	60 home based providers served	Through the strategic planning process, the Regional Council revised the Regional Priorities for SFY16. As a result of this strategic planning and reduced funding in SFY16, this strategy will no longer be funded. It is anticipated that some of the informal child care providers reached by the Family, Friend and Neighbor strategy will be served by the Parenting Education strategy.
Summer Transition to Kindergarten	\$ 283,800 SFY15	\$ 739,000 SFY2013 – SFY2015	264 children served	Through the strategic planning process, the Regional Council revised the Regional Priorities for SFY16. As a result of this strategic planning and due to reduced funding in SFY16, this strategy will no longer be funded. The Regional Council's intent is to support early learning strategies such as Quality First that provide young children with continuous access to early learning programs to support them in getting ready for kindergarten.
FTF Professional REWARD\$	\$ 72,765 SFY15	\$ 191,565 SFY2013 – SFY2015	54 incentive awards distributed	Through the strategic planning process, the Regional Council revised the Regional Priorities for SFY16. As a result of this strategic planning and reduced funding in SFY16, this strategy will no longer be funded.
Service Coordination	\$ 150,000 SFY15	\$ 350,000 SFY2013 – SFY2015	N/A	Through the strategic planning process, the Regional Council revised the Regional Priorities for SFY16. As a result of this strategic planning and reduced funding in SFY16, this strategy will no longer be funded. The Regional Council will integrate service coordination work through the funded strategies in SFY2016 to SFY2018.

Strategies Continuing in SFY 2016 – 2018 at Reduced Levels					
Strategy Name	SFY 2015 Allotment	SFY 2016 Allotment	Target Service Units		Explanation Rationale for Reduction
			SFY 2015	SFY 2016	
Quality First Scholarships	\$ 1,084,577	\$ 795,616	143 scholarship slots for children 0-5 years	94 scholarship slots for children 0-5 years	<p>As a result of the strategic planning and reduced funding in SFY16, the funding level for the Quality First Scholarships strategy will be reduced. The Regional Council will fund the base model number of 3 to 5 star scholarships, plus one additional scholarship.</p> <p>In future years if funding permits, the Regional Council will consider adding additional funding for scholarships to increase access to high quality child care in the region.</p>
Home Visitation	\$ 353,000	\$ 323,000	96 families served	130 families served	<p>The Home Visitation strategy continues to be a priority for the Regional Council, however, as a result of the strategic planning and reduced funding in SFY16, the funding level for this strategy will be reduced.</p>
Parenting Education (Parent Education Community Based Training)	\$ 110,000	\$ 100,000	63 participating adults	75 participating adults	<p>The Parenting Education strategy continues to be a priority for the Regional Council, however as a result of the strategic planning and reduced funding in SFY16, the funding level for this strategy will be reduced.</p> <p>It is anticipated that some family, friend and neighbor child care providers will be served by this strategy since the Family, Friend and Neighbor care strategy has been eliminated and the Parenting Education strategy provides some of the same child development, health and safety information that the Family, Friend and Neighbor strategy has provided.</p>
Parenting Outreach and Awareness (Reach Out and Read)	\$ 50,600	\$ 20,000	17 participating practices 7,000 books distributed	9 participating practices 5,141 books distributed	<p>As a result of this strategic planning and reduced funding in SFY16, the funding level for the Parenting Outreach and Awareness strategy will be reduced.</p> <p>The Regional Council will continue to prioritize the Reach Out and Read program for this strategy as an important early literacy opportunity for many families in the region.</p> <p>The Regional Council expects that the Reach Out and Read program will continue providing services and age appropriate books for young children, however the funding level for books will be reduced, and the awarded grantee will need to continue finding additional funding sources for books.</p>

Strategies Continuing in SFY 2016 – 2018 at Reduced Levels					
Oral Health	\$ 140,800	\$ 127,000	1,350 children receiving oral health screenings 1,100 fluoride varnishes Applied 650 participating adults 60 prenatal women receiving oral health screening	1,200 children receiving oral health screenings 975 fluoride varnishes Applied 450 participating adults 50 prenatal women receiving oral health screening	The Oral Health strategy continues to be a priority for the Regional Council, however, as a result of the strategic planning and reduced funding in SFY16, the funding level for this strategy will be reduced.
Media	\$ 50,000	\$ 20,000	N/A	N/A	The Regional Council values and understands the importance of the communication strategies, but the Media and Community Awareness strategies were not among the highest priority strategies. The Regional Council's highest priorities are funding the family support, health and early learning strategies.
Community Awareness	\$ 15,000	\$ 10,000			The Regional Council values and understands the importance of the communication strategies, but the Media and Community Awareness strategies were not among the highest priority strategies. The Regional Council is highest priorities are funding the family support, health and early learning strategies.

Section III.D.

Proposed Target Service Units – Funded Strategies SFY 2016 – 2018

SFY 2016 Target Service Units Proposed				
		2016	2017	2018
Strategy	Service Unit	Target	Target	Target
Quality First Academy (<i>statewide</i>) Note: Regional Council does not set service unit	Number of technical assistance providers served	-	-	-
Quality First Coaching & Incentives including specialized Technical Assistance (<i>statewide</i>)	Number of Centers	18	18	18
	Number of Homes	5	5	5
	Number of Rating Only Centers	2	2	2
Child Care Health Consultation (<i>statewide</i>)	Number of center based providers served	18	18	18
	Number of home based providers served	5	5	5
	Number of Non-QF Centers	4	4	4
	Number of Non-QF Homes	0	0	0
Quality First Scholarships (<i>statewide</i>)	Number of scholarship slots for children 0-5 years	94	95	95
Home Visitation	Number of children receiving screening	130	130	130
	Number of developmental screenings conducted	130	130	130
	Number of families served	130	130	130
	Number of hearing screenings conducted	130	130	130
	Number of vision screenings conducted	130	130	130
Parenting Education	Number of adults completing a series	75	75	75
Parenting Outreach and Awareness	Number of books distributed	5,141	5,141	5,141
	Number of events held	0	0	0
	Number of participating practices	9	9	9
	Number of resource guides distributed	0	0	0
	Number of workshops held	0	0	0
Oral Health	Number of children receiving oral health screenings	1,200	1,200	1,200
	Number of fluoride varnishes applied	975	975	975
	Number of participating adults	450	450	450
	Number of participating professionals	0	0	0
	Number of prenatal women receiving oral health screenings	50	50	50
Care Coordination/Medical Home	Number of children receiving screening	600	550	550
	Number of children served	600	550	550
	Number of developmental screenings conducted	600	550	550
	Number of families served (HIE Assistance)	0	0	0
	Number of hearing screenings conducted	600	550	550
	Number of vision screenings conducted	600	550	550

Notes about SFY14 contracted service units:

Child Care Health Consultation Service Numbers:

The Council does fund both Quality First and non-Quality First Centers for Child Care Health Consultation. In SFY16 the Council provides additional services to 4 non-Quality First centers. The Regional Council does not include services to non-Quality First Homes as a component of this strategy.

Parent Out Reach and Awareness:

The Regional Council does not include services for events held, resource guides distributed or workshops held as a component of this strategy.

Oral Health:

The Regional Council does not include services for participating professionals as a component of this strategy.

Care Coordination/Medical Home

SFY16 is the last year of the three year funding cycle for this strategy. It is anticipated the strategy will continue in SFY17 and 18 and the TSUs are reduced to reflect the proposed new funding level. The Regional Council does not include services to families served (HIE) Assistance as a component of the strategy

Section III.E.**Proposed Funding Plan Summary SFY 2016 – 2018**

Allocations and Funding Sources	2016	2017	2018
FY Allocation	\$1,428,799	\$2,311,605	\$2,311,605
Population Based Allocation	\$735,334	\$1,489,672	\$1,489,672
Discretionary Allocation	\$693,465	\$821,932	\$821,932
Other (FTF Fund balance addition)			
Carry Forward From Previous Year	\$882,806	\$1,124	\$4,708
Total Regional Council Funds Available	\$2,311,605	\$2,312,728	\$2,316,313
Strategies	Proposed Allotment	Proposed Allotment	Proposed Allotment
Quality First Coaching & Incentives (statewide)	\$302,258	\$312,293	\$310,962
Quality First Academy (statewide)	\$23,500	\$23,500	\$23,500
Quality First Specialized Technical Assistance (statewide)	\$12,650	\$12,650	\$12,650
Child Care Health Consultation (statewide)	\$72,690	\$72,690	\$72,690
Quality First Scholarships (statewide)	\$795,616	\$826,120	\$831,155
Home Visitation	\$323,000	\$300,000	\$300,000
Parenting Education	\$100,000	\$100,000	\$100,000
Parenting Outreach and Awareness	\$20,000	\$20,000	\$20,000
Oral Health	\$127,000	\$127,000	\$127,000
Care Coordination/Medical Home	\$300,000	\$280,000	\$280,000
Community Outreach (FTF Directed)	\$80,000	\$80,000	\$80,000
Community Awareness (FTF Directed)	\$10,000	\$10,000	\$10,000
Media (FTF Directed)	\$20,000	\$20,000	\$20,000
Statewide Evaluation (statewide)	\$123,767	\$123,767	\$123,767
Total	\$2,310,481	\$2,308,020	\$2,311,724
Total Unallotted	\$1,124	\$4,708	\$4,589

-End of Funding Plan -



FIRST THINGS FIRST
Ready for School. Set for Life.

Coconino Regional Partnership Council

AGENDA ITEM: Discussion and Possible Approval to Accept Funding From Navajo Nation Regional Council to Support Enrollment of the STAR Pre-school, Which is Within The Coconino Region, Into Quality First

BACKGROUND: On December 9, 2014, the Navajo Nation approved funding for enrolling Star preschool into the Quality First program for one of their center slots. The Star preschool is located near Leupp but within the Coconino region boundary, two miles from the Navajo Nation tribal lands. This unique bi-lingual preschool serves primarily Navajo children who live in the Coconino region and on Navajo Nation.

Since the majority of the preschool students enrolled in this program are residents of the Navajo Nation region, the Regional Director requested that the Navajo Nation Regional Council provide the funding to support this program's enrollment into Quality First. This Regional Council currently has funding for vacant Quality First center slots and no centers on their waiting list.

RECOMMENDATION: The Regional Director recommends approval to allow funding from Navajo Nation Regional Council to support Star school's enrollment into the Quality First program.



FIRST THINGS FIRST

AGENDA ITEM: Review and Discussion of SFY2105 Quarter One Grantee Data and Financial Report.

BACKGROUND: The Regional Council periodically examines reports about the programmatic and financial performance of grantees. The following documents include the SFY15 Quarter 1 grantee data summary and the SFY15 grantee expenditure report as of 01-05-2015.

SFY2015 Grantee Financial Report Highlights:

- Overall average expenditure rate of awarded contracts was at **40.8%**
- This overall average expenditure rate is close to the 50% rate we would expect to see half way through the fiscal year.
- Lowest expenditure rate was for the Service Coordination strategy at **17%**. The Family Resource Calendar has not yet been paid for, which will account for most of the remaining award.
- Highest expenditure rate is for Evaluation. This is typical for this strategy as the funds are allotted early in the fiscal year.

SFY2015 Grantee Data Report Highlights:

- **FTF Professional REWARD\$** - there is no information for this strategy as this data is only reported twice each year (2nd and 4th quarters).
- **Parent Education Community Based Training (Parenting Education)** - there is no data included in this report because there were some grantee submission errors in the data. FTF program staff are working with the grantee partners to fix these data submission issues.

RECOMMENDATION: The Regional Director submits these documents for information only.

FY 2015 Coconino Contract Detail

	Grantee Name	Contract Number	Contract Period	Allotment		YTD Expense	Expense Variance	Award Expended	Allotment Expended	Reimbursement Activity		
				Total Allotment	Awarded			% of Award Expended	% of Allotment	Pending	Paid (Last 30 Days)	
Community												
	Community Awareness Strategy			Strategy Subtotal:	\$15,000	\$15,000	\$9,202	\$5,798	61.3%	61.3%		
	First Things First (FTF-Directed)	PSC-STATE-15-0723-01	07/01/2014-06/30/2015			\$15,000	\$9,202	\$5,798	61.3%			
	Community Outreach Strategy			Strategy Subtotal:	\$80,000	\$80,000	\$28,361	\$51,639	35.5%	35.5%		
	First Things First (FTF-Directed)	PSC-STATE-15-0724-01	07/01/2014-06/30/2015			\$80,000	\$28,361	\$51,639	35.5%			
	Media Strategy			Strategy Subtotal:	\$50,000	\$50,000	\$22,802	\$27,198	45.6%	45.6%		
	First Things First (FTF-Directed)	PSC-STATE-15-0726-01	07/01/2014-06/30/2015			\$50,000	\$22,802	\$27,198	45.6%			
	Goal Area Subtotal:				\$145,000	\$145,000	\$60,364	\$84,636	41.6%	41.6%		
Coordination												
	Service Coordination Strategy			Strategy Subtotal:	\$150,000	\$17,310	\$2,951	\$14,359	17.0%	2.0%		
	First Things First (FTF-Directed)	PSC-STATE-15-0739-01	07/01/2014-06/30/2015			\$17,310	\$2,951	\$14,359	17.0%			
	Goal Area Subtotal:				\$150,000	\$17,310	\$2,951	\$14,359	17.0%	2.0%		
Evaluation												
	Needs and Assets Strategy			Strategy Subtotal:	\$0	-	-	-	0.0%	0.0%		
	Arizona Board of Regents acting for	ISA-STATE-14-0643-01-Y2	To Be Determined			-	-	-	0.0%			
	Statewide Evaluation Strategy			Strategy Subtotal:	\$162,127	\$162,127	\$162,127	\$0	100.0%	100.0%		
	First Things First (FTF-Directed)	PSC-STATE-15-0732-01	07/01/2014-06/30/2015			\$162,127	\$162,127	\$0	100.0%			
	Goal Area Subtotal:				\$162,127	\$162,127	\$162,127	\$0	100.0%	100.0%		
Family Support												
	Home Visitation Strategy			Strategy Subtotal:	\$353,000	\$352,820	\$66,924	\$285,896	19.0%	19.0%		
	Chicanos Por La Causa, Inc., dba	FTF-RC003-13-0369-01-Y3	07/01/2014-06/30/2015			\$220,000	\$66,924	\$153,076	30.4%			
	Havasupai Tribe	GRA-RC003-14-0621-01-Y2	07/01/2014-06/30/2015			\$132,820	-	\$132,820	0.0%			
	Parent Education Community-Based Training Strategy			Strategy Subtotal:	\$110,000	\$110,000	\$42,852	\$67,148	39.0%	39.0%		\$32,024
	Association for Supportive Child Care	FTF-RC003-13-0396-01-Y3	07/01/2014-06/30/2015			\$110,000	\$42,852	\$67,148	39.0%			\$32,024
	Reach Out and Read Strategy			Strategy Subtotal:	\$50,600	\$50,600	\$41,065	\$9,535	81.2%	81.2%		
	American Academy of Pediatrics - AZ	FTF-MULTI-13-0401-01-Y3	07/01/2014-06/30/2015			\$50,600	\$41,065	\$9,535	81.2%			
	Goal Area Subtotal:				\$513,600	\$513,420	\$150,841	\$362,579	29.4%	29.4%		\$32,024
Health												
	Care Coordination/Medical Home Strategy			Strategy Subtotal:	\$300,000	\$300,000	\$108,121	\$191,879	36.0%	36.0%		\$38,910
	North Country HealthCare	FTF-RC003-14-0436-01-Y2	07/01/2014-06/30/2015			\$300,000	\$108,121	\$191,879	36.0%			\$38,910
	Child Care Health Consultation Strategy			Strategy Subtotal:	\$83,160	\$82,555	\$21,816	\$60,739	26.4%	26.2%		\$5,964
	Coconino County Public Health	GRA-STATE-13-0501-01-Y3	07/01/2014-06/30/2015			\$74,072	\$16,339	\$57,733	22.1%			\$5,793
	First Things First (FTF-Directed)	PSC-STATE-15-0722-01	07/01/2014-06/30/2015			\$4,314	\$4,314	-	100.0%			
	Maricopa County Department of	GRA-STATE-14-0631-01-Y2	07/01/2014-06/30/2015			\$1,479	\$189	\$1,290	12.8%			
	Pima County Health Department	GRA-STATE-13-0525-01-Y3	07/01/2014-06/30/2015			\$2,690	\$973	\$1,717	36.2%			\$171
	Oral Health Strategy			Strategy Subtotal:	\$140,800	\$140,760	\$40,178	\$100,582	28.5%	28.5%		\$15,228
	Coconino County Public Health	GRA-RC003-13-0478-01-Y3	07/01/2014-06/30/2015			\$140,760	\$40,178	\$100,582	28.5%			\$15,228
	Goal Area Subtotal:				\$523,960	\$523,315	\$170,115	\$353,201	32.5%	32.5%		\$60,102
Professional												
	FTF Professional REWARD\$ Strategy			Strategy Subtotal:	\$72,765	\$71,550	\$36,389	\$35,161	50.9%	50.0%		
	Valley of the Sun United Way	FTF-STATE-13-0346-01-Y2	To Be Determined			-	\$585	(\$585)	0.0%			
		FTF-STATE-13-0346-01-Y3	07/01/2014-06/30/2015			\$71,550	\$35,804	\$35,746	50.0%			

Scholarships TEACH Strategy			Strategy Subtotal:	\$0	-	-	-	0.0%	0.0%		
								0.0%			
			Goal Area Subtotal:	\$72,765	\$71,550	\$36,389	\$35,161	50.9%	50.0%		
Grantee Name	Contract Number	Contract Period	Allotment Total Allotment	Awarded	YTD Expense	Expense Variance	Award Expended % of Award Expended	Allotment Expended % of Allotment	Reimbursement Activity		
									Pending	Paid (Last 30 Days)	
Quality and Access											
Family, Friends & Neighbors Strategy			Strategy Subtotal:	\$123,200	\$123,200	\$38,727	\$84,473	31.4%	31.4%	\$7,261	
Association for Supportive Child Care	FTF-MULTI-13-0406-01-Y3	07/01/2014-06/30/2015		\$123,200	\$38,727	\$84,473	31.4%			\$7,261	
Quality First Academy Strategy			Strategy Subtotal:	\$24,440	\$24,440	\$4,136	\$20,304	16.9%	16.9%		
Southwest Human Development	FTF-STATE-14-0431-03-Y2	07/01/2014-06/30/2015		\$24,440	\$4,136	\$20,304	16.9%				
Quality First Child Care Health Consultation Warmline Strategy			Strategy Subtotal:	\$1,316	\$942	\$155	\$787	16.4%	11.8%		
University of Arizona Cooperative	GRA-STATE-14-0629-01-Y2	07/01/2014-06/30/2015		\$942	\$155	\$787	16.4%				
Quality First Coaching & Incentives Strategy			Strategy Subtotal:	\$313,992	\$313,989	\$157,257	\$156,732	50.1%	50.1%		
Valley of the Sun United Way	FTF-STATE-14-0427-02-Y2	07/01/2014-06/30/2015		\$313,989	\$157,257	\$156,732	50.1%				
Quality First Inclusion Warmline Strategy			Strategy Subtotal:	\$5,040	\$4,446	\$1,507	\$2,939	33.9%	29.9%	\$281	
Southwest Human Development	FTF-STATE-13-0426-01-Y3	07/01/2014-06/30/2015		\$4,446	\$1,507	\$2,939	33.9%			\$281	
Quality First Mental Health Consultation Warmline Strategy			Strategy Subtotal:	\$5,184	\$5,184	\$2,092	\$3,092	40.4%	40.4%	\$348	
Southwest Human Development	FTF-STATE-13-0344-02-Y3	07/01/2014-06/30/2015		\$5,184	\$2,092	\$3,092	40.4%			\$348	
Quality First Scholarships Strategy			Strategy Subtotal:	\$1,084,577	\$1,084,577	\$547,280	\$537,297	50.5%	50.5%		
First Things First (FTF-Directed)	PSC-STATE-15-0738-01	07/01/2014-06/30/2015		\$9,730	\$9,730	-	100.0%				
Valley of the Sun United Way	FTF-STATE-15-0484-01	07/01/2014-06/30/2015		\$1,074,847	\$537,550	\$537,297	50.0%				
Quality First Warmline Triage Strategy			Strategy Subtotal:	\$2,128	\$2,128	\$889	\$1,239	41.8%	41.8%	\$163	
Southwest Human Development	FTF-STATE-13-0351-02-Y3	07/01/2014-06/30/2015		\$2,128	\$889	\$1,239	41.8%			\$163	
Summer Transition to Kindergarten Strategy			Strategy Subtotal:	\$283,800	\$281,597	-	\$281,597	0.0%	0.0%		
Coconino County Superintendent of	GRA-RC003-12-0364-01-Y4	07/01/2014-06/30/2015		\$281,597	-	\$281,597	0.0%				
			Goal Area Subtotal:	\$1,843,677	\$1,840,503	\$752,042	\$1,088,461	40.9%	40.8%	\$8,053	
			Overall Total:	\$3,411,129	\$3,273,225	\$1,334,830	\$1,938,396	40.8%	39.1%	\$100,179	

Grantee Reports by Regional Partnership Council Coconino Region - FY2015 Quarter 1

Instructions for interpreting data report fields:

*Quarterly Data Submission Status

Quarterly Data Submission Status is not a strategy-specific data field. This is a FTF designated field in a report that indicates within a quarter the number of months of data that were submitted for a single contract out of the three mandatory months for the quarter.

0 = 0 months out of 3 months of data for this quarter were submitted.

Note:

No strategy-specific data fields will be displayed for a contract with a "0" Quarterly Data Submission Status

1 = 1 month out of 3 months of data for this quarter were submitted

2 = 2 months out of 3 months of data for this quarter were submitted

3 = 3 months out of 3 months of data for this quarter were submitted

**Contracted Service Units

Contracted Service Units only appear for a contract's lead strategy

Instructions for reading null and zero as data field values:

Blank data field = A null data field appears if the grantee selected "NA (Not Applicable)" when given a YES/NA option on their data reporting template indicating the specific data field(s) are not a part of their contract

0 = Grantee selected "No" in a YES/NO option on their data reporting template indicating the specific data field(s) were not collected for the quarter

0 = Grantee reported "0" on their data reporting template indicating the specific data field(s) were not collected for the quarter

Grantee Reports by Regional Partnership Council Coconino Region - FY2015 Quarter 1

Birth to Five Helpline

Contract Number/ Grantee Name	Data Field	Contracted Service Units**	First Fiscal Quarter (July-Sept)	Second Fiscal Quarter (Oct-Dec)	Third Fiscal Quarter (Jan- Mar)	Fourth Fiscal Quarter (Apr-Jun)	Fiscal YTD Total
FTF-STATE-13-0351-01-Y3 / Southwest Human Development	Number of new callers		1				
	Number of repeat callers		1				
	Number of calls received (new and repeat)	0	2				2
	Number of new calls from parent, caregiver, or family with children (0-5 yrs)		1				
	Number of new calls from other callers		0				
	Number of callers referred for follow-up service		5				
	Number of callers reporting receiving appropriate follow-up or service		5				

Grantee Reports by Regional Partnership Council Coconino Region - FY2015 Quarter 1

Care Coordination/Medical Home - Healthy Steps

Contract Number/ Grantee Name	Data Field	Contracted Service Units**	First Fiscal Quarter (July-Sept)	Second Fiscal Quarter (Oct-Dec)	Third Fiscal Quarter (Jan- Mar)	Fourth Fiscal Quarter (Apr-Jun)	Fiscal YTD Total
FTF-RC003-14-0436-01-Y2 / North Country HealthCare	Quarterly Data Submission Status*		3				
	Number of children (0-5 yrs) newly referred for care coordination services		15				
	Number of children (0-5yrs) newly received care coordination services		242				
	Number of children served	461	877				877
	Number of children at the end of the quarter (subtracting disenrolled)		877				
	Number of new intake assessments completed during the quarter		242				
	Number of new written care plans developed		348				
	Number of new written care plans completed		0				
Number of referrals		691					

The high number of children served in the first quarter reflects the high number of children newly enrolled in the program (242) and the high number of families continuing to receive Healthy Steps services. The grantee reported in the narrative report that they engaged in many outreach activities to reach more families. The grantee is expanding their program by partnering with a pediatric

**Grantee Reports by Regional Partnership Council
Coconino Region - FY2015 Quarter 1**

Developmental and Sensory Screening-Secondary Strategy for Care Coordination/Medical Home

Contract Number/ Grantee Name	Data Field	Contracted Service Units**	First Fiscal Quarter (July-Sept)	Second Fiscal Quarter (Oct-Dec)	Third Fiscal Quarter (Jan-Mar)	Fourth Fiscal Quarter (Apr-Jun)	Fiscal YTD Total
FTF-RC003-14-0436-01-Y2 / North Country HealthCare	Quarterly Data Submission Status*		3				
	Number of hearing screenings conducted		110				
	Number of hearing results forwarded to medical home		0				
	Number of families referred and having received an additional evaluation		0				
	Number of children received hearing screening		58				
	Number of vision screenings conducted		110				
	Number of vision results forwarded to medical home (physician of record) for evaluation and services		0				
	Number of families that report being referred and having received an additional evaluation		0				
	Number of children received vision screening		58				
	Number of developmental screenings conducted		114				
	Number of developmental screening results forwarded to AZEIP, Part B or a medical home		10				
	Number of children referred for developmental delay follow-up		8				
	Number of children received developmental screening		114				
Number of children receiving screening (children may have received 1-3 types of screenings)		114					

The grantee conducted 114 developmental screenings in the 1st quarter.

Grantee Reports by Regional Partnership Council Coconino Region - FY2015 Quarter 1

Health Insurance Enrollment-Secondary Strategy for Care Coordination/Medical Home

Contract Number/ Grantee Name	Data Field	Contracted Service Units**	First Fiscal Quarter (July-Sept)	Second Fiscal Quarter (Oct-Dec)	Third Fiscal Quarter (Jan-Mar)	Fourth Fiscal Quarter (Apr-Jun)	Fiscal YTD Total
FTF-RC003-14-0436-01-Y2 / North Country HealthCare	Quarterly Data Submission Status*		3				
	Number of families provided New Enrollment Assistance to AHCCCS/ Medicaid						
	Number of families provided New Enrollment Assistance to private health insurance						
	Number of families provided Renewal Assistance to AHCCCS/Medicaid						
	Number of families not eligible for public insurance (e.g. AHCCCS or IHS) referred to low-cost or sliding scale health care services						
	Number of families referred for new enrollment assistance to AHCCCS/ Medicaid						
	Number of families referred for new enrollment assistance to private health insurance						
	Number of families referred for renewal assistance to AHCCCS/Medicaid						
	Number of families not eligible for public insurance (e.g. AHCCCS or IHS) referred to low-cost or sliding scale health care services						
	Number of families served						

Grantee Reports by Regional Partnership Council Coconino Region - FY2015 Quarter 1

Family, Friends & Neighbors

Contract Number/ Grantee Name	Data Field	Contracted Service Units**	First Fiscal Quarter (July-Sept)	Second Fiscal Quarter (Oct-Dec)	Third Fiscal Quarter (Jan- Mar)	Fourth Fiscal Quarter (Apr-Jun)	Fiscal YTD Total
FTF-MULTI-13-0406-01-Y3 / Association for Supportive Child Care	Quarterly Data Submission Status*		3				
	Number of home based providers newly enrolled during the quarter		37				
	Number of home based providers served	60	37				37
	Number of home based providers at the end of the quarter (subtracting disenrolled)		37				
	Number of children served		72				
	Number of providers that applied for regulation						
	Number of providers newly regulated						
	Number of trainings conducted in home based settings			0			
	Number of providers trained in home based settings			0			
	Number of trainings conducted in community based settings			6			
Number of providers trained in community based settings			86				

The grantee provided the Kith and Kin program to 37 providers in the Village of Tewa on Hopi and at Our Lady of Guadalupe Church in Flagstaff during the 1st quarter. 2 sites tours occurred for the Kith and Kin program in November and December, highlighting this program in the region.

Grantee Reports by Regional Partnership Council Coconino Region - FY2015 Quarter 1

Home Visitation

A data field is flagged in grey for a SFY quarter:

Home visitor caseload for the quarter – when the ratio of home visitors to families served is above 1:20.

Staff turnover for the quarter – when the staff turnover is above 20% (from one quarter to the next).

Client turnover for the quarter - when the client turnover is above 20% (from one quarter to the next).

Clients disenrolled due to moving - when the percent of clients disenrolled due to “moving” is above 20%.

Clients disenrolled due to unable to locate - when the percent of clients disenrolled due to "unable to locate" is above 10%.

Contract Number/ Grantee Name	Data Field	Contracted Service Units**	First Fiscal Quarter (July-Sept)	Second Fiscal Quarter (Oct-Dec)	Third Fiscal Quarter (Jan Mar)	Fourth Fiscal Quarter (Apr-Jun)	Fiscal YTD Total
FTF-RC003-13-0369-01-Y3 / Chicanos Por La Causa, Inc., dba Parenting Arizona	Quarterly Data Submission Status*		3				
	Number of families newly enrolled during the quarter		18				
	Number of families served	100	115				115
	Number of families at the end of the quarter (subtracting disenrolled)		105				
	Number of families continuing to receive services who have moved out of the region during the quarter		0				
	Number of families disenrolled during the quarter		10				
	Number of full time equivalent (FTE) home visitors at the end of the quarter		2.0				
	Homevisitor caseload for the quarter		52.5				
	Staff turnover for the quarter		33.3%				
	Family turnover for the quarter		0				
	Families disenrolled due to moving		10.0%				
	Families disenrolled due to unable to locate		60.0%				
	Number of children newly enrolled during the quarter		23				
	Number of children served		240				
	Number of families who received community based referrals		25				

The grantee has exceeded the CSU for the number of families served already this year, enrolling 18 new families in the 1st quarter. They reported having challenges with hiring a parent educator on Hopi but now are fully staffed. The grantee reported extensive outreach activities during the first quarter, which has helped with recruitment of families. The staff turnover of 33.3% reflects losing the parent educator on Hopi.

Grantee Reports by Regional Partnership Council

Coconino Region - FY2015 Quarter 1

Developmental and Sensory Screening - Secondary Strategy for Home Visitation

Contract Number/ Grantee Name		Contracted Service Units**	First Fiscal Quarter (July-Sept)	Second Fiscal Quarter (Oct-Dec)	Third Fiscal Quarter (Jan-Mar)	Fourth Fiscal Quarter (Apr-Jun)	Fiscal YTD Total
FTF-RC003-13-0369-01-Y3 / Chicanos Por La Causa, Inc., dba Parenting Arizona	Quarterly Data Submission Status*		3				
	Number of hearing screenings conducted		4				
	Number of hearing results forwarded to medical home		0				
	Number of families referred and having received an additional evaluation		0				
	Number of children received hearing screening		2				
	Number of vision screenings conducted		4				
	Number of vision results forwarded to medical home (physician of record) for evaluation and services		0				
	Number of families that report being referred and having received an additional evaluation		0				
	Number of children received vision screening		2				
	Number of developmental screenings conducted		1				
	Number of developmental screening results forwarded to AZEIP, Part B or a medical home		0				
	Number of children referred for developmental delay follow-up		0				
	Number of children received developmental screening		1				
Number of children receiving screening (children may have received 1-3 types of screenings)		9					

Grantee Reports by Regional Partnership Council Coconino Region - FY2015 Quarter 1

Health Insurance Enrollment - Secondary Strategy for Home Visitation

Contract Number/ Grantee Name	Data Field	Contracted Service Units**	First Fiscal Quarter (July-Sept)	Second Fiscal Quarter (Oct-Dec)	Third Fiscal Quarter (Jan-Mar)	Fourth Fiscal Quarter (Apr-Jun)	Fiscal YTD Total
FTF-RC003-13-0369-01-Y3 / Chicanos Por La Causa, Inc., dba Parenting Arizona	Quarterly Data Submission Status*		3				
	Number of families provided New Enrollment Assistance to AHCCCS/ Medicaid						
	Number of families provided New Enrollment Assistance to private health insurance						
	Number of families provided Renewal Assistance to AHCCCS/Medicaid						
	Number of families not eligible for public insurance (e.g. AHCCCS or IHS) referred to low-cost or sliding scale health care services						
	Number of families referred for new enrollment assistance to AHCCCS/ Medicaid						
	Number of families referred for new enrollment assistance to private health insurance						
	Number of families referred for renewal assistance to AHCCCS/Medicaid						
	Number of families not eligible for public insurance (e.g. AHCCCS or IHS) referred to low-cost or sliding scale health care services						
	Number of families served						

Grantee Reports by Regional Partnership Council Coconino Region - FY2015 Quarter 1

Home Visitation

A data field is flagged in grey for a SFY quarter:

Home visitor caseload for the quarter – when the ratio of home visitors to families served is above 1:20.

Staff turnover for the quarter – when the staff turnover is above 20% (from one quarter to the next).

Client turnover for the quarter - when the client turnover is above 20% (from one quarter to the next).

Clients disenrolled due to moving - when the percent of clients disenrolled due to “moving” is above 20%.

Clients disenrolled due to unable to locate - when the percent of clients disenrolled due to "unable to locate" is above 10%.

Contract Number/ Grantee Name	Data Field	Contracted Service Units**	First Fiscal Quarter (July-Sept)	Second Fiscal Quarter (Oct-Dec)	Third Fiscal Quarter (Jan- Mar)	Fourth Fiscal Quarter (Apr-Jun)	Fiscal YTD Total
GRA-RC003-14-0621-01-Y2 / Havasupai Tribe	Quarterly Data Submission Status*		3				
	Number of families newly enrolled during the quarter		2				
	Number of families served	33	19				19
	Number of families at the end of the quarter (subtracting disenrolled)		15				
	Number of families continuing to receive services who have moved out of the region during the quarter		0				
	Number of families disenrolled during the quarter		4				
	Number of full time equivalent (FTE) home visitors at the end of the quarter		0.8				
	Homevisitor caseload for the quarter		20.0				
	Staff turnover for the quarter		50.0%				
	Family turnover for the quarter		11.8%				
	Families disenrolled due to moving		25.0%				
	Families disenrolled due to unable to locate		25.0%				
	Number of children newly enrolled during the quarter		2				
	Number of children served		68				
	Number of families who received community based referrals		5				

The number of enrolled families is down in the first quarter, with 4 families disenrolling in the first quarter. According to the narrative report, the grantee has developed a more formal referral process for getting families referred to the program and the grantee is continuing to engage in service coordination activities in Supai. There were 8 key informant interviews. The ESSS program assesses child vocabulary at age 3 for children participating in the program for at least one year. The 3 assessments that were conducted showed that the children performed at age level.

**Grantee Reports by Regional Partnership Council
Coconino Region - FY2015 Quarter 1**

Developmental and Sensory Screening-Secondary Strategy for Home Visitation

Contract Number/ Grantee Name	Data Field	Contracted Service Units**	First Fiscal Quarter (July-Sept)	Second Fiscal Quarter (Oct Dec)	Third Fiscal Quarter (Jan Mar)	Fourth Fiscal Quarter (Apr-Jun)	Fiscal YTD Total
GRA-RC003-14-0621-01-Y2 / Havasupai Tribe	Quarterly Data Submission Status*		3				
	Number of hearing screenings conducted		0				
	Number of hearing results forwarded to medical home		0				
	Number of families referred and having received an additional evaluation		0				
	Number of children received hearing screening		0				
	Number of vision screenings conducted		0				
	Number of vision results forwarded to medical home (physician of record) for evaluation and services		0				
	Number of families that report being referred and having received an additional evaluation		0				
	Number of children received vision screening		0				
	Number of developmental screenings conducted		20				
	Number of developmental screening results forwarded to AZEIP, Part B or a medical home		1				
	Number of children referred for developmental delay follow-up		0				
	Number of children received developmental screening		20				
	Number of children receiving screening (children may have received 1-3 types of screenings)		20				

Grantee Reports by Regional Partnership Council Coconino Region - FY2015 Quarter 1

Oral Health

Contract Number/ Grantee Name	Data Field	Contracted Service Units**	First Fiscal Quarter (July-Sept)	Second Fiscal Quarter (Oct-Dec)	Third Fiscal Quarter (Jan- Mar)	Fourth Fiscal Quarter (Apr-Jun)	Fiscal YTD Total
GRA-RC003-13-0478-01-Y3 / Coconino County Public Health Services District	Quarterly Data Submission Status*		3				
	Number of oral health screenings given to expectant mothers	60	11				11
	Number of oral health screenings given to children (0-5yrs)	1350	359				359
	Number of fluoride varnish applied to children (0-5yrs)	1100	292				292
	Number of expectant mothers receiving oral health kits		12				
	Number of children (0-5 yrs) receiving oral health kits		815				
	Number of group trainings conducted						
	Number of adults who attended group trainings	500					0
	Number of children who attended group trainings						
	Number of adults who participated in individualized educational sessions			181			
	Number of expectant mothers referred to treatment providers			11			
	Number of expectant mothers receiving services			0			
	Number of children (0-5yrs) referred to treatment providers			359			
	Number of children (0-5yrs) receiving services			0			

According to the narrative report, the grantee has reached young children, parents and early childhood service providers across the region with their services during the 1st quarter, including Flagstaff, Williams, Page, Supai, Fredonia, & Kaibab Paiute tribal lands. There have been challenges reaching enough children on Hopi. They are working to find the best way to reach children on Hopi. The grantee has engaged in many coordination activities to reach

**Grantee Reports by Regional Partnership Council
Coconino Region - FY2015 Quarter 1**

Parent Kits - statewide

Contract Number/ Grantee Name	Data Field	Contracted Service Units**	First Fiscal Quarter (July-Sept)	Second Fiscal Quarter (Oct-Dec)	Third Fiscal Quarter (Jan- Mar)	Fourth Fiscal Quarter (Apr-Jun)	Fiscal YTD Total
FTF-STATE-12-0334-03-Y4 / SPF Consulting, LLC	Number of English cases distributed		27				
	Number of Spanish cases distributed		4				
	Number of cases distributed		31				
	Number of parent kits distributed		434				

**Grantee Reports by Regional Partnership Council
Coconino Region - FY2015 Quarter 1**

**Quality First Coaching and Incentives-Regional Funding
Quality First - Regional**

Contract Number/ Grantee Name	Data Field	Contracted Service Units**	First Fiscal Quarter (July-Sept)	Second Fiscal Quarter (Oct-Dec)	Third Fiscal Quarter (Jan- Mar)	Fourth Fiscal Quarter (Apr-Jun)	Fiscal YTD Total
	Number of Centers	19	17				17
	Number of Homes	5	3				3
	Number of Rating Only Centers	2	0				0

Grantee Reports by Regional Partnership Council Coconino Region - FY2015 Quarter 1

Quality First Scholarships

Contract Number/ Grantee Name	Data Field	Contracted Service Units**	First Fiscal Quarter (July-Sept)	Second Fiscal Quarter (Oct-Dec)	Third Fiscal Quarter (Jan- Mar)	Fourth Fiscal Quarter (Apr-Jun)	Fiscal YTD Total	
FTF-STATE-15-0484-01 / Valley of the Sun United Way	Quarterly Data Submission Status*		3					
	Number of center based providers served		16					
	Number of center based providers at the end of the quarter (subtracting disenrolled)		13					
	Number of home based providers served		2					
	Number of home based providers at the end of the quarter (subtracting disenrolled)		1					
	Number of children receiving scholarships		109					
	Center based providers: Number of infants receiving scholarships		19					
	Center based providers: Number of infants receiving scholarships at the end of the quarter (subtracting disenrolled)		10					
	Home based providers: Number of infants receiving scholarships		2					
	Home based providers: Number of infants receiving scholarships at the end of the quarter (subtracting disenrolled)		1					
	Center based providers: Number of toddlers receiving scholarships		55					
	Center based providers: Number of toddlers receiving scholarships at the end of the quarter (subtracting disenrolled)		28					
	Home based providers: Number of toddlers receiving scholarships		3					
	Home based providers: Number of toddlers receiving scholarships at the end of the quarter (subtracting disenrolled)		0					
	Center based providers: Number of preschool aged children receiving scholarships		114					
	Center based providers: Number of preschool aged children receiving scholarships at the end of the quarter (subtracting disenrolled)		55					
	Home based providers: Number of preschool aged children receiving scholarships		5					
	Home based providers: Number of preschool aged children receiving scholarships at the end of the quarter (subtracting disenrolled)		0					
	Center based providers: Number of children with special needs receiving scholarships		5					
	Center based providers: Number of children with special needs receiving scholarships at the end of the quarter (subtracting disenrolled)		3					
	Home based providers: Number of children with special needs receiving scholarships		0					
	Home based providers: Number of children with special needs receiving scholarships at the end of the quarter (subtracting disenrolled)		0					
	Number of Infant (0-12 months) slots filled end of the quarter			10.5				
	Number of toddler (13-35 months) slots filled end of the quarter			32.0				
Number of preschooler (36 months - 5 yrs) slots filled end of the quarter			57.5					
	Number of slots filled with children (0-5 yrs) end of the quarter	143	100.0				100.0	

	Number of FTF slots vacant for children (0-5 yrs)		23.0				
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Grantee Reports by Regional Partnership Council Coconino Region - FY2015 Quarter 1

Reach Out and Read-Regional

Contract Number/ Grantee Name	Data Field	Contracted Service Units**	First Fiscal Quarter (July-Sept)	Second Fiscal Quarter (Oct-Dec)	Third Fiscal Quarter (Jan- Mar)	Fourth Fiscal Quarter (Apr-Jun)	Fiscal YTD Total
FTF-MULTI-13-0401-01-Y3 / American Academy of Pediatrics - AZ Chapter	Quarterly Data Submission Status*		3				
	Number of practices newly participating in Reach Out and Read program		16				
	Number of participating practices	18	33				33
	Number of practices at the end of the quarter (subtracting discontinued)		33				
	Number of physicians newly participating in Reach Out and Read program		0				
	Number of participating physicians		131				
	Number of participating physicians at the end of the quarter (subtracting discontinued)		131				
	Number of books distributed	4810	1203				1203

The number of participating sites should be 16, not 33. FTF staff will work with the grantee to correct this data submission error. According to the narrative report, the grantee has continued to recruit additional ROR sites in the Coconino region.

Grantee Reports by Regional Partnership Council Coconino Region - FY2015 Quarter 1

Summer Transition to Kindergarten

Contract Number/ Grantee Name	Data Field	Contracted Service Units**	First Fiscal Quarter (July-Sept)	Second Fiscal Quarter (Oct-Dec)	Third Fiscal Quarter (Jan- Mar)	Fourth Fiscal Quarter (Apr-Jun)	Fiscal YTD Total
GRA-RC003-12-0364-01-Y4 / Coconino County Superintendent of Schools	Quarterly Data Submission Status*		3				
	Number Of preschoolers newly enrolled		125				
	Number of preschoolers served	240	125				125
	Number of preschoolers at the end of the quarter (subtracting disenrolled)		114				
	Number of sites with FTF funded preschoolers		2				
	Number of classrooms with FTF funded preschoolers		6				
	Number of information/education sessions conducted		112				
	Number of adults attended	240	613				613

125 children were served by this program in the 1st quarter. This program will run again next summer in the 4th quarter.

In the narrative report, the grantee reported that 39% of the children served had little or no preschool experience and 99.2% of the students served met one or more eligibility criteria, including little or no preschool, parents level of education, speaking a language other than English at home, and having health or special education needs.

Attendance rates were high at both school sites (both in Flagstaff). There were site tours at the 2 Flagstaff sites in July.

COMMUNITY OUTREACH REPORT

FY15 1st & 2nd Quarter Report



FIRST THINGS FIRST

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Coconino Regional Partnership Council

Summary of Activities (July - December)

42 Activities were a Result of a Friend Referral

24 Champion or Supporter Led Action

24 Events, including American Indian/Indigenous Teacher Education Conference, Back to School Fairs in Flagstaff, Page, Tuba City, and Flagstaff Police Department Night Out event

21 Networking Meetings, including 2 Informal Networking Events

39 One on One Meetings

25 Presentations, including: Coconino Hispanic Advisory Council, FUSD Governing Board, FUSD Teenage Parent Program parents, Girl Scouts in Flagstaff, Havasupai Tribal Council, Healthy Families parents, NAEYC Northern Arizona Chapter, NAU Public Health students, Sharon Manor residents, Winslow Rotary Club

5 Site Tours: Growing Up Great in Hotevilla, KinderCamp at Kinsey and Thomas in Flagstaff, and Kith and Kin Project in Flagstaff and Tewa

5 Trainings:

4 Early Childhood Every Day trainings, including FTF Annual Early Childhood Summit and Tewa Youth Program staff

1 Write Way training to Page Preschool staff

42 Earned Media hits, including:

- ◆ *Babysitter or Educator* - **Amigos NAZ**
- ◆ *Caregivers, children get an early start in education* - **Amigos NAZ**
- ◆ *Building a Love of STEM Starts Early* - **Flagstaff Festival of Science Program and Navajo Hopi Observer**
- ◆ *Growing Up Great: a partnership program between Hopi and the Coconino Regional Partnership of First Things First* - **Hopi Tutuveni**
- ◆ *Evergreen Media: Tips for Getting Your Child Ready for Kindergarten; Parents Can Help Prep Too; Halloween Tips; Gratitude Learned Early; Simple Toys Best For Young Kids; Holiday Traditions Keep Kids Learning; Helping Kids beat the Holiday Blues* - **Amigos NAZ, CCC&Y Newsletter, Flagstaff Cooperative Preschool Newsletters, Hopi Tutuveni, Navajo-Hopi Observer, Page Public Library Newsletter, 93.5 Flagstaff Country Mornings Radio Show Interviews**

Upcoming opportunities:

Jan. 14: Early Childhood Everyday Speakers Training in Shungopavi

Jan. 21: Presentation to Coconino County Inter-Tribal Advisory Committee

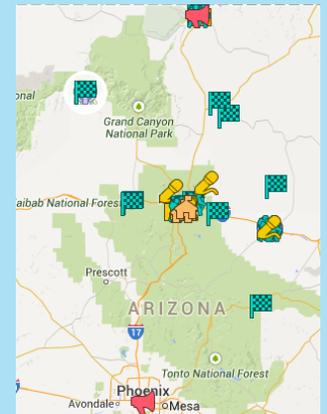
Jan. 28: Write Way Training in Shungopavi

Feb. 3: Presentation to Coconino County Board of Supervisors

Share this FTF core message:

About 90% of a child's brain develops before age 5.

The job of getting kids ready for school starts the day they are born. First Things First gives children the tools to make that happen.



Google

Quarterly Outreach Activity Maps

<http://goo.gl/2PXLri>

<http://goo.gl/h4cRUc>

Quarterly Media Hits

<http://goo.gl/xWQboJ>

<http://goo.gl/kKwE2X>

Growing Up Great site tour in Hotevilla

“My goal for him is to go to college,” smiles Johan as he sits and helps his 2 year old son, Jayden, make a toy drum out of a coffee container.

“I actually see a difference already with the students whose parents have come. I’ve seen a difference in the classroom already.” Louise Kauragowva, Kykotsmovi Head Start teacher shared with the tour guests on December 2nd at the Hotevilla Head Start. She sees how this helps build a child’s confidence and love of learning early, “then they are not afraid to learn.” adds Louise. “They have self-esteem. They take chances. They don’t mind if they fail. They stop crying because they feel strong. Just the communication with your child, it teaches your child respect. They come in differently now.”



After she visited the Growing Up Great program, Dinah Pongyesva, librarian assistant with the Hopi mobile library stated, “These programs help parents develop. It’s a good learning tool for them, as well as when their kids progress in school to higher grades. Parents will continue right beside that same child. The schools will be thankful. I think that parent involvement is a huge challenge in school systems to get them involved and when you start like this they will see the importance of that involvement in their child’s life and hopefully continue that trend throughout their school years”.

Babysitter or Educator? A Tour of the Kith and Kin Project in Flagstaff



On November 5th, members from the Coconino Hispanic Advisory Committee and the media walked away with a greater understanding and stronger support for quality early learning after touring the Kith and Kin program at Our Mother of Guadalupe Church in Flagstaff.

“As a teacher at the community college I have seen motivated and unmotivated students...And I truly believe that if you haven’t started a child with loving books, loving music and loving learning, by the time they are a certain age, by 5, then it’s going to be harder for them...And that goes all the way up into college,” reflected, Star Hunter, Co-editor of Amigos NAZ and Communications Instructor at Coconino Community College.

Brenda Lopez, Kith and Kin program participant shared how many things she has learned from the class, like how to listen and involve the kids in everything you are doing so that they can develop better. “Hay muchas cosas que devemos a aprender, como, escuchar a nuestros hijos, involucrarlos en todo para que aprendan a

desenvolverse mejor.”

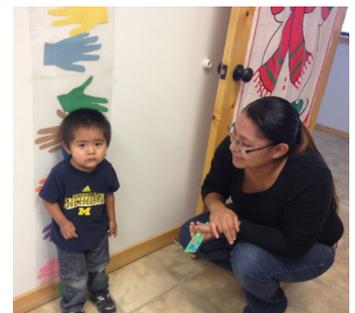
It Takes a Village. A Tour of the Kith and Kin Project in Tewa

“He’s talking a lot more, he interacts more with other kids and is doing things on his own more,” Nevayaktewa said. “I like the classes. I like how they impact him.”

The Kith and Kin Project is helping caregivers and children like Cheslynn Nevayaktewa and her 2-year-old nephew, Dyken, whom she cares for in her home. Nevayaktewa wants Dyken to arrive at kindergarten ready to succeed and ready for life.

“The main focus is zero to five because research says that once they start learning at that age, the better off they are going to be,” said Carlton Timms, Sr., Tewa Youth Program Coordinator, who sees that quality early learning is evident as the child matures.

“Programs like these are important because a lot of our kids, like mine, grew up in single family homes,” said Torivio, as she played with the kids in the child care room. “A lot of the times we need day care and our grandparents are the last resort. Programs like these can help, especially with the dads to help them be involved in a positive way and to play a bigger role,” Village of Tewa Board Member, Cheryl Torivio reflected on her and her daughter’s experiences during a site tour on December 11th at the Tewa Administration Building. Her daughter and grandchild were participants of the Growing Up Great program as well.





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AGENDA ITEM: Review and Discussion on Possible Revisions to the Coconino Regional Council Governance Policy (1st Read)

BACKGROUND: The Coconino Regional Council first approved the Coconino Regional Partnership Council Governance Policy on May 19, 2008. Since then, this Governance Policy has been periodically reviewed and updated by the Regional Council. This past fall, the policy was vetted by FTF staff including our legal counsel and revisions to the language in the policy have been made in every section of the policy and four sections have been moved around in the document. In addition, there is one new section called 'Code of Conduct'.

The sections with significant content revision or clarification include **Call to the Public Procedure, Committees and Sub-Committees, Lobbying and Campaigning, Conflict of Interest, and Attendance.**

Included is the current approved Coconino Governance Policy (last revision date: 10/15/2014), the new version of the policy with track changes included so you can see the changes to the policy, and finally the revised Coconino Governance Policy with the changes included.

This table shows the sections of the current policy and the proposed policy. The yellow highlighted titles indicate sections that are moved around in the policy. The blue highlighted title indicates a new section.

Current Governance Policy		Proposed Governance Policy	
1-101	Organization, Authority and Location	1-101	Organization, Authority and Location
1-102	Departure from Regional Council Policy	1-102	Council Officers and Their Duties
1-103	Meetings of the Regional Council	1-103	Meetings of the Council
1-104	Meeting Procedures	1-104	Meeting Procedures
1-105	Call to the Public Procedure	1-105	Call to the Public Procedure
1-106	Minutes of Meetings of the Regional Council	1-106	Meetings Minutes
1-107	Committees and Subcommittees	1-107	Committees and Subcommittees
1-108	Regional Council Officers and Their Duties	1-108	Conflict of Interest
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		1-114	Amendments

This review is considered the 'first read' of this policy so the Regional Council can consider and discuss the proposed changes. It is expected that this policy can be adopted in February, 2015.

The Amendment section at the end of the policy states:

"Amendments to Council policy require a two-step process to adopt: (i) the draft policy change shall receive a first reading at a public meeting, during which Council members may discuss the draft amendment and request that staff make changes as deemed appropriate (a vote to adopt is not taken at this stage) and (ii) the draft policy change shall receive a second reading at a subsequent public meeting during which the Council may direct staff to make further changes or may vote its adoption."

RECOMMENDATION: The Regional Director recommends reviewing and discussing the proposed changes to the Governance Policy in preparation for adoption at the February, 2015 Regional Council meeting.

P R E F A C E

This document, initially adopted by the Coconino Regional Partnership Council on May 9, 2008, and updated periodically thereafter, constitutes the complete and official body of policies for the governance and operation of the Coconino Regional Partnership Council.

DISCLAIMER

ALL POLICIES FOUND IN THIS GOVERNANCE POLICY MANUAL ARE SUBJECT TO CHANGE FROM TIME TO TIME AS APPROVED BY THE REGIONAL PARTNERSHIP COUNCIL. THE FIRST THINGS FIRST REGIONAL OFFICE DISSEMINATES HARD COPIES OF ADDITIONS/REVISIONS NOT MORE THAN TWICE EACH YEAR. THE WEB COPY, LOCATED AT [HTTP://WWW.AZFTF.GOV](http://www.azftf.gov) IS UPDATED AS NEEDED FOLLOWING APPROVAL BY THE REGIONAL PARTNERSHIP COUNCIL. PRIOR TO ACTING IN RELIANCE UPON A SPECIFIC COUNCIL POLICY AS IT APPEARS IN ANY COPY OF THE GOVERNANCE POLICY MANUAL, PLEASE CHECK TO MAKE SURE THAT THE COUNCIL HAS NOT RECENTLY APPROVED ANY ADDITIONS OR REVISIONS TO THAT SPECIFIC POLICY.

Contact Information:

Ellen Majure, Coconino Regional Director
928-637-0412 Emajure@azftf.gov
First Things First Coconino Regional Partnership Council
405 N. Beaver St, Suite 1
Flagstaff, AZ 86001
928-637-0410

1-101 Organization, Authority and Location

The Coconino Regional Partnership Council (herein "the Regional Council") is established as a result of a ballot initiative, Proposition 203, which was approved by voters in November 2006. The purpose, authority, powers and duties of the Regional Council are included in A.R.S. Title 8, Chapter 13 as well as in other statutes and laws of the State of Arizona. The Regional Council is appointed by the Arizona Early Childhood Development and Health Board and assisted in the performance of its duties by staff employees known as the First Things First Staff. The Coconino Regional Office is located in Flagstaff, Arizona. The office is maintained by the Regional Staff.

Adopted May 19, 2008
Revised October 25, 2010

Coconino Regional Partnership Council Governance

1-102 Departure from Regional Council Policy

- A. Persons desiring to depart from the policies adopted by the Regional Council shall submit a request in writing to the Chairperson of the Regional Council
- B. No departure from the Regional Council policy shall be permitted without the approval of the Regional Council

Adopted May 19, 2008
Revised October 25, 2010

1-103 Meetings of the Regional Council

The Regional Council shall adopt a calendar of regular meetings of the Regional Council prior to the beginning of each fiscal year. The Chairperson or any four members of the Regional Council may at any time call a special meeting of the Regional Council.

A majority of the membership of the Regional Council shall constitute a quorum for the transaction of business at any meeting of the Regional Council, but a number less than a quorum may adjourn from time to time. Regional Council members may participate at any meeting in person, by teleconference and/or by videoconference provided all members may hear one another.

Public notice of all meetings of the Regional Council shall be provided in accordance with the requirements of law. In addition, written notice shall be provided to each member of the Regional Council. All notices required by this policy shall at least specify the time, date and place of the meeting.

Written notice of any regular meeting of the Regional Council, plus the agenda and all material relating to agenda items, shall be transmitted to each member of the Regional Council at each member's last known place of residence, email address, or other designated address by the quickest and most reliable method five days prior to the date of such meeting. Amendments to the agenda and additional supporting materials, not previously available, shall be transmitted at least three days prior to the scheduled meeting. Except with the approval of three-fourths of the voting members in attendance at a meeting, and if permitted by law, no action shall be taken by the Regional Council on any matter where material is not timely submitted in accordance with this policy.

Special meetings may be held upon such notice to the members of the Regional Council as is appropriate to the circumstances and upon such public notice as is required by law. Special meetings may be held by teleconference and/or videoconference. All material relating to special meeting agenda items shall be transmitted to each member of the Regional Council as far in advance of the meeting as possible. Council Members have the right to add agenda items through the Chairperson.

Coconino Regional Partnership Council Governance

Adopted May 19, 2008
Revised October 25, 2010

1-104 Meeting Procedures

The rules contained in the current edition of Robert's Rules of Order Newly Revised (available online at <http://www.rulesonline.com/>) shall govern the deliberations of the Regional Council in all cases to which they are applicable and in which they are not inconsistent with these Regional Council policies and special rules of order the Regional Council may adopt, and with any applicable statutes.

The order of business for any regular meeting of the Regional Council shall be in accordance with the written agenda prepared for the meeting. Such agenda shall provide for both an executive session and open session in accordance with requirements of law. The open session portion of the agenda shall provide at least for the following:

1. Call to order
2. Call to the public
3. Declaration of Conflicts
4. Approval of minutes of prior regular or special meetings if not included on consent agenda
5. Adoption of all consent agenda items
6. Matters presented by the chairs of standing committees of the Regional Council
7. Reports, if any, from ad hoc or special committees appointed by the Regional Council
8. Matters presented for discussion and/or possible approval by the Chairperson, Council and/or First Things First Regional Director
9. Announcements and adjournment

Routine matters listed in the open session portion of the agenda for a regular meeting of the Regional Council may be grouped together and decided by the Regional Council without discussion or debate. Such matters shall be designated as "Consent Agenda Items." Any member of the Regional Council may request discussion or debate on any individual item listed as a Consent Agenda Item, and the matter shall be considered and decided separately at such time in the meeting as may be directed by the Chairperson.

During the course of any regular meeting of the Regional Council, the Chairperson shall act as presiding officer and all motions shall be directed to the Chairperson. If the Chairperson is not available to participate in the meeting, the Vice Chair acts as the presiding officer.

The Chairperson may delegate to the chair of each respective standing committee the responsibility for chairing discussion of items presented to the Regional Council by that chairperson. Whenever a matter before the Regional Council is deferred for further discussion, the Chairperson may assign the matter to an appropriate committee, schedule the matter for

Coconino Regional Partnership Council Governance

further consideration at a future meeting of the Regional Council, or take other appropriate action, and may otherwise direct the Regional Staff with respect to the matter

All meetings of the Regional Council are open to the public except for executive sessions. The Regional Council reserves the right, however, to maintain order to prevent interference by any member or members of the public with the conduct of its meetings.

Adopted May 19, 2008

Revised October 25, 2010

1-105 Call to the Public Procedure

During each Regional Council meeting, the Regional Council conducts a “Call to the Public” when members of the public may address the Regional Council. Speakers who wish to address the Regional Council:

- Must turn in a signed request (using the form provided at the Regional Council meeting) to the Regional Director. Twenty-five (25) copies of any written materials for the Regional Council, staff, and the public should be included with this request.
- Are given up to five minutes to make their remarks.

The following priority will be given to speakers during “Call to the Public”:

1. Matters scheduled on the same meeting’s agenda.
2. Other matters; presenters who haven’t addressed the Regional Council in the previous two months.
3. Other matters: presenters who have addressed the Regional Council in the previous two months.

The Regional Council retains its prerogative to:

- Refuse to hear comments on a specific issue if a public comment session has been held on the issue.
- Limit the time or the number of speakers on the same issue.
- Refuse to have letters read *on behalf of other individuals*.

If speakers have comments that are too long for the time allowed, or if members of the public would like materials distributed to the Regional Council, written materials may be provided to the Regional Director. All written materials are distributed to and given consideration by the Regional Council.

Because of the diversity of issues presented during “Call to the Public,” Regional Council members generally do not respond to speakers during this comment period. The speaker’s concerns are recorded and may be referred to the appropriate staff for follow-up. The Regional Council is informed of the outcomes of the staff efforts to respond to the speaker’s concerns.

Adopted May 19, 2008

Coconino Regional Partnership Council Governance

Revised October 25, 2010

Revised October 15, 2012

1-106 Minutes of Meetings of the Regional Council

Minutes of all meetings of the Regional Council shall be created and maintained in accordance with the requirements of law. The Regional Council may incorporate, by reference into its minutes, lists of staff changes, reports, lists of budget information, formal written resolutions and other material of similar import, and such material shall be maintained in a permanent file to be designated as the "Coconino Regional Partnership Council's Documents File," which shall be kept in the custody of the Regional Director and available for ready reference.

Each member of the Regional Council shall be furnished with copies of the minutes of the open session portion of each regular and special meeting of the Regional Council. Members of the Regional Council shall be furnished with copies of the minutes of the executive session portion of any meeting of the Regional Council for the purpose of approving those minutes, after which all copies shall be returned to the Regional Director. Members who declared a conflict prior to the executive session portion of any meeting shall not be furnished with copies of minutes of the executive session.

All minutes of the open session portion of any meeting of the Regional Council shall be open to public inspection during regular business hours at the First Things First Regional Office located in Flagstaff, AZ. Minutes of executive sessions shall be kept confidential except from members of the Regional Council or as otherwise required by law. Copies of minutes or excerpts from any minutes of the open session portion of any Regional Council meeting or from any executive session, if the law permits such disclosure, may be furnished by the Regional Director. If such minutes have not yet been approved by the Regional Council, they shall be marked "Draft."

Adopted May 19, 2008

Revised October 25, 2010

Revised October 15, 2012

1-107 Committees and Subcommittees

The Regional Council may establish and maintain standing committees composed of members of the Regional Council appointed by the Chairperson. The Chairperson will serve as an ex officio member of all standing committees.

Standing Committees may meet either apart from regular meetings of the Regional Council and provide a report to the Regional Council of business conducted, or may meet as a committee of the whole during the course of a regular Regional Council meeting. All members of the Regional Council attending a standing committee meeting are eligible for voting on standing committee matters.

Coconino Regional Partnership Council Governance

The Chairperson of the Regional Council may establish such other ad hoc or special committees as the Chairperson deems necessary or advisable. The Chairperson shall appoint the membership of such committees, which may, but need not, include members of the Regional Council, and shall designate the matters to be considered by said committees. All such committees shall act as advisory bodies to the Regional Council and report their recommendations to the Regional Council.

All such standing, ad hoc or special committees shall hold and conduct their meetings in accordance with requirements of law. The chair of each such committee shall be its presiding officer and shall set the time, date and place of the meetings.

The Executive Committee shall be a standing committee of the Regional Council. Its members shall include the Chairperson, Vice-Chairperson and the chairs of any other Standing Committees established by the Regional Council. Unless otherwise directed by the Chairperson, the Chairperson will preside of the Executive Committee. If the law permits, the Regional Council may delegate a specific decision-making authority to the Executive Committee from time to time. In addition, if a matter is deemed to be urgent by the Chairperson, the Executive Committee may be convened for specific decision-making, subject to adoption at a subsequent regular meeting of the Regional Council.

The Nominating Committee shall be a standing committee of the Regional Partnership Council. The purpose of this committee is to:

- Interview applicants for membership
- Nominate prospective Regional Partnership Council members to the First Things First Board for appointment

The nominating committee will consist, at minimum, of two members. The composition of this committee is determined by the Regional Council. Members of the committee may include current Council members and/or community representatives who are not currently serving on the Regional Council.

Regional Managers and/or designated staff will assist the nominating committee by reviewing and screening applications, providing interview questions and providing logistical support to the committee.

Adopted May 19, 2008
Revised October 25, 2010

1-108 Regional Council Officers and Their Duties

At the first regular meeting of the Regional Council following June 1 of each fiscal year beginning in 2013, the Regional Council shall elect a Chairperson and Vice-Chairperson from among the appointed members to serve for the ensuing fiscal year beginning July 1, who shall

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hold office for twelve months and until successors are duly elected. The election may be by ballot or at the request of any Regional Partnership Council Member.

In the absence of good reason to the contrary, it shall be the Policy of the Regional Council, in nominating members to serve as its Chairperson and Vice Chairperson, to nominate members who have previously served as a member of the executive committee to help ensure greater past experience on the Regional Council. Notwithstanding the previously stated preference for experience, the Regional Council may nominate any appointed member for its Chairperson and Vice-Chairperson. A majority vote of the appointed members of the Regional Council shall be required to elect.

It shall be the duty of the Chairperson to preside over the meetings of the Regional Council, to call meetings as herein provided, to serve as an ex officio member of all committees of the Regional Council, and to perform such other duties as are set forth in these policies or as shall be vested in the Chairperson.

It shall be the duty of the Vice-Chairperson to assume the duties of the Chairperson in the absence of the Chairperson. The Vice-Chairperson does not automatically succeed the Chairperson. Both the Chairperson and the Vice-Chairperson are eligible for reelection.

Adopted May 19, 2008
Revised October 25, 2010
Revised October 15, 2012

1-109 Communications To or From the Regional Council

Communications from the Regional Council to members of the legislature, the press and business related to the public, whenever possible, shall be transmitted by and through the Chairperson of the Regional Council. Inquiries in regard to matters upon which the Regional Council has taken, or probably will take a position, should be referred to the Chairperson.

There will be cases when an individual member of the Regional Council will feel obligated to answer inquiries. In these cases, the member of the Regional Council expressing an opinion as to matters upon which the Regional Council has taken a position should support the position taken by the Regional Council or make it perfectly clear that he or she is expressing an opinion that has not been approved by the Regional Council.

Adopted May 19, 2008
Revised October 25, 2010

1-110 Lobbying

The Regional Council recognizes and appreciates the privilege each individual in this State and Nation has to express his or her opinion and to seek to make that opinion known to members

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of Congress and State legislature. The Regional Council also recognizes the responsibilities with which it has been entrusted in connection with the operation of the early childhood development and health system and the advancement of early childhood development and health programs in the State of Arizona and recognizes that, on occasion, the interests of the Regional Council will not coincide with the interests of individual members of the Regional Council.

In approaching members of the State Legislature or members of Congress, members of the Regional Council shall make every effort to indicate clearly that the position they take is an individual position or is the position of a group other than the Regional Council. In instances where the Regional Council has taken an official position, the member endorsing a differing position shall make it clear to the legislative body that the Regional Council has endorsed a different or contrary position.

The members responsible for the disbursement or allocation of State funds shall determine, prior to disbursement or allocation, that such funds will not be used for purposes of influencing legislation unless such use receives specific authorization by the Regional Council.

Only the Chairperson of the Regional Council or his or her designated delegate shall speak for the Regional Council to members of the Legislature in matters relating to policy. In responding to members of congress or State Legislators, Regional Council members shall make every effort to accurately communicate official Regional Council positions. In matters for which the Regional Council hasn't taken an official position, Regional Council members should indicate clearly that the position they take is an individual position or is the position of a group other than the Regional Council.

This policy is not intended to, nor shall it, be enforced so as to restrict rights guaranteed to individual employees or Regional Council members but is an attempt only to separate the views of those individuals from positions which the Regional Council may take in attempting to discharge its responsibilities under the statutes of the State of Arizona.

Adopted May 19, 2008
Revised October 25, 2010

1-111 Conflict Of Interest

Regional Council members and employees shall comply with the conflict of interest provisions of A.R.S. Title 38, Chapter 3, Article 8. These statutes set the minimum standards expected of public officers and employees who, in their official capacities, are faced with a decision or contract that might affect their direct or indirect pecuniary or proprietary interests or those of a relative. Section 38-503 provides in part:

Any public officer or employee of a public agency who has, or whose relative has, a substantial interest in any contract, sale, purchase or service to such public agency shall make known that

Coconino Regional Partnership Council Governance

interest in the official records of such public agency and shall refrain from voting upon or otherwise participating in any manner as an officer or employee in such contract, sale, purchase or service.

Any public officer or employee who has, or whose relative has, a substantial interest in any decision of a public agency shall make known such interest in the official records of such public agency and shall refrain from participating in any manner as an officer or employee in such decision.

Under this law, a Council member or employee who has a conflict of interest must disclose the interest and refrain from participating in the matter. Regional Council members and employees may find guidance on this subject in the Arizona Agency Handbook, which is available on the Attorney General's website at http://www.azag.gov/Agency_Handbook/Agency_Handbook.html. Public officers and employees should review conflicts of interest matters not specifically addressed in the Handbook with their supervisors or legal counsel.

In addition to complying with the conflict of interest provisions of Title 38, Chapter 3, Article 8, no Regional Partnership Council member shall vote on, or participate in the discussion of, any grant proposal in which any entity by which they are employed or on whose Regional Council they serve has a substantial interest, as defined by Section 38-502.

Adopted June 23, 2008

Revised October 25, 2010

Regional Partnership Council Attendance Policy **Effective September 1, 2009**

A.R.S. §8-1162(D), the state law governing First Things First, recognizes the importance of consistent attendance by Regional Council members with the following statement:

Members of the Regional Partnership Council who miss more than three meetings without excuse or resign their membership shall be replaced by the Board after a public application process and with the input of the Regional Partnership Council.

Attendance Expectations: Regional Council members are expected to attend all Regional Council meetings. It is understood, that there will be times when Regional Council members will need to miss a meeting. The Region Director will maintain an attendance roster that documents each Regional Council member's attendance at scheduled meetings. The attendance policy shall be in effect for all regularly scheduled Regional Council meetings and shall not apply to special meetings.

Excused Absence: An excused absence occurs when a Regional Council member is unable to attend a meeting due to an emergency, illness, injury, or previously scheduled travel, work,

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tribal ceremony, or family obligation which prevents participation at a meeting either in person or by phone.

Notification of a previously planned obligation should be provided to the Regional Director at least 2 weeks in advance of the scheduled meeting. A Regional Council member who misses a meeting other than for a previously planned obligation shall contact the Regional Director as soon as possible providing an explanation for missing a meeting. An emergency is a situation that cannot reasonably be planned for in advance, e.g. car trouble, weather conditions, family illness and obligation to tribal ceremonies.

Unexcused Absence: An unexcused absence occurs when a Regional Council member is absent from a scheduled meeting without providing sufficient notice or without providing an explanation of the reasons for the member's absence, consistent with excused absence definition above.

Determination of Excused Absence: The Regional Director or staff will assist the Chair in keeping track of absences. If there is a question about whether an absence meets the definition of an excused absence, the Regional Council Chair or Vice Chair may consult with the Regional Director for a determination.

Problem Attendance: An attendance problem will be defined as:

- a. 2 consecutive unexcused absences
- b. 3 consecutive absences, excused or unexcused
- c. more than 3 unexcused absences in a 12-month period
- d. more than 5 excused and unexcused absences in a 12 month period

Addressing an Attendance Problem: Upon identification of an attendance problem, the Regional Council Chair or Vice Chair will call the Regional Partnership Council member to discuss his/her attendance record and remind him/her of the attendance expectations. If the Regional Council member's difficulties are resolvable, then the Chair or Vice chair will attempt to help resolve them with assistance of staff.

If, after conversations the Regional Council members, attendance reaches a level of non-attendance as identified in letter "c" above, and no mutually satisfactory resolution is possible, the Regional Council Chair or Vice Chair will ask that the member resign his/her position on the Regional Partnership Council. If, upon request, the member does not resign, the matter shall be forwarded to the Board for appropriate action.

If a member reaches a level of non-attendance under letter "d" above, of which no more than 3 are unexcused, the Regional Council Chair may ask the member to resign his/her position in order to ensure the Regional Council has sufficient participation to timely and appropriately complete its work. If the member wishes to continue on the Regional Council, the matter shall be put to the Regional Partnership Council at its next meeting. The Regional Council member shall be entitled to speak to this item. The Regional Council will then decide to allow the member to continue to participate or to refer the member to the Board for possible removal from the Regional Council.

Coconino Regional Partnership Council Governance

Revised October 15, 2012

1-112 Amendments

These policies shall not be added to, amended, or repealed except at a meeting of the Regional Council and by public vote of a majority of all voting members of the Regional Council. Any proposed addition, deletion, or amendment shall be filed with the Regional Director, in writing, at least ten days before such meeting, and it shall be the duty of the Regional Director to promptly distribute a copy to each member of the Regional Council.

Amendments to Regional Council policy will require a two-step process to adopt: 1) the draft policy change will receive a *first reading* at a public meeting, during which Regional Council members may discuss the draft amendment and request that staff make changes as deemed appropriate (a vote to adopt is not taken at this stage) and 2) the draft policy change will receive a *second reading* at a subsequent public meeting during which the Regional Council may direct staff to make further changes or may vote its adoption.

Adopted October 25, 2010

Revised October 15, 2012

First Things First
(Name) Regional Partnership Council
Governance Policy Manual

- Comment [MB1]: 1) Do not insert the FTF logo on Governance Policies
- Comment [MB2]: Heading should be 14pt Calibri
- Comment [MB3]: 14 pt Calibri
- Comment [MB4]: Triple space between this line and the word "PREFACE".

PREFACE

This document, initially adopted by the (Name) Regional Partnership Council on (Date), and updated periodically thereafter, constitutes the complete and official body of policies for the governance and operation of the (Name) Regional Partnership Council.

- Comment [MB5]: Body of the Governance policy will be 12 pt Calibri

DISCLAIMER

- Comment [MB6]: This section should be ALL CAPS

All policies found in this Governance Policy Manual are subject to change from time to time as approved by the Regional Partnership Council. Copies of the Manual are available from the First Things First regional office and online ~~DISSEMINATES HARD COPIES OF ADDITIONS/REVISIONS NOT MORE THAN TWICE EACH YEAR. THE WEB COPY, LOCATED at <http://www.aztfECDH.gov> IS UPDATED AS NEEDED FOLLOWING APPROVAL BY THE REGIONAL PARTNERSHIP COUNCIL.~~ Prior to acting in reliance upon a specific council policy as it appears in any copy of the Manual, please check to make sure that the Council has not recently approved any additions or revisions to that specific policy.

Field Code Changed

Contact: (Regional Director Name, at XXX-XXX-XXXX or email Name@aztf.gov)

- Comment [CC7]: It seems a little odd to have two separate "contact" sections – here and then at the bottom of the page.
- Comment [MB8]: For phone numbers, do not use a "." Between the number, use traditional dashes, i.e. 602-771-5065.

Contact us:
First Things First
(Name) Regional Partnership Council
Address, AZ 00000
XXX-XXX-XXXX
XXX-XXX-XXXX

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1-101 Organization, Authority and Location

~~In November 2006, Arizona voters passed Proposition 203, a ballot initiative that established A.R.S. Title 8, Chapter 13 and created First Things First. Subsequently, the First Things First Arizona Early Childhood Development and Health Board (“the Board”) designated the (Name) region and created the~~The (Name) Regional Partnership Council (~~herein~~ “the Council”) effective July 1, (Year) pursuant to A.R.S. Title 8, Chapter 13, Article 2. ~~is established as a result of a ballot initiative, Proposition 203, which was approved by voters in November 2006.~~The Council’s purpose, authority, powers and duties ~~of the Council~~ are included in A.R.S. Title 8, Chapter 13 as well as in other statutes and laws of the State of Arizona. The Council ~~members are~~ appointed by the ~~Arizona Early Childhood Development and Health~~ Board and assisted in the performance of ~~their~~ duties by ~~staff employees known as the~~ First Things First ~~s~~Staff. The (Name) Regional Office is located in (Location), Arizona ~~and~~. ~~The office~~ is maintained by ~~First Things First~~the Regional ~~S~~staff.

Adopted May 18, 2008; Revised June 25, 2010; Revised January 14, 2012

Comment [MB9]: Each section should be on a separate page for chaptering

Comment [MK10]: Question for Casey: do we need to reference something about the boundary change for the new regions? ANSWER: FOR NEW COUNCILS, THIS NEW LANGUAGE COVERS IT. FOR CONTINUING COUNCILS WITH CHANGED BOUNDARIES, NO SPECIAL REFERENCE IS NEEDED. CASEY

Comment [MB11]: Double space between the paragraph and the “Adopted/Revised” notation

Comment [MB12]: Original date adopted should be shown for each section, with any Revised dates for each section listed as shown here.

1-~~113~~102 Departure from Council Policy

The Council may approve a temporary departure from a policy in this Governance Manual provided the departure would not violate the law.

Persons desiring to depart from the policies adopted by the Council shall submit a request in writing to the Chairperson of the Council

No departure from Council policy shall be permitted without the approval of the Council.

Comment [CC13]: This word is meant to distinguish this policy from 1-115 (amendments).

Comment [CC14]: Should other council members have to submit a request in writing? Should FTF staff have to submit a request in writing? The use of "persons" would require both groups to do so, but I didn't think that was what was intended. This phrase can be adjusted based on what is intended.

1-103 –Meetings of the Council

The Council shall adopt a calendar of regular meetings of the Council prior to the beginning of each fiscal year. The Chairperson or any four members of the Council may ~~at any time~~ call a special meeting of the Council at any time.

~~Six members of the Council shall~~ Council shall ~~A majority of the membership of the Council shall~~ constitute a quorum for the transaction of business at any ~~meeting of the Council meeting, but a number less than a quorum may adjourn from time to time. It is the policy of First Things First to adjourn a meeting when quorum is lost.~~ Council members may participate at any meeting in person, by teleconference and/or by videoconference provided that all members may hear one another and the public can attend and listen to all members.

~~Public notice of all meetings of the Council shall be provided in accordance with the requirements of law. In addition, written notice shall be provided to each member of the Council. All notices required by this policy shall at least specify the time, date and place of the meeting.~~

Written notice of any regular meeting of the Council, plus the agenda and all material relating to agenda items, shall be transmitted to each Council member of the Council at each member's last known place of residence or other designated address by the quickest and most reliable method at least ~~five~~ five calendar days prior to the date of such meeting. Amendments to the agenda and additional supporting materials, not previously available, shall be transmitted at least 24 hours prior to the scheduled meeting. All notices, agendas and other materials may be transmitted to Council members by email or by any other quick and reliable method to each member's last known place of residence or other designated address. A Council member may request in writing at least 10 days prior to a meeting to receive a copy of the documents by mail instead of email. Except with the approval of three-fourths of the Council ~~voting~~ members in attendance at a meeting, and if permitted by law, no action shall be taken by the Council on any matter where the supporting materials were ~~is~~ not timely transmitted ~~submitted~~ in accordance with this policy.

Special meetings may be held upon such notice to Council ~~the~~ members of the Council as is appropriate to the circumstances and the ~~upon such~~ public notice as is required by law. Special meetings may be held by teleconference and/or videoconference. All material relating to special meeting agenda items shall be transmitted to each Council member ~~of the Council~~ as far in advance of the meeting as possible.

Comment [CC15]: All of this is law, so I question whether any of it needs to be repeated in the policy. For now, I have deleted it.

Comment [CC16]: The old phrasing suggests that same day, in person delivery is required: "quickest and most reliable method."

Comment [MK17]: This is a minimum number of days, can be increased but not decreased

Comment [CC18]: This is repetitive of the second paragraph.

1-104 Meeting Procedures

~~Council meetings of the Council~~ shall be conducted by the Chairperson, the Vice Chairperson or designee acting as Chairperson of the Council. ~~The Chairperson of the Council~~ is responsible for maintaining order in each Council meeting and giving each ~~Council member of the Council~~ a fair opportunity to participate in the discussion and resolution of issues that come before ~~the Council~~. ~~The Council~~ Chairperson is also responsible for determining the manner of any public participation and for maintaining order during public participation in any Council meetings. All motions shall be directed to the Chairperson.

All Council committee meetings shall be conducted by the chairperson of the committee or the committee chairperson's designee. ~~The chairperson of each committee~~ has the same responsibilities for each committee meeting that the Chairperson has for Council meetings.

In determining what procedures to use to conduct meetings and resolve issues, the Council Chairperson and committee chairpersons may refer to Robert's Rules of Order ~~or a similar text of rules for the fair conduct of meetings~~ (available online at <http://www.rulesonline.com>) for guidance.

The ~~agenda order of business~~ for any regular meeting of the Council ~~shall be in accordance with the written agenda prepared for the meeting. Such agenda shall provide for both an executive session and open session in accordance with requirements of law. The open session portion of the agenda~~ shall provide at least for the following:

1. Call to order
2. Call to the public
3. Approval of minutes of prior regular or special meetings, if not included on the consent agenda
4. Adoption of all consent agenda items
- ~~4.5. Matters of Council business for discussion and approval~~
- ~~5. Matters presented by the chairs of standing committees of the Council~~
6. Reports, if any, from ~~ad hoc or special~~ committees appointed by the Council
7. Matters presented by the First Things First Regional Director
8. Announcements and adjournment

Routine matters ~~listed in the open session portion of the agenda for a regular meeting of the Council~~ may be grouped together and decided by the Council without discussion or debate. Such matters shall be designated as "Consent Agenda Items." Any member of the Council may request discussion or debate on any individual item listed as a Consent Agenda Item, and the matter shall be considered and decided separately at such time in the meeting as may be directed by the Chairperson.

Comment [CC19]: This suggests that every regular meeting must have an executive session, which of course is not true.

~~During the course of any regular meeting of the Council, the Chairperson shall act as presiding officer and all motions shall be directed to the Chairperson. However, the~~ The Chairperson may delegate to the chair of each respective ~~standing~~ committee the responsibility for chairing discussion of items presented to the Council by that chairperson. Whenever a matter before the Council is deferred for further discussion, the Chairperson may assign the matter to an appropriate committee, schedule the matter for further consideration at a future meeting of the Council, ~~or take other appropriate action, and may otherwise~~ direct ~~the~~ Regional ~~s~~Staff with respect to the matter or take other appropriate action.

Comment [CC20]: Repetitive of first paragraph

~~All meetings of the Council are open to the public except for executive sessions. The Council reserves the right, however, to maintain order to prevent interference by any member or members of the public with the conduct of its meetings.~~

Comment [CC21]: This is just what the law says and is not really needed here.

Comment [CC22]: Repetitive of first paragraph.

1-105 Call to the Public Procedures

During each regular Council meeting, the Council conducts a “Call to the Public” when members of the public may address the Council. The Council may conduct a “Call to the Public” at special meetings as well. Speakers who wish to address the Council:

- A. ~~Must~~ turn in a signed request (using the form provided at the Council meeting) to the Regional Director along with a Any written materials for the Council ~~should be included with this request.~~
- B. May have ~~Are given up to~~ five minutes to make their remarks.

Comment [MB23]: Do not use bullet points, always begin with A., B., C., and then a., b., c., etc. unless items are to be numbered, as in section 1-104 above.

The Chairperson may allow speakers who have not turned in a request form, and the Council may change, in accordance with Governance Policy 1-114, the amount of time allowed for speakers at a particular meeting.

The following priority may ~~will~~ be given to speakers during the “Call to the Public” when the Council may not have enough time to hear from all who wish to speak:

- A. People who have submitted signed request to speak forms.
- ~~A.~~ B. Matters scheduled on the same meeting’s agenda.
- ~~B.~~ C. Off-agenda ~~Other~~ matters; presenters who haven’t addressed the Council in the previous two months.
- ~~C.~~ D. Off-agenda ~~Other~~ matters: presenters who have addressed the Council in the previous two months.

The Council retains its prerogative to:

- A. Refuse to hear comments on a specific issue if a public comment session has been held on the issue.
- B. Limit the time or the number of speakers on the same issue.
- C. Refuse to have letters read *on behalf of other individuals*.

If speakers have comments that are too long for the time allowed, or if members of the public would like materials distributed to the Council, written materials may be provided to the Regional Director or Administrative Assistant. Regional staff shall distribute those ~~All~~ written materials ~~are distributed to and given consideration by~~ the Council members.

Council members may not discuss or take action on matters raised during the Call to the Public that are not on the agenda. For such non-agenda matters, the Council may respond to criticism, ask staff to review the matter or ask for the matter to be placed on a future agenda. Staff shall later inform the Council of ~~Because of the diversity of issues presented during “Call to the Public,” Council members generally do not respond to speakers during this comment period. The speaker’s concerns are recorded and may be referred to the appropriate staff for follow-up. The Council is informed of the outcomes of the~~ staff efforts to respond to the speaker’s concerns.

1-106 Meeting Minutes ~~of Meetings of the Council~~

Minutes of all Council meetings ~~of the Council~~ shall be created and maintained in accordance with the requirements of law. The Council may incorporate by reference into its minutes lists of staff changes, reports, lists of budget information, formal written resolutions and other material of similar import, and such material shall be maintained in a permanent file to be designated as the “(Name) Graham/Greenlee Regional Partnership Council’s Documents File,” which shall be kept in the custody of First Things First staff ~~the Regional Director~~ and available for ready reference.

Each Council member ~~of the Council~~ shall be furnished with copies of the minutes of the open session portion of each Council regular and special meeting ~~of the Council~~. Council members ~~of the Council~~, without a conflict of interest shall be furnished with copies of the minutes of the executive session portion of any meeting of the Council for the purpose of approving those minutes, after which all copies shall be returned to the Regional Director.

All minutes of the open session portion of any Council meeting ~~of the Council~~ shall be open to public inspection ~~during regular business hours~~ at the First Things First Regional Office located in (Location), AZ. Minutes of executive sessions shall be kept confidential except from members of the Council or as otherwise allowed ~~required~~ by law. Copies of minutes or excerpts from any minutes of the open session portion of any Council meeting or from any executive session if the law permits such disclosure may be furnished by the Regional Director. If such minutes have not yet been approved by the Council, they shall be marked “Draft.”

Comment [CC24]: Question: Are the regional minutes kept at the regional office or the main Phoenix office?

1-107 Committees and Subcommittees

The Council may establish and maintain ~~standing~~ committees composed of members of the Council ~~and/or other individuals~~ appointed by the Chairperson. The Chairperson ~~may designate that the Chairperson of the Council shall~~ will serve as an ex officio member of ~~all standing~~ committees.

~~Standing Committees may meet either apart from regular meetings of the Council and provide a report to the Council of business conducted, or may meet as a committee of the whole during the course of a regular Council meeting. All members of the Council attending a standing committee meeting are eligible for voting on standing committee matters.~~

The Chairperson of the Council ~~may establish such other ad hoc or special committees as the Chairperson deems necessary or advisable. The Chairperson shall appoint the membership of such committees, which may, but need not, include members of the Council, and shall~~ designate the matters to be considered by ~~thesaid~~ committees. ~~All such~~ committees shall act as advisory bodies to the Council and report their recommendations to the Council. ~~Unless one is designated by the Chairperson of the Council, a committee chairperson shall be elected by the committee members.~~

~~Committees may establish and maintain their own subcommittees. The relationship between a committee and its subcommittee shall be the same as the relationship described in this policy between the Council and a committee.~~

~~Committees and subcommittees shall comply with the Open Meeting Law. See A.R.S. § 38-431(1),(6).~~

~~All such standing, ad hoc or special committees shall hold and conduct their meetings in accordance with requirements of law. The chair of each such committee shall be its presiding officer and shall set the time, date and place of the meetings.~~

~~The Executive Committee shall be a standing committee of the Council. Its members shall include the Chairperson, Vice-Chairperson and the chairs of any other Standing Committees established by the Council. Unless otherwise directed by the Chairperson, the Chairperson will preside over the Executive Committee. If the law permits, the Council may delegate a specific decision-making authority to the Executive Committee from time to time. In addition, if a matter is deemed to be urgent by the Chairperson, the Executive Committee may be convened for specific decision making, subject to adoption at a subsequent regular meeting of the Council.~~

Comment [CC25]: I can't think of a situation where a committee would ever need to meet during the course of a Council meeting. If a Council meeting is going on, then a Regional Council has complete authority to act and doesn't need to transform itself into a committee of the whole.

Comment [CC26]: Already covered elsewhere.

Comment [CC27]: This appears to be a carryover from a Board policy that doesn't apply to Councils.

1-102108 Council Officers and Their Duties

~~In the last quarter~~ At the first regular meeting of the Council following May 1 of each fiscal year beginning in 2008, the Council shall elect a Chairperson and Vice-Chairperson from among the appointed members to serve for the ensuing fiscal year beginning July 1, who shall hold office for twelve months and until successors are duly elected.

~~The election shall be by ballot or by vote of the Council.~~

~~In the absence of good reason to the contrary, it shall be the Policy of the Council, in nominating members to serve as its Chairperson and Vice Chairperson, to nominate members who have previously served as a member of the executive committee to help ensure greater past experience on the Council. Notwithstanding the previously stated preference for experience, the~~The Council may nominate any appointed member for its Chairperson and Vice-Chairperson. A majority vote of the appointed members of the Council shall be required to elect.

Comment [CC28]: I don't believe ballot voting is allowed under the Open Meeting Law.

Comment [CC29]: Board policy carryover that doesn't apply.

It shall be the duty of the Chairperson to preside over the meetings of the Council, to call meetings as herein provided, ~~to serve as an ex officio member of all committees of the Council,~~ and to perform such other duties as are set forth in these policies or as shall be vested in the Chairperson.

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It shall be the duty of the Vice-Chairperson to assume the duties of the Chairperson in the absence of the Chairperson.

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The Chairperson or the Vice Chairperson may be removed from office by a majority vote of a majority of the appointed members of the Council upon motion by a Council member of the Council alleging the violation of a specific provision of this Governance Policy Manual or alleging specific actions which bring into public disrepute the Council, the Arizona Early Childhood Development and Health Board, or First Things First as an organization. If a Chairperson or Vice Chairperson is removed, a replacement shall be elected by a majority of the Council as soon as is practicable.

Comment [CC30]: Repetitive of second paragraph.

The Council by a majority vote of a majority of the appointed members of the Council may recommend to the Arizona Early Childhood Development and Health Board that a member be removed as a Council member upon motion by a Council member of the Council alleging the violation of a specific provision of this policy Manual or alleging specific actions which bring into public disrepute this Council, the Arizona Early Childhood Development and Health Board, or First Things First as an organization.

| 1-109 Communications ~~To or f~~From the Council

| Communications from the Council concerning matters relating to the policies and actions of the Council to members of the Legislature, any other governing body, the press or the public should be made by the Chairperson, the Chairperson's designee or someone authorized by the Council.

Any member of the Council who expresses an opinion concerning matters upon which the Council has taken a position should support the position taken by the Council or make it clear that he or she is expressing a personal opinion that has not been approved by the Council.

1-110 Lobbying & Campaigning

Lobbying occurs under Arizona law when a person attempts to influence the passage or defeat of any legislation by directly communicating with any State Legislator. By contrast, campaigning refers to attempts to influence an election. In other words, lobbying relates to matters a Legislator will vote on, while campaigning relates to matters the general public will vote on.

Lobbying

The Council recognizes and appreciates the privilege each individual in this State and Nation has to express his or her opinion and to seek to make that opinion known to members of Congress, and the State Legislature and Congress. The Council also recognizes the responsibilities with which it has been entrusted in connection with the ~~operation of the early childhood development and health Board system~~ and the advancement of early childhood development and health programs in the State of Arizona and recognizes that on occasion the interests of the Board and Council will not coincide with the interests of individual Council members of the Council.

Only the Chairperson of the Council or his or her designee shall speak for the Council to members of the State Legislature or Congress in matters relating to policy. When speaking for the Council to Legislators or their staff, the Chairperson or designee shall make every effort to accurately communicate official Council positions, while refraining from speaking on behalf of the Board or First Things First unless specifically authorized to do so by the Board or Board Chairperson or First Things First's Chief Executive Officer respectively. A Chairperson or member designee lobbying in his or her official capacity on matters pertaining to the Council is exempt from the lobbying laws requiring registration and expenditure reporting.

Comment [CC31]: This paragraph was moved up. It is not new, though it is revised.

Any Council member may speak to members of the State Legislature or Congress in an individual capacity. For matters in which the Council has not taken an official position, any Council member communicating with a member of the State Legislature or Congress shall ~~not~~ ~~approaching members of the State legislature or members of Congress, members of the Council shall~~ make every effort to indicate clearly that the position ~~that he or she is taking~~ ~~they take~~ is an individual position or is the position of a group other than the Council. In instances in which First Things First, the Board or the Council has taken an official position, a ~~the~~ Council member endorsing a differing position shall make it clear ~~to the legislative body~~ that First Things First, the Board and/or the Council has endorsed a different or contrary position. Council members who, on their own behalf, appear before a legislative committee or communicate with a State Legislator in person, by phone or by letter to lobby in support of or in opposition to legislation are also exempt from the lobbying laws requiring registration and expenditure reporting.

The members responsible for the disbursement or allocation of State funds shall determine prior to disbursement or allocation that such funds will not be used for purposes of influencing legislation unless such use receives specific authorization by the Council.

Comment [CC32]: This highlighted paragraph seems to apply to the Board, but not the Councils.

~~Only the Chairperson of the Council or his or her designated delegate shall speak for the Council to members of the legislature in matters relating to policy. In responding to members of congress or State legislators, Council members shall make every effort to accurately communicate official Council positions. In matters for which the Council hasn't taken an official position, Council members should indicate clearly that the position they take is an individual position or is the position of a group other than the Council.~~

This policy is not intended to nor shall it be enforced so as to restrict rights guaranteed to individual ~~employees or~~ Council members, but is an attempt only to separate the views of ~~those~~ individuals ~~members~~ from positions which First Things First, the Board and/or the Council may take in attempting to discharge ~~theirs~~ responsibilities under the statutes of the State of Arizona.

* Council members who only engage in exempt lobbying are not considered lobbyists. See A.R.S. §§ 41-1231 & 41-1232.04. Additionally, Council members should be aware that the Council cannot make any expenditure for entertainment for a state officer or employee (including Legislators) and Council members cannot accept an expenditure for entertainment from a lobbyist or someone acting on behalf of a lobbyist. Entertainment refers to admission to or participation in a sporting event or a cultural event or activity. See A.R.S. §§ 41-1231(5)-(6) & 41-1232.08.

Campaigning

The Council shall not spend or use public resources to influence an election. See A.R.S. § 16-192. This prohibition includes the use or expenditure of monies, materials, equipment, buildings, postage, telecommunications, computers, web pages and any other thing of value of First Things First to support or oppose a candidate or ballot measure.

Individual Council members may express their personal views and even advocate for or against a candidate, initiative or other ballot measure, as long as they do not use public resources to do so. In these activities, Council members may identify themselves as Council members, but should not state or imply that they speak for the Council.

1-~~108111~~ Conflicts ~~o~~f Interest

Council members ~~and employees~~ shall comply with the conflict of interest provisions of A.R.S. Title 38, Chapter 3, Article 8. These statutes set the minimum standards expected of public officers and employees who, in their official capacities, are faced with a decision or contract that might affect their direct or indirect pecuniary or proprietary interests or those of a relative. Section 38-503 provides in part:

Any public officer or employee of a public agency who has, or whose relative has, a substantial interest in any contract, sale, purchase or service to such public agency shall make known that interest in the official records of such public agency and shall refrain from voting upon or otherwise participating in any manner as an officer or employee in such contract, sale, purchase or service.

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Any public officer or employee who has, or whose relative has, a substantial interest in any decision of a public agency shall make known such interest in the official records of such public agency and shall refrain from participating in any manner as an officer or employee in such decision.

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Under this law, a Council member ~~or employee~~ who has a conflict of interest must disclose the interest and refrain from participating in the matter. Council members ~~and employees~~ may find guidance on this subject in the Arizona Agency Handbook, which is available on the Attorney General's website at <http://www.azag.gov/aAgency-h-Handbook/Agency-Handbook.html>. ~~Council members~~ ~~Public officers and employees~~ should review conflicts of interest matters not specifically addressed in the Handbook with ~~the Regional Director~~ ~~their supervisors~~ or legal counsel.

Field Code Changed

In addition to complying with the conflict of interest provisions of Title 38, Chapter 3, Article 8, no ~~Regional Partnership~~ Council member shall vote on, or participate in the discussion of, any grant proposal in which any entity by which they are employed or on whose ~~board~~ ~~Council~~ they serve has a substantial interest, as defined by Section 38-502. *See A.R.S. § 8-1173(C).*

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~~Furthermore, in accordance with A.R.S. Section 8-1191(C)(5), Council members are specifically prohibited from having a substantial interest in the provision of early childhood education services as defined by Section 38-502.~~

Comment [CC33]: This highlighted sentence applies to the Board, not the Councils.

~~In addition to complying with the conflict of interest provisions of Title 38, Chapter 3, Article 8, all Council members and employees shall complete a Conflict of Interest Acknowledgement and State Service Disclosure Statement at the beginning of their term upon adoption of this policy and annually update the State Service Disclosure Statement thereafter on a form to be provided by the central office staff. Additionally, Council members shall complete a Conflict of Interest Disclosure form whenever they declare a conflict at a Council meeting. These forms will be reviewed by the First Things First Executive Director and legal counsel for resolution or~~

~~mitigation of potential conflicts of interest. Any potential conflicts of interest that cannot be resolved or mitigated satisfactorily will be placed on the Early Childhood Development and Health Board's upcoming agenda for disclosure purposes and to help ensure~~

~~compliance with the conflict of interest laws. In addition, the Executive Director will prepare a summary report of the Conflict of Interest Statements filed each year for Council review. The Conflict of Interest Statement prepared annually by the Executive Director will be reviewed by the Council. All completed forms shall be given to First Things First staff for recordkeeping.~~

1-~~114~~~~112~~ Amendments

These policies shall not be added to, amended, or repealed except at a Council meeting ~~of the Council~~ and by majority~~public~~ vote ~~of a majority~~ of all appointed Council~~voting~~ members ~~of the Council~~. Any proposed addition, deletion, or amendment shall be filed with the Regional Director, in writing, at least ~~10~~~~ten~~ days before such meeting, and it shall be the duty of the Regional Director to promptly distribute a copy of the proposal to each Council member ~~of the Council~~.

Amendments to Council policy ~~will~~ require a two-step process to adopt: ~~(i)1~~ the draft policy change ~~shall~~~~will~~ receive a *first reading* at a public meeting, during which Council members may discuss the draft amendment and request that staff make changes as deemed appropriate (a vote to adopt is not taken at this stage) and ~~(ii)2~~ the draft policy change ~~shall~~~~will~~ receive a *second reading* at a subsequent public meeting during which the Council may direct staff to make further changes or may vote its adoption.

1-~~111113~~ Attendance Policy

The Council's governing statutes A.R.S. ~~§8-1162(D)~~, the state law governing First Things First, recognizes the importance of consistent attendance by Regional Council members with the following statement:

Members of the Regional Partnership Council who miss more than three meetings without excuse or resign their membership shall be replaced by the Board after a public application process and with the input of the Regional Partnership Council.

See A.R.S. § 8-1162(D).

Attendance Expectations: ~~Regional~~Council members are expected to attend all ~~Regional~~ Council meetings. It is understood, that there will be times when ~~Regional~~Council members will need to miss a meeting. The Regional Director ~~shall~~will maintain an attendance roster that documents each ~~Regional Council~~ member's attendance at scheduled meetings. ~~The attendance policy shall be in effect for all regularly scheduled Regional Council meetings and shall not apply to special meetings.~~

Excused Absence: An excused absence occurs when a ~~Regional~~Council member is unable to attend a meeting due to an emergency, illness, injury, or previously scheduled travel, work, tribal ceremony, or family obligation ~~that which~~ prevents participation at a meeting either in person or by phone.

Notification of a previously planned obligation should be provided to the Regional Director at least two weeks in advance of the scheduled meeting. A ~~Regional~~Council member who misses a meeting other than for a previously planned obligation shall contact the Regional Director as soon as possible ~~to provide~~ing an explanation for missing a meeting. An emergency is a situation that cannot reasonably be planned for in advance, ~~such as e.g.~~ car trouble, weather conditions, family illness and obligation to tribal ceremonies.

Unexcused Absence: An unexcused absence occurs when a ~~Regional~~Council member is absent from a scheduled meeting without providing sufficient notice or ~~without providing~~ an explanation of the reasons for the member's absence, consistent with ~~the~~ excused absence definition above.

Determination of Excused Absence: ~~The~~ Regional ~~Director or~~ staff ~~shall~~will assist the Chair~~person~~ in keeping track of ~~excused~~ absences. If there is a question about whether an absence meets the definition of an excused absence, the ~~Regional Council~~ Chair~~person~~ or Vice Chair~~person~~ may consult with the Regional Director for a determination. If necessary, the matter can be presented to the Council.

Problem Attendance Problems: An attendance problem ~~means will be defined as:~~

- A. Two consecutive unexcused absences.

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Comment [CC34]: The statute applies to all meetings, including special meetings.

Comment [MB35]: If you are referring to a number, less than 10, write out the number, as in "two" instead of 2. If over ten, then you can use the number, such as 11.

- B. Three consecutive absences, excused or unexcused.
- C. ~~More than~~ Three unexcused absences in a 12-month period.
- D. More than ~~f~~Five excused and unexcused absences in a 12 month period.

Addressing an Attendance Problem: Upon identification of an attendance problem, the ~~Regional Council~~ Chairperson or Vice Chairperson shall ~~will~~ call the ~~Regional Partnership~~ Council member to discuss ~~the member's~~his/her attendance record and remind ~~the member~~him/her of the attendance expectations. If the ~~Regional~~Council member's difficulties are resolvable, then the Chairperson or Vice Chairperson shall ~~will~~ attempt to help resolve them with assistance of staff.

~~If after conversations the Regional Council members attendance reaches a level of non-attendance as identified in "c" above and no mutually satisfactory resolution is possible, the Regional Council Chair or Vice Chair will ask that the member resign his/her position on the Regional Partnership Council. If, upon request, the member does not resign, the matter shall be forwarded to the Board for appropriate action.~~

If a member reaches a level of non-attendance under "d" above, of which no more than three are unexcused, the ~~Regional Council~~ Chairperson may ask the member to resign his ~~or~~her position in order to ensure the ~~Regional~~Council has sufficient participation to timely and appropriately complete its work. If the member wishes to continue on the ~~Regional~~Council, the matter shall be put to the ~~Regional Partnership~~Council at its next meeting. The ~~Regional~~Council member shall be entitled to speak to this item. The Regional Council shall~~will~~ then decide ~~whetherto allow the member to continue to participate or~~ to refer the ~~matter~~member to the Board for possible removal ~~of the member~~ from the ~~Regional~~Council.

If a member misses more than three meetings in a 12 month period without excuse, the Chairperson or Vice Chairperson shall ask that the member resign his or her position on the Council. If, upon request, the member does not resign, the matter shall be forwarded to the Board for appropriate action.

1-112-114 Code of ConductEthics

Voting Council members ~~and staff shall abide by~~will agree to the following code of conductethics:

- A. Listen carefully to fellow Council members.
- B. Respect the opinions of fellow Council members.
- C. Respect and support the majority decisions of the Council.
- D. Recognize that all authority is vested in the full Council only when it meets in a legal public session.
- E. Keep well informed about the issues which could come before the Council.
- F. Participate actively in Council meetings and actions.
- G. Bring to the attention of the Council any issues that could have an adverse effect on the ~~(Name) Regional Partnership~~ Council, the Board or First Things First, ~~and the Arizona Early Childhood Development and Health Board.~~
- H. Refer complaints concerning Council related matters and members to the proper level, specifically the Cchairperson or Vice Cchairperson of the Council.
- I. Represent all the people the ~~(Name) Regional Partnership~~ Council serves and not primarily a particular issue, personal agenda, or interest group.
- ~~H.~~J. Abide by the Conflicts of Interest policy and laws.

H. If there is a violation of this code of conduct, the ~~member~~individual(s) suspected of ~~the said~~ violation shall meet with the Cchairperson or Vice Cchairperson of the Council to discuss the matter. The Chairperson or Vice Chairperson~~appropriate chair~~ shall attempt to resolve the matter and if necessary refer it to the Council for action.

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First Things First
Coconino Regional Partnership Council

Governance Policy Manual

PREFACE

This document, initially adopted by the Coconino Regional Partnership Council on May 9, 2008 and updated periodically thereafter, constitutes the complete and official body of policies for the governance and operation of the Coconino Regional Partnership Council.

DISCLAIMER

All policies found in this Governance Policy Manual are subject to change from time to time as approved by the Regional Partnership Council. Copies of the Manual are available from the First Things First regional office and online at <http://www.azftf.gov>. Prior to acting in reliance upon a specific policy as it appears in any copy of the Manual, please check to make sure that the Council has not recently approved any additions or revisions to that specific policy.

Contact us:
First Things First
Coconino Regional Partnership Council
Ellen Majure, Regional Director
405 N. Beaver St., Suite 1
Flagstaff, AZ 86001
Emajure@azftf.gov
928-637-0410

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1-101 Organization, Authority and Location

In November 2006, Arizona voters passed Proposition 203, a ballot initiative that established A.R.S. Title 8, Chapter 13 and created First Things First. Subsequently, the First Things First Arizona Early Childhood Development and Health Board (“the Board”) designated the Coconino region and created the Coconino Regional Partnership Council (“the Council”) effective July 1, (Year) pursuant to A.R.S. Title 8, Chapter 13, Article 2. The Council’s purpose, authority, powers and duties are included in A.R.S. Title 8, Chapter 13 as well as in other statutes and laws of the State of Arizona. The Council members are appointed by the Board and assisted in the performance of their duties by First Things First staff. The Coconino Regional Office is located in Flagstaff, Arizona and is maintained by First Things First regional staff.

Adopted May 19, 2008

Revised October 25, 2010

Revised

1-102 Council Officers and Their Duties

At the first regular meeting of the Regional Council following June 1st of the fiscal year, the Council shall elect a Chairperson and Vice-Chairperson from among the appointed members to serve for the ensuing fiscal year beginning July 1, who shall hold office for twelve months and until successors are duly elected.

The Council may nominate any appointed member for its Chairperson and Vice-Chairperson. A majority vote of the appointed members of the Council shall be required to elect.

It shall be the duty of the Chairperson to preside over the meetings of the Council, to call meetings as herein provided and to perform such other duties as are set forth in these policies or as shall be vested in the Chairperson. It shall be the duty of the Vice-Chairperson to assume the duties of the Chairperson in the absence of the Chairperson.

The Chairperson or the Vice Chairperson may be removed from office by a majority vote of the appointed members of the Council upon motion by a Council member alleging the violation of a specific provision of this Governance Policy Manual or alleging specific actions which bring into public disrepute the Council, the Board or First Things First as an organization. If a Chairperson or Vice Chairperson is removed, a replacement shall be elected as soon as is practicable.

Adopted May 19, 2008

Revised October 25, 2010

Revised October 15, 2012

Revised

1-103 Meetings of the Council

The Council shall adopt a calendar of regular meetings of the Council prior to the beginning of each fiscal year. The Chairperson or any four members of the Council may call a special meeting of the Council at any time.

Six members of the Council shall constitute a quorum for the transaction of business at any Council meeting. It is the policy of First Things First to adjourn a meeting when quorum is lost. Council members may participate at any meeting in person, by teleconference and/or by videoconference provided that all members may hear one another and the public can attend and listen to all members.

Written notice of any regular meeting of the Council, plus the agenda and all material relating to agenda items, shall be transmitted to each Council member at least five calendar days prior to the date of such meeting. Amendments to the agenda and additional supporting materials, not previously available, shall be transmitted at least 24 hours prior to the scheduled meeting. All notices, agendas and other materials may be transmitted to Council members by email or by any other quick and reliable method to each member's last known place of residence or other designated address. A Council member may request in writing at least 10 days prior to a meeting to receive a copy of the documents by mail instead of email. Except with the approval of three-fourths of the Council members in attendance at a meeting, and if permitted by law, no action shall be taken by the Council on any matter where the supporting materials were not timely transmitted in accordance with this policy.

Special meetings may be held upon such notice to Council members and the public as is required by law. All material relating to special meeting agenda items shall be transmitted to each Council member as far in advance of the meeting as possible.

Adopted May 19, 2008

Revised October 25, 2010

Revised

1-104 Meeting Procedures

Council meetings shall be conducted by the Chairperson, the Vice Chairperson or designee acting as Chairperson of the Council. The Chairperson is responsible for maintaining order in each Council meeting and giving each Council member a fair opportunity to participate in the discussion and resolution of issues that come before the Council. The Chairperson is also responsible for determining the manner of any public participation and for maintaining order during public participation in any Council meetings. All motions shall be directed to the Chairperson.

All Council committee meetings shall be conducted by the chairperson of the committee or the committee chairperson's designee. The chairperson of each committee has the same responsibilities for each committee meeting that the Chairperson has for Council meetings.

In determining what procedures to use to conduct meetings and resolve issues, the Council Chairperson and committee chairpersons may refer to Robert's Rules of Order (available online at <http://www.rulesonline.com>) for guidance.

The agenda for any regular meeting of the Council shall provide at least for the following:

1. Call to order
2. Call to the public
3. Approval of minutes of prior regular or special meetings, if not included on the consent agenda
4. Adoption of all consent agenda items
5. Matters of Council business for discussion and approval
6. Reports, if any, from committees appointed by the Council
7. Matters presented by the First Things First Regional Director
8. Announcements and adjournment

Routine matters may be grouped together and decided by the Council without discussion or debate. Such matters shall be designated as "Consent Agenda Items." Any member of the Council may request discussion or debate on any individual item listed as a Consent Agenda Item, and the matter shall be considered and decided separately at such time in the meeting as may be directed by the Chairperson.

The Chairperson may delegate to the chair of each respective committee the responsibility for chairing discussion of items presented to the Council by that chairperson. Whenever a matter before the Council is deferred for further discussion, the Chairperson may assign the matter to an appropriate committee, schedule the matter for further consideration at a future meeting of the Council, direct regional staff with respect to the matter or take other appropriate action.

Adopted May 19, 2008
Revised October 25, 2010
Revised

1-105 Call to the Public Procedures

During each regular Council meeting, the Council conducts a “Call to the Public” when members of the public may address the Council. The Council may conduct a “Call to the Public” at special meetings as well. Speakers who wish to address the Council:

- A. Should turn in a signed request (using the form provided at the Council meeting) to the Regional Director along with any written materials for the Council.
- B. May have five minutes to make their remarks.

The Chairperson may allow speakers who have not turned in a request form, and the Council may change, in accordance with Governance Policy 1-113, the amount of time allowed for speakers at a particular meeting.

The following priority may be given to speakers during the “Call to the Public” when the Council may not have enough time to hear from all who wish to speak:

- A. People who have submitted signed request to speak forms.
- B. Matters scheduled on the same meeting’s agenda.
- C. Off-agenda matters: presenters who haven’t addressed the Council in the previous two months.
- D. Off-agenda matters: presenters who have addressed the Council in the previous two months.

The Council retains its prerogative to:

- A. Refuse to hear comments on a specific issue if a public comment session has been held on the issue.
- B. Limit the time or the number of speakers on the same issue.
- C. Refuse to have letters read *on behalf of other individuals*.

If speakers have comments that are too long for the time allowed or if members of the public would like materials distributed to the Council, written materials may be provided to the Regional Director or Administrative Assistant. Regional staff shall distribute those written materials to the Council members.

Council members may not discuss or take action on matters raised during the Call to the Public that are not on the agenda. For such non-agenda matters, the Council may respond to criticism, ask staff to review the matter or ask for the matter to be placed on a future agenda. Staff shall later inform the Council of staff efforts to respond to a speaker’s concerns.

Adopted May 19, 2008
Revised October 25, 2010
Revised October 15, 2012
Revised

1-106 Meeting Minutes

Minutes of all Council meetings shall be created and maintained in accordance with the requirements of law. The Council may incorporate by reference into its minutes lists of staff changes, reports, lists of budget information, formal written resolutions and other material of similar import, and such material shall be maintained in a permanent file to be designated as the "Coconino Regional Partnership Council's Documents File," which shall be kept in the custody of First Things First staff and available for ready reference.

Each Council member shall be furnished with copies of the minutes of the open session portion of each Council meeting. Council members without a conflict of interest shall be furnished with copies of the minutes of the executive session portion of any meeting of the Council for the purpose of approving those minutes, after which all copies shall be returned to the Regional Director.

All minutes of the open session portion of any Council meeting shall be open to public inspection at the First Things First Regional Office located in Flagstaff, AZ. Minutes of executive sessions shall be kept confidential except from members of the Council or as otherwise allowed by law. Copies of minutes or excerpts from any minutes of the open session portion of any Council meeting or from any executive session if the law permits such disclosure may be furnished by the Regional Director. If such minutes have not yet been approved by the Council, they shall be marked "Draft."

Adopted May 19, 2008

Revised October 25, 2010

Revised October 15, 2012

Revised

1-107 Committees and Subcommittees

The Council may establish and maintain committees composed of members of the Council and/or other individuals appointed by the Chairperson. The Chairperson may designate that the Chairperson of the Council shall serve as an ex officio member of a committee.

The Chairperson of the Council shall designate the matters to be considered by the committees. All committees shall act as advisory bodies to the Council and report their recommendations to the Council. Unless one is designated by the Chairperson of the Council, a committee chairperson shall be elected by the committee members.

Committees may establish and maintain their own subcommittees. The relationship between a committee and its subcommittee shall be the same as the relationship described in this policy between the Council and a committee.

Committees and subcommittees shall comply with the Open Meeting Law. *See* A.R.S. § 38-431(1),(6).

Adopted May 19, 2008

Revised October 25, 2010

Revised

1-108 Conflicts of Interest

Council members shall comply with the conflict of interest provisions of A.R.S. Title 38, Chapter 3, Article 8. These statutes set the minimum standards expected of public officers and employees who, in their official capacities, are faced with a decision or contract that might affect their direct or indirect pecuniary or proprietary interests or those of a relative. Section 38-503 provides in part:

Any public officer or employee of a public agency who has, or whose relative has, a substantial interest in any contract, sale, purchase or service to such public agency shall make known that interest in the official records of such public agency and shall refrain from voting upon or otherwise participating in any manner as an officer or employee in such contract, sale, purchase or service.

Any public officer or employee who has, or whose relative has, a substantial interest in any decision of a public agency shall make known such interest in the official records of such public agency and shall refrain from participating in any manner as an officer or employee in such decision.

Under this law, a Council member who has a conflict of interest must disclose the interest and refrain from participating in the matter. Council members may find guidance on this subject in the Arizona Agency Handbook, which is available on the Attorney General's website at <http://www.azag.gov/agency-handbook>. Council members should review conflicts of interest matters not specifically addressed in the Handbook with the Regional Director or legal counsel.

In addition to complying with the conflict of interest provisions of Title 38, Chapter 3, Article 8, no Council member shall vote on, or participate in the discussion of, any grant proposal in which any entity by which they are employed or on whose board they serve has a substantial interest, as defined by Section 38-502. See A.R.S. § 8-1173(C).

Council members shall complete a Conflict of Interest Acknowledgement and State Service Disclosure Statement at the beginning of their term and annually update the State Service Disclosure Statement. Additionally, Council members shall complete a Conflict of Interest Disclosure form whenever they declare a conflict at a Council meeting. All completed forms shall be given to First Things First staff for recordkeeping.

Adopted May 19, 2008
Revised October 25, 2010
Revised

1-109 Communications from the Council

Communications from the Council concerning matters relating to the policies and actions of the Council to members of the Legislature, any other governing body, the press or the public should be made by the Chairperson, the Chairperson's designee or someone authorized by the Council.

Any member of the Council who expresses an opinion concerning matters upon which the Council has taken a position should support the position taken by the Council or make it clear that he or she is expressing a personal opinion that has not been approved by the Council.

Adopted May 19, 2008

Revised October 25, 2010

Revised

1-110 Lobbying & Campaigning

Lobbying occurs under Arizona law when a person attempts to influence the passage or defeat of any legislation by directly communicating with any State Legislator. By contrast, campaigning refers to attempts to influence an election. In other words, lobbying relates to matters a Legislator will vote on, while campaigning relates to matters the general public will vote on.

Lobbying

The Council recognizes and appreciates the privilege each individual in this State and Nation has to express his or her opinion and to seek to make that opinion known to members of the State Legislature and Congress. The Council also recognizes the responsibilities with which it has been entrusted in connection with the Board and the advancement of early childhood development and health programs in the State of Arizona and recognizes that on occasion the interests of the Board and Council will not coincide with the interests of individual Council members.

Only the Chairperson of the Council or his or her designee shall speak for the Council to members of the State Legislature or Congress in matters relating to policy. When speaking for the Council to Legislators or their staff, the Chairperson or designee shall make every effort to accurately communicate official Council positions, while refraining from speaking on behalf of the Board or First Things First unless specifically authorized to do so by the Board or Board Chairperson or First Things First's Chief Executive Officer respectively. A Chairperson or member designee lobbying in his or her official capacity on matters pertaining to the Council is exempt from the lobbying laws requiring registration and expenditure reporting.

Any Council member may speak to members of the State Legislature or Congress in an individual capacity. For matters in which the Council has not taken an official position, any Council member communicating with a member of the State Legislature or Congress shall make every effort to indicate clearly that the position that he or she is taking is an individual position or is the position of a group other than the Council. In instances in which First Things First, the Board or the Council has taken an official position, a Council member endorsing a differing position shall make it clear that First Things First, the Board and/or the Council has endorsed a different or contrary position. Council members who, on their own behalf, appear before a legislative committee or communicate with a State Legislator in person, by phone or by letter to lobby in support of or in opposition to legislation are also exempt from the lobbying laws requiring registration and expenditure reporting.

This policy is not intended to nor shall it be enforced so as to restrict rights guaranteed to individual Council members, but is an attempt only to separate the views of individual members from positions which First Things First, the Board and/or the Council may take in attempting to discharge their responsibilities under the statutes of the State of Arizona.

* Council members who only engage in exempt lobbying are not considered lobbyists. See A.R.S. §§ 41-1231 & 41-1232.04. Additionally, Council members should be aware that the

Council cannot make any expenditure for entertainment for a state officer or employee (including Legislators) and Council members cannot accept an expenditure for entertainment from a lobbyist or someone acting on behalf of a lobbyist. Entertainment refers to admission to or participation in a sporting event or a cultural event or activity. See A.R.S. §§ 41-1231(5)-(6) & 41-1232.08.

Campaigning

The Council shall not spend or use public resources to influence an election. See A.R.S. § 16-192. This prohibition includes the use or expenditure of monies, materials, equipment, buildings, postage, telecommunications, computers, web pages and any other thing of value of First Things First to support or oppose a candidate or ballot measure.

Individual Council members may express their personal views and even advocate for or against a candidate, initiative or other ballot measure, as long as they do not use public resources to do so. In these activities, Council members may identify themselves as Council members, but should not state or imply that they speak for the Council.

Adopted May 19, 2008
Revised October 25, 2010
Revised

1-111 Attendance

The Council's governing statutes recognize the importance of consistent attendance by Regional Council members with the following statement:

Members of the Regional Partnership Council who miss more than three meetings without excuse or resign their membership shall be replaced by the Board after a public application process and with the input of the Regional Partnership Council.

See A.R.S. § 8-1162(D).

Attendance Expectations. Council members are expected to attend all Council meetings. It is understood that there will be times when Council members will need to miss a meeting. The Regional Director shall maintain an attendance roster that documents each member's attendance at scheduled meetings.

Excused Absence. An excused absence occurs when a Council member is unable to attend a meeting due to an emergency, illness, injury or previously scheduled travel, work, tribal ceremony or family obligation that prevents participation at a meeting either in person or by phone.

Notification of a previously planned obligation should be provided to the Regional Director at least two weeks in advance of the scheduled meeting. A Council member who misses a meeting other than for a previously planned obligation shall contact the Regional Director as soon as possible to provide an explanation for missing a meeting. An emergency is a situation that cannot reasonably be planned for in advance, such as car trouble, weather conditions, family illness and obligation to tribal ceremonies.

Unexcused Absence. An unexcused absence occurs when a Council member is absent from a scheduled meeting without providing sufficient notice or an explanation of the reasons for the member's absence consistent with the excused absence definition above.

Determination of Excused Absence. Regional staff shall assist the Chairperson in keeping track of excused absences. If there is a question about whether an absence meets the definition of an excused absence, the Chairperson or Vice Chairperson may consult with the Regional Director for a determination. If necessary, the matter can be presented to the Council.

Attendance Problems. An attendance problem means:

- A. Two consecutive unexcused absences.
- B. Three consecutive absences, excused or unexcused.
- C. Three unexcused absences in a 12-month period.
- D. More than five excused and unexcused absences in a 12 month period.

Addressing an Attendance Problem. Upon identification of an attendance problem, the Chairperson or Vice Chairperson shall call the Council member to discuss the member's

attendance record and remind the member of the attendance expectations. If the Council member's difficulties are resolvable, then the Chairperson or Vice Chairperson shall attempt to help resolve them with assistance of staff.

If a member reaches a level of non-attendance under "d" above, of which no more than three are unexcused, the Chairperson may ask the member to resign his or her position in order to ensure the Council has sufficient participation to timely and appropriately complete its work. If the member wishes to continue on the Council, the matter shall be put to the Council at its next meeting. The Council member shall be entitled to speak to this item. The Regional Council shall then decide whether to refer the matter to the Board for possible removal of the member from the Council.

If a member misses more than three meetings in a 12 month period without excuse, the Chairperson or Vice Chairperson shall ask that the member resign his or her position on the Council. If, upon request, the member does not resign, the matter shall be forwarded to the Board for appropriate action.

Adopted October 25, 2008

Revised October 15, 2012

Revised

1-112 Code of Conduct

Council members shall abide by the following code of conduct:

- A. Listen carefully to fellow Council members.
- B. Respect the opinions of fellow Council members.
- C. Respect and support the majority decisions of the Council.
- D. Recognize that all authority is vested in the full Council only when it meets in a legal public session.
- E. Keep well informed about the issues which could come before the Council.
- F. Participate actively in Council meetings and actions.
- G. Bring to the attention of the Council any issues that could have an adverse effect on the Council, the Board or First Things First.
- H. Refer complaints concerning Council related matters and members to the proper level, specifically the Chairperson or Vice Chairperson.
- I. Represent all the people the Council serves and not primarily a particular issue, personal agenda or interest group.
- J. Abide by the Conflicts of Interest policy and laws.

If there is a violation of this code of conduct, the member(s) suspected of the violation shall meet with the Chairperson or Vice Chairperson to discuss the matter. The Chairperson or Vice Chairperson shall attempt to resolve the matter and if necessary refer it to the Council for action.

The Council by a majority vote of the appointed members of the Council may recommend to the Board that a member be removed as a Council member upon motion by a Council member alleging the violation of a specific provision of this Manual or alleging specific actions which bring into public disrepute this Council, the Board or First Things First as an organization.

Adopted ??

1-113 Departure from Council Policy

The Council may approve a temporary departure from a policy in this Governance Manual provided the departure would not violate the law. No departure from Council policy shall be permitted without the approval of the Council.

Adopted May 19, 2008

Revised October 25, 2010

Revised

1-114 Amendments

These policies shall not be added to, amended or repealed except at a Council meeting and by majority vote of all appointed Council members. Any proposed addition, deletion or amendment shall be filed with the Regional Director, in writing, at least 10 days before such meeting, and it shall be the duty of the Regional Director to promptly distribute a copy of the proposal to each Council member.

Amendments to Council policy require a two-step process to adopt: (i) the draft policy change shall receive a *first reading* at a public meeting, during which Council members may discuss the draft amendment and request that staff make changes as deemed appropriate (a vote to adopt is not taken at this stage) and (ii) the draft policy change shall receive a *second reading* at a subsequent public meeting during which the Council may direct staff to make further changes or may vote its adoption.

Adopted October 25, 2010

Revised October 15, 2012

Revised



Coconino Regional Partnership Council

AGENDA ITEM: Review of SFY2016 Funding Process Timeline for Strategies

BACKGROUND: The following document provides a brief overview of the upcoming timeline for the RFGA's and the government agreement. You will see that there are significant dates in April and May by which time these contracts need to be approved by the Regional Council and then forwarded to the State Board for approval in order for the contracts to be in place for the start of SFY16 funding, which begins on July 1, 2015.

Please note: For 2 of the 3 RFGA's (Home Visitation and Parenting Education), we will need to engage review committees to assist with the review and award process. The review committee is made up of two Regional Council members and one community member. The 3rd RFGA (Parenting Outreach and awareness) will be a multi-regional RFGA so the review committee may or may not include a Coconino Regional Council member.

RECOMMENDATION: The Regional Director submits this document for information only.

Coconino SFY2015 RFGA and Government Agreement Timeline

Strategies: Home Visitation, Parenting Education, Parenting Outreach and Awareness, Oral Health

Release IA Home Visitation RFGA	Release IB Parenting Education RFGA	Release II Parenting Outreach & Awareness RFGA	Oral Health Government Agreement		
DATE	DATE	DATE	DATE	TASK	WHO IS RESPONSIBLE?
February 2, 2015 (RFGA open for 6 weeks)	February 2, 2015 (RFGA open for 8 weeks)	March 2, 2015 (RFGA open for 6 weeks)	March 2, 2015	Release Dates <ul style="list-style-type: none"> RFGA is released (RFGA) Grant Agreement is provided to Government entity (Government Agreement) 	Finance/Communications
February 9 - 25	February 9 – 25	March 9 - 27	N/A	Pre-application conference (RFGA) <ul style="list-style-type: none"> Conducted jointly by finance and region to discuss the RFGA and answer programmatic and technical questions. 	Finance/Regional Director
March 16	March 30	April 13	April 1	RFGA closes <ul style="list-style-type: none"> Due date for RFGA submission and opening (RFGA) Government entity provides agreement documents to FTF (Government Agreement) 	Finance

Release IA Home Visitation RFGA	Release IB Parenting Education RFGA	Release II Parenting Outreach & Awareness RFGA	Oral Health Government Agreement		
DATE	DATE	DATE	DATE	TASK	WHO IS RESPONSIBLE?
March 17- 23	March 31 – April 8	April 15 – April 20	April 2 - 10	Technical Review <ul style="list-style-type: none"> FTF internal technical review of applications (RFGA) Agreement documents are reviewed by FTF (Government Agreement) 	Regional Director/Program/Finance
March 24 - April 3	April 9 – April 24	April 20 – May 1	N/A	RFGA Review Process <ul style="list-style-type: none"> Review committee* meets to review proposals and potentially make grantee recommendation(s) for award (RFGA) <i>*Review Committee is made up of 2 Regional Council members and 1 community partner</i> 	Finance/Regional Director/Review Committee
By April 10	By May 1	By May 6	April 13 – May 1	Clarification process <ul style="list-style-type: none"> Conduct any clarifications necessary on selected applicants and review clarifications if necessary (RFGA) Clarification process with entity and final updates made to agreement (Government Agreement) 	Finance/Regional Director/Review Committee/Government Entity
April 13 or May 11	May 11	May 11	May 11	RFGA/Government Agreement Presented to RPC <ul style="list-style-type: none"> Regional director provides/presents review committee recommendations to Regional Council (RFGA & Government Agreement) Regional Partnership Council discusses and takes action to accept or not accept the review committee recommendations (RFGA & Government Agreement) 	Finance/Regional Director/Regional Council
May 19 or June 8/9	June 8/9	June 8/ 9	June 8/9	State Board reviews Regional Partnership Council recommendations <ul style="list-style-type: none"> The Regional Council's recommendation(s) go to the State Board for approval (RFGA's & government Agreement) 	Finance/Regional Director/State Board
July 1	July 1	July 1	July 1	Award Date of New Contract(s) (RFGA & Government Agreement) <ul style="list-style-type: none"> New contracts begin program implementation (RFGA & Government Agreement) 	Finance