



FIRST THINGS FIRST

Ready for School. Set for Life.

AGENDA ITEM: Meeting Minutes

BACKGROUND: Meeting minutes of the November 21, 2014 Regular Meeting are included for review and possible approval.

RECOMMENDATION: The Regional Director recommends review and approval of the November 21, 2014 Regular Meeting minutes.



Arizona Early Childhood Development & Health Board
Gila Regional Partnership Council
Regular Meeting Minutes of November 21, 2014

Call to Order, Welcome and Roll Call

The Gila Regional Partnership Council Regular Meeting was held on Friday, November 21, 2014 at the Tonto Apache Tribal Chambers Highway 87 Mile Marker 251 Payson, Arizona 85501.

Chair Shipley called the meeting to order at approximately 10:04 a.m.

Regional Council Members in attendance:

Ann Tolman, Audrey Opitz (telephonic), Debby Bunney, Fernando Shipley, Mike Clark, Tashina Smith, Charles Proudfoot and Sherry Dorathy

Regional Council Members not in attendance:

Carol Welsh and Diane Bricker

Meeting Minutes

Chair Shipley presented the minutes of the October 17, 2014 – Regular Meeting.

A motion was made by Member Clark to approve the meeting minutes as presented, seconded by Member Smith. Motion carried 8-0.

Call to the Public

Chair Shipley announced the Call to the Public. There were no requests.

Declarations of Conflict of Interest

Members Dorathy and Proudfoot declared a conflict of interest with the Quality First strategy. They recused themselves from any discussion and vote related to this strategy due to their overseeing Quality First centers.

SFY2016 – 2018 Strategic Impact

Hazel Chandler, Gila Regional Director, expressed concerns with decreasing Quality First scholarships by half from current funding levels. Ms. Chandler has discovered that North Country is now implementing Health Start in the region. The Health Start model does not require professional level staff and uses paraprofessionals with funding from Arizona Department of Health Services.

North County also implements Healthy Steps in their other clinics around the state. Since we have more than one potential applicant the Care Coordination strategy will have to be released as a RFGA for SFY2016. This also presents an opportunity to lower the funds allocated and require the applicant to potentially braid and blend funding sources for this strategy. Opportunities exist potentially to bill for services for care coordination and developmental screenings as well as combine the Healthy Steps model with the Health Start program.

Ms. Chandler also informed the Regional Council that the Rural Schools grantees will be required to implement evidence based programs in SFY2016 and may require more funding to purchase the materials/training for the evidence based models. One approach might be to purchase those materials out of FY2015 funds that have not been used to implement the Pine/Strawberry program.

Member Bunney expressed her concern over decreased scholarships due to the direct support for each child and their family that is provided through scholarships. Member Dorathy also expressed concern with the Care Coordination grantee not reaching their target service units.

Ms. Chandler presented attachment 02 with the funding levels discussed during the October 17, 2014 Regular Meeting and a second option with more funding for Quality First Scholarships. The Regional Council and staff had a lengthy discussion on their intent for each of the strategies and used attachment 02 to determine allocations of each strategy for the SFY2016 funding plan.

The Regional Council came to a consensus on each strategy's funding, target service units and funding mechanisms.

A motion was made by Member Proudfoot that the Gila Regional Partnership Council approves Parenting Education with a funding level of \$136,747, Parenting Outreach and Awareness with funding levels \$65,000, Care Coordination with funding levels \$100,000, Statewide Evaluation with a funding level of \$37,344 with funding mechanism and target service units that were agreed upon during this meeting, seconded by Member Dorathy. Motion carried 8-0.

A motion was made by Member Bunney that the Gila Regional Partnership Council approves the Quality First Strategy package for 5 centers and 3 homes, with estimated funding allotments of \$119,378 for Quality First Coaching and Incentives, Quality First Academy, Quality First Specialized Technical Assistance and Child Care Health Consultation for fiscal year 2016, seconded by Member Smith. Motion carried 6-0-2. Members Dorathy and Proudfoot declared conflicts of interest with this strategy due to their overseeing of Quality First centers.

A motion was made by Member Smith that the Gila Regional Partnership Council approves the Quality First Scholarships with approximately \$239,000 for fiscal year 2016 with a target service unit of 34, seconded by Member Clark. Motion carried 6-0-2. Members Dorathy and Proudfoot declared conflicts of interest with this strategy due to their overseeing of Quality First centers.

SFY2016 – 2018 Strategic Planning and SFY2016 Funding Plan

Ms. Chandler brought to the Regional Council's attention that healthy weight is listed as an unfunded strategy in the SFY2016 funding plan but not as a need of the region and that the funded strategies need to be prioritized. The Regional Council agreed to include healthy weight as a need in the SFY2016 funding plan and requested that the Care Coordination strategy be moved below the Quality First Scholarship strategy.

Governance Policy

Chair Shipley presented attachment 04 and informed the Regional Council that First Things First's new general counsel has reviewed all governance policies has made some changes. This is the "First Read". The Regional Council was requested to review the policies carefully. The Regional Council has previously set meeting dates on a calendar year basis. The new draft stated that meeting dates being set on a fiscal year basis. The Regional Council was asked their preference. The Regional Council agreed to continue scheduling based on the calendar year. Ms. Chandler again requested that the governance policy be reviewed carefully and any suggestions be discussed during the January 2015 Regular Meeting and approved at that time.

2015 Meeting Schedule

Chair Shipley informed the Regional Council that the 2015 meeting schedule on attachment 05 continues the current schedule of every third Friday of the month except February and July which no meetings will be held.

A motion was made by Member Clark that the meeting schedule be approved as presented, seconded by Member Bunney. Motion carried 8-0.

Regional Partnership Council Member Updates

Chair Shipley opened the floor for updates. Member Bunney provided an update on Read On and their hopes to declare 2015 the year of literacy.

Regional Director's Report

Ms. Chandler reviewed attachment 06. The Regional Council was reminded that the Parent Seat is vacant and any help finding applicants would be appreciated. Ms. Chandler also announced her plans to retire on March 3, 2015.

Recommended Future Agenda Items

No recommendations were received from the Regional Council.

Next Regional Partnership Council Meeting

The next Regional Council meeting will be held Friday, January 16, 2015 from 10:00 a.m. to 1:00 p.m. at the Cobre Valley Regional Medical Center, Medical Office Building B, 5880 South Hospital Drive, Globe, Arizona 85501.

Adjournment

With no further business, Chair Shipley adjourned the meeting at 11:16 a.m.

Gila Regional Partnership Council

Gila Regional Partnership Council

Fernando Shipley, Chair
Dated this 16th day of January 2015

Hazel Chandler, Regional Director
Dated this 16th day of January 2015



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AGENDA ITEM: Governance Policy

BACKGROUND: The Regional Council has operated under a governance policy since the inception. From time to time the governance policy has been reviewed and revised. The governance policy template was revised by First Things First legal counsel. The Regional Governance Policy has been updated to reflect these changes.

RECOMMENDATION: This is the second read of this policy. The Regional Council will be asked to consider approval of the revised policy at this meeting.

First Things First
Gila Regional Partnership Council

Governance Policy Manual

PREFACE

This document, initially adopted by the Gila Regional Partnership Council on May 13, 2008 and updated periodically thereafter, constitutes the complete and official body of policies for the governance and operation of the Gila 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
Gila Regional Partnership Council
Hazel Chandler, Regional Director
2250 Highway 60, Suite K
Miami, AZ 85539
hchandler@azftf.gov
928-425-8172

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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 Gila region and created the Gila Regional Partnership Council (“the Council”) effective July 1, 2008 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 Gila Regional Office is located in 2250 Highway 60, Suite K, Miami, Arizona 85539 and is maintained by First Things First regional staff.

Adopted: May 13, 2008
Amended: October 15, 2009
May 20, 2010
October 11, 2011

1-102 Council Officers and Their Duties

In the last quarter of each 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 13, 2008
Amended: October 15, 2009
May 20, 2010
October 11, 2011

1-103 Meetings of the Council

The Council shall adopt a calendar of regular meetings of the Council prior to the beginning of each calendar 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 13, 2008
Amended: October 15, 2009
May 20, 2010
October 11, 2011

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 13, 2008
Amended: October 15, 2009
May 20, 2010
October 11, 2011

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.

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 "Gila 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 Miami, 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 13, 2008
Amended: October 15, 2009
May 20, 2010
October 11, 2011

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).

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 13, 2008
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May 20, 2010
October 11, 2011

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 13, 2008
Amended: October 15, 2009
May 20, 2010
October 11, 2011

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 13, 2008
Amended: October 15, 2009
May 20, 2010
October 11, 2011

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: May 13, 2008
Amended: October 15, 2009
May 20, 2010
October 11, 2011

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: May 13, 2008
Amended: October 15, 2009
May 20, 2010
October 11, 2011

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 13, 2008
Amended: October 15, 2009
May 20, 2010
October 11, 2011

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: May 13, 2008
Amended: October 15, 2009
May 20, 2010
October 11, 2011



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AGENDA ITEM: 2015 Year of Reading Proclamation

BACKGROUND: The Regional Council has taken a leadership role in the formation of the Read On collaborative in the region. The Read On Leadership Collaborative groups are asking public bodies and elected officials to declare 2015 as the Year of Reading. We currently have commitment from all cities/towns, school boards and the Board of Supervisors in the northern Gila and Globe/Miami area to issue proclamations to support the 2015 Year of Reading effort.

RECOMMENDATION: It is recommended that the Regional Council adopt the proclamation and join the community efforts to bring awareness about the importance of reading to the region.



Proclamation 2015



Year of Reading

WHEREAS, the citizens of Gila County stand firmly committed to promoting reading as the catalyst for our students' future academic success, their preparation for careers of the future, and their ability to compete in a global economy; and

WHEREAS, Gila Regional Partnership Council has provided significant leadership in the area of community involvement in the education of our children, grounded in the principle that an investment in early literacy is key to the community's well being and long-term quality of life; and

WHEREAS, "Read On Globe/Miami" and "Read On Northern Gila County" and "Read On Copper Corridor" early literacy collaborative with over 120 community partners collectively that are focused on increasing grade level proficiency, promotes reading as the critical pillar in the education of our community's students;

THEREFORE BE IT RESOLVED that the First Things First Gila Regional Partnership Council call on the citizens of the Gila Region to commit to reading and or listening to their children, grandchildren daily to develop the skills for success in school and life;

AND BE IT FURTHER RESOLVED that this body enthusiastically endorses "Read On Globe/Miami" and "Read On Northern Gila County" and "Read On Copper Corridor" and recommits our community to engage in programs and activities that ensure when Arizona's children read, Arizona's children thrive.

AND BE IT FURTHER RESOLVED that this body enthusiastically endorses "Read On Globe/Miami" and "Read On Northern Gila County" and "Read On Copper Corridor" plans to embed literacy awareness activities into First Things First programs and community events throughout the year to raise awareness around the importance of reading and how it impacts children's future success in school and life.

Regional Council Chair _____

Regional Council Vice Chair _____

Read On Arizona

Read On Arizona is a public/private collaboration committed to building an early literacy system that improves language and literacy outcomes for Arizona's children from birth through age eight—delivering the right program at the right time to every child. For more information, visit www.ReadOnArizona.org.



FIRST THINGS FIRST

Ready for School. Set for Life.

AGENDA ITEM: FY2014 Grantee/Regional Council Discussion

BACKGROUND: The Regional Council has requested that Grantee update the Regional Council on program progress several times a year. This year the Regional Council will provide an opportunity for open discussion between the Regional Council and grantees.

RECOMMENDATION: This is for informational purposes only. No action is necessary.

Gila County Library District Early Literacy Outreach Gila Region

Dolly Parton's Imagination Library

- Available from birth to the child's fifth birthday
- A book is mailed to the child each month.
- There are 1,779 current registrations in the Gila region.
- We have three Community Liaisons.
 - Juanita Martinez - Hayden/Winkelman
 - Robin Holt - Payson/Pine/Strawberry/Tonto Basin
 - Carolyn Haro - Globe/Miami
- Also reaching libraries, hospitals, pregnancy centers, WIC offices



Ladybug Magazine

- Begins when Imagination Library graduates the child
- The focus is on reading, with no advertisements.
- One-year subscription – 9 issues
- About 35 new subscriptions are added each month.
- A letter is sent out the month of their 5th birthday.
 - Announces that the magazine will be sent
 - Catches bad addresses if letters are returned
 - Subscription begins the month after their 5th birthday
- If more than one child in the family is turning five, one receives Click Magazine.



Brain Boxes™

- A set includes 12 individual boxes
 - Two for infants
 - Two for babies
 - Two for toddlers
 - Six for preschoolers
- S.T.E.P.S. to Early Brain Development curriculum
 - Developed by New Directions Institute
 - Security, Touch, Eyes (vision), Play, Sound
- Contain activity guides and materials for adult-child interaction
- Libraries and liaisons work with parents and children.



Liaison Tools

- Every Child Ready to Read® @ Your Library® Toolkit
- Brochures, Bookmarks
- Registration forms



Imagination Library Enrollments through December 31, 2014

Target Areas	2010 Census Data Birth to 5 yrs.	Enrollments in Imagination Library from 2010 to 2014 **	Graduates 2010 to 2014	Currently Registered
Globe/Miami	1101	*	*	769
Hayden/Winkelman	78	*	*	80
Payson/Star Valley/Gisela	953	*	*	793
Pine/Strawberry	55	*	*	50
Tonto Basin/Roosevelt	108	*	*	60
Young	17	*	*	27
<i>Totals</i>	<i>2312</i>	<i>3083</i>	<i>1304</i>	<i>1779</i>

** Individual figures are not currently available.*

*** Figures include all children registered, although 1,304 have aged out of the program.*

Gila County Library District Early Literacy Advocacy and Outreach Grant Survey 2014

Data regarding the reading readiness of beginning kindergarten students in the Gila Regional Service Area.

The purpose of this survey was to establish a teacher-reported level of “reading readiness” of students entering kindergarten in the Gila Region. This year’s survey was conducted by the Public Services Librarian at Gila County Library District. The survey instrument was developed as a fillable form that was emailed to teachers and could be easily completed and returned by email. The survey was sent to 18 teachers in mid-August with two follow-up emails in September. A total of nine responses were received.

The survey requested the following information, as a framework for answering the final question:

How many students are enrolled in your kindergarten class?

How many of these students have the following skills?

- Can recognize their name
- Recognizes some or all of the letters in the alphabet
- Recognizes some common words in print
- Corresponds some or all letters with their correct sound
- Recognizes rhyming words
- Pretends to read a book by reading the pictures
- Recognizes that text moves right to left, top to bottom
- Describes characters’ actions and feelings in a story
- Puts events of a story in order
- Can re-tell a favorite story

Using the above questions as a guide, and your professional observations, how many of these students started kindergarten ready to learn to read?

Survey Results:

	2011	2012	2013	2014	% Change 2013 – 2014	% Change 2012 – 2014	% Change 2011 – 2014
Teachers responding:	20	18	17	9			
Number of kindergartners:	368	365	336	181			
Number of kindergartners reported as ‘ready to learn to read’	124	112	121	48			
Percent “ready to learn to read”	33%	31%	36%	27%	-9%	-4%	-6%

Teacher Comments:

We need to find a way to enroll all children in pre-school so they get the skills necessary to be in Kindergarten. They need to be able to write their names, also spell their names – know at least that many letters. Also identification of numbers 0-10 and be able to write them. The standards we are now under do not leave room for students who do not have basic skills.

The two students [of three] who started ready to learn to read were participants in our First Things First parents and children play group. Both of them were siblings of my former students and had parents and older siblings who helped them learn concepts of reading.

I have a large group this year. This will surely show at the end of the year, as I'm thinking they will be more behind than previous classes. I don't get as much one-on-one time, or small group time. They are a LOVELY bunch, but large class sizes surely make a difference.

I have to say 5 students entered kindergarten this year ready to learn to read. Three of the five are repeating so in essence, 2 of the new entries showed readiness skills.

Please understand, we have been in school since July 23rd. The information I gave above reflects how my students are doing at this point in time [Oct. 6]. The answers would be very different if school had just started. As a whole, my class is very young and less ready than in years past.

Probably about 15% of my class started ready to read due to other issues as well. The lack of ability to sit still and listen to a story, and the inability to focus for longer than 4-5 minutes on any activity must be taught and practiced before most phonemic skills can be successfully introduced. Some years, there are a greater number of students than usual without basic self-control. We really need the universal preschool in AZ!

Conclusion:

A 50% response rate may have played a part in the decrease in children perceived as ready to read, although the results were displayed as a percentage. The comments from teachers can be the most helpful part of the survey.

The goal was to simplify the survey process to better fit teachers' busy schedules. This worked for some teachers, but if an email is not answered immediately, it tends to get lost farther down in a long list. The goal for next year is to determine the list of teachers' names and send out the survey as early as possible in the school year. Follow-ups will be done sooner and will include email and telephone calls.

Program

Teen Outreach Pregnancy Services (TOPS) is an innovative community-based health education program providing pregnant and parenting adolescents (aged 24 and younger) education and supportive services to improve birth outcomes for their newborn and to improve the physical, emotional, and intellectual growth and development of children born to adolescent parents, from birth to age five.

TOPS combines five inter-related research-supported strategies: prenatal health education, case management, peer support, father and family involvement, and parenting education. These strategies enable this high-risk population to build on their own strengths and capacities to promote the healthy development of their children.

TOPS addresses the following during approximately 50 hours of services:

- all domains of child development including the prenatal health of teen and unborn baby
- providing resources and referrals for young families
- development of appropriate parenting skills including child and family literacy

These core services will, through the implementation of the 5 strategies:

- improve health practices during the pregnancy
- increase physical and emotional well-being as families prepare to deliver and parent their child
- increase their knowledge concerning immediate health and safety needs of their unborn baby and during the early development of their child
- increase the ability of the young family to parent their child in a healthy and nurturing environment

TOPS core services are provided by a Health Educator/Case Manager and include group prenatal classes, hospital and home visits, and parenting education classes.

TOPS provides prenatal classes at Cobre Valley Regional Medical Center, and both prenatal and parenting classes at the Globe Education Center. Additionally, TOPS is partnered with New Beginnings Pregnancy Center in Payson to support their efforts in the community to improve outcomes for young families and their children.

Program success is determined by pre and post surveys with participating families and birth outcomes. TOPS participants have a high probability of baby being born at full-term (greater than 37 weeks gestation), weighing greater than 5.5 pounds at delivery, breastfeeding at time of discharge from hospital, appropriately achieving developmental milestones, and receiving timely well-baby care including scheduled immunizations.

Enrollments (unduplicated)

Site	Enrolled
Globe/Miami	168
Payson	100
Gila Total	268

Knowledge

Test Scores	Pre	Post	Increase
Pregnancy & Parenting	68%	90%	22%

Before each education series (Pregnancy and Parenting) tests are administered to the clients to gauge their knowledge levels. The same tests are administered at the end of each series. These are the Pre-test and Post-test score averages.

Classes (duplicated attendance)

Class Type	Classes	Attended
Pregnancy	530	1651
Parenting	75	431
Support Group	133	866
Grand Total	738	2948

Successes

Partnerships:

- Strong Families (Sharon Listiak) pays for the TOPS clients to get their CPR certification.
- Gila County Injury Prevention (Chuck Turney) presents at the end of our 4th Childbirth Education class so that each participant can get a new car seat.
- Healthy Steps (Sonia Yanez) provides early childhood screening for parenting TOPS clients.

Deliveries

- 134 deliveries (37 from New Beginnings in Payson) **Without TOPS**
- 87% breastfeeding at time of discharge **50% breastfeed**
- 77% of the deliveries were vaginal **67% are vaginal**
- 91% are full-term (9% premature) **14% premature**
- Average gestational age was 39.1 weeks
- Average weight was 7 lbs. 4 oz.

Vaginal Birth after Cesarean (VBAC)

KF came into the program at 26 weeks gestation, already parenting a 4-year old daughter. With her first pregnancy she was not knowledgeable about childbirth and ended up being induced, then given an epidural and Pitocin before she started to dilate. She delivered her first child via Cesarean section; however, she wanted a natural birth with the second child. KF and her husband attended the childbirth education classes where she learned about VBAC. While in class KF practiced breathing techniques, labor positions and other ways to control her pain during labor. During the 36-week home visit, KF mentioned that her doctor wanted her to check into the hospital at 38 weeks be induced and have an epidural available in case something goes wrong. KF asked what Charlene, her Case Manager, thought. Charlene reminded her to use the BRAIN acronym questions to make her decision.

B: What are the BENEFITS of inducing early?

R: What are the RISKS?

A: Are there any ALTERNATIVES?

I: Follow your INSTINCTS.

N: NO Not Now.

KF went to her doctor and did just that; she asked all the questions. KF ended up waiting until her due date. When she was admitted to the hospital her water had already broken and she was dilated. She did not get an epidural or require Pitocin. After 12 hours of labor KF vaginally delivered a healthy 6 lb. 4 oz. baby girl without any pain medications. During her labor she and Charlene were on the phone with one another throughout the day, which allowed Charlene to remind her to implement the breathing techniques she had learned. By the time she had the baby she thanked Charlene for all of her help. KF was so glad she took the classes because the breathing techniques made a world of difference.



Challenges

One of TOPS' greatest challenges, regardless of physical locale, is ensuring that the community at large understands the services TOPS provides and the population it serves. This is especially true in Gila County where TOPS has increased the age limit from 21 to 24. Having "teen" in the name can be misleading, which is why we have updated marketing materials to reflect the age limit. To further combat this challenge we have made an extra effort to identify who/where the misconceptions originate and correct the misunderstanding.



HEALTHY STEPSSM

Healthy Steps for Young Children is designed to serve as the “owner’s manual” your baby never came with!



Families are assigned to a Healthy Steps Specialist who will provide services until your child is 5 and ready to

enter kindergarten. Through services such as home visits, office visits & developmental playgroups, we will address topics such as: toilet training, tantrums, parent emotional health, appropriate learning activities, finding local resources and many more!

WHO QUALIFIES?

Services are free to ALL families with new babies in Payson and surrounding areas.

(928) 472-5378

Gila County Healthy Steps

Gila County Division of Health and Emergency Services
200 W. Frontier St Ste. 7 Payson, AZ 85541
cwattleworth@gilacountyaz.gov



Brought to you by the Gila Regional Partnership Council of:



FIRST THINGS FIRST

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Free online screenings for children ages 2 months to 5 years



Just go to the Web site(s) listed below, answer questions about your child, and a local Healthy Steps Specialist will contact you within 1 week to review the results & provide referral information if needed. There are 2 screening options:

<https://www.asqonline.com/family/8c66f9>

(This screening covers ages 2 months to 5 years.)

Ages & Stages 3rd Edition to screen the areas of:

- ◆Communication
- ◆Gross Motor Skills
- ◆Fine Motor Skills
- ◆Problem-Solving
- ◆Personal Social Skills



<https://www.asqonline.com/family/f7a30c>

(This screening covers ages 6 months to 5 years.)

Ages & Stages Social-Emotional to screen your child's social and emotional development

WHO QUALIFIES?

ALL families with a child age 2 months-5 years in Payson and surrounding areas. No income requirements, and children do not need to be displaying a delay/problem.

We want to help ensure that your child is on track toward a healthy, successful future!

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Please note: At this time, ALL families with a child ages birth to 3 months old, are eligible for enrollment for services. There are no income or special needs requirements.



Healthy Steps is a service designed to serve as the “owner’s manual” your baby never came with!

An expert in child development is available to come to the hospital before discharge and perform a Newborn Behavioral Observation (NBO). When your newborn is two months old we can come to your home or meet with you at our office. We can give you information based on years of research on babies. This information will help you decide what is right for you and your child, and it will help you understand the needs of your young child. We will support your success and help you feel more confident as a parent!

Services will be available, free-of-charge, to all families with new babies in Payson and surrounding areas. Families will be assigned to a Healthy Steps Specialist who will provide services until the child is 5 and ready to enter kindergarten.

You Choose the Service(s) Right for You:

- ♥ Support to parents
- ♥ Home visits
- ♥ Visits in our office
- ♥ Visits with your child’s doctor during check-ups
- ♥ A Child Development Information Phone Line
- ♥ Developmental playgroups
- ♥ Promotion of early literacy
- ♥ Information about what your baby knows and what your baby can learn
- ♥ Developmental screenings to see what your baby is ready to learn next
- ♥ Resource information about food, shelter and other family needs
- ♥ Assistance when your child needs a referral into other services

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Gila County Healthy Steps

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Please “like” our Facebook page: www.facebook.com/PaysonHSYC. Private messages may be sent to the Healthy Steps Specialist via Facebook, or feel free to email cwattleworth@gilacountyaz.gov