

FIRST THINGS FIRST

Ready for School. Set for Life.

ARIZONA EARLY CHILDHOOD DEVELOPMENT & HEALTH BOARD

NORTH PHOENIX REGIONAL PARTNERSHIP COUNCIL

1. **CALL TO ORDER:** The regular meeting of the First Things First North Phoenix Regional Partnership Council; Arizona Early Childhood Development and Health Board was held on Tuesday, February 8, 2011 in the Governing Board Room at the Washington Elementary School District, 4650 West Sweetwater; Glendale, Arizona 85304.

Chair Jenna Goad called the meeting to order at 4:53 pm.

Members Present: Jenna Goad-Chair and Parent Member; Cindy Hallman, Vice Chair and Business Member; Connie Robinson, Philanthropy Member; Willette Watts, Faith Based Member; Mary Myers, At Large Member; Bill Adams, School Administrator Member.

Members Not Present: James Emch, At Large Member; Barbara Nicol, At Large Member; Mindy Zapata, Child Care Provider; Sally Downing, Education Member.

Quorum: Established.

Staff Present: Tracey Craig, Interim Regional Coordinator and Greater Phoenix/Yavapai Regional Manager; Briggetta Hawks, Administrative Assistant, Dana Browning, Senior Financial Analyst; Jean Weeks, Grants and Contracts Procurement Specialist.

2. **CONSENT AGENDA:** Included in an email to the Council and in hard copy at the meeting were the regular meeting minutes of January 11, 2011.

Motion: Member Connie Robinson moved to approve the regular meeting minutes of January 11, 2011, second by Member Mary Myers, all in favor, no discussion; motion carried. Vote: Yes=6

3. **CALL TO THE PUBLIC:** Susanna Mack, Program Specialist T.E.A.C.H provided an oral update to the Council which included the graduation of the first graduate from the North Phoenix Region who was referred by Faith Based Member Willette Watts. Susanna also reported that the income limits increased to twenty dollars (\$20.00) per hour. Ms. Mack introduced her new counterpart Jamie Moore who will be working in the North Phoenix Region with Susanna and take some of the zip codes within the vast region. Susanna was thanked for her update and Jamie was welcomed.

4. **RECOGNITION:** Educator Sally Downing stepped down from the Vice Chair position effective the January 11, 2011 regular meeting. Sally will be presented with a certificate for her service as the Vice

Chair since April 22, 2008. Member Downing's certificate will be presented in March. The Council presented Brenda Tomlin a certificate for her service to the North Phoenix children and their families from April 2008 through December 2010. Chair Goad also thanked Brenda for all of her hard work. Chair Goad then thanked the entire Council for all of their hard work to get the SFY2012 Funding Plan ready to present to the State Board; with special thanks to Member Sally Downing who presented the Funding Plan to the State Board which was approved at the January 25, 2011 meeting. The Council in celebration watched the video that was a part of the funding plan presentation. The video featured Chair Goad being interviewed by Councilman Bill Gates, "On The Issues" and outlined services and background information on First Things First.

7A. RFGA PROCESS/FLOWCHART: At the discretion of the Chair, the agenda items were taken out of order. Jean Weeks, Grants & Contracts Procurement Specialist provided the Council with an oral update on the RFGA process (**Attachment 01**). Member Bill Adams asked which title governs the RFGA, Jean advised that it is the grant code 412701 which Member Adams requested a copy. Chair Adams expressed a frustration that he has with the RFGA process of having to go into executive session when discussing the RFGA's. Jean explained that the reason the Council has to go into executive session is because the information is confidential until awards are made. Jean reminded that the recommendations are just that and can be accepted, rejected, or modified according to the statute. If the recommendation is to reject or modify the recommendation; justification must be given. As a point of clarification, Interim Regional Coordinator Tracey Craig advised a member of the Council that feels comfortable in representing the interests of the full Council sits on the review committee, but whether or not a Member is available, the invitation always stands. Members of the North Phoenix Council consistently sit in the review process.

5. RENEWALS: Interim Regional Coordinator Tracey Craig provided the Council with an introduction for new Members and re-introduction for seasoned Members of the renewal process and provided a power-point presentation of the steps that the Council will take throughout the year in preparation for renewals. (**Attachment 02**) Tracey explained that the grantee renewals are for the upcoming Fiscal Year July 1, 2011 through June 30, 2012. Each grant is for a total of three years but is renewed annually. Tracey explained that some grantees are in different years of the renewal process, some on the first year, and some on the second year; so the Council has different programs in different stages of the original three year period. Tracey would like for the Council to make a decision today. Will the Council send out renewals to all grantees, or just select grantees based on financial data and evaluation data? Renewal applications are going to be sent out to grantees on or around March 2, 2011 with a return date of about four weeks. The determination to renew or not will be based upon the applications received. After the applications are received, they will be reviewed by Tracey, a member of finance, and a member of policy. The Council will be provided a recommendation by the staff review committee and discuss the recommendations and determine how the Council would like to proceed with the completed renewal packet. Tracey further explained that the Council can make a decision not to renew a grantee, but justification must be provided based on objective criteria which includes: 2010 grantee closeout data, 2011 grantee performance data for the first quarter already provided to the Council, 2011 grantee performance data for second quarter which will come out in about a month, and 2010 financial

expenditure closeout data. The Council will also see the 2011 expenditures to date information, and the year-round grantee presentations are to be considered. All the provided information is a wealth of information to make the renewal decisions. Tracey continued with the calendar timeline. Tracey also informed the Council that grantees that do not receive an application are usually for specific reasons, i.e. those requiring quite a bit of technical assistance, the grantee has not shown an ability to get the program out to the community, or no expenditures meaning no services are being provided. The next step is to determine how many times that the Council will meet so that all of the grantee applications or recommendations are reviewed. The application summaries from staff are reviewed by the Council, the Council will look at the data trends with the most recent data, review the most current year to date financial data, and submit to the Stat Board the renewal recommendations at their June meeting, and the grantee will start the new fiscal year funding July 1st. The final piece Tracey shared was that statewide and Regional Strategies: The Council will only look at those strategies funded at a Regional level. At the request of Chair Goad, Tracey explained the 10% rule of thumb: You can increase funding for a grantee if it does not change substantially the scope of work. If the scope of work is changed substantially, the services must go back out for bid. The Council must also be able to sustain the funding if funds are added to the grantee for three years. Tracey's recommendation to the Council is to maintain the current funding. Tracey requested the help of the Council to determine if during the funding plan process the Council wanted to increase any of the grantees. If so, a representative from the Council will need to get that information to Tracey prior to March 2nd. Member Adams questioned the dollars going to evaluation. Tracey referred to the Maricopa County Study provided to each Member of the Council and advised that the North Phoenix falls in section five and referred the Council to the forty minute video provided by iLink last week and covers all the different levels of evaluation as well as the insert from Maricopa County. Tracey explained that the video was designed to give the Council orientation to Evaluation

6. FINANCE PRESENTATION & 7. EVALUATION PRESENTATION: At the discretion of the Chair, Item 6 and item 7 were discussed together. The Council took a five minute recess and reconvened at 6:05 pm.

Senior Financial Analyst Dana Browning presented to the Council the funding summary and grantee expenditures. (**Attachment 03**). Dana explained that the grantees are a little over half of the year expended. Tracey clarified to the Council that although they have current financial data, the evaluation data provided is from the first quarter ending in September meaning that although the financial data is new, the evaluation data is from July 1, 2010 – September 30, 2010. Tracey reiterated that the explanation was in the evaluation video by Dr. Amy Kemp that was provided to the Council the week before the meeting. Dana explained that the report provided today is an introduction and new to the Council and that the next report will have more updated information. Tracey explained that this information when updated for the next meeting will be used as part of the renewal process and help with the decisions that the Council will make around renewals. Tracey also informed the Council that they will need to direct her as the Interim Regional Coordinator to proceed with sending out applications to all grantees for renewals, or applications to select grantees. The recommendation from staff is to send out applications to all grantees. Member Adams expressed concern that the evaluation data is six months old and that it is hard to make decisions without current data. Dana explained that

the way things are set up, the data will always be a quarter behind. Tracey advised that the concerns around receiving current data by the different Councils has been shared and that the evaluation team is working to hopefully one day match up with the financial data. Tracey let the Council know that she will share the Council concerns around data with the evaluation department and with leadership. Tracey also added that this is a process that First Things First will continue to build through the review of narrative reports that discuss possible issues or barriers that the grantee may have. Tracey further explained that one thing that the Council will have this year for renewals that they did not have last year is a full year of activity for some grantees. The decisions made for renewals last year were driven by information provided by grantees in their presentations and the data that came later in the year. Vice Chair Hallman requested another column added to the grantee financial piece that shows what the targeted numbers were for last year and what the actual numbers of services that were provided. Chair Goad expressed that she would rather have the incomplete data with a renewal application so that the possible barriers are addressed in the application and that she would not feel comfortable making a decision solely based on the information provided without the renewal application to accompany it.

The Consensus of the Council was to direct staff to send out renewal applications to all of the current grantees. Dana was thanked for her presentation to the Council.

8. INTERIM REGIONAL COORDINATOR REPORT: Family Resource Center: Vice Chair Cindy Hallman who participated in the review process for the Washington Elementary School District Inter-Governmental Agreement (IGA) for a Family Resource Center provided an update. Vice Chair Hallman reported that this was a good opportunity for her to be part of the process from the start, and that this was the opportunity to review the standards of practice and the scope of work, ask questions, and continue with the Council's intention of having the Family Resource Center in place to help families connect with other resources. Cindy advised that there were a few questions, but staff were able to get them answered by Washington Elementary School District, and Vice Chair Hallman is excited to get the Family Resource Center started. Tracey advised that signatures will be obtained after the Washington Elementary School District Board reviews the document towards the middle of February, then the IGA will go to the First Things First Board on March 2, 2011 for their review and possible approval.

Interim Regional Coordinator Tracey Craig asked for the Council's approval to go to the Coordinator position update and the rest of the alphabetized items then to Oral Health. **Coordinator Position:** Tracey reported that First Things First is in the final round of interviews. Tracey thanked Council Members Mary Myers and Connie Robinson for their assistance in the interview process. Tracey advised that Council Member Robinson will participate in the final interview process which will be held next week. Tracey hopes that an offer can be made at the end of the week and if that person accepts, the new Coordinator should start in two to three weeks. **Funding Plan Presentation:** Provided by email and in Council packets – the Council was encouraged to read the funding plan presentation at their leisure. **Continuing Education for Council Members:** Tracey referred to a hard copy of an email sent on January 27, 2011 which includes an open meeting law refresher for those members continuing or a form of new orientation for those that are new Members. **Clarifications:** There were two requests at the last Council meeting: 1. Ages and number of families for Nurse Family Partnership – the response was provided in form of a letter from Southwest Human Development. 2. Child and Family Resources

amount allocated was provided in Council packets in the form of a Contract Summary in the amount of \$221,895.82. **Oral Health:** Interim Regional Coordinator Tracey Craig asked for Council approval to work on a coordinated approach around Oral Health with Northeast Maricopa. Tracey provided background information to the Council: Back in April 2009, the Council released an RFGA with South Phoenix and Southwest Maricopa with North Phoenix contributing \$60,000.00 which resulted in no awards. Northwest and Southwest Regions moved on and began talks with Maricopa Department of Public Health (MCDPH) to provide Oral Health varnishes in WIC and Immunization Clinics and were successful in drafting an agreement with MCDPH who in turn contracted with Delta Dental to provide the Oral Health Varnishes and expand to the Pre-School locations in those two Regions. That agreement was solidified and went forward with those two Councils. When Tracey became the Interim Regional Coordinator, Northwest Maricopa and Northeast and Southwest Maricopa attended the North Phoenix Council Meeting with their Council Chairs who asked representatives from the North Phoenix Council to attend a joint meeting for coordinated approach on Oral Health which Members Watts and Myers met with them on December 6, 2010 at a church located on the 7000 block of Cactus. Since then, South Phoenix put out for an Oral Health RFGA and the only two left were North Phoenix and Northeast Maricopa who met and had a first conversation with Maricopa County where it was found that the North Phoenix has two WIC Clinics and an the Immunization Clinic in North Phoenix (Peoria) is being served by and paid for by Northwest Maricopa. The WIC Clinic is located at 19401 North Cave Creek Road and a Sunny slope WIC Clinic located at 9100 North Central. If The North Phoenix Council can fund the two WIC Clinics, there will be a continuum of Oral Health occurring all the way from Northwest Maricopa through the Phoenix Regions all the way to Northeast Maricopa. Tracey provided in Council packets an overview of the summary that she just gave. In conclusion, Northeast Maricopa is willing to partner with North Phoenix and the County is willing to continue talks to figure a way to roll this strategy out in a coordinated effort, but Tracey would like the approval of the Council to move forward with talks and a representative from the Council to participate in future meetings if the Council would like to continue talks and Coordination. Tracey's question to the Council was do they want her to continue talks with a coordinated effort, and is there a Council Member that is willing to participate to capture the Council's intent? Member Adams questioned the ages of children, Tracey gave the following breakdown: WIC Cave Creek location Ages 1-4=5,000; infants=2,200; and pregnant women=700. At the Immunization Clinic, there are approximately 6,000 children ages 0-5 at the 185% below poverty level. Vice Chair Hallman would like to know the referral process and how the children are going to get treatment opposed to a screening. Cindy would also like to hear what kind of successes the clinic has had in the programs that they have already done.

The consensus of the Council was to have Tracey move forward with the discussion and to have Council Members Watts and Myers continue as the representatives for the Council.

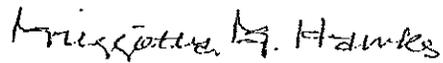
9. COUNCIL MEMBER UPDATES: Member Bill Adams requested that collaboration efforts and where the Council stands be placed on the next agenda as an item. Tracey advised that she will provide to the Council at the next meeting the "tool kit".

10. **NEXT SCHEDULED MEETING:** Tuesday, March 8, 2011 at 4:30 pm located at the Washington Elementary School District in the Governing Board Room; 4650 West Sweetwater, Glendale, Arizona 85304.

11. **ADJOURNMENT:** Vice Chair Cindy Hallman moved to adjourn the regular meeting, second by Member Connie Robinson, all in favor, no discussion; motion carried. Council Adjourned at 7:10 pm.

RESPECTFULLY SUBMITTED

APPROVED



Briggetta Hawks, Administrative Assistant

Tracey K. Craig, Interim Regional Coordinator
Greater Phoenix/Yavapai Regional Manager

COUNCIL APPROVAL



Jenna Goad, Chair