



FIRST THINGS FIRST

Ready for School. Set for Life.

Arizona Early Child Development and Health Board Navajo Nation Regional Partnership Council

DRAFT MINUTES

Welcome and Roll Call of Regional Council

A Regular Meeting of the FTF Navajo Nation Regional Partnership Council was held on January 13, 2015 at 10:00 a.m. The meeting was located at the Navajo Nation Museum, Conference Room #2, Loop Road and Highway 264, Window Rock, Arizona 86515.

The meeting was called to order by Vice Chair Boyne at approximately 10:01 a.m. followed by roll call of the Regional Council.

Members Present: Benjamin Barney, Victoria Begay, Grace Boyne, and Valonia Hardy attended in person; Amelia Black, Rhonda Etsitty, and Harry Martin attended telephonically

Members Absent: Paula Seanez and Dawn Yazzie

FTF Staff Present: Melissa Begay, Elyse Dempsey, Candida Hunter, Jeanne Martin, Ina Perez, Maria Soto, Christine Stein and Virginia Turner

Call to the Public

There were no calls to public at this time.

Discussion and Possible Approval of November 5, 2014 Special Meeting Minutes and of December 9, 2014 Regular Meeting Minutes

A motion was made by Member Barney that the Regional Council approve the corrected November 5, 2014 Special Meeting minutes as presented, seconded by Member Begay. Motion carried.

Member Barney requested for correction of a typing error found on page two of the December 9, 2014 Regular Meeting minutes, paragraph 9.

A motion was made by Member Hardy that the Regional Council approve the December 9, 2014 Regular Meeting minutes as presented, seconded by Member Begay. Motion carried.

Presentation on Child Care Health Consultation

Regional Director Begay indicated that due to the weather, Ms. Deborah Huish would be addressing the Regional Council via telephone with intent to attend the February 2015 Regular Meeting of the Regional Council in person.

Deborah Huish, Child Care Health Consultant, reported that there are seven Quality First child care centers on Navajo Nation Arizona; of which two centers are within Tier One of the Quality First Tiered Service Model, three centers are in Tier Two, and two centers are in Tier Three. Child care centers are admitted into a tier based on the needs of centers, and health and safety assessments completed by Child Care Health Consultants. Ms. Huish noted that the intensity of assistance varies for each tier with Tier One being the least intensive, and further reported that trainings for staff and children are available based on need or request. Ms. Huish concluded with indication that coordination continues with all Quality First Center coaches and staff to set goals for each respective center.

Member Barney inquired about qualifications of Child Care Health Consultants to complete safety assessments within child care centers.

Ms. Huish stated that the child care health consultants are nurses who provide assessments for child care centers, and work with center directors and staff to address health and safety concerns. Ms. Huish completes assessments based on a health and safety checklist provided by the State of Arizona.

Vice Chair Boyne further noted that for Navajo Nation child care centers receive regular inspection for safety issues by the Office of Environmental Health, child care center staff, and construction inspectors for play areas.

Member Etsitty also commented that an assessment tool is used by Ms. Huish to evaluate early learning centers, which followed by discussion with program directors as needed to create individualized plans for program enhancement.

Member Hardy inquired about the areas served across Navajo Nation, and if a partnership exists with Navajo Head Start (NHS). Member Hardy expressed concern regarding multiple requests from NHS to provide a service similar to Quality First, and inquired of the possibility to expand services to NHS. Ms. Huish indicated that partnerships exist with early child care programs enrolled in Quality First. Regional Director Begay further reported that NHS is not currently participating in Quality First, but recent discussion could lead to a future participation of NHS.

Update and Discussion on the Native Language Preservation Strategy Assessment

Regional Director Begay reported to the Regional Council that a scope of work has been completed for the Native Language Preservation Assessment, where current Navajo language curriculum used by early learning programs will be identified and interviews of 20 stakeholders will be conducted. In addition, consistent with the FTF tribal data policy, Regional Director Begay noted that the scope of work has been presented to Ms. Beverly Becenti-Pigman, Chair of the Navajo Nation Human Research Review Board (NNHRRB), for review and consideration. Regional Director Begay also asked the Regional Council to consider the scope of work to expand to include other components for assessment to assist with strategic direction planning.

Furthermore, Christine Stein, FTF Director of Research and Evaluation, indicated that the scope of work will ensure efforts to comprehend and evaluate the current curricula for Navajo language including origin of development, content and current use by early learning programs; followed by a comparison of all curricula. Ms. Stein stated that field methods and questions will be created for interviews of key stakeholders; and that the Regional Council can elect to include additional assessments in the scope of work such as classroom observations or a survey that provides more insight on the effectiveness of current curricula. Information collected will be synthesized and provided to the Regional Council for review and discussion. Ms. Stein reported that review and approval of the scope of work by the NNHRRB will extend the timeline to begin the Native Language Preservation Assessment as approvals from various tribal offices and programs must be submitted with an application and letter of intent by April 2015 with review by June 2015. If approved by the NNHRRB, a permit would be issued within 30 days and allow a request for proposals to seek a vendor to be released in August 2015, and implementation of the actual assessment by November 2015.

Member Barney expressed interest in reviewing a list of current curricula, and commented on the diminishing effectiveness of Navajo language programs. Member Barney also asked that FTF staff consider how the Navajo language has been historically preserved in the home and to examine the success of other tribes with language preservation.

Chair Martin joined the meeting via telephone at 10:40 a.m.

Chair Martin inquired about obtaining necessary permissions and approval for completion of the regional Needs and Assets Report through a similar course of action. Regional Director Begay responded that discussion regarding the Needs and Assets Report will be address in the next agenda item; and asked the Regional Council to review interview questions in Attachment 4a and provide feedback.

Update and Discussion on the 2014 and 2016 Needs and Assets Report

Regional Director Begay provided an update for the regional Needs and Assets Reports indicating that the 2014 report, which was granted an extension for completion by the FTF State Board until June 2015, recently received approval by the Navajo Nation Office of the President and Vice President for use of public tribal data. Regional Director Begay reported that Navajo Nation programs have since been contacted to obtain data, and continue to provide necessary data to complete the 2014 report by June 2015. Regarding the 2016 report, Regional Director Begay informed the Regional Council of recent discussion by FTF to address the challenges for tribal regional councils to obtain tribal approvals to complete Needs and Assets Reports. In response, FTF will be releasing short reports for the 2016 Needs and Assets reports for all FTF 28 regions to be completed by one vendor by December 2015; short reports will be an update of the 2014 report consisting of data, and will not be a full report as previously seen.

Ms. Stein further reported that the condensed 2016 Needs and Assets Reports will be followed by a full report for the 2018 Needs and Assets Report, which will be released earlier in 2017 to allow regional councils to use report for FY2019-2021 strategic planning.

Candida Hunter, Senior Director of Tribal Affairs, asked that the Regional Council begin initial discussion to identify data sources and data that would be helpful with the FY2019-2021 strategic planning.

Presentation and Review of the DRAFT SFY2016 Funding Plan to be presented to the State Board on January 20, 2015

Regional Director Begay presented highlights of the final draft of the SFY2016 Funding Plan to the Regional Council including the review and reprioritization of the regional needs by the Regional Council to advance the early childhood system; the funding of two new approaches to address system gaps - Mental Health Consultation strategy and the Professional Development for Early Care and Education Professionals strategy; and the changes in funding for Early Learning and Family Support respectively. Regional Director Begay noted that Mr. Martin will be presenting the SFY2016 to the FTF State Board on January 20, 2015. In addition, the Regional Council was reminded of discussion in August 2014 resulting in an unfunded approach to continue the advancement of the early childhood system through collaboration with early learning programs in the region. Regional Director Begay reported that FTF Navajo Nation convened the first Early Childhood Forum in August 2014 to begin initial discussions with regional stakeholders. The intent of the forum is to eventually form an Early Childhood Coalition that engages to enhance capacity to support young children and their families. The next forum will take place on February 18th.

Member Barney inquired about participation by regional higher education institutions with early learning programs. Regional Director Begay responded that higher education institutions can be included in future forum discussions.

Presentation and Review of Regional Governance Document – First Read

Regional Director Begay asked that the Regional Council review the three attachments – the original governance document, draft document, and final draft document, and suspend discussion until the February 2015 Regular Meeting to give the opportunity for more Regional Council members to attend and discuss in person.

Presentation and Review of Regional Contracts Requiring Renewal for SFY16-18

Regional Director Begay informed the Regional Council of regional contracts that will be requiring discussion and action in May 2015. New regional contract considerations would include two new strategies - Professional Development for Early Care and Educational Professionals, and Parenting Outreach and Awareness to be released through Requests for Grant Agreement (RFGA); two Government to Government Grant Agreements for Oral Health and Expansion: Increased Slots and/or Capital Expense; two tribal Grant Agreements for Home Visitation, which has an increase allotment to fund the BIE Baby FACE program; and the Family, Friends and Neighbors strategy; of which all will be presented to the Regional Council in May 2015 for implementation beginning July 1, 2015 with the exception of the Family, Friends and Neighbors strategy contract. In addition, four renewal contracts for Nutrition/Obesity/Physical Activity, Food Security, Home Visitation, and Scholarship non-TEACH will be released in March, and presented to the Regional Council in May 2015 for continued funding and implementation by July 1, 2015. Last, statewide RFGAs include the College Scholarships for Early Childhood Professionals, which was released in December 2014 and will close on February 27th, 2015; and the Mental Health Consultation, which will be a new strategy for the region. Regional Director Begay asked that all Regional Council plan to attend the May 2015 to ensure quorum is maintained in the event of member conflicts.

Regional Director's Report

a. SFY 2015 Quarter One Data and Financial Reports

Regional Director Begay presented the SFY 2015 Quarter One data and financial reports to the Regional Council stating that all grantees are on track to meet target service units by June 2016. In addition, Regional Director Begay remarked that follow up will be made with the Home Visitation grantee, Chicanos Por La Causa, Inc. Parenting Arizona to ensure that reported data for number of families served and caseload of home visitors is accurate; that the Parent Kits distribution of Quarter Two reporting is anticipated to be lower in consideration of the discontinued participation of the Chinle Comprehensive Health Care facility; Reach Out and Read exceeded the number of participating practices through participation of satellite health care centers in the region. Regional Director Begay also provided an overview of the Navajo Nation detailed financial report with attention on expenditures under Food Security, Reach Out and Read, and Quality First Coaching and Incentives strategies, and noted that further explanation would be provided to the Regional Council by e-mail correspondence.

b. Community Outreach Coordinator Position

Regional Director Begay reported the Community Outreach Coordinator position was advertised in December 2014 and has since received 32 applications. Interviews will be scheduled for the end of January 2015 with intent to hire a coordinator by February.

c. Early Childhood Workshop

Regional Director Begay reported that a workshop committee convened in September 2014 to begin planning for the 2015 Parent and Caregiver Early Childhood Workshop – K'é: Growing Up Great. The workshop is schedule to take place on April 15, 2015 at Moenkopi Legacy Inn, Tuba City, Arizona; and will consist of a keynote speaker, Dr. Mark Sorensen, and three workshop sessions provided by Member Black, Paula Stefani and Sondra Soter, and Ursula Knoki-Wilson respectively. In addition, the regional office has contracted with a vendor, Prevent Child Abuse Arizona (PCAAz) from Prescott, who will be handling logistics including venue arrangement s, registration, on-site management, and lunch for the workshop.

Member Barney asked how lunch would be provided. Regional Director Begay explained that lunch would be provided by Moenkopi, and that PCAAz would be capable of purchasing lunch as an external contracted vendor.

Member Hardy asked if the April 2015 Regular Meeting of the Regional Council would still take place in Window Rock given the date of the workshop. Regional Director Begay confirmed the April 2015 Regular Meeting to be in Window Rock.

Future Agenda Items and Announcements

Vice Chair Boyne announced the next Regular Meeting is scheduled for February 10, 2015 at 10:00 a.m. in Window Rock, Arizona.

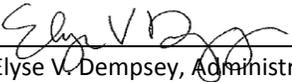
Adjournment

A motion was made by Member Hardy to adjourn the meeting, seconded by Member Begay. Motion carried. Vice Chair Boyne adjourned the meeting at approximately 11:35 a.m.

Dated this 22th day of January, 2015

ARIZONA EARLY CHILDHOOD DEVELOPMENT & HEALTH BOARD

Navajo Nation Regional Partnership Council



Elyse V. Dempsey, Administrative Assistant II

Harry Martin, Chair



FIRST THINGS FIRST

Ready for School. Set for Life.

Navajo Nation Regional Partnership Council

Governance Policy Manual

PREFACE

This document, initially adopted by the Navajo Nation Regional Partnership Council on September 17, 2008 and updated periodically thereafter, constitutes the complete and official body of policies for the governance and operation of the Navajo Nation 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 REGIONAL COUNCIL HAS NOT RECENTLY APPROVED ANY ADDITIONS OR REVISIONS TO THAT SPECIFIC POLICY.

CONTACT US:

Melissa Begay, Regional Director
First Things First
Navajo Nation Regional Partnership Council
PO Box 2449
48 W. Highway 264, Suite 207
Window Rock, AZ 86515

Office: 928.810.4306

Mobile: 602.541.5272

Fax: 928.810.4308

Email: mbegay@azftf.gov

Adopted September 17, 2008

Revised October 5, 2010

1-101 Organization, Authority and Location

The Navajo Nation Regional Partnership Council (herein “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 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 Navajo Nation Regional Office is located in Window Rock, Arizona. The office is maintained by the Regional Staff.

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 and Vice-Chair of the Regional Council.
- B. No departure from Regional Council policy shall be permitted without the approval of the Regional Council.

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 video conference provided that all members may hear one another.

Public notice of all meetings of the Regional Council shall be provided in accordance with the requirements of A.R.S. §38-431.02 Notice of Meeting 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 meetings.

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 or other designated address by the quickest and most reliable method at least ten 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 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.

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. Approval of minutes of prior regular or special meetings if not included on consent agenda
4. Adoption of all consent agenda items
5. Matters presented by the chairs of standing committees of the Regional Council
6. Reports, if any, from ad hoc or special committees appointed by the Regional 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 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. However, the Chairperson may delegate to the chair of each respective standing committee the responsibility of chairing discussion of items presented by 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 further consideration at a future meeting of the 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.

1-105 Call to the Public Procedure

During each Regional Council meeting, the Regional Council may conduct a “Call to the Public” when members of the public may address the 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. Any written materials for the Regional Council 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 address the Regional Council in the previous two months.
3. Other matters; presenters who have addressed the 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 must 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.

I-106 Minutes of Meetings of the Regional Council

Minutes of 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 “Navajo Nation Regional Partnership Council’s Documents File,” which shall be kept in the custody of the Regional Director and available for ready reference to be kept forever.

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.

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 Window Rock, 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 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.

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.

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 at 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.

1-108 Regional Council Officers and Their Duties

At the first regular meeting of the Regional Council following July 1st of each year beginning in 2010, the Council shall elect a Chairperson and Vice-Chairperson from among the appointed members to serve for the ensuing fiscal year beginning August 1st, who shall hold office for twelve months and until successors are duly elected.

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 election.

1-109 Attendance Policy

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 Regional 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, 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 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 "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 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.

Adopted October 6, 2009

1-110 Communication To or From the Regional Council

Communications from the Regional Council to members of the legislature, the press and the public should, whenever possible, be transmitted by and through the Chairperson of the 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 inquires. 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.

1-111 Lobbying

The Regional Council recognizes and appreciates the privilege each individual in this State and nation has the right to express his or her opinion and to seek to make that opinion known to members 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 interest of the Regional Council will not coincide with the interests of individual members of the Regional Council.

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 in which 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 of 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 Council may take in attempting to discharge its responsibilities under the statutes of the State of Arizona.

1-112 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 of 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, Regional 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 supervisor 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.

In addition to complying with the conflict of interest provisions of Title 38, Chapter 3, Article 8, all Regional Council members and employees shall complete a Conflict of Interest Statement upon adoption of this policy and annually thereafter on a form to be provided by the central office staff. These forms will be reviewed by the First Things First Regional Director and FTF 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 Navajo Nation Regional Partnership Council's upcoming agenda or disclosure purposes and to help ensure compliance with the conflict of interest laws. In addition, the Regional Director will prepare a summary report of the Conflict of Interest Statements filed each year for Regional Council review.

1-113 Amendments

These policies shall not be added to, amended, or repealed except at a meeting of the Regional Council or by public vote of a majority of all voting members of the Regional Council. Any proposed addition, deletion, or amendment shall be filed with 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 of 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.



FIRST THINGS FIRST

Ready for School. Set for Life.

Navajo Nation Regional Partnership Council

First Things First

Navajo Nation Regional Partnership Council

Governance Policy Manual

PREFACE

This document, initially adopted by the Navajo Nation Regional Partnership Council on September 17, 2008 and updated periodically thereafter, constitutes the complete and official body of policies for the governance and operation of the Navajo Nation 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~~ COPIES OF THE MANUAL ARE AVAILABLE FROM THE FIRST THINGS FIRST REGIONAL OFFICE AND ONLINE 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 ~~REGIONAL~~ COUNCIL HAS NOT RECENTLY APPROVED ANY ADDITIONS OR REVISIONS TO THAT SPECIFIC POLICY.

CONTACT US: Contact us:

~~Melissa Begay, Regional Director~~

First Things First

Navajo Nation Regional Partnership Council

Melissa Begay, Regional Director

PO Box 2449

48 W. Highway 264, Suite 207

Window Rock, AZ 86515

mbegay@azftf.gov

~~Office: 928-810-4306~~

~~Mobile: 602.541.5272~~

~~Fax: 928.810.4308~~

~~Email: mbegay@azftf.gov~~

~~Adopted September 17, 2008~~

~~Revised October 5, 2010~~

Table of Contents

1-101 Organization, Authority and Location

1-102 Council Officers and Their Duties

1-103 Meetings of the Council

1-104 Meeting Procedures

1-105 Call to the Public Procedures

1-106 Meeting Minutes

1-107 Committees and Subcommittees

1-108 Conflicts of Interest

1-109 Communications from the Council

1-110 Lobbying & Campaigning

1-111 Attendance

1-112 Code of Conduct

1-113 Departure from Council Policy

1-114 Amendments

1-101 Organization, Authority and Location

~~The Navajo Nation Regional Partnership Council (herein “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 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 Navajo Nation Regional Office is located in Window Rock, Arizona. The office is maintained by the Regional Staff. 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 Navajo Nation Arizona region and created the Navajo Nation 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 Navajo Nation Regional Office is located in Window Rock, Arizona and is maintained by the First Things First regional staff.~~

~~Adopted September 17, 2008; Revised October 5, 2010; Revised January 6, 2015~~

1-102 ~~Departure from Regional Council Policy:~~ Council Officers and Their Duties

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

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 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, replacement shall be elected as soon as is practicable.

Adopted September 17, 2008; Revised October 5, 2010; Revised January 6, 2015

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 at any time.

~~A majority of the membership of the Regional~~ Six members of the Council shall constitute a quorum for the transaction of business at any ~~meeting of the Regional~~ meeting, but a number less than a quorum may adjourn from time to time. ~~Regional~~ It is 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 video conference 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 Regional Council shall be provided in accordance with the requirements of A.R.S. §38-431.02 Notice of Meeting 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 meetings.~~

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~~ member ~~at each member's last known place of residence or other designated address by the quickest and most reliable method at least ten days prior to the date of such meeting.~~ 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 ~~three days prior to the scheduled meeting~~ 24 hours 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.~~ 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 ~~the members of the Regional~~ members and the public as is ~~appropriate to the circumstances and upon such 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.

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. 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 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 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 ~~presented by the chairs of standing committees of the Regional Council~~ of Council business for discussion and approval
6. Reports, if any, from ~~ad hoc or special~~ committees appointed by the ~~Regional 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 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. However, the~~The Chairperson may delegate to the chair of each respective ~~standing~~ committee the responsibility ~~of for~~ chairing discussion of items presented by the ~~Regional~~ Council by that ~~C~~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 further consideration at a future meeting of the Council, ~~or take other appropriate action, and may otherwise~~ direct ~~the R~~regional ~~S~~staff with respect to the matter or take other appropriate action.

~~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 September 17, 2008; Revised October 5, 2010; Revised January 6, 2015~~

1-105 Call to the Public Procedures

During each regular Regional Council meeting, the ~~Regional~~ Council ~~may~~ 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 ~~Regional~~ Council:

- A. ~~Must-Should~~ turn in a signed request (using the form provided at the Regional Council meeting) to the Regional Director along with any written materials for the ~~Regional~~ Council ~~should be included with this request.~~
 - ~~Are given up to~~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 Government Policy 1-114, the amount of time allowed for speakers at a particular meeting.

The following priority ~~will~~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.
- ~~A.B.~~ _____ Matters scheduled on the same meeting’s agenda.
- ~~B.C.~~ _____ Other matters; Off-agenda matters: presenters who haven’t addressed ed the ~~Regional~~ Council in the previous two months.
- ~~C.D.~~ _____ Other matters; Off-agenda matters: presenters who have addressed the Council in the previous two months.

The ~~Regional~~ 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 ~~Regional~~ Council, written materials must be provided to the Regional Director or Administrative Assistant. Regional staff shall distribute those written materials to the Council. ~~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 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 the a speaker’s concerns.~~

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

Minutes of all Council 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 "Navajo Nation Regional Partnership Council's Documents File," which shall be kept in the custody of the ~~Regional Director~~ First Things First staff and available for ready reference ~~to be kept forever~~.

Each ~~member of the Regional~~ Council member shall be furnished with copies of the minutes of the open session portion of each ~~regular and special meeting of the Regional Council~~ meeting. ~~Members of the Regional 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 ~~Regional~~ 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 ~~meeting of the Regional~~ Council meeting shall be open to public inspection ~~during regular business hours~~ at the First Things First Regional Office located in Window Rock, AZ. Minutes of executive sessions shall be kept confidential except from members of the Regional Council or as otherwise ~~required~~ 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."

1-107 Committees and Subcommittees

The ~~Regional~~ Council may establish and maintain ~~standing~~ committees composed of members of the ~~Regional~~ Council and/or other individuals appointed by the Chairperson. The Chairperson ~~will~~ may designate that the Chairperson of the Council shall 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.~~

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 the 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. 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).

~~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 at 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:~~

~~A. Interview applicants for membership~~

~~B. 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.~~

~~1-108 Regional Council Officers and Their Duties~~ 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).

In addition to complying with the conflict of interest provisions of Title 38, Chapter 3, Article 8, all 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 the 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 September 17, 2008; Revised October 5, 2010; Revised January 6, 2015

At the first regular meeting of the Regional Council following July 1st of each year beginning in 2010, the Council shall elect a Chairperson and Vice Chairperson from among the appointed members to serve for the ensuing fiscal year beginning August 1st, who shall hold office for twelve months and until successors are duly elected.

~~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 election.~~

1-109 ~~Attendance Policy~~ 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 September 17, 2008; Revised October 5, 2010; Revised January 6, 2015

~~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 Regional 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, 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 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 "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 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.~~

~~Adopted October 6, 2009~~

1-110 ~~Communication To or From the Regional Council~~ 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 September 17, 2008; Revised October 5, 2010; Revised January 6, 2015~~

~~Communications from the Regional Council to members of the legislature, the press and the public should, whenever possible, be transmitted by and through the Chairperson of the 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 inquires. 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.~~

1-111 ~~Lobbying~~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 September 17, 2008; Revised October 5, 2010; Revised January 6, 2015

~~The Regional Council recognizes and appreciates the privilege each individual in this State and nation has the right to express his or her opinion and to seek to make that opinion known to members 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 interest of the Regional Council will not coincide with the interests of individual members of the Regional Council.~~

~~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 in which 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 Council may take in attempting to discharge its responsibilities under the statutes of the State of Arizona.~~

~~1-112 Conflict of Interest~~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 September 17, 2008; Revised October 5, 2010; Revised January 6, 2015

~~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 of 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, Regional 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 supervisor 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.~~

~~In addition to complying with the conflict of interest provisions of Title 38, Chapter 3, Article 8, all Regional Council members and employees shall complete a Conflict of Interest Statement upon adoption of this policy and annually thereafter on a form to be provided by the central office staff. These forms will be reviewed by the First Things First Regional Director and FTF 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 Navajo Nation Regional Partnership Council's upcoming agenda or disclosure purposes and to help ensure compliance with the conflict of interest laws. In addition, the Regional Director will prepare a summary report of the Conflict of Interest Statements filed each year for Regional Council review.~~

1-113 ~~Amendments~~ Departure from 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 September 17, 2008; Revised October 5, 2010; Revised January 6, 2015

~~These policies shall not be added to, amended, or repealed except at a meeting of the Regional Council or by public vote of a majority of all voting members of the Regional Council. Any proposed addition, deletion, or amendment shall be filed with 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 of 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.~~

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 September 17, 2008; Revised October 5, 2010; Revised January 6, 2015

First Things First
Navajo Nation Regional Partnership Council

Governance Policy Manual

PREFACE

This document, initially adopted by the Navajo Nation Regional Partnership Council on September 17, 2008 and updated periodically thereafter, constitutes the complete and official body of policies for the governance and operation of the Navajo Nation 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](http://www.azftf.gov). PRIOR TO ACTING IN RELIANCE UPON A SPECIFIC 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 us:
First Things First
Navajo Nation Regional Partnership Council
Melissa Begay, Regional Director
PO Box 2449
48 W. Highway 264, Suite 207
Window Rock, AZ 86515
mbegay@azftf.gov
928-810-4306

Table of Contents

- 1-101 Organization, Authority and Location
- 1-102 Council Officers and Their Duties
- 1-103 Meetings of the Council
- 1-104 Meeting Procedures
- 1-105 Call to the Public Procedures
- 1-106 Meeting Minutes
- 1-107 Committees and Subcommittees
- 1-108 Conflicts of Interest
- 1-109 Communications from the Council
- 1-110 Lobbying & Campaigning
- 1-111 Attendance
- 1-112 Code of Conduct
- 1-113 Departure from Council Policy
- 1-114 Amendments

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 Navajo Nation Arizona region and created the Navajo Nation 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 Navajo Nation Regional Office is located in Window Rock, Arizona and is maintained by the First Things First regional staff.

Adopted September 17, 2008; Revised October 5, 2010; Revised January 6, 2015

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 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, replacement shall be elected as soon as is practicable.

Adopted September 17, 2008; Revised October 5, 2010; Revised January 6, 2015

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 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 video conference 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 member of the Council as far in advance of the meeting as possible.

Adopted September 17, 2008; Revised October 5, 2010; Revised January 6, 2015

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 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.

The Chairperson may delegate to the chair of each respective committee the responsibility for chairing discussion of items presented by 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 September 17, 2008; Revised October 5, 2010; Revised January 6, 2015

1-105 Call to the Public Procedures

During each regular Regional 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 Regional 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 Government Policy 1-114, 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 must be provided to the Regional Director or Administrative Assistant. Regional staff shall distribute those written materials to the Council.

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 September 17, 2008; Revised October 5, 2010; Revised January 6, 2015

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 "Navajo Nation Regional Partnership Council's Documents File," which shall be kept in the custody of the 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 Window Rock, AZ. Minutes of executive sessions shall be kept confidential except from members of the Regional 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 September 17, 2008; Revised October 5, 2010; Revised January 6, 2015

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 September 17, 2008; Revised October 5, 2010; Revised January 6, 2015

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).

In addition to complying with the conflict of interest provisions of Title 38, Chapter 3, Article 8, all 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 the 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 September 17, 2008; Revised October 5, 2010; Revised January 6, 2015

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 September 17, 2008; Revised October 5, 2010; Revised January 6, 2015

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 September 17, 2008; Revised October 5, 2010; Revised January 6, 2015

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 September 17, 2008; Revised October 5, 2010; Revised January 6, 2015

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 September 17, 2008; Revised October 5, 2010; Revised January 6, 2015

1-113 Departure from 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 September 17, 2008; Revised October 5, 2010; Revised January 6, 2015

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 September 17, 2008; Revised October 5, 2010; Revised January 6, 2015

Navajo Nation Regional Partnership Council
2015 DRAFT Business Calendar

REGIONAL MEETINGS	January 13, 2015 Window Rock	February 10, 2015 Window Rock	March 10, 2015 Leupp	April 14, 2015 Window Rock	May 12, 2015 Window Rock	June 9, 2015 Red Mesa	July 14, 2015 Window Rock	August 11, 2015 Window Rock	September 9, 2015 Window Rock	October 13, 2015 Window Rock	November 10, 2015 Window Rock	December 8, 2015 Window Rock
FEATURED AGENDA ITEMS	Funding Plan to FTF State Board for review and approval Discuss grant renewals, new RFGAs and grant agreements, and funding plan for upcoming SFY Review Quarterly Data and Financial Reports	Review Regional Governance Policy - First Read Review 2015 Business Calendar Discuss grant renewals, new RFGAs and grant agreements, and funding plan for upcoming SFY	Presentations from Grantees and Community Partners Review/Possible Action on Regional Governance Policy - Second Read Update on Regional Needs and Assets Report	Review of and Possible Action on the SFY16 Community Awareness budget and Parenting Outreach and Awareness Budgets Review Quarterly Data and Financial Reports Community Outreach Quarterly Report	Review of and Possible Action on SFY16 Grant Renewals, RFGA, and Grant Agreements Review and Possible Action on SFY2014 Needs and Assets Report	Chair/Vice Chair Elections Review SFY16 Regional Council Meeting Dates Initial Discussion on SFY17 Strategic Planning Site Tour	Community Outreach Quarterly Report SFY17 Strategic Planning Presentations from Grantees and Community Partners	Review Year End Data Reports Strategic Planning for SFY17 Presentations from Grantees and Community Partners	Presentations from Grantees and Community Partners Strategic Planning: Review SFY Strategies and Allocations	Review SFY15 Year End Financial Report and Carry Forward Review regional allocation approved by FTF State Board Review Draft of SFY17 Strategies, Allocations, and Target Service Units	Review/Possible Action on SFY2017 Funding Plan	Review SFY16 Quarterly Data and Financial Reports

MONTH	January	February	March	April	May	June	July	August	September	October	November	December
STRATEGY UPDATES	Scopes of Work finalized	SFY16 RFGA Round I Release SFY16 Release of NEW Government & Tribal Agreements SFY16 Grant Renewal Offers	SFY16 RFGA Round II Release SFY16 Release of New Government and Tribal Agreements Recruit RFGA Review	SFY16 RFGA Round III Release Review Committee convenes to review RFGA and makes recommendation to Regional Council		FTF State Board's Possible Action on grant awards and renewals	SFY16 Grant Implementation		Review possible new strategies for SFY16			Develop Scopes of Work for any new SFY18 Strategies

MEETING AND EVENTS	Funding Plan presentation to State Board January 20-21 Regional Grantee Coordination Meeting	Early Childhood Forum		Early Childhood Workshop FTF State Board Meeting, April 13-14 Yavapai Regional Grantee Coordination Meeting		FTF State Board Meeting, June 8-9, Phoenix Early Childhood Forum (Tentative)	Regional Grantee Coordination Meeting	FTF Early Childhood Summit		Regional Grantee Coordination Meeting		
---------------------------	---	-----------------------	--	---	--	---	---------------------------------------	----------------------------	--	---------------------------------------	--	--

Vertical line segment 1 (dark blue)

Vertical line segment 2 (green)

Vertical line segment 3 (orange)