



Arizona Early Childhood Development & Health Board

Southwest Maricopa Regional Partnership Council

January 8, 2015 – *Draft* Meeting Minutes

Call to Order

The Regular Meeting of the First Things First Southwest Maricopa Regional Partnership Council was held on Thursday, January 8, 2015 at Avondale City Hall, 11465 West Civic Center, Avondale, Arizona 85323.

Chair Dr. Dawson welcomed everyone and called the meeting to order at approximately 6:08 p.m.

Members Present:

Dora Barrio, Kelli Cordova Wright, Dr. Carlian Dawson, Kimberly Flack, Amanda Reyes and Marithe Denys Sandoval,

Please Note: Council Member Barrio participated in the meeting via teleconference until approximately 6:08 pm when she entered the meeting.

Members Absent:

Colleen Day Mach, Wendy Krisik, Arlene Santos, David Schwake, Christine Tax

Call to the Public:

None.

Review and Approval of November 18, 2014 Meeting Minutes:

Kelli Cordova Wright made a motion to approve the November 18, 2014 meeting minutes with accepted changes that were submitted by Vice Chair Flack. Motion was seconded by Council Member Sandoval and carried out by unanimous vote.

Community Outreach Update:

Please Note: Chair Dr. Dawson changed the order of the agenda due to time constraints.

Community Outreach Coordinator Victoria Bray provided Council with a brief update and report for November 2014 – January 2015 and shared highlights of some of the events and presentations that she participated in as well as upcoming events. Mrs. Bray shared a First Things First pamphlet with Council about nurturing experiences. Ms. Bray asked Council to consider her for speaking opportunities with groups that focus on on early childhood.

SNACK Event in Gila Bend – Week of Thanksgiving and very well attended.

Attended a Volunteer Expo at Estrella Community College – Had the opportunity to sign up volunteers to participate on the Northwest/Southwest Cross Regional Parent Awareness Subcommittee.

Books have been ordered. The order was delivered on January 2, 2015.

Speakers Series Wite Way Training (Social Media Component) Thursday January 22,2015 at the Avondale Family Resource Center from 2:00 – 4:00 p.m.

Two Events Coming up for Council Members to consider volunteering for, if anyone is interested in tabling one of these events, please contact Victoria Bray.

Family Fun Event in Buckeye, on Saturday, January 24, 2015 Arizona from 1:00 – 3:00 p.m. at Garden City Council Center.

Avondale Family Resource Center Health & Resource Fair on Saturday, January 24, 2015 from 9:00 a.m. – 1:00 p.m.

Update on 2016 Regional Fund Plan, RFGA's/Strategy Discussion and Possible Action:

- **2016 Strategic Funding Plan**

Regional Director Santiago updated Council on the 2016 Strategic Funding Plan. Director Santiago provided Council with attachments and information that has been proposed and what will be presented to the board. Chair Dr. Dawson and Vice Chair Flack will be presenting the 2016 Funding Plan to the Board on Wednesday, January 21, 2015 at 8:45 a.m. and the budget will not change when presented to the board.

- **Family Friends and Neighbors Strategy Summary**

Regional Director Santiago provided a summary of the Family Friends and Neighbors Strategy. The contract is on it's third year and an RFGA will be issued in the next round of releases.

- **Nutrition/Obesity/Physical Activity Strategy Summary**

Regional Director Santiago provided a summary of the Nutrition/Obesity/Physical Activity Strategy and talked about some of the changes being implemented to this strategy. The contract is on it's third year and an RFGA Proposal will be issued in the next round of releases.

- **Coordinated Home Visitation Referral System Summary**

Regional Director Sangiago provided a summary of the Coordinated Home Visitation Referral System Summary and talked about where Council is on the process.

Senior Director Wendy Sabatini provided an update on things that Council should be looking at regarding the Coordinated Home Visitation Referral System process.

Quarter 1 Grantee Data and Narrative Reports:

Regional Director updated Council on the Quarter 1 Grantee Data and Narrative Reports and highlighted areas of importance for clarification. A copy of the Narrative Report was provided to Council and Director Santiago highlighted areas of importance on the report.

First Read of Governance Policy Review:

Regional Director Santiago provided Council with a draft of the First Read of the Governance Policy Review and highlighted areas with changes. Council should review the Governance Policy Review and make notation of any changes via email to Director Santiago. Council will discuss the First Read of Governance Policy Review for possible approval at the February 17, 2015 Council meeting.

Directors Update:

a. RFGA/Contracts Renewal Timeline

Regional Director Santiago provided a snapshot of the FY 2016 Southwest Maricopa Contract Renewal/New Detail Schedule of RFGA/Contracts. Starting in March 2015 the Council will start working on renewal packages and will have new contracts with various strategies.

b. Interactive Webinar sessions for Regional Council Members

Regional Director Santiago reminded Council of the Interactive Webinar Sessions for Council Members. Anyone interested can email Director Santiago and he will email more information regarding Webinar Sessions.

Council Member Updates:

Council Member Barrio shared that the Pendergast Open House is on February 7, 2015 and Member Barrio will send out an invite to all Council Members.

Council Member Reyes provided information on the progress of the Northwest/Southwest Maricopa Cross Regional Parent Awareness Subcommittee. Dates for the Event have been extended out to October of 2015 for more time to plan and to have a more polished event. Member Reyes will update Council as needed.

Council Member Sandoval informed Council that her Childcare Center is expanding with Avondale.

Council Member Cordova Wright informed Council that the Preventative Health Collaborative in Phoenix South received additional funding from United Health Foundation and is expanding in Mesa, Arizona.

Regional Director Santiago reminded Council Members that he will be sending out an email regarding updates on Bios. All Council Member Training needs to be completed and submitted by the end of this month.

Adjournment:

There being no further business, Chair Dr. Dawson adjourned the meeting at 7:15 p.m.

Strategy	RPC	Proposed Allotment	Strategy Notes	RFGA Release	Pre-App	Pre-App Time	RFGA Close Date	Close Time	Reviewer Training	RFGA Review	Council docs for RPC	Council Date	Board Docs
Parenting Education (Teens)	Multi Regional Northwest and Southwest Maricopa	\$265,000	Multi Regional with Southwest Maricop: NW Maricopa 200,00 and SW Maricopa 65,000 Target Population= Teen Parents	Feb. 2	Feb. 12	9:00am	Mar. 30	9am	2-Apr	April 14 @9:00am	7-May	SW-Th. May 14 NW. Fri May 15	15-May
Parenting Education (Grandparents)	Multi Regional Northwest and Southwest Maricopa	\$170,000	Multi Regional with Southwest Maricop: NW Maricopa 100,00 and SW Maricopa 70,000 Target Population= GrandParents	Feb. 2	Feb. 12	9:00am	Mar. 30	10:00 AM	2-Apr	April 21 @9am	7-May	SW-Th. May 14 NW. Fri May 15	15-May
Oral Health	East Maricopa, Northwest Maricopa, Southeast Maricopa, SouthWest Maricopa, Phoenix North and Phoenix South	\$2,125,000	Multi Regional with Northwest Maricopa, Southeast Maricopa, Southwest Maricopa, Phoenix North and Phoenix South. East Maricopa 250,000; NW Maricopa 375,000' SE Maricopa 250,000; SW Maricopa 250,000; PHX N 250,000; PHX S 750,000 The Administrative Home Model is a Multi-Regional RFGA (Phoenix and Maricopa Regions) and decreases the cost of the Oral Health Strategy, while increasing Target Service Units within the East Maricopa Region.	Feb. 2	Feb. 18	10:00 PM	Mar. 30	10:00 AM	(march 30-apr 3)	TBD	(Apr. 10-15)	Multiple	15-May
Family, Friend and Neighbor	Southwest Maricopa	\$275,000		Mar. 2	12-Mar	9:00am	Apr. 13	10:00 AM	15-Apr	April 23 @9am	7-May	Thursday May 14	15-May
Nutrition, Obesity, Physical Activity	Southwest Maricopa	\$100,000		Mar. 2	12-Mar	9:00am	Apr. 13	11:00am	15-Apr	April 30 @9am	7-May	Thursday May 14	15-May



FY14-FY16 Statewide Strategic Communication Plan Goals

1. Raise awareness of, and build public support for, the importance of early childhood.
2. Position First Things First as a recognized and trusted voice in early childhood.
3. Build awareness of early childhood programs and services, particularly First Things First statewide initiatives and locally supported programs among priority audiences.

Focus on Engagement

First Things First's community outreach and engagement efforts are directly supported by regional partnership councils and the FTF Board through two strategies- Community Outreach and Community Awareness. The FY14-FY16 Strategic Communications Plan includes a more formalized, deliberate community engagement program that focuses on moving stakeholders to take action on behalf of young kids. Engaging others will help us expand our outreach and awareness efforts.

The work of engagement begins by connecting with and identifying likely supporters and then motivating them to take action through tactics such as sharing success stories or showing the impact of early childhood programs through a site tour. This is followed by providing continual training and tools to support the efforts of these Friends, Supporters and Champions¹. This three-tier program offers stakeholders an opportunity to be involved at whatever level they feel most comfortable. Specific calls-to-action for each of the three-tiers are employed.

Measurements and benchmarks help us focus our work, track the progress of awareness and engagement efforts and make adjustments as needed, using tactics outlined in this plan. Outreach staff are working toward several benchmarks, including:

1. Individual staff will work to recruit 30 people at the Friend level per month. (360 per year)
2. As a team, move 25% of the total number of Friends recruited to Supporters each quarter (about 22 per quarter regionally).
3. As a team, move 12.5% of the total number of recruited Supporters to Champions each quarter (about 3 per quarter regionally).
4. Secure two referrals per month from a Friend for FTF to present to another group or to share information at an event or with another group or organization.
5. Secure two commitments per month from Supporters or Champions to represent FTF at outside events.

¹ See FTF FY14-16 Strategic Communications Plan for detailed information on tiered engagement program.

Regional Priority Audiences:

- **Health Care**
 - Hospitals
 - Clinics
 - Birthing Centers
 - Pediatrician and Women's Health center
 - Pediatric dentistry
 - Organizations (Nursing groups/Health Care Providers/ etc.)
- **Education**
 - Quality First Centers and Child Care Providers (Centers)
 - K-12
 - Estrella Community College
 - Organizations (Educators groups/Admin Assistants/Counselors/PTA's/ etc.)
 - Elementary School Districts

Tactic: Presentations/Outreach Events

- Presentations, one-on-one or networking meetings in the community, and attending community events to share information about First Things First and the importance of early childhood health and development to raise overall awareness and recruit Friends, Supporters and Champions.

Alignment with State Goals:

- *Presentations, networking and event participation help to raise general awareness and identify and recruit Friends. Aligned with State Goal #1.*

Tactic: Success Stories

- Success stories demonstrating the impact of FTF-funded early childhood programs will be developed for newsletter use, media submission, and for distribution by grantees and supporters.

Alignment with State Goals:

- *Stories inspire action. Aligned with State Goals 1, 2 and 3.*

Tactic: Site Tours

- Site tours of FTF-funded early childhood programs will be organized to demonstrate the impact of early education, health and family support programs on young children. Invitees may include Friends, Supporters and Champions to further their commitment and, if appropriate, other community members and community leaders to raise their awareness.

Alignment with State Goals:

- *Site tours are one of the top tactics to motivate people to action. Attendees leave with a greater understanding of the importance of the early years. Additionally, this is a specific engagement “call to action”, moving a friend to a supporter. Aligned with State Goals 1 & 3.*

Tactic: Earned Media

- Earned media opportunities will be secured through multiple outlets including radio, television and print media (including local newspapers and newsletters). The purpose is to spread the word of the importance of early childhood, share FTF updates and events and share success stories highlighting the impact of FTF funded services in the lives of children and families.

Alignment with State Goals:

- *Earned media helps to raise general awareness and reach broad audiences in local regions. Aligned with State Goals 1, 2 & 3.*

Tactic: Speaker’s Trainings

- Trainings for Supporters and Champions to empower them to share consistent messages about early childhood and FTF which is fundamental to increasing awareness and engagement across the state of Arizona. The trainings also provide tools to support their efforts.
- The trainings include:
 - Early Childhood, Every Day- *Simple ways to spread the word about early childhood and First Things First in your community*
 - The Write Way- *Writing and Sharing Effective Impact Stories*

Alignment with State Goals:

- *Training helps support Supporters and Champions to take action and use key messages that are research-based and used statewide. Aligned with State Goals 1 & 2.*

Tactic: Informal Networking Event

- Informal networking events are an opportunity to broaden support among existing Supporters and Champions and help to mobilize and empower them to connect with others who share their interest in early childhood. Key Supporters and/or Champions may be asked to facilitate an informal networking event by hosting an event, planning an event, speaking at an event or inviting friends to an event.

Alignment with State Goals:

- *Informal networking events helps encourage Supporters and Champions that they are part of a larger effort. Aligned with State Goals 1 & 2.*

Community Awareness

A variety of educational reinforcement items are used to engage various audiences in the community when presenting, participating in events and conducting trainings.

- Educational Reinforcement items will be given only to individuals who have first received general information about early childhood and FTF.
- The distribution of Educational Reinforcement items will be determined based on the demographic and knowledge of each audience.
- **FTF Supporters, Champions and community partners** who have attended a speaker's training will also be eligible to distribute educational reinforcements, and will work with the **Community Outreach Coordinator** to determine where and how these items will be used.

Community Outreach: Regional Partnership Council Role

1. Provides input and expertise in the development of the community outreach plan.
2. As our highest-level Champion, works with **Regional Directors** and **Community Outreach Coordinator** to attend and/or present at local events, media opportunities, etc.
3. Provides ongoing feedback and guidance to both the **Regional Director** and **Community Outreach Coordinator** for leads, next steps, and recommendations for the successful implementation of the Community Outreach and Awareness strategies.

To assist Regional Partnership Council members with conducting outreach and awareness, Community Outreach Coordinators offer the following trainings:

- Early Childhood, Every Day- *Simple ways to spread the word about early childhood and First Things First in your community*
- The Write Way- *Writing and sharing effective impact stories*

First Things First

Southwest Maricopa Regional Partnership Council

Governance Policy Manual

PREFACE

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

DISCLAIMER

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

Contact us:

First Things First

Southwest Maricopa Regional Partnership Council

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1-101 Organization, Authority and Location

In November 2006, Arizona voters passed Proposition 203, a ballot initiative that established A.R.S. Title 8, Chapter 13 and created First Things First. Subsequently, the First Things First Arizona Early Childhood Development and Health Board (“the Board”) designated the Southwest Maricopa region and created the Southwest Maricopa 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 Southwest Maricopa Regional Office is located in Peoria, Arizona and is maintained by First Things First regional staff.

Adopted XXXXXX

1-102 Council Officers and Their Duties

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

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

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

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

1-103 Meetings of the Council

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

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

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

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

1-104 Meeting Procedures

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

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

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

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

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

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

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

1-105 Call to the Public Procedures

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

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

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

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

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

The Council retains its prerogative to:

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

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

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

1-106 Meeting Minutes

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

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

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

1-107 Committees and Subcommittees

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

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

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

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

1-108 Conflicts of Interest

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

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

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

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

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

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

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.

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.

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.

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.

1-113 Departure from Council Policy

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

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.

Southwest Maricopa Regional Partnership Council

Unfunded Approaches Implementation SFY 2016

A. Northwest/ Southwest Maricopa Developmental Screening Collaborative:

1. **Regional Priority Need:** Increase parent/caregiver access to child development information and early identification of developmental delays and Increase coordination of follow up with families of children identified with developmental delays.

2. **System Building Approach:**

Connections: *Creating strong and effective linkages across the system.* The intent is to convene service providers conducting developmental screenings, sensory screenings, and early intervention services together to develop opportunities for children to be screened and, if indicated, referred for assessment and services

Description A Multi-Agency Collaboration on Developmental and Sensory Screenings and Early Intervention services in Western Maricopa County.

3. **Outcome to Achieve:**

- Expanded funding opportunities and leveraging of resources to enhance the early childhood system.
- Strengthen relationships with key community stakeholders.
- Increased public awareness about the importance of the early childhood system.

4. **Role of Regional Council:**

Leader – Council is responsible for bringing community members together to implement approach.

5. **Current and Potential System Partners to Engage:**

Current Partners:

- All Northwest and Southwest Maricopa First Things First grantees conducting developmental and sensory screenings.
- Council Member representatives
- Local AZEIP providers

Potential Partners to Engage: West Valley Headstart, Local School Districts, Local AZEIP providers (those not currently engaged), Pediatrician

B. Southwest Maricopa Early Childhood Network Collaborative:

1. Regional Priority Need: Increase parent and caregivers' access to child development, and literacy development information and resources. More information available to parents and providers who come in contact with families with children 0-5.

2. System Building Approach:

Connections *Creating strong and effective linkages across the system*

Description Southwest Maricopa Early Childhood Network Collaborative: Establish a formal early childhood network that will enhance the work of the Regional Council by guiding and assisting the Council in strategy planning, implementation, and resource leveraging and public awareness.

3. Outcome to Achieve:

- Expanded funding opportunities and leveraging of resources to enhance the early childhood system.
- Strengthen relationships with key community stakeholders.
- Increased public awareness about the importance of the early childhood system.

4. Role of Regional Council:

Convener – Regional Council members and Regional Director will convene and facilitate the Collaborative to implement this approach.

5. Current and Potential System Partners to Engage:

Potential partners:

- Elementary School District Superintendents
- Local Health Providers
- Read On Partner Cities in the region