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**Northwest Maricopa Regional Partnership
Council Meeting Agenda and
Supporting Documentation
February 20, 2015**



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Northwest Maricopa Regional Partnership Council Meeting – 02/20/2015

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Northwest Maricopa Regional Partnership Council Meeting Agenda

December 19, 2014

9:00 a.m. –

Peoria Community Center, 8335 W. Jefferson, Peoria, AZ 85345

Pursuant to A.R.S. § 38-431.03 (A) (1), A.R.S. § 38-431.03(A) (2) and A.R.S. § 38-431.03 (A) (3), the Regional Partnership Council may vote to go into Executive Session, which will not be open to the general public, to discuss personnel items, records exempt from public inspection and/or to obtain legal advice.

The Regional Partnership Council may hear items on the agenda out of order. The Regional Partnership Council may discuss, consider, or take action regarding any item on the agenda. The Regional Partnership Council may elect to solicit public comment on certain agenda items.

The agenda for the meeting is as follows:

1. **Welcome, Introductions, and Call to Order** **Dr. Debbie Pischke, Chair**

2. **Call to the Public** **Dr. Debbie Pischke, Chair**
This is the time for the public to comment. Members of the Regional Council may not discuss or take legal action regarding matters that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. §38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism, or scheduling the matter for further consideration and decision at a later date. Public Comments relative to a specific agenda item may be heard during the discussion of that item.

3. **Review and Approval of December 19, 2015 Meeting Minutes** **Dr. Debbie Pischke, Chair**
(Attachment 1)

4. **Presentation by Maricopa County Department of Public Health on Findhelpphoenix.com** **Antoinette Martinez, Community Outreach Specialist**

5. **Discussion and possible approval of Regional Governance Policy** **Dr. Debbie Pischke, Chair**
(Attachment 2)

6. **Update on Faith Forum** **Annette Johnson, Vice Chair**

7. **Update from Developmental and Sensory Screening Collaborative** **Janelle Radoccia, Member**

8. **Update from Parent Awareness Subcommittee** **Janelle Radoccia, Member**

9. **Community Outreach Update** **Juan Marquez, Outreach Coordinator**
(Attachment 3)

10. **Directors Update** **Christina Lyons, Regional Director**
 - a. **January Board Meeting**
 - b. **RFGA Process and Timeline**
 - c. **Family Resource Network Update**

11. **Council Member Updates and Announcements** **Council Members**

12. **Adjourn** **Dr. Debbie Pischke, Chair**



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ATTACHMENT 1

Arizona Early Childhood Development and Health Board

Northwest Maricopa Regional Partnership Council

DRAFT Meeting Minutes – December 19, 2015



Arizona Early Childhood Development & Health Board

Northwest Maricopa Regional Partnership Council

December 19, 2014 – *Draft* Meeting Minutes

Call to Order

The Regular Meeting of the First Things First Northwest Maricopa Regional Partnership Council was held on Friday, December 19, 2014 at City of Peoria Community Center, 8335 W. Jefferson, Peoria, Arizona 85345.

Chair Dr. Pischke welcomed everyone and called the meeting to order at approximately 9:07 a.m.

Members Present:

Patrick Contrades, Gina Herrera, Annette Johnson, Margaret Morales, Dr. Deboarh Pischke, Dr. Stephen Poling, Janelle Radoccia, James Scott and Lynda Vescio

Members Absent:

Ashley Flowers

Call to the Public:

Aleena Erickson, Benevilla Resource Center, Manager shared that the Benevilla Wickenburg Office has opened at the Wise Own Senior Foundation Camp office. Ms. Erickson introduced her new staff, Marie Ruiz. The office is up and running and they will be rolling out a new campaign and will start working with the Nadaburg District office as well as others in that area.

Review and Approval of November 21, 2014 Meeting Minutes:

Council Member Radoccia made a motion to approve the November 21, 2014 meeting minutes as amended. Motion was seconded by Council Member Morales and carried out by unanimous vote.

Review and Approval of November 25, 2014 Meeting Minutes:

Council Member Radoccia made a motion to approve the November 25, 2014 meeting minutes as amended. Motion was seconded by Council Member Morales and carried out by unanimous vote.

Presentation by Faith Opportunity Zone:

Roy T. Dawson, FOZ Coordinator – Mr. Dawson shared a short video to introduce the Faith Opportunity Zone and talked about the history and existence of FOZ.

Presentation on FTF Quality Assurance Program:

Mona Qafisheh, First Things First, Quality Assurance Manager provided an update on the Quality Assurance Program. Council was given an information packet with History, Outcomes and the Impact of Quality Assurance as well as upcoming visits happening in the Northwest Region. Ms. Qafisheh will share reports on Quality Assurance once they have been prepared.

First Read of Regional Governance Policy:

Regional Director Lyons New Legal Council reviewed the Governance Policy and there is now a new draft/first read of the governance policy in attachment 3 of the meeting packet. This is for Council to review and will make changes at the next Council meeting.

Regional Director Lyons will email a Word Doc of the Governance Policy to Council for possible editing.

Community Outreach Update:

Community Outreach Coordinator Juan Marquez provided Council with a Summary of Activities and Outreach Report for November – December 2014. Some of the upcoming opportunities are:

Early Childhood Every Day – January 13, 2015 @ 9:30 a.m. at the Deer Valley Family Resource Center.

Mr. Marquez talked about Sponsorship Opportunities and will send out an email with information and encourages Council to help spread the word about early childhood.

Directors Update:

- a. **RFGA Process and Timeline:** Regional Director Lyons informed Council that the First Release of RFGA's is on February 2, 2015. Some will be out for 6 to 8 weeks. Pre-Application Conferences will be held in February 2015 and will close end of March Early April with a July 1, 2015 implementation date. Director Lyons will need reviewers and will send out an email requesting volunteers. Reminder about an email from First Things First, Chief Regional Officer, Michelle Katona about Webinars which regard the training CD's that were provided to all Council Members.
- b. **Update on 2016 Regional Fund Plan** - Regional Director Lyons informed Council that the Regional Funding plan is done and is being reviewed by First Things First CEO, Sam Leyvas and Chief Regional Officer, Michelle Katona and is moving to the Board. We will be presenting to the board on Wednesday, January 21, 2015 at 8:30 a.m. and all are welcome. Vice Chair Johnson will be presenting on behalf of the Council. Director Lyons thanked Council for all their hard work.
- c. **Family Resource Network Update-** Regional Director Lyons informed Council that Member Radoccia will share information on the Family Resource Network website.
- d. **Interactive webinar sessions for Regional Council Members** – Reminder about an email from First Things First, Chief Regional Officer, Michelle Katona about Webinars which regard the training CD's that were provided to all Council Members.

Council Member Updates and Announcements:

Council Member Scott informed Council that after almost a year process his center is officially 3 stars.

Member Vescio asked if Director Lyons was able to get information about car seats. Director Lyons mentioned that it will be on the next agenda for discussion. Council Member Vescio mentioned that she visited a family in Colorado City that had information about First Things First. The word is getting out to the Community.

Council Member Radoccia informed Council that the First Things First Family Resource Network has launched their website which is an interactive website. Member Radoccia directed staff to email the flyer to Council. Member Radoccia shared the website is being advertised/promoted with flyers and by word of mouth. Director Lyons presented the website with Council via internet.

Adjournment:

There being no further business, Chair Dr. Pischke adjourned the meeting at 10:30 a.m.



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Arizona Early Childhood Development and Health Board

Northwest Maricopa Regional Partnership Council

Draft Governance Policy

First Things First
Northwest Maricopa Regional Partnership Council
Governance Policy Manual

PREFACE

This document, initially adopted by the Northwest 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 Northwest 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 [the online version of the Manual](#) to make sure that the Council has not recently approved any additions or revisions to that specific policy.

Contact us:
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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 Northwest Maricopa region and created the Northwest Maricopa Regional Partnership Council (“the Council”) effective April 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 Northwest 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. The newly elected Chairperson and Vice-Chairperson shall serve for the ensuing fiscal year beginning July 1 and hold office for twelve months until successors are duly elected.

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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 otherwise 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 or unable to be obtained. 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, facsimile or other designated address. At least 10 (ten) days prior to a meeting, a Council member may request in writing 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.

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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 and consistent with the provisions herein for meeting notices.

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 for, but not be limited to, at least the following items:

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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 will conduct 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:

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- 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, except as otherwise provided herein.
- B. May have no more than five minutes in which to make their remarks.

The Chairperson may allow members of the public who have not turned in a request form to speak, and may change the amount of time allowed for the member of the public to speak in accordance with Governance Policy 1-113.

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The following priority shall 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:

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- 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 have not addressed the Council in the previous two months.
- D. Off-agenda matters: presenters who have addressed the Council in the previous two months.

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The Chairperson retains its discretion to:

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- A. Refuse to hear comments on a specific issue if a public comment session has been held on the issue within the last 6 months.
- B. Limit the time or the number of speakers on the same issue.
- C. Refuse to have letters read aloud on behalf of other individuals.

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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 for clarification, 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 "Northwest 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 [who do not have a conflict of interest](#) 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 whom 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).

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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 shall be made by the Chairperson, the Chairperson's designee or someone else authorized by the Council.

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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 or adopted 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 and on behalf of 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 and that the individual is not, and does not have the authority to, speak for or on behalf of 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, by letter or by any other means, to lobby in support of or in opposition to legislation are also exempt from the lobbying laws requiring registration and expenditure reporting.

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This policy is not intended to nor shall it be enforced so as to restrict rights guaranteed to individual Council members, but is instead an attempt to clearly and accurately separate the views of individual members from positions which First Things First, the Board, and/or the

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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 any 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 or on behalf of 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 any one or more of the following:

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

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Addressing an Attendance Problem. Upon identification of an ~~a~~Attendance ~~p~~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 ~~sub-section "d"~~Section "D" above, ~~if which no more than three are u~~Unexcused Absences, 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 for a motion and vote. The Council member with the Attendance Problem shall be entitled to speak to the Council regarding 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 reaches a level of non-attendance under sub-section "C" above~~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.

Commented [A8]: Do you mean no more than three Excuse or no less than three are unexcused? As written, it looks like if you have four unexcused then you aren't asked to resign b/c it currently states "no more than three". I think the intent needs to be clarified and then the text reworded.

1-112 Code of Conduct

Council members shall abide by the following code of conduct:

- A. Listen carefully to other Council members.
- B. Act with respect concerning the opinions of other Council members.
- C. Act with respect of and support for 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.

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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. Matters referred to the Council for action shall allow for the Council member suspected of the violation to address the Council.

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 that the departure will not violate the law. No departure from Council policy shall be permitted without the approval of the Council by motion and vote.

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1-114 Amendments

These policies shall not be added to, amended, modified or repealed except at a Council meeting and by majority vote of all appointed Council members. Any proposed addition, deletion, modification 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.



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ATTACHMENT 3

Arizona Early Childhood Development and Health Board

Northwest Maricopa Regional Partnership Council

Community Outreach Report

COMMUNITY OUTREACH REPORT

January—February 2015 Northwest Maricopa



FIRST THINGS FIRST

Ready for School. Set for Life.

Northwest Maricopa Regional Partnership Council

Summary of Activities (Jan.—Feb. FY15)

Networking Meetings:

Pendergast Community Cabinet Breakfast
West Valley Human Services Alliance
Family Resource Network Meeting

One on One Meetings:

Glendale Elementary School District
Peoria Unified School District
West Valley Child Crisis Center
KinderCare Learning Center
Happy Dayz Learning Center
Childtime Learning Center
Luke Air Force Base—First Steps Program
Kiwanis Club of Sun City West
West Valley Women

Events:

Nadaburg Health and Resource Fair
Pendergast Community Center Grand Opening

Presentations:

Kiwanis Club of Glendale
Anthem MOPS (Co-facilitated with Phoenix North)
CPLC Migrant Head Start
Dysart Preschool Parent Coffee Talks

Speakers Bureau Trainings:

Early Childhood Every Day—Deer Valley Family FRC

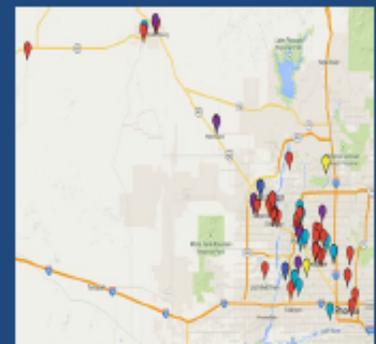
Upcoming Opportunities:

The Write Way Training – Feb. 23, 2015 @ 9:30 AM –
Deer Valley FRC
Presentation to Glendale West Rotary—Feb. 25, 2015 @
6:00 PM—DeVry University West Gate
Early Childhood Every Day—March 4th, 2015 @ 8:30 AM—
Landmark School Family Resource Center
Site Tour—Bicentennial South Family Resource Center
March 25th, 2015 @ 8:30 AM

FTF Core

Message of the Month

Strong families are the building blocks of a strong society. It's crucial that parents have the tools they need to support children with stable, nurturing environments in their earliest years



Google

Maps outreach activity

<https://www.google.com/maps/d/edit?hl=en&authuser=0&mid=zaT8faGxk5SI.kC0sgz4QcuYE>

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