



FIRST THINGS FIRST

Ready for School. Set for Life.

ARIZONA EARLY CHILDHOOD DEVELOPMENT & HEALTH BOARD

NORTH PHOENIX REGIONAL PARTNERSHIP COUNCIL

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

Chair Jenna Goad called the meeting to order at 4:40 pm.

Members Present: Jenna Goad-Chair and Parent Member; Cindy Hallman, Vice Chair and Business Member; Connie Robinson, Philanthropy Member; Willette Watts, Faith Based Member; Mary Myers, At Large Member; James Emch, At Large Member; Barbara Nicol, At Large Member; Mindy Zapata, Child Care Provider; Sally Downing, Education Member.

Members Not Present: Bill Adams, School Administrator Member.

Quorum: Established.

2. WELCOME AND COORDINATOR INTRODUCTION: Newly hired Regional Coordinator Karen Yearwood was introduced to and welcomed by the Council.

Staff Present: Tracey Craig, Interim Regional Coordinator and Greater Phoenix/Yavapai Regional Manager; Briggetta Hawks, Administrative Assistant; Dana Browning, Senior Financial Analyst; Karen Yearwood, North Phoenix Regional Coordinator.

3. CONSENT AGENDA: Included in an email to the Council and in hard copy at the meeting were the regular meeting minutes of February 8, 2011.

Motion: Member Willette Watts moved to approve the regular meeting minutes of February 8, 2011, second by Member James Emch, all in favor, no discussion; motion carried. Vote: Yes=9

4. CALL TO THE PUBLIC: Susanna Mack, Program Specialist T.E.A.C.H introduced Elaine Bradford who will join Susanna in the North Phoenix Region. Susanna also gave an update on marketing pieces and introduced Associates of Arts degree recipient Kelly Hughes who provided the Council with her story of obtaining her Associates of Arts Degree. Jackie Louis owner of the Early Childhood Center requested the Council consider continuing scholarships and informed the Council that she is participating in services provided by Nurse Family Partnership. Both individuals were thanked for addressing the Council.

5. **COUNCIL MEMBER RECOGNITION:** Educator Member Sally Downing stepped down from the Vice Chair position effective the January 11, 2011 regular meeting. Member Downing was presented with a certificate for her service as the Vice Chair from April 2008 through January 2011 and for her service to the children and their families in the North Phoenix Region.

6. **GRANTEE PRESENTATIONS: Professional REWARD\$** - Allison Comport, Community Impact Coordinator presented an update to the Council on Professional Reward\$. Ms. Comport explained that Professional REWARD\$ is an incentive program for early child care providers. Pre-requisites for the program include: The recipient must be with their employer for at least a year and have an ongoing commitment to continuing their education. Allison advised that the program is currently in an enrollment period that began March 1, 2011 and will run through April 30, 2011. Professional REWARD\$ accepts applications two times per year.

Eligibility: There are two sets of eligibility requirements – **Participant:** *Must be a Child Care Teacher, Assistant Teacher, Director or Assistant Director working with children birth to five, must be 18 years of age or older, have a G.E. D. or High School Diploma, and work at a recognized Quality First program.* The income requirements have been changed from \$15.00 per hour to \$20.00 per hour. Allison informed the Council that a waiver has been created for those individuals that are working just shy of 30 hours per week in order for their employer to save money by not having to pay for insurance. **Program:** The REWARD\$ program links in with the T.E.A.C.H. program and aligns with Quality First in good standing. Ms. Comport explained that the application process can be done by filling out a paper application, but going on line and filling out the three page application is much quicker. Applicants in Maricopa County have the option to choose their vendor which includes: Rio Salado, Paradise Valley Community College, Glendale Community College, Phoenix Community College and Mesa Community College. Applicants are required to show proof of income and provide any transcripts they may have. There are nine different levels the first one being a beginner level taking six credits of childhood course work and receiving \$300.00. The ninth level is a Masters Degree receiving \$2000.00. The REWARD\$ program is in their third application period with an average amount of \$680.00. Allison advised that a letter will be provided in a week or two requesting additional slots because the number of slots is based on level nine Master's Degree and all of the funds will not be expended. Allison let the Council know that the staff continues to work on policy changes and have increased outreach efforts.

Member James Emch asked what the capacity of the program is. Allison answered with 1,195 slots throughout the State of Arizona and in the North Phoenix Region the Council allocated 100 slots. Allison also let the Council know that through the last application process fifty three participants were awarded and in the current application period that has only been open for a week, fifty seven applications have been received.

Phoenix Public Library: Acacia Branch Library Assistant Pamela Campbell introduced the staff from the various Phoenix Libraries that provide story times. Pam explained to the Council that story time gives parents tools to help their children become successful in life. The story times started on December 10, 2009 and as of January 31, 2011 have touched over 13,555 children and 10,700 adults. If you visit the library website, all of the story times are listed in addition to fifteen that have been added. Each library

has a first five year space dedicated to parents and their children birth to age five where staff can model for parents what they can do to help their children succeed. In the North Phoenix Libraries, a puppet show is provided, and the staff is working to revive the lost nursery rhymes. The library staff provides parent workshops in Community Centers and in the libraries where parents are encouraged to do activities with their children. The libraries partner with Southwest Human Development's Raising A Reader program by helping the families determine how to start a library in their home and how to decide what kind of books to place in the home library. The Early Literacy Program participates in community events on a regular basis. Last week was Dr. Seuss Day and library assistants were able to read across North Phoenix where 902 children and 238 adults were reached in one day. Pam described the biggest challenge of the program as being staffing. It took seven months to become fully staffed but as of February 8, 2011, the program has reached their staffing goals and just received authorization to hire four new people. Ms. Campbell expressed that her greatest accomplishment is the faces. Pam has families that she has been working with for almost a year and she feels like a rock star because the eyes of the children light up when she enters the room to listen to a story and interact with their parents.

Both presenters were thanked for their presentations and hard work in the North Phoenix Region by Chair Goad on behalf of the Council.

7. FINANCE PRESENTATION: Senior Financial Analyst Dana Browning presented to the Council the funding plan summary which includes all the strategies that the North Phoenix Council is funding and a contract detailed report. Dana advised that the two reports mirror each other and went over the amount expended on the report and highlighted the grantees that might be considered as "a red flag".

Family Support: Arizona Board of Regents who have only expended 11% of their funds. Dana has contacted the grantee and the grantee has not yet submitted January's reimbursement which is over \$109,000. After the January submission is done, that will bring the grantee to 42% expended with no additional follow-up other than to process the reimbursement when it comes in. Phoenix Public Library: As indicated by Pam earlier in her presentation, the Library had staffing issues but has since become fully staffed. Dana advised that she is working with the Library to do a budget modification.

Community Based Literacy: Valley of the Sun United Way: This is the program that provides School Readiness Kits. The kits will be built and distributing this spring. The total will be about \$90,000 which will bring the percentage expended up.

Home Visitation: Arizona Department of Economic Security: This will be expended by the end of the fiscal year and is for Healthy Families Accreditation. Southwest Human Development this is for the Nurse Family Partnership program. In speaking to the agency, they will need to submit their reimbursement for February which is not due until March 20th.

Community Based Training: Child and Family Resources Dana is in contact with the grantee who has not submitted a reimbursement totaling \$12,500 for January. *Mental Health Consultants:* They are in the process of doing cost transfers through procurement. After transfers are done, the percentage expended will go up to 21.9% *Early Care & Education:* They were at 0.6% last month and have not submitted for February as of yet which will bring them up to 11.6%.

Quality Access: Family Friend & Neighbor is at 14.5% and staff is experiencing difficulties with two positions vacant and the fact that they had to move. The February report has not yet been received.

Chair Goad advised that it would be helpful for the statewide and the regional strategies to be separate in the report.

Vice Chair Cindy Hallman asked at what point should the Council become concerned when looking at expenditure percentages. Dana advised that staff has determined that below 25% expended is what was determined by Staff, but they welcome any suggestions from the Council on any other red flags that may arise.

At the direction of the Chair, Dana, Tracey, and Karen will work with Valley of the Sun United Way for Child Care Scholarships to determine the expenditure rate and the service to those children and families that need the service.

Member James Emch is more concerned about T.E.A.C.H. and the fact that they are only at 7% spent and college enrollment will not happen again until September of next year. James advised that if the Council would like to move funds around so that there is not so much carry-forward, this may be the time to look at doing that. Interim Regional Coordinator Tracey Craig advised the Council that it is not customary to change a contract once awarded unless there is documented evidence that the grantee is not performing and it is not advisable to move money around.

8. RENEWALS: Chair Jenna Goad advised that there are two decisions for the Council to make this evening:

1. How to process the renewals – through a subcommittee, as a whole Council, or if there are harder renewals, those can go to a subcommittee. 2. If a subcommittee method is chosen, members need to be identified. Chair Goad advised that there is a short turn around period so that the Council can vote on the renewals at the May 10, 2011 meeting. As a point of reference, Interim Regional Coordinator Tracey Craig advised that the South Phoenix Council is meeting for a full half day for renewals and Central Phoenix will be conducting three meetings during the renewal process. Tracey advised that if the Council wanted to have subcommittee groups meet to review renewals, those subcommittees would have to meet prior to the Council meeting so the Council can take the recommendations and vote on them. The renewal packets are expected back from the grantees on March 25, 2011. Staff will need to have time to review clarifications and the grantee will be given 72 hours to respond to any clarifications.

The consensus of the Council was to hold a special meeting on May 3, 2011 from 4:30 – 7:30. The Council would like to have the recommendations from staff no later than Friday April 29, 2011.

9. NEEDS AND ASSETS: Chair Jenna Goad advised that it is that time again to select a needs and assets vendor. The Council needs to decide if they want to go in with other Councils on the needs and assets or if they want to go alone on the report. The Council also needs to determine who will participate in meetings to choose the vendor on behalf of the Council. The vendor list was provided in Council packets

for review. If the Council requests additional specific data points, additional money must be allocated. The vendor selection must be done by June 30, 2011. Chair Goad expressed her concern that there was a lot of data in the last needs and assets report, but no analysis of that data. Chair Goad feels that the Council may have a better chance at getting data analyzed if they partner with other Regions.

The consensus of the Council was to partner with other Regions for the needs and assets and if possible, the entire Maricopa County. The Council also chose Member Mindy Zapata to participate on behalf of the Council in the selection process of the needs and assets vendor with Member James Emch as the back-up.

10. COMMUNITY OUTREACH LIAISON: The first round of twelve (12) interviews is complete and the second round will start at the end of the month. Thank you to Member Connie Robinson for participating in the interview process. New Regional Coordinator Karen Yearwood will participate in the final interview process to help select the new Community Outreach Liaison. It is expected that the new hire will start in mid April. There were over 200 applications received for the position.

11: 2011/2012 IMPLEMENTATION/COORDINATOR REPORT:

a. **Oral Health:** Interim Regional Coordinator Tracey Craig provided background information on oral health – Northwest and Southwest Maricopa are currently under contract with Maricopa County Department of Public Health and South Phoenix just issued an RFGA for Oral Health. The two remaining Councils in Maricopa County are Northeast Maricopa and North Phoenix.

A meeting was held this morning with Member Myers in attendance on behalf of the Council where a discussion with Maricopa County Department of Public Health took place on potential proposed ideas which are outlined on a background sheet provided to the Council in their packets. North Phoenix allocated \$493,000 for Oral Health in the current fiscal year 2011; and \$300,000 is allotted for next fiscal year 2012. There are two WIC clinics in North Phoenix one on Cave Creek Road who see around 200 Northeast families and in Maricopa County, there is the Sunnyslope WIC Clinic at 9100 North Central Avenue. Based on these two locations combined, the total number of children zero to five in both clinics is a little more than 6,000 that can be served and a total of 725 pregnant women. A total of 12,000 have the potential to be seen, but if patients are seen three days per week at fifteen minutes each, a total of 3,000 children with 6,000 visits can be done. WIC Clinics were chosen as a good place to have screenings and varnishes because the families are required to re-certify twice a year and the parent accompanies the child so parent consent is not a barrier. Services are not exclusive to WIC patients and WIC Clinics are open to having fifteen minute parent awareness presentations on Oral Health provided in the waiting rooms. Immunization clinics were also included as a potential oral health screening and varnish site. A site referenced in the meeting this morning is on West Peoria and is being served by Northwest Maricopa – this is why the different Councils are wondering about a coordinated approach for Oral Health. The immunization clinic mentioned serves 7,000 children ages zero to five every year and the reason an immunization clinic is a good place for oral health screenings and varnishes is because children are required to get their immunizations on a fixed schedule and the parents accompany the children. In the meeting today in response to one of the questions the Council had around who they

would contract with to perform services, Maricopa County Department of Public Health indicated that they are very interested in partnering with various agencies that provide oral health screening and varnishes to children zero to five and although they have contracted with Delta Dental for services, that is just a component of a much larger delivery system they will build. Another question that was asked at the last Council meeting was about treatment and follow-up as a result of the screenings – Maricopa County Department of Public Health advised that they are planning to reach out to various providers to determine which ones accept ACCCHS; especially to children ages zero to three.

The items that need decisions are: Does the Council still think that this is a viable strategy and do they want to fund it in the amount allocated? Does the Council want to enter into an Inter-governmental agreement or do they want to go out to RFGA with this strategy?

Member Myers who attended the meeting this morning is impressed with the model that has been put together by Maricopa County Department of Public Health with Northwest and Southwest Maricopa. Parents have to be at the WIC Clinics and Immunization Clinics, Member Myers feels that this is a viable model. Member Myers reminded the Council that they went out to RFGA for this strategy before and nothing became of it.

Member James Emch exited the meeting at 6:35 pm.

Motion: Member Mindy Zapata moved to direct staff to enter into an inter-governmental agreement with Maricopa County Department of Public Health for Oral Health not to exceed four hundred ninety three thousand (\$493,000.00), second by Member Sally Downing, motion carried. Vote= 7 Yes; 1 No.

b. **Washington Elementary School District:** The agreement has been signed and countersigned for the Family Resource Center. Tracey explained that she and Karen will be moving forward with the two remaining school districts.

c. **Communications Forum:** The Council was asked to let Briggetta know if they were interested in participating in the Regional Area Forum that will be held on April 25, 2011 from 1-5 pm. Information was provided in packets and prior to the meeting in an email for the Council to review.

12. COUNCIL MEMBER UPDATES: Chair Jenna Goad requested that the Council participate in the review process of the Regional Coordinator and that part of the input for the Regional Coordinator performance review come from the Council. Chair Goad along with other Members of the Council would like to make sure that documents are received in advance of meetings and in a PDF form so that there are not multiple attachments to open.

13. NEXT SCHEDULED MEETING: Tuesday, April 12, 2011 at 4:30 pm located at the Washington Elementary School District in the Governing Board Room; 4650 West Sweetwater, Glendale, Arizona 85304.

11. ADJOURNMENT: Vice Chair Cindy Hallman moved to adjourn the regular meeting, second by Member Mindy Zapata, all in favor, no discussion; motion carried. Council Adjourned at 6:48 pm.

RESPECTFULLY SUBMITTED

Briggetta M. Hawks

Briggetta Hawks, Administrative Assistant

COUNCIL APPROVAL

Jenna Goad

Jenna Goad, Chair

APPROVED

Tracey K. Craig

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