



FIRST THINGS FIRST

- Agenda Item 3:** Consent Agenda
- Attachment:** A. Pinal Regional Regular Meeting Minutes – January 13, 2015 – Attachment #1
- Background:** The attached minutes are from the Pinal Regional Council Regular Meeting held on Tuesday, January 13, 2015 at Central Arizona College Small Business Development Center – (Camino Mercado – Large Classroom) 540 North Camino Mercado Suite 1 Casa Grande, Arizona 85122.
- Recommendations:** The Sr. Regional Director presents these minutes for the Regional Council’s discussion and possible approval.



FIRST THINGS FIRST

Arizona Early Childhood Development & Health Board Pinal Regional Partnership Council

Meeting Minutes Tuesday, January 13, 2015

Welcome, Introductions, Roll Call and Call to Order

The Pinal Regional Partnership Council Regular Meeting was held on Tuesday, January 13, 2015 at Central Arizona College Small Business Development Center – (Camino Mercado – Large Classroom) 540 North Camino Mercado Suite 1 Casa Grande, Arizona 85122.

Regional Council Chair Fain called the meeting to order at approximately 3:03 p.m.

Chair Fain requested a roll call for attendance and welcomed everyone in attendance.

Regional Council Members Present: Ashlea Anderson, Kameron Bachert, Stuart Fain, Pauline Haas-Vaughn, Christina Jenkins, Michael Kintner (arrived at 3:23 p.m.), Adam Saks (arrived at 3:15 p.m.), and Norma Wyatt

Regional Council Members Not Present: Mariano Baca, and Jill Broussard

FTF Pinal Regional Grantee Presentations

Chair Fain invited all Regional Council and members of the public to participate in a speed networking activity. This activity will allow regional grantees an opportunity to provide a general overview of their program, share successes as well as regional program barriers. Chair Fain asked Council members for their feedback on the activity. Council members appreciate being able to participate in this activity with the grantees.

Declaration of Conflict of Interest

Chair Fain asked the Regional Council Members if there were Conflicts of Interest regarding items on this agenda.

Member Haas-Vaughn declared a conflict for agenda item 6 (Discussion of Regional Council Intent for SFY216 Home Visitation RFGA), she is a grantee for First Things First Home Visitation.

Consent Agenda

A motion was made by Member Saks to approve the Consent Agenda, seconded by Vice Chair Bachert. Motion carried (8-0-0).

Discussion and Possible Approval of the Pinal Regional Partnership Council Meeting Dates/Time

Chair Fain reviewed the SFY15 Pinal Regional Partnership Council Meeting Calendar (Attachment 03) with the Regional Council. The Regional Council and staff had a brief discussion regarding Council member schedules for future meeting dates/times.

A motion was made by Member Jenkins to approve the meeting dates/times for third Tuesday from 3pm – 530pm and locations as discussed, seconded by Member Anderson. Motion carried (8-0-0).

Discussion of the Pinal Regional Partnership Council Governance Policy – First Read

Chair Fain asked the Regional Council members to review the Pinal Regional Partnership Council Governance Policy (Attachment 05) before March meeting. If there are any suggestions to the Governance Policy inform the staff prior to the next meeting.

Discussion of Regional Council Intent for SFY16 Home Visitation RFGA

Member Haas-Vaughn recused herself from discussion due to her conflict stated in agenda item 2 (Home Visitation), she is a grantee for First Things First Home Visitation.

Chair Fain reviewed the Pinal Home Visitation Contracts – Target Service Areas document (Attachment 04). Staff requested feedback on identifying the target population and or geographic location for the upcoming release of the

Home Visitation RFGA. After a brief discussion the Regional Council decided to proceed with the current RFGA language being used.

Update and Discussion of the Pinal Regional Directed Strategies

A. Coordination

Chair Fain recognized Katrina DeVinny, Program Collaboration Specialist who reviewed the Pinal Coordination Update (Attachment 06) with the Regional Council. The Regional Council had a discussion on the Early Childhood Coalition current work, identified needs and new ideas, and unfunded strategies. The Regional Council has requested more information on the health passports once there is more development and where the funding for this project would come from.

B. Communication

Chair Fain tabled this presentation due to time constraints. Chair Fain requested this presentation take place at the March Pinal Regional Council Meeting.

Senior Regional Director's Report

Chair Fain recognized Cindi Alva, Senior Director – acting Pinal Regional Director who reviewed the Senior Regional Directors Report (Attachment 07) with the Regional Council. Ms. Alva highlighted on Regional Council Recruitment, Regional Director Interviews, and Chair and Vice Chair presentation to the FTF state board on January 21, 2015.

Recommended Future Agenda Items

Chair Fain asked the Regional Council Members if there are any recommended future agenda items at this time. There were none.

Member Saks left the meeting at 4:59 p.m.

Announcements

- A. Next Regular Meeting – March 17, 2015 3- 5:30 p.m. at the Ak-Chin Indian Community Service Center 48251 West Farrell Road Maricopa, Arizona 85139. Ms. Alva informed the Regional Council members, staff is working with the Ak Chin Cultural Center to provide Cultural training for council members who are interested, along with grantees and staff who haven't completed this required annual training.
- B. Regional Council Member Updates
 - Member Jenkins – announced her daughter was recently engaged
 - Member Anderson – announced her husband and her have been certified by the state for foster care
 - Member Kintner – announced he participates in the Public Private Partnership meetings at First Things First Central Office. More information will be forthcoming in the future months.
 - Vice Chair Bachert – announced she was asked to Chair for the FTF –Statewide Quality First Advisory Committee and she has gracefully accepted.

Call to the Public

Chair Fain made a call to the public, there was one response to the call to public. Cathy Martinez, University of Arizona Cooperative Extension. Ms. Martinez asked the Regional Council she can either share a few new things about Child Care Health Consultants or if they prefer she can come back and provide a presentation on Child Care Health Consultants at a future meeting. Ms. Alva did advise the Regional Council the agenda for the March meeting will consist of a Quality First presentation including all components in the package. Child Care Health Consultants is one component of Quality First. Staff and leadership of the Pinal Regional Council will discuss this further for a presentation at a future meeting.

Adjournment

With no further business before the Regional Council, Chair Fain adjourned the meeting at 5:08 p.m.

Submitted By:

Approved By:

Cindi Alva
Senior Regional Director
Pinal Regional Partnership Council

Stuart Fain
Chair, Pinal Regional Partnership Council



FIRST THINGS FIRST

- Agenda Item 3:** Consent Agenda
- Attachment:** B. Pinal Service Coordination Strategy Update - Attachment #2
- Background:** The Pinal Coordination Strategy is a First Things First Pinal Regional Directed Strategy that works to enhance cross-system efforts to build capacity to deliver services because organizations are working together to identify and address gaps in service.
- Katrina DeVinny
Program Coordination Specialist
520.836.5838
- Recommendations:** The Sr. Regional Director presents the Coordination Update for Council review and update.

COORDINATION UPDATE

Pinal Regional Partnership Council



FIRST THINGS FIRST

Strategy Description

The intent of coordination strategies developed by First Things First is to support participant organizations in achieving high levels of coordination that result in significant changes in policies, programs and practices in the delivery of services to families with children birth through age five.

Coordination Tools and Measures

Pinal Early Childhood Coalition

Next Meeting: Thursday, May 14, 2015

Coalition Meetings

Date: Thursday, January 15, 2015

Number of Attendees: 36 people in attendance

Agenda:

-
- Welcome and Introductions
 - Shared Strategies Update & Discussion
 - Subcommittee Individual Discussions
 - Subcommittee Report Back
 - Closing and Next Steps
-

Date: Thursday, March 12, 2015

Agenda:

-
- Welcome
 - Network Activity: You have reached...
 - Shared Strategies Update
 - Subcommittee Individual Discussions
 - Subcommittee Report Back
 - Closing and Next Steps
-

Strategic Plan

• **Strategy Updates:**

- **Maintain a Current Regional Resource Guide** – The new version of the Resource Guide is finally here! I hope that you will find value in using it to help families’ access resources in the Pinal Region.
- **Create a shared community resource referral form** – Trainings for the referral form will be conducted in the coming weeks, then the form will be in full use. Close monitoring of the referral forms use and effectiveness will take place for the first year.

Pinal Community Resource Referral Form

Date: _____

X | Community Health: Check all the boxes below that apply.

AZEIP Services			
Central AzEIP Intake	P: (888) 592-0140	AzEIP.Info@raisingspecialkids.org	F: (602) 357-1978
Behavioral Health			
Cenpatico	P: (866) 495-6738	az@cenpatico.com	N/A
Dental Screening			
Sun Life Mobile Dental	P: (520) 350-7600	Mobile.Dental@slfhc.org	N/A
DORA: Dental Outreach Rural AZ	P: (480) 248-8178	DORA-SOM@atsu.edu	F: (480) 219-6180
Developmental Screening			
U of A Cooperative Extension	P: (520) 836-4651	wecare@cals.arizona.edu	F: (520) 836-4233
Hearing/Vision Screening			
U of A Cooperative Extension	P: (520) 836-4651	wecare@cals.arizona.edu	F: (520) 836-4233

X | Family Support: Check all the boxes below that apply.

Education/Enrichment			
AJ Library – Fun Van	P: (480) 474-8559	funvan@Ajcity.net	N/A
Child Care Resource & Referral	P: (800) 308-9000	Becky@azchildcare.org	N/A
PGCCS – Head Start	P: (520) 723-1227	Susan.Fender@PGCCS.org	F: (520) 723-7337
Home Visitation			
Strong Families: Pinal Home Visitation Coordinator	P: (520) 866-7082	lindsey.wicks@pinalcountyz.gov	F: (520) 866-7253
Nutrition/Food Support			
Pinal County Public Health - WIC	P: (866) 960-0633	rosanna.ringer@pinalcountyz.gov	F: (520) 866-7066
U of A Cooperative Extension	P: (520) 836-5221	wecare@cals.arizona.edu	F: (520) 836-1750
Community Action Human Resource Agency	P: (520) 466-1112	lrangel@cahrapinal.org	F: (520) 466-0013
Other			
	P:	Email:	F:
	P:	Email:	F:

Contact Information:

Referral Source:

Child Name:	Referring Provider:
Date of Birth:	Provider Phone #:
Parent/Guardian Name:	Staff Name:
Home #: Work #:	Staff Email:
Cell #: City/Zip:	? Referral at Parent Request Only
Email:	
Reason For Referral: _____	

I hereby give consent and authorization for (Staff Name) from (Referring Provider) to submit a referral on my behalf to the named organization(s) identified above for services. Parent Sign: _____

Mother's City of Birth for phone authorization: _____ Staff Signature: _____

- **Family Support Subcommittee** - The subcommittee has been working on new strategies focused on these areas of need:

- Grandparent/Caregiver Support
- Parent Education
- The Working Poor

Any ideas or thoughts on these areas, with regards to coordinating efforts, would be very valuable to the group.

- **Early Care and Education Subcommittee**

- Outreach to the Unreachable-Use the tools already available and go to the places where parents/caregivers are not already plugged in to the importance of education in early childhood. Any feedback or ideas on this new strategy, as the group begins work, would be very welcome.

Current Work (March 2015)	RPC Bridge 	Identified Needs and New Ideas
Shared Strategies: <ul style="list-style-type: none"> ➤ Maintain a Current Regional Resource Guide ➤ Collaborative Planning of Community Events ➤ Create a shared community resource referral form 	Shared Strategies:	Shared Strategies:
Family Support: <ul style="list-style-type: none"> ➤ Develop a system of face to face meetings for line staff ➤ Create combined family support marketing materials 	Family Support:	Family Support: <ul style="list-style-type: none"> ➤ Grandparent/Caregiver Support ➤ Parent Education ➤ Working Poor
Health Care: <ul style="list-style-type: none"> ➤ Develop an E system, Pinal Kids 411, for health care information, events, and updates 	Health Care:	Health Care: <ul style="list-style-type: none"> ➤ Wellness Passport-a card for parents/caregivers to be aware of and track recommended screenings and health information for birth to five year olds
Early Care & Education: <ul style="list-style-type: none"> ➤ Develop a system of networking meetings for child care providers 	Early Care & Education:	Early Care & Education: <ul style="list-style-type: none"> ➤ Outreach to the unreachable-use the tools already available and go to the places where parents/caregivers are not already plugged in



FIRST THINGS FIRST

- Agenda Item 3:** Consent Agenda
- Attachment:** C. Senior Regional Director's Report – Attachment #3
- Background:** Monthly Director's Report provides the Senior Regional Director an opportunity to inform the Regional Council on current and upcoming activities happening within the region and/or the State.
- Recommendations:** The Senior Regional Director provides this for informational purposes only.



March 2015 Sr. Director’s Report Pinal Regional Partnership Council General Updates

Early Childhood Matters to Business



“Business leaders and policymakers should consider investment in young children one of the most effective strategies to secure the future economic strength of their communities and nation.”

2015 and 2017 Regional Needs & Assets Report

-Based on feedback from FTF Regional Staff and Regional Council members across the state, FTF has been looking into revising the Regional Needs & Assets Reports scope of work to better support council’s strategic planning, while also staying within statute requirements. In order to do so, the timeline for the Regional Needs and Assets reports has been modified to include a 2015 report and a 2017 report that can be optimally utilized for SFYs 19-21 strategic planning. In 2015, the regional reports will be shorter in length updating certain data elements from the 2014 report and meeting the statute requirements. UofA Norton School will be the vendor for all FTF Regions.

-The following Needs and Assets report (2017 report) will be a comprehensive report that is based on a revised scope of work currently being determined by FTF staff that will go out to bid in a RFP in summer 2015. For the 2017 report, the Pinal Regional Council will be able to select a vendor to work with (like they have done in previous Needs and Assets cycles) from an updated vendor list based on the responses to the RFP. The strategic planning discussions for SFYs 19-21 will begin in August 2017, and the 2017 full report based on the revised scope will be available towards those discussions. This will enable regional councils to have current information to utilize in their next strategic planning decision making process.

WELCOME Shannon Fontes Pinal Regional Director



It is with great pleasure we announce that on March 2nd, Shannon began her work with First Things First as the Pinal Regional Director. She has lived in Pinal County since 1996 and has gained firsthand knowledge of living condition and day to day struggles for families in the region. As a previous early childhood educator, she understands that early interventions which address the needs of the whole child have the highest rates of success.

We need your help!!!

The Health seat remains vacant. Please help us in recruiting for this very important voice on the Regional Council. Applications are being accepted and can be found at www.azftf.gov/serve



FIRST THINGS FIRST

- Agenda Item 6:** Pinal Regional Partnership Council Governance Policy – Second Read (Discussion and Possible Action)
- Attachment:** A. Pinal Regional Partnership Council Governance Policy– Attachment #4
- Background:** The Regional Council has operated under a Governance Policy since the inception. From time to time the Governance Policy has been reviewed and revised. Recently the Governance Policy template was revised by First Things First legal counsel. The Pinal Regional Council Governance Policy has been updated to reflect these changes.
- Recommendations:** This is the second read of this policy. The Sr. Regional Director recommends additional discussion and possible approval.

First Things First
Pinal Regional Partnership Council

Governance Policy Manual

PREFACE

This document, initially adopted by the Pinal Regional Partnership Council on (July 09, 2008) and updated periodically thereafter, constitutes the complete and official body of policies for the governance and operation of the Pinal 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
Pinal Regional Partnership Council
Shannon Fontes, Regional Director
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Casa Grande, AZ 85222
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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 Pinal region and created the Pinal 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 Pinal Regional Office is located in Casa Grande, Arizona and is maintained by First Things First regional staff.

Adopted: July 09, 2008,
September 20, 2011,
July 17, 2012

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 "Pinal 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 Casa Grande, Arizona. 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.



FIRST THINGS FIRST

Agenda Item 7:	Pinal Regional Directed Strategy –Community Outreach and Awareness (Update and Discussion)
Attachment:	A. Pinal Communication Presentation – Attachment #5
Background:	<p>The Pinal Regional Partnership Council implemented Community Outreach and Community Awareness strategies to address the prioritized need to raise awareness of the importance of early childhood. The strategy is part of the statewide communications campaign. Since starting in October of 2010, the Community Outreach Coordinator has distributed important information about First Things First, as well as information on child development, parenting and literacy. Due to the collaborative efforts of grantees, agencies, school districts, city/town governments and First Things First, there has been great improvement in the ability of families to get the information and support they need to help their children be healthy and ready to succeed in school.</p> <p>Brett Haupt Parent Awareness and Community Outreach Coordinator (480) 253-1456</p>
Recommendations:	The Sr. Regional Director presents the Community Outreach update for Council review and discussion.

COMMUNITY OUTREACH REPORT

Q3 FY 2015 Pinal Region

03-17-2015 PNL (Attachment #5)

FIRST THINGS FIRST

Ready for School. Set for Life.

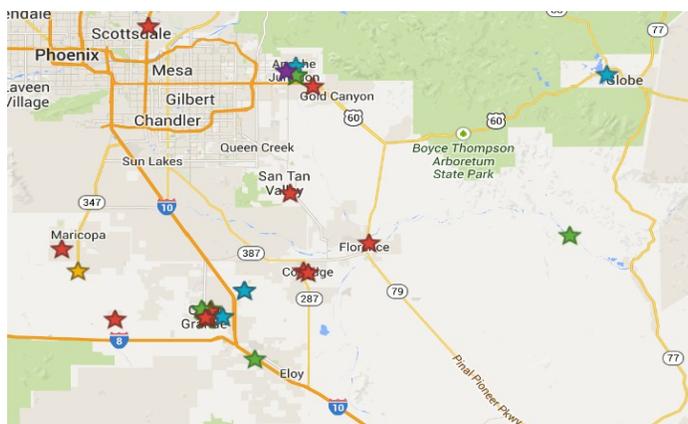
Pinal Regional Partnership Council

This spring, community outreach is poised to reach, train and raise awareness for the importance of early childhood education and health at a greater rate than in any previous year in the Pinal Region. This time of year also represents an exciting time of opportunity with Early Literacy Month in March and Week of the Young Child in April.

The successes of FY15 to this point reflect the continued efforts in the realms of media relations and presentations. To this point we are averaging 5 FTF media hits per month and are on pace for 50-60 media hits in the Pinal Region for this year alone. This represents more than a 1000% increase in our media presence from two years ago. Additionally in February we hosted a first-of-its-kind ALL grantee training on early childhood messaging and success story collection. With all major grantees in attendance the two trainings were a tremendous success, uniting grantees across the board in messaging and purpose.

Looking forward there is much work to be done to prepare for all of our Week of the Young Child (WOYC) activities. We will be visiting City Council meetings throughout the region presenting WOYC Proclamations, designing press releases for WOYC events and working with grantees to secure attendance at events to support families.

As always, we appreciate any feedback from council members on outreach tactics and activities. Let's make this spring one to remember for young children in Pinal!



Interactive Activity Map

Google



www.ready4kids.com



Summary of Activities (Feb—March FY15)

6 Presentations:

- Eloy Parent Group (FTF Basic/Brain Development)
- Superstition Rotary Club (FTF Basic/Early Childhood Investment)
- Pinal All Grantee Training (Early Childhood Every Day)
- Pinal All Grantee Training (The Write Way)
- Pinal County Pediatric Meeting (Basic FTF)
- Mondo Anaya Senior Group (Basic FTF/Brain Development)

3 Events:

- FFN Mini Conference (Maricopa)
- Child Abuse Conference (Casa Grande)
- Compassion Queen Creek (San Tan)

6 Coalition/Committee/Network Meetings:

- Pinal County Network Meeting X2
- The Network Meeting Series (Apache Junction) X2
- Pinal Early Childhood Coalition
- Veteran Stand Down Planning Meeting

3 One on One Meetings:

- Davis Plunkett, Director of Integrated Behavioral Health at Sun Life
- Ed Barker, Editor of the Apache Junction News
- Shelley Tellez, WOYC Lead for Pinal County

Site Tours:

- Apache Junction Public Library (FUN VAN)

Media Hits:

- Maricopa Monitor
- Casa Grande Dispatch
- Apache Junction News
- Copper Town News
- San Tan Valley Parenting
- Copper Area News
- Southeast Valley Ledger

Week of the Young Child Proclamations/Events



FIRST THINGS FIRST
Ready for School. Set for Life.

Pinal Regional Partnership Council



Week of the Young Child Proclamations

Secured for the towns of:

Casa Grande

Maricopa

Florence

Apache Junction

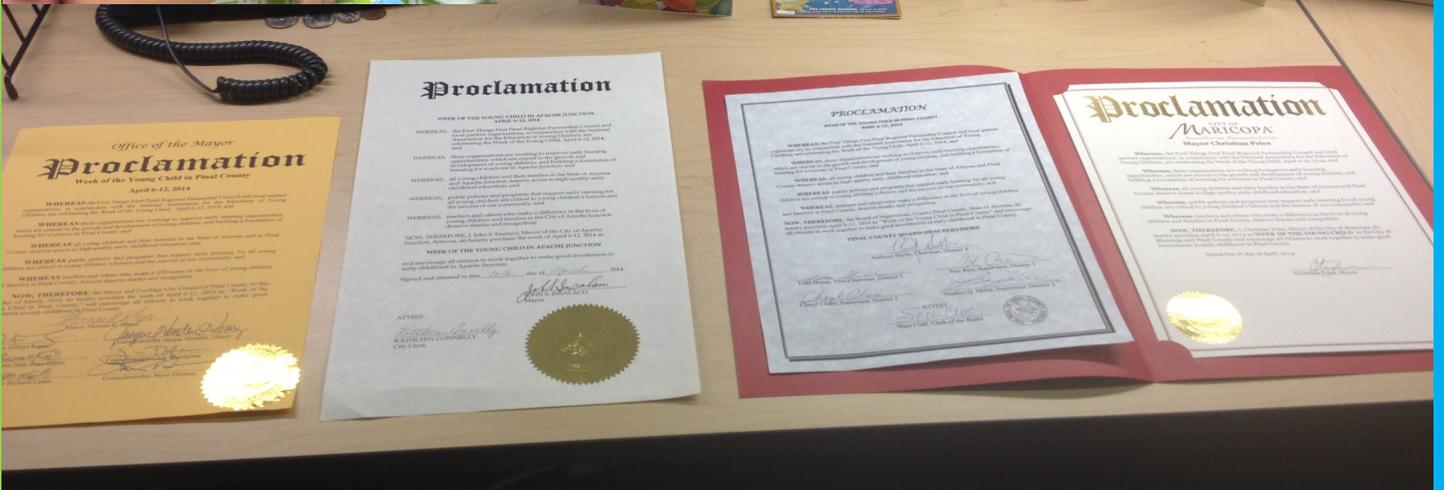
Superior

Coolidge

Eloy

And for the County of:

Pinal



**First Things First
Pinal Regional Partnership Council**

Developmental Screening, Referral, and Service Coordination Study



03-17-2015 PNL (Attachment #6)

Today's Presentation

- Background
- Description of Methodology
- Findings
 - Screening Provider Survey
 - AzEIP Grantee Interviews
- Recommendations

03-17-2015 PNL (Attachment #6)

Background

- Number of families in the region receiving developmental disability services grew from approximately 200 families in 2007 to over 350 families in 2010 (2012 Pinal RPC Needs & Assets Report)
- Opportunity of 2014 Needs & Assets process to explore developmental screening, referral, and service uptake

03-17-2015 PNL (Attachment #6)

Methodology

- Screening Provider Survey
 - Collaboratively developed
 - Posted on SurveyMonkey
 - Invited 45 individuals on list provided by Pinal RPC Regional Director to participate
 - 31 (69%) completed a survey
 - 17 of 31 (55%) respondents work in child care field

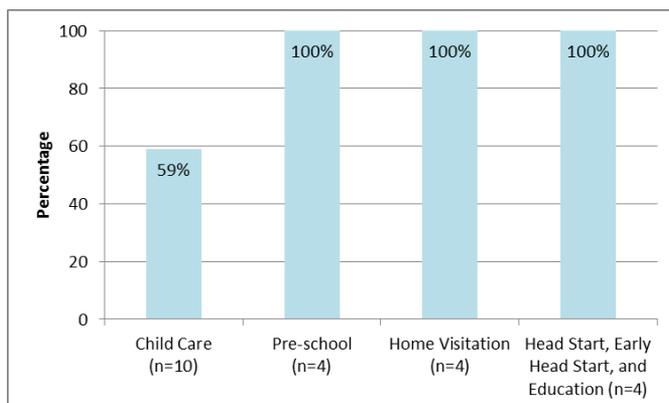
03-17-2015 PNL (Attachment #6)

Methodology

- Arizona Early Intervention Program (AzEIP) Grantee Interviews
 - Interview protocol collaboratively developed
 - Completed phone interviews with staff members from all 4 AzEIP grantees providing services to families in region

03-17-2015 PNL (Attachment #6)

Study Finding: Provision of Screenings



03-17-2015 PNL (Attachment #6)

Study Finding: Average Number of Developmental Screenings

Field	Screenings Per Month
Child Care Providers (n=5)	0-6
Home Visitation Program (n=3)	40-130
Head Start (n=1)	70
Early Head Start (n=1)	18
Education (n=2)	2

03-17-2015 PNL (Attachment #6)

Study Finding: Developmental Screening Tools Used

Field	ASQ	PEDS	Battelle	Other
Child Care (n=6)	5	1	1	
Pre-school (n=3)	1	-	1	DIAL-4
Home Visitation (n=4)	4	-	-	ASQ-SE, NCASTs, TABS
Head Start, Early Head Start, and Education (n=4)	1	-	1	ASQ-SE, ESI-R, DIAL-3, DIAL-4

03-17-2015 PNL (Attachment #6)

Study Finding: Use of Screening Results

- 9 of 16 (56%) respondents - share results with parents
- 7 of 16 (44%) respondents - may lead to referrals to services
- 3 of 16 (19%) respondents - may lead to the development of a treatment/service plan

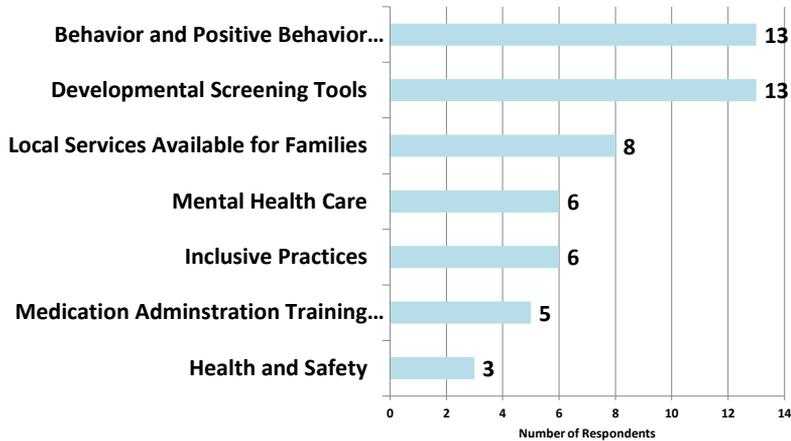
03-17-2015 PNL (Attachment #6)

Study Finding: Type of Referrals Made

Field	Primary Care Provider	AzEIP	School District Special Education
Child Care (n=9)	33%	67%	56%
Pre-school (n=3)	0%	33%	100%
Home Visitation (n=4)	25%	100%	75%
Head Start (n=1)	0%	0%	100%
Early Head Start (n=1)	0%	100%	0%
Education (n=2)	0%	50%	50%

03-17-2015 PNL (Attachment #6)

Study Finding: Type of Professional Development Wanted



03-17-2015 PNL (Attachment #6)

Study Finding: Use of Results – Child Care

- Give to parents
- Provide referral, as applicable, to school district
- Compare developmental screening results with results of Teaching Strategies Gold assessment done online by teacher administrator
- Teacher reviews it and works to test skills listed

03-17-2015 PNL (Attachment #6)

Study Finding: Use of Results – Pre-school

- Use the information for planning individualized needs of the children
- Refer to special needs teacher (as applicable) for further evaluation
- Request parent wait and rescreen later
- Request parent enroll child as a peer model in their preschool program
- Provide summary to parents

03-17-2015 PNL (Attachment #6)

Study Finding: Use of Results – Home Visitation

- Review and share with parent/caregiver and therapists
- Provide results to funder
- Develop child and family service plans and goals
- Re-evaluate, when appropriate
- Make referrals for children below the cutoffs
- Do developmental intervention/activities for children in the gray areas or lower in one domain

03-17-2015 PNL (Attachment #6)

Study Finding: Use of Results – Head Start, Early Head Start, Education

- Baseline for educational planning
- As criteria for referral to school district for further evaluation
- To identify children at risk
- Share with parents
- Determine additional [or]mandatory services eligibility
- Determine the needs for students found not eligible for mandatory services

03-17-2015 PNL (Attachment #6)

Study Finding: Areas Needing Additional Resources

- There needs to be more target areas for Mental [Health Services] in the rural parts of Pinal County. Lots of young families need support with behavior and emotional behaviors. (Pre-school)
- The entire San Tan Area of Pinal County is lacking in AzEIP providers for speech, occupational therapy and physical therapy. Currently services are disjointed and a parent can have several different team members in an IFSP year. (Pre-school)

03-17-2015 PNL (Attachment #6)

Study Finding: Areas Needing Additional Resources

- Quality center-based childcare is needed in many areas of Pinal County. (Home Visitation)
- There are several areas and pockets of Pinal County that are underserved. These areas have been identified as underserved areas. I would recommend increased services for additional home visitation services. (Home Visitation)

03-17-2015 PNL (Attachment #6)

Study Finding: Areas Needing Additional Resources

- Rural areas need resources for families especially in the areas of transportation and mental health services.(Early Head Start)
- More funding and PD [Professional Development] assistance is needed with development and maintenance of pre-school and other early childhood programs housed at schools. (Education)

03-17-2015 PNL (Attachment #6)

Study Finding:

Areas Needing Additional Resources

- Special Education advocate training to help parents and childcare providers understand not only the process but the rights of children and required timelines. Many children fall through the cracks even after parents request evaluation or services because they don't know their child's rights... There is need for more trained child safety seat technicians and free or low cost car seats for families throughout the county. (Child Care)
- Northeast Pinal County has very little trainings each year for early childhood professionals. (Child Care)

03-17-2015 PNL (Attachment #6)

Study Findings:

AzEIP Grantee Interviews

- Four grantees provide services to the region's families
 - Easter Seals Blake Foundation
 - Dynamite Therapy
 - Rise Services
 - Arizona Cooperative Therapies

03-17-2015 PNL (Attachment #6)

Study Findings: Sources of Referrals

- Self-referral – B,C, D
- Medical professionals (pediatricians, hospital staff) – A, B,C, D
- DCS – B,C, D
- Other programs (Healthy Families, tribal programs, MyChild'sReady, Head Start, tribal programs) – C,D
- Child care providers – D
- Family members – D

03-17-2015 PNL (Attachment #6)

Study Findings: Reasons for Lack of Uptake of Services

- Doesn't have time, feels overwhelmed – A, C, D
- Don't share referrer's opinion, not ready – A, B, C, D
- Feel referral is connected to DCS [Arizona Department of Child Safety]– B
- More interested in center-based services – B
- Children involved w/DCS may be hard to locate – B
- Enrolled in another program (E.g., home visitation) – C
- Unable to contact – C

03-17-2015 PNL (Attachment #6)

Study Findings: Challenge of Families Moving

- If move to another area of state where agency operates, transfer to another team – A, C
 - When move to area where not operating, informs AzEIP for transfer to another agency
- Contacts contractor for new area, provides child's records to family and new provider; will contact out of state provider – B
- Transfer can be problematic when child is in foster care – A
- With multiple providers more continuity of care; new provider contacts old one – D

03-17-2015 PNL (Attachment #6)

Study Findings: Referral of Non-Eligible Families

- Provide info about other resources Early Head Start, Head Start, First Things First, etc.
- Back to physician for insurance purposes

03-17-2015 PNL (Attachment #6)

Study Findings:

Areas in Need of Additional Support

- Incentives for recruiting and retaining therapists and providers in underserved areas or whole state
- Challenges covering rural areas
- Casa Grande areas fine, not sure about eastern Pinal
- Limited access to specialty services
- Strong collaboration with FTF, Early Intervention, and Head Start is key

03-17-2015 PNL (Attachment #6)

Recommendations

Data-Informed Decision Making Opportunities

- Explore with FTF staff whether additional AzEIP data indicators are available and may be useful to include in Needs & Assets Reports; also, determine if data sharing agreements are needed to enable this.
- Whenever possible, obtain development screening and referral data in aggregated and disaggregated form.
- Conduct a survey with screening providers and interviews with AzEIP grantees on a periodic basis.

03-17-2015 PNL (Attachment #6)

Recommendations

Professional Development Opportunities

- Coordinate and/or support :
 - additional professional development opportunities for early childhood professionals on the use of developmental screening tools.
 - additional professional development opportunities for early childhood professionals in the area of supporting healthy development, positive parenting approaches, and how to best support young children with special health care needs in their care.

03-17-2015 PNL (Attachment #6)

Recommendations

Coordination & Collaboration Opportunities

- Identify additional blended or leveraged funding opportunities for programs that assist families that do not qualify for AzEIP services based on evaluation results.
- Collaborate with AzEIP grantees to develop and disseminate consistent messaging for parents and early child care providers around the importance of developmental screening; enlist support of other community stakeholders.

03-17-2015 PNL (Attachment #6)

Recommendations

Coordination & Collaboration Opportunities

- Strategize ways to increase access to specialty services within the region – e.g., more recruitment, incentives, support for families who must travel.
- Consider encouraging FTF to work with state partners to ensure policies and procedures are in place to maintain contact with and ensure services are smoothly transitioned for families that move from area.

For more information, please contact:

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