



## FIRST THINGS FIRST

### Arizona Early Childhood Development & Health Board

#### Draft Meeting Minutes

##### **Call to Order**

The regular meeting of the First Things First – Arizona Early Childhood Development and Health Board was held on February 23, 2010 at 8:30 a.m. The meeting was held at the First Things First Board Office, 4000 N. Central, Suite 800, Phoenix, Arizona 85012.

Chair Lynn called the meeting to order at approximately 8:55 a.m.

##### Members Present:

Steve Lynn, Dr. Eugene Thompson, Nadine Mathis Basha, Dr. Pamela Powell, Hon. Cecil Patterson, and Dr. Arturo Gonzalez

##### Members Absent:

Vivian Suanders

##### Ex-Officio Members Present:

Amy Corriveau and Mary Ellen Cunningham

##### Ex-Officio Members Absent:

Neal Young

##### **Consent Agenda**

A motion was made by Member Thompson to approve the Consent Agenda, seconded by Member Mathis Basha. Motion carried.

##### **Board Member Report/Update**

Member Corriveau stated to the Board that as of March 1<sup>st</sup> the Head Start State Collaboration Office is moving from the Governor's Office of Children, Youth and Families to the Early Childhood Unit at the Arizona Department of Education.

Member Powell reported to the Board on a recent trip to National Association for the Education of Young Children forum in Washington, D.C. and the opportunity to meet with members of the Arizona congressional delegation.

Member Cunningham reported to the Board that the Office of Immunizations at the Department of Health is recommending that we all be vigilant and that all of Arizona's children are immunized. Member Cunningham stated that the H1N1 influenza virus will be included in next year's regular influenza vaccine.

Member Mathis Basha reported to the Board that she presented on the First Things First governance model during the most recent Smart Start National Technical Assistance Center (NTAC) conference call. Also discussed during the call were the early childhood system governance models in the state of Iowa and Virginia.

Chair Lynn reported to the Board that he and Director Allvin and Sandy Carpenter attending a legislative hearing recently with the State Education Committee in the House. Chairman Lynn stated that we have a lot of work to do informing the legislature about First Things First, what we do and how we do it.

##### **Call to the Public**

No calls to the public.

##### **Regional Partnership Council Funding Plan FY2011**

Michelle Katona, Assistant Director for Regional Administration, introduced to the Board, the Navajo Nation Regional Partnership Council Chair Paula Hale. She also introduced AdiShakti Khalsa, Regional Manager, and Melissa Begay, Regional Coordinator, who were both attending by phone.

Ms. Hale presented to the Board an overview of the Navajo Nation Regional Partnership Council Funding Plan. Ms. Khalsa and Ms. Begay supported Chairperson Hale's review of the funding plan.

A motion was made by Member Gonzalez that the funding plan recommendations by the Navajo Nation Regional Partnership Council be approved as presented, seconded by Member Patterson. Motion carried.

#### **2010 New Council Appointment/Reappointment Process**

Michelle Katona, Assistant Director for Regional Administration, reviewed with the Board the Regional Partnership Councils new council appointment and reappointment process. Ms. Katona stated that members of the Councils shall be appointed by the Board after a public application process and with the input of the Regional Partnership Council. In initial appointments to the Councils, five Council members for each regional council were appointed to terms that began on April 1, 2008, and will end on June 30, 2010. The remaining Council members were appointed to terms that end on June 30, 2010. Staggered terms were established for the initial implementation of Regional Partnership Councils to ensure continuity of the regional council knowledge and expertise over time. Beginning July 1, 2010, all Council appointees will serve four year terms.

#### **Communications Plan Implementation & Funding**

Liz Barker Alvarez, Assistant Director for Communications, presented to the Board the First Things First FY2010 – FY2012 comprehensive communication plan and Regional Communication funding request for fiscal year 2010.

A motion was made by Member Thompson that the Board give Councils with already approved communications funding the opportunity to design their specific communications plans within the guidelines of the statewide communications strategies and materials and present their approach to the Executive Director and report back to the Board the usage of communication dollars, seconded by Member Mathis Basha. Motion carried.

#### **System Building Work Session**

Member Mathis Basha introduced to the Board the topic of the work session and facilitator B.J. Tatro. Member Mathis Basha stated that the goal of the Arizona Early Childhood Task Force is to establish a common vision and model. The Task Force will present a set of recommendations to the Board to identify priorities, establish specific measurable outcomes and benchmarks, and guide use of FTF resources for the next 3-5 years. Ms. Tatro asked the Board for input and feedback on how they see the vision for an early childhood development system.

The Board responded to the same questions that the Task Force had addressed at its meeting on February 9, 2010; that is, what is your vision for Arizona's early childhood system and how would you describe the model system for our state? Some of the ideas that emerged from the Board discussion include: the model includes development and health but early learning needs to be specifically addressed, too; a goal is to position every child to achieve at grade level; the early childhood system builds on the foundations of basic safety and survival, as in the time since the system was conceived, many families have lost the security that they had; this affects early childhood development, health, and early learning outcomes; it has implications for our work that we must consider; every child and family is unique; this needs to be recognized and honored in the system we are building; we need to make sure that the special needs of children are met - this should be highlighted in our system description; we will need to articulate the subsystems that are a part of the overall system and describe the types of services they can provide; to be successful, children and families should have access to the system as early as possible; resources are needed to ensure children are linked to services they require.

The Board also identified that characteristics of the model system should include the following: scalable; sustainable; results-oriented, with measurable outcomes; accountable to Arizonans; family friendly; and understandable.

#### **NACOG Presentation-Chino Valley Head Start New Facility**

A presentation was submitted for the Board to review by the Northern Arizona Council of Governments (NACOG) of the new Chino Valley Head Start facility. Chairman Lynn stated that in early 2009, NACOG was told their lease for the Chino Valley Head Start would not be renewed. To avoid relocation of Head Start slots to other communities, the Yavapai Regional Partnership Council chose to make a priority and utilize \$250,000 to provide a 50% match for a building purchase and minor renovations. The Yavapai Regional Partnership Council actions played a key role in maintaining and providing long-term stability to Head Start services in Chino Valley.

#### **Legislative Report**

Sandy Carpenter, Governmental Affairs Specialist reported that First Things First is hosting a call-in for Chairs and Vice Chairs of the Regional Partnership Councils for the purpose of providing an update of activities of First Things First and inform them as to any

legislative actions. Ms. Carpenter reported on legislative meetings with House and Senate members that allowed them to be formally introduced to the new First Things First Executive Director. Ms. Carpenter also reported on HCR 2050 that failed in the House Education Committee.

## **Finance**

### **Monitoring Summary Report for Grants and Agreements**

Todd Mason, Financial Compliance and Monitoring Manager, gave a monitoring update to the Board. Mr. Mason stated that monitoring is an on-going and consistent process to provide accountability for grantee compliance with scope of work, financial requirements and standards of practice; quality assurance of program development and implementation; and ultimately progress toward system development. Mr. Mason reviewed with the Board the practices and protocols of monitoring and the communication between Finance and the Regions.

### **Guidelines for FY2011 Grant/Agreement Renewals**

Todd Mason, Financial Compliance and Monitoring Manager, presented to the Board the guidelines for the FY2011 grant agreement renewals. Generally, a multi-year agreement should be extended unless there is just cause for the action to not renew. In some cases where changes affecting the provisions of the agreement are considered significant, an agreement cannot be renewed, requiring a new competitive award process or a new grantee agreement to be initiated by a Council. Each contract should be looked at individually in determining what steps should be taken regarding possible renewal. Three changes, or combination of changes, affect whether an award/agreement for FY2010 could be renewed and thus extended into FY2011: 1) when the scope of work changes; 2) when the amount allocated by the Regional Council increases or decreases significantly; and/or 3) when contractor performance is not what was expected.

## **Executive Director Report**

### **Financial Report**

Rhian Evans Allvin, Executive Director, presented to the Board a financial report and update. Ms. Evans Allvin stated that revenues for the month of January stayed consistent with most of the fiscal year at approximately \$11 million. Revenues for January were considerably below last year with receipts coming in 25% below a year ago. Year-to-date tobacco tax revenues are approximately 17.5% below last fiscal year but seem to be leveling out.

### **Operating Expenses**

Director Allvin stated that operating expenses for January were unusually high due to unusual circumstances such as payroll that was accrued in December was posted in January and adjusted tobacco funds from the Department of Revenue at the end of the month for tobacco suppliers. The year-to-date figures are still within the budget and will remain so through the end of the fiscal year.

## **Next Meeting**

Schedule for future Board meetings are as follows:

March 23, 2010 Tucson, AZ  
April, 27, 2010 Phoenix, AZ  
May 18, 2010 Window Rock, AZ  
June 15, 2010 Prescott, AZ  
July 20, 2010 Phoenix, AZ (tentative)

## **Adjourn**

There being no further discussion the meeting was adjourned at approximately 12:20 p.m.