

**First Things First Pinal Regional Partnership Council  
February 27, 2009 Council Retreat Follow-Up Action Plan**

Action Step	Responsible Person(s)	Comments
1. Council vacancies: Make recommendation to fill the Ak-Chin slot.	Aimee	
2. Reapplication: Note in the Governance Manual that re-application to continue on at the end of a term is a possibility, but that new applications will be considered, as well.	Aimee	
3. Orientation for new members:	Aimee & Council Chair	
3.1 Add a reference in the Governance Manual to new member orientation.	Aimee	
3.2 Identify content and format of the new member orientation; present this to the Council.	Aimee	Content should include FTF background (like what was done for the Summit), expectations for Council members, Council policies, etc. Council members were invited to send ideas for the orientation to Aimee.
4. Recognition program: Add a reference in the Governance Manual to recognition for departing Council members.	Aimee	Consider a letter or other form of recognition from the Council Chair and the FTF Executive Director.
5. Council meeting participation:		
5.1 Pilot a two-part meeting agenda.	Aimee & Council Members	<b>Part One</b> = work session during which the Council would learn about and discuss issues that had been placed on the agenda, but no voting would be required. <b>Part Two</b> = Council business, including items requiring a vote. If successful, will be added to the Governance Manual.
5.2 Continue to use teleconferencing unless mandatory in-person participation is specified, but request that mem-	Council Members	Prefer in-person participation when funding decisions are to be made.

DRAFT FOR DISCUSSION ONLY

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bers make time constraints and conflicts of interest known in advance, keep the room as quiet as possible, and minimize interruptions at their site.		
6. Presentations to or participation in Council meetings by non-members:	Aimee & Council Members	
6.1 Suggest a State-level protocol on FTF staff participation in Regional Council meetings.	Aimee	The Council would like advance notice of visits and prefer in-person visits to call-ins.
6.2 Add a reference in the Governance Manual about presentations to or participation in Council meetings by non-members.	Aimee	All guests will be seated in the public seating area, unless specifically requested to join the Council at the table. Clarifications from guests should be directed to Aimee at an appropriate time. If a Council member would like a response or other input from a guest, that member would request permission from the Chair.
7. Executive Committee: Identify the types of decisions to be made by the Executive Committee; present this to the Council.	Executive Committee Members	
8. Attendance: Note in the Governance Manual that notifications of absence from a Council meeting should be made at least 24 hours in advance, so the issue of a quorum can be addressed.	Aimee	Excludes emergencies.