



FIRST THINGS FIRST

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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, April 12, 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 4:37 pm.

Members Present: Jenna Goad-Chair and Parent Member; Cindy Hallman, Vice Chair and Business Member; Bill Adams, School Administrator Member; Connie Robinson, Philanthropy Member; Willette Watts, Faith Based Member; Sally Downing, Education Member.

Members Not Present: Barbara Nicol, At Large Member; Mary Myers, At Large Member; James Emch, At Large Member; Mindy Zapata, Child Care Provider.

Quorum: Established.

Staff Present: Tracey Craig, Senior Director Greater Phoenix/Yavapai Region; Karen Yearwood, Regional Director; Briggetta Hawks, Administrative Assistant; Dana Browning, Lead Fiscal Specialist.

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

Motion: Member Sally Downing moved to approve the regular meeting minutes of March 8, 2011, second by Member Willette Watts, all in favor, no discussion; motion carried. Vote: Yes=6

3. CALL TO THE PUBLIC: None.

4. CALL TO THE PRESENTERS: Michelle Santillan, Outreach Solutions Specialist with Arizona Board of Regents for and on behalf of Arizona State University for Eight, Arizona PBS and Priscilla Lundberg provided the Council with the Early Literacy Project Workshop descriptions and a power-point presentation on program description, challenges/barriers and remedies, target/service numbers, success stories, a testimonial, and provided a list of collaborative partners. Ms. Santillan answered questions from the Council and was thanked for a well done presentation.

5. FINANCE UPDATE: Fiscal Specialist Dana Browning presented to the Council a financial update on current grantees; mainly the ones that have had issues expending their funds. **Arizona Board of Regents:** Waiting for a budget modification from the grantee. Once received, they will submit their reimbursement for \$116,602.14 and their year to date expenditures will be \$155,328.14 and 44.1% expended. **City of Phoenix Library:** Grantee submits quarterly reimbursements and the next one is due on April 20, 2011. Year to date expenditures is \$129,028.86 and 39.2% expended. **Southwest Human Development Reach out & Read:** All books were purchased and the program had \$1,997.00 unexpended out of \$15,818.00. **Southwest Human Development Raising a Reader:** All program materials were purchased early in the grant year. **Valley of the Sun United Way Targeted Approach Literacy Community Based Training:** Low expenditures are reflected because School Readiness Kits are not billed until they are out the door. 2,000 kits costing \$50,000.00 will be distributed within the next thirty days. **Washington Elementary School District:** There will be no direct services to families during the contract period of March 1, 2011-June 30, 2011. They will be doing assessment mapping, training of staff, and hiring staff. **Southwest Human Development Nurse Family Partnership:** Grantee has identified staffing issues. **Child and Family Resources North Phoenix Teen Parent Support Program:** This is the first year of implementation, currently ramping up and hiring a bilingual case management/parent educator. **Maricopa County Department of Public Health Hearing Screening:** New contract, grantee needs data template training which is being scheduled. Grantee is not providing services- just hired the Registered Nurse and assistant with a start date of April 18, 2011. **Paradise Valley Community College Community of Learners:** March reimbursement is due April 20, 2011. This is the first year of implementation and grantee has identified a barrier with their subcontractor Arizona Department of Education Early Childhood Unit. A budget modification and revised implementation plan was submitted and approved. The grantee is going to contract with Southwest Human Development who does not want to bill until the end of the contract. **Association for Supportive Child Care Family Friend & Neighbor:** The grantee has experienced challenges with staffing and barriers when they had to move their sessions to a different location. Grantee has all five sessions planned for the spring of 2011 which will bring them to the eight sessions targeted for the fiscal year. **Arizona Department of Economic Security DES Healthy Families Accreditation:** Currently working with staff to get additional information on when this is paid. The funds available will be expended by the end of the fiscal year.

6. RENEWALS: Regional Director Karen Yearwood advised that per the meeting last month, the Council will hold their renewals meeting on Tuesday, May 3, 2011 from 4:30 – 7:30 pm and documentation will be provided to the Council no later than April 29, 2011 in preparation for the special meeting on May 3, 2011. Karen also reminded the Council of the renewal timeline and that the renewals will go before the State Board on June 13th and June 14th. Included in packets for the Council to review were the renewal guidelines. Members of the Council were encouraged to read the guidelines in preparation for the May 3, 2011 meeting. Director Yearwood informed the Council of an item for discussion: The Council needs to consider grantees whose contracts began after July 1, 2010 and were not annualized. Four of the grantees started in the October/November 2010 timeframe and the renewals went out with the amount the grantee was contracted for last year which in some cases was not for the entire year. In order to address this issue, the Council has a couple of things to consider: 1. Whether there is sufficient funds in the strategy to cover the increase if it is the Council's decision to annualize, and 2. If there is not enough

money in the strategy, it would have to go before the State Board for approval. Council Members were provided a document that reflects the North Phoenix renewal adjustments and Director Yearwood provided an explanation of the document to the Council which included the increase to the Community Based Literacy Strategy in the amount of \$57,600.00 which will come out of carry forward.

Strategy	Grantee	2011 Original Amount	Amount to Annualize	Total Amount for 1 Year of Service
Developmental & Health Screening	Maricopa County	\$112,668 (8 months)	\$56,400	\$169,068
Parent Education Community Based Training	Child & Family Resources	\$279,914 (11 months)	\$26,000	\$305,914
Home Visitation	Southwest Human Development	\$499,606 (11 months)	\$46,000	\$545,606
Community Based Literacy	Arizona Board of Regents	\$352,000 (11 months)	\$32,000	\$441,600

Chair Goad questioned what the basis of making increases to some grantees would be given that all of the funds will not be expended for all of the programs in 2011. Senior Director Tracey Craig explained to the Council that in the current fiscal year, that there are some things that are unique to the start up in the first year such as hiring, community asset mapping, or understanding who your partners are, and recruiting parents. When a grantee does not fully spend for the year, that amount drops to carry-forward, so the Council would have to potentially allot the funds back to the strategy and then later on to that grantee. Tracey further explained that the cost savings will not automatically go back to the grantee. Tracey further explained that when First Things First says to a grantee that we agree contractually that you are going to serve X number of families and we understand the cost to serve those families is a certain amount of dollars, First Things First adheres to the promise on the front end and then through the reimbursement process on the back end. Even if First Things First sees that the grantee is not sufficiently spending in year one, that is not used as a contrary indication that they are not going to sufficiently spend in year two; and FTF has the added assurance that the grantee is not given a check at the front end saying here is all the money. FTF requires that the grantee provide the service then get their reimbursement. There will be times in the second year when the grantee does not fully spend and that is when the Council will need to make a decision on how much to put towards that strategy.

Member Bill Adams voiced his concern around not having enough data and the ramp up period for grantees. Member Adams advised that he is frustrated with the system and feels that when an RFGA is awarded that the grantee should start off running; not take an additional six months for start-up to hire employees. After three years Member Adams feels that this system is not working and that FTF needs to get the money out.

Member Connie Robinson is wondering why the funds can't be moved into the discretionary funds. Senior Director Craig explained that FTF is looking at renewals and the grantees are telling FTF through

their application that they are able to provide a certain amount of service over the course of the year. The Council can respond with eight months of funding and come back at a later time, but FTF sees it as more of a consistent practice to give the grantee a year of funding based on contractually what FTF is requiring the grantee to perform. Tracey advised that if the Council would like to re-visit in six months there is nothing that is preventing the Council from doing that, but that will require an additional meeting with grantee expenditures on the agenda. It is up to the Council how they would like to handle this.

Member Sally Downing who has worked for the State of Arizona for a number of years in early childhood advised that the Council needs to consider that Arizona has never had this kind of money to put towards early childhood and does not feel that the State has the infrastructure. Member Downing advised that there are grantees that want to provide the services that FTF wants, but one of the barriers they face is finding someone that is qualified to do the job which in turn has impacted many of the strategies that FTF has.

Member Adams advised that he will not be at the next meeting and would like the Council to think about what the renewal contracts say when making a decision and think about what is the vendor responsibility and what is the Council responsibility.

Motion: Vice Chair Cindy Hallman moved to annualize the current contracts for the four grantees on the North Phoenix Renewal Adjustments to include: Maricopa County Developmental and Health Screening, Child and Family Resources Parent Education Community Based Training, Southwest Human Development Home Visitation, and Arizona Board of Regents Community Based Literacy, second by Member Sally Downing, all in favor, no discussion; motion carried.

7. COUNCIL RETREAT: Chair Jenna Goad expressed that she was not aware until a couple of weeks ago that the Council has the ability to have a retreat, but the catch is that it must be done by June 30, 2011. Chair Goad advised that this is open for discussion with the following to be considered: 1. Does the Council want to hold a retreat, and what would the topic be? 2. What would be some of the things that the Council would consider or discuss? 3. If the Council would like to hold a retreat, what would be the date and where would the Council hold the retreat?

Director Yearwood let the Council know that this is the first year that money has been allocated for a Council retreat, so other Councils are in the planning stages as well. Karen went over some of the 2012 retreat possibilities which included: 1. Looking at strategies and look to see where grantees fit into strategies. 2. Invite a guest speaker, an expert on a particular topic. 3. Look at the outreach plan for the Region. There were also other possibilities listed on the background sheet for the Council to consider.

Member Adams expressed that he would like to pass on the retreat and put the \$950.00 towards child care scholarships. Member Robinson asked if the Council could decide to have a retreat by June 30, 2011 and actually conduct it at a later date. Senior Director Tracey Craig advised that Staff can seek guidance on the possibility of holding the retreat on another date past June 30, 2011. Vice Chair Hallman expressed that although she has been on the Council for a year, some parts are still confusing.

Cindy feels that it would be helpful for the Council to go back and look at all the strategies and try to understand the statewide strategies opposed to the local regional strategies and see who all the players are in helping the Council meet the goals and objectives of FTF and really analyze or not if the Council has made the right strategic decisions. The Council will be facing the next round of funding soon and the process to Vice Chair Hallman is still not clear and does not quite know yet how all the pieces fit.

Chair Goad inquired about the June meeting and thought that maybe that could be a time when the Council conducts their retreat. Senior Director Craig advised that it may be possible if the Council had a half day retreat in June with one hour set aside to conduct business then adjourn the meeting and go into the retreat and reiterated that this retreat is optional and not mandatory. Tracey provided the Council with examples of the reasons why Councils would like to have retreats which include: Some Council's found that their agendas were packed and they wanted some time for reflection and time for planning. Some Council's are looking at all the changes that are happening in 2013 and really wanting to have an understanding around their strategies especially around Quality First! because there will be a quality rating program. Other Councils are looking at DES subsidies. Other Councils have strategies that have not moved forward and would like to look at those and some Council's would like to have a community forum to get feedback from community members.

Member Bill Adams advised that when First Things First started up there were meetings every two weeks at five hours each just to get things off the ground. Member Adams suggested having the retreat at the location of one of the vendors. Member Connie Robinson expressed that she likes the idea of revisiting the strategies for new members and seasoned members, but if the Council rushes, will they have the items for discussion that they want? Vice Chair Cindy Hallman suggested that Karen research and put together an agenda, if the event needs to be held at a later date, John C. Lincoln may be able to host the event if after June 30, 2011. Chair Goad mentioned that Karen can put together a sample agenda and the Council may look at July or August for the retreat possibly hosted by John C. Lincoln.

8. REGIONAL DIRECTOR UPDATE: Regional Director Karen Yearwood provided the Council with her updates. **Needs & Assets:** North Phoenix, Northeast Maricopa, Central Phoenix and South Phoenix will hold a meeting with Staff and Council Members to select a Needs & Assets Vendor on April 28, 2011. Member Mindy Zapata has taken the lead and will participate over the phone with Member James Emch as the alternative attending in person. **Family Resource Centers:** Director Yearwood explained that the Council decided to pursue School Based Family Resource Centers in three different School Districts, Washington Elementary, Paradise Valley Unified, and Deer Valley. The Washington Elementary signed on back in March and is in their planning stages. Karen reported that she has contacted Paradise Valley Unified and a meeting was held on April 4, 2011 where they indicated that they are very interested in partnering and opening up a Family Resource Center in their School District. Negotiations have already begun but FTF does not anticipate any major problems down the road. For Deer Valley, a meeting is set up with them for this Friday which at that time the scope of work will be reviewed and the requirements will be discussed for opening a Family Resources Center in their School District, and their interest in opening a center will be assessed. The next step will be to go back to the Faith Based portion of the strategy to get the Family Resource Centers in the Faith Based Community. **Teen Parent Case Management:** Under the current scope of work, it says that the intended target population of this

funding opportunity is for Teen Parents living in the North Phoenix Region who are 19 and under. The grantee raised a question whether or not the target population could be expanded to include those that are living in North Phoenix and those that attend school in North Phoenix. The Council indicated that they were ok with teens not living in the Region but going to school in the Region receiving funding. Staff has received the ok from legal counsel that this is permissible to change the scope of work for the target population which will be made during the renewal process. **PART II:** At the last Council meeting, questions were raised in response to the low expenditures for child care scholarships. The expenditure was at 31% although the contract was in the eighth month of operation of the program. Staff has contacted the grantee and it was determined that the low expenditure rate for scholarships was due in part to the way that the Council is allocating scholarships. The scholarships were divided between the Teen Parent Strategy and the general scholarships. In fiscal year 2011 North Phoenix had one hundred seventy nine (179) scholarships with one hundred four (104) of those scholarships going to the Teen Parent Program and seventy five (75) to the general scholarships. The Teen Parent Program presented to the Council and identified barriers with the program implementation around eligibility and the Council approved the expansion around eligibility which leaves the low utilization. Staff went back and reviewed the data and transferred fifty one (51) of the Teen Parent Scholarships to the general scholarships which are already filled as of now.

Vice Chair Hallman requested information on the process of how the fifty one (51) scholarships were distributed.

Director Yearwood advised that the new item to bring to the Council today was that while reviewing the allocation issue for scholarships, Child and Family Resources raised the issue of continuity of scholarships for teens that are aging out of the teen program. Once the teens turn twenty, they no longer are eligible for the program. Staff is working with Valley of the Sun United Way on a plan for continuity of care for those teens aging out and will present something to the Council. The next steps will be whether the Council is willing to change eligibility requirements at the May meeting.

Oral Health: Director Yearwood explained that the Council currently has four hundred ninety three thousand dollars (\$493,000.00) allotted to this strategy and at the last Council Meeting, Senior Director Tracey Craig gave a report on a meeting that was held on March 8, 2011. Following the discussion, the Council voted to enter into an inter-governmental agreement with Maricopa County Department of Public Health not to exceed \$493,000.00. Update: Staff has initiated the steps to prepare the agreement which include an expansion of oral health beyond the WIC and Immunization clinics. Coordination with the Northeast Maricopa Regional Council and a direct care referral network will be included in the proposal. Once the budget, the budget narrative, the implementation plan, and the timeline are received, the work with Council Member Myers as the Council representative will continue so that the intent of the Council is reflected. **Community Outreach Coordinator:** Director Yearwood reported that this position has been filled. Marlene Moreno from Southwest Human Development's Raising a Reader Program Manager accepted the position and will start on April 18, 2011. Karen thanked Council Member Robinson for her help with the hiring process to include interviewing. Marlene will be at the Council's May meeting. **Coordination:** It is reflected in the Statute that First Things First provides coordination and funding for Early Childhood Development and Health Programs. All contracts

for grantees include a requirement for coordination. There has been quite a bit of discussion on how FTF will operationalize that. There are three levels of coordination: 1. Strategy: Cross Regional Coordination a monthly subcommittee which Member Myers and Member Watts attend on behalf of the Council. 2. Grantee: North Phoenix and Northwest Grantee meeting will be held at the Glendale Community College on April 21, 2011, and 3. Maricopa County Wide: There will be a meeting on May 12, 2011 at Virginia Piper Trust to improve coordination across Maricopa County. Vice Chair Hallman will attend on behalf of the Council. **Regional Area Forum:** Will be held on April 25, 2011. Members Adams and Robinson will attend on behalf of the Council.

12. COUNCIL MEMBER UPDATES: Vice Chair Cindy Hallman provided the Council with an oral update on the Chair and Vice Chair meeting that she attended on March 31, 2011. Vice Chair Hallman indicated that the meeting was very educational – there were several presentations done and a sharing of resources. Rhian Allvin made presentations about the funding – where FTF is at with dollars and spend down of those dollars. Particular attention for all to be aware of is that there is a continual need to spend the dollars down and get the services out to children and their family's ages 0-5. The meeting then broke up into smaller groups to discuss collaboration. Vice Chair Hallman did not feel like she was the right Member to represent the Council on Coordination/Collaboration. Cindy would like for the Council to think about what it is that the Council would like to accomplish with coordination and collaboration and what the Council would like Cindy to bring forward at the May 12, 2011 meeting on what the intent of the Council is. Chair Jenna Goad advised that this will be a discussion item for the regular meeting in May.

Member Adams: Welcomed Karen as the new Regional Director and thanked her for all of her hard work and for Senior Director Tracey Craig for taking on the role as the interim Coordinator.

Chair Jenna Goad: Thanked the Staff for the new format the PDF's are much easier to follow. Chair Goad also brought up the issue of snacks for meetings. Chair Goad suggested that the Council contribute five to ten dollars for meeting snacks. The Council also requested that bottled water be provided at meetings. Jenna also advised that the next meeting since it will be a longer meeting that each Member commits to bringing five dollars so that Pizza and salad can be ordered. A total of \$40.00 was collected for snacks.

13. NEXT SCHEDULED MEETING: Tuesday, May 3, 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 Connie Robinson, all in favor, no discussion; motion carried. Council Adjourned at 6:25 pm.

RESPECTFULLY SUBMITTED

Briggetta M. Hawks

Briggetta Hawks, Administrative Assistant

APPROVED

Karen M. Yearwood

Karen Yearwood, Regional Director

COUNCIL APPROVAL

Jenna Goad

Jenna Goad, Chair