



FIRST THINGS FIRST

Ready for School. Set for Life.

Arizona Early Childhood Development & Health Board Cocopah Tribe Regional Partnership Council Meeting Minutes

Call to Order

The Regular Meeting of the First Things First – Cocopah Tribe Regional Partnership Council was held on March 4, 2015, at 3:00 p.m. at the Cocopah Community Center, 14251 S. Centre Avenue, Somerton, AZ.

Chair McCormick called the meeting to order at 3:07 p.m.

Members Present:

Chair H. Jill McCormick
Council Member Elizabeth Renaud
Council Member Ines Pampara
Council Member Paul Soto
Council Member Patricia R. Weissenberg
Council Member River Twist

Members Absent:

Vice Chair Rev. Deal Begay
Council Member Christie Stevens

Approval of March 4th, 2015 Regional Partnership Council Meeting Minutes

Member Soto moved to approve the minutes of the February 3rd, 2015, Regional Council meeting, seconded by Member Renaud. Motion carried.

Governance Policy: First Read

The Regional Council will review the Governance Policy Manual. A second reading of the manual will take place at the April 1st, 2015 meeting at which time the Regional Council will take action on the document.

Early Childhood Every Day Training

Parent Awareness & Community Outreach Coordinator, Nena Garcia, shared a PowerPoint presentation with the Regional Council regarding the importance of early childhood education.

SFY2015 Financial Report and Quarter 2 Data Reporting

An up to date review of financial expenditures for SFY2015 was provided to the Regional Council. The update also included Quarter 2 Data Reporting. Regional Director Roselia Ramirez stated that a total of 27 food boxes were distributed to date. For the Home Visitation strategy a total of 27 families were served up until the month of December 2015 with number of children served at 80. There was an increase of participant participation for the monthly Group Connection meetings. Expenditures for Home Visitation were at 50%. Hire date for the Administrative Assistant for the Early Steps Program was December 15, 2014.

Regional Director's Update

There are 3 potential applicants the Early Steps Specialist vacancy. The 3 applicants possess early childhood experience.

Ongoing recruitment efforts continue in an effort to fill the vacant seats on the Regional Council.

A review of the upcoming Grant Agreements and deadlines was provided to the Regional Council. Grant Agreements will be up for consideration by the Regional Council at the May 6, 2015 regional council meeting.

The 2015 First Things First Early Childhood Summit is scheduled on August 24-25, Phoenix, AZ.

The State Board visit is scheduled to take place on April 13-14, 2015 in Yuma, AZ.

Faith Forum

Senior Director Ashley Pascual shared her thoughts on the First Things First Faith Based Regional Forum which was held, February 4, 2015 in Scottsdale, AZ.

Regional Councils participating in the April 14, 2015 regional forum are: Cocopah Tribe Regional Partnership Council, Colorado River Indian Tribes and the Yuma Regional Partnership Council.

Announcements

The Regional Director position for the La Paz/Mohave Regional Partnership Council has been filled and will come on board on March 23, 2015.

Next Meeting

The next regular meeting will occur on Wednesday, April 1, 2015, 3:00 p.m., Cocopah Community Center, 14251 S. Centre Avenue, Somerton, AZ.

Adjournment

Chair McCormick adjourned the meeting at 4:27 p.m.

SUBMITTED BY:

Marie Megui, Administrative Assistant III

APPROVED BY

H. Jill McCormick, Chair, Cocopah Tribe Regional Partnership Council

April 1, 2015

First Things First
Cocopah Indian Tribe Regional Partnership Council

Governance Policy Manual

PREFACE

This document, initially adopted by the Cocopah Indian Tribe Regional Partnership Council on June 3, 2008, and updated periodically thereafter, constitutes the complete and official body of policies for the governance and operation of the Cocopah Indian Tribe 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. THE FIRST THINGS FIRST REGIONAL OFFICE DISSEMINATES HARD COPIES OF ADDITIONS/REVISIONS NOT MORE THAN TWICE EACH YEAR. THE WEB COPY, LOCATED AT [HTTP://WWW.AZFTF.GOV](http://www.azftf.gov) IS UPDATED AS NEEDED FOLLOWING APPROVAL BY THE REGIONAL PARTNERSHIP COUNCIL. PRIOR TO ACTING IN RELIANCE UPON A SPECIFIC COUNCIL POLICY AS IT APPEARS IN ANY COPY OF THE GOVERNANCE POLICY MANUAL, PLEASE CHECK TO MAKE SURE THAT THE COUNCIL HAS NOT RECENTLY APPROVED ANY ADDITIONS OR REVISIONS TO THAT SPECIFIC POLICY.

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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 west region and created the Cocopah Indian Tribe Regional Partnership Council (“the Council”) effective July 1, 2007 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 Cocopah Indian Tribe Regional Office is located in Yuma, Arizona and is maintained by First Things First Regional Staff.

Adopted [June 3, 2008]

DRAFT

1-102 Council Officers and Their Duties

At the first regular meeting of the Regional Partnership Council following May 1 of each fiscal year beginning in 2008, 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 election procedure shall be determined by the Regional Partnership Council.

In the absence of good reason to the contrary, it shall be the Policy of the Council, in nominating members to serve as its Chairperson and Vice Chairperson, to nominate members who have previously served as a member of the Executive Committee to help ensure greater past experience on the Regional Partnership Council. Notwithstanding the previously stated preference for experience, the Regional Partnership 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, to serve as an ex officio member of all committees of the Regional Partnership Council, 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 vote of a majority of the appointed members of the Council upon motion by a member of the Council alleging the violation of a specific provision of this policy manual or alleging specific actions which bring into public disrepute this Council, the Arizona Early Childhood Development and Health Board, or First Things First as an organization. If a Chairperson or Vice-Chairperson is removed, a replacement shall be elected by a majority of the Council as soon as is practicable. The Council by a vote of a majority of the appointed members of the Council may recommend to the Arizona Early Childhood Development and Health Board that a member be removed as a Council member upon motion by a member of the Council alleging the violation of a specific provision of this policy manual or alleging specific actions which bring into public disrepute this Council, the Arizona Early Childhood Development and Health Board, or First Things First as an organization.

The Vice-Chairperson does not automatically succeed the Chairperson. Both the Chairperson and the Vice-Chairperson are eligible for reelection.

Adopted [June 3, 2008]

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 at any time call a special meeting of the Council.

Six members of the Council shall constitute a quorum for the transaction of business at any meeting of the Council. It is the policy of First Things First to adjourn a meeting when a 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.

Public notice of all meetings of the Council shall be provided in accordance with the requirements of law. In addition, written notice shall be provided to each member of the Council. All notices required by this policy shall at least specify the time, date and place of the meeting.

Written notice of any regular meeting of the Council, plus the agenda and all material relating to agenda items, shall be transmitted to each member of the Council 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 voting members in attendance at a meeting, and if permitted by law, no action shall be taken by the Council on any matter where material is not timely submitted in accordance with this policy.

Special meetings may be held upon such notice to the members of the Council and the public as is required by law. Special meetings may be held by teleconference and/or videoconference. All material relating to special meeting agenda items shall be transmitted to each member of the Council as far in advance of the meeting as possible.

Adopted [June 3, 2008]

1-104 Meeting Procedures

Meetings of the Council shall be conducted by the Chairperson, the Vice Chairperson or designee acting as Chairperson of the Council. The Chairperson of the Council is responsible for maintaining order in each Council meeting and giving each member of the Council a fair opportunity to participate in the discussion and resolution of issues that come before the Council. The Council 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 order of business for any regular meeting of the Council shall be in accordance with the written agenda prepared for the meeting. Such agenda shall provide for both an executive session and open session in accordance with requirements of law. The open session portion of the agenda 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 consent agenda
4. Adoption of all consent agenda items
5. Matters presented by the chairs of standing committees of the Council
6. Reports, if any, from ad hoc or special committees appointed by the Council
7. Matters presented by the First Things First Regional Director
8. Announcements and adjournment

Routine matters listed in the open session portion of the agenda for a regular meeting of the Council 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.

During the course of any regular meeting of the Council, the Chairperson shall act as presiding officer and all motions shall be directed to the Chairperson. However, the Chairperson may delegate to the chair of each respective standing 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, or take other appropriate action, and may otherwise direct the Regional Staff with respect to the matter.

All meetings of the Council are open to the public except for executive sessions. The Council reserves the right, however, to maintain order to prevent interference by any member or members of the public with the conduct of its meetings.

Adopted [June 3, 2008]

DRAFT

1-105 Call to the Public Procedure

During each Council meeting, the Council may conduct 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. Must turn in a signed request (using the form provided at the Council meeting) to the Regional Director. Any written materials for the Council should be included with this request.
- B. Are given up to five minutes to make their remarks.

The Chairperson may allow speakers who have not submitted 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 will be given to speakers during “Call to the Public” when the Council may not have enough time to hear from all who have requested 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.

Because of the diversity of issues presented during “Call to the Public,” Council members generally do not respond to speakers during this comment period. The speaker’s concerns are recorded and may be referred to the appropriate staff for follow-up. The Council is informed of the outcomes of the staff efforts to respond to the speaker’s concerns.

Adopted [June 3, 2008]

1-106 Meeting Minutes

Minutes of all meetings of the Council 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 "Cocopah Indian Tribe Regional Partnership Council's Documents File," which shall be kept in the custody of First Things First staff and available for ready reference.

Each member of the Council shall be furnished with copies of the minutes of the open session portion of each regular and special meeting of the Council. Members of the Council, 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 meeting of the Council shall be open to public inspection during regular business hours at the First Things First Regional Office located in Yuma, AZ. Minutes of executive sessions shall be kept confidential except from members of the Council or as otherwise required 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."

Adopted [June 3, 2008]

1-107 Committees and Subcommittees

The Council may establish and maintain Standing Committees composed of members of the Council and/or other individuals appointed by the Chairperson. The Chairperson will serve as an ex officio member of all standing committees.

Standing Committees may meet either apart from regular meetings of the Council and provide a report to the Council of business conducted, or may meet as a committee of the whole during the course of a regular Council meeting. All members of the Council attending a standing committee meeting are eligible for voting on standing committee matters.

The Chairperson of the Council may establish such other ad hoc or special committees as the Chairperson deems necessary or advisable. The Chairperson shall appoint the membership of such committees, which may, but need not, include members of the Council, and shall designate the matters to be considered by said committees. All such committees shall act as advisory bodies to the Council and report their recommendations to the Council.

All such standing, ad hoc or special committees shall hold and conduct their meetings in accordance with requirements of law. The chair of each such committee shall be its presiding officer and shall set the time, date and place of the meetings.

The Executive Committee shall be a standing committee of the Council. Its members shall include the Chairperson, Vice-Chairperson and the Chairs of any other Standing Committees established by the Council. Unless otherwise directed by the Chairperson, the Chairperson will preside over the Executive Committee. If the law permits, the Council may delegate a specific decision-making authority to the Executive Committee from time to time. In addition, if a matter is deemed to be urgent by the Chairperson, the Executive Committee may be convened for specific decision-making, subject to adoption at a subsequent regular meeting of the Council.

Committees and subcommittees shall comply with the Open Meeting Law. See A.R.S. & 38-431(1),(6).

Adopted [June 3, 2008]

1-108 Conflicts Of Interest

Council members and employees 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 or employee 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/Agency_Handbook.html. 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 Regional Partnership 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 Council they serve has a substantial interest, as defined by Section 38-502. See A.R.S. §8-1173 (c)

Furthermore, in accordance with A.R.S. Section 8-1191(C)(5), Council members are specifically prohibited from having a substantial interest in the provision of early childhood education services as defined by Section 38-502.

Council members shall complete a Conflict of Interest Statement upon adoption of this policy and annually thereafter on a form to be provided by the Regional office staff. 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 submitted to First Things First staff for record keeping.

Adopted [June 3, 2008]

1-109 Communications To or 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.

Adopted [June 3, 2008]

DRAFT

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 Congress, and State legislature. The Council also recognizes the responsibilities with which it has been entrusted in connection with the operation of 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 Council will not coincide with the interests of individual members of the Council.

In approaching members of the State legislature or members of Congress, members of the Council shall make every effort to indicate clearly that the position they take is an individual position or is the position of a group other than the Council. In instances in which the Council has taken an official position, the member endorsing a differing position shall make it clear to the legislative body that the Council has endorsed a different or contrary position.

The members responsible for the disbursement or allocation of State funds shall determine prior to disbursement or allocation that such funds will not be used for purposes of influencing legislation unless such use receives specific authorization by the Council.

Only the Chairperson of the Council or his or her designated delegate shall speak for the Council to members of the legislature in matters relating to policy. In responding to members of congress or State legislators, Council members 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, Board Chairperson or First Things First Chief Executive Officer respectively. In instances in which FirstThings First, the Board or the Council has taken an official position, a Council member endorsing a different position shall make it clear that First Things First, the Board and/or the Council has endorsed a different or contrary position. In matters for which the Council hasn't taken an official position, Council members should indicate clearly that the position they take is an individual position or is the position of a group other than the Council. 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.

This policy is not intended to nor shall it be enforced so as to restrict rights guaranteed to individual employees or Council members but is an attempt only to separate the views of those

individuals from positions which the Council may take in attempting to discharge its 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 expenditures for entertainment for a state officer or employee (including Legislators) and Council members cannot accept an expenditure for entertainment for 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(4)-(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 expenditures 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.

Adopted [June 3, 2008]

1-111 Attendance

The Council's governing statutes recognizes 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.

A.R.S. §8-1162(D).

Attendance Expectations: Regional Council members are expected to attend all Regional Council meetings. It is understood, that there will be times when Regional Council members will need to miss a meeting. The Regional Director will maintain an attendance roster that documents each Regional Council member's attendance at scheduled meetings. The attendance policy shall be in effect for all regularly scheduled Regional Council meetings and shall not apply to special meetings.

Excused Absence: An excused absence occurs when a Regional Council member is unable to attend a meeting due to an emergency, illness, injury, or previously scheduled travel, work, tribal ceremony, or family obligation which 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 Regional Council member who misses a meeting other than for a previously planned obligation shall contact the Regional Director as soon as possible providing an explanation for missing a meeting. An emergency is a situation that cannot reasonably be planned for in advance, e.g. car trouble, weather conditions, family illness and obligation to tribal ceremonies.

Unexcused Absence: An unexcused absence occurs when a Regional Council member is absent from a scheduled meeting without providing sufficient notice or without providing an explanation of the reasons for the member's absence, consistent with excused absence definition above.

Determination of Excused Absence: The Regional staff will assist the Chair in keeping track of absences. If there is a question about whether an absence meets the definition of an excused absence, the Regional Council Chair or Vice Chair may consult with the Regional Director for a determination. If necessary, the matter can be presented to the Council.

Attendance Problems: An attendance problem will be defined as:

- A. A member who has two consecutive unexcused absences

- B. A member has three consecutive absences, excused or unexcused
- C. A member who misses more than three unexcused absences in a 12-month period
- D. A member who has more than five (excused or unexcused) absences in a 12 month period

Addressing an Attendance Problem: Upon identification of an attendance problem, the Regional Council Chair or Vice Chair will call the Regional Partnership Council member to discuss his/her attendance record and remind him/her of the attendance expectations. The Chair or Vice Chair will issue up to three letters notifying the member of the attendance problem, the intent of the Council as well as request a response from the member. If the Regional Council member's difficulties are resolvable, then the Chair or Vice Chair will attempt to help resolve them with assistance of staff. The member's response will be shared by the Chair or Vice Chair with the Council at the next scheduled meeting. At the meeting, the Chair or Vice Chair will engage the Council in discussion to determine what action to take regarding the member's future membership.

If after conversations the Regional Council members attendance reaches a level of non-attendance as identified in "c" above and no mutually satisfactory resolution is possible, the Regional Council Chair or Vice Chair will ask that the member to resign his/her position on the Regional Partnership Council. If, upon request, the member does not resign, the matter shall be forwarded to the Board for appropriate action.

If a member reaches a level of non-attendance under "d" above, of which no more than three are unexcused, the Regional Council Chair may ask the member to resign his/her position in order to ensure the Regional Council has sufficient participation to timely and appropriately complete its work. If the member wishes to continue on the Regional Council, the matter shall be put to the Regional Partnership Council at its next meeting. The Regional Council member shall be entitled to address the Regional Council to this item. The Regional Council will then decide to allow the member to continue to participate or to refer the member to the Board for possible removal from the Regional Council.

Adopted [July 1, 2009]

Revised [May 9, 2011]

1-112 Code of Conduct

Council members shall agree to 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 Cocopah Indian Tribe Regional Partnership Council, First Things First, and the Arizona Early Childhood Development and Health Board.
- H. Refer complaints concerning Council related matters and members to the proper level, specifically the Chair or Vice Chair of the Council.
- I. Represent all the people the Cocopah Indian Tribe Regional Partnership Council serves and not primarily a particular issue, personal agenda, or interest group.
- J. If there is a violation of this code the individual(s) suspected of said violation shall meet with the Chair or Vice Chair of the Council to discuss the matter. The appropriate chair shall attempt to resolve the matter and if necessary refer it to the Council for action.
- K. 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.

Adopted [April 1, 2015]

1-113 Departure from Council Policy

- A. Persons desiring to depart from the policies adopted by the Regional Council shall submit a request in writing to the Chairperson of the Regional Council.
- B. No departure from the Regional Council policy shall be permitted without the approval of the Regional Council.

The Regional Council may approve temporary departure from a policy in this Governance Manual provided the departure would not violate the law.

Adopted [June 3, 2008]

DRAFT

1-114 Amendments

These policies shall not be added to, amended, or repealed except at a meeting of the Council 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 ten days before such meeting, and it shall be the duty of the Regional Director to promptly distribute a copy to each member of the Council.

Amendments to Council policy will require a two-step process to adopt: 1) the draft policy change will 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 2) the draft policy change will 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.

Adopted [June 3, 2008]



FIRST THINGS FIRST

Ready for School. Set for Life.

Community Outreach

Friends, Supporters and Champions

Recognition Program

Community engagement is a critical component in our efforts to build public awareness of the importance of early childhood. First Things First's community engagement efforts can be viewed in terms of an ongoing relationship with stakeholders. Approaching our community engagement efforts in a systemic way helps ensure sustainable success in this important piece of the larger strategic communications plan.

The four major phases of First Things First's community engagement model include awareness, recruitment, engagement, and renewal. Community engagement starts with one very important question: do stakeholders know who we are? Until someone knows who we are and what our mission is, they are not likely to join our community engagement efforts. Recruitment is the process of motivating a stakeholder to actively engage with First Things First. Recruitment is followed by engagement, which focuses on moving stakeholders to action. Finally, in the renewal phase, community outreach staff continues to encourage and support stakeholders as they move along the continuum of engagement.

In this engagement model, it is understood that stakeholders will engage in varying degrees depending on interest, time, resources and other factors. There is a correlation between the type of engagement activity and the level of engagement of a participant: the more involved the participant, the more advanced the activities are in which they can participate. Remembering that public-awareness building activities are dependent on the efforts of community members to be successful, the plan uses a tiered system to track just how engaged individuals are and continue to be over time as advocates for early childhood. The three tiers are "Friend", "Supporter" and "Champion."

In addition to offering multiple opportunities for engagement, research indicates the need to be very deliberate in creating a culture of appreciation and acknowledgement of the work of our active stakeholders¹.

The FTF Community Outreach team has a goal of recognizing 100% of Friends, Supporters, and Champions for their support of early childhood and First Things First. As stakeholders move through the engagement tiers, it is important to acknowledge the individual's commitment of time, resources and talent. The intent of this document is to establish a formal Recognition Program that outlines specific recognitions for FTF Friends, Supporters and Champions. These recognitions/acknowledgements are based on evidence-based approaches to volunteer recognition and retention².

¹ Fulfilling Arizona's Commitment to Our Youngest Kids First Things First FY14-17 Statewide Communications Plan

² Volunteerism Worldwide. (2005). World Volunteer Web: Recognizing Volunteers. Access full article at: <http://www.worldvolunteerweb.org>.

Level 1 -“Friends”

Friends have a general awareness of and support for First Things First and early childhood. They are comfortable with passive engagement, and should be recognized during their engagement. Friends engage in calls to action that include one or more of the following:

- Subscribe to FTF E-Newsletter
- Friend FTF on Facebook and/or follow on Twitter
- Refer us to another or organization

Recognition/Acknowledgment of Friends will include:

- Automatic thank you email note acknowledging subscription to FTF E-Newsletter

Level 2 -“Supporters”

Supporters see First Things First as a recognized and trusted organization, and are willing to spread the word and integrate First Things First messaging about the importance of early childhood development and health into existing networks. Many Supporters are open to doing more to demonstrate their support, and will be appreciative and responsive to recognition of their time and efforts. Recognizing Supporters can be a key to moving supporters beyond engagement in their existing networks to active engagement with the community on behalf of FTF. Supporters engage in calls to action that include Friend level calls to action and one or more of the following or other awareness-raising efforts:

- Attend the FTF basic training (Early Childhood Every Day)
- Share FTF collateral with personal/professional networks after training
- Invite FTF to present at a meeting or event
- Where applicable, allow FTF to share their story- earned media, digital story, etc.
- Attend an FTF early childhood activity or event (i.e., networking meeting, Summit).
- Engage in social media-repost, share, comment, etc.
- Attend a site tour of a FTF funded program

Recognition/Acknowledgment of Supporters will include:

- E-note acknowledging Supporter level action was taken. Message will be sent automatically through Salsa when Coordinators move a Friend to Supporter level. This email will be signed by the FTF Board Chair.
- FTF Supporter pin
- Certificate(s) for completion of FTF training(s)
- Special invitations to FTF events (guest speakers, Summit, etc.)³
- Supporter toolkit that will include:
Welcome letter; FTF bag; five Accordion cards; 10 At-a-Glance cards; FTF Brain Science, Strategies for Success and Overview fact sheets; Business fact sheet; FTF Core Message/Talking Points sheet; abridged FTF Statewide Needs and Assets Report; current Regional Needs and Assets Report and regional Family Guide to Services

³ Appreciating volunteers by offering them learning events and opportunities is a evidence based best practice in volunteer management and recognition. For more information, see: [Energize, Inc.: A Resource for Leaders of Volunteers](https://www.energizeinc.com/) at <https://www.energizeinc.com/>.

Level 3 -“Champions”

Champions actively support both First Things First and the importance of early childhood development and health. They spend a significant amount of time being recruiters and endorsers of FTF and early childhood issues. They anticipate inclusion and information about FTF and early childhood issues, and expect to be recognized and thanked for their efforts. Champions engage in calls to action that include Friend and Supporter level calls to action and one or more of the following or other awareness-raising efforts:

- Help host an FTF information table at a community event
- Organize or host an EC- awareness building activity (ECDH guest speaker, EC event)
- Attend FTF advanced training (The Write Way)
- Participate in a “rapid response” effort (post comments to online media, etc.)
- Write a letter to the editor
- Share their FTF success story through their own testimony (i.e., social media, personal blogs)
- Apply to serve on a Regional Partnership Council

Recognition/Acknowledgment of Champions will include:

- E-note acknowledging Champion level action was taken. Message will be sent automatically through Salsa when Coordinators move a Supporter to a Champion level. This email will be signed by the FTF Board Chair.
- FTF Champion pin.
- Special invitations to FTF events (guest speakers, Summit, etc.) where they can stay abreast of early childhood issues
- Champion Toolkit that will include:
Everything included in the Supporter Toolkit plus-
20 Birth to Five Helpline cards; one Core Message card; business cards for Community Outreach Coordinator or Regional Director for regions without CO staff and a children’s book with a literacy message to be shared as part of their outreach efforts.
- Regional Acknowledgement
 - Each year, one FTF Champion can be recognized regionally for their efforts to build public awareness about the importance of early childhood. This special recognition will be based on the individual’s efforts to promote early childhood that are outside the normal scope of the individual’s everyday work.
 - The “Champion for Young Children” award will include a highlight of the regional Champion on the FTF regional page and announced in the FTF e-newsletter.
 - Regional “Champion for Young Children” awardees will be the subject of an earned media pitch in their region.
 - Every regional “Champion for Young Children” awardee will receive a personal invitation from the Board Chair to attend the FTF annual Summit.

Guidelines for Community Outreach and Awareness Regional “Champion for Young Children” of the Year Selection

Background

Community engagement is a critical component in building public awareness of the importance of early childhood. As part of First Things First’s community engagement program, recognition of engaged community members is essential to acknowledge the work of our active stakeholders. Those stakeholders designated as Champions in the three-tier engagement program are the most active in sharing information and promoting the importance of early childhood and the work of First Things First in their communities. Regions may choose to recognize and encourage these voluntary efforts that are above and beyond the scope of an individual’s everyday work with this regional “Champion for Young Children” annual award.

I. Selection criteria for annual Regional Champion for Young Children award

- A.** Regions choosing to participate should ensure that any nominated individual is recorded in the First Things First database as a Champion.
- B.** Regional recognition for Champion for Young Children of the Year will include identifying at least three specific public awareness-building activities led or initiated by the Champion. Examples of these can be found in the FTF Community Engagement Calls to Action, but other public-awareness building activities that are not listed can also be considered.
- C.** Regional council members are our greatest Champions and are currently recognized in many ways. In order to recognize those Champions that are not normally recognized for their efforts, regional council members are excluded from consideration as regional Champion for Young Children.

II. Guidelines for selecting Regional Champion for Young Children

- A.** Selections for regional Champion for Young Children should be completed no later than April 15.
- B.** Champions can be recognized for public awareness building actions that they led or initiated within the past 12-month period, i.e. April 15, 2014 to April 15, 2015.
- C.** The suggested selection committee includes: one Regional Partnership Council member, the Regional Director and Community Outreach Coordinator (if the region has a Coordinator).
- D.** The Regional Champion for Young Children Nomination Form will be used by the regional selection committee. The selection committee will base their decision on the specific examples included in the nomination form of how this individual initiated or led activities to increase public awareness of the importance of early childhood.
- E.** The Nomination Form identifying the selected Regional Champion for Young Children should be submitted to the Senior Director of Community Outreach by April 15 so that the acknowledgements listed below can be implemented.

III. Acknowledgement of Regional “Champion for Young Children” of the Year

- A. All Regional Champions for Young Children will be announced in the FTF e-newsletter and a short article about them will be placed on the regional home page.
- B. A media release (using template from FTF Communications) will be submitted to local media outlets.
- C. Regions may choose to recognize Regional Champions for Young Children at a Regional Partnership Council meeting or in a variety of ways, including public presentation of a plaque or other token of appreciation
- D. Regional Champions for Young Children will receive a special invitation to attend the annual Early Childhood Summit through a congratulatory letter signed by the FTF Board Chair.

Annual Regional “Champion for Young Children” Award Nomination Form

Region: _____ Nominee: _____

Please list specific examples of how this individual initiated or led actions to increase public awareness of the importance of early childhood development and health over the past year. *The criteria for the annual regional “Champion for Young Children” award requires at least three examples.

Examples of actions initiated or led by this nominee to increase public awareness of the importance of early childhood development and health:

Champion-level actions may include, but are not limited to:

- **Share FTF collateral with personal or professional networks after message training**
- **Help host an FTF-information table at a community event**
- **Organize or host an early childhood awareness building activity (ECDH guest speaker, early childhood event)**
- **Attend FTF advanced training (The Write Way)**
- **Participate in a “rapid response” effort (post comments to online media, etc.)**
- **Write a letter to the editor**
- **Share their FTF success story through their own testimony (ie. social media, personal blog)**
- **Apply to serve on Regional Partnership Council**