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Navajo/Apache Regional Partnership Council

Meeting Minutes

Welcome/Introductions/Call to Order

The regular meeting of the First Things First Navajo/Apache Regional Partnership Council was held on Wednesday, May 13, 2009 at Northland Pioneer College, 1001 W. Deuce of Clubs, Show Low, AZ 85901. Chair Webb welcomed everyone, called the meeting to order at approximately 3:15 p.m., and called for a roll call attendance:

Members Present:
Tom Barela, Claude Endfield, Mary Hammond, Rance Pullin, Margie Tapia, Becky Towle, Mary Tyler, Melissa Webb and Michael Zimmerman (arrived at 4:40 p.m.)
Members Absent: Cathy Taylor
Others Present:
Kate Dobler-Allen, Dee Hoagland, Charlene Surber, and Maureen Theobald

Member Report and Updates

Member Tyler informed the other members of the upcoming Planning and Partnership Public Health Assessment for Navajo County, which will be held in Winslow on June 9 and 10 and in Show Low on June 11 and 12, 2009. These will be full-day events with lunch served. Save-the-Date postcards will be forthcoming. Member Hammond stated she was able to help a family in need by referring them to services available in Springerville for a food box, compliments of the expedited strategy.

Adoption of Minutes

Three sets of minutes were presented for approval and adoption:

A. The April 1, 2009 Minutes of the Special Meeting of the Navajo/Apache Regional Partnership Council were presented. Member Hammond moved that the minutes be accepted as written. Member Tapia seconded the motion; the motion passed 8:0:0.

B. The April 1, 2009 Minutes of the Executive Session of the Special Meeting of the Navajo/Apache Regional Partnership Council were presented. Member Pullin moved that the minutes be accepted as written. Member Towle seconded the motion; the motion passed 8:0:0.

C. The April 8, 2009 Minutes of the Navajo/Apache Regional Partnership Council Regular Meeting were presented. Member Hammond moved that the minutes be accepted as written. Member Tapia seconded the motion; the motion passed 8:0:0.

Presentation by Joyce Alves, Apache County Extension Director with The Arizona Cooperative Extension through the University of Arizona of The National Children's Study
This presentation will be tabled until the June meeting.

Regional Coordinator's Report
Coordinator Dobler-Allen reported that the Philanthropy position on the Regional Partnership Council remains open. She then reviewed the community outreach she has made during the past month, as well as what is scheduled for the future. She stated she was interviewed by David Sherman of the Salvation Army for the *Community Cares* program on City4 TV in Show Low. She further stated that she and Member Zimmerman attended the Lakeside Fire Department Open House on May 9 and that she will attend the Bike Safety Fair in Lakeside on May 16, 2009. She reported that the $200, slated by the Navajo/Apache Regional Partnership Council for this event, purchased 43 extra-small bike helmets. She reminded everyone that the responses to the current RFGAs (Oral Health and Access to Additional Child Care Slots) are due into the FTF/Lakeside office by Friday, May 22, 2009. The Review Committee Training Meeting will be held on May 28; she will pull from the list of potential review team members for this training and would also like participation by members of the Navajo/Apache Regional Partnership Council. The dates for the actual review team meetings are:

A. June 4 or 5, 2009: Administrative Home
B. June 8, 2009: Oral Health

Coordinator Dobler-Allen reported that the Summit Health and Safety Fair will be June 6, the First Things First Board Meeting will be June 9 (in Tucson), and the next Navajo/Apache Regional Partnership Council Meeting will be June 10, 2009. She is considering making a presentation to the Rotary Club but since they meet from 7-8:00 a.m. on Wednesdays, she will need to establish day care. Lastly, the Chairs meeting will not be held in May but we expect to hear shortly as to the actual date.

Coordinator Dobler-Allen then reviewed the Statewide Initiatives and Grants Update. She noted that all the Quality First slots are full. She also stated that there has been a positive response locally for the Parent Kits. She then reviewed the proposed First Things First Statewide Family Support Strategy, which would allocate $185,000 for FY2010. This is expected to be presented to the Board in May and be implemented in July, 2009.

Regional Initiatives Update
Coordinator Dobler-Allen reported that work has begun on Beautiful Beginnings, the partnership between Northland Therapy, Hummingbird Early Intervention, and Summit Healthcare, and the initial feedback has been positive. The Expedited Food Box Strategy is in process, and the Salvation Army is accumulating the data for the Navajo County portion of our region, while the Town of Springerville is collecting data for Apache County. Child Care Scholarships are being awarded and there are currently 5 child care centers that are in the process of accessing the scholarships. She also reminded the Council that the current RFGAs are due on May 22, 2009.

Employer-Sponsored Child Care Market Research Study Discussion and Possible Approval for Staff to Identify a Vendor on file with the State of Arizona Procurement Office and to Establish a Contract for the Completion of the Study and Development of the Report and Marketing Materials
This agenda item involves market research related to Strategy No. 4: Employer-Sponsored Child Care. Coordinator Dobler-Allen asked the members if they would agree to have her research a potential vendor through the State's procurement office. Member Endfield asked if the Coordinator had already perused the list. Coordinator Dobler-Allen stated there are 10-12 vendors on the list, who are

experienced in doing data collection; however, no one has done this type of data collection in this area of the State. Chair Webb stated she would like to speak with the person/organization and decided this issue should be tabled until Member Zimmerman arrives.

First Things First Financial Sustainability Report

Coordinator Dobler-Allen presented the PowerPoint presentation that had been given previously by Executive Director Hibbs to the FTF Board.

Review and Discussion of Request for Grant Application (RFGA) Process

Coordinator Dobler-Allen outlined the legal and statutory differences of the processes we've undertaken. The Bid Waiver that was done in March gave us permission to go outside of grant statutes in order to expedite services to support families; whereas, the remainder of the processes will fall under the Arizona grant statutes. The Navajo/Apache Regional Partnership Council RFGAs falling under statutory guidelines include Strategy Nos. 6, 8, 9, and 11. Two of those strategies will be reviewed today, and two will be due on May 22, 2009. All other strategies will fall under Government-to-Government agreements, State Procurements, or other non-competitive contract processes. Coordinator Dobler-Allen compared and contrasted the guidelines for the Expedited Funds Process and the RFGA Process. Member Tyler stated the information provided via e-mail provided much information without mentioning how the committee members make their decision. Coordinator Dobler-Allen stated the review committee and the technical review committee must sign a Conflict of Interest form. The Summary Matrix is then provided for review by the Navajo/Apache Regional Partnership Council. If a member has a Conflict of Interest, he/she should recuse him/herself. Member Endfield asked if a member has a conflict with one RFGA, does that mean they cannot partake in the decision on any of them; Coordinator Dobler-Allen stated that would not be the case because each RFGA will be discussed separately, and will have a separate agenda item.

Discussion and Update of Navajo/Apache Regional Partnership Council Members' Conflicts of Interest

Coordinator Dobler-Allen reviewed the Conflict of Interest form and stated that a form is required for each agenda item where a member has a conflict. The following Conflicts of Interests were presented:

A. Agenda Item 11, Government-to-Government Agreement to Establish ECD Scholarship Fund and Administration:

1. Claude Endfield – Employee of Northland Pioneer College
2. Melissa Webb – Employee of Northland Pioneer College

B. Agenda Item 12, Government-to-Government Agreement for Community-Based Training Infrastructure Work for Fiscal Year 2010:

1. Claude Endfield – Employee of Northland Pioneer College
2. Dr. Rance Pullin – Involvement in Professional Development Activities and Training
3. Melissa Webb – Employee of Northland Pioneer College

C. Agenda Item 13, Government-to-Government Agreement with the Navajo County Educational Services Association to be Lead Agency for the Child Care Lab School/Preschool Model School Model Development Work to be done in FY 2010:

1. Dr. Rance Pullin – Employed by Navajo County and Work Collaboratively with the Navajo County Educational Services Association

Discussion and Possible Approval to Proceed with Government-to-Government Agreement to Establish ECD Scholarship Fund and Administration

This agenda item relates to Strategy No. 2, which encompasses $14,000 for FY2010. Coordinator Dobler-Allen stated that Mark Vest, Vice President of Student Services at Northland Pioneer College (NPC), has indicated that NPC will manage and disperse the scholarship fund and will not charge an administrative fee so that all funds can go toward scholarships. Member Barela moved that First Things First staff proceed with a Government agreement with Northland Pioneer College to establish and administer a Scholarship Fund as outlined in the Navajo/Apache Regional Partnership Council's Strategic Plan in Strategy No. 2. Member Hammond seconded the motion; the motion passed 6:0:0. (Members Endfield and Webb recused themselves.)

Discussion and Possible Approval of Government-to-Government Agreement for Community-Based Training Infrastructure Work for FY2010

Coordinator Dobler-Allen stated that this agenda items relates to Strategy No. 3 and entails $2,000 for FY 2010, which has been awarded to NPC and will create "infrastructure only" in the first year. The NPC Staff member who has been slated to identify curriculum is Claude Endfield. Due to a lack of quorum because of members who recused themselves, this item was tabled until an additional member arrives.

Discussion and Possible Council Approval to Proceed with Government-to-Government Agreement with the Navajo County Educational Services Association to be Lead Agency for the Child Care Lab School/Preschool Model School Model Development Work to be Done in FY 2010

This agenda item relates to Strategy No. 1 and involves the first-year of planning to create the model in FY2010. Those invited to participate in the planning were all school districts in the region, NPC, Northern Arizona Vocational Institute of Technology (NAVIT), Navajo and Apache County Superintendents of Schools. NPC determined they do not want to be the lead agency; they prefer to stay on the periphery. Motion was made by Member Endfield for the First Things First staff to proceed with the Government-to-Government agreement with the Navajo County Educational Services Association to be lead agency for the Child Care Lab School/Preschool Model School Model Development Work to be done in FY2010 as outlined in the Navajo/Apache Regional Partnership Council's Strategic Plan in Strategy No. 1. Member Towle seconded the motion; motion passed 7:0:0. (Member Pullin recused himself.)

Discussion and Possible Approval of Award for Healthy Steps Program Grant

Chair Webb stated that she will table this item because there is an indication that a member of the Council has a conflict of interest that has not been declared.

Discussion and Possible Approval of Award for Early Literacy Grant

Chair Webb reviewed the statutory guidelines related to going into Executive Session and reminded Member Barela he had a previously stated conflict of interest due to his involvement with the Academy of Pediatrics – Reach Out and Read, Member Barela then excused himself and left the room. Member Endfield moved that the members go into Executive Session. Member Tyler seconded; the motion passed 7:0:0. The members went into Executive Session at 4:35 p.m.

(The members were in Executive Session from approximately 4:35 p.m. until 4:50 pm.)

Member Endfield moved that the review team recommendations for the Early Literacy Grant award be approved. Member Tapia seconded the motion; motion passed 8:0:0. (Member Barela recused himself.)

(Note: The members now returned to agenda items 7 and 12 that had been tabled previously.)

Employer-Sponsored Child Care Market Research Study Discussion and Possible Approval for Staff to Identify a Vendor on File with the State of Arizona Procurement Office and to Establish a Contract for the Completion of the Study and Development of the Report and Marketing Materials

Member Barela gave Member Zimmerman a history of this agenda item since Member Zimmerman was not present during the earlier discussion of this. Member Endfield stated she believes this research was done before, possibly by Summit. The issue at hand is whether the members will authorize Coordinator Dobler-Allen to identify a vendor with experience in this region; or, if the vendor is not abreast of this region, is Member Zimmerman willing to educate the vendor on this region, since he represents the Business seat. Member Zimmerman stated he would be willing to meet with the vendor, if needed. Member Tyler then moved that First Things First staff identify a vendor from the State of Arizona Procurement Office Vendor List to complete the work outlined in the Navajo/Apache Regional Partnership Council's Strategic Plan, Strategy No. 4, and that FTF staff pursue a signed contract with the Vendor identified from the State Procurement List for the completion of the study and the development of the report and the marketing package materials. Member Endfield seconded the motion; the motion passed 8:1:0.

Discussion and Possible Approval of Government-to-Government Agreement for Community-Based Training Infrastructure Work for FY2010

After a general discussion of this item, Member Zimmerman moved that the First Things First staff proceed with a Government-to-Government agreement with Northland Pioneer College to complete the planning year work for the creation and establishment of all agreements and infrastructure needs to implement Community-Based Training as outlined in the Navajo/Apache Regional Partnership Council's Strategic Plan in Strategy No. 3, Part B. Member Barela seconded the motion; the motion passed 6:0:0 (Members Endfield, Pullin, and Webb recused themselves.)

Discussion and Possible Approval of Council Action Related to Nutrition and Childhood Obesity Prevention Strategy

Coordinator Dobler-Allen informed the members there were no applicants for this RFGA for Strategy No. 10, which entailed $13,750 for FY2010. She further informed them there had been one strongly interested party, Show Low Parks and Recreation Department, which did not apply because the person responsible for completing the application had been ill. Options going further include:

A. Doing a Government-to-Government Contract; this would be the fastest process
B. Re-release the RFGA, which may not fund until January, 2010
C. Reallocate the money
D. Carry-Over the funds to FY 2011

Member Tyler noted the slated $13,750 is not enough money to provide a program throughout the region; therefore, she suggested the members give up the idea of having a program throughout the community, or carry over the funding to next year, following the same strategy. Member Endfield added that possibly the members could add the FY2010 funding to the remaining two years to make the grant more feasible for a recipient. Member Towle stated that we really don't know what Show Low Parks and Recreation would do with the funding; Member Tapia reminded members that there may have been others who could not apply due to illness or another reason. Member Zimmerman then moved that this money go back into the hopper for allocation to FY2011. Member Hammond seconded the motion; the motion passed 9:0:0

Discussion and Possible Approval of Reallocation of Possible Un-Awarded Fiscal Year 2010 Funds
Member Tyler confirmed with Coordinator Dobler-Allen that there will likely be unallocated funding and expressed that there are other strategies that are not well funded. Member Endfield shared her concern that if there is a significant amount of money that has not been reallocated, the State could take it as they had the $7M in interest earned; and therefore, she suggested we reallocate the funds. Member Zimmerman moved that any residual, un-awarded funds for FY2010 be reallocated to Strategy No. 2 for FY2010. Member Towle seconded the motion; motion passed 7:0:0. (Members Hammond and Tapia had left at this point.) Member Zimmerman then amended the above motion to put a cap at $10,000. Member Barela seconded the motion; the motion passed 7:0:0. Member Endfield stated this will help with the increase in tuition.

Nomination and Possible Election of Navajo/Apache Regional Partnership Council Chair and Vice Chair to Serve from July 1, 2009 – June 30, 2010
After general discussion about the need to retain continuity, Member Endfield moved to keep the Chair and Vice Chair [Chair Webb and Vice Chair Pullin] for an additional year. Member Towle seconded it; motion passed 7:0:0.

Call to the Public
None

Adjournment
There being no further business, Chair Webb adjourned the meeting at approximately 5:25 p.m.

Melissa Webb, Chair

Kate Dobler-Allen, Regional Coordinator