



# FIRST THINGS FIRST

*The right system for bright futures*

## Arizona Early Childhood Development & Health Board

### Draft Meeting Minutes

#### **Call to Order**

The regular meeting of the First Things First – Arizona Early Childhood Development and Health Board was held on April 28, 2009 at the First Things First Board Office, 4000 N. Central Ave., Ste. 800, Phoenix, Arizona 85012.

Chair Mathis Basha called the meeting to order at approximately 8:35 a.m.

#### Members Present:

Nadine Mathis Basha, Steve Lynn, Rhian Evans Allvin, and Dr. Pamela Powell

#### Ex-Officio Members Present:

Brad Willis, Mary Ellen Cunningham and Amy Corriveau

#### Absent:

Hon. Cecil Patterson, Vivian Saunders, Dr. Eugene Thompson and Dr. Arturo Gonzalez

Special Note: The Board had a quorum to conduct the meeting but lacked quorum to vote on agenda items.

#### **Consent Agenda**

Tabled due to lack of quorum to approve

#### **Lawsuit – Sweep of Interest Earned on First Things First Funding**

Chuck Blanchard, legal counsel for the First Things First sweep of agency interest earned funding, updated the Board on the lawsuit stating that the court ordered a stay on the sweep of interest earned funding and would make a ruling by Wednesday, April 29, 2009.

#### **Board Member Report/Updates**

Member Evans Allvin reported to the Board on a trip to Washington, DC with Member Powell and Chair Mathis Basha. The conference was sponsored by the Kellogg Foundation to discuss smooth Preschool – grade 3 transitions.

Member Powell reported that she met with state representatives and was received warmly. She urged that we still need to educate our legislators on First Things First.

Member Corriveau stated that June 22-24, 2009 is the Early Learning Institute and will forward information for Board members.

Vice Chair Lynn wanted to thank the Governor's office for supporting his nomination and support for his seat on the First Things First Board. He also mentioned that Chair Mathis Basha and he will be receiving honorary doctorates from the University of Arizona in May.

Member Willis reported that the transition to a new director has begun and the new director, Neal Young, will begin on May 4, 2009.

Member Cunningham brought the Board up to date on the Department of Health's SAMSA grant which is carried out through a partnership with the Department of Education, Department of Economic Security, and First Things First.

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

Regional Partnership Council Member Naomi Karp thanked the First Things First Board and staff for their support of the “Week of the Young Child” and the Professional Development Institute.

### **Tribal Consultation Policy – 1<sup>st</sup> Read**

Sandy Foreman, Assistant Director for Policy and Research, presented to the Board the first reading of the Tribal Consultation Policy. A Tribal Government Consultation Policy has been established to provide direction for the creation of a system that offers opportunities and supports for families and communities in the development of all children so they can grow up to be healthy and ready to succeed when they enter school. Ms. Foreman stated our work involves community partners, volunteer Regional Partnership Councils for early childhood planning and Arizona Tribes who, working together, will help create a system that grows and sustains a network of early childhood programs and services.

### **Legislative Update**

Sandy Carpenter, Governmental Affairs Specialist, updated the Board on member confirmations at the legislature, bills passed and budget updates.

### **Statewide Initiatives Update**

Sandy Foreman, Assistant Director for Policy and Research, reported to the Board on statewide initiatives and gave a grant update.

Quality First has received to date over 1000 applications. Selection and notification of 286 out of 300 family child care homes has been completed. TEACH Arizona’s administrative home, Association for Supportive Child Care, continued its outreach efforts by attending Regional Partnership Council meetings, meeting with community colleges, distributing new flyers and fact sheets and meeting with providers throughout the state. The Child Care Health Consultation Inter-Governmental Agreement (IGA) with Pima County has been sent to their attorney for signature, and negotiations with Maricopa County Health Department are in process; additional county health departments throughout the state will be contacted by April 30, 2009. Parent Kits continue to be delivered to birthing hospitals throughout the state according to schedule. 2520 English and 660 Spanish Kits were provided to families in March, for a total of 3,180 Kits. The Compensation and Retention RFGA was released on March 18, 2009, and proposals are due April 29, 2009. Senior Policy Specialists will complete first draft of the RFGA Scope of Work for an administrative home for Early Childhood Mental Health Consultation and Continuing Education by April 24, 2009. Early Childhood Comprehensive System (ECCS) Grant is a federal initiative that provides \$147,000 annually to help states to plan, develop and implement collaborations and partnerships to support families and communities in their development of children who are healthy and able to succeed at school entry.

### **Family Support Framework**

Sandy Foreman, Assistant Director for Policy and Research, proposed to the Board regional and statewide strategies that will help Arizona’s families better understand their young children’s development, practice appropriate parenting skills, and make informed choices about good health practices and quality early care and education. Ms. Foreman recommended to the Board developing a web-based education and information system targeted to families and to serve as part of a Statewide Information System. First Things First Policy and Research and Communications staff will develop and maintain a web-based system to educate and inform families on the topics related to early childhood development and health.

### **Regional Strategies Requiring Further Development**

Michelle Katona, Assistant Director for Regional Administration introduced Yavapai and South Phoenix revised strategies for information only at this time. Recommendations for further development will be presented at the next meeting.

#### **Yavapai**

Marcia Jacobs, Coordinator of the Yavapai Regional Partnership Council, presented to the Board an overview of the Yavapai Regional Funding Plan Strategy #14.

#### **South Phoenix**

Jonathan Gonzalez, Coordinator of the South Phoenix Regional Partnership Council presented to the Board an overview of the South Phoenix Regional Funding Plan Strategy #10.

### **Regional Report**

Michelle Katona, Assistant Director for Regional Administration, reported that a total of 311 Regional Council seats were filled. The final check award presentations are being planned for the Pascua Yaqui Tribe, Hualapai Tribe, and Tohono O’odham Nation Regional Councils.

Ms. Katona reported that on March 6, 2009, requests for 29 regional RFGAs were published and posted. Five of these RFGAs were subsequently pulled and became part of the expedited award process. The remaining 24 RFGAs closed on April 16 and April 17, 2009 for July 1, 2009 awards. A total of 94 applications were submitted. These grant applications are currently going through review processes being lead by Regional Staff with the assistance of Finance, Policy and Evaluation staffs. Up to \$10.8 million in grants may be submitted for Board approval at the June Board meeting.

#### **Emergency Response Update**

Elliott Hibbs, Director of First Things First, presented the Emergency Response Update.

Director Hibbs reported that more than \$23 million dollars has been awarded to a consortium of United Ways covering the entire state to administer the First Things First Emergency Child Care Scholarships. Five Regional Partnership Councils also expedited \$920,472 for additional emergency scholarships in their regions. The Regional Partnership Councils include South Phoenix, Central Maricopa, South Pima, Cochise and Navajo/Apache.

Director Hibbs state that 17 Regional Partnership Councils expedited all or portions of their home visiting and community based family support strategies from their funding plans in order to immediately help families with young children. A total of \$12,021,352 was awarded to 20 organizations throughout Arizona that demonstrated their experience and expertise in providing home visiting programs to families with children birth through five. The Pima Regional Councils also funded community based parent education programs along with home visitation services. First Things First staff are working with the organizations to finalize the grant agreements. This includes ensuring all proposed programs comply with the FTF home visiting standards of practice. Various models were proposed by the 20 organizations and include models such as Healthy Families, Parents as Teachers, Nurse Family Partnership and Early Head Start. The grant agreements are effective through June 30, 2010.

Brian Spicker with Valley of the Sun United Way, presented to the Board on their progress with the emergency child care scholarships.

#### **Business Systems Presentation**

Norma Carrillo, Assistant Director for Programs and Business Systems, and Nicole Johnson, Business Systems Analyst, gave a business systems presentation and reviewed with the Board the project methodology of the internal information system. The team reviewed projects that have been developed to date, including the intra/extranets, public website, request for grant applications and Quality First. They also described the grants management system and Quality First projects in development.

#### **Executive Director Report**

Elliott Hibbs, Director of First Things First, presented to the Board the April Director Report.

#### **Sustainability Analysis Update**

Director Hibbs reported that during the first nine months of fiscal 2009 revenues dropped by nearly 6.2% over the same period a year ago. The First Things First sustainability analysis presented in January showed an average drop in tobacco revenue of 2% annually. The recession, a high delinquency rate in vendor sales tax reporting, slower population growth for Arizona, campaigns to reduce smoking and relatively high taxes on tobacco products are all having a bigger impact on sales of tobacco products than previously anticipated. For purposes of this analysis First Things First has raised the projected decline in tobacco revenue to 4% annually, estimating some evening out of the rate of decline as population growth picks up again. The financial markets also continue to suffer and return on investments has been reduced from about 5% a year ago to about 2%. Given these factors, a review and restatement of the sustainability of First Things First programs and services over the next decade is prudent. Also prudent would be to make adjustments in expected future funds management to compensate for potentially lower revenues. That has been done that by lowering increases in expected program spending and administrative costs to no more than 1% per year, with a lower starting base for administrative expenditures.

#### **Tentative FY2010 Board Meeting Calendar Dates and Revised Key Action Dates**

Director Hibbs presented to the Board for review a tentative FY2010 Board meeting dates schedule and revised key action dates which will be brought back to the Board for approval in June.

#### **Evaluation Update**

Director Hibbs stated that the Collection of the US Census data to update the Child and Family Indicators sections of the Statewide Needs and Assets report is completed and writing on these initial sections is in process. Concurrently with the collection of data for the Pascua Yaqui and statewide needs and assets reports, the Evaluation Division is working with the Programs and Business Services Division to create "regional profiles" within the data warehouse to provide consistent, quality data for subsequent regional

needs and assets reports. The Evaluation Division, in collaboration with the Regional, Policy, and Finance Divisions as well as external partners, has developed performance measures for all scopes of work to date. Currently, the Evaluation Division is working on the creation of data reporting templates which will guide performance measure data submission for grantees.

Financial Update

Director Hibbs reported that the March tobacco revenues were \$13,132,772, bringing the year-to-date total to \$114,995,327. He stated that this total compares to \$122,536,690 at the end of March, 2008, or a decline of 6.15% since last year. Historically tobacco revenues have declined about 1.4% per year, bolstered in Arizona by population growth even as the rate of tobacco usage diminishes. Year-to-date, operating budget expenditures are \$10,403,875. Spending for the month of March was nearly 23% under budget for the month. Director Hibbs stated that it is expected that monthly spending will continue to be below budget the remainder of the fiscal year, although with recent hiring in the Finance Division, the monthly savings will not likely be as great. Some Finance positions continue to be held vacant until staff see what will truly be needed to manage RFGA's, and some other positions are being held vacant as staff determines how some staff duties are reconstructed to (potentially) eliminate some positions. A revised fiscal 2010 budget will be submitted for Board review at the May meeting.

Next Meeting

The next meeting will be held May 19, 2009 in Tucson, Arizona.

Adjourn

There being no other business, Chair Mathis Basha adjourned the meeting at approximately 2:40 p.m.