



FIRST THINGS FIRST

ARIZONA EARLY CHILDHOOD DEVELOPMENT & HEALTH BOARD

Yavapai Regional Partnership Council

Draft Meeting Minutes

Call to Order

A Regular Meeting of the First Things First - Arizona Early Childhood Development and Health Board was held on Wednesday, April 22, 2015 at 9:00 a.m. The meeting was held at the Beaver Creek School, Board Room, 4810 E. Beaver Creek Road, Rimrock, Arizona 86335.

Chair Sherry Birch called the meeting to order at approximately 9:04 a.m.

Members Present:

Sherry Birch, Chair
Dr. Kathy Watson, Vice Chair
Ophelia Tewawina
Juanita Setzer (via telephone)
Anne Babinsky
Morgan Dubs
Dr. James Howard
Olga Morris (via telephone)
Dr. Paul Tighe

Members Absent:

Patricia Bryant
Angela Bradshaw Napper

Conflict of Interest

Chair Sherry Birch asked Council Members if there were conflicts of interest regarding items on this agenda. There were none at this time.

Call to the Public

Community Member Rainee Crabtree with Arizona's Children Association, Parents as Teachers gave recognition to the Council for their efforts with the process of reviewing RFGA's. In addition, an invitation was extended for Council Members who are interested to attend a Kite Flying group connection on May 6th, 2015 from 3:00 p.m. to 4:30 p.m. at the Granville Park in Prescott Valley as well as a Mother's Day Tea and Planting event at the Riverfront Park in Cottonwood on May 13th, 2015 from 4:00 p.m. to 5:30 p.m. The Mother's Day Tea and Planting event is a collaborative partnership between Parents as Teachers and Healthy Families.

Review and Approval of Meeting Minutes

Vice Chair Dr. Kathy Watson made a motion to approve the minutes of the March 25, 2015 Regular Meeting of the Yavapai Regional Partnership Council, as presented. The motion was seconded by Council Member Anne Babinsky and passed unanimously.

Second Reading of Governance Policy

Lisa Blyth, Regional Director, guided the Council members through a second reading of the Yavapai Regional Partnership Council Governance Policy, reminding members that the document had been reviewed by FTF legal counsel who provided edits to improve readability and clarity of many of the sections. The Regional Director suggested to new members that careful review of the document would provide them with information to support understanding of the processes and expectations of the Yavapai Regional Partnership Council. There were no changes from the first reading of the policy and Council members had no questions about the document. Council Member Dr. James Howard made a motion to approve the Yavapai Regional Partnership Council Governance Policy as presented. The motion was seconded by Council Member Anne Babinsky and passed unanimously.

2015 and 2017 Regional Needs and Assets Report Process Update

Lisa Blyth, Regional Director, provided the Council with information pertaining to the Needs and Assets Reporting process and how the Regional Needs and Assets (RNA) will be conducted in upcoming years. The summer of 2015, an RFP will be released to get vendors to conduct the 2017 RNA so that Council members will have access to the report several months prior to the strategic planning cycle for 2019-2021. In preparation for the release of the RFP for the 2017 RNA, a comprehensive analysis of the components included in all RNA reports across the state was conducted to identify what should be included in all Base Reports. Statutorily, FTF is required to conduct RNA every two years. With the most recent report being completed in 2014 and plans for 2017, FTF will be using University of Arizona to conduct a 2015 RNA for all regions. This is being referred to as a short report as it will contain primarily second level data and there will be no additional scopes of work.

Discussion and Possible Approval of RFGA Review Committee Recommendations – Home Visitation RFGA (FTF-RC022-16-0511-00) and Parenting Education RFGA (FTF-RC022-15-0488-00)

Chair Sherry Birch called for a motion to move into Executive Session Pursuant to ARS 38-431.03 (C), for the purposes of discussion of confidential information regarding Home Visitation and Parenting Education Grant Awards.

Vice Chair Dr. Kathy Watson made a motion that the Council move into Executive Session for the purposes of discussing confidential information regarding the Home Visitation and Parenting Education Grant Awards. The motion was seconded by Council Member Anne Babinsky and passed unanimously. Council moved into Executive Session which started at 9:26 a.m. with the review of Home Visitation and Parenting Education grants.

Council Members and the Public returned to the Council Meeting after Executive Session. Council Member Anne Babinsky made a motion that the Executive Session be closed. Motion was seconded by Vice Chair Dr. Kathy Watson and passed unanimously. Executive Session was closed at approximately 10:02 a.m.

Chair Sherry Birch called for a motion in regard to the RFGA for Home Visitation. Council Member Anne Babinsky made a motion that the Yavapai Regional Council accepts the recommendation of the review committee for Home Visitation RFGA # (FTF-RC022-16-0511-00). The motion was seconded by Council Member Morgan Dubs and passed with a majority of votes. Dr. James Howard did not participate in the vote.

Chair Sherry Birch called for a motion in regard to the RFGA for Parenting Education. Council Member Dr. Kathy Watson made a motion that the Yavapai Regional Council accepts the recommendation of the review committee for Parenting Education RFGA # (FTF-RC022-16-0505-00). The motion was seconded by Vice Chair Morgan Dubs and passed unanimously.

Discussion and Review of FTF Regionally Directed Strategies

Lisa Blyth, Regional Director, presented the Council with the 2015 budget for regionally directed strategies. The Professional Development Early Care and Education Professionals budget is to support the annual Child Care Coalition Conference. The Community Awareness budget covers the cost of collateral items and activities to support the work of the Community Outreach Coordinator. Council Member Anne Babinsky made a motion to approve the Professional Development Early Care and Education Professionals budget as presented. The motion was seconded by Council Member Morgan Dubs and passed unanimously. Council Member Ophelia Tewawina made a motion to approve the Community Awareness budget as presented. The motion was seconded by Vice Chair Dr. Kathy Watson and passed unanimously.

Community Outreach Report

Community Outreach Coordinator Jennifer Hernandez provided updates pertaining to Statewide Outreach Goals which include raising awareness of programs among priority audiences; the Regional Implementation Plan with a focus on engagement from friends to supporters to champions; Benchmark and Tactics which include presentation, events, site tours, earned media and speaker trainings. The Champion for Young Children was discussed. Community Outreach Coordinator Jennifer Hernandez also informed the Council about upcoming events which include: the Head Start Carnival, Yavapai-Apache Nation Earth Day, Early Literacy Awareness Book Give-away with local libraries, Camp Verde Kiwanis, Yavapai-Apache Child Abuse Prevention Day, Site Tours, and the Arizona We Want Institute.

Regional Director's Report

Lisa Blyth, Regional Director provided information on the Non FTF funded Strategy, PIECE. They hosted a higher education round table in March and secured a speaker to be featured at the YCESA Administration Day on April 29. Planning is underway to present to the Yavapai Apache Nation Tribal Council in May and to organize possible site tours in July to occur after the Regional Partnership Council Meeting. The Verde Valley Calendar project is undergoing a transfer of leadership, and partnership with the Sedona Youth Advisory Group is developing. The Regional Director shared that she is part of the FTF Data Portal Sub-Committee and that plans are to launch public access to the data portal by this summer. The Regional Director showed a power point outlining registration and planning tips for the 2015 Summit.

Regional Council Member Updates and Report

Vice Chair Dr. Kathy Watson announced that the Chair and Vice Chair meeting will occur Friday, April 24, 2015 in Phoenix and information will be provided to the Council in May. Council Member Ophelia Tewawina announced that the Yavapai-Apache Nation will be celebrating Earth Day on Saturday April 25, 2015 at the Cliff Castle Casino, beginning at 10:00 a.m.

Next Meeting

The next Regular meeting will be held on May 20, 2015 in Prescott.

Adjourn

There being no further business, Council Member Anne Babinsky moved to adjourn the meeting. The motion was seconded by Council Member Morgan Dubs and passed unanimously. Chair Sherry Birch adjourned the meeting at approximately 10:52 a.m.

Telephone Procedures

The Board Room telephone was used for members participating by telephone. Members on the telephone were identified when they spoke for the benefit of those physically present at the meeting.

Sherry Birch, Chair

Yavapai Regional Partnership Council

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Chair

Sherry Birch

Vice Chair

Kathy Watson

Members

Anne Babinsky
Morgan Dubs
James Howard
Angela Bradshaw Napper
Patricia Bryant
Juanita Setzer
Ophelia Tewawina
Paul Tighe
Olga Morris

Regional Director

Lisa Blyth

Attachment 2

May 20, 2015

Yavapai Regional Partnership Council Members,

As the Regional Council moves forward with implementation of the strategies approved in the SFY 2016 Regional Funding Plan, there is one grantee agreement in place and eligible for renewal. Generally, a one year agreement with option to renew may be extended unless there is appropriate justification for the action to not renew.

Regional Councils should examine grant performance in considering whether or not to recommend renewal of a grant agreement. If a Regional Council determines that grant performance does not meet the Regional Council's needs based upon factual evidence under the provisions of the grant, the Regional Council may decide to not renew.

If grantee performance is satisfactory under the grant agreement, and if no other changes occur to the scope of work or financial value of the grant that would require rebid or renegotiation, the Regional Council should renew the grant. Regional Councils may also renew programs based on findings that there are reasonable causes for delays in implementation, or other issues that have been or will be overcome by the grantee in the coming year.

All recommendations from the Regional Council will be forwarded for consideration of approval at the First Things First Board meeting June 8 and 9, 2015.

Please find attached a Renewal Report Summary document. This document is intended to provide information to the Regional Council for consideration of renewal as a complement to other sources of information, including the full quarterly data reports, narrative reports, and the grant renewal application.

For the grant agreement up for renewal, our Fiscal Specialist and I are conducting a more thorough review of financial, programmatic and data performance and can provide further information to the Regional Council as needed or as requested. We have provided points for your consideration and a recommendation for the grant agreement.

Once you have made your decision, the report will serve as a summary of the Regional Partnership Council's recommendation on the renewal for SFY 2015 agreement for SFY 2016.

You may find the following highlights helpful as you review the documents and information.

- The grant award is individually listed by name and contract number. You will also notice the contract period and number of contract months. This information will be helpful in assessing individual grantee progress this year.
- **Financial information** is provided and includes the dollar amount of the award, the amount expended to date*, and percentage expended. You will see that there is a “range of 30- 60%” expended to date, indicated by yes or no, and percentage for amounts outside of this range. The range alone does not indicate strong or poor performance, but may be considered in context of the whole of the grantee reporting. The final item in the finance section is the proposed award amount for SFY 2016 for your consideration.
- **A short program narrative** is provided to describe the work the grant agreement for the SFY 2015.
- In the green section on the report you will see a short representation of the **grantee performance**. The SFY 2015 contracted service units are followed by the data for quarters one (7/1- 9/30) and two (10/1- 12/31)*.

The service units presented are the “basic service units” for the strategy. And as the name indicates, these basic units provide only an indicator of progress and performance. More information is provided in the Quarterly Data Reports and the quarterly narrative reporting.

You will also see a “year-to-date total” of the actual service number presented as a cumulative or duplicative total as appropriate. A targeted range of 30-60% of the contracted number of units is presented with indication on meeting or exceeding that range.

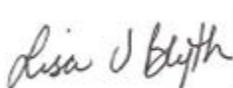
The SFY14 Proposed Contract Units are the closing point of consideration in the data section and this number reflects what the organization has proposed to serve.

- We have also provided a short narrative with renewal consideration information. You will see a yes/no indicating the staff’s recommendation to the Regional Council for renewal and a blank “yes/no” area for the Regional Council recommendation for renewal, once decided. This staff recommendation was made based upon a review of all the information - quarterly reports, financials, and renewal application.

The staff recommendation to the Regional Partnership Council is to renew the new agreement for Yavapai College.

Should you have any questions or need additional information please let me know. As with all business you are asked to consider that Open Meeting Law requires you to conduct any needed discussions during the public meeting and to consider any potential Conflict of Interest on these decisions.

Thank you for your consideration.



Lisa Blyth
Regional Director

**Please make note that the expenses are current as of date printed on the report, whereas the service units reported are for quarters one (7/1- 9/30) and two (10/1- 12/31). These are not corresponding time periods so must be considered in that perspective.*

**Yavapai
Grantee Renewal**

Parenting Education													
Contract Number	Grantee	Contract Period	Number of Contract Months	FY 2015 Award	FY 2015 Expenditures YTD	FY 2015 Expenditures as % of Award	Within 30-60% Range (Yes/No)	Out of Range Percentage	FY 2016 Proposed Renewal Amount	Staff Recommendation to Council	Council Recommendation	Recommendation to Board	
										Renewal Considerations			
FTF-RC022-15-0488-01	Yavapai College	07/01/2014-06/30/2015	12	\$47,500.00	\$35,454.93	74.6%	No	14.6%	\$47,500.00	Yes			
<p>Parenting Education</p> <p>Raising A Reader (RAR) is an evidence-based early literacy and family engagement program that effectively develops family reading habits and improves the reading readiness skills of children birth to age five. RAR is implemented in partnership with early childhood services providers such as child care centers, preschools and home visiting programs. As a result, the program is embedded throughout the Yavapai Region making it available to families at locations they already frequent, encouraged by people they already know.</p> <p>Children participating in the program receive a RAR red book bag with four books. Each week the bag is returned and four different books are provided. Over a fifteen-week period, children will have access to 60 different award-winning books. The 600+ books in the RAR collection are selected by a panel of literacy experts and national RAR staff for their appealing artwork, age-appropriate language and multicultural themes. Books bags are customized based on the age, cultural demographics and language of the children being served. Core books in each kit include rhythm and rhyme, alphabet, fact, numeracy, and story books.</p> <p>During the fifteen-week book rotation period, four trainings are provided to parents to help them develop book-sharing routines that support critical brain development, early language development, parent-child bonding, and school readiness. At the end of their participation in the program, as part of a celebratory visit to their local library, children receive a bright blue library bag they get to keep, and parents are encouraged to obtain a library card so that they may continue their read aloud habits and book cuddling with their children.</p>										<p>Yavapai College (YC) has a history of successfully implementing Raising a Reader. In its first three years of implementation, YC trained staff at 38 partner sites located across the Yavapai Region. They comply with contract requirements, complete required documentation on time, and participate in a number of early childhood system building opportunities around the region. This SFY (2015) they have expanded their partner sites to include Home Visitation programs and the preschool in Congress while continuing a strong presence in Prescott, Prescott Valley, Chino Valley, Ashfork, Bagdad, Beaver Creek, Cottonwood and Sedona.</p> <p>Beginning in SFY2015 the CSU changed from "participating adults" to "adults completing a series" so as to catch unduplicated counts of participants in the programming. This change to unduplicated counts has shed light on some of the barriers to retention. YC had proactively planned ahead for site participation in this school year (14/15), by getting commitments (MOU's) at the end of last school year. However, once the year started, 2 significantly sized co-horts did not comply with their commitment. Recognizing the impact this would have on meeting their CSU's the Program Coordinator was proactive in contacting the Yavapai RPC Regional Director to discuss barriers and plans to overcome them.</p> <p>The Yavapai RPC Regional Director met with the RAR Program Coordinator and Director in early 2015 to discuss approaches to accountability for participation, retention, how to recoup supply costs for sites that drop-out, altering the implementation calendar, incentives, marketing strategies, expanded location options, checking with national model to see if any adaptations can be made for delivery through collaborative partnerships (ie. Home Visitation programs). They began implementing several suggestions immediately and indicated their current and continued efforts to improve retention and completion in their SFY2016 Renewal response. Additionally, they were able to provide calculations based on past and current implementation to project a CSU more commensurate with the new CSU "adults completing a series" definition. After review with FTF Program Specialists, the request for revising the CSU was determined reasonable and appropriate to the Scope of Work and Standards of Practice.</p>			
Family Support													
				2015 Contracted Units	2015 Q1 Actuals**	2015 Q2 Actuals**	2015 Q3 Actuals**	2015 Q4 Actuals**	Year-to-Date Actuals**	Percent of Contracted	Within 30-60% Range	Out of Range Percentage	FY 2016 Proposed Contracted Units
Number of adults completing a series				375		75			75	20.0%	No	-10.0%	300

Attachment 4

Yavapai Regional Partnership Council Regional Director Report May 2015



UPDATES

- A. Yavapai Apache Nation partnership
 - 1. Jennifer tabled at Earth Day event 3.25.15
 - 2. Cynthia, from Coconino tabled for us at the Prevent Child Abuse Event on 5.2.15
 - 3. Lisa and Candida Hunter, Senior Director for tribal affairs presenting to Tribal Council on 5.28.15

- B. Verde Valley Calendar
 - 1. Meeting on 5.5.15 focused on launch of calendar on Buena Vista Children's Services website and next steps for expanding agency participation.
 - 2. Would like to develop Calendar Committee to sustain use of calendar and

- C. Quality First Scholarships for SFY2016
 - 1. Notification letters sent on 5.1.15
 - 2. Determinations across the state were based on the following priority list (ordered from most heavily weighted to least):
 - Quality Rating and program size as of April 1, 2015 (higher quality ratings were considered first)
 - Additional slots made available from targeted regional funding
 - Past program usage (programs that had demonstrated consistent use of scholarships during monthly reporting were given priority)

FTF and COMMUNITY MEETINGS

- A. Court Teams RFGA Review:
 - Review Committee Training 4.16.15
 - Technical Review 4.21.15
 - Committee Review 4.30.15
 - Follow –Up Committee Review 5.11.15
- B. Chair and Vice Chair Leadership Forum 4.24.15
- C. Verde Valley Calendar Meeting 5.6.15
- D. Data Portal Sub-Committee 5.11.15
- E. RPC Council member orientation 5.14.15
- F. Sedona Non-Profit Connections 5.15.15
- G. Faith Based Team Meeting 5.18.15

ADDITIONAL INFORMATION

This section will provide updated information about events or topics taking place between the posting of the meeting notice and the Regional Partnership Council meeting.