



FIRST THINGS FIRST
The right system for bright futures

Arizona Early Childhood Development & Health Board

Northeast Maricopa Regional Partnership Council

Call to Order

The regular meeting of the First Things First – Northeast Maricopa Regional Partnership Council was held on June 10, 2008 at St. Patrick Catholic Community – Administrative Center, 10815 N. 84th St., Scottsdale, AZ 85260.

Diane Fausel, Council Chair, called the meeting to order at approximately 4:05 p.m. Council Chair Fausel welcomed the newest appointee to the Council, Dana Vela, President of Sunrise Preschools.

Members Present

DeAnn Davies, Bill Myhr, Diane Fausel, Gary Loutzenheiser, Gretchen Jacobs, John Foreman, Patricia VanMaanen, Prabodh Hemmady, Wendy Lyons, Dana Vela.

Absent

Stuart Turgel

Consent Agenda

A motion was made by Member Pat VanMaanen and seconded to approve the consent agenda which includes the approval of the minutes from the meeting from May 13, 2008 with corrections of the spelling of Ms. VanMaanen's name. The motion was passed.

Needs and Assets Plan

Hazel Chandler gave an overview of the Needs and Assets, strategic planning and funding plan process. She also encouraged the Councils involvement in collecting data to complete the Needs and Assets document so that we have more comprehensive information as we move to the strategic planning process. Cathy Otto summarized the data that has been collected thus far and presented a summary document on who is responsible for collecting data in each of the target areas. She reminded the council that every issue addressed by the council could not be fully addressed due to time constraints, but this would be an ongoing process.

Cathy presented a form that will be used to survey licensed child care providers to obtain data requested by the council. She stated that 131 early childhood programs had been identified in the region and the plan is to survey all eight accredited programs and 20 non-accredited programs for a total random sample of 28. Several council members expressed concerns about how the centers will be chosen and that the sampling size may not be statistically valid. Each survey takes about 40 minutes to complete so time was a factor in the determination of the number of surveys to be completed. There was a discussion about using FTF staff to conduct additional surveys to increase the sampling number with a focus on programs providing child care services.

It was noted that there is a heavy focus on data collection in the area of childcare and that medical professional development, integration of services, programs for special needs and paraprofessional training were not adequately addressed. It was felt that these areas should be included because they too touch the child's life. Lee Hunter clarified that these were areas of interest and explained that they are not necessarily covered; however, Cathy will gather what information she can.

Member Foreman clarified that he would like to see statistics on juvenile delinquency referrals and dependencies by zip code to identify geographical areas where families need assistance. Cathy explained that information related to public awareness and family support was not in a centralized place and asked Council members for help in

passing along resources to Hazel. She also stated that on June 6th letters had been sent to ACCCHS and to the superintendants of Arizona school districts requesting data.

Adhoc Committee

Member Pat VanMaanen reported for the Adhoc committee on how the Council will handle communications with the community. Pat presented two forms that were Attachment 3A and 3B. Discussion was held regarding these forms especially as it related to mechanisms for making the information available for council members use. The intent of these forms is to find our community resources and begin to develop relationships with those community partners. There was a discussion on the best method for disseminating the information, gathering and maintaining the information (in a binder, electronically, via Wikia, Swift Resources, etc.), as well as setting aside time for presentations.

It was also suggested to add "length of partnership" to fourth question on page three of Attachment 3.

Member John Foreman made a motion that we draft a letter to accompany the forms, present a plan for dissemination of the materials and determine First Things First's capacity to obtain the responses on-line. Member Lyons seconded. All were in favor. The motion carried.

Adoption of Governance Policy

Member Foreman reported suggested changes to the Governance Policy. He was especially concerned regarding Roberts Rules of Order, stating that the Council consists of volunteers who are there because they want to be and a commitment to follow all 700 pages of Robert's Rules of Order could be cumbersome. He also stated that there have been incidents where people have been sued as a result of these rules. He also suggest that we adopt the changes to 1-103 as reflected in Attachment #4 to allow e-mails to be used to communicate to Council members.

Member Foreman suggested changes are as follows with area in red indicating new language:

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.

A majority of the membership of the Council shall constitute a quorum for the transaction of business at any meeting of the Council, but a number less than a quorum may adjourn from time to time. Council members may participate at any meeting in person, by teleconference and/or by videoconference provided that all members may hear one another.

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 each member's last known place of residence or other designated address by the quickest and most reliable method at least five 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. 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. E-mail may be used to transmit the above documents unless a Council Member requests in writing to receive a copy by mail at least ten days prior to the meeting.

Special meetings may be held upon such notice to the members of the Council as is appropriate to the circumstances and upon such public notice 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.

1-104 Meeting Procedures

Meetings of the Council shall be conducted by the Chairperson or the Vice Chairperson 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 it. 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 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 or a similar text of rules for the fair conduct of meetings 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 Coordinator
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.

1-109: Replace paragraph 1 with "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."

1-110: Delete second paragraph

Member Foreman motioned that the Governance Policy Sections 1.101 to 1.111 be accepted as presented as stated above including the changes to 1-103, 1-104 which were in Attachment 4 and the new language for 1-109 and 1-110 listed above. Member Lyons seconded. All were in favor. Motion carried.

Changes:

1-113: Replace "South Pima" with "Northeast Maricopa".

Member Foreman moved to accept 1-112 and 1-113 into the Governance Policy as revised. Member Davies seconded. All were in favor. Motion carried.

Council Member Updates

Hazel Chandler and Chairperson Diane Fausel reported on a presentation made to the City of Scottsdale's Human Services Commission. This presentation was well received and the Commission committed to working with the FTF Regional Council.

Member VanMaanen shared a document from the Arizona Chapter of the Academy of Pediatrics regarding their top four early childhood health issues.

Member Lyons recommended that the Council have a glossary of terms and acronyms to help ensure clear communication.

Member Vela shared information about the Quality Rating Systems Conference she attended.

Chairperson Diane Fausel placed an announcement about the Council meetings in the St. Patrick's Catholic Church bulletin.

Member Davies shared that Channel 12 will air an interview she gave on "What Parents Know about their Child."

Meeting Calendar

Member Lyons moved to accept the 2009 portion of the calendar. Member Jacobs seconded. All were in favor. The motion carried.

No Public Comment

Adjournment

Member Foreman moved to adjourn. Member Myhr seconded. No objections. The meeting was adjourned at 6:00 PM.

SUBMITTED BY:

Sharon Layton AA III

Approved:

Diane Fausel, Regional Council Chair