

**East Maricopa Regional Partnership Council**  
**Meeting Minutes**  
**May 13, 2015**

**Welcome and Call to Order**

A regular meeting of the First Things First East Maricopa Regional Partnership Council was held on May 13, 2015 at the Vista del Camino Park & Community Center, 7700 East Roosevelt Street, Scottsdale 85257.

Chair Frank Narducci welcomed everyone and called the meeting to order at approximately 4:37 p.m.

**Members Present:**

Chair Frank Narducci, Vice Chair Marie Raymond, and Council Members Trinity Donovan, Cheryl Foster, Mara Funke, Beth Haas, Becky Henry, Bill Myhr, Mary Permoda, Emily Rajakovich, and Marin Velarde.

There were 10 members of the public present.

Chair Narducci had Council members disclose their conflicts of interest with items on the agenda and each Council member with a conflict completed the conflict of interest form. The conflicts are as follows: Chair Frank Narducci for agenda items 5a and 7a based on his employment with the Chandler Unified School District, and Council Members Trinity Donovan as to agenda items 5d and 7a based on her employment with the Chandler Christian Community Center, Becky Henry for agenda items 6 and 7d based on her employment with the Maricopa County Department of Public Health, and Bill Myhr as to agenda item 5f based upon his employment with the Fort McDowell Yavapai Nation.

**Call to the Public**

- John Cregg with the Association for Supportive Child Care stated they still have TEACH funds available and are accepting applications for college scholarships for the summer semester for both current and new students.

**Approval of Regular Meeting Minutes of April 15, 2015**

Council Member Henry noted that “Grand Applications” needs to be corrected to “Grant Applications” on Page 3 of the minutes under Director’s Updates. Council Member Foster moved to approve the meeting minutes of April 15, 2015 as corrected. Council Member Velarde seconded the motion, and it passed unanimously 10-0, Council Member Permoda having not yet arrived.

**FY2016 Grantee Renewals**

Regional Director Conrad Lindo reviewed each grantee renewal separately, with the Council members then voting on each one in turn.

Council Member Permoda arrived at the meeting at 4:51 p.m.

Vice Chair Raymond called for the motion for agenda item 5a, based on Chair Narducci’s conflict of interest.

Council Member Myhr moved that the East Maricopa Regional Partnership Council renew the Family Resource Center grant award with the Chandler Unified School District, First Things First Contract #GRA-RC010-14-0623-01-Y2, for the period of July 1, 2015 through June 30, 2016, in the amount of \$398,568. Council Member Donovan seconded the motion, and it passed unanimously, 10-0.

Regional Director Lindo provided updates on the grantees for the remaining renewals, with Chair Narducci calling for the motions, since he had no conflicts with them.

Council Member Henry moved that the East Maricopa Regional Partnership Council renew the Family Resource Center grant award with Tempe Community Council, First Things First Contract #FTF-RC010-14-0435-04-Y2, for the period of July 1, 2015 through June 30, 2016, in the amount of \$460,000. Council Member Haas seconded the motion, and it passed unanimously, 11-0.

Regional Director Lindo answered questions from the Council members about the steps taken by Chicanos Por La Causa to increase health insurance enrollment.

Council Member Funke moved that the East Maricopa Regional Partnership Council renew the Family Resource Center grant award with Chicanos Por La Causa Parenting Arizona, First Things First Contract #FTF-RC010-14-0435-05-Y2, for the period of July 1, 2015 through June 30, 2016, in the amount of \$149,946. Vice Chair Raymond seconded the motion, and it passed unanimously, 11-0.

Vice Chair Raymond moved that the East Maricopa Regional Partnership Council renew the Family Resource Center grant award with the Chandler Christian Community Center, First Things First Contract #FTF-RC010-14-0435-01-Y2, for the period of July 1, 2015 through June 30, 2016, in the amount of \$400,000. Council Member Permoda seconded the motion, and it passed unanimously, 10-0.

Regional Director Lindo stated that the American Academy of Pediatrics has complied with the corrective action plan and that they serve the East and Southeast Maricopa regions.

Council Member Foster moved that the East Maricopa Regional Partnership Council renew the Care Coordination grant award with the American Academy of Pediatrics AZ Chapter, First Things First Contract #FTF-MULTI-14-0467-02-Y2, for the period of July 1, 2015 through June 30, 2016, in the amount of \$197,000. Council Member Velarde seconded the motion, and it passed unanimously, 11-0.

Council Member Rajakovich moved that the East Maricopa Regional Partnership Council renew the Home Visitation grant award with the Ft. McDowell Yavapai Nation, First Things First Contract #GRA-RC009-13-0513-01-Y3, for the period of July 1, 2015 through June 30, 2016, in the amount of \$165,809. Council Member Donovan seconded the motion, and it passed unanimously, 10-0.

#### **FY2016 New Grant Agreement**

Regional Director Lindo noted the new grant agreement will be for the region's share of the multi-region grant award for FindhelpPhoenix.

Council Member Haas moved that the East Maricopa Regional Partnership Council approve the Service Coordination grant award with the Maricopa County Department of Public Health, First Things First Contract #GRA-MULTI-16-0787-01, for the period of July 1, 2015 through June 30, 2016, in the amount of \$16,667. Council Member Myhr seconded the motion, and it passed unanimously, 10-0.

#### **Recommendations on Request for Grant Application (RFGA) Awards**

Chair Narducci informed Council members and the public regarding the rules for executive session, and asked if any Council Member wished to go into executive session to discuss the RFGA recommendations. Council Member

Myhr moved to go into executive session, Vice Chair Raymond seconded the motion, and it passed unanimously, 11-0. The Council entered into executive session at 5:15 p.m., and members of the public left the meeting.

The public portion of the Council meeting reconvened at 6:16 p.m., with members of the public being invited to rejoin the meeting.

Vice Chair Raymond took over temporary leadership of the meeting for the next agenda item due to Chair Narducci having a conflict of interest.

Council Member Funke moved to approve the Request for Grant Application award recommendation of the Review Committee for the Parenting Education strategy, contract #FTF-RC035-16-0512-00, and to forward the award recommendation to the First Things First Board. Council Member Haas seconded the motion and it passed unanimously, 9-0.

Chair Narducci took over as Chair for this meeting for the remaining items.

Council Member Donovan moved to approve the Request for Grant Application award recommendation of the Review Committee for the Professional Development Early Care and Education Professionals strategy, contract #FTF-RC035-16-0556-00, and to forward the award recommendation to the First Things First Board. Council Member Myhr seconded the motion and it passed unanimously, 11-0.

Council Member Henry moved to approve the Request for Grant Application award recommendation of the Review Committee for the Home Visitation strategy, contract #FTF-MULTI-16-0541-00, and to forward the award recommendation to the First Things First Board. Council Member Foster seconded the motion and it passed unanimously, 11-0.

Council Member Permoda moved to approve the Request for Grant Application award recommendation of the Review Committee for the Oral Health strategy, contract #FTF-MULTI-16-0519-00, and to forward the award recommendation to the First Things First Board. Council Member Velarde seconded the motion and it passed unanimously, 10-0.

Council Member Foster moved to approve the Request for Grant Application award recommendation of the Review Committee for the Service Coordination/Home Visitation Centralized Intake strategy, contract #FTF-MULTI-16-0557-00, and to forward the award recommendation to the First Things First Board. Council Member Permoda seconded the motion and it passed unanimously, 11-0.

Regional Director Lindo reminded the Council members that the details of what was discussed in executive session is confidential and that applicants will be informed by the Finance Department by email after the June 9 First Things First Board meeting as to whether or not they were awarded the grant.

### **Director's Updates**

#### **A. FTF 2015 Summit Presentation**

Regional Director Lindo played a short slideshow on the Summit which highlighted the keynote speakers. The Council members were reminded that registration will take place through Caitlyn and that she will be sending them an email with those details.

#### **B. April Community Outreach Report**

Regional Director Lindo referred the Council members to the April summary and highlighted the site tour at Next Horizons Child Development Center, where Tempe Mayor Mark Mitchell was in attendance.

### **Regional Council Updates**

Chair Narducci stated that he and Vice Chair Raymond will provide an update about the Chair/Vice Chair meeting at the June Council meeting.

Chair Narducci noted that Caitlyn will be sending out an email to the Council members for t-shirt sizes so that shirts can be ordered and everyone can wear the shirt at the Summit with “East Maricopa....and Then Some” on their shirts.

Regional Director Lindo stated that a poll will be sent out to the Council members as to their preferences for the dates and times of the Council meetings for FY2016.

**Adjournment**

Chair Narducci asked for any additional questions or comments from the Council and receiving none adjourned the meeting at 6:31 p.m.

Submitted By \_\_\_\_\_  
Caitlyn Hollins, Administrative Assistant III

Approved By \_\_\_\_\_  
Frank Narducci, Chair

DRAFT



FIRST THINGS FIRST

**FTF Directed Budget - Internal Use Only Regional  
SFY 2016**

Same budget for each of the following regions: Phoenix North,  
Phoenix South, Southeast Maricopa, Southwest Maricopa,  
Northwest Maricopa, East Maricopa

**Regional Partnership Councils**

Index Codes	Phoenix North	20855	\$30,584
	Phoenix South	20856	\$30,584
	Southeast Maricopa	20865	\$30,584
	Southwest Maricopa	20861	\$30,584
	Northwest Maricopa	20862	\$30,584
	East Maricopa	20837	\$30,584
<b>Strategy Name: SERVICE COORDINATION</b>			<b>Total Award:\$</b>
<b>Budget Category</b>		<b>Total Cost</b>	<b>for AFIS/GP use only</b>
<b>PERSONNEL SERVICES</b>	<b>Personnel Sub Total:</b>	<b>\$ -</b>	
Employee Salary			
<b>EMPLOYEE RELATED EXPENSES</b>	<b>ERE Sub Total:</b>	<b>\$ -</b>	
Employee ERE			
<b>CONTRACTED SERVICES</b>	<b>Contracted Services Sub Total:</b>	<b>\$ 30,384.00</b>	
Other Professional & Outside Services		\$ 30,384.00	6299
<b>TRAVEL</b>	<b>Travel Sub Total:</b>	<b>\$ -</b>	
In-State			
Out-of-State			
<b>OTHER OPERATING EXPENSES</b>	<b>Other Operating Sub Total:</b>	<b>\$ 200.00</b>	
External Printing		\$ 200.00	7472
Software - Purchase and Support			
Equipment - Non-Capital Purchase (under \$5,000)			
Any equipment (purchase, support, maintenance of PC/LAN)			
		<b>Total Award:</b>	<b>\$ 30,584.00</b>

Approval Signature \_\_\_\_\_

Date \_\_\_\_\_

**Strategy Approval Process for Signatures**

**Regional Strategies**

All Regional Strategies

**Approval Process**

Michelle Katona

**Brief Description of Budgeted Costs**

Professional and Outside Services: **\$30,384** includes: FRN website maintenance \$50 per region (\$300 total) Consultant for collaborative coordination and professional development for FRN \$15,333.33 per region (92,000 total); Evaluation contract of FRN \$15,000 (90,000 total)

External Printing: Printing of materials, FRN guide \$200 per region (\$1,200 total)

## Overall Impressions - Chandler Unified School District - QA Site Visit April 2015

The Chandler Care Center, operated by the Chandler Unified School District (CUSD), oversees the delivery of the Family Resource Center (FRC), Food Security (FS), Health Insurance Enrollment (HIE), and Parent Education Community Based Training (PECBT) strategies. With the exception of a couple staff training requirements and oversight practices, the programs offered are in alignment with the FTF Standards of Practice.

Overview of program components:

FRC: The Care Center is a stand-alone building where families can come to access a variety of services made available through a number of different partnerships, including First Things First. The FRC is a community hub where families with children of all ages to come and access services. FTF-funded services include parent/child workshops and events, PECBT series, access to food boxes, and health insurance enrollment services. Additional services offered are free medical and dental care, hearing and vision screening, Woman, Infants, and Children (WIC), and Southwest Behavioral Health services. During the site visit, there was one observation in the Care Center of the 32-week series of workshops, Leaning Together, which focuses on caregiver/child interactions, socialization, literacy, motor skills, and physical activity. The class is facilitated by two Care Center staff and there were 7 adults and 12 children in attendance. The children and families were engaged in a painting activity based on the book (the Hungry Caterpillar) read at the beginning of the workshop, and then the children had play time while the adults worked together to prepare the 'caterpillar' snack which consisted of fruits and vegetables. Through the activities during the sessions, the adults were encouraged to interact with their children through the activity, and support each other in helping with the snack time. The Care Center staff report that, even though this is a 32-week program, most families remain engaged due to the environment and enjoyment they and their children experience.

Food Security: The Care Center houses a fully operational food bank under contract with United Food Bank. FTF dollars provide families emergency food boxes they can access once every two months. Food purchased with FTF dollars is only distributed to families with children five and under. Families also have access to baby food and diapers on an emergency basis; however, with the support of WIC, the Care Center continues to promote the importance of breast feeding. The FTF-purchased food is stored separately from the other donations and the delivery is well organized and planned to ensure the delivery to families with children 0-5.

Health Insurance Enrollment: The program has two staff (one FTE, one part time) to support families in enrolling in health insurance benefits. Families schedule appointments with the Care Center receptionist, and slots are frequently full. The program staff is able to provide available support and time needed to meet the community demand for first-time enrollment and re-enrollment of families with children 0-5. Through conversations with the HIE staff, it was clear their knowledge and understanding of the health insurance system and processes for enrollment to supporting families is comprehensive and current. The one-on-one time spent with families is greatly appreciated by the community and frequently families are referred to the service by other families who felt supported by the staff and their services.

PECBT: The Parent Program Coordinator housed at the Care Center oversees the delivery of the informational workshops and class series offered. Events are offered at the Care Center, which has a large room welcoming and accommodating for caregivers and children, as well as at the Parent Centers at seven elementary school locations. Each school has a Parent Liaison, who receives partial funding from FTF, to outreach, recruit, and support the delivery of the services offered in their schools. The CUSD staff and Parent Program Coordinator are intentional in exploring and delivering evidence-based information and curricula that meet the needs of the community. The current curricula offer support to families based on their need and serve as a scaffold for the adults to continue on with additional series. There were two observations of PECBT sessions during the site visit. The first occurred at Hartford Elementary school and it was of the first session of 1,2,3,4 Padres, offered in Spanish. There were 6 adults present and 4 children under age 5. The Parent Program Coordinator led the class and the Liaison was also in the room for support. Child care was provided in the same room as some of the children did not want to leave the room where their caregiver was. The content of the classes was an introduction to the series and what information adults can expect to learn (information, activities, parenting techniques). The adults were also engaged in an activity to identify their goals for the program. The Coordinator engaged the adults to contribute to discussion and share personal experiences, which created an environment where the adults were comfortable. The second observation was at the Care Center and a New Directions Institute facilitator led the Baby Brain Time for Infants series. There were 8 adults and 10 children who attended and all activities included both adults and children. During the activities, the facilitator included information about brain development and why these activities supported brain development (singing, playing, sorting, and reading). The Care Center staff was also present to support the delivery of the session and organize snack time. It was clear the Care Center staff have developed individual relationships with each family, greeting them all by their and their children's names.

Overall strengths:

1. The program offers highly organized and comprehensive services. The program has built strong community collaborations and connections to offer support to families through a variety of programs accessible in one convenient location. The utilization and partnership with the Parent Liaisons at the district schools supports increased outreach and awareness of the services offered at the Care Center and schools.
2. The program offers multiple workshops and curricula series for families. The multiple services offered allow not only services relevant for all families with children 0-5, but specific series more targeted to infants, toddlers, and preschool-aged children. The number of evidence-based series and workshops offered provides ongoing access to new information and activities, keeping families engaged with the Care Center year-round.
3. Staff are highly invested and qualified in offering support and resources to families and children. The program staff reports they are a supportive staff with shared dedication to serve families. During the site visit, it was clear the CUSD staff is invested in continuous quality improvement of the services offered and is intentional to be responsive to community needs.

## Overall Impressions - Chandler Unified School District - QA Site Visit April 2015

4. The data collection processes and methods ensure accuracy and accountability for program implementation. The Coordinator is highly experienced in data collection and the program frequently utilizes data to report and reflect upon successes and areas for growth.

### Development areas:

1. Including the FTF logo on all program materials: Due to space available, this has been a challenge however staff are in the process of revising program materials and are in communication with FTF.
2. Collection of formal family feedback on the Care Center (FRC): Although the staff use formalized tools for specific programs, and are open and welcoming of all informal feedback, there is no tool currently utilized. The program staff is exploring ways to collect formal feedback on the Care Center as a whole.
3. Provide information on child health and development with the food box distribution: The program has considered including informational materials and services available at the Care Center along with the food boxes.
4. ADE trainings for the FRC/PECBT staff: The Early Learning Standards, Program Guidelines, and Arizona Infant/Toddler Guidelines are required trainings per the FTF SOP. The program staff will contact ADE to look into offering the trainings at the Care Center so the maximum number of staff/subcontracted staff can participate.
5. Professional development plans and formal assessment of staff skills and abilities (FRC/PECBT): The program staff is creating documented professional development plans with specific goals for each staff. A formalized staff assessment tool will also be used to document staff observations of service delivery.

***Regional Partnership Council  
Chair and Vice-Chair  
Responsibilities***



**Chair Responsibilities**

- Meets with Director and Vice -Chair prior to meetings to set and review agenda and support documents;
- Chairs regional council meetings and provides leadership to the Regional Partnership Council in order to achieve regional and state goals, objectives and statutory requirements;
- Demonstrates knowledge of Open Meeting Law and Robert’s Rules of Order;
- Works with the Director to guide and mediate Regional Partnership Council actions with respect to organizational priorities and governance concerns;
- Helps guide the Regional Partnership Council through strategic planning in collaboration with the Regional Director;
- Appoints the chairpersons of committees, in consultation with Regional Council Members and the Regional Director;
- Discusses with the Regional Director issues confronting the Regional Partnership Council;
- Consults with the Regional Director on any issues regarding financial planning and financial reports;
- Provides feedback to the Regional Director and the Regional Partnership Council to evaluate the performance of the Regional Partnership Council in achieving the First Things First mission;
- Serves as a liaison between the Regional Partnership Council and the community, promoting First Things First values, mission, and goals;
- Works with the Regional Director to help create partnerships within the region’s communities;
- Attends First Things First statewide Leadership Team (Chair/Vice Chair) meetings in Phoenix several times per year;
- Represents the Regional Partnership Council before the First Things First Board and;

## **Vice-Chair Responsibilities**

- The Vice Chair assumes the Chair responsibilities when the Chair cannot be available (see Chair Responsibilities above);
- Works closely with the Chair and Regional Director in planning Regional Partnership Council meetings;
- Attends First Things First statewide Leadership Team (Chair/Vice Chair) meetings in Phoenix several times per year;
- Participates closely with the Chair to develop and implement officer transition plans and;
- Performs other responsibilities as assigned by the Regional Partnership Council.



## SUMMARY OF ACTIVITIES

June 2015

### Site Tours

Joy Leveen conducted two Site Tours in May, one focused on Early Learning and the impact of Quality First at one of the region's 5 Star Centers, Next Horizons Child Development Center, and another at the Chandler Christian Community Center to highlight the Family Resource Center. Participants included Tempe Mayor Mark Mitchell, the Superintendent of Tempe School District #3 Chris Busch, Tempe Human Services Director Naomi Farrell, Tempe Community Services Director Shelley Hearn, the Manager of Kid Zone Program Jill Rasmussen, and Executive Director of Aid to Women Center Kelly Sarotte.

### Events

Joy Leveen attended the Giggles, Squiggles, and Squirms graduation at Chandler Christian Community Center. 10 young children graduated and will begin kindergarten in the Fall. 9 out of 10 graduates are at or above developmentally appropriate levels.

### Networking Meetings

Outreach staff attended six community networking meetings this month including the City of Scottsdale Multi-Disciplinary Team, the Child Abuse Prevention and Awareness Coalition.

### Presentations

Joy Leveen conducted one presentation to over 30 newly informed East Maricopa residents from Health Net Access's Maternal Child Health Team.

### 1:1 Meetings

First Things First staff conducted 8 one on one meetings with early childhood community stakeholders, such as CUSD Principals, the Chandler CARE Center, and the Wrangler News.

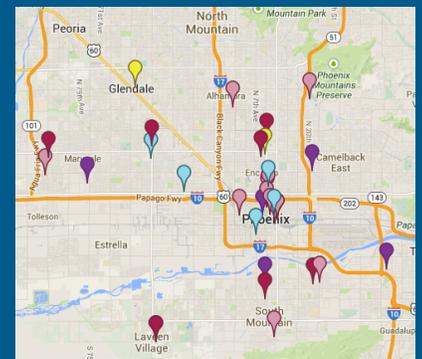
### Earned Media

The Fountain Hills Times ran "Early Literacy is Key" article on both the online and print versions of its April 22nd edition, sharing how important literacy is to academic and lifetime success.

## Summer Learning Tips

**#1 - Reading** - Read with your child at least 20 minutes per day. Try books that repeat words about familiar objects; involve activities like counting, identifying colors, objects or letters; or, are about things your child likes. Ask questions about the story like, "What do you think happens next?"

**#2 - Talking** - Talk and sing with your child everywhere – at home, in the car, at the store. Make up stories or songs about your outings.



## Google Maps

<https://www.google.com/maps/d/edit?mid=zGNXIBQCerYg.khytIWxKD2el&usp=sharing>

### NEXT HORIZONS CHILD DEVELOPMENT CENTER

After 14 years teaching Elementary Education, Krissi Fleming was ready for a change. Seeking a new challenge, Krissi started working at Next Horizons Child Development Center, first by evaluating the Center's curriculum and eventually teaching in the Pre-Kindergarten class.

"I had to evaluate learning from the other end of the age spectrum and I found that the tools I had in my tool belt didn't fit this new environment."

Fortunately, Next Horizons participates in Quality First, a signature program of First Things First. The coaching and training offered were important to Krissi as she transitioned to early childhood education. "I learned it is okay for children to learn through experience; it really does work."

One of the key areas of growth has been in social and emotional development. Problem solving and conflict resolution is often a challenge in Kindergarten classrooms. With the creativity of Next Horizon teachers and the guidance of their Quality First coach, Krissi's Pre-Kindergarten classroom developed a "Peace Table" where children can sit without being disturbed by other teachers or other children. The Peace Table contains some simple art supplies and Calming Bottles which children can utilize to solve problems with a friend or by herself.

Krissi reflects that she has learned a great deal and absolutely recommends Quality First to other early learning teachers.

"I really appreciate First Things First for offering Quality First to early childhood educators." By funding programs like Quality First, First Things First is making sure all young kids in Arizona are ready for school and set for life. To learn more about First Things First, **please visit [azftf.gov](http://azftf.gov)**.



Joy Leveen

Community Outreach  
Coordinator

[jleveen@azftf.gov](mailto:jleveen@azftf.gov)



## CHILD CARE EXCHANGE MAGAZINE

As a benefit of participating in Quality First, you have the advantage of receiving the bimonthly Child Care Exchange magazine provided by First Things First. Exchange focuses on the development and administration of programs for young children. It is a great resource to support your early childhood environment with workable strategies, practical advice and straightforward ideas for dealing with the day-to-day challenges of providing care to young children. Each issue contains numerous articles on a wide variety of topics, such as: child development research, early childhood curriculum, environments, working with parents and general best practices. In addition to being a professional development resource for your program, Quality First participants also receive an additional cover jacket that provides information specific to Quality First including a Program Spotlight highlighting a different Quality First program from around the state. Don't forget to make some time to review this valuable resource when it arrives in your mailbox.



## IMPORTANT TODDLER CLASS REMINDER

Over the past two years, Quality First has been gradually transitioning into using the Toddler Classroom Assessment Scoring System (CLASS) with all participants who serve children ages 15 – 36 months. It is important to note that these Toddler CLASS assessment scores will be factored into both participant ratings and overall CLASS scores beginning July 1, 2015. Over the past year, participants meeting the scores to move forward with a CLASS assessment have been receiving Toddler CLASS assessments as needed. The scores for these Toddler CLASS assessments were not factored into a program's overall CLASS score. The Toddler CLASS scores in the Emotional and Behavioral Support domain will be averaged with the Emotional Support scores from the Pre-K CLASS and the Engaged Support for Learning scores will be averaged with Pre-K CLASS Instructional Support scores. The random draw process for selecting classrooms for a CLASS assessment will remain the same.

For more information about the Toddler CLASS assessment tool you can visit <http://teachstone.com/the-class-system/learn-about-the-class-system/>.



## ADULTS AT THE SNACK TABLE

Snack time is important for adults and children alike, offering a vital opportunity to sit down and eat family style with children to promote social learning and conversational skill development. Caregivers can use snack time to encourage children to practice telling stories and asking questions. It is also a great opportunity to foster critical thinking skills while also modeling social skills. When you provide an oral description of your behavior as you model an activity, opportunities will arise to start conversations with the children around the table. For example if a teacher models and says "I am using this ladle to scoop the goldfish so that my hands don't touch the food," there are a multitude of conversations that could follow. Discussions about what a ladle is, when the children have seen one used at home, why we don't want our fingers to touch the food, and why we wash our hands. Snack time is perfect for building quality relationships and nourishing the body and mind!