



FIRST THINGS FIRST
The right system for bright futures

Arizona Early Childhood Development & Health

North Phoenix Regional Council

Meeting Minutes

Call to Order

The meeting of the First Things First North Phoenix Regional Partnership Council of the Arizona Early Childhood Development and Health Board was held on August 11, 2009 at Washington Elementary School District, 4650 W. Sweetwater, Governing Board Room; Glendale, AZ 85304.

Regional Council Chair Adams called the meeting to order at 4:38 p.m. A brief welcome by Chair Adams and introduction of the guests took place.

Council Members in attendance:

Bill Adams, Sally Downing, Dr. Elaine Ellis, James Emch, Jenna Goad, Gina Montes, Karyn Parker, Connie Robinson, Willette Watts, Mindy Zapata. Quorum Established.

First Things First Staff in attendance:

Kamil Gutierrez and Brenda Tomlin

Public in attendance:

2 members of the public were present

2. Call to the Public

No Public Comments

3. Consent Agenda

Chair Adams called item #3 to consent agenda.

The items on the Consent Agenda included the Regular Meeting Minutes from the July 14, 2009 North Phoenix Regional Partnership Council Meeting.

A motion was made by Council Member Robinson to accept the July 14, 2009 meeting minutes. Seconded by Council Member Goad. Motion carried.

4. Discussion and Possible Vote-Family, Friend, Neighbor Grant Applications

Chair Adams called item #4 for discussion and possible vote on Family, Friend, Neighbor Grant Applications.

- The North Phoenix Regional Partnership Council having reviewed the confidential documents prior to the meeting did not find additional discussion necessary.

A motion was made by Council Vice Chair Downing to approve the recommendation from the Review Team for the Family, Friend, Neighbor RFGA. Seconded by Council Member Ellis. Motion carries.

Vote: 9 Yes 0 No 1 Recusal - Council Member Zapata recused due to possible conflict of interest.

5. Discussion and Possible Vote-Literacy Grant Agreement with the City of Phoenix Public Library

Chair Adams called item #5 for discussion and possible vote on Literacy Grant Agreement with the City of Phoenix Public Library.

- Regional Coordinator Brenda Tomlin discussed the decision to enter into a government to government agreement with the Phoenix Public Library. Coordinator Tomlin provided the Council with copies of the documentation that the Phoenix Public Library will need to complete in order to enter into an agreement with First Things First. The allocated amount of funding for this strategy is \$137,000 and for a period of one year.
- The Phoenix Public Library is aware of the Regional Partnership Council's expectations and need for the Library to follow the standards of practice that were stated in the recently released Early Literacy RFGA.
- Once awarded, the North Phoenix Regional Partnership Council will have the ability to renew this grant agreement with the Phoenix Public Library for the original funding amount of \$137,000 for two subsequent years.
- The Phoenix Public Libraries in the North Phoenix community that will benefit from this funding are Acacia, Cholla, Juniper, Mesquite and Agave branches.
- The Phoenix Public Library is in the process of completing necessary documentation. It was requested that the documentation be submitted to Regional Coordinator Tomlin before Friday, August 14, 2009 for initial review. Documentation will also need to be reviewed with the Finance Team prior to a final contract being signed.
- The Library has advised that they will need specially trained individuals to implement this grant. It may take a couple of months to hire the right people, acquire the necessary supplies and obtain the right marketing materials. Details will be provided in the Library's implementation plan prior to the contract being signed.
- The Council requested Coordinator Tomlin to act as liaison on behalf of the Council in this matter. Coordinator Tomlin is to report back to the Council as necessary.
- Council Member Montes suggested that Coordinator Tomlin request that the Phoenix Public Library Staff perform a presentation outlining the services they will provide. The presentation will be scheduled as a future agenda item.
- Council Member Emch suggested that if funding allows, the Phoenix Public Library should offer a children's book as an incentive for participation.

6. Discussion of Warm Line Strategy

Chair Adams called Item #6 for discussion of the Warm Line Strategy.

- Coordinator Tomlin presented to the Council the letter and revised funding plan/strategy (#8) that will go to the State Board regarding the Warm Line Strategy that has been on hold since December for further discussion, and is now being revised to become a strategy that “assists families that are in crisis or at high risk of crisis.”
- The recommendation letter and amended funding plan for the “Families in Crisis” strategy will go forward to the State Board on August 25, 2009 for their approval as a “new” strategy. After the Board’s approval, it is anticipated that a Request For Grant Application (RFGA) may be released within 30 days.
- Coordinator Tomlin asked the Council to review the recommendation letter and amended funding plan for any changes they believe are necessary. None were noted at this time.
- Coordinator Tomlin will be available to the State Board on August 25th to address any questions the Board may have regarding this revised strategy.

7. Discussion of 2010 Timeline

Chair Adams called item #7 for discussion; 2010 Timeline.

- Regional Coordinator Tomlin addressed the Council regarding the 2010 Timeline.
- Program implementation data will be available for the Council in November or December and reports will be brought to the Regional Council meetings for review. Because of the overlap in RFGA processes and implementation, there will be a small amount of actual data information available prior to the Council’s need to finalize the funding plan for fiscal year 2010.
- The North Phoenix Regional Partnership Council funding plan for FY2010 will need to be completed by November 2009. The Council will begin reviewing the funding in September 2009 and work through October 2009 for completion. The FY2010 funding plan will be presented to the State Board for their approval in December 2009. The funding plan for FY 2011 will be due November 10, 2010.
- Discretionary dollars will be allocated up front in the next year in. Options for the Council’s consideration for the discretionary dollars are to consider adding funding to an existing strategy and/or create a new strategy for Board approval. The Council will also have to make decisions regarding whether or not to continue to fund existing grantees. Program presentations will be scheduled over the next several council meetings to allow Council members the opportunity to have a better sense of the programs currently receiving funding.
- The biannual needs and assets report will need to be started in January 2010. Templates and contractors to provide this service are under development. It is recommended that the Regions included within Maricopa County work together wherever possible. The Council will need to decide if they wish to collect additional data that is not in the “standard” template – and if so, costs for that will be taken from the dollars currently allocated in the Region to support this. There will be further discussion on this topic at future council meetings.

- Allocations for the next fiscal year and Regional Boundary approvals will occur at the August 25, 2009 State Board Meeting.

8. Statewide Strategy Update

Chair Adams called item #8 for discussion; Statewide Strategy Update.

- Coordinator Tomlin announced that in lieu of an update, she will forward for Council's review the Statewide Strategy Update that has been created by the Senior Policy team for the August Board meeting. This document will be a part of the Board's packet and will be available to the public on the FTF website.

9. Regional Coordinator's Report

Chair Adams called item #9; Regional Coordinator's Report.

- Regional Coordinator Tomlin distributed two brochures to the Council and the Public. 1). Healthy Families, and 2). Choices for Families.
- Coordinator Tomlin also shared the Home Visitation Resource guide that was created by First Things First staff and included information such as region, agency names, program name, contact information, description of eligibility, program description and the number of families to be served. When finalized, this resource guide will be available on the FTF website.
- Coordinator Tomlin informed the Council that grantee orientation will occur on August 18, 2009 and August 20, 2009. Members of Policy, Evaluation and Finance will be available for questions.

10. Adjournment

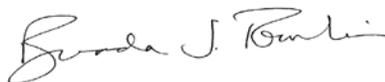
Council Member Ellis moved to adjourn the meeting at 5:48 p.m., seconded by Council Member Robinson, motion carried.

The next regular meeting of the North Phoenix Regional Council will be held at the Washington Elementary School District on September 8, 2009 at 4:30 p.m.

SUBMITTED BY:

Kamil Gutierrez, Administrative Assistant III

Approved:



Brenda Tomlin, North Phoenix Regional Coordinator