

ATTACHMENT #1



FIRST THINGS FIRST

Ready for School. Set for Life.

Phoenix South Regional Partnership Council Meeting September 11, 2014

AGENDA ITEM	Approval of Minutes
BACKGROUND	The attached minutes are from the Phoenix South Regional Council Regular Meeting which was held on July 24, 2014 at Phoenix Burton Barr Library, 1221 North Central Avenue, First Floor Auditorium, Phoenix, Arizona 85004.
RECOMMENDATION	The Regional Director presents these minutes for the Regional Council's discussion and possible approval.



FIRST THINGS FIRST

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Arizona Early Childhood Development & Health Board Phoenix South Regional Partnership Council

Meeting Minutes – July 24, 2014

1. Call to Order

The Regular Meeting of the First Things First (FTF) –Phoenix South Regional Partnership Council was held on Thursday, July 24, 2014, at 1:00 p.m. at the Phoenix Burton Barr Library, 1221 North Central Avenue, First Floor Auditorium, Phoenix, Arizona 85004.

Senior Director Johnson called the meeting to order at approximately 1:07 p.m. and welcomed attendees and council members. Introductions of staff and members of the public were made.

Members Present

Kresta Horn
Bill Johnson
Elizabeth McNamee
Patty Merk
Angie Rodgers
Jasmine Sanchez
Karen Stewart
Ginger Ward
Kim Winzer (Telephone)
Jeremy Wood

Members NOT Present

Jessica Jarvi

2. Effective Regional Council Membership

Senior Director Johnson welcomed Laura Atwood, President and CEO of Lead for Good. Mrs. Atwood facilitated sessions with the Council Members to discuss:

- The strengths that the Council Members bring to the work of the Council
- The agreements that they are mutually committed to upholding during their meetings
- The characteristics of a successful Regional Partnership Council

3. Council Operations

Senior Director Johnson reviewed the Phoenix South Governance Policy Manual Draft with the Council. She notated the suggestions and questions that the Council recommended. She explained the next step will be to clarify any questions and changes to the Manual and it will be revisited at the September Council Meeting.

She reviewed and shared the SFY15 Grantees goal areas and strategies that are funded through Phoenix South. She informed the Council that this document was for their information so they can become familiar with the grantees who are funded by the Phoenix South Council.

Senior Director Johnson reviewed the Phoenix South Timeline for council business and what is expected to be on the agenda in the next few months.

Regional Director Hallett facilitated a discussion with Members on when the Phoenix South Council is able to consistently meet for their regular meeting time. They decided to meet on every second Thursday of the month from 9:00 a.m. to 12:00 p.m.

4. Regional Director's Update

Regional Director Hallett reminded the Council of the upcoming Summit meeting on August 18 and 19, 2014 at the Phoenix Convention Center.

5. Council Member Updates

There were no Council Member updates.

6. Next Meeting: Cross Regional Meeting with Phoenix South and North Councils

Presentation of Needs and Assets Report
Tuesday, August 5, 2014 – 2:00 p.m. – 5:00 p.m.
First Things First
4000 North Central Avenue
Suite 800 - Boardroom
Phoenix, Arizona 85012

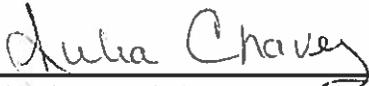
7. Adjournment

Senior Director Johnson adjourned the meeting at 4:08 p.m.

Dated this 5 September 2014

ARIZONA EARLY CHILDHOOD DEVELOPMENT & HEALTH BOARD

Phoenix South Regional Partnership Council



Julia Chavez, Administrative Assistant



**Jennifer Johnson
Senior Regional Director**

ATTACHMENT #2



FIRST THINGS FIRST

Ready for School. Set for Life.

Phoenix South Regional Partnership Council Meeting September 11, 2014

AGENDA ITEM	Approval of Minutes
BACKGROUND	The attached minutes are from the Phoenix North and Phoenix South Regular Meeting held on August 5, 2014 at the First Things First Central Office- 4000 N. Central Avenue, Phoenix AZ 85012.
RECOMMENDATION	The Regional Director presents these minutes for the Regional Council's discussion and possible approval.



FIRST THINGS FIRST

Ready for School. Set for Life.

Arizona Early Childhood Development & Health Board Phoenix South and Phoenix North Regional Partnership Councils

Meeting Minutes – August 5, 2014

1. Call to Order, Welcome, Roll Call

The Special Meeting of the First Things First (FTF) –Phoenix South and Phoenix North Regional Partnership Councils were held on Tuesday, August 5, 2014, at 2:00 p.m. at First Things First, 4000 North Central Avenue, Suite 800, Board Room, Phoenix, Arizona 85012.

Senior Director Johnson called the meeting to order at approximately 2:10 p.m. and welcomed attendees and council members. Introductions of staff and members of the public were made.

Members Present

Cindy Quenneville
Billy Thrall
Lyn Bailey
Ana Stigsson
Chris Tompkins
Wendy Resnik
Kresta Horn
Jenny Tetreault
Jessica Jarvi
Elizabeth McNamee
Patty Merk
Angie Rodgers
Karen Stewart
Kim Winzer
Jeremy Wood

Members NOT Present

Connie Robinson
Christina Spicer
Toby Urvater
Kathryn Wauters
Ginger Ward
Jasmine Sanchez
Bill Johnson

2. Introduction and Council Member Interest

3. 2014 Phoenix Needs and Assets Reports Presentation

Senior Director Johnson welcomed Susan Brutschy, President and CEO and Samantha Green from Applied Survey Research. Ms. Brutschy and Ms. Green reviewed the Needs and Assets reports for North Phoenix, South Phoenix and Central Phoenix. They went over the process and methodology for the preparation of the reports, the citywide and regional data overview, and the observations of emergent strengths and needs.

4. 2014 Phoenix Needs and Assets Reports Acceptance

Senior Director Johnson entertained a motion to accept the Needs and Assets Reports.

Member Merk moved to accept the 2014 Central and South Phoenix Needs and Assets Reports for submission to the First Things First State Board, pending final staff review. Second by Member Jarvi. The motion passed.

Member Quenneville moved to accept the 2014 Central and North Phoenix Needs and Assets Reports for submission to the First Things First State Board, pending final staff review. Second by Member Tompkins. The motion passed.

5. Facilitated Council Discussion

Ms. Brutschy and Ms. Green discussed themes that emerged around strengths and areas for improvement with Council Members. Council Members then met individually as Phoenix North and Phoenix South Regions for deeper discussions on what the data revealed, what is missing, additional resources available, etc.

6. Next Steps: Preparation for SFY16 - SFY18 Strategic Planning

Council members discussed the need for and opportunities for community input. Further information may be gathered to share with members.

7. Next Meeting: **Phoenix North Regional Partnership Council**
September 9, 2014 – 1:00 p.m. – 4:00 p.m.
TBD

Phoenix South Regional Partnership Council
September 11, 2014 – 9:00 a.m. – 12:00 p.m.
TBD

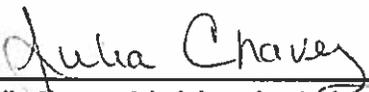
8. Adjournment

Senior Director Johnson adjourned the meeting at 5:10 p.m.

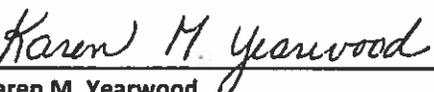
Dated this 5 September 2014

ARIZONA EARLY CHILDHOOD DEVELOPMENT & HEALTH BOARD

Phoenix North Regional Partnership Council



Julia Chavez, Administrative Assistant



Karen M. Yearwood
Regional Director, Phoenix North



Susan Hallett
Regional Director, Phoenix South

ATTACHMENT #3



FIRST THINGS FIRST

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Phoenix South Regional Partnership Council Meeting September 11, 2014

AGENDA ITEM	Phoenix South Governance Policy- 2 nd Read
BACKGROUND	<p>The Phoenix South Regional Partnership Council Governance Policy manual constitutes the complete and official body of policies for the governance and operations of the Phoenix South Regional Partnership Council.</p> <p>A first draft of the policy was read at the Regular Meeting of the Council on July 24, 2014. The attached draft of the policy reflects the comments made by Council members at that meeting as well as input from First Things First General Counsel.</p>
RECOMMENDATION	The Regional Director presents the Phoenix South Regional Partnership Council Governance Policy for the Regional Council's discussion and possible approval.

**First Things First
Phoenix South Regional Partnership Council
Governance Policy Manual**

PREFACE

This document, initially adopted by the Phoenix South Regional Partnership Council on (Date) and updated periodically thereafter, constitutes the complete and official body of policies for the governance and operation of the Phoenix North Regional Partnership Council.

DISCLAIMER

All policies found in this Governance Policy Manual are subject to change from time to time as approved by the Regional Partnership Council. Copies of the Manual are available from the First Things First regional office and online at <http://www.aztf.gov>. Prior to acting in reliance upon a specific policy as it appears in any copy of the Manual, please check to make sure that the Council has not recently approved any additions or revisions to that specific policy.

**Contact us:
First Things First
Phoenix South Regional Partnership Council
Susan Hallett, Regional Director
4000 N. Central Avenue
Phoenix, AZ 85012
SHallett@aztf.gov
602.771.5045**

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1-101 Organization, Authority and Location

In November 2006, Arizona voters passed Proposition 203, a ballot initiative that established A.R.S. Title 8, Chapter 13 and created First Things First. Subsequently, the First Things First Arizona Early Childhood Development and Health Board (“the Board”) designated the Phoenix South region and created the Phoenix South Regional Partnership Council (“the Council”) effective July 1, 2-14 pursuant to A.R.S. Title 8, Chapter 13, Article 2. The Council’s purpose, authority, powers and duties are included in A.R.S. Title 8, Chapter 13 as well as in other statutes and laws of the State of Arizona. The Council members are appointed by the Board and assisted in the performance of their duties by First Things First staff. The Phoenix South Regional Office is located in Phoenix, Arizona and is maintained by First Things First regional staff.

Adopted XXXXXX

1-102 Council Officers and Their Duties

In the last quarter of each fiscal year, the Council shall elect a Chairperson and Vice-Chairperson from among the appointed members to serve for the ensuing fiscal year beginning July 1, who shall hold office for twelve months and until successors are duly elected.

The Council may nominate any appointed member for its Chairperson and Vice-Chairperson. A majority vote of the appointed members of the Council shall be required to elect.

It shall be the duty of the Chairperson to preside over the meetings of the Council, to call meetings as herein provided and to perform such other duties as are set forth in these policies or as shall be vested in the Chairperson. It shall be the duty of the Vice-Chairperson to assume the duties of the Chairperson in the absence of the Chairperson.

The Chairperson or the Vice Chairperson may be removed from office by a majority vote of the appointed members of the Council upon motion by a Council member alleging the violation of a specific provision of this Governance Policy Manual or alleging specific actions which bring into public disrepute the Council, the Board or First Things First as an organization. If a Chairperson or Vice Chairperson is removed, a replacement shall be elected as soon as is practicable.

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 call a special meeting of the Council at any time.

Six members of the Council shall constitute a quorum for the transaction of business at any Council meeting. It is the policy of First Things First to adjourn a meeting when quorum is lost. Council members may participate at any meeting in person, by teleconference and/or by videoconference provided that all members may hear one another and the public can attend and listen to all members.

Written notice of any regular meeting of the Council, plus the agenda and all material relating to agenda items, shall be transmitted to each Council member at least five calendar 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. All notices, agendas and other materials may be transmitted to Council members by email or by any other quick and reliable method to each member's last known place of residence or other designated address. A Council member may request in writing at least 10 days prior to a meeting to receive a copy of the documents by mail instead of email. Except with the approval of three-fourths of the Council members in attendance at a meeting, and if permitted by law, no action shall be taken by the Council on any matter where the supporting materials were not timely transmitted in accordance with this policy.

Special meetings may be held upon such notice to Council members and the public as is required by law. All material relating to special meeting agenda items shall be transmitted to each Council member as far in advance of the meeting as possible.

1-104 Meeting Procedures

Council meetings shall be conducted by the Chairperson, the Vice Chairperson or designee acting as Chairperson of the Council. The Chairperson is responsible for maintaining order in each Council meeting and giving each Council member a fair opportunity to participate in the discussion and resolution of issues that come before the Council. The Chairperson is also responsible for determining the manner of any public participation and for maintaining order during public participation in any Council meetings. All motions shall be directed to the Chairperson.

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 (available online at <http://www.rulesonline.com>) for guidance.

The agenda for any regular meeting of the Council 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 the consent agenda
4. Adoption of all consent agenda items
5. Matters of Council business for discussion and approval
6. Reports, if any, from committees appointed by the Council
7. Matters presented by the First Things First Regional Director
8. Announcements and adjournment

Routine matters 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.

The Chairperson may delegate to the chair of each respective 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, direct regional staff with respect to the matter or take other appropriate action.

1-105 Call to the Public Procedures

During each regular Council meeting, the Council conducts a "Call to the Public" when members of the public may address the Council. The Council may conduct a "Call to the Public" at special meetings as well. Speakers who wish to address the Council:

- A. Should turn in a signed request (using the form provided at the Council meeting) to the Regional Director along with any written materials for the Council.
- B. May have two minutes to make their remarks.

The Chairperson may allow speakers who have not turned in a request form, and the Council may change, in accordance with Governance Policy 1-114, the amount of time allowed for speakers at a particular meeting.

The following priority may be given to speakers during the "Call to the Public" when the Council may not have enough time to hear from all who wish to speak:

- A. People who have submitted signed request to speak forms.
- B. Matters scheduled on the same meeting's agenda.
- C. Off-agenda matters: presenters who haven't addressed the Council in the previous two months.
- D. Off-agenda matters: presenters who have addressed the Council in the previous two months.

The Council retains its prerogative to:

- A. Refuse to hear comments on a specific issue if a public comment session has been held on the issue.
- B. Limit the time or the number of speakers on the same issue.
- C. Refuse to have letters read *on behalf of other individuals*.

If speakers have comments that are too long for the time allowed or if members of the public would like materials distributed to the Council, written materials may be provided to the Regional Director or Administrative Assistant. Regional staff shall distribute those written materials to the Council members.

Council members may not discuss or take action on matters raised during the Call to the Public that are not on the agenda. For such non-agenda matters, the Council may respond to criticism, ask staff to review the matter or ask for the matter to be placed on a future agenda. Staff shall later inform the Council of staff efforts to respond to a speaker's concerns.

1-106 Meeting Minutes

Minutes of all Council meetings shall be created and maintained in accordance with the requirements of law. The Council may incorporate by reference into its minutes lists of staff changes, reports, lists of budget information, formal written resolutions and other material of similar import, and such material shall be maintained in a permanent file to be designated as the "Phoenix South Regional Partnership Council's Documents File," which shall be kept in the custody of First Things First staff and available for ready reference.

Each Council member shall be furnished with copies of the minutes of the open session portion of each Council meeting. Council members without a conflict of interest shall be furnished with copies of the minutes of the executive session portion of any meeting of the Council for the purpose of approving those minutes, after which all copies shall be returned to the Regional Director.

All minutes of the open session portion of any Council meeting shall be open to public inspection at the First Things First Regional Office located in Phoenix, AZ. Minutes of executive sessions shall be kept confidential except from members of the Council or as otherwise allowed by law. Copies of minutes or excerpts from any minutes of the open session portion of any Council meeting or from any executive session if the law permits such disclosure may be furnished by the Regional Director. If such minutes have not yet been approved by the Council, they shall be marked "Draft."

1-107 Committees and Subcommittees

The Council may establish and maintain committees composed of members of the Council and/or other individuals appointed by the Chairperson. The Chairperson may designate that the Chairperson of the Council shall serve as an ex officio member of a committee.

The Chairperson of the Council shall designate the matters to be considered by the committees. All committees shall act as advisory bodies to the Council and report their recommendations to the Council. Unless one is designated by the Chairperson of the Council, a committee chairperson shall be elected by the committee members.

Committees may establish and maintain their own subcommittees. The relationship between a committee and its subcommittee shall be the same as the relationship described in this policy between the Council and a committee.

Committees and subcommittees shall comply with the Open Meeting Law. See A.R.S. § 38-431(1),(6).

1-108 Conflicts of Interest

Council members shall comply with the conflict of interest provisions of A.R.S. Title 38, Chapter 3, Article 8. These statutes set the minimum standards expected of public officers and employees who, in their official capacities, are faced with a decision or contract that might affect their direct or indirect pecuniary or proprietary interests or those of a relative. Section 38-503 provides in part:

Any public officer or employee of a public agency who has, or whose relative has, a substantial interest in any contract, sale, purchase or service to such public agency shall make known that interest in the official records of such public agency and shall refrain from voting upon or otherwise participating in any manner as an officer or employee in such contract, sale, purchase or service.

Any public officer or employee who has, or whose relative has, a substantial interest in any decision of a public agency shall make known such interest in the official records of such public agency and shall refrain from participating in any manner as an officer or employee in such decision.

Under this law, a Council member who has a conflict of interest must disclose the interest and refrain from participating in the matter. Council members may find guidance on this subject in the Arizona Agency Handbook, which is available on the Attorney General's website at <http://www.azag.gov/agency-handbook>. Council members should review conflicts of interest matters not specifically addressed in the Handbook with the Regional Director or legal counsel.

In addition to complying with the conflict of interest provisions of Title 38, Chapter 3, Article 8, no Council member shall vote on, or participate in the discussion of, any grant proposal in which any entity by which they are employed or on whose board they serve has a substantial interest, as defined by Section 38-502. See A.R.S. § 8-1173(C).

Council members shall complete a Conflict of Interest Acknowledgement and State Service Disclosure Statement at the beginning of their term and annually update the State Service Disclosure Statement. Additionally, Council members shall complete a Conflict of Interest Disclosure form whenever they declare a conflict at a Council meeting. All completed forms shall be given to First Things First staff for recordkeeping.

1-109 Communications from the Council

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 Lobbying & Campaigning

Lobbying occurs under Arizona law when a person attempts to influence the passage or defeat of any legislation by directly communicating with any State Legislator. By contrast, campaigning refers to attempts to influence an election. In other words, lobbying relates to matters a Legislator will vote on, while campaigning relates to matters the general public will vote on.

Lobbying

The Council recognizes and appreciates the privilege each individual in this State and Nation has to express his or her opinion and to seek to make that opinion known to members of the State Legislature and Congress. The Council also recognizes the responsibilities with which it has been entrusted in connection with the Board and the advancement of early childhood development and health programs in the State of Arizona and recognizes that on occasion the interests of the Board and Council will not coincide with the interests of individual Council members.

Only the Chairperson of the Council or his or her designee shall speak for the Council to members of the State Legislature or Congress in matters relating to policy. When speaking for the Council to Legislators or their staff, the Chairperson or designee shall make every effort to accurately communicate official Council positions, while refraining from speaking on behalf of the Board or First Things First unless specifically authorized to do so by the Board or Board Chairperson or First Things First's Chief Executive Officer respectively. A Chairperson or member designee lobbying in his or her official capacity on matters pertaining to the Council is exempt from the lobbying laws requiring registration and expenditure reporting.

Any Council member may speak to members of the State Legislature or Congress in an individual capacity. For matters in which the Council has not taken an official position, any Council member communicating with a member of the State Legislature or Congress shall make every effort to indicate clearly that the position that he or she is taking is an individual position or is the position of a group other than the Council. In instances in which First Things First, the Board or the Council has taken an official position, a Council member endorsing a differing position shall make it clear that First Things First, the Board and/or the Council has endorsed a different or contrary position. Council members who, on their own behalf, appear before a legislative committee or communicate with a State Legislator in person, by phone or by letter to lobby in support of or in opposition to legislation are also exempt from the lobbying laws requiring registration and expenditure reporting.

This policy is not intended to nor shall it be enforced so as to restrict rights guaranteed to individual Council members, but is an attempt only to separate the views of individual members from positions which First Things First, the Board and/or the Council may take in attempting to discharge their responsibilities under the statutes of the State of Arizona.

* Council members who only engage in exempt lobbying are not considered lobbyists. See A.R.S. §§ 41-1231 & 41-1232.04. Additionally, Council members should be aware that the Council cannot make any expenditure for entertainment for a state officer or employee (including Legislators) and Council members cannot accept an expenditure for entertainment from a lobbyist or someone acting on behalf of a lobbyist. Entertainment refers to admission to or participation in a sporting event or a cultural event or activity. See A.R.S. §§ 41-1231(5)-(6) & 41-1232.08.

Campaigning

The Council shall not spend or use public resources to influence an election. See A.R.S. § 16-192. This prohibition includes the use or expenditure of monies, materials, equipment, buildings, postage, telecommunications, computers, web pages and any other thing of value of First Things First to support or oppose a candidate or ballot measure.

Individual Council members may express their personal views and even advocate for or against a candidate, initiative or other ballot measure, as long as they do not use public resources to do so. In these activities, Council members may identify themselves as Council members, but should not state or imply that they speak for the Council.

1-111 Attendance

The Council's governing statutes recognize the importance of consistent attendance by Regional Council members with the following statement:

Members of the Regional Partnership Council who miss more than three meetings without excuse or resign their membership shall be replaced by the Board after a public application process and with the input of the Regional Partnership Council.

See A.R.S. § 8-1162(D).

Attendance Expectations. Council members are expected to attend all Council meetings. It is understood that there will be times when Council members will need to miss a meeting. The Regional Director shall maintain an attendance roster that documents each member's attendance at scheduled meetings.

Excused Absence. An excused absence occurs when a Council member is unable to attend a meeting due to an emergency, illness, injury or previously scheduled travel, work, tribal ceremony or family obligation that prevents participation at a meeting either in person or by phone.

Notification of a previously planned obligation should be provided to the Regional Director at least two weeks in advance of the scheduled meeting. A Council member who misses a meeting other than for a previously planned obligation shall contact the Regional Director as soon as possible to provide an explanation for missing a meeting. An emergency is a situation that cannot reasonably be planned for in advance, such as car trouble, weather conditions, family illness and obligation to tribal ceremonies.

Unexcused Absence. An unexcused absence occurs when a Council member is absent from a scheduled meeting without providing sufficient notice or an explanation of the reasons for the member's absence consistent with the excused absence definition above.

Determination of Excused Absence. Regional staff shall assist the Chairperson in keeping track of excused absences. If there is a question about whether an absence meets the definition of an excused absence, the Chairperson or Vice Chairperson may consult with the Regional Director for a determination. If necessary, the matter can be presented to the Council.

Attendance Problems. An attendance problem means:

- A. Two consecutive unexcused absences.
- B. Three consecutive absences, excused or unexcused.
- C. Three unexcused absences in a 12-month period.
- D. More than five excused and unexcused absences in a 12 month period.

Addressing an Attendance Problem. Upon identification of an attendance problem, the Chairperson or Vice Chairperson shall call the Council member to discuss the member's attendance record and remind the member of the attendance expectations. If the Council member's difficulties are resolvable, then the Chairperson or Vice Chairperson shall attempt to help resolve them with assistance of staff.

If a member reaches a level of non-attendance under "D" above, of which no more than three are unexcused, the Chairperson may ask the member to resign his or her position in order to ensure the Council has sufficient participation to timely and appropriately complete its work. If the member wishes to continue on the Council, the matter shall be put to the Council at its next meeting. The Council member shall be entitled to speak to this item. The Regional Council shall then decide whether to refer the matter to the Board for possible removal of the member from the Council.

If a member misses more than three meetings in a 12 month period without excuse, the Chairperson or Vice Chairperson shall ask that the member resign his or her position on the Council. If, upon request, the member does not resign, the matter shall be forwarded to the Board for appropriate action.

1-112 Code of Conduct

Council members shall abide by the following code of conduct:

- A. Listen carefully to fellow Council members.
- B. Respect the opinions of fellow Council members.
- C. Respect and support the majority decisions of the Council.
- D. Recognize that all authority is vested in the full Council only when it meets in a legal public session.
- E. Keep well informed about the issues which could come before the Council.
- F. Participate actively in Council meetings and actions.
- G. Bring to the attention of the Council any issues that could have an adverse effect on the Council, the Board or First Things First.
- H. Refer complaints concerning Council related matters and members to the proper level, specifically the Chairperson or Vice Chairperson.
- I. Represent all the people the Council serves and not primarily a particular issue, personal agenda or interest group.
- J. Abide by the Conflicts of Interest policy and laws.

If there is a violation of this code of conduct, the member(s) suspected of the violation shall meet with the Chairperson or Vice Chairperson to discuss the matter. The Chairperson or Vice Chairperson shall attempt to resolve the matter and if necessary refer it to the Council for action.

The Council by a majority vote of the appointed members of the Council may recommend to the Board that a member be removed as a Council member upon motion by a Council member alleging the violation of a specific provision of this Manual or alleging specific actions which bring into public disrepute this Council, the Board or First Things First as an organization.

1-113 Departure from Council Policy

The Council may approve a temporary departure from a policy in this Governance Manual provided the departure would not violate the law. No departure from Council policy shall be permitted without the approval of the Council.

1-114 Amendments

These policies shall not be added to, amended or repealed except at a Council meeting and by majority vote of all appointed Council members. Any proposed addition, deletion or amendment shall be filed with the Regional Director, in writing, at least 10 days before such meeting, and it shall be the duty of the Regional Director to promptly distribute a copy of the proposal to each Council member.

Amendments to Council policy require a two-step process to adopt: (i) the draft policy change shall receive a *first reading* at a public meeting, during which Council members may discuss the draft amendment and request that staff make changes as deemed appropriate (a vote to adopt is not taken at this stage) and (ii) the draft policy change shall receive a *second reading* at a subsequent public meeting during which the Council may direct staff to make further changes or may vote its adoption.

ATTACHMENT #4



FIRST THINGS FIRST

Ready for School. Set for Life.

Phoenix South Regional Partnership Council Meeting September 11, 2014

AGENDA ITEM	Presentation on Early Childhood System Building
BACKGROUND	The Chief Regional Officer will provide information on: <ul style="list-style-type: none">- Strategic Planning and Funding Plan Development in the Context of Early Childhood System Building
RECOMMENDATION	No recommendation

ATTACHMENT #s 5, 6, 7, & 8



FIRST THINGS FIRST

Ready for School. Set for Life.

Phoenix South Regional Partnership Council Meeting September 11, 2014

AGENDA ITEM	State Fiscal Year '16-18 Strategic Planning
BACKGROUND	<p>Regional Partnership Councils establish a three year strategic plan and then submit an annual funding plan to the First Things First (FTF) State Board which defines how the regional council will spend its regional allocation. In establishing their strategic direction, Regional Partnership Councils conduct an assessment of their region, determine prioritized needs and identify effective approaches for meeting those needs which includes both funded strategies and non-funded approaches in order to build on the assets in the region, leverage FTF funding and work to ensure a coordinated and quality system of services for young children is developed.</p> <p>The Regional Director will present a proposed timeline for the development of the strategic plan. The Council will engage in a discussion which may lead to the establishment of a council vision and priorities.</p>
RECOMMENDATION	No recommendation

Phoenix South Regional Partnership Council State Fiscal Year 2016-2018 Strategic Planning Timeline August 2014 – January 2015

AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER & JANUARY
<p>August 5- Phoenix Cross-Regional Council Meeting (presentation and approval of the Phoenix North, Phoenix South and Phoenix Central 2014 Needs and Assets Reports)</p> <p>Key Actions Achieved: Members have a foundational knowledge of the Needs and Assets of the Region</p>	<p>September 11- Regular Phoenix South Regional Council Meeting</p> <p>Continuing the Conversation- Phoenix South Strategic Planning:</p> <p>Focusing on the Present - Review Timelines - SFY15 Regional Funding Plan Overview</p> <p>Where Do We Envision Our Greatest Future Impacts? - Summary of Needs and Assets Reports - Identifying the Vision, Goal Areas and Priorities for SFY16 and beyond - Formation of Subcommittees (Early Learning, Health, Family Support) to identify strategies and Systems Building Opportunities?</p> <p>September 29-30 - FTF State Board Meeting (Yuma)</p> <p>Key Actions Achieved: Council identifies Goal Areas and Priorities Council Decision on the use of Subcommittees to advance the Strategic Planning Process</p>	<p>October 9- Regular Phoenix South Regional Council Meeting</p> <p>Continuing Discussion on Strategic Planning:</p> <p>Moving Forward with a Strategic Vision - Regional Allocation Solidified by FTF Board - Subcommittee Discussion of Funding Strategies</p> <p>Additional Special Regional Council Meeting: To Be Determined - May be necessary to further finalize Strategies, number to be served, potential costs, etc.</p>	<p>November 13- Regular Phoenix South Regional Council Meeting</p> <p>Discussion Into Action: Finalizing Strategic Planning - Subcommittees make Recommendations to the full Council</p> <p>Additional Special Regional Council Meeting: To Be Determined - May be necessary to further finalize Strategies, number to be served, potential costs, etc.</p>	<p>December 11- Regular Phoenix South Council Meeting</p> <p>Anticipated Approval of SFY16 Funding Plan including Strategies, Funding Amounts and Funding Mechanisms</p> <p>.....</p> <p>January 8- Regular Phoenix South Council Meeting</p> <p>January 20-21- FTF State Board Meeting (Phoenix) - Funding Plan Presentation By 28 Regional Councils; Approval of Funding Plans</p>

Section III. A.

SFY15 Funding Plan

Regional Priorities, Selected FTF Indicators and Priority Roles, and Strategies to Achieve Outcomes

PHOENIX SOUTH REGION: Priorities, Indicators, Roles and Strategies are inclusive of those in both the South and Central Phoenix Regions in the SFY13-15 3-Year Plan

Regional Priority to be addressed <i>(Not listed in order of priority)</i>	School Readiness Indicators	FTF Priority Roles in the Early Childhood System	SFY15 Strategies
<p>Implement preventive health care and programming that includes outreach education, and health screenings and ensure all children have access to high quality care with insurance or other needed coverage.</p> <p>Children with Special Needs-Every child with special needs has total and equal access to health care and early care and education.</p> <p>Every child has access, including affordability, to high quality early care and education.</p> <p>All parents, including new parents, of young children have access to information and support as needed.</p> <p>Continued support for children in family, friend and neighbor care.</p> <p>Ensure ongoing capacity building of local providers to provide high quality preschool for low income and high risk children.</p> <p>Increase the number of quality early care and education professionals who have access to quality professional development opportunities</p>	<p>1. #/% children demonstrating school readiness at kindergarten entry in the development domains of social-emotional, language and literacy, cognitive, and motor and physical. (Central & South Phoenix)</p> <p>2. #/% of children enrolled in an early care and education program with a Quality First rating of 3-5 stars (South Phoenix)</p> <p>5. % of children with newly identified developmental delays during the kindergarten year (South Phoenix)</p> <p>6. # of children entering kindergarten exiting preschool special education to regular education (South Phoenix)</p> <p>7. #/% of children ages 2-5 at a healthy weight (Body Mass Index-BMI) (South Phoenix)</p>	<p>Early Care and Education System – Convene partners and provide leadership in the development and implementation of a comprehensive early care and education system.</p> <p>Quality Early Care and Education Standards, Curriculum and Assessment – Convene partners, provide leadership, and provide funding for the development and implementation of quality standards.</p> <p>Quality, Access, and Affordability of Regulated Early Care and Education Settings – Convene partners, provide leadership, and provide funding for increased availability of and access to high quality, regulated, culturally responsive and affordable early care and education programs.</p> <p>Access to Quality Health Care Coverage and Services- Collaborate with partners to support improved nutrition and increased age/developmentally appropriate physical activity levels among young children.</p> <p>Access to Quality Health Care Coverage and Services- Collaborate with partners to increase access to high quality health care services (including oral health and mental health) and affordable health care coverage for young children and their families.</p>	<ul style="list-style-type: none"> • Quality First (includes CCHC, Scholarships, TEACH) <ul style="list-style-type: none"> ◦ Additional Scholarships • Kindergarten Transition • Family, Friends & Neighbors • Inclusion of Children with Special Needs • FTF Professional REWARD\$ • Director <u>Mentoring</u> • Care Coordination/Medical Home • Developmental and Sensory Screening • Health Insurance Enrollment • Mental Health Consultation • Oral Health • Comprehensive Preventative Health • Recruitment Stipend/Loan Forgiveness • Prenatal Outreach • Family Resource Centers • Family Support Coordination • Family Support – Children with Special Needs • Home Visitation • Parent Education Community-Based Training • Reach Out and Read • Service Coordination • Court Teams • Community Awareness • Community Outreach • Media • Statewide Evaluation

Regional Priorities

Increase the number of specialists in the early childhood development and health workforce to insure the healthy social-emotional development of young children.

Increase access to prenatal/postnatal services and support.

Increase the number and quality of intensive family support programs and services for families and children in crisis.

Increase number of effective, comprehensive, family support programs (strength-based) including home-visiting programs.

Increase understanding and information about the importance of early childhood development and health and limited support by the community around early childhood development and health efforts.

Increase community capacity, leadership development, community awareness and grassroots awareness of the importance of early care and education movement.

Need for access to accurate and comprehensive regional data to develop and enhance strategies.

FTF Priority Roles

Supports and Services for Families – Convene partners, provide leadership, provide funding, and advocate for development, enhancement, and sustainability of a variety of high quality, culturally responsive, and affordable services, supports, and community resources for young children and their families.

School Readiness Indicators

8. #/% of children receiving timely well child visits. 7.

#/% of children ages 2-5 at a healthy weight (Body Mass Index-BMI) (Central & South Phoenix)

9. #/% of children age 5 with untreated tooth decay (South Phoenix)

10. % of families who report they are competent and confident about their ability to support their child's safety, health and well-being. (Central & South Phoenix)

SOUTH PHOENIX REGION EARLY CHILDHOOD DATA



FIRST THINGS FIRST
Ready for School. Set for Life.

Data was derived from the 2014 First Things First South Phoenix Regional Needs and Assets Report and reflects South Phoenix Region data, unless otherwise specifically noted.

Demographics

Population: **416,503**

Children ages birth to five: **52,303**

Households:

26% Single Mother

13% Single Father

61% Married

Ethnicity of Children ages birth to five:

78% Hispanic

8% African American

9% White

1% Native American

Language: **58%** of households speak a language other than English at home

Economic Circumstances

Poverty:

24% of South Phoenix residents are in poverty

35% of children 0-5 are in poverty

Highest Rates Within Region: **54%** Central City
39% Maryvale

Food Insecurity: **25%** of children living in Maricopa County were without enough food in 2011

Housing: **50%** of residents report spending more than 30% of their income on housing

Public Assistance: **80%** of families report they receive public assistance

Highest enrollment in public assistance:

80% - South Phoenix **79%** - Maryvale **76%** - Laveen

Family Support

Foster Care:

CPS Removals: **430** children removed from their homes in 2013; **UP** from **324** in 2011

0-5 children entering Foster Care: **653** in 2012; **UP** from **316** in 2008

Early Care and Education

Licensed Care:

Only **34%** of children *STATEWIDE* participate in any type of preschool; ranking Arizona **49th** in the nation

19% of children 0-11 have access to licensed care

4,882 of children 0-5 are enrolled in a Quality First Center

DES Subsidies: # of children **DECREASED** from **2,941** in 2009 to **1,972** in 2012

AIMS: **54%-73%** of 3rd Graders PASSING Reading scores:

School Districts **60%** or more PASSING:

-Pendergast

-Cartwright

-Fowler

-Laveen

School Districts **40%** or more **NOT PASSING**:

-Isaac

-Murphy

-Riverside

-Roosevelt

Family Literacy: **41%** of parents surveyed reported having 10 or less books in their home

Health

Preventive Care:

Prenatal: **83%** of women received prenatal care in the first trimester

Immunizations: **53%** of children 19 to 35 months had completed vaccination schedules

Medical/Dental Visits:

86% of parents report regular visits with same doctor

17% of parents report regular visits with same dentist

Coverage:

Medical Insurance: **13%** of children in Maricopa County have **NO** insurance

AzEIP: **241** children received services in 2009/2010

DDD: **496** children received services

Teen Births: **1,226** births to teen mothers in 2012;

DOWN from **1,576** in 2009

CENTRAL PHOENIX REGION

EARLY CHILDHOOD DATA



FIRST THINGS FIRST

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Data was derived from the First Things First 2014 Central Phoenix Regional Needs and Assets Report and reflects Central Phoenix region data, unless otherwise specifically noted.

Demographics

Population: **339,548**

Children ages birth to five: **30,407**

Households:

- 28% Single Mother
- 14% Single Father
- 58% Married

Ethnicity of Children ages birth to 5:

- 68% Hispanic
- 18% White
- 7% African American
- 3% Native American

Language: **43%** of households speak a language other than English at home

Economic Circumstances

Poverty:

29% of Central Phoenix residents are in poverty

48% of children 0-5 are in poverty

Highest Rates Within the Region:

- 58% Osborn Elementary School District Area
- 55% Phoenix Elementary School District Area

Food Insecurity: **25%** of children living in Maricopa County were without enough food in 2011

Housing: **48%** residents report spending more than 30% of income on housing

Family Support

Foster Care:

CPS Removals: **383** children removed from their homes in 2013, UP from **267** in 2011

0-5 children entering Foster Care: **477** in 2012; UP from **291** in 2008

Early Care and Education

Licensed Care:

Only **34%** of children *STATEWIDE* participate in any type of preschool; ranking Arizona **49th** in the nation

52% of children 0-11 have access to licensed care

3,650 of children 0-5 are enrolled in a Quality First Center

DES Subsidies: # of children **DECREASED** from **2,317** in 2009 to **1,306** in 2012

AIMS: **58%-85%** of 3rd Graders PASSING Reading scores

School Districts **70%** or more PASSING:

- Madison
- Wilson
- Alhambra

School Districts **40%** or more **NOT PASSING**:

- Balsz
- Osborn
- Isaac
- Creighton
- Phoenix
- Murphy

Family Literacy: **10%** of parents surveyed reported having 10 or less books in their home

Health

Preventive Care:

Prenatal: **81%** of women received prenatal care in the first trimester

Immunizations: **40%** of children 19 to 35 months had completed vaccination schedules

Medical/Dental Visits:

88% of parents report regular visits with same doctor

71% of parents report regular visits with same dentist

Coverage:

Medical Insurance: **13%** of children in Maricopa County have **NO** insurance

AzEIP: **420** children received services in 2009/2010

DDD: **384** children received services

Teen Births: **725** births to teen mothers in 2012;

DOWN from **997** in 2009

ATTACHMENT #9



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Phoenix South Regional Partnership Council Meeting September 11, 2014

AGENDA ITEM	Regional Director's Update
BACKGROUND	<p>The Regional Director will provide updates on the following items:</p> <ul style="list-style-type: none">- First Things First Summit Highlights- Screening/Intervening Early Stakeholder Update- Community Outreach Report- Council Member Webinars- FTF Chair/Vice Chair Meeting – October
RECOMMENDATION	No Recommendation

COMMUNITY OUTREACH REPORT

Phoenix South

September 11, 2014



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SUMMARY OF ACTIVITIES FY15, Q1

Speaker's Trainings:

28 Supporters and Champions were empowered to share consistent messages about early childhood and First Things First at various Early Childhood, Every Day and the Write Way trainings.

Events:

7 FTF Supporters and Champions shared information about FTF and the importance of early childhood development at community events such as the Expect More AZ Back to School Fair. Outreach staff also participated in 3 community events, including the Educational Resource Fair at the Phoenix Children's Museum.

Sponsored Events:

Arizonans for Prevention, statewide annual conference

Networking Meetings:

Outreach staff attended 12 community networking meetings to secure trainings, presentations and recruit supporters.

Presentations:

Outreach staff were referred by FTF Supporters and Champions to present to over 100 newly recruited friends.

1:1 Meetings:

Outreach staff partook in 24 one on one meetings with community members across diverse audiences to recruit and engage early childhood stakeholders.

Media:

Outreach staff secured a 1 hour presentation on the Spanish radio station 1190 AM.

UPCOMING OPPORTUNITIES:

FTF Speaker's Series Training: Early Childhood, Every Day
Thursday, September 18th from 10:00—12:00pm
4000 N. Central Ave, Ste 800
Phoenix, AZ 85012

FTF Core

Message of the Month

More than 40% of AZ's 4th graders are not reading at grade level. The best way to reverse this trend is to help children develop language and expose them to books before they enter kindergarten.



Google

Maps outreach activity
Coming Soon!

Triplets Get a Strong Start to Success

by Rachel Egboro



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For three-year old triplets Jonathon, Joshua and Jordan, child care meant mischievous days at their grandmother's house. Their mother, Nancy Moctezuma, wanted them to have more structure, but a child care center seemed financially impossible. "With one child and two working parents it's doable. For us, it was too much too fast" she says. On recommendation from a coworker, Nancy visited Rincón, a learning center in Phoenix South and participant in Quality First.

Two months after being waitlisted for a scholarship, the Moctezuma family was the recipient of two Quality First scholarships.

"One week into it, [my husband] noticed the difference right away" said Nancy. "All of a sudden they started spelling and writing their names".

At a recent meet and greet for kindergarten, Nancy admired her boys as they sat calmly, handling their scissors like experts. On Sundays the triplets are already anxious to return to school. But their excitement to return to Rincón is for learning, rather than mischief. "You can't put a price on that excitement," observed Nancy. "It's been a breath of fresh air to give the kids a jump start in school and in learning".



YOUR COMMUNITY OUTREACH TEAM

Susana Ibarra (Education)

sibarra@aztf.gov

602.708.4641

Rachel Egboro (Faith & Health)

regboro@aztf.gov

480.433.2917

Isela Blanc (Public Safety, Neighborhoods, Seniors)

adm-iblanc@aztf.gov

480.309.6920

ATTACHMENT #10



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Phoenix South Regional Partnership Council Meeting September 11, 2014

AGENDA ITEM	Phoenix South Chair/Vice Chair Elections
BACKGROUND	The Council shall elect a Chairperson and Vice-Chairperson from among the appointed members to serve for the fiscal year ending June 30, 2015.
RECOMMENDATION	No recommendation

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



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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.