



# FIRST THINGS FIRST

*Ready for School. Set for Life.*

## ARIZONA EARLY CHILDHOOD DEVELOPMENT & HEALTH BOARD

### NORTH PHOENIX REGIONAL PARTNERSHIP COUNCIL

**1. CALL TO ORDER:** The regular meeting of the First Things First North Phoenix Regional Partnership Council; Arizona Early Childhood Development and Health Board was held on Tuesday, September 13, 2011 in the Governing Board Room at the Washington Elementary School District located at 4650 West Sweetwater, Glendale, Arizona 85304

Chair Cindy Hallman called the meeting to order at 4:35 pm.

**Members Present:** Cindy Hallman, Chair; Connie Robinson, Vice Chair; Bill Adams, School Administrator; James Emch, At Large; Willette Watts, Faith Based; Jenna Goad, Parent; Barbara Nicol, At Large and Billy Thrall, At Large Member.

**Members Not Present:** Mindy Zapata, Child Care Provider.

**Quorum:** Established.

**Staff Present:** Karen Yearwood, Regional Director; Briggetta Hawks, Administrative Assistant; Tracey Craig, Senior Director; Lindsay Kaid, Fiscal Specialist; Kathy Rice, Lead Fiscal Specialist; and Marlene Moreno, Community Outreach Coordinator.

A welcome to the newest Member of the Council was extended by Chair Hallman on behalf of the Council to Mr. Billy Thrall who was appointed to the Council by the State Board on August 29, 2011.

**2. CONSENT AGENDA:** Included in an e-packet prior to the meeting was the regular meeting minutes of August 8, 2011 for consideration.

**Motion:** Member James Emch moved to approve the regular meeting minutes of August 8, 2011, second by Member Willette Watts, all in favor, no discussion; motion carried.

**3. CALL TO THE PUBLIC:** **Trudy Irusta, Paradise Valley Community College:** Provided the Council with an update on Early Childhood Professional Development Program.

**4. CALL TO THE PRESENTERS:** **Anne Varner**, Child Care Nurse Consultant from the Maricopa County Department of Public Health and **Melissa Sult**, Child Care Nurse Consultant/Hearing Screening provided the Council with an update on both programs through power-point presentations and handouts.

**Bruce Liggett** from the Arizona Child Care Association provided an update to the Council on DES Childcare subsidy budget cuts and how those cuts affect the families in the North Phoenix Region. Director Yearwood informed the Council that there will be two meetings in October and Quality First and Child Care Scholarships will be an item on one of those agendas.

**5. COMMUNITY OUTREACH PLAN:** Regional Director Karen Yearwood provided background information on the Community Outreach Plan and the plan was provided in draft form in Council packets and presented to Members by Community Outreach Coordinator Marlene Moreno. Marlene requested feedback on the draft plan from the Council. Member Adams suggested reaching out to grantees and events in the Community. Member Robinson suggested for the North Phoenix Council to have their own Communications event to get the Council out in front of the community. Member Goad advised that more outreach to parents needs to be done about services that First Things First provides and that more collaboration needs to be done between grantees. Member Goad gave an example of where her child is enrolled in a Quality First Center and she was surprised that the Center did not offer information to parents about the various services provided by First Things First.

**Motion:** Member Jenna Goad made a motion for the Community Outreach Plan to move forward, second by Member Connie Robinson, all in favor, no discussion; motion carried.

In light of Parent Member Goad having to leave early, Chair Hallman requested that the agenda be moved around and that item number 9, SFY 2012 Implementation Plan Development Family Resource Centers be discussed next.

**9. SFY2012 IMPLEMENTATION PLAN DEVELOPMENT: A. Family Resource Centers:** Director Yearwood provided an oral update on the three family resource centers that the Council wanted in School Districts and one in a community hub. The latest proposal was received from Deer Valley School District, reviewed by the First Things First Staff, and was reviewed by Council Member Jenna Goad. The proposed location for this Family Resource Center will be at the Desert Wings Elementary School which is located at 15<sup>th</sup> Avenue and the Luke 101. Part of the proposal includes a satellite office in Anthem. Karen advised that the target service numbers are 350 families receiving information and referral services during the first year as well as 100 families participating in parent education training opportunities. The proposed funding amount is one hundred forty seven thousand eight hundred twenty six dollars and twenty six cents (\$147,826.26) for SFY2012 with implementation October through June. This would be renewable up to a two year period at one hundred and fifty thousand dollars (\$150,000.00) per year.

Member Goad expressed that after reviewing the inter-governmental agreement, she felt that it reflected the wishes of the Council and was impressed with the implementation time of opening their doors in January. Jenna was also pleased with Deer Valley's list of well established community partners.

Karen reported that the **Washington Elementary School District** had their Family Resource Center grand opening on August 25, 2011 with several Council Members in attendance. This Family Resource Center is fully operational and up and running. **Paradise Valley School District:** Still working with the School District who just submitted a revised proposal which is currently being reviewed. **Community Hub**

**Request for Grant Application (RFGA):** The RFGA was released on August 31, 2011. In the RFGA community hub is defined as a place where families go in times of crisis and instability. The Pre-Application conference is Thursday, September 15, 2011, and the closing date is October 12, 2011. The RFGA Review will be held on October 27, 2011 from 9:00 am – 2:00 pm and Member Mindy Zapata will represent the Council during the RFGA review.

**6. FINANCIAL OVERVIEW: A. SFY2011 Year End Update:** Fiscal Specialist Lindsay Kaid provided the Council with requested information from the last meeting where Members wanted information on that compared the North Phoenix Council carry forward amounts to other similar sized Councils. Lindsay explained that although Finance does not have final closeout information yet, that information is expected at the end of the week. The unexpended will go down a little bit in the reconciliation, but not by much. The final numbers will be provided at the next meeting. According to the figures provided at the meeting today if they were the final numbers, the Council would be carrying forward 59% of their allocation which also includes money carried forward from SFY2010 into SFY2011. Ms. Kaid also explained to the Council the definitions: **Total Allocation:** The money assigned to the Council based on the population, poverty rates, and other factors in the Region. This also includes the amount carried forward from SFY2010. **Un-allotted:** Any funds that the Council did not allot to a specific strategy. Sometimes that amount is intentionally un-allotted by Councils in anticipation of the declining revenue source in order to sustain their programs. **Un-awarded:** Funds allotted to a strategy that the Council intended on spending down during the funding plan year, but for whatever reason, i.e. RFGA was not awarded, a grantee was awarded funding but did not request the full funding amount available. **Un-expended:** Awarded but not spent due to challenges. Some of the reasons include that the grantee did not hire staff in a timely manner, or the grantee did not reach their target service numbers. This is currently the largest dollar amount for the North Phoenix Council (un-expended). Lindsay advised that the total un-allotted, un-awarded, and un-expended equal the carry-forward. In response to a question surrounding the loss of zip codes 85302, 85304, and 85306, Lindsay explained that this will affect the allocation for the North Phoenix Region in future funding years since the allocation is determined by the population that the Council serves and the poverty percentage.

Member Jenna Goad left the meeting at 6:21 pm.

**B. Funding Plan Review:** Director Yearwood advised that with the final reconciliation for SFY2011 to be done at the end of this week, it would be a good idea to look at the SFY2012 funding plan summary included in Council packets and determine if any changes should be made for the current funding plan year. Karen reminded the Council that any changes to the current funding plan would require a vote by the Council. Karen advised that this would be a good time for the Council to consider moving any money not spent in a strategy to un-allotted. By request of Chair Hallman, Karen provided the Council with staff recommendations on what would be appropriate to move to the un-allotted funds which could then potentially be used for SFY2013 planning in another strategy or used now in the current SFY2012 funding plan. If there are enough funds in a strategy, an RFGA can go out. A strategy can be amended to include additional dollars, but if it is an increase of over 10%, there must be a clear justification and this would require the approval of the State Board. The following are the staff recommendations to drop down to the un-allotted:

STRATEGY	AMOUNT TO UN-ALLOTTED	EXPLANATION
Community Awareness	\$79,000.00	Marlene presented her plan earlier and this plan is associated with a budget which will be used for community sponsorships, events, media and items to support activities. It is expected that the total budget would be \$21,000.00 and the Council allocated \$100,000.00
Community Based Professional Development	\$20,205.00	
Community Based Literacy	\$72,138.00	Already increased this strategy by 15% for SFY2012.
Developmental & Health Screening	\$7,402.00	
Health Insurance Enrollment	\$59,994.00	Chair Hallman declared conflict.
Home Visitation		This was initially slotted to drop to un-allotted but since this is a statewide contract and it is linked to DES accreditation at a statewide level, Karen is not recommending the original \$25,994.00 be dropped down and recommended to leave this amount in un-awarded.
Mental Health Consultation	\$250,000.00	This is a capacity issue. There are 8 Mental Health Consultants currently in the field and capacity has been reached on the number of consultants based on recruitment efforts. They do not believe that they will be able to spend down the entire amount.
Oral Health	\$8,235.00	This is the difference of what the original allotment was and what the actual contract amount came in was.
Parent Education Community Based Training	\$86.00	

**Motion:** Chair Hallman advised that she would like to entertain a motion to move \$79,000.00 from Community Awareness, \$20,205.00 from Community Based Professional Development, \$72,138.00 from Community Based Literacy, \$7,402.00 from Developmental & Health Screening, \$250,000.00 from Mental Health Consultation, \$8,235.00 from Oral Health, and \$86.00 from Parent Education Community Based Training. Vice Chair Connie Robinson so moved, second by Member Bill Adams, all in favor, no discussion; motion carried.

Chair Cindy Hallman declared conflict for Health Insurance Outreach and stepped out for a few moments. Vice Chair Connie Robinson resumed the regular meeting.

**Motion:** Member Bill Adams made a motion to move \$59,944.00 from SFY 2012 strategy Health Insurance Outreach to un-allotted in order to use for the SFY2013 planning, second by Member Willette Watts, all in favor, no discussion; motion carried.

**7. SFY 2013-2015 FUNDING PLAN DEVELOPMENT:** Member Adams questioned whether or not the Council could move money around and allocate the funds that were just un-allotted from strategies. The consensus of the Council was to wait until more information is received by staff in order to make better informed decisions on how to spend the un-allotted funds.

Vice Chair Connie Robinson left the meeting at 6:45 pm.

Member Barb Nicol questioned whether or not something could be put on the agenda with the information that the Council wants to move forward with getting the funding out. Chair Hallman explained that the Council will be looking at the development of their SFY2013 Funding Plan at which time the Council will research the indicators and benchmarks set by the State Board and different committees. Chair Hallman would like to see staff provide concrete numbers and a better understanding of what is being said in the community around needs. The Council would like something on the next agenda to get the un-expended dollars out.

Regional Director Karen Yearwood went through the power-point presentation that described the funding plan development process in detail for SFY 2013-2015.

**8. QUALITY FIRST MODEL:** Regional Director Karen Yearwood referred to the handouts in Council Packets which reflect major changes to Quality First! and include program changes as well as financing. There will be a more detailed discussion at one of the October meetings. Karen requested that the Council review all of the information provided in their packets pertaining to Quality First! prior to the next meeting.

Member James Emch for the public record stated that the child care industry feels like this is a flawed model. Chair Hallman advised that she has been through the new model and did not see a problem with it.

**10. DIRECTOR'S REPORT:** **A. Regional Boundaries:** Provided in Council packets was the information that was presented to the State Board. A thank you by Member Bill Adams to Chief Regional Officer Michelle Katona who represented the Council's concerns very well in her presentation to the State Board at the Summit around the transfer of zip codes 85302, 85304, and 85306 to Northwest Maricopa. **B. Grantee Performance Follow-Up:** At the August Council meeting, the Council reviewed 3<sup>rd</sup> Quarter grantee financial and performance data. Following the discussion, the Council requested that grantees that fell outside of the expected range of 65-85% for expenditures and target service units be contacted and asked to provide an update. 4<sup>th</sup> Quarter Data and Financial Data has been received since the last

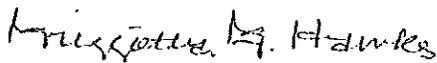
meeting and based on the information received Karen feels that all three grantees that fell short are on target to meet their goals. **C. Big Check Tour:** This is event where the State Board presents the Council with the allotment for the year in the form of a big check will be held on October 5, 2011 from 10:00 to 11:00 am at the Burton Bar Library. All Council Members are invited and encouraged to participate. Chair Cindy Hallman will accept the big check on behalf of the Council. **D. FTF CEO Visit to Regional Councils:** Rhian Evans Allvin will be visiting the North Phoenix Regional Partnership Council at their October 11, 2011 regular meeting. The Council was encouraged to provide Staff with particular questions for Rhian if any so that Rhian can be prepared with requested information.

**11. ADJOURNMENT:** Member Bill Adams moved to adjourn the regular meeting, second by Member Billy Thrall, all in favor, no discussion; motion carried. Council adjourned at 7:10 pm.

Chair Cindy Hallman called the meeting back to order at 7:11 pm to hear a call to the public speaker that did not have the opportunity to speak earlier. Zaza Wright spoke to the Council about the need for Scholarships in the North Phoenix Region. She spoke on behalf of the mother of a child in Zaza's care that will no longer be able to afford child care.

Member Bill Adams moved to adjourn the meeting at 7:14 pm, second by Member Barb Nicol, all in favor, no discussion; motion carried.

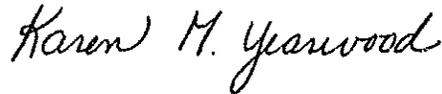
RESPECTFULLY SUBMITTED



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Briggetta Hawks, Administrative Assistant

APPROVED



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Karen M. Yearwood, Regional Director

COUNCIL APPROVAL



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Cindy Hallman, Chair