



# FIRST THINGS FIRST

*Ready for School. Set for Life.*

## Arizona Early Childhood Development & Health Board Hualapai Tribe Regional Partnership Council Meeting Minutes

### **Call to Order**

The meeting of the First Things First – Hualapai Tribe Regional Partnership Council was held on **August 10, 2011** at 9:00 a.m. at the Hualapai Education & Training Center, 460 Hualapai Way, Peach Springs, Arizona, 86434.

Chair Irwin called the meeting to order at 9:13a.m.

Members present: Sandra Irwin-Chair, Rev. Pete Imus-Vice Chair, Joyce Holgate, Helen J. Watahomigie, Candida Hunter, Charlene Imus, and Scott Dunsmore

Members Absent: Lucille Watahomigie and Madelena Cesspooch

### **Address Potential Conflicts of Interest Regarding Items on the Agenda**

No Regional Council Member expressed a conflict of interest regarding items on the agenda.

### **Approval of Previous Meeting Minutes**

Member Hunter made a motion to approve the Meeting Minutes from June 15, 2011. Member H. Watahomigie seconded the motion. The motion passed unanimously by members present.

### **Call to the Public**

There were no responses for the Call to the Public.

### **Hualapai Tribe Regional Partnership Council Member Updates**

Member C. Imus attended the Health Fair for Indian Health Services (IHS) and asked the intertribal partnership that is being developed with the Colorado River Service Unit (CRSU) Board include any health issues related to children ages 0 to 5 in an effort to promote First Things First.

### **Presentation and Discussion on 2012 Regional Needs and Assets Assessment**

Regional Director Ashley Pascual presented the proposed Work Plan and Timeline for the 2012 Needs and Assets Assessment. Director Pascual informed the Regional Partnership Council Michelle Walsh from University of Arizona-Norton School is leading the team that is doing the assessment. Ms. Walsh's colleagues, Dr. John Daws and Deanna Kaplan, were on the telephone to answer any questions that may arise during the presentation. Director Pascual informed the Regional Partnership Council their approval of a work plan is required in order for the Needs and Assets data collection to begin. Director Pascual reminded the Regional Partnership Council the base report is funded through the statewide evaluation monies, and the base report is the piece presented today. Director Pascual reminded the Regional Partnership Council the option for more work to be completed beyond the base Needs and Assets report would have required an additional regional strategy with funding allocated to it. Director Pascual explained the base report is to provide a snapshot of the characteristics of the region's children under the age of 6 and their families, and it will provide for the assets in the community as well as the unmet needs. The data collected will be analyzed by data area: Quality and Access to Care, Health, Professional Development of Early Care Educators, Family Support, Public Awareness of Early Childhood Issues, and Coordination among all programs. Director Pascual directed the Regional Partnership Council to Attachment 2c for more detail regarding the data points to be collected. Attachment 2c is the document Director Pascual will be presenting to Tribal Council for approval to conduct the data collection. Chair Irwin asked if it is possible to have any community surveys. Director Pascual explained community surveys or community forums are possible; however, the Regional Partnership Council would have to vote to use

Regional monies to amend the contract already in place with the Needs and Assets vendor. Director Pascual further explained that Regional monies were not put toward the Needs and Assets report for State Fiscal Year 2012. In order for a survey or forum to be conducted by the Needs and Assets vendor, a separate Scope of Work would be developed and the price would be negotiated and added to the vendor's contract. Director Pascual discussed the possibility of using surveys already conducted in the community as part of the Needs and Assets report. Director Pascual used the Needs and Assets Timeline to further explain the process for the Needs and Assets Assessment work. Director Pascual explained she will be presenting to the Tribal Council in September if the Needs and Assets Assessment is approved today. Then the vendor will begin collecting the data and preparing a first draft of the 2012 Needs and Assets report to be delivered to Director Pascual at the beginning of April 2012 to be presented to the Regional Partnership Council at the May 2012 meeting. Chair Irwin asked Dr. Daws and Ms. Kaplan if it would be possible to have community input collected by community members to be included in the Needs and Assets report. Chair Irwin expressed this would give the people of the community more insight and perspective into what First Things First is doing, and this will allow the community to have more ownership toward meeting the goals of First Things First. Dr. Daws replied it would be possible but he will have to review the contract with Ms. Walsh and give the Regional Partnership Council an answer regarding using the information later. Director Pascual pointed out to the Regional Partnership Council the vendor's plan, as part of the workplan, to conduct some qualitative interviews with community partners and stakeholders, which could serve as a way to include the community, as well. Dr. Daws replied that would be one way to expand the qualitative part, although the interviews are designed to be with community leaders and service providers rather than parents or teachers; however, widening the scope of community inclusion is a good idea and he will discuss with the team if that is a possibility. Vice Chair Imus made a motion to approve the Needs and Assets Workplan and Timeline. Member Holgate seconded the motion. The motion was approved unanimously by all Regional Partnership Council members present.

### **First Things First Grantee Updates**

#### *a. Hualapai Maternal Child Health Program*

Jennifer Pope, R.N., gave an update on the Hualapai Maternal Child Health Program (MCHP). Ms. Pope listed several of the events recently held by the Hualapai MCHP including a diaper derby on June 13, 2011, in which 63 children participated; a women's health fair on May 17, 2011, with a booth on breastfeeding and over 53 women attending the fair. The next women's health fair will be held on August 23, 2011, with another booth promoting breastfeeding. Ms. Pope informed the Regional Partnership Council that the Early Childhood Committee continues to meet, and they have met with the elementary school and with the Head Start. Criteria was set for screenings for new enrollees and current enrollees at the Head Start. Ms. Pope praised the new Head Start director, Joyce Holgate, for the Well Child Clinics she has held at IHS and the Head Start Round-up using the set criteria. Ms. Pope informed the Regional Partnership Council the MCHP is still receiving National Relief shipments of supplies for infants, such as cribs, diapers and clothing and the materials are being given to those in need quickly. The MCHP participated in the Mother-Daughter Festival, which had approximately 200 participants. Ms. Pope also informed the Regional Partnership Council the MCHP advocate is now assisting with parenting classes every Thursday. The MCHP will host training for the Head Start to discuss the Ages and Stages Questionnaires so that the same tools are used for screenings. The MCHP will also host training with Bright Start to explain the program to employees so more parents are aware and can utilize Bright Start's services. Ms. Pope informed the Regional Partnership Council that MCHP would be participating in Indian Days in September and will be holding their cradleboard competition once again. MCHP is still collaborating with the WIC program for referrals for in home visits and patient needs and services. Ms. Pope explained MCHP is still working with the Kingman Lions Club on glasses for visually impaired children in need. MCHP has also been screening children at the Elementary School for lice and educating parents on the appropriate steps to remove lice from the child and the home. The MCHP employees will be attending the First Things First Early Childhood Summit in Phoenix from August 28 through August 30, 2011.

#### *b. Emergency Infant Formula Assistance Program*

Ms. Pope informed the Regional Partnership that the MCHP is working on the Emergency Infant Formula Assistance grant, and explained the program provides specialty infant formulas that can be very costly. In addition, the MCHP received a large shipment of infant formula from St. Mary's Food Bank.

### **Discussion on FY2013- FY2015 Strategic Planning**

#### *a. Fiscal Status*

Director Pascual referred to the planning timeline and discussed Strategic planning and funding plan development with the Regional Partnership Council. Director Pascual explained she will have the final information on grant funding and reimbursements at the October Regional Partnership Council meeting, and she will then be able to present any carry-forward funds that may be used for the next year.

### *b. Funding Plan Development*

Director Pascual explained the three year planning cycle, and added that most First Things First grants are worded to be three year grants to go along with the funding cycle. Director Pascual explained this allows for reflection on how the grants have worked in the community and where the Regional Partnership Council wants to place its focus next. There is a lot more information available for the Strategic Planning process this time than there was the last time which will be helpful in making decisions for the community for the next three year cycle. The Funding Plan is due to the State Board in December. Director Pascual asked if the Regional Partnership Council would like to have Strategic Planning be a part of each subsequent monthly meeting or would the Regional Partnership Council prefer to form a workgroup that could also include community members. Director Pascual opened the topic for discussion. Discussion ensued regarding the need for parental and community involvement and the need to catch the children "falling through the cracks." The Regional Partnership Council decided holding community forums to gather ideas from the parents and community members as a part of the Strategic Planning process would be beneficial. It was also decided to continue to have Strategic Planning as a part of each monthly Regional Partnership Council meeting. Regional Partnership Council Members agreed to participate in a community forum and then provide their feedback during the Regional Partnership Council meetings. Director Pascual presented Attachment 3c to the Regional Partnership Council as a good tool to use in the community forums to demonstrate the goals of First Things First. Director Pascual thanked the Regional Partnership Council members for their commitment, dedication, and passion for the children of the community.

### **Annual Review and Possible Approval of Governance Policy**

Director Pascual asked the Regional Partnership Council to review the Governance Policy. Director Pascual explained nothing has changed in the Governance Policy but it needs to be approved each fiscal year. Member Hunter made a motion to approve the Governance Policy. Vice Chair Imus seconded the motion. All Regional Partnership Council members present voted in favor of approving the Governance Policy Manual.

### **Regional Director Update**

#### *a. Director's Report*

Director Pascual welcomed new Regional Partnership Council member Joyce Holgate who is filling the Child Care Provider seat. Director Pascual informed the Regional Partnership Council former member Cheryl Beecher submitted a letter of resignation from the Regional Partnership Council. As a result, the Regional Partnership Council has two available seats: the Philanthropy seat and an At-Large seat which may be filled by anyone who lives or works in the community. Member Hunter suggested putting an announcement regarding the open seats in the *Gamyu*. Ms. Pope also offered to ask among the active mothers in the community as well. Director Pascual informed the Regional Partnership Council the Native Language Grant with the Cultural Resources Department was approved and an update on the progress of the grant will be provided at the next meeting. Director Pascual also informed the Regional Partnership Council Chief Executive Officer (CEO) Rhian Evans Allvin will be attending the next meeting in September, and CEO Allvin will also be coming to the community later in the year to present the Big Check.

#### *b. Arizona Early Childhood Summit, August 28<sup>th</sup> – 30<sup>th</sup>, 2011*

Director Pascual informed the Regional Partnership Council that six members are attending the Arizona Early Childhood Summit at the end of August. Director Pascual discussed the outline of events being presented at the Summit including the Pre-Session on August 28 followed by a reception for Regional Council Members that evening. The Board will hold their meeting during the Summit at which they will consider approval of the Statewide Indicators. Director Pascual directed the Regional Partnership Council member to the directions and hotel confirmation numbers on the table.

### **Meeting Calendar**

The next meeting will take place at 9:00 a.m. on September 14, 2011 at the Hualapai Cultural Center. The Regional Partnership Council received an updated meeting calendar that includes the confirmed locations for each meeting.

### **Adjourn**

Vice Chair Imus made a motion to adjourn. Member Hunter seconded the motion. Chair Irwin adjourned the meeting at 10:37a.m.

**SUBMITTED BY:**

**Approved by:**

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**Julia Cosmano, Administrative Assistant II**

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**Sandra Irwin, Chair**