

East Maricopa Regional Partnership Council
Meeting Minutes
August 20, 2014

Welcome, Introductions and Call to Order

A regular meeting of the First Things First East Maricopa Regional Partnership Council was held on August 20, 2014 at the Vista del Camino Park and Community Center, 7700 East Roosevelt Street, Scottsdale, Arizona 85257.

Regional Director Conrad Lindo welcomed everyone and called the meeting to order at approximately 4:32 p.m.

Regional Director Lindo introduced Community Outreach Consultant Joy Leveen who will be working with Community Outreach Coordinator Tina Oluyi and covering the northern portion of the region.

Members Present:

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

Members Absent:

Council Member Nicole McNeil

There were 19 members of the public present.

Council Member Introduction

Regional Director Conrad Lindo introduced Council Member Becky Henry who then answered a series of questions about her background and past service on councils or boards.

Council Member Narducci arrived at 4:34 p.m.

Approval of Regular Meeting Minutes of July 24, 2014

Council Member Donovan moved to approve the regular meeting minutes of July 24, 2014. Council Member Narducci seconded the motion, and it passed unanimously, 9-0, Council Member Permoda having not yet arrived.

Effective Regional Council Membership

Senior Regional Director Wendy Sabatini led a discussion as a follow up from the last Council meeting on effectively working together as a Council. The Council members were paired in groups of two and answered the following questions.

- Think of an experience you had in a group context when you felt really good about how you showed up.
 - What felt good about the situation?
 - Tell the story of that experience to your partner.
 - What were the strengths, values, and principles of the situation?
- Introduce your partner through these strengths, values, principles.

- What stands out?

Council Member Permoda arrived at 4:45 p.m.

The Council members discussed the above questions in groups of two and then introduced their fellow Council member based on the strengths, values and principles shared with one another.

Regional Director Lindo then led a discussion with the Council members focused on agreements and group norms. The Council members identified types of behavior they don't want to see exhibited by Council members, and then they came up with a list of traits the Council members wanted exhibited by their Council instead.

Presentation of 2014 Regional Needs and Assets Report

Regional Director Lindo stated that the final report will be available by the September meeting; however, it was not available at this time because written authorization had not yet been received from the Fort McDowell Yavapai Nation to disseminate tribal information to the public.

John Daws, Research Scientist with the University of Arizona's Norton School reviewed his PowerPoint presentation which is part of the meeting packet. He noted in particular that the region has about 15% of Maricopa County's births. He also noted that parents in the region read to their parents more often than in other regions. However, in that same 2012 telephonic survey, less parents noted that they strongly agreed that it was easier to locate wanted or needed services.

Regional Director Lindo asked if the Council members had any questions or requests about the report. Council Member Narducci stated that he would like to see the actual number of children for each statistic rather than just percentages in order to know just how many children and families could be affected by a strategy.

Strategic Planning

Regional Director Lindo noted that with the upcoming meetings for September, October and November, more time will be needed to fully review the priorities, indicators and benchmarks. Council Member Narducci stated that he liked breaking down into groups when reviewing the priorities. Council Member Donovan said that it would be also good to then come back and immediately report to the entire Council. Everyone agreed to start the September meeting earlier; therefore, the meeting will be held from 3:30 – 6:30 p.m. at the Vista del Camino Park and Community Center. Council Member Donovan stated she would like to know what indicators have or do not have benchmarks for the next meeting.

Nomination and Election of Council Chair and Vice Chair

Regional Director Lindo asked the Council if they were ready to move forward and select a Chair and Vice Chair today and also asked if there were any self-nominations. Council Member Narducci indicated he would be willing to serve in either role, and Council Member Raymond stated that she would be willing to serve as Vice Chair.

Council Member Myhr nominated Council Member Narducci to serve as Chair, Council Member Haas seconded the motion, and it passed 10-0.

Council Member Donovan nominated Council Member Raymond to serve as Vice Chair, Council Member Foster seconded the motion, and it was passed 10-0.

Everyone congratulated Council Members Narducci and Raymond on their selections.

Call to the Public

Ann Lynn DiDomenico with the Scottsdale Public Library passed out a brochure on the Knowing and Growing program.

Director Updates

Regional Director Lindo stated that the Quality Assurance team conducted a site visit on April 29 through May 1 with the Southwest Human Development Children with Special Needs strategy.

Regional Director Lindo stated that invitations will be sent out for trainings for the open meeting law, conflicts of interest, as well as evaluation and the communications plan.

Regional Director Lindo stated that he has the Arizona Kids Count book as well as the 2014 Legislative Wrap-up if any Council member is interested in looking at them.

Regional Director stated that CEO Sam Leyvas sends out a summary of the Board meeting and encouraged the Council members to review that document.

Regional Director Lindo asked the Council members to review their demographic information and give any changes to Caitlyn. He also reminded them that all volunteer paperwork and trainings are due by no later than September 30.

Regional Director Lindo thanked Council Member Permoda for presenting at the Summit.

Regional Council Updates

Council Member Foster stated that she enjoyed the Summit very much.

Chair Narducci stated that several of his district's parent liaisons attended different sessions and will be bringing the information they garnered to other district employees.

Council Member Haas stated that the sessions have gotten progressively better and more relevant. She further said that the topics are now more useful to daily life at home or at work.

Council Member Donovan said it was a great conference and it is exciting to see how it continues to grow over the years.

Chair Narducci stated that comments were made that the descriptors for the sessions need to be improved, because attendees wound up in sessions that did not cover the subject matters they thought the session was going to be covering.

Chair Narducci stated he would obtain a donation to print out t-shirts for Council members entitled, "East Maricopa Council – And Then Some" and asked everyone to provide their shirt size to Caitlyn.

Adjournment

Regional Director Lindo asked for any additional questions or comments from the Council and receiving none adjourned the meeting at 6:41 p.m.

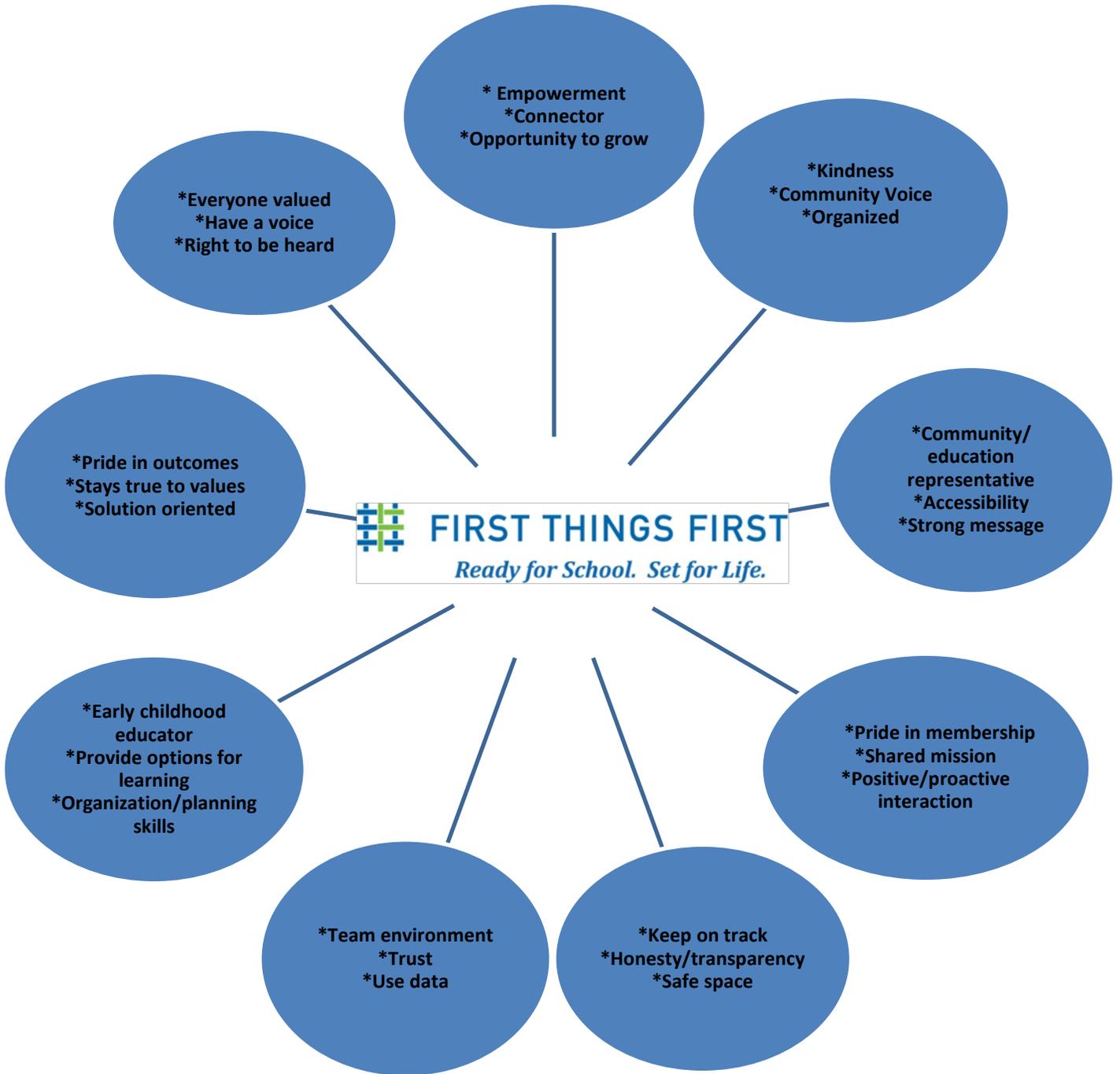
Submitted By _____
Caitlyn Hollins, Administrative Assistant III

Approved By _____
Conrad Lindo, Regional Director

DRAFT

EAST MARICOPA REGIONAL PARTNERSHIP COUNCIL

Strengths, Values and Principles



And then some.....



EAST MARICOPA REGIONAL PARTNERSHIP COUNCIL
Agreements/Norms

What We Do:

We focus on young children

We have healthy discussions

We are prepared

We are accountable and follow through

We all participate

We share leadership

We have respect for all views

We celebrate, have fun and get to know each other

We are hospitable, connected and create community

We are punctual, respectful, and stay on task

We make informed decisions

We see the data, are results driven, and are informed by the community

Executive Summary

The East Maricopa Region is comprised of several communities within Maricopa County. The region was formerly divided into two separate First Things First regions; the Northeast Maricopa Region (which included Scottsdale, Paradise Valley Village, Cave Creek, Fountain Hills, Paradise Valley, Carefree, and Rio Verde, Ft McDowell, Goldfield Ranch) and the Central Maricopa Region (which included Tempe, Guadalupe, Chandler, and Ahwatukee). As of July 1st, 2014, these regions now comprise one First Things First Region, the East Maricopa Region. The East Maricopa Region also includes the Fort McDowell Yavapai Nation.

According to U.S. Census data, the East Maricopa Region had a population of 836,688 in 2010, of whom 54,699 (6.5%) were children under the age of six. In the East Maricopa Region, about 12 percent of households have young children. This is a lower percentage than in Maricopa County (17%) and in the state of Arizona overall (16%). However, this proportion varies substantially throughout the region, and two communities in the region greatly outpace the state and county levels for households with young children. In Guadalupe, one third (33%) of all households have one or more children under age six. On the Fort McDowell Yavapai Nation, nearly a quarter (24%) of all households have one or more children under age six.

Most children in the East Maricopa Region (89%) are living with at least one parent, and the majority of children not living with a parent live with other relatives such as grandparents, uncles, or aunts (11%). The proportion of children living in a grandparent's household in the region (8%) is below state (14%) and county averages (12%), but in some communities, this proportion is much higher. Three communities have over one-third of children under six living in a grandparent's household; Guadalupe (38%), Rio Verde/Fort McDowell/Goldfield Ranch (37%) and the Fort McDowell Yavapai Nation (45%).

Approximately three quarters (76%) of adults in the East Maricopa Region identify as White, non-Hispanic. Most communities in the East Maricopa Region show similar patterns for race and ethnicity among adults as seen in the region overall, with the exception of Guadalupe, which is 63 percent Hispanic and 32 percent American Indian. There are some differences between race and ethnicity proportions for adults and young children in the region. Notably, in the East Maricopa Region, 54 percent of young children are white (compared to 76% of adults), and 27 percent are Hispanic or Latino (compared to 13% of adults).

The estimated proportion of the population uninsured in the East Maricopa Region tends to be slightly lower than in Maricopa County overall. In the East Maricopa Region, 11 percent of the total population and 17 percent of children aged birth through five are living in poverty (compared to 16% and 25% respectively in Maricopa County). However, poverty estimates vary markedly in communities across the region. In general, economic disadvantage is most concentrated in South Scottsdale, Guadalupe, and parts of Tempe and Chandler.

Adult educational achievement is high throughout the region, although there is some variability between communities. Adults in the East Maricopa Region show higher levels of education than adults in Arizona overall. Nearly half (46%) of all adults ages 25 and older in the region have a Bachelor's degree, compared with 27 percent in Arizona overall and 29 percent in Maricopa County. In addition, high school completion rates across the region exceeded the state average (77%). Third grade performance on the Arizona Instrument to Measure Standards (AIMS) tests exceeded state averages for passing rates in math and reading in all school districts in the region.

In the East Maricopa Region, the percentage of three and four year-old children enrolled in early education settings in 2012 (52%) greatly exceeded state levels (34%). Preschool programs include Head Start and public-school based pre-kindergarten programs available in most of the school districts in the region. However, data also suggest that there may be barriers to accessing early education opportunities in the region. The estimated percentage of three and four year olds enrolled in early education ranges throughout the region, with a high of 74 percent in Paradise Valley and a low of 21 percent in Guadalupe.

The total licensed capacity for regulated child care providers in the region covers roughly three-quarters of the total population of children aged birth through five in the region. Child care providers are concentrated in the southern and central portions of the region, and are sparser in the northern portion of the region. Although this corresponds with the overall population trends in the region, families residing in Cave Creek, Carefree, North Scottsdale and Rio Verde have fewer options for regulated child care providers, and may also have to travel long distances for child care. In addition, data about the cost of child care and information from key informants suggest it is likely to be a challenge for the majority of families in South Scottsdale, Guadalupe, Tempe, Cave Creek, and Chandler to afford the cost of child care. The East Maricopa Region funds Quality First scholarships for children aged birth through five in the region to help low-income families afford quality early education.

There are many hospitals, urgent care centers, and family medicine clinics in the East Maricopa Region. Even so, Guadalupe is designated as an Arizona Medically Underserved Area, and Guadalupe, Chandler, North Tempe, and Paradise Valley are also designated as Federal Medically Underserved Areas. Uneven access to medical care throughout the region is reflected in indicators of prenatal care as well. The percent of births with prenatal care begun in the first trimester, and the number of visits across the entire pregnancy are lower in Guadalupe, Tempe and the Fort McDowell Yavapai Nation compared to state and county averages. The percent of births with low birth weight or pre-term births, and infant mortality rates also vary across communities in the region.

In the East Maricopa Region, the number of births to teenage mothers varies by community. While some communities are well-below state and county averages, in other communities,

teenage pregnancies are more common. The teen birth rate is highest in the Fort McDowell Yavapai Nation (192.4/1,000 births) while Guadalupe (74.7/1,000 births) and Tempe (44.5/1,000 births) also have higher rates than most other communities in the region.

The estimated percentage of uninsured young children in the region is similar to Arizona and Maricopa County, however there is variability by community. An estimated 20 percent of young children in Guadalupe, and 30 percent in Rio Verde/Ft McDowell/Goldfield Ranch are uninsured. These communities also have high percentages of children living with foreign-born parents in the region. These parents may be more likely to be out of work or hold jobs without health insurance benefits, or to be unaware of health insurance options for their U.S. citizen children.

The percentage of students enrolled in special education in the East Maricopa Region is approximately equivalent to Arizona schools overall, and slightly higher than in Maricopa County schools over all. More than 10 percent of students are enrolled in special education across all but one of the school districts in the region. This suggests that there may be a higher number of young children in the region who would benefit from an expansion of special education and/or early intervention services. Key informants noted that early identification of special needs such as developmental delays and disabilities is a salient need in the region. A lack of public awareness about the importance of early intervention and the value of early intervention services were also highlighted as concerns by key informants.

The number of children removed from their homes between the ages of birth and five has increased from 2011 to 2013, in the region (+19%), county (+35%) and state (+35%). In some communities in the region, this increase was substantially higher. According to the Arizona Department of Economic Security's Division of Children, Youth and Families, there is also a shortage of foster homes in three communities (Chandler, Tempe, and Fountain Hills) in the East Maricopa Region.

A variety of services that support families with young children, such as family resource centers, early literacy programs, and home visitation programs, are available in the East Maricopa Region. Key informants interviewed noted that the wide availability of resources and activities is a key regional strength. However, data from the 2012 Family and Community Survey suggest that caregivers in the East Maricopa Region were slightly less likely to report that it was easy to find services for young children, and they were slightly less satisfied with services than state averages. Broadening marketing efforts to more child care and early education providers may increase service awareness throughout the region.

System coordination is a salient need throughout Maricopa County. While key informants described community-level system coordination as strong, coordination across communities and First Things Regions can be strengthened. Given high levels of residential mobility, families

often struggle to maintain service continuity when they move, as services funded in one First Things First region are not always funded by First Things First regions elsewhere in Maricopa County. Key informants said that it can be difficult for a family to find out what services are available in their new community.

Notable assets in the region include the variety of opportunities for families created by the region's proximity to the Phoenix metropolitan area; numerous professional development opportunities through local community colleges; TEACH and non-TEACH scholarships funded by the region which enable more early childhood professionals to access these professional development opportunities; high levels of parental educational attainment and well-performing school districts; resources for teenage parents; family resource, early literacy and home visitation strategies funded by the region; and ongoing efforts to improve system coordination.

Although the East Maricopa Region faces some challenges to providing comprehensive support for families with young children due to the diversity of the population and the geographical spread of the region, the East Maricopa Region is committed to the ideal that all children in the East Region should arrive at kindergarten healthy and prepared to succeed. The Council's commitment to this work is helping to move the East Maricopa Region closer to this goal.

Who are the families and children living in the East Maricopa Region?

Overview of the East Maricopa Region

The East Maricopa Region is comprised of several communities within Maricopa County. The region was formerly divided into two separate First Things First regions: the Northeast Maricopa Region (which included Scottsdale, Paradise Valley Village, Cave Creek, Fountain Hills, Paradise Valley, Carefree, and Rio Verde, Ft McDowell, Goldfield Ranch) and the Central Maricopa Region (which included Tempe, Guadalupe, Chandler, and Ahwatukee). As of July 1st, 2014, these communities now comprise one First Things First Region, the East Maricopa Region. The communities of the East Maricopa Region are diverse, spanning urban communities proximal to Phoenix as well as less densely populated, suburban and rural communities reaching towards the edges of the Maricopa County boundary. The East Maricopa Region is bordered by eight other First Things First Regions: Salt River Pima-Maricopa Indian Community, Southeast Maricopa, Gila River Indian Community, Phoenix South, Phoenix North, Yavapai, Gila, and Pinal.

Geography of the East Maricopa Region

The East Maricopa First Things First Region lies to the east of the city of Phoenix, and includes three cities (Chandler, Scottsdale, and Tempe), five towns (Fountain Hills, Paradise Valley, Guadalupe, Cave Creek, and Carefree), two unincorporated places (Sun Lakes and Rio Verde), two Phoenix neighborhoods (Ahwatukee and Paradise Valley Village) and one Indian reservation (the Fort McDowell Yavapai Nation).

The region is defined as a collection of 29 zip code areas. We have divided the region into 11 communities. Many of the data tables in this report will present data for the East Maricopa Region in the first row. The next rows will present data for each of the communities, as described below.

The **Chandler** community is defined as the six zip code areas (85224, 85225, 85226, 85248, 85249, and 85286) which cover the city of Chandler. The 85248 zip code also includes Sun Lakes. The 85226 and 85248 zip codes also cover part of the Gila River Reservation. The Gila River residents are not included in the East Maricopa Region, and their data (whenever possible) is not included in tables in this report. Only one percent of the children in the 85226 zip code and eight percent of those in the 85248 zip code live on the Gila River Reservation.

Nine zip code areas (85250, 85251, 85255, 85257, 85258, 85259, 85260, 85262, and 85266) make up the **Scottsdale** community. Although most of these zip codes lie in the city of Scottsdale, they also include small portions of the city of Phoenix and the towns of Carefree and Paradise Valley, as well as some unincorporated land. Whenever possible, we will present data separately for **South Scottsdale**, which is the part of this community and which lies south of

Chaparral Road (zip code areas 85251 and 85257). A small part of the Salt River Reservation is also in the 85257 zip code. The only residents of this section live in an age-restricted community on McKellips Road west of the 101. In the 2010 US Census, no children under six were living there. Whenever possible, the residents of this community are not included in the data tables in this report.

The **Tempe** community is defined as four zip code areas (85281, 85282, 85283, and 85284) minus the part of 85283 which lies in the town of Guadalupe. This community includes the entire city of Tempe plus a small amount of unincorporated land.

Located in the southeastern corner of the city of Phoenix, the **Ahwatukee** community contains three zip code areas: 85044, 85045, and 85048. This community is bounded by South Mountain on the north, the Gila River Indian Community on the south, and the I-10 freeway on the east.

Paradise Valley Village (85254) is another Phoenix neighborhood which is included in the East Maricopa Region. This community is approximately bounded by Scottsdale Road, Shea Boulevard, 48th Street, and the Central Arizona Project canal. It includes a small part of the city of Scottsdale.

The **Cave Creek** community (85331) includes the entire town of Cave Creek. Most of the people in this community, however, live to the south of the town of Cave Creek, in neighborhoods along Cave Creek Road and 56th Street, as far south as Dynamite Boulevard. (These neighborhoods are partly in the city of Phoenix and partly unincorporated.) The Cave Creek community also includes unincorporated land to the north of the town of Cave Creek, as well as a small portion of the town of Carefree.

Bounded by the Fort McDowell and Salt River reservations, the city of Scottsdale, and McDowell Mountain Park, the **Fountain Hills** community (85268) contains the town of Fountain Hills.

The majority of the **Paradise Valley** community (85253) is the town of Paradise Valley. It also includes small portions of the cities of Phoenix and Scottsdale, as well as some unincorporated land.

The **Guadalupe** community is defined as the town of Guadalupe. Guadalupe does not have its own zip code area, but it shares 85283 with Tempe. (In certain data tables, we will not be able to report data separately for Guadalupe. In such cases, it will be included in the data for the Tempe community.)

The **Carefree** community is the 85377 zip code area. This community contains almost all of the town of Carefree.

In the northeast corner of the East Maricopa Region is the **Rio Verde, Ft McDowell, Goldfield Ranch** community. It is defined as the two zip code areas of 85263 and 85264. There are no

incorporated cities or towns in this community. About a third of the population live on the Fort McDowell Reservation. The rest live north of the reservation, in Rio Verde or along 172nd Street, or east of the reservation, in the Goldfield Ranch neighborhood off Highway 87.

The last rows in most data tables will present data for the Fort McDowell Yavapai Nation, Maricopa County in its entirety, and the state of Arizona.

Regional Boundaries and Report Data

First Things First Regional boundaries were established in 2007 according to the following guidelines:

- They should reflect the view of families in terms of where they access services
- They should coincide with existing boundaries or service areas of organizations providing early childhood services
- They maximize the ability to collaborate with service systems and local governments, and facilitate the ability to convene a Regional Partnership Council
- They allow for the collection of demographic and indicator data
- They provide flexibility for Tribal Nations to become their own region, or to partner with one or more Regions in the geographic area.

First Things First statutory requirements also include the review of regional boundaries every two years to determine if changes to current boundaries are necessary. Changes may be made in order to improve the delivery of services to families with young children.¹ These guidelines were used to establish the East Maricopa Region.

Population counts published in the Regional Needs and Assets reports may vary from those provided by First Things First. First Things First's population methodology is based on 2010 Census Blocks while this report uses the 2010 Census Zip Code Tabulation Areas (ZCTAs) to define the region.

The information contained in this report includes data obtained from state agencies by First Things First, data obtained from other publically available sources, data requested from regional agencies specifically for this report, and interviews with key informants in the region. The key informant interview guide is included as Appendix 1.

In an approval letter dated June 25th, 2014, the Fort McDowell Yavapai Nation Tribal Council and the Fort McDowell Yavapai Nation Legal Department approved the inclusion of publically available data about the Fort McDowell Yavapai Nation in this report. Publically available data about the Fort McDowell Yavapai Nation have been included throughout the various sections of this report.

¹ www.azftf.gov/boundarytaskforce/Pages/default.aspx

The UA Norton School is contractually required to follow First Things First Data Dissemination and Suppression Guidelines. The level of data (community, zip code, etc.) that is presented in this report is therefore driven by these guidelines:

- “For data related to **social service** and **early education** programming, all counts of **fewer than ten**, excluding counts of zero (i.e., all counts of one through nine) are suppressed. Examples of social service and early education programming include: number of children served in an early education or social service program (such as Quality First, TANF, family literacy, etc.)”
- “For data related to **health or developmental delay**, all counts of **fewer than twenty-five**, excluding counts of zero (i.e., all counts of one through twenty-four) are suppressed. Examples of health or developmental delay include: number of children receiving vision, hearing, or developmental delay screening; number of children who are overweight; etc.”

-First Things First—Data Dissemination and Suppression Guidelines for Publications

Throughout the report, suppressed counts will appear as either <25 or <10 in data tables, and percentages that could easily be converted to suppressed counts will appear as DS (Data Suppressed).

Please also note that some data, such as that from the American Community Survey, are estimates that may be less precise for smaller areas.

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

AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER & JANUARY
<p>August 20- East Maricopa Regional Council Meeting</p> <p>Regional Needs and Assets Presentation</p> <p>Discussed Strategic Planning Framework (Timelines)</p> <p>Reviewed Regional Priorities, Indicators and Strategies page from 2015 Funding Plan <i>(Regional Priorities are general and need to be more specific)</i></p> <p>Selected Chair & Vice-Chair</p>	<p>September 17-Regular East Maricopa Regional Council Meeting</p> <p>Approval of Regional Needs and Assets Report</p> <p>Strategic Planning:</p> <ul style="list-style-type: none"> *Review Benchmark/Indicator Data <ul style="list-style-type: none"> • Reduce indicators to fewer than 5 • Provide benchmarks <p><i>Where Do We Envision Our Greatest Future Impacts?</i></p> <p>Summary of Needs and Assets Reports</p> <ul style="list-style-type: none"> -Identifying the Vision and Regional Priorities for SFY16 and beyond -Small Groups (Early Learning, Health, Family Support) to identify strategies and Systems Building Opportunities? -Council Decision on the use of Subcommittees to advance the Strategic Planning Process 	<p>October 15- East Maricopa Regional Council Meeting</p> <p>Continuing Discussion on Strategic Planning:</p> <p><i>Moving Forward with a Strategic Vision</i></p> <ul style="list-style-type: none"> - Regional Allocation Solidified by FTF Board - Fiscal Policy Implications - Quality First - Child Care Scholarships - Grantee Narrative Reports - Approaches to address priorities (funded/unfunded strategies) - Alignment with Council Vision/Indicators/FTF Priority Roles <p>Additional Special Regional Council Meeting: To Be Determined</p> <ul style="list-style-type: none"> -May be necessary to further finalize Strategies, number to be served, potential costs, etc. 	<p>November 19- East Maricopa Regional Council Meeting</p> <p><i>Discussion Into Action: Finalizing Strategic Planning</i></p> <ul style="list-style-type: none"> -Recommendations by the Council <p>Additional Special Regional Council Meeting: To Be Determined</p> <ul style="list-style-type: none"> -May be necessary to further finalize Strategies, number to be served, potential costs, etc. 	<p>December 17- East Maricopa Regional Council Meeting</p> <p>Anticipated Approval of SFY16 Funding Plan including Strategies, Funding Amounts and Funding Mechanisms</p> <p>.....</p> <p>January 21- East Maricopa Regional Council Meeting</p> <p>January 20-21- FTF State Board Meeting (Phoenix)</p> <ul style="list-style-type: none"> - Funding Plan Presentation By 28 Regional Councils; Approval of Funding Plans

First Things First
East Maricopa Regional Partnership Council

Governance Policy Manual

PREFACE

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

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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 East Maricopa region and created the East Maricopa Regional Partnership Council (“the Council”) effective July 1, 2014 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 East Maricopa Regional Office is located in Mesa, 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 five 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 "East Maricopa 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 Mesa, 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.