



FIRST THINGS FIRST

Ready for School. Set for Life.

Arizona Early Childhood Development & Health Board Cochise Regional Partnership Council

Meeting Minutes November 15, 2012

Call to Order/Pledge of Allegiance/Introductions

The Regular Meeting of the First Things First Cochise Regional Partnership Council was held on Thursday, November 15, 2012, at 1:12 p.m. at the Benson City Hall, 120 West 6th Street, Benson, Arizona 85602.

Council Members Present:

Pastor Shawn Buckhanan, Marge Dailey, Mary Gomez, Chuck Hoyack, Dr. Stephen Poling, Melanie Rottweiler, Jane Strain, Michael Vetter (arrived 1:45) and Nancy-Jean Welker

Council Members Absent: Pastor Tommy Simpson

Others Present:

Melissa Avant, Sarah Furnas, Cindi Alva, Evelyn Whitmer, Charlotte Taylor, Marjorie Bennett, Julie Lubisi, MJ Wagner, Dave Gerber, Annabel Rutley, Emma R Jimenez, and Claudia Salallandia.

Chair Rottweiler welcomed everyone, and called the meeting to order at approximately 1:12 p.m. Chair Rottweiler led the Regional Council Members and those present in the Pledge of Allegiance.

Declarations of Conflicts of Interest

Chair Rottweiler explained to the Regional Council Members that they could declare their Conflicts of Interests at this time. Several Regional Council Members declared conflicts and asked for forms to be filled out. These conflicts and forms were declared again during the specific agenda item with detail later in the meeting.

Approval of Minutes

Chair Rottweiler asked the Regional Council Members for a discussion and possible approval of the October 16, 2012 Work Session minutes.

A motion was made by Member Dailey to approve the October 16, 2012 Work Session minutes; seconded by Member Gomez and the motion carried by a unanimous vote by those members present (8-0-0).

Chair Rottweiler asked the Regional Council Members for a discussion and possible approval of the October 18, 2012 Work Session minutes.

A motion was made by Member Poling to approve the October 18, 2012 Work Session minutes; seconded by Member Welker and the motion carried by a unanimous vote by those members present (8-0-0).

Chair Rottweiler asked the Regional Council Members for a discussion and possible approval of the October 18, 2012 regular Meeting minutes.

A motion was made by Member Buckhanan to approve the October 18, 2012 Regular Meeting minutes; seconded by Member Welker and the motion carried by a unanimous vote by those members present (8-0-0).

Chair Rottweiler asked the Regional Council Members for a discussion and possible approval of the October 23, 2012 Work Session minutes.

A motion was made by Member Gomez to approve the October 23, 2012 Work Session minutes; seconded by Member Dailey and the motion carried by a unanimous vote by those members present (8-0-0).

Discussion and Approval of Meeting Dates / Times

Chair Rottweiler facilitated a brief discussion with the Regional Council Members about meeting dates and times for 2013. The Regional Council Members decided on the third Thursday at 2:00pm of every month with rotating locations.

Chair Rottweiler asked the Regional Council Members for a discussion and possible approval of the 2013 Meeting dates and Times.

A motion was made by Member Welker to approve the 2013 Meeting Dates and Times; seconded by Member Dailey and the motion carried by a unanimous vote by those members present (8-0-0).

Discussion and Possible Approval of Holiday Greetings Through a Year End Letter

Chair Rottweiler recognized Melissa Avant, Regional Director who briefly explained the need for letters to go out to the community, and asked if the Regional Council Members had anything to add or thought any changes needed to be made. Member Buckhanan suggested adding a link to the Regional Council Meeting Dates and Times to the letter.

Chair Rottweiler asked the Regional Council Members for a discussion and possible approval of the Holiday Year End Letters to be sent out to the general public.

A motion was made by Member Gomez to approve the Holiday Year End Letters to be sent out to the general public; seconded by Member Buckhanan and the motion carried by a unanimous vote by those members present (8-0-0).

Discussion and Possible Approval of Sponsorship of the 2012 Children's Holiday Party

Chair Rottweiler recognized Regional Director Avant who explained the Children's Holiday Event at the Mall of Sierra Vista, information on the Date and Time of the radio interview involved with the event and a brief explanation of the community awareness budget. Ms. Avant invited the Regional Council

Members to attend and help with the children's crafts, handing out books, and speaking on the live radio broadcast. Member Buckhanan mentioned possibly calling into the radio show.

Chair Rottweiler asked the Regional Council Members for a discussion and possible approval of Sponsorship of City of Sierra Vista for their 2012 Children's Holiday party using FY2013 Community Awareness budget in the amount of \$1,800.

A motion was made by Member Stain to approve the Sponsorship of City of Sierra Vista for their 2012 Children's Holiday party using FY2013 Community Awareness budget in the amount of \$1,800; seconded by Member Dailey and the motion carried by a unanimous vote by those members present (8-0-0).

Review of SFY 2013 1st Quarter Data

Chair Rottweiler recognized Regional Director Avant who introduced Marjorie Bennett, Fiscal Specialist for First Things First. Ms. Bennett gave an overview of the financials for the Grantees, and the process taken when grantees don't send in the quarterly financials on time. The Regional Council Members had a brief discussion with Ms. Bennett and had their questions answered.

Member Vetter arrived at 1:45pm.

Ms. Avant gave an overview of the Quarterly Narrative Reports, including CCHC and the different tiers, Therapists, Home Visitation, and Oral Health.

Presentation and Discussion on Quality Assurance

Chair Rottweiler introduced Julie Lubisi, Quality Assurance Specialist with First Things First who explained the Quality Assurance Cycle in detail to the Regional Council Members. Ms. Lubisi explained that they will eventually be able to highlight the good qualities and strengths, where First Things First is making a difference, and what they still need to work on and where the focus should be next. Ms. Lubisi informed the Regional Council that they should have results by FY 2014.

Discussion and Approval of SFY 2014 School Readiness Indicators

Chair Rottweiler reminded the Regional Council Members of the discussion and chosen Indicators from the October 16, 2012 Work Session.

Chair Rottweiler asked the Regional Council Members for a discussion and possible approval of the proposed Six School Readiness Indicators for SFY 2014.

A motion was made by Member Gomez to approve the proposed Six School Readiness Indicators for SFY 2014; seconded by Member Poling and the motion carried by a unanimous vote by those members present (9-0-0).

Discussion and Approval of SFY 2014 Funding Plan Strategies

Chair Rottweiler recognized Regional Director Avant who explained to the Regional Council members that these votes for Funding plan Strategies were strictly allocations.

A. Quality First

Member Dailey declared a conflict for the record and abstained from the vote.

Chair Rottweiler asked the Regional Council Members for a discussion and possible approval of up to \$636,295.80 to Quality First for the continuation of 20 centers and 25 homes for SFY 2014 for a total of 45 centers and homes in the Quality First Program.

A motion was made by Member Vetter to approve up to \$636,295.80 to Quality First for the continuation of 20 centers and 25 homes for SFY 2014 for a total of 45 centers and homes in the Quality First Program; seconded by Member Gomez and the motion carried by a unanimous vote by those members present (8-0-0).

B. Child Care Health Consultation

Member Dailey declared a conflict for the record and abstained from the vote.

Chair Rottweiler asked the Regional Council Members for a discussion and possible approval of up to \$113,274.00 to Child Care Health Consultation for the continuation of CCHC in the Quality First Program for SFY 2014.

A motion was made by Member Gomez to approve up to \$113,274.00 to Child Care Health Consultation for the continuation of CCHC in the Quality First Program for SFY 2014; seconded by Member Buckhanan and the motion carried by a unanimous vote by those members present (8-0-0).

C. Quality First Scholarships- Base Model

Member Dailey declared a conflict for the record and abstained from the vote.

Chair Rottweiler asked the Regional Council Members for a discussion and possible approval of up to \$1,061,735.18 to Quality First for the continuation of Child Care Scholarships in the base model for SFY 2014.

A motion was made by Member Buckhanan to approve up to \$1,061,735.18 to Quality First for the continuation of Child Care Scholarships in the base model for SFY 2014; seconded by Member Vetter and the motion carried by a unanimous vote by those members present (8-0-0).

D. Additional Quality First Scholarships

Member Dailey declared a conflict for the record and abstained from the vote.

Chair Rottweiler asked the Regional Council Members for a discussion and possible approval of up to \$480,972.68 for additional Quality First Scholarships in the amount of 100 slots for SFY 2014.

A motion was made by Member Poling to approve up to \$480,972.68 for additional Quality First Scholarships in the amount of 100 slots for SFY 2014; seconded by Member Gomez and the motion carried by a unanimous vote by those members present (8-0-0).

E. Home Visitation

Member Gomez declared a conflict for the record and abstained from the vote.
Member Vetter declared a conflict for the record and abstained from the vote.

Chair Rottweiler asked the Regional Council Members for a discussion and possible approval of up to \$600,000 to Home visitation for SFY 2014.

A motion was made by Member Strain to approve up to \$600,000 to Home visitation for SFY 2014; seconded by Member Dailey and the motion carried by a unanimous vote by those members present (7-0-0).

F. Oral Health

Member Dailey declared a conflict for the record and abstained from the vote.

Chair Rottweiler asked the Regional Council Members for a discussion and possible approval of up to \$190,000 to Oral Health for SFY 2014.

A motion was made by Member Poling to approve up to \$190,000 to Oral Health for SFY 2014; seconded by Member Buckhanan and the motion carried by a unanimous vote by those members present (8-0-0).

G. Stipend / Loan Forgiveness

Chair Rottweiler asked the Regional Council Members for a discussion and possible approval of up to \$27,060 for the continuation of one therapist for SFY 2014.

A motion was made by Member Dailey to approve up to \$27,060 for the continuation of one therapist for SFY 2014; seconded by Member Hoyack and the motion carried by a vote of those members present (8-1-0).

**H. Communication
Media**

Community Awareness

Chair Rottweiler asked the Regional Council Members for a discussion and possible approval of up to \$88,212 to Communications for SFY 2014 to include up to \$31,000 for Community Awareness and up to \$57,212.41 for media.

A motion was made by Member Vetter to approve up to \$88,212 to Communications for SFY 2014 to include up to \$31,000 for Community Awareness and up to \$57,212.41 for media; seconded by Member Buckhanan and the motion carried by a vote of those members present (9-0-0).

I. Statewide Evaluation

Chair Rottweiler asked the Regional Council Members for a discussion and possible approval of and continuation of the statewide allocation of \$136,996 to Statewide Evaluation line item for SFY 2014.

A motion was made by Member Hoyack to approve of and continuation of the statewide allocation of \$136,996 to Statewide Evaluation line item for SFY 2014; seconded by Member Welker and the motion carried by a vote of those members present (9-0-0).

Regional Director Report

Chair Rottweiler gave an overview of the meeting with the Executive Member of Chamber in Sierra Vista and listed all the benefits of being a member. Chair Rottweiler spoke of the Holiday Parade and possibility of being a judge, and of the First Things First recognition Plaque from the MWR for being a sponsor of the Month of the Military Child.

Chair Rottweiler recognized Regional Director Avant who provided an update on the following:

- A. Community Presentations and Awareness
Ms. Avant gave an overview of her presentation to the San Simon Unified School District where Regional Council Member Welker joined her.
- B. Continued Council Member Recruitment
Ms. Avant informed the Regional Council Members that they are still in need of a Parent Representative and asked if anyone new or someone interested.

Call to the Public

Chair Rottweiler made a Call to the Public. There were two participants from the public that answered the Call to Public.

Charlotte Taylor, Associate Director Easter Seals Blake Foundation gave a brief overview of their recent progress and addressed Regional Council Member Vetter about his concerns.

Evelyn Whitmer, University of Arizona wanted to address the five tiers. Ms. Whitmer gave an overview of how they function within the department and gave a brief overview of the vision on hearing screenings being provided.

Announcements

- A. Next Regular Meeting – January 17th - Location TBD
- B. Community and Council Updates:

Member Vetter- Announced that there will be an Adoption Fair Open House on December 15th. They need Foster families and people willing to adopt older children, ages 7 to 17 years.

Member Hoyack- Congratulated Ms. Avant on her appointment to the Sierra Vista School Board and congratulated Member Welker and Member Strain for their political ventures as well.

Member Buckhanan- Announced that he was working on a draft letter for the county faith based organizations regarding his association with First Things First and how the other faith based organizations can get involved.

Member Welker- Stated her appreciation for the fact that First Things First and the Regional Council are members of the Sierra Vista Chamber Services. Member Welker is a Member of the Bowie Chamber and spoke highly of First Things First at the Chamber Alliance meeting.

Member Strain- Will accompany Ms. Avant to observe the First Things First Presentation for Shepard's Fold. Member Strain would like the Regional Council Members to join her on a trip to the Educare facility some time in next few months and gave an overview of the First Things First State Communications and Advocacy Committee meeting.

Member Dailey- No announcement

Member Gomez- Thanked the Regional Council Members for the warm welcome and expressed that she was happy to be a part of the Regional Council.

Vice Chair Poling- Expressed his interest in whether or not the resource guides had been re ordered. Ms. Avant explained that they would not be re ordered until they had been updated. Member Poling expressed his interest in trying to get the Resource Guides printed locally if possible.

Chair Rottweiler- Had no announcement but recognized Cindi Alva, Senior Director Central East Region who announced that she would like to have a five council get together for a luncheon, discussion, and possible training sometime in the coming months. Ms. Alva asked the Regional Council for any feedback they might have to please contact her.

Adjournment

With no further business before the Regional Council, Chair Rottweiler called for a motion to adjourn.

A motion was made by Member Buckhanan to adjourn at 2:57 p.m.

Dated this _____ day of _____, 20_____.

Submitted By: Sarah Furnas
Administrative Assistant II

Approved By: _____
Chair, Melanie Rottweiler