



FIRST THINGS FIRST

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Arizona Early Childhood Development & Health Board Meeting Minutes

Call to order

A Special Meeting of the First Things First Arizona Early Childhood Development & Health Board was held on Friday, October 3, 2014 at 12:00 p.m. The meeting was held at the First Things First offices, 8th floor conference room, located at 4000 N. Central Avenue, Phoenix, Arizona 85012

Chair Decker called the meeting to order at approximately 12:10 p.m. at which time Melody Bozza, Board Administrator, conducted the roll call and confirmed quorum to hold the meeting. Due to the lack of a majority of voting members at the start of the meeting, the Board elected to hear items out of order until a voting quorum could be established. Member Patterson joined the meeting at 12:22 p.m., thereby establishing a voting quorum.

Members Present:

Janice Decker

Members Absent:

Steve Lynn

Nadine Mathis Basha

Amy Corriveau

Via Teleconference:

Ruth Solomon

Mary Ellen Cunningham

Vivian Juan Saunders

Brad Willis

Pamela Powell

Gayle Burns

Cecil Patterson

Financial Updates

Josh Allen, COO, presented financial updates pertaining to the FY2014 year end, as well as FY2015 and the budget setting for FY2106. First Things First officially closed Fiscal Year 2014 on September 12, 2014. The financial data presented is based upon a modified accrued accounting basis to ensure revenues and expenditures aligned with the State's fiscal year as well as ensuring service data figures correlate appropriately with expenditures.

At the time of material preparation, FTF had closed two months in the current fiscal year (FY15). The major update to the FY15 budget relates to reporting FY14 carry forward balances. In evaluating these balances, it is important to consider it was projected that these balances would exist, and these balances are important in both FY15 and FY16 budgeting.

At its August 2014 meeting, the Board directed staff to build the FY16 budget and set Regional and Statewide funding plan allocations according to guidelines the Board previously established. This results in a total FY16 allocation of \$75.3 million in revenue (to both the Admin and Program budgets), and a net add to Organizational Carry Forward of \$32.1 million (a result of not having to allocate a projected \$52.9 million in previous years revenue to support the Program Account less the \$20.8 million of Administrative Carry Forward needed to support projected spending with the one-time shift of some program costs). The net effect of which is Regional carry forward is all but exhausted and the total Organizational Carry Forward only drops about \$15 million.

Chair Decker opened the floor for discussion of these agenda items. Member Solomon made the motion to accept the SFY15 Budget Update and the SFY16 Budget, including the Regional Allocations and Statewide Funding Plan as presented, with a second from Member Patterson. Motion Carried.

Conflict of Interest

There were none at this time.

Consent Agenda

Chair Decker advised that all items on the Consent Agenda will be considered by a single motion with no discussion unless an individual item listed on the Consent Agenda is removed from the Consent Agenda and discussed and voted on as a regular agenda item upon the request of any Board member.

After reading the items on the Consent Agenda, Chair Decker asked if members of the Board wished to remove any item for discussion. There being no request to do so, Member Powell moved to approve the consent agenda, with a second from Member Solomon. Motion carried.

Discussion and Possible Approval of Regional Council Applicants

Chair Decker asked if any Board member wished to call for an executive session to consider the applicants for Regional Council appointment. With there being no request to convene an executive session, Member Burns made the motion to approve the appointment of regional council applicants as presented, with a second from Member Patterson. Motion carried.

Regional Needs & Assets Reports

Roopa Iyer, Sr. Director of Research and Evaluation presented the Executive Summaries of those regional councils that have completed their 2014 Regional Needs and Asset Reports. The purpose of the Regional Needs and Assets Reports is to identify assets, coordination opportunities, and unmet needs in early childhood development and health programs in each region. The needs and assets report is intended as the primary vehicle for the collection and analysis of all data available at the regional level and informs the strategic planning of each regional partnership council.

Chair Decker opened the floor for discussion of this agenda item. Member Burns moved to approve the Regional Needs and Assets Reports as presented, with a second by Member Solomon. Motion Carried.

CEO Performance Management Process

The Executive Committee proposed that they be assigned the task of reviewing the CEO performance management criteria and process and recommending revisions to the Board, with the Board itself being responsible for evaluating the CEO's performance.

Chair Decker opened the floor for discussion of this agenda item. Member Solomon requested an opportunity to discuss, as well as possibly participate in the process. Member Burns moved that the Executive Committee be assigned the task of reviewing the CEO performance management criteria and process for the purpose of making a recommendation to the Board on the criteria and process. Member Patterson seconded the motion. Motion Carried.

Future Agenda Item Requests

There were no requests at this time.

Next Meeting

The next meeting of the First Things First Arizona Early Childhood Development & Health Board will be held on December 8 – 9, 2014, at the First Things First offices, Board Room, located at 4000 N. Central Avenue, Phoenix, AZ 85012

Adjourn

There being no further business Chair Decker adjourned the meeting at approximately 1:03 p.m.

Telephone Procedures: The Board Room telephone was used for members participating by telephone. Speakers physically present at the meeting spoke into microphones to ensure that members on the telephone could hear. Members on the telephone were identified when they spoke for the benefit of those physically present at the meeting.