



## FIRST THINGS FIRST

*Ready for School. Set for Life.*

### Arizona Early Childhood Development & Health Board

#### Draft Meeting Minutes

September 27, 2010 – Day One  
First Things First Board Meeting

##### **Call to Order**

The Regular meeting of the First Things First – Arizona Early Childhood Development and Health Board was held on September 27, 2010 at 3:00 p.m. and September 28, 2010 at 8:00 a.m. The meeting was held at the First Things First Office, 4000 N. Central Avenue, Suite 800, Phoenix, Arizona 85012.

Chair Lynn called the meeting to order at approximately 3:05 p.m.

##### **Members Present:**

Steve Lynn, Dr. Eugene Thompson, Nadine Mathis Basha, Gayle Burns, Dr. Pamela Powell, and Cecil Patterson

##### **Members Absent:**

Vivian Saunders

##### **Ex-Officio Members Present:**

Amy Corriveau, Brad Willis and Mary Ellen Cunningham

##### **Conflict of Interest**

Chairman Lynn asked the Board members if there were conflicts of interest regarding items on this agenda. There were none.

##### **Call to the Public**

There were no calls to the public.

##### **Consent Agenda**

A motion was made by Member Thompson to approve the consent agenda, seconded by Member Powell. Motion carried.

##### **Board Member Report/Update**

Member Cunningham reported on the needs assessment grant and the collaboration the Department of Economic Security and First Things First.

Chairman Lynn noted that Board Members and staff will be travelling to regional areas for the check tour to talk about the allocation of funding to Regional Councils.

##### **Discussion and Possible Adoption of Taskforce**

At the direction of the FTF Board, Chairman Lynn appointed 36 members to the Arizona Early Childhood Taskforce. Their charge was to establish a vision for the state's early childhood development and health system and identify the priority roles for FTF for implementation throughout the next three to five years. Over the past eight months, First Things First has engaged a broad cross-section of families, stakeholders, agency partners, tribes and community members, as well as members of the First Things First

Board and Regional Councils, in the development of this system vision and FTF's strategic priorities. The Task Force initially met in February 2010, and began their work by agreeing on a shared vision for all young children in our state, and then conceiving a model system that could be embraced by all of Arizona's early childhood partners, including families, early educators, health providers, state agencies, tribes, advocacy and service delivery organizations, philanthropic, faith-based and business representatives and other stakeholders. The Task Force developed the comprehensive model system so that it reflects the partners, elements and characteristics desired for the entire system, with the explicit understanding that First Things First is only one of many key partners that have an important role in building and sustaining the system. Director Allvin and Deputy Director Woodhouse presented to the Board the Taskforce system and priority recommendations.

A motion was made by Member Thompson that the Board approve staff recommendations to endorse the Early Childhood Model System developed by the Arizona Early Childhood Task Force; adopt the Taskforce recommended priorities; and agree on timeline and strategies for implementation of priorities, seconded by Member Powell. Motion carried.

#### **Aligning Early Education with Elementary School**

Deputy Director Woodhouse presented to the Board the alignment of early learning programs with kindergarten through third grade. Deputy Director Woodhouse stated that the First Things First initiative uses dedicated tobacco tax revenue to provide every child in Arizona a strong foundation so they enter kindergarten healthy and ready to succeed. Now more than ever, K-12 educators recognize the importance of early learning in a child's first five years of life, and agree that high quality early learning programs that provide children with the foundational skills and knowledge they need to be successful learners are an essential investment and should be part of their school community. Early learning programs funded through First Things First are aligned with early elementary grades as part of the birth through third grade educational continuum as a result of: 1) high quality programming which includes use of early learning standards (and when completed, development guidelines for infants and toddlers), 2) development and retention of great teachers, and 3) expansion strategies to increase access for children and families to great programs in neighborhoods and school communities.

#### **Regional Needs and Assets Reports**

Dr. Amy Kemp presented for the Board's consideration of 26 Regional Needs and Assets Reports submitted in fulfillment of Regional Partnership Council responsibilities under ARS Title 8, Chapter 13, Section 1161. Also included were five requests for a timeline extension.

A motion was made by Member Thompson that the Board approve the Regional Council Needs and Assets Reports as presented and accept requests for extensions from the following Regional Councils: Gila River Indian Community, Pascua Yaqui Tribe, Salt River Pima-Maricopa Indian Community, Tohono O'odham Nation, and San Carlos Apache, seconded by Member Powell. Motion carried.

#### **Discussion and Possible Approval of RFGA Recommendations**

A motion was made by Member Thompson that the Board approve the RFGA recommendations as presented, seconded by Member Powell. Motion carried.

#### **Discussion and Possible Appointment of Regional Council Applicants**

A motion was made by Member Thompson that the Board approve the appointment of Regional Council applicants as presented, seconded by Member Powell. Motion carried.

#### **Recess**

Chairman Lynn recessed the meeting at approximately 4:45 p.m.

September 28, 2010 – Day Two  
First Things First Board Meeting

### **Resume**

Chairman Lynn resumed the meeting and called it to order at approximately 8:05 a.m.

#### Members Present:

Steve Lynn, Dr. Eugene Thompson, Nadine Mathis Basha, Gayle Burns, Dr. Pamela Powell, and Cecil Patterson

#### Members Absent:

Vivian Saunders

#### Ex-Officio Members Present:

Amy Corriveau, Brad Willis and Mary Ellen Cunningham

### **Finance**

Deputy Director Josh Allen reviewed with the Board the final FY 2010 year-end report and presented the FY2011 budget for consideration.

A motion was made by Member Thompson that the Board approve the updated FY2011 budget as presented in the All Funds Budget document, seconded by Member Patterson. Motion carried.

At the June 2010 meeting the Board reviewed and approved a series of budget adjustments for the FY2010 and FY2011 budgets. At that meeting the Board expressed its desire to have a special work session on budgets to enable greater linkage between immediate needs and long term direction. In addition to this request from the Board, First Things First is also required by Statute to adopt a budget for the next fiscal year by November 1, 2010. Under this process the Board is required to process and review both the previous and current fiscal year's financial activities. Director Allvin opened the discussion and provided the sustainability models and Regional carry forward and discretionary funding context. Ms. Leslie Anderson, Consultant, facilitated the conversation.

Deputy Director Allen presented to the Board the FY2012 budget and resulting allocations.

A motion was made by Member Thompson that the Board approve the FY2012 All Funds Budget and resulting allocations as presented in the financial documents, seconded by Member Patterson. Motion carried.

### **Governance Policy – Second Reading**

Deputy Director Allen submitted to the Board the approval process and authority for program budgets and expenditures governance policy for second reading.

A motion was made by Member Thompson that the Board approve Governance Policy 4-201 Approval Process and Authority for Program Budgets and Expenditures as presented, seconded by Member Patterson. Motion carried.

### **General Discussion**

There was no general discussion.

### **Executive Director Report**

Director Allvin reported to the Board that there was positive feedback on the breakout sessions at the summit and thanked everyone for their participation.

Director Allvin commented that the itinerary has been completed for the 2010 check tour and she will be travelling the first week of October.

Director Allvin reported that the Quality First pilot rating scale is ready to move forward.

Director Allvin announced that the Zero to Three conference will be held in Phoenix on Dec 9-11 with a reception the night of 8<sup>th</sup>. All board members are invited to attend.

**Next Meeting**

The next meeting will be held on December 6 & 7, 2010 in Sierra Vista, Arizona.

**Adjourn**

There being no further discussion the meeting was adjourned at approximately 11:00 a.m.