



## FIRST THINGS FIRST

*Ready for School. Set for Life.*

AGENDA ITEM: Meeting Minutes

BACKGROUND: Meeting minutes of the November 13, 2014 Regular Meeting are included for review and possible approval.

RECOMMENDATION: The Regional Director recommends review and approval of the November 13, 2014 Regular Meeting Minutes.



**Arizona Early Childhood Development & Health Board  
San Carlos Apache Regional Partnership Council  
Regular Meeting Minutes of November 13, 2014**

**Welcome/Call to Order**

A Regular Meeting of the First Things First San Carlos Apache Regional Partnership Council was held on Thursday, November 13, 2014 at the San Carlos Apache Tribe Education Department, San Carlos Avenue, San Carlos, Arizona 85550.

Chair Poncho called the meeting to order at approximately 9:48 a.m. and completed a roll call.

**Members Present:**

Michelle Antonio (telephonic), Teri Gallenstein, Mary Bendle, Elliott Talgo, April Noline, Delphine Rodriguez (telephonic), and Pastor Vernon Poncho

**Members Absent:**

Flora Talas

**Call to the Public**

Chair Poncho announced the Call to the Public. There was no response.

**Declarations of Conflict of Interest**

Chair Poncho requested Regional Council members review the agenda items and declare any possible conflicts of interest at this time. Member Noline declared a conflict of interest with the Family, Friend and Neighbor strategy due to her overseeing the program and recused herself from any discussion and vote relating to the strategy.

**SFY2016 Funding Plan Development**

Chair Poncho informed the Regional Council that work groups were held to discuss the SFY2016 funding plan and that recommendations would be presented for each strategy.

**A. Family, Friend & Neighbor**

LaToya Beatty, San Carlos Apache Regional Director presented the work group member's recommendation to continue with 10 home based providers with an emphasize on outreach and awareness to parents who utilize Family, Friend and Neighbor as their care providers in the hope that this will prompt their participation in the strategy with funding not to exceed \$54,000 through a tribal grant agreement.

A motion was made by Member Gallenstein that the San Carlos Apache Regional Partnership Council includes Family, Friend and Neighbor as a strategy in the SFY2016 funding plan to include 10 home based providers with an amount not to exceed \$54,000 through a funding mechanism of a government to government agreement, seconded by Member Talgo. Chair Poncho completed a roll call vote.

Michelle Antonio	Yes
Mary Bendle	Yes
Teri Gallenstein	Yes
Nolita Noline	Conflict
Vernon Poncho	Yes
Delphine Rodriguez	Yes

Flora Talas	Absent
Elliot Talgo	Yes

Motion carried 6-0.

B. Nutrition, Physical Activity and Obesity Prevention

Ms. Beatty informed the Regional Council that the workgroup discussed funding an Apache Diet strategy. After discussion with the possible grantee, it was determined that other funding has become available to fund the program.

C. Nutrition, Physical Activity and Obesity Prevention

Ms. Beatty presented the recommendation to continue with 150 participating adults and 150 participating children with an amount not to exceed \$150,000 through a RFGA.

A motion was made by Member Talgo that the San Carlos Apache Regional Partnership Council includes Nutrition, Obesity and Physical Activity as a strategy in the SFY2016 funding plan to allow 150 adults and 150 children to participate with an amount not to exceed \$150,000 through a funding mechanism of an RFGA, seconded by Member Gallenstein. Chair Poncho completed a roll call vote.

Michelle Antonio	Yes
Mary Bendle	Yes
Teri Gallenstein	Yes
April Noline	Yes
Vernon Poncho	Yes
Delphine Rodriguez	Yes
Flora Talas	Absent
Elliot Talgo	Yes

Motion carried 7-0.

D. Developmental and Sensory Screening

Ms. Beatty presented the work groups recommendation to complete 150 developmental screenings, 150 vision screenings, 150 hearing screenings and 150 children receiving screenings with emphasis on children birth through age three and children not enrolled in Head Start and an intent to hire a full-time dedicated staff member to facilitate the strategy.

A motion was made by Member Talgo that the San Carlos Apache Regional Partnership Council includes Developmental and Sensory Screening as a strategy in the SFY2016 funding plan to provide 550 children with screenings, 550 developmental, vision and hearing screenings with an amount not to exceed \$65,000 through a funding mechanism of an RFGA, seconded by Member Gallenstein. Chair Poncho completed a roll call vote.

Michelle Antonio	Yes
Mary Bendle	Yes
Teri Gallenstein	Yes
April Noline	Yes
Vernon Poncho	Yes
Delphine Rodriguez	Yes
Flora Talas	Absent
Elliot Talgo	Yes

Motion carried 7-0.

E. Oral Health

Ms. Beatty presented the work group's recommendation to include a new oral health strategy to provide 150 children ages 0-5 years with oral health screenings, screenings to expectant mothers, 150 participating adults, and 150 fluoride varnishes applied.

Member Talgo left the meeting at 10:54 a.m.

A motion was made by Member Noline that the San Carlos Apache Regional Partnership Council includes Oral Health as a strategy in the SFY2016 funding plan to provide screenings to 550 children and 40 expectant mothers, 150 participating adults and 30 participating providers, 550 fluoride varnishes applied with an amount not to exceed \$55,000 through a funding mechanism of an RFGA, seconded by Member Gallenstein. Chair Poncho completed a roll call vote.

Michelle Antonio	Yes
Mary Bendle	Yes
Teri Gallenstein	Yes
April Noline	Yes
Vernon Poncho	Yes
Delphine Rodriguez	Yes
Flora Talas	Absent
Elliott Talgo	Absent

Motion carried 6-0.

F. FTF Professional REWARD\$

Ms. Beatty informed the Regional Council that the work group did not provide a recommendation for the FTF Professional REWARD\$ strategy. During SFY2016, the strategy will no longer provide more than one scholarship per professional per year as in previous years.

A motion was made by Member Gallenstein that the San Carlos Apache Regional Partnership Council includes FTF Professional REWARD\$ as a strategy in the SFY2016 funding plan to provide up to 34 awards with an amount not to exceed \$47,000, seconded by Member Noline. Chair Poncho completed a roll call vote.

Michelle Antonio	Yes
Mary Bendle	Yes
Teri Gallenstein	Yes
April Noline	Yes
Vernon Poncho	Yes
Delphine Rodriguez	Yes
Flora Talas	Absent
Elliott Talgo	Absent

Motion carried 6-0.

**Adjourn**

Chair Poncho adjourned the meeting at 11:03 a.m.

**SUBMITTED BY:**

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**Vernon Poncho, Chair  
San Carlos Apache Regional Partnership Council  
Dated this 11<sup>th</sup> day of December 2014**

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**LaToya Beatty, Regional Director  
San Carlos Apache Regional Partnership Council  
Dated this 11<sup>th</sup> day of December 2014**

**DRAFT**



## FIRST THINGS FIRST

*Ready for School. Set for Life.*

AGENDA ITEM: Meeting Minutes

BACKGROUND: Meeting minutes of the November 17, 2014 Special Meeting are included for review and possible approval.

RECOMMENDATION: The Regional Director recommends review and approval of the November 17, 2014 Special Meeting Minutes.



**Arizona Early Childhood Development & Health Board  
San Carlos Apache Regional Partnership Council  
Special Meeting Minutes of November 17, 2014**

**Welcome/Call to Order**

A Special Meeting of the First Things First San Carlos Apache Regional Partnership Council was held on Monday, November 17, 2014 at the San Carlos Apache Tribe Education Department, San Carlos Avenue, San Carlos, Arizona 85550.

Chair Poncho called the meeting to order at approximately 1:15 p.m. and completed a roll call.

**Members Present:**

Michelle Antonio (telephonic), Teri Gallenstein, Elliott Talgo, April Noline, Delphine Rodriguez (telephonic), Flora Talas (telephonic) and Pastor Vernon Poncho

**Members Absent:**

Mary Bendle

**Call to the Public**

Chair Poncho announced the Call to the Public. There was no response.

**Declarations of Conflict of Interest**

Chair Poncho requested Regional Council members review the agenda items and declare any possible conflicts of interest at this time. No declarations were made.

**SFY2016 Funding Plan Development**

Chair Poncho informed the Regional Council that work groups were held to discuss the SFY2016 funding plan and that recommendations would be presented for each strategy.

**A. Curriculum Development-Parent Education**

LaToya Beatty, San Carlos Apache Regional Director presented the work group's recommendation to eliminate the strategy. Ms. Beatty provided an update that the curriculum has undergone review by First Things First program staff and the grantee has realized that an extra year is necessary to fully develop the curriculum. Vice Chair Talas expressed concerns with the capacity of the grantee's contracted writers.

A motion was made by Vice Chair Talas that the San Carlos Apache Regional Partnership Council table the Curriculum Development-Parent Education strategy discussion until further information is available, seconded by Member Gallenstein. Chair Poncho completed a roll call vote.

Michelle Antonio	Yes
Mary Bendle	Absent
Teri Gallenstein	Yes
April Noline	Yes
Vernon Poncho	No
Delphine Rodriguez	No
Flora Talas	Yes
Elliott Talgo	No

The motion carries 4-3.

B. Parent Outreach and Awareness

Ms. Beatty presented the work group’s recommendation to continue the strategy distributing 15,000 books and to hold 75 workshops with an amount not to exceed \$70,000 through government to government agreement.

A motion was made by Member Talgo that the San Carlos Apache Regional Partnership Council approves Parent Outreach and Awareness as a strategy in the SFY2016 funding plan with 15,000 books distributed and 75 number of workshops and 0 number of events and 0 participating practices and an amount not to exceed \$70,000 through the funding mechanism of government-to-government renewal, seconded by Member Gallenstein. Chair Poncho completed a roll call vote.

Michelle Antonio	Yes
Mary Bendle	Absent
Teri Gallenstein	Yes
April Noline	Yes
Vernon Poncho	Yes
Delphine Rodriguez	Yes
Flora Talas	Yes
Elliott Talgo	Yes

Motion carried 7-0.

C. Parent Education Community-Based Training

Ms. Beatty presented the work group’s recommendation to eliminate the strategy.

A motion was made by Member Noline that the San Carlos Apache Regional Partnership Council eliminates Parent Education Community-Based Training as a strategy in the SFY2016 funding plan, seconded by Member Talgo. Chair Poncho completed a roll call vote.

Michelle Antonio	Yes
Mary Bendle	Absent
Teri Gallenstein	Yes
April Noline	Yes
Vernon Poncho	Yes
Delphine Rodriguez	Yes
Flora Talas	Yes
Elliott Talgo	Yes

Motion carried 7-0.

D. Native Language Preservation

Ms. Beatty presented the work group’s recommendation to continue the strategy with an emphasis on distributing materials to all appropriate audiences and serving 30 home and/or center based providers.

A motion was made by Member Talgo that the San Carlos Apache Regional Partnership Council approves Native Language Preservation as a strategy in the SFY2016 funding plan with 30 home and/or center based providers, and no participating

professionals and no parent educators in an amount not to exceed \$75,000 through the funding mechanism of government-to-government agreement, seconded by Member Noline. Chair Poncho completed a roll call vote.

Michelle Antonio	Yes
Mary Bendle	Absent
Teri Gallenstein	Yes
April Noline	Yes
Vernon Poncho	Yes
Delphine Rodriguez	Yes
Flora Talas	Yes
Elliott Talgo	Yes

Motion carried 7-0.

Ms. Beatty informed the Regional Council that the Parent Outreach and Awareness strategy will not be a renewal as previously stated, but will require a new grant agreement due to the grantee being in their third year.

A motion was made by Member Gallenstein that the San Carlos Apache Regional Partnership Council approves Parent Outreach and Awareness as a strategy in the SFY2016 funding plan with 15,000 books distributed and 75 number of workshops and 0 number of events and 0 participating practices and an amount not to exceed \$70,000 through the funding mechanism of government-to-government agreement, seconded by Member Talgo. Chair Poncho completed a roll call vote.

Michelle Antonio	Yes
Mary Bendle	Absent
Teri Gallenstein	Yes
April Noline	Yes
Vernon Poncho	Yes
Delphine Rodriguez	Yes
Flora Talas	Yes
Elliott Talgo	Yes

Motion carried 7-0.

#### E. Food Security

Ms. Beatty presented the work group's recommendation to increase the number of food boxes to 1,000 and include a \$500 stipend per quarter for a helper.

Vice Chair Talas left the meeting at 2:00 p.m.

A motion was made by Member Gallenstein that the San Carlos Apache Regional Partnership Council include Food Security as a strategy in the SFY2016 funding plan with 1,000 food boxes distributed in an amount not to exceed \$32,000 through the funding mechanism of government to government agreement, seconded by Member Talgo. Chair Poncho completed a roll call vote.

Michelle Antonio	Yes
Mary Bendle	Absent
Teri Gallenstein	Yes
April Noline	Yes
Vernon Poncho	Yes
Delphine Rodriguez	Yes

Elliott Talgo	Yes
Flora Talas	Absent

Motion carried 6-0.

F. Quality First

Ms. Beatty presented the work group's recommendation to continue Quality First with seven centers and one home slot with funding of \$146,178.

A motion was made by Member Noline that the San Carlos Apache Regional Partnership Council approves the Quality First strategy package without scholarships in the SFY2016 funding plan with seven centers and one home, with estimated funding allotments as presented in today's funding plan document. The Quality First package includes the following strategies for enrolled providers: Quality First Academy; Child Care Health Consultation; Quality First Coaching and Incentives and Specialized Technical Assistance. The estimated amounts included in this motion will be updated and finalized according to the Quality First model and the Quality Ratings of the enrolled sites and brought back to the Regional Council at a future meeting, seconded by Member Talgo. Chair Poncho completed a roll call vote.

Michelle Antonio	Yes
Mary Bendle	Absent
Teri Gallenstein	Yes
April Noline	Yes
Vernon Poncho	Yes
Delphine Rodriguez	Yes
Elliott Talgo	Yes
Flora Talas	Absent

Motion carried 6-0.

G. Community Awareness

Ms. Beatty presented the work group's recommendation to decrease Community Awareness from \$10,000 to \$5,000.

A motion was made by Member Talgo that the San Carlos Apache Regional Partnership Council approves Community Awareness as a strategy in the SFY2016 funding plan with an amount not to exceed \$5,000, seconded by Member Gallenstein. Chair Poncho completed a roll call vote.

Michelle Antonio	Yes
Mary Bendle	Absent
Teri Gallenstein	Yes
April Noline	Yes
Vernon Poncho	Yes
Delphine Rodriguez	Yes
Elliott Talgo	Yes
Flora Talas	Absent

Motion carried 6-0.

H. Community Outreach

Ms. Beatty presented the work group's recommendation to increase Community Outreach to one full time coordinator and \$80,000.

A motion was made by Member Talgo that the San Carlos Apache Regional Partnership Council approves Community Outreach as a strategy in the SFY2016 funding plan with an amount not to exceed \$80,000, seconded by Chair Poncho. Chair Poncho completed a roll call vote.

Michelle Antonio	Yes
Mary Bendle	Absent
Teri Gallenstein	Yes
April Noline	Yes
Vernon Poncho	Yes
Delphine Rodriguez	Yes
Elliott Talgo	Yes
Flora Talas	Absent

Motion carried 6-0.

I. Service Coordination

Ms. Beatty presented the work group's recommendation to continue Service Coordination with \$15,000 for parent resource calendar and newsletters.

A motion was made by Member Gallenstein that the San Carlos Apache Regional Partnership Council approves Service Coordination as a strategy in the SFY2016 funding plan with an amount not to exceed \$15,000, seconded by Member Noline. Chair Poncho completed a roll call vote.

Michelle Antonio	Yes
Mary Bendle	Absent
Teri Gallenstein	Yes
April Noline	Yes
Vernon Poncho	Yes
Delphine Rodriguez	Yes
Elliott Talgo	Yes
Flora Talas	Absent

Motion carried 6-0.

J. Media

Ms. Beatty presented the work group's recommendation to continue Media as recommended by First Things First at \$11,250.

A motion was made by Member Noline that the San Carlos Apache Regional Partnership Council approves Media as a strategy in the SFY2016 funding plan with an amount not to exceed \$11,250, seconded by Member Gallenstein. Chair Poncho completed a roll call vote.

Michelle Antonio	Yes
Mary Bendle	Absent
Teri Gallenstein	Yes
April Noline	Yes
Vernon Poncho	Yes
Delphine Rodriguez	Yes
Elliott Talgo	Yes

Flora Talas                      Absent

Motion carried 6-0.

K. Statewide Evaluation

Ms. Beatty presented the work group's recommendation to continue Statewide Evaluation as recommended by First Things First at \$33,877.

A motion was made by Member Talgo that the San Carlos Apache Regional Partnership Council approves Statewide Evaluation as a strategy in the SFY2016 funding plan with an amount not to exceed \$33,877, seconded by Member Noline. Chair Poncho completed a roll call vote.

Michelle Antonio	Yes
Mary Bendle	Absent
Teri Gallenstein	Yes
April Noline	Yes
Vernon Poncho	Yes
Delphine Rodriguez	Yes
Elliott Talgo	Yes
Flora Talas	Absent

Motion carried 6-0.

**Meeting Minutes**

Chair Poncho presented attachment 02 – October 9, 2014 Regular Meeting minutes for review.

A motion was made by Member Talgo to approve the minutes from the meeting as presented, seconded by Member Noline. Chair Poncho completed a roll call vote.

Michelle Antonio	Yes
Mary Bendle	Absent
Teri Gallenstein	Yes
April Noline	Yes
Vernon Poncho	Yes
Delphine Rodriguez	Yes
Elliott Talgo	Yes
Flora Talas	Absent

Motion carried 6-0.

**Announcements**

Ms. Beatty informed the Regional Council that the next meeting will be held jointly with the San Carlos Apache Early Childhood Development and Health Collaborative December 11, 2014 from 10:00 a.m. – 1:00 p.m.

**Adjourn**

Chair Poncho adjourned the meeting at 2:20 p.m.

**SUBMITTED BY:**

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**Vernon Poncho, Chair**  
**San Carlos Apache Regional Partnership Council**  
**Dated this 11<sup>th</sup> day of December 2014**

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**LaToya Beatty, Regional Director**  
**San Carlos Apache Regional Partnership Council**  
**Dated this 11<sup>th</sup> day of December 2014**

DRAFT



## FIRST THINGS FIRST

*Ready for School. Set for Life.*

AGENDA ITEM: Meeting Minutes

BACKGROUND: Meeting minutes of the November 19, 2014 Special Meeting are included for review and possible approval.

RECOMMENDATION: The Regional Director recommends review and approval of the November 19, 2014 Special Meeting Minutes.



**Arizona Early Childhood Development & Health Board  
San Carlos Apache Regional Partnership Council  
Special Meeting Minutes of November 19, 2014**

**Welcome/Call to Order**

A Special Meeting of the First Things First San Carlos Apache Regional Partnership Council was held on Wednesday, November 19, 2014 at the First Things First Regional Office 2250 Highway 60, Suite K, Globe, Arizona 85501.

Chair Poncho called the meeting to order at approximately 11:44 a.m. and completed a roll call.

**Members Present:**

Michelle Antonio (telephonic), Teri Gallenstein (telephonic), Elliott Talgo (telephonic), April Noline (telephonic), Delphine Rodriguez (telephonic), Flora Talas (telephonic) and Pastor Vernon Poncho (telephonic)

**Members Absent:**

Mary Bendle

**Call to the Public**

Chair Poncho announced the Call to the Public. There was no response.

**Declarations of Conflict of Interest**

Chair Poncho requested Regional Council members review the agenda items and declare any possible conflicts of interest at this time. No declarations were made.

**SFY2016 Funding Plan Development**

Chair Poncho reminded the Regional Council that Curriculum Development – Parent Education was tabled during the November 17, 2014 Special Meeting until more detailed financial information could be presented.

**A. Curriculum Development-Parent Education**

LaToya Beatty, San Carlos Regional Director informed the Regional Council that the First Things First Program Department has provided a funding recommendation not to exceed \$75,000 for the new contract due to the current grantee being in their third year. The grantee was informed that they would need to look for an expert to review and finalize the curriculum during SFY2016. Ms. Beatty recommended that this strategy only be funded for one year and not included in the three year strategic plan. Member Talgo asked if the amount could be amended if the grantee decided it was necessary. Ms. Beatty informed him that it could be at that time.

A motion was made by Vice Chair Talas that the San Carlos Apache Regional Partnership Council approves Curriculum Development-Parent Education as a strategy in the SFY2016 funding plan with an amount not to exceed \$75,000, seconded by Member Gallenstein. Chair Poncho completed a roll call vote.

Michelle Antonio	Yes
Mary Bendle	Absent
Teri Gallenstein	Yes
April Noline	Yes
Vernon Poncho	Yes
Delphine Rodriguez	Yes
Flora Talas	Yes

Elliott Talgo                      Yes

The motion carries 7-0.

Ms. Beatty requested guidance on unfunded strategies in the SFY2016 funding plan. Previous discussions suggested that the Regional Council was interested in professional development for early childhood providers. Adding professional development as an unfunded strategy would not entail funding, only participation in the cohort for early childhood professionals in the region. The Regional Council came to a consensus to include this unfunded strategy in the SFY2016 funding plan.

**Adjourn**

Chair Poncho adjourned the meeting at 11:58 a.m.

**SUBMITTED BY:**

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**Vernon Poncho, Chair  
San Carlos Apache Regional Partnership Council  
Dated this 11<sup>th</sup> day of December 2014**

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**LaToya Beatty, Regional Director  
San Carlos Apache Regional Partnership Council  
Dated this 11<sup>th</sup> day of December 2014**

DRAFT



## FIRST THINGS FIRST

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AGENDA ITEM: Community Awareness

BACKGROUND: The Graham/Greenlee, Gila and San Carlos Apache Regional Councils have been approached by Canyonlands to help support their newly awarded dental van that will be available to provide Oral Health screenings and other dental services to the areas listed above. The only investment asked of FTF is to support the outside wrap that will be put on the van, which will include the FTF logo.

After further discussion with FTF leadership, the three regional councils have been asked to explore ways they might be able to support this project by using Community Awareness dollars. The San Carlos Apache Community Awareness SFY15 allocation is already being used in other ways; however, there is un-awarded money from the SFY15 funding allocation that can be used for this purpose. The regional council will need to discuss and determine if this is a project they would like to support.

RECOMMENDATION: The Regional Director recommends the approval of the funding level increase to the Community Awareness strategy that will amend the SFY2015 Funding Plan.



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<b>Strategy</b>	<b>Recommendation to Council: Amend SFY2015 San Carlos Apache Regional Partnership Council Funding Plan</b>	
Community Awareness	From: \$10,000	To: \$13,000



## FIRST THINGS FIRST

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AGENDA ITEM: Governance Policy

BACKGROUND: The Regional Council has operated under a Governance Policy since the inception. From time to time the Governance Policy has been reviewed and revised. The Governance Policy template was revised by First Things First legal counsel. The Regional Governance Policy has been updated to reflect these changes.

RECOMMENDATION: This is the first read of this policy. The Regional Council will be asked to consider approval of the revised policy at the January 2015 meeting.

First Things First  
San Carlos Apache Regional Partnership Council  
  
Governance Policy Manual

PREFACE

This document, initially adopted by the San Carlos Apache Regional Partnership Council on May 24, 2008 and updated periodically thereafter, constitute the complete and official body of policies for the governance and operation of the San Carlos Apache 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.

Contact us:  
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San Carlos Apache Regional Partnership Council  
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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 San Carlos Apache region and created the San Carlos Apache Regional Partnership Council (“the Council”) effective July 1, 2008 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 Globe Regional Office is located in Miami, Arizona and is maintained by First Things First regional staff.

Adopted: May 24, 2008  
Amended: September 29, 2009  
November 15, 2010  
October 14, 2011  
January 08, 2013

## 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 1-113, 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 "San Carlos Apache 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 Miami, 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.