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**Northwest Maricopa Regional Partnership  
Council Meeting Agenda and  
Supporting Documentation  
December 19, 2014**



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## Northwest Maricopa Regional Partnership Council Meeting – 12/19/2014

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### Northwest Maricopa Regional Partnership Council Meeting Agenda

December 19, 2014

9:00 a.m. –

*Peoria Community Center, 8335 W. Jefferson, Peoria, AZ 85345*

*Pursuant to A.R.S. § 38-431.03 (A) (1), A.R.S. § 38-431.03(A) (2) and A.R.S. § 38-431.03 (A) (3), the Regional Partnership Council may vote to go into Executive Session, which will not be open to the general public, to discuss personnel items, records exempt from public inspection and/or to obtain legal advice.*

*The Regional Partnership Council may hear items on the agenda out of order. The Regional Partnership Council may discuss, consider, or take action regarding any item on the agenda. The Regional Partnership Council may elect to solicit public comment on certain agenda items.*

The agenda for the meeting is as follows:

**1. Welcome, Introductions, and Call to Order**

**Dr. Debbie Pischke, Chair**

**2. Call to the Public**

**Dr. Debbie Pischke, Chair**

*This is the time for the public to comment. Members of the Regional Council may not discuss or take legal action regarding matters that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. §38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism, or scheduling the matter for further consideration and decision at a later date. Public Comments relative to a specific agenda item may be heard during the discussion of that item.*

**3. Review and Approval of November 21, 2014 Meeting Minutes  
(Attachment 1)**

**Dr. Debbie Pischke, Chair**

**4. Review and Approval of November 25, 2014 Meeting Minutes  
(Attachment 2)**

**Dr. Debbie Pischke, Chair**

**5. Presentation by Faith Opportunity Zone**

**Roy T. Dawson, FOZ Coordinator**

**6. Presentation on FTF Quality Assurance Program**

**Mona Qafisheh, Quality Assurance Manger**

**7. First Read of Regional Governance Policy  
(Attachment 3)**

**Dr. Debbie Pischke, Chair**

**8. Community Outreach Update  
(Attachment 4)**

**Juan Marquez, Outreach Coordinator**

**9. Directors Update**

**Christina Lyons, Regional Director**

- a. RFGA Process and Timeline
- b. Update on 2016 Regional Fund Plan
- c. Interactive webinar sessions for Regional Council Members

**10. Council Member Updates and Announcements**

**Council Members**

**11. Adjourn**

**Dr. Debbie Pischke, Chair**



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## ATTACHMENT 1

**Arizona Early Childhood Development and Health Board**

**Northwest Maricopa Regional Partnership Council**

**DRAFT Meeting Minutes – November 21, 2014**



**Arizona Early Childhood Development & Health Board**

**Northwest Maricopa Regional Partnership Council**

**November 21, 2014 – *Draft* Meeting Minutes**

**Call to Order**

The Regular Meeting of the First Things First Northwest Maricopa Regional Partnership Council was held on Friday, November 21, 2014 at City of Peoria Community Center, 8335 West Jefferson, Peoria, Arizona 85345.

Chair Dr. Pischke welcomed everyone and called the meeting to order at approximately 9:05 a.m.

**Members Present:**

Ashley Flowers, Annette Johnson, Dr. Deboarh Pischke, Dr. Stephen Poling, Janelle Radoccia and James Scott

**Members Absent:**

Patrick Contrades  
Gina Herrera  
Margaret Morales  
Lynda Vescio

**Review and Approval of October 17, 2014 Meeting Minutes:**

Council Member Flowers made a motion to approve the October 17, 2014 meeting minutes as amended. Motion was seconded by Council Member Radoccia and carried out by unanimous vote.

**SFY 16 Strategic Planning:(Discussion and Possible Action) (Attachments 2-4):**

Chair Dr. Pischke requested verbal declaration of Conflict of Interest and explained that if any Council Member believes that a Conflict of Interest is present the member must disclose that Conflict using the Member Disclosure Form and must sign the Statement of Disqualification at the bottom of the Disclosure Form. Chair Dr. Pischke asked Council Members to state their conflict into the meeting record. Council Members who had a Conflict of Interest were as follows:

Chair Dr. Pischke –Disclosed a conflict of interest with Agenda Item #3 - Quality First Child Care Scholarships. Dr. Pischke disclosed that she is an employee of the Peoria Unified School District who receives funding for Quality First Child Care Scholarships.

Chair Dr. Pischke –Disclosed a conflict of interest with Agenda Item #3 - Quality First. Dr. Pischke disclosed that she is an employee of the Peoria Unified School District who receives funding for Quality First.

Council Member Scott –Disclosed a conflict of interest with Agenda Item #3 - Quality First Child Care Scholarships. Member Scott disclosed that his employer receives funding for Quality First Child Care Scholarships.

Council Member Scott –Disclosed a conflict of interest with Agenda Item #3 - Quality First. Member Scott disclosed that his employer receives funding for Quality First and is a Quality First participant.

Council discussed SFY 16 Strategic Planning budget. Due to conflicts, Quality First and Quality First Scholarships were not discuss nor voted on. Council consensus was to have a discussion on Quality First and Quality First Scholarships at the Tuesday November 25, 2014 Special Meeting.

Member Flowers directed staff to provide Council with more sufficient information and costs on Home Visitation so they are better educated before making a funding decision.

Director Lyons will send out more information on Home Visitation with sufficient information and costs prior to the November 25, 2014 Special Meeting.

Please Note: Council Member Herrera left the room at 9:39 a.m. and returned at 9:42 a.m.

Please Note: Council Member Flowers left the room at 9:56 a.m. and returned at 10:02 a.m.

Please Note: Council Member Dr. Poling left the room at 10:13 a.m. and returned at 10:13 a.m.

**Directors Update:**

**a. Training Discs**

Regional Director Lyons shared all Council Members are being given a copy of a training disc with First Things First trainings on evaluation, communication and conflict of interest.

**b. December Council Meeting (Discussion and Possible Action)**

Council consensus was to have a December Council meeting. Council will have their usual potluck and will donate books to West Valley Child Crisis Center.

**Council Member Updates and Announcements:**

Council Members Dr. Poling and Herrera may or may not be able to call into the November 25, 2014 Special meeting.

**Call to the Public:**

Sara Wildenborg, Regional Manager, Teen Outreach Pregnancy Services shared a teen parent success story.

Barbara Prinster, Arizona Child Care Association wanted to remind Council about some key points regarding the Quality First Scholarships program as they move forward in the funding plan. Ms. Prinster asked Council to please continue to keep commitment to funding Quality First Scholarships.

Monica Falcon, Maricopa County Department of Public Health, SNACK Program shared updates on the Child Passenger Safety and shared facts about child passenger safety. Ms. Falcon provided Council with handouts and thanked the Council for their time.

Antoinette Martinez, Maricopa County Department of Public Health, FindHelpPhx – Resources. Ms. Martinez updated Council on the program and provided a card with information regarding the resources. Ms. Martinez thanked Council for their support and attention.

**Adjournment:**

There being no further business, Chair Dr. Pischke adjourned the meeting at 10:46 a.m.



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## ATTACHMENT 2

**Arizona Early Childhood Development and Health Board**

**Northwest Maricopa Regional Partnership Council**

**DRAFT Meeting Minutes – November 25, 2014**



**Arizona Early Childhood Development & Health Board**

**Northwest Maricopa Regional Partnership Council**

**November 25, 2014 – *Draft* Meeting Minutes**

**Call to Order**

The Special Meeting Teleconference of the First Things First Northwest Maricopa Regional Partnership Council was held on Tuesday, November 25, 2014 at First Things First, Thunderbird Office Park, 14050 North 83<sup>rd</sup> Avenue, Building A-140, Peoria, Arizona 85381.

Chair Dr. Pischke welcomed everyone and called the Special Teleconference meeting to order at approximately 3:50 p.m.

**Members Present:**

Administrative Assistant did a Roll Call. Council Members present were as follows:

Patrick Contrades, Ashley Flowers, Gina Herrera, Annette Johnson, Margaret Morales, Dr. Deboarh Pischke, Dr. Stephen Poling, Jannelle Radoccia and James Scott

Please Note: Council Members called into the meeting Via Teleconference.

Please Note: Council Member Dr. Poling called into the meeting at approximately 4:07 p.m.

**Members Absent:**

Lynda Vescio

**First Things First Staff:**

Wendy Sabatini, Senior Director

Annette Garcia, Fiscal Specialist

Bryant Luy, Quality First Scholarship Specialist

Cami Foulks, Program Specialist Early Learning

**SFY 16 Strategic Planning:**

Chair Dr. Pischke requested verbal declaration of Conflict of Interest and explained that if any Council Member believes that a Conflict of Interest is present the member must disclose that Conflict using the Member Disclosure Form and must sign the Statement of Disqualification at the bottom of the Disclosure Form. Chair Dr. Pischke asked Council Members to state their conflict into the meeting record. Council Members who had a Conflict of Interest were as follows:

James Scott – Disclosed a Conflict of Interest with Agenda Item #2A, SFY 16 Strategic Planning Quality First Care Scholarships. James Scott disclosed that he is an employee of the Nadaburg Elementary School District who is participating in the Quality First Program and is a Scholarship recipient.

Dr. Pischke – Disclosed a Conflict of Interest with Agenda Item #2A, SFY 16 Strategic Planning Resource Centers. Dr. Pischke disclosed that she is an employee of the Peoria Unified School District and Family Resource Center receives funding.

Dr. Pischke – Disclosed a Conflict of Interest with Agenda Item #2A, SFY 16 Strategic Planning Quality First Care Scholarships. Dr. Pischke disclosed that she is an employee of the Peoria Unified School District who is participating in the Quality First Program and is a Scholarship recipient.

Margaret Morales – Disclosed a Conflict of Interest with Agenda Item #2A, Home Visitation. Margaret Morales disclosed that she is an employee of Chicanos Por La Causa who is a potential applicant of State FY16 funding.

Regional Director Lyons provided Council with information regarding Quality First Scholarships.

Please Note: Vice Chair Johnson facilitated this portion of the meeting due to Chair Dr. Pischke has conflicts of interest.

Council Member Radoccia made a motion to approve that the Northwest Maricopa Regional Partnership Council allot \$200,000.00 in State Fiscal Year 16 for strategy Care Coordination – Medical Home with a target service number of 600 children served, 600 children receiving screenings, 200 families served for health insurance enrollment, 600 vision screenings conducted, and 600 hearing screenings conducted. Motion was seconded by Council Member Contrades and carried out by unanimous vote.

Council Member Radoccia made a motion to approve that the Northwest Maricopa Regional Partnership Council allots \$165,490.00 in State Fiscal Year 16 for strategy Child Care Health Consultation with a target service number of 67 centers. Motion was seconded by Council Member Flowers and carried out by unanimous vote.

Council Member Radoccia made a motion to approve that the Northwest Maricopa Regional Partnership Council allots \$40,000.00 in State Fiscal Year 16 for strategy Community Awareness. Motion was seconded by Council Member Flowers and carried out by unanimous vote.

Council Member Radoccia made a motion to approve that the Northwest Maricopa Regional Partnership Council allots \$83,000.00 in State Fiscal Year 16 for strategy Community Outreach. Motion was seconded by Council Member Flowers and carried out by unanimous vote.

Council Member Radoccia made a motion to approve that the Northwest Maricopa Regional Partnership Council allot \$975,000.00 in State Fiscal Year 16 for strategy Family Resource Centers with a target service number of 12600 number of families who received referrals for services, 450 workshops conducted, 375 number of adults completing a series, 800 families served for health insurance enrollment. Motion was seconded by Council Member Flowers. Chair Dr. Pischke abstained. Motion carried.

Council Member Radoccia made a motion to approve that the Northwest Maricopa Regional Partnership Council allot \$200,000.00 in State Fiscal Year 16 for strategy Family Support – Children with Special Needs with a target service number of 50 children served, 50 children receiving screenings, 50 developmental screenings conducted, 50 vision screenings conducted, and 50 hearing screenings conducted. Motion was seconded by Council Member Flowers and carried out by unanimous vote.

Council Member Radoccia made a motion to approve that the Northwest Maricopa Regional Partnership Council allots \$403,887.00 in State Fiscal Year 16 for strategy Mental Health Consultation with a target service unit of 33 participating centers. Motion was seconded by Council Member Flowers and carried out by unanimous vote.

Council Member Radoccia made a motion to approve that the Northwest Maricopa Regional Partnership Council allot \$375,000.00 in State Fiscal Year 16 for strategy Oral Health with a target service unit of 4500 number of children receiving oral health screenings 4500 number of fluoride varnishes applied, and 3000 number of participating adults, to be released multi-regional RFGA. Motion was seconded by Council Member Flowers and carried out by unanimous vote.

## **Quality First**

Council Member Radoccia made a motion to approve that the Northwest Maricopa Regional Partnership Council allot \$1,079,123.00 in State Fiscal Year 16 for strategy Quality First Coaching and Incentives, with a target service unit of 78 centers and 7 homes. Motion was seconded by Council Member Flowers. Chair Dr. Pischke abstained. Council Member Scott abstained. Motion was carried.

Council Member Radoccia made a motion to approve that the Northwest Maricopa Regional Partnership Council allot \$79,900.00 in State Fiscal Year 16 for strategy Quality First Academy with a target service unit of 78 centers and 7 homes. Motion was seconded by Council Member Flowers. Chair Dr. Pischke abstained. Council Member Scott abstained. Motion was carried.

Council Member Radoccia made a motion to approve that the Northwest Maricopa Regional Partnership Council allots \$36,850.00 in State Fiscal Year 16 for strategy Quality First Specialized Technical Assistance, with a target service unit of 78 centers and 7 homes. Motion was seconded by Council Member Flowers. Chair Dr. Pischke abstained. Council Member Scott abstained. Motion was carried.

Council Member Radoccia made a motion to approve that the Northwest Maricopa Regional Partnership Council allot \$4,685,244.00 in State Fiscal Year 16 for strategy Quality First Child Care Scholarships with a target service number of 587 scholarship slots for children 0-5 years in 3-5 star centers. Motion was seconded by Council Member Flowers. Chair Dr. Pischke abstained. Council Member Scott abstained. Motion was carried.

Council Member Radoccia made a motion to approve that the Northwest Maricopa Regional Partnership Council allot \$64,800.00 in State Fiscal Year 16 for strategy College Scholarships, bachelor's degree only, with a target service number of 6 participating professionals. Motion was seconded by Council Member Flowers and carried out by unanimous vote.

Council Member Radoccia made a motion to approve that the Northwest Maricopa Regional Partnership Council allots \$175,000.00 in State Fiscal Year 16 for strategy Service Coordination. Motion was seconded by Council Member Flowers and carried out by unanimous vote.

Council Member Radoccia made a motion to approve that the Northwest Maricopa Regional Partnership Council allots \$544,878.00 in State Fiscal Year 16 for strategy Statewide Evaluation. Motion was seconded by Council Member Flowers and carried out by unanimous vote.

Council Member Radoccia made a motion to approve that the Northwest Maricopa Regional Partnership Council allot \$500,000.00 in State Fiscal Year 16 for strategy Home Visitation with a targeted service audience of high risk with a targeted service number of 100 children served, 100 children receiving screenings, 100 families served for health insurance enrollment, 100 vision screenings conducted, and 100 hearing screenings conducted, to be released RFGA. Motion was seconded by Council Member Flowers. Council Member Morales abstained. Motion was carried.

Council Member Radoccia made a motion to approve that the Northwest Maricopa Regional Partnership Council allots \$50,000.00 in State Fiscal Year 16 for strategy Media. Motion was seconded by Council Member Flowers and carried out by unanimous vote.

Council Member Radoccia made a motion to approve that the Northwest Maricopa Regional Partnership Council allot \$300,000.00 in State Fiscal Year 16 for strategy Parenting Education, for Grandparents Raising Grandchildren and Parenting Teens, with a target service number of 430 adults completing a series, to be released RFGA. Motion was seconded by Council Member flowers and carried out by unanimous vote.

Council Member Radoccia made a motion to approve that the Northwest Maricopa Regional Partnership Council allots \$210,000.00 in State Fiscal Year 16 for strategy Recruitment into the Field with a target service number of 225 participating professionals. Motion was seconded by Council Member Flowers and carried out by unanimous vote.

Regional Director Lyons mentioned that she would like to write up unfunded strategies for the Northwest Maricopa Region for the Developmental Screening Coalition. Council consensus was that Director Lyons would write up unfunded strategies for the Northwest Region for the Developmental Screening Coalition.

Regional Director Lyons will report to the Council Quarterly what happens at the meetings.

Vice Chair Johnson mentioned that since the SNACK program was not funded is there anyone else who will be distributing car seats. Vice Chair Johnson directed staff to check on this. Regional Director Lyons will check to see whom or if anyone else is distributing car seats in different regions and share the information with council.

Council Member Herrera shared that she has information on who distributes car seats in the different regions. Director Lyons will contact Council Member Herrera for information.

Regional Director Lyons will type up the funding plan and send to Council for review.

**Adjournment:**

There being no further business, Chair Dr. Pischke adjourned the meeting at 5:02 p.m.



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## ATTACHMENT 3

**Arizona Early Childhood Development and Health Board**

**Northwest Maricopa Regional Partnership Council**

**Draft Governance Policy**

**DRAFT - Governance Policy Manual**

PREFACE

This document, initially adopted by the Northwest 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 Northwest 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.

Contact us:  
First Things First  
Northwest Maricopa 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 Northwest Maricopa region and created the Northwest Maricopa Regional Partnership Council (“the Council”) effective April 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 Northwest Maricopa Regional Office is located in Peoria, 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 1-113, 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 "Northwest 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 Peoria, 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.



# FIRST THINGS FIRST

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## ATTACHMENT 4

**Arizona Early Childhood Development and Health Board**

**Northwest Maricopa Regional Partnership Council**

**Community Outreach Report**

**HOLD FOR COMMUNITY OUTREACH REPORT**