



FIRST THINGS FIRST

Ready for School. Set for Life.

Arizona Early Childhood Development & Health Board

Yuma Regional Partnership Council Meeting

Meeting Minutes

Welcome/Introductions/Call to Order

The regular meeting of the First Things First – Yuma Regional Partnership Council was held on April 17, 2014, 4:30 p.m. at the Yuma County Library District Somerton Branch, 240 W. Canal Street, Somerton, Arizona 85350.

Vice Chair Garza called the meeting to order at 4:35 p.m.

Members Present:

Vice Chair Irene Garza
Member Dr. Mario Ybarra
Member Judy Watkinson
Member Kim Fanning
Member Rebecca Ramirez
Member Gloria Cisneros

Members Present Via Conference Call:

Member Laurie Gail Senko
Member Ricardo Perez

Members Absent:

Chair Darren Hawkins
Member Mary Beth Turner
Member Pilar Moreno

Conflict of Interest

Vice Chair Garza provided the Regional Council with an opportunity to declare any conflict of interest regarding items on the agenda. There were no conflicts declared at this time.

Consent Agenda

The items on the consent agenda included the minutes of the March 20, 2014, Yuma Regional Partnership Council regular meeting. A motion was made by Member Watkinson to approve the consent agenda, seconded by Member Dr. Ybarra, and the motion carried by a unanimous vote by all members present.

Presentation by Chicanos Por La Causa

Ana Bribiesca and Esgardo Cuen, Chicanos Por La Causa, shared a power point presentation which included the mission, vision, key areas of service and successes of the organization.

Discussion on School Readiness Benchmarks

Over the course of the last several months the Regional Council has discussed the School Readiness Indicators and Benchmarks as prioritized by the Regional Council. The indicators were subject to public vetting via an in-person forum and an online survey, however public input did not result in any substantive change to the Benchmarks. A motion was made by Member Watkinson to approve the Benchmarks for School Readiness Indicators #3: 75% of children with special needs/rights enrolled in an inclusive early care and education program with a Quality First Rating of 3-5 stars by 2020, #7: 73% of 2-4 year olds in the Yuma area at a healthy weight by 2020 , and #10: 58% families competent and confident about their ability to support their child's safety, health and well-being by 2020, seconded by Member Dr. Ybarra, and the motion carried by a unanimous vote by all members present.

FY2014 Update

The FY2014 update included a status report of the various programs funded by the Regional Council.

Regional Director's Report

The Report included a brief update on System Building, 1:1 meetings with Regional Council Members, accomplishments, priorities and future goals, strategic planning for FY2016-18, Arizona Town Hall and a status update on the 2014 Needs & Assets Report. Regional Director Rudy Ortiz reviewed the three common priorities/goals derived from individual meetings with Council Members are:

- Yuma Children Ready To Succeed In Their Academic Career
- Healthy Children
- Strong Families

The Regional Council reflected on the Arizona Town Hall conference, its' impact and statement and integrating it into our strategic planning.

Other areas of discussion by the Regional Council:

- Parents/Business Leaders advocating utilizing the Arizona Tax Credit for a child care center of their choice
- Including the special needs component
- Infusing Early Literacy in our everyday life/activities
- Programs/Grantees strong advocates of Early Childhood System
- Social Media

Discussion on FY2016 Allocation

Senior Regional Director, Gary Arnold, shared a brief summary of the State Finance Committee recommendations to the Board regarding FY16 allocation and what the recommendations meant to regions. The recommendations would allow First Things First to maintain its program spending at a consistent level for an estimated 9-15 years. The Board will take action on the recommendations at the June 9-10, 2014 Board Meeting.

Call to the Public

Sharon Brady, Reach Out and Read Arizona, reported there are currently 16 Reach Out and Read sites in the Yuma Region and have served approximately seven thousand children and are providing a retraining at the San Luis Walk-In Clinic.

Sherri Jones, Association for Supportive Child Care, provided a brief update on the Arizona Self Study Program and T.E.A.C.H. Program. There are currently 11 graduates in the Yuma region through the T.E.A.C.H. program. Any information/questions should be directed to T.E.A.C.H. Program Coordinator John Cregg. Ms. Jones stated the Arizona Self Study is providing support to 19 programs in the Yuma area majority are family child care providers. Arizona Self Study is an accreditation facilitation program funded by the Economic Department of Security.

Announcements

The Early Childhood Education Conference is scheduled on April 26, 2014, 8:00 a.m.–4:00 p.m.

Next Meeting

The next regular meeting of the Yuma Regional Partnership Council is scheduled on May 15, 2014, 4:30 p.m., Yuma Community Food Bank, 2404 E. 24th Street, Yuma, Arizona 85365.

Adjourn

There being no further business the meeting adjourned at 6:20 p.m.

SUBMITTED BY:

Marie Megui, Administrative Assistant III

APPROVED BY:

Irene Garza, Yuma Regional Partnership Council Vice Chair

May 15th, 2014

DRAFT

**GRANTEE AGREEMENT
GRA-RC023-15-0703-01**

Between The

Yuma Regional Partnership Council,

Arizona Early Childhood Development and Health Board

(First Things First)

And

Yuma Community Food Bank

FY15 award: \$50,000

Unit of Service: 4964 food boxes distributed

\$50,000 = 4,964 food boxes distributed

1,064 food boxes x \$25.00 = 26,600

300 backpacks x 13 times a year = 3,900 backpacks x \$6.00 per backpack = \$23,400

Recommendation from Staff: It is recommended that this grant agreement be approved.

Notes: In SFY14, although the region has experienced some challenges with the grantee in the implementation of the program the food backpacks that started this fiscal year (SFY14) have supported the grantee on meeting expectations. Staff turn-over was identified as a major barrier and has been resolved. Communication has greatly improved with new staff; agency has been flexible and dedicated to meet the food security needs of the region. Here are some highlights from SFY14: During the fiscal year they've enhanced their ability to help children who are food insecure by using funds allocated by FTF to distribute food boxes and back packs consistently. Since July 2013 they provided 815 food boxes and 3078 backpacks. With the amendment that they awarded in November 2013, they have a projection of being able to distribute an additional 516 food boxes.

INTERAGENCY SERVICE AGREEMENT

ISA-RC023-15-0702-01

Between The
Arizona Early Childhood Development and Health Board
(First Things First)
And The
University of Arizona Yuma Cooperative Extension

FY15 award: \$303,266.00

Unit of Service:

Number of expectant mothers receiving oral health screenings: 50
Number of children receiving oral health screenings: 5,000
Number of fluoride varnishes applied to children: 5,000
Number of participating adults: 400

Recommendation from Staff: It is recommended that this grant agreement be approved.

Notes: As of March 11, 2014 First Smiles has provided 3,104 fluoride varnishes. The same time last year, First Smiles had provided 1,882 fluoride varnishes. Even though the success of thier program can easily be measured in the number of fluoride varnishes provided, it is also important to point out that we have been focusing on education. This year we have provided training to over 800 adults and 2,500 children. First Smiles collaborates with a number of preschools, organizations, and other grantees to try and reach a diverse population. Just this month, we have finalized dates with Regional Center for Board Health to set up oral health screenings during days they have a pediatrician. Not only will we be able to provide screenings and fluoride to children, but we can also reach parents with newborns to focus on prevention even before the teeth are present. Current Collaborations include 60 partners in Yuma County.

**GRANTEE AGREEMENT
GRA-RC023-15-0697-01**

Between The

Yuma Regional Partnership Council,

Arizona Early Childhood Development and Health Board

(First Things First)

And

Arizona Board of Regents for and on Behalf of Arizona State University for Eight, Arizona PBS

FY15 award: \$150,000

For Parent Education Community-Based Training, the Unit of Service is: 75 adults completing a series

Recommendation from Staff: It is recommended that this grant agreement be approved.

Notes: In SFY14 the model continued to work with community hubs to offer the series of 6 workshops a schedule of their choosing (date, time, frequency of workshop) and provide childcare along with a meal or snacks. A new delivery model was also created providing school districts to deliver our workshop series through a train the trainer effort. Considerable marketing, outreach, and individual meeting time have been spent working with school and district leadership on the possibility of rolling this out. Crane Elementary Schools are the first to participate and train 17 early childhood elementary educators from seven (7) schools. Yuma Elementary Schools and WACOG Head Start are now coordinating with us to participate in this program also.

Some highlights include: The number of participants increased during the current grant agreement. Increases in library card attainment in 2013 which is an important indicator of early literacy development. Additionally, there were increases in the percentage of participants who had internet access in both 2012 and 2013. A greater percentage of participants read every day to their child from the pretest to the posttest in both 2012 and 2013 and participants significantly increased between the pretest and posttest in the amount they encouraged their child to narrate when looking at pictures in both 2012 and 2013. In 2012, participants further increased from the pretest to posttest the amount they talked to their child about how they spent their day and the amount they answered their child's questions and offered explanations, even when they repeated the questions many times.

Yuma Grantee Renewal

Expansion: Increase slots and/or capital expense Strategy

Contract Number	Grantee	Contract Period	Number of Contract Months	FY 2014 Award	FY 2014 Expenditures YTD	FY 2014 Expenditures as % of Award	Within 30-60% Range (Yes/No)	Out of Range Percentage	FY 2015 Proposed Renewal Amount	Staff Recommendation to Council	Council Recommendation	Recommendation to Board
Renewal Considerations												

GRA-RC023-13-0538-01-Y2 Child and Family Resources Inc. 07/01/2013-06/30/2014 12 \$15,000.00 \$2,588.88 17.3% No -12.8% \$15,000.00

Child and Family Resources is contracted with the Department of Economic Security to provide ongoing recruitment efforts throughout Yuma and La Paz counties to assure an adequate number of certified child care homes exist as an option for parents seeking child care services. In addition to recruitment and outreach efforts, Child and Family Resources plans and conducts group or individual orientation meetings to further describe the Child Care Home Certification Program to prospective providers. It is during this Orientation meeting that potential providers receive information on certification requirements, completion of the application process and training on the Article 52 Regulations.

Child and Family Resources assist the potential providers with completion of the application to include a training session on Developmental Appropriate Practice, Business Management, completion of CPR and First Aide, and submission of fingerprints for a Clearance Card. Prior to submitting a completed packet to the Department of Economic Security for certification, a home visit is completed for an initial home study observation and evaluation to reflect the standards prescribed in Article 52. An additional home visit is scheduled to verify the necessary changes have been made to meet certification requirements and include such areas as; cleaning supplies being safeguarded, medicines are properly secured, and yards are fenced and locked if there are conditions that may pose a danger to a child.

Potential providers seeking to become Department of Economic Security (DES) certified homes must comply with the purchase of insurance for their homes. This presents a barrier for many individuals seeking certification due to the high cost of securing such insurance for their homes and not having children in their care as in-coming income. The Yuma Regional Partnership Council identified this as a concern and allocated funding to purchase services under the Home Recruitment, Study and Supervision Programs units; intended to support the increased costs necessary for providers, particularly the insurance cost required for certification.

Child and Family Resources will continue with the prescribed activities of our contract with DES to recruit potential child care providers. The funding which has been allocated will continue to assist potential providers with the high cost of insurance as they are beginning their child care business.

It is recommended that this grant agreement be approved for renewal. As of quarter 2 the program is projected to meet their contracted service units. Because of this program 48 more children as of quarter 2 are now being served in certified care. Providers receive funding for their business child care insurance for one year in order to help them with start-up costs, training in CPR/FA, Developmental Appropriate Practices, Indoor and outdoor Health and Safety, Business and Billing training. Their collaboration efforts continue throughout the fiscal year in order to recruit providers who want to be become DES child care home providers for children who are eligible for child care aide, and for children who do not receive assistance.

Quality and Access

Service Unit	2014 Contracted Units	2014 Q1 Actuals**	2014 Q2 Actuals**	2014 Q3 Actuals**	2014 Q4 Actuals**	Year-to-Date Actuals**	Percent of Contracted	Within 30-60% Range	Out of Range Percentage	FY 2015 Proposed Contracted Units
Number of center based providers served	0	0	0			0				0
Number of home based providers served	25	8	14			14	56.0%	Yes	0.0%	25
Number of increased slots for participating children	100	24	48			48	48.0%	Yes	0.0%	100

Yuma Grantee Renewal

Family, Friends & Neighbors Strategy													
Contract Number	Grantee	Contract Period	Number of Contract Months	FY 2014 Award	FY 2014 Expenditures YTD	FY 2014 Expenditures as % of Award	Within 30-60% Range (Yes/No)	Out of Range Percentage	FY 2015 Proposed Renewal Amount	Staff Recommendation to Council	Council Recommendation	Recommendation to Board	
										Renewal Considerations			
FTF-MULTI-13-0406-01-Y2	Association for Supportive Child Care	07/01/2013-06/30/2014	12	\$150,000.00	\$99,915.80	66.6%	No	6.6%	\$150,000.00	Yes	Yes	Yes	
<p>The Arizona Kith and Kin Project of the Association for Supportive Child Care (ASCC) provides support to family, friend and neighbor caregivers through weekly training/support group meetings. An average of 15 participants, per group, meet weekly for 14 weeks for a series of trainings on child development, health and safety, positive guidance and discipline, nutrition, early brain development, language and literacy, car seat safety and much more. Organized with the help of a community collaborative partner, group meeting locations are selected within the communities where family, friend and neighbor care providers live, work and play. The weekly gatherings are held in a supportive, workshop format where participants gain emotional sustenance from the other participants while learning about early childhood development, school readiness and safety. Providers receive concrete instruction and training, along with the distribution of related safety equipment. Upon completion of a 14 week training-support group session, participants are invited to attend a Health and Safety Conference each summer. Where applicable and as funding permits, transportation and on-site child care is provided, free of charge, to minimize barriers to participation.</p>										<p>It is recommended that this grant agreement be approved for renewal. The Kith and Kin program provided by the Association for Supportive Child Care (ASCC) in the La Paz/Mohave, Yuma, Coconino and Yavapai Regions is on target to meet or exceed the contracted service units in SFY 2014. Typical issues/barriers associated with the start-up and implementation of a new program have been identified and promptly addressed. During the Fall 2013 session the program successfully implemented groups in San Luis, Somerton and Yuma. The program's target service number for Fiscal Year 2013-2014 is 90 FFN child care providers. The program has provided services to 62 FFN providers as of Fall 2013. With group sessions currently in place for Spring 2014 and 41 participants being served this session, the program expects to continue to exceed our target service units for the fiscal year.</p>			
				2014 Contracted Units	2014 Q1 Actuals**	2014 Q2 Actuals**	2014 Q3 Actuals**	2014 Q4 Actuals**	Year-to-Date Actuals**	Percent of Contracted	Within 30-60% Range	Out of Range Percentage	FY 2015 Proposed Contracted Units
Number of home based providers served				90	67	74			74	82.2%	No	22.2%	90

Quality and Access

Yuma Grantee Renewal

Inclusion of Children with Special Needs Strategy

Contract Number	Grantee	Contract Period	Number of Contract Months	FY 2014 Award	FY 2014 Expenditures YTD	FY 2014 Expenditures as % of Award	Within 30-60% Range (Yes/No)	Out of Range Percentage	FY 2015 Proposed Renewal Amount	Staff Recommendation to Council	Council Recommendation	Recommendation to Board
										Renewal Considerations		

FTF-RC023-14-0459-01 Easter Seals Blake Foundation - Tucson 07/01/2013-06/30/2014 12 \$230,989.00 \$151,380.95 65.5% No 5.5% \$230,989.00

The Early Care and Education Inclusion Plus (ECEI+) program increases the capacity of Yuma early childhood care providers to include and serve children with special health and/or developmental needs, age birth to five, in the childcare setting.

It accomplishes this by providing a comprehensive system of supports to improve the skill level of childcare staff. Services include on-site coaching and targeted technical assistance, group-based training, professional development, ongoing classroom environmental and staff assessments, staff and classroom plan development (based on assessment data), service coordination with child's AzEIP or DDD provider, financial support for equipment modifications, and connecting families and providers with resources.

Through the work of this program, Yuma Region childcare providers are more willing to enroll children with special needs with the knowledge that there is a system in place to help support them.

It is recommended that this grant agreement be approved for renewal. As of quarter 2 the program is projected to meet their contracted service units. ECEI+ Individualized Intensive Option continues to be fully enrolled with 5 centers and 10 homes since the beginning of the program year. ECEI+ Targeted Technical Assistance (TTA) has served 9 child care providers in supporting teachers with individual children's development/special needs. ECEI+ has already served a total of 24 child care providers. ECEI+ has served 24 children with special needs with diagnoses that include cerebral palsy, cleft palate, speech/language delay, developmental delay, downs syndrome, visual impairment, and orthopedic impairment. ECEI+ Inclusion Coaches and Quality First (QF) Coaches are working more closely to promote the services of each other's programs. Inclusion Coaches help recruit home care providers into the Quality First program by informing them of the program benefits and assisting them with the application process. QF Coaches are referring child care providers to ECEI+ for technical assistance and encouraging providers to take advantage of ECEI+ support services for teachers and their children with special needs. A total of 5 child care providers were referred by QF to ECEI+. QF and Inclusion Coaches make time to meet with each other during provider visits or separate meetings to discuss goals, successes, and challenges of mutually shared child care providers.

Quality and Access

Service Unit	2014 Contracted Units	2014 Q1 Actuals**	2014 Q2 Actuals**	2014 Q3 Actuals**	2014 Q4 Actuals**	Year-to-Date Actuals**	Percent of Contracted	Within 30-60% Range	Out of Range Percentage	FY 2015 Proposed Contracted Units
Number of center based providers served	8	10	10			10	125.0%	No	65.0%	8
Number of home based providers served	16	20	20			20	125.0%	No	65.0%	16
Number of participating children with special needs	30									30

Yuma Grantee Renewal

Community Based Professional Development Early Care and Education Professionals Strategy

Contract Number	Grantee	Contract Period	Number of Contract Months	FY 2014 Award	FY 2014 Expenditures YTD	FY 2014 Expenditures as % of Award	Within 30-60% Range (Yes/No)	Out of Range Percentage	FY 2015 Proposed Renewal Amount	Staff Recommendation to Council	Council Recommendation	Recommendation to Board
											Renewal Considerations	

GRA-RC023-13-0589-01-Y2	Arizona Board of Regents for and on Behalf of Arizona State University for Eight, Arizona PBS	07/01/2013-06/30/2014	12	\$200,000.00	\$107,408.35	53.7%	Yes	0.0%	\$200,000.00	Yes		
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The strategy, Community Based Professional Development Early Care and Education Professionals, seeks to provide high quality professional development to all early learning professionals in Yuma County. Eight-Arizona PBS will organize and structure half-day professional development opportunities in a conference setting on the campus of Arizona Western College. Early learning professionals will gather together to learn strategies and best practices pertaining to the profession. Through hands-on processing, discussion, practice and reflection, the early learning community of Yuma County will gain additional implementation strategies to strengthen the work they are doing with children.

It is recommended that this grant agreement be approved for renewal. As of quarter 2 the program is projected to not only meet their contracted service units but go well beyond the expectation. They held a professional development Saturday event once per month for September, October, November, January, February and March. They planned a full day conference on April 26th with over 300 professionals in attendance, and will have another professional development Saturday in May. All sessions are based around Developmentally Appropriate Practice. The participants are walking away from each Saturday with strategies they can implement immediately. Attendance has increased at each of our events. 66% of our participants have attended 2 or more professional development Saturday events. They are making a phone call to every participant who has registered for a professional development event. They have also hired a Spanish speaker to make the follow up calls for us. They also offer sessions during our professional development events that are Spanish only.

Service Unit	2014 Contracted Units	2014 Q1 Actuals**	2014 Q2 Actuals**	2014 Q3 Actuals**	2014 Q4 Actuals**	Year-to-Date Actuals**	Percent of Contracted	Within 30-60% Range	Out of Range Percentage	FY 2015 Proposed Contracted Units
Number of participating professionals	300	55	128			183	61.0%	No	1.0%	300

Professional Development

Yuma Grantee Renewal

Scholarships non-TEACH Strategy													
Contract Number	Grantee	Contract Period	Number of Contract Months	FY 2014 Award	FY 2014 Expenditures YTD	FY 2014 Expenditures as % of Award	Within 30-60% Range (Yes/No)	Out of Range Percentage	FY 2015 Proposed Renewal Amount	Staff Recommendation to Council	Council Recommendation	Recommendation to Board	
										Renewal Considerations			
GRA-MULTI-13-0527-01-Y2	Central Arizona College	07/01/2013-06/30/2014	12	\$55,000.00	\$17,270.00	31.4%	Yes	0.0%	\$55,000.00	Yes	Yes	Yes	
<p>The Professional Career Pathway Project is a professional development program for child care providers in Arizona. The Pathway funds tuition and textbook stipend, CDA Assessment fee and/or CDA Mentor services to eligible childcare providers working in center or family based programs. The Pathway funds only early care and education courses at community colleges statewide. Participants can pursue coursework for a CDA credential.</p>										<p>During the June 2014 meeting, the Board will be presented with a recommendation to renew this statewide contract. Analysis of the quantitative data collected, a consideration of the qualitative data provided through narrative reports, and individualized grantee follow up by FTF program and finance staff was presented and considered by the FTF executive team for statewide initiatives. The executive team utilized this data and information as the basis for this recommendation to the Board.</p>			
Service Unit				2014 Contracted Units	2014 Q1 Actuals**	2014 Q2 Actuals**	2014 Q3 Actuals**	2014 Q4 Actuals**	Year-to-Date Actuals**	Percent of Contracted	Within 30-60% Range	Out of Range Percentage	FY 2015 Proposed Contracted Units
Number of professionals receiving scholarships				66		0			0	0.0%	No	-30.0%	25

Yuma Grantee Renewal

Family Support – Children with Special Needs Strategy

Contract Number	Grantee	Contract Period	Number of Contract Months	FY 2014 Award	FY 2014 Expenditures YTD	FY 2014 Expenditures as % of Award	Within 30-60% Range (Yes/No)	Out of Range Percentage	FY 2015 Proposed Renewal Amount	Staff Recommendation to Council	Council Recommendation	Recommendation to Board
										Renewal Considerations		

FTF-RC023-14-0454-01 Easter Seals Blake Foundation - Tucson 07/01/2013-06/30/2014 12 \$280,000.00 \$183,596.29 65.6% No 5.6% \$280,000.00

Yuma Parents as Teachers - Special Needs (YPAT-SN) program provides a comprehensive array of intervention and support services for Yuma Region families with children birth to age five who have been screened and referred for state early intervention services but were found not to qualify. The program utilizes the evidence-based Parent as Teachers model to annually support 80 families of young children to learn, grow, and develop to realize their full potential.

Services provided include: (1) Develop referral networks and carry out extensive community outreach plan to identify and serve families of qualifying children from throughout the Yuma Region; (2) Provide comprehensive home visitation services, assisting families in accessing ongoing health care services, strengthening their parent-child relationships, and improving parent's skills to be their child's first teacher; (3) Provide information and education on developmentally-appropriate learning opportunities that support all areas of development; (4) Provide early and ongoing health, mental health and developmental screenings; (5) Provide regular group meetings and trainings in which families receive opportunities to learn new skills and build support networks; (6) Coordinate service delivery with other exceptional child services programs, home visiting programs, family support services, and resources offered in the region; and (7) Implement the program in accordance with National Center for Parents as Teachers model requirements, FTF Family Support - Children with Special Needs Standards of Practice and Developmental and Sensory Screening Standards of Practice.

It is recommended that this grant agreement be approved for renewal. By quarter two the program has already exceeded its contracted service units. Some of the many highlights include: 774 home visits completed. The following delays have been identified: 14 children with developmental delays, 8 children with hearing delays, 4 children with vision delays. Children identified with delays have been referred to appropriate services including AZEIP, DDD, School District, and specialist for further evaluation. 64 ASQ-3 and 55 ASQ-SE were completed. Score increases of 5 to 10 points are demonstrated after 6 month to a year of service. 35 Keys to Interactive Parenting Assessments have been completed. Parents are demonstrating an increase of 2 to 3 points on the scale after a year of service. This increase has led to improved parenting skills in the promotion of language development, engaging with child, supporting emotions, promoting curiosity, having appropriate expectations, setting appropriate limits and consequences, allowing for child selected activities, and adapting and extending child activities. 63 Life Skills Progression Assessments have been completed. During initial assessment, approximately 35% of families scored between 0-2.5 on the scale. After one year of service only about 10% of families scored in the lower end of the scale. 104 Referrals were made this year to Early Intervention Programs, food assistance, medical services, adult education, employment services, dental services, emergency crisis intervention, family planning, health insurance, housing resources, literacy activities, legal services, mental health services and transportation. 49 of these services have been obtained, the rest are still in progress or family did not qualify for the services.

Health

Service Unit	2014 Contracted Units	2014 Q1 Actuals**	2014 Q2 Actuals**	2014 Q3 Actuals**	2014 Q4 Actuals**	Year-to-Date Actuals**	Percent of Contracted	Within 30-60% Range	Out of Range Percentage	FY 2015 Proposed Contracted Units
Number of children receiving screening										80
Number of families served	80	87	90			90	112.5%	No	52.5%	80
Number of developmental screenings conducted										80
Number of vision screenings conducted										80
Number of hearing screenings conducted										80

Yuma Grantee Renewal

Recruitment – Stipends/Loan Forgiveness Strategy

Contract Number	Grantee	Contract Period	Number of Contract Months	FY 2014 Award	FY 2014 Expenditures YTD	FY 2014 Expenditures as % of Award	Within 30-60% Range (Yes/No)	Out of Range Percentage	FY 2015 Proposed Renewal Amount	Staff Recommendation to Council	Council Recommendation	Recommendation to Board
											Renewal Considerations	

GRA-MULTI-13-0518-01-Y2 Arizona Department of Health Services 07/01/2013-06/30/2014 12 \$87,330.00 \$68,147.76 78.0% No 18.0% \$27,060.00

Yes

First Things First has provided funding to the Arizona Department of Health Services, Bureau of Health Systems Development (HSD) since November 2009 to develop and administer the First Things First Early Childhood Therapists Incentives Program. Through an Interagency Service Agreement, the program provides loan repayment and/or stipends for health care professionals willing to provide age-appropriate early childhood development services to children birth through five in specified underserved regions of the State. The eligible disciplines are Arizona licensed Speech Language Pathologist, Physical/Occupational Therapist, Child Psychologist, and Mental Health Specialists.

This strategy and contract was significantly modified for FY14 to clarify activities and desired outcomes, as well as adjust funding levels. During the June 2014 meeting, the Board will be presented with a recommendation to renew this statewide contract. Analysis of the quantitative data collected, a consideration of the qualitative data provided through narrative reports, and individualized grantee follow up by FTF program and finance staff was presented and considered by the FTF executive team for statewide initiatives. The executive team utilized this data and information as the basis for this recommendation to the Board.

Health

Service Unit	2014 Contracted Units	2014 Q1 Actuals**	2014 Q2 Actuals**	2014 Q3 Actuals**	2014 Q4 Actuals**	Year-to-Date Actuals**	Percent of Contracted	Within 30-60% Range	Out of Range Percentage	FY 2015 Proposed Contracted Units
Number of therapists receiving loan forgiveness	3	4	4			4	133.3%	No	73.3%	1
Number of therapists receiving stipends	3	6	6			6	200.0%	No	140.0%	1

Yuma Grantee Renewal

Home Visitation Strategy

Contract Number	Grantee	Contract Period	Number of Contract Months	FY 2014 Award	FY 2014 Expenditures YTD	FY 2014 Expenditures as % of Award	Within 30-60% Range (Yes/No)	Out of Range Percentage	FY 2015 Proposed Renewal Amount	Staff Recommendation to Council	Council Recommendation	Recommendation to Board
											Renewal Considerations	

FTF-RC023-13-0359-03-Y2 Child and Family Resources Inc. 07/01/2013-06/30/2014 12 \$217,707.00 \$159,103.99 73.1% No 13.1% \$217,707.00

Child & Family Resources proposes to take our highly impactful teen program to the next level by becoming an approved user of the Parents as Teachers Birth to Three models to address the identified needs of the Yuma Region. We will provide services to 50 teens that are expecting or parenting children from birth through two years of age. Parents as Teachers (PAT) is a comprehensive research-based and evidence-informed home visiting model that provides early childhood family support and parent education. PAT trains Parent Educators to work with families to Strengthen protective factors and ensure that young children are healthy, safe, and ready to learn. The goals are to increase parent knowledge of early childhood development, improve parenting practices, provide early detection of developmental delays and health issues, prevent child abuse and neglect, and increase children's school success.

Through our Building Bright Futures for Teen Parents Program, we will implement the PAT model with fidelity. Parent Educators will use the PAT curriculum in culturally sensitive ways to help families identify needs, set goals, connect with community resources, and overcome barriers to accessing services. All services will be strengths-based and family-centered. The Parent Educators will conduct an initial family assessment and will provide annual health, hearing, vision, and developmental screenings for the children. The Parent Educators will also deliver services that emphasize parent-child interaction, development-centered parenting, and family well-being. They will share research-based information on positive parenting and introduce activities that increase parent-child interaction/bonding and enhance child development in order to help the families develop their strengths, capabilities, and skills to build protective factors as well as match their parenting to their child's level of development. Parent Educators will also link families to community resources so that they can overcome barriers to success. The final component of the PAT model helps families overcome an increasing tendency toward isolation in our communities. Monthly Group Connections will include activities for families, presentations, community events, parent cafes, and ongoing groups. Parents will attend with their child to obtain information, share experiences with their peers, and develop social support networks. Parents will be afforded opportunities to share personal experiences and to model what they are learning during their home visits in a group setting.

Yes

It is recommended that this grant agreement be approved for renewal. This renewal consideration is recommended even with the grantee having difficulties meeting the expectation of the contracted service units and keeping families enrolled. FTF staff has worked with the grantee and they have identified actions needed to improve. There have been 81% of participating youth that have graduated, earned their GED or been maintained in a school setting. Ninety-nine percent of the youth have had no repeat unplanned pregnancies. Of all juvenile court referred youth, 100% have successfully gone off probation. During this past fiscal year, 30% of youth have been enrolled in the program for 1 year or longer and 33% of all closed clients completed the program as designed or had and appropriate transition to another program.

Family Support

Service Unit	2014 Contracted Units	2014 Q1 Actuals**	2014 Q2 Actuals**	2014 Q3 Actuals**	2014 Q4 Actuals**	Year-to-Date Actuals**	Percent of Contracted	Within 30-60% Range	Out of Range Percentage	FY 2015 Proposed Contracted Units
Number of children receiving screening										50
Number of families served	50	36	44			44	88.0%	No	28.0%	50
Number of developmental screenings conducted										50
Number of vision screenings conducted										50
Number of hearing screenings conducted										50

FTF-RC023-13-0359-04-Y2 Easter Seals Blake Foundation - Tucson 07/01/2013-06/30/2014 12 \$616,040.00 \$359,066.40 58.3% Yes 0.0% \$616,040.00

The Yuma Region Parent as Teachers (YPAT) program will provide comprehensive home visitation services for 185 Yuma Region families of children prenatal to age three who exhibit higher risk factors. YPAT will help families access prenatal care and ongoing health care services, strengthen parent-child relationships, and improve parent's skills to be their child's first teacher. Families will be provided with early and regular health, mental health, and developmental screenings; as well as regular Family Connections group meetings where families receive opportunities to learn new skills and build support networks. Service coordination will occur with other home visiting programs, family support services, and resources offered in the region; and families will be provided with information and education on developmentally-appropriate learning opportunities, preparing children for success in school and life.

Yes

It is recommended that this grant agreement be approved for renewal. By quarter two the program has already exceeded its contracted service units. Some highlights include: 135 ASQ-3 and 72 ASQ-SE were completed. Score increases of 10 to 15 points are demonstrated after 6 month to a year of service, 18 Hearing screenings and 18 Vision screenings have been completed. 49 Keys to Interactive Parenting Assessments have been completed. Parents are demonstrating an increase of 2 to 3 points on the scale after a year of service. This increase has led to improved parenting skills in the promotion of language development, engaging with child, supporting emotions, promoting curiosity, having appropriate expectations, setting appropriate limits and consequences, allowing for child selected activities, and adapting and extending child activities.

Service Unit	2014 Contracted Units	2014 Q1 Actuals**	2014 Q2 Actuals**	2014 Q3 Actuals**	2014 Q4 Actuals**	Year-to-Date Actuals**	Percent of Contracted	Within 30-60% Range	Out of Range Percentage	FY 2015 Proposed Contracted Units
Number of children receiving screening										185

Yuma Grantee Renewal

Number of families served	185	168	193	193	104.3%	No	44.3%	185
Number of developmental screenings conducted								185
Number of vision screenings conducted								185
Number of hearing screenings conducted								185

FTF-RC023-14-0453-01 Child and Family Resources Inc. 07/01/2013-06/30/2014 12 \$336,946.75 \$218,194.04 64.8% No 4.8% \$350,836.00

The Healthy Families model effectively addresses all of the goals and activities outlined in the First Thing First Scope of Work and the Standards of Practice. We ensure fidelity to the national model by adhering to all of the Healthy Families America critical elements and standards. In addition to consistent use of our curriculum and the parent-child activities with families, services also include:

Providing health information and support to families, including the importance of: prenatal and/or postpartum follow-up care, breastfeeding, nutrition, oral health, immunizations, exercise, home safety, and establishing a medical home for children.

Providing referrals and linkages to other community resources, and helping reduce barriers families may experience in accessing these resources (ie: food assistance, housing assistance, child care, early intervention, therapeutic or behavioral health services). Focus is also placed on coordinating resources and services when families have multiple on-going service providers, in order to reduce the risk of duplication and to ensure that no gaps in services exist.

Developing, together with parents, a "family goal" that will help guide our work together. The format utilized is congruent with the AzEIP family support plan, so that families being dually served can develop a single plan, with objectives that can be supported by staff from one or both our programs, and that there are some common goals, while still allowing for an appropriate division of staff roles and responsibilities.

Providing education and strategies for families to reduce isolation. These include bi-monthly program sponsored family events and functions to enhance parents' opportunities for socialization, and to establish natural supports with other families in their community, as well as supporting families in identifying and utilizing social supports within their families, network of friends, and their neighborhoods or communities.

It is recommended that this grant agreement be approved for renewal. By quarter two the program has already exceeded its contracted service units. Some highlights include: The supervisor, Patty Garcia, completed 100% of the required supervisory sessions with her team during the 2013 calendar year. At the end of 2013, 98% of the children enrolled in the program had a primary medical provider and 90% of the children were current with their immunizations. In 2013, 100% of the required Ages and Stages Developmental Questionnaires had been completed for all children, 36 months of age or younger. On January 15th and 16th. Of 2014, the program received its annual Quality Assurance Site Visit conducted by the Healthy Families Central Administration through The Department of Economic Security. The team exceeded the threshold set on 5 of the 8 performance measure-outcome goals, and met or exceeded all quality assurance and training requirements. No follow up was needed in any area.

Service Unit	2014 Contracted Units	2014 Q1 Actuals**	2014 Q2 Actuals**	2014 Q3 Actuals**	2014 Q4 Actuals**	Year-to-Date Actuals**	Percent of Contracted	Within 30-60% Range	Out of Range Percentage	FY 2015 Proposed Contracted Units
Number of children receiving screening										0
Number of families served	90	154	170			170	188.9%	No	128.9%	90
Number of developmental screenings conducted										90
Number of vision screenings conducted										90
Number of hearing screenings conducted										90

Yuma Grantee Renewal

Reach Out and Read Strategy												
Contract Number	Grantee	Contract Period	Number of Contract Months	FY 2014 Award	FY 2014 Expenditures YTD	FY 2014 Expenditures as % of Award	Within 30-60% Range (Yes/No)	Out of Range Percentage	FY 2015 Proposed Renewal Amount	Staff Recommendation to Council	Council Recommendation	Recommendation to Board
										Renewal Considerations		
FTF-MULTI-13-0401-01-Y2	American Academy of Pediatrics - AZ Chapter	07/01/2013-06/30/2014	12	\$100,000.00	\$100,000.00	100.0%	No	40.0%	\$100,000.00	Yes		
Family Support	<p>Reach Out and Read is a pediatric literacy program endorsed by the American Academy of Pediatrics and the National Association of Pediatric Nurse Practitioners. Doctors, nurse practitioners, and other pediatric healthcare professionals, trained in Reach Out and Read's evidence-based model, incorporate the intervention into well child visits, by advising parents about the importance of reading aloud, educating parents about early literacy developmental milestones, and giving developmentally appropriate books to children to take home. The program begins at the 6-month checkup and continues to age 5, with a special emphasis on children growing up in low-income communities. Research findings from 14 published, peer-reviewed studies clearly demonstrate that Reach Out and Read is effective. Parents who have received the Reach Out and Read intervention are significantly more likely to read to their children and have more children's books in the home compared to families who have not participated in the program. In addition, children served by the Reach Out and Read program score significantly higher on vocabulary tests.</p>										<p>It is recommended that this grant agreement be approved for renewal. At the beginning of the current FY (7/1/13), there were 11 existing Reach Out and Read clinics/sites in the region and Irene Garza, the Yuma ROR Regional Coordinator, was to recruit 3 additional sites for program participation. To date, we have fifteen (15) Reach Out and Read clinics/sites in the Yuma First Things First region, <i>surpassing</i> the assigned target service units (3 new clinics/sites) for the current contract year. These 15 clinics and their pediatric healthcare providers provide the ROR intervention to about 7,000 children a year in Yuma, Somerton, Wellton, and San Luis communities.</p>	
	Service Unit	2014 Contracted Units	2014 Q1 Actuals**	2014 Q2 Actuals**	2014 Q3 Actuals**	2014 Q4 Actuals**	Year-to-Date Actuals**	Percent of Contracted	Within 30-60% Range	Out of Range Percentage	FY 2015 Proposed Contracted Units	
	Number of participating practices	14	9	12			12	85.7%	No	25.7%	15	
Number of books distributed	3,550	639	639			1,278	36.0%	Yes	0.0%	1,135		

****Quarterly Data Submission Value (Double Asterisk)**

Null (empty box) = Grantee reported that this is not part of the grantee's contract and did not provide data. Any other numeric entry (zero or greater) indicates a number reported by grantee.



FIRST THINGS FIRST

Community Awareness Budget
FTF Directed Strategy
Yuma RPC

SFY 2015

Total Community Awareness Budget: \$ 35,500

Table with 4 columns: Budget Category, Report Category, Total Cost, and Accounting Code. Rows include Contracted Services (FTF Hosted Event) and Other Operating Expenses (Staples, OfficeMax, Community Awareness Equipment, etc.). Total Award: \$ 35,500.00.

Approval Signature _____ Date _____ (after signed, give to Finance)

Budget Narrative: for each line item above, provide description below of the activities and rationale for funding level

Table with 2 columns: Budget Category and Narrative. Rows for Contracted Services (FTF Hosted Event) and Other Operating Expenses.

Staples, OfficeMax, Born Learning, printing by External	External printing to be utilized to print an array of educational/collateral materials to provide regional awareness efforts with target audiences. FTF may be developing EC educational materials to augment Born Learning materials, once materials have been developed, they will be printed externally. The purpose of internal development of materials is to have access to affordable materials. The educational materials range from, booklets, brochures, flyers, posters copies for community events and presentations.
Community Awareness Equipment	LCD Projector, Banner and Table Cloth to be utilized during community events/presentations
Community Awareness Supplies	Craft Supplies for activities for young children events. 5 events at \$200 each
ERI, Branded Items, Brown & Bigelow	<p>FTF-branded educational reinforcement items will be purchased over the course of the year to be utilized at community events such as: Day of the Young Child, Dia del Niño, Nuestros Niños Immunization Campaigns, Back to School Fairs and community events centered on holidays, activities in partnership with grantees and other community partners, presentations/early childhood every day training and community meetings where an FTF presentation or update is being given.</p> <p>Onsesis: 300 based on birth cohort at \$5.95 each = \$1,785 Book name plate stickers: 3,000 at \$0.15 each = \$450 Grocery bags : 3,500 at \$1.37 each = \$4,795 Book stickers: 1,000 at \$0.12 each = \$120 Pen/highlighter: 2,000 at \$0.64 each = \$1,280 Outlet Covers: 320 at \$1.00 each = \$320 Business Card Magnet “ My Art”: 1,000 at \$0.25 each = \$250</p> <p>Note: bulk purchasing through FTF-wide buy will leverage additional quantities of each item.</p> <p>2015 Community Awareness Outreach Budget Justification</p> <p>The Educational Reinforcement amount matches the participation of large community events, such as: the Week of the Young Child, Dia Del Niño, Back to School Rodeo, Immunization Campaign, Dia del Campesino, and YPG Safety and Awareness Fair.</p> <p>These community events have had over 1,000 participants in the past and the intent is not to just pass out materials but use the materials to support conversations and help build positive relationships to meet the goals of our Community Outreach Plan (FY2015 that is currently being developed). The following goals of community outreach are aligned with the Strategic Communications Plan:</p> <ul style="list-style-type: none"> • Goal #1: Raise awareness of, and build a public support for, the importance of early childhood
Event Sponsorships	ECE community event sponsorship such as The Day of the Young Child at 3 different community locations; 3 events at \$1,000 each.

Children Books	<p>2666 books at \$3.00 per book to be distributed at: community events, health fairs, conferences, ECE-related events, hosted tables such as Day of the Young Child, Nuestros Niños Immunization Campaigns, Back to School Fairs in partnership with regionally funded programs, and other community events that are related to the early childhood development and health.</p> <p>2015 Community Awareness Outreach Budget Justification The children books matches the community events, health fairs, conferences and ECE related events. The 2012 Yuma Region Needs & Assets states in 2010 a population of 17,983 children ages birth through five living in the First Things First Yuma Region. The intent is to disseminate books to encourage early literacy and support conversations and help build positive relationships with families and meet the goals of the community outreach plan.</p>
Event Participation	Event Registration Fees, such as El Dia Del Campesino; 3 events at \$100 each

First Things First
Yuma Regional Partnership Council

Governance Policy Manual

P R E F A C E

This document, initially adopted by the Yuma Regional Partnership Council on May 9, 2008, and updated periodically thereafter, constitutes the complete and official body of policies for the governance and operation of the Yuma 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. THE FIRST THINGS FIRST REGIONAL OFFICE DISSEMINATES HARD COPIES OF ADDITIONS/REVISIONS NOT MORE THAN TWICE EACH YEAR.

THE WEB COPY, LOCATED AT [HTTP://WWW.AZFTF.GOV](http://www.azftf.gov) IS UPDATED AS NEEDED FOLLOWING APPROVAL BY THE REGIONAL PARTNERSHIP COUNCIL. PRIOR TO ACTING IN RELIANCE UPON A SPECIFIC COUNCIL POLICY AS IT APPEARS IN ANY COPY OF THE GOVERNANCE POLICY MANUAL, PLEASE CHECK TO MAKE SURE THAT THE COUNCIL HAS NOT RECENTLY APPROVED ANY ADDITIONS OR REVISIONS TO THAT SPECIFIC POLICY.

Contact: (Regional Director Rudy J. Ortiz at 602-510-9307 or rjortiz@azftf.gov)

Contact Us:
First Things First
Yuma Regional Partnership Council
233 S. 2nd Ave.
Yuma, Arizona 85364
(928) 343-3020
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1-101 Organization, Authority and Location

The Yuma Regional Partnership Council (herein “the Council”) is established as a result of a ballot initiative, Proposition 203, which was approved by voters in November 2006. The purpose, authority, powers and duties of the Council 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 is appointed by the Arizona Early Childhood Development and Health Board and assisted in the performance of its duties by staff employees known as the First Things First Staff. The Yuma Regional Office is located in Yuma, Arizona. The office is maintained by the Regional Staff.

Adopted May 9, 2008

1-102 Departure from Council Policy

- A. Persons desiring to depart from the policies adopted by the Council shall submit a request in writing to the Chairperson of the Council
- B. No departure from Council policy shall be permitted without the approval of the Council

Adopted May 9, 2008

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 at any time call a special meeting of the Council.

A majority of the membership of the Council shall constitute a quorum for the transaction of business at any meeting of the Council, but a number less than a quorum may adjourn from time to time. Council members may participate at any meeting in person, by teleconference and/or by videoconference provided that all members may hear one another.

Public notice of all meetings of the Council shall be provided in accordance with the requirements of law. In addition, written notice shall be provided to each member of the Council. All notices required by this policy shall at least specify the time, date and place of the meeting.

Written notice of any regular meeting of the Council, plus the agenda and all material relating to agenda items, shall be transmitted to each member of the Council at each member's last known place of residence or other designated address by the quickest and most reliable method at least ten days prior to the date of such meeting. Amendments to the agenda and additional supporting materials, not previously available, shall be transmitted at least three days prior to the scheduled meeting. Except with the approval of three-fourths of the voting members in attendance at a meeting, and if permitted by law, no action shall be taken by the Council on any matter where material is not timely submitted in accordance with this policy.

Special meetings may be held upon such notice to the members of the Council as is appropriate to the circumstances and upon such public notice as is required by law. Special meetings may be held in person, by teleconference, and/or videoconference. All material relating to special meeting agenda items shall be transmitted to each member of the Council as far in advance of the meeting as possible.

Adopted May 9, 2008

1-104 Meeting Procedures

The rules contained in the current edition of Robert's Rules of Order Newly Revised (available online at <http://www.rulesonline.com/>) may govern the deliberations of the Council in all cases to which they are applicable and in which they are not inconsistent with these Council policies and special rules of order the Council may adopt, and with any applicable statutes.

The order of business for any regular meeting of the Council shall be in accordance with the written agenda prepared for the meeting. Such agenda shall provide for both an executive session and open session in accordance with requirements of law. The open session portion of the agenda shall provide at least for the following:

1. Call to order
2. Approval of minutes of prior regular or special meetings if not included on consent agenda
3. Adoption of all consent agenda items
4. Matters presented by the chairs of standing committees of the Council
5. Reports, if any, from ad hoc or special committees appointed by the Council
6. Matters presented by the First Things First Regional Director
7. Announcements and adjournment
8. Call to the Public at the discretion of the Council

Routine matters listed in the open session portion of the agenda for a regular meeting of the Council 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.

During the course of any regular meeting of the Council, the Chairperson shall act as presiding officer and all motions shall be directed to the Chairperson. However, the Chairperson may delegate to the chair of each respective standing 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, or take other appropriate action, and may otherwise direct the Regional Staff with respect to the matter.

All meetings of the Council are open to the public except for executive sessions. The Council reserves the right, however, to maintain order to prevent interference by any member or members of the public with the conduct of its meetings.

Adopted May 9, 2008

Revised July 7, 2008

1-105 Call to the Public Procedure

During each Council meeting, the Council may conduct a “Call to the Public” when members of the public may address the Council. Speakers who wish to address the Council:

- Must turn in a signed request (using the form provided at the Council meeting) to the Regional Director. Any written materials for the Council should be included with this request.
- May be given up to five minutes to make their remarks.

The following priority will be given to speakers during “Call to the Public”:

1. Matters scheduled on the same meeting’s agenda.
2. Other matters; presenters who haven’t address the Council in the previous two months.
3. Other matters: presenters who have addressed the Council in the previous two months.

The Council retains its prerogative to:

- Refuse to hear comments on a specific issue if a public comment session has been held on the issue.
- Limit the time or the number of speakers on the same issue.
- 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. All written materials are distributed to and given consideration by the Council.

Because of the diversity of issues presented during “Call to the Public,” Council members generally do not respond to speakers during this comment period. The speaker’s concerns are recorded and may be referred to the appropriate staff for follow-up. The Council is informed of the outcomes of the staff efforts to respond to the speaker’s concerns.

Adopted May 9, 2008

1-106 Minutes of Meetings of the Council

Minutes of all meetings of the Council 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 "Yuma Regional Partnership Council's Documents File," which shall be kept in the custody of the Regional Director and available for ready reference.

Each member of the Council shall be furnished with copies of the minutes of the open session portion of each regular and special meeting of the Council. Members of the Council 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 meeting of the Council shall be open to public inspection during regular business hours at the First Things First Regional Office located in Yuma, AZ. Minutes of executive sessions shall be kept confidential except from members of the Council or as otherwise required 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."

Adopted May 9, 2008

1-107 Committees and Subcommittees

The Council may establish and maintain standing committees composed of members of the Council appointed by the Chairperson. The Chairperson will serve as an ex officio member of all standing committees.

Standing Committees may meet either apart from regular meetings of the Council and provide a report to the Council of business conducted, or may meet as a committee of the whole during the course of a regular Council meeting. All members of the Council attending a standing committee meeting are eligible for voting on standing committee matters.

The Chairperson of the Council may establish such other ad hoc or special committees as the Chairperson deems necessary or advisable. The Chairperson shall appoint the membership of such committees, which may, but need not, include members of the Council, and shall designate the matters to be considered by said committees. All such committees shall act as advisory bodies to the Council and report their recommendations to the Council.

All such standing, ad hoc or special committees shall hold and conduct their meetings in accordance with requirements of law. The chair of each such committee shall be its presiding officer and shall set the time, date and place of the meetings.

The Executive Committee shall be a standing committee of the Council. Its members shall include the Chairperson, Vice-Chairperson and the chairs of any other Standing Committees established by the Council. Unless otherwise directed by the Chairperson, the Chairperson will preside of the Executive Committee. If the law permits, the Council may delegate a specific decision-making authority to the Executive Committee from time to time. In addition, if a matter is deemed to be urgent by the Chairperson, the Executive Committee may be convened for specific decision-making, subject to adoption at a subsequent regular meeting of the Council.

Adopted May 9, 2008

1-108 Council Officers and Their Duties

At the first regular meeting of the Council following May 1 of each fiscal year beginning in 2008, 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 election shall be by ballot.

In the absence of good reason to the contrary, it shall be the Policy of the Council, in nominating members to serve as its Chairperson and Vice Chairperson, to nominate members who have previously served as a member of the executive committee to help ensure greater past experience on the Council. Notwithstanding the previously stated preference for experience, 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, to serve as an ex officio member of all committees of the Council, 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 Vice-Chairperson does not automatically succeed the Chairperson. Both the Chairperson and the Vice-Chairperson are eligible for reelection.

Adopted May 9, 2008

1-109 Communications To or From the Council

Communications from the Council to members of the legislature, the press and the public should, whenever possible, be transmitted by and through the Chairperson of the Council. Inquiries in regard to matters upon which the Council has taken, or probably will take a position, should be referred to the Chairperson.

There will be cases when an individual member of the Council will feel obligated to answer inquiries. In these cases, the member of the Council expressing an opinion as to matters upon which the Council has taken a position should support the position taken by the Council or make it perfectly clear that he or she is expressing an opinion that has not been approved by the Council.

Adopted May 9, 2008

1-110 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 Congress, and State legislature. The Council also recognizes the responsibilities with which it has been entrusted in connection with the operation of the early childhood development and health system and the advancement of early childhood development and health programs in the State of Arizona and recognizes that on occasion the interests of the Council will not coincide with the interests of individual members of the Council.

In approaching members of the State legislature or members of Congress, members of the Council shall make every effort to indicate clearly that the position they take is an individual position or is the position of a group other than the Council. In instances in which the Council has taken an official position, the member endorsing a differing position shall make it clear to the legislative body that the Council has endorsed a different or contrary position.

The members responsible for the disbursement or allocation of State funds shall determine prior to disbursement or allocation that such funds will not be used for purposes of influencing legislation unless such use receives specific authorization by the Council.

Only the Chairperson of the Council or his or her designated delegate shall speak for the Council to members of the legislature in matters relating to policy. In responding to members of congress or State legislators, Council members shall make every effort to accurately communicate official Council positions. In matters for which the Council hasn't taken an official position, Council members should indicate clearly that the position they take is an individual position or is the position of a group other than the Council.

This policy is not intended to nor shall it be enforced so as to restrict rights guaranteed to individual employees or Council members but is an attempt only to separate the views of those individuals from positions which the Council may take in attempting to discharge its responsibilities under the statutes of the State of Arizona.

Adopted May 9, 2008

1-111 Conflict Of Interest

Council members and employees 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 or employee who has a conflict of interest must disclose the interest and refrain from participating in the matter. Council members and employees 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/Agency_Handbook.html. Public officers and employees should review conflicts of interest matters not specifically addressed in the Handbook with their supervisors or legal counsel.

In addition to complying with the conflict of interest provisions of Title 38, Chapter 3, Article 8, no Regional Partnership 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 Council they serve has a substantial interest, as defined by Section 38-502.

Furthermore, in accordance with A.R.S. Section 8-1191(C)(5), Council members are specifically prohibited from having a substantial interest in the provision of early childhood education services as defined by Section 38-502.

In addition to complying with the conflict of interest provisions of Title 38, Chapter 3, Article 8, all Council members and employees shall complete a Conflict of Interest Statement upon adoption of this policy and annually thereafter on a form to be provided by First Things First. These forms will be reviewed by the Regional Director and First Things First legal counsel for resolution or mitigation of potential conflicts of interest. Any potential conflicts of interest that cannot be resolved or mitigated satisfactorily will be placed on the Regional Partnership Council's upcoming agenda for disclosure purposes and to help ensure compliance with the conflict of interest laws. In addition, the Regional Director will prepare a summary report of the Conflict of Interest Statements filed each year for Council review. The Conflict of Interest Statement prepared annually by the Regional Director will be reviewed by the Council.

Adopted May 9, 2008

1-112 Amendments

These policies shall not be added to, amended, or repealed except at a meeting of the Council and by public vote of a majority of all voting members of the Council. Any proposed addition, deletion, or amendment shall be filed with the Regional Director, in writing, at least ten days before such meeting, and it shall be the duty of the Regional Director to promptly distribute a copy to each member of the Council.

Amendments to Council policy will require a two-step process to adopt: 1) the draft policy change will 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 2) the draft policy change will 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.

Adopted May 9, 2008

1-113-Attendance Policy

A.R.S. §8-1162(D), the state law governing First Things First, recognizes 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.

Attendance Expectations: Regional Council members are expected to attend all Regional Council meetings. It is understood, that there will be times when Regional Council members will need to miss a meeting. The Region Director will maintain an attendance roster that documents each Regional Council member's attendance at scheduled meetings. The attendance policy shall be in effect for all regularly scheduled Regional Council meetings and shall not apply to special meetings.

Excused Absence: An excused absence occurs when a Regional Council member is unable to attend a meeting due to an emergency, illness, injury, or previously scheduled travel, work, tribal ceremony, or family obligation which 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 2 weeks in advance of the scheduled meeting. A Regional Council member who misses a meeting other than for a previously planned obligation shall contact the Regional Director as soon as possible providing an explanation for missing a meeting. An emergency is a situation that cannot reasonably be planned for in advance, e.g. car trouble, weather conditions, family illness and obligation to tribal ceremonies.

Unexcused Absence: An unexcused absence occurs when a Regional Council member is absent from a scheduled meeting without providing sufficient notice or without providing an explanation of the reasons for the member's absence, consistent with excused absence definition above.

Determination of Excused Absence: The Regional Director or staff will assist the Chair in keeping track of absences. If there is a question about whether an absence meets the definition of an excused absence, the Regional Council Chair or Vice Chair may consult with the Regional Director for a determination.

Problem Attendance: An attendance problem will be defined as:

- a. 2 consecutive unexcused absences
- b. 3 consecutive absences, excused or unexcused
- c. more than 3 unexcused absences in a 12-month period
- d. more than 5 excused and unexcused absences in a 12 month period

Addressing an Attendance Problem: Upon identification of an attendance problem the Regional Council Chair or Vice Chair will call the Regional Partnership Council member to discuss his/her attendance record and remind him/her of the attendance expectations. If the Regional Council member's

1-113-Attendance Policy

difficulties are resolvable, then the Chair or Vice chair will attempt to help resolve them with assistance of staff.

If after conversations the Regional Council members attendance reaches a level of non-attendance as identified in “c” above and no mutually satisfactory resolution is possible, the Regional Council Chair or Vice Chair will ask that the member resign his/her position on the Regional Partnership Council. If, upon request, the member does not resign, the matter shall be forwarded to the Board for appropriate action.

If a member reaches a level of non-attendance under “d” above, of which no more than 3 are unexcused, the Regional Council Chair may ask the member to resign his/her position in order to ensure the Regional Council has sufficient participation to timely and appropriately complete its work. If the member wishes to continue on the Regional Council, the matter shall be put to the Regional Partnership Council at its next meeting. The Regional Council member shall be entitled to speak to this item. The Regional Council will then decide to allow the member to continue to participate or to refer the member to the Board for possible removal from the Regional Council.

Adopted September 17, 2009

Regional Director Update



May
2014

System Building and Updates

System Building

- The process has STARTED: 2016-2018 funding plan

- All Assets

1:1 meetings

- Quarterly Reports
- Needs and Assets
- Resource Guide
- Community Leadership and Forums
 - Town Hall Arizona
 - FTF (Local)
- Work Group



Strategic Planning for SFY16-18

Regional Priorities, Selected FTF Indicators and Priority Roles, and Strategies to Achieve Outcomes

Regional Priority to be addressed	School Readiness Indicators Correlated to the needs and priority roles	FTF Priority Roles in the Early Childhood System	SFY 2013-2015 Strategies
<p>School Readiness – Limited pre-school opportunities, parents need education about preparing children for school</p> <p>Children w/Disabilities – lack of therapy services, early identification of special needs</p> <p>Access to affordable Quality Child Care – High Unemployment/ Poverty rates, more/Family, Friend and Neighbor Care</p> <p>Parent’s awareness of the needs of young children.</p>	<p>#/% children demonstrating school readiness at kindergarten entry in the development domains of social-emotional, language and literacy, cognitive, and motor and physical</p> <p>#/% of children with special needs/rights enrolled in an inclusive early care and education program with a Quality First rating of 3-5 stars</p> <p>#/% of children receiving well child visits</p> <p>#/% of children ages 2-5 at a healthy weight (Body Mass Index-BMI)</p> <p>#/% of children age 5 with untreated tooth decay</p> <p>% of families who report they are competent and confident about their ability to support their child’s safety, health and well being</p>	<p>Quality, Access, and Affordability of Regulated Early Care and Education Settings – Convene partners, provide leadership, and provide funding for increased availability of and access to high quality, regulated, culturally responsive and affordable early care and education programs.</p> <p>Access to Quality Health Care Coverage and Services – Collaborate with partners to increase access to high quality care services (including oral health and mental health) and affordable health care coverage for young children and their families</p> <p>Professional Development System – Convene partners, provide leadership, and provide funding for the development and enhancement of an early childhood professional development system that addresses availability, accessibility, affordability, quality, and articulation.</p> <p>Supports and services for families – Convene partners, provide leadership, provide funding, and advocate for development, enhancement, and sustainability of a variety of high quality, culturally responsive, and affordable services, supports, and community resources for young children and their families.</p>	<p>Quality First (including CCHC, TEACH and Scholarships)</p> <p>Scholarship-non TEACH</p> <p>Inclusion of Children with Special Need</p> <p>Family Support–Children with Special Needs</p> <p>Recruitment Stipends/Loan Forgiveness (SFY13, SFY14)</p> <p>Community Based Professional Development Early Care and Education Professionals</p> <p>Oral Health</p> <p>Family, Friends and Neighbors</p> <p>Mental Health Consultation</p> <p>Home Visitation</p> <p>Parent Outreach and Awareness</p> <p>Food Security</p> <p>Parent Education Community Based Training</p> <p>Expansion: Increase slots and/or capitol expense</p> <p>Reach Out and Read</p> <p>Needs and Assets (SFY14)</p> <p>Community Awareness</p> <p>Community Outreach</p> <p>Media</p> <p>Statewide Evaluation</p>

Common Priorities

Goal: Yuma Children Ready To Succeed In Their Academic Career

Key Words/Phrases: School Readiness, Executive Function, Quality, Access, Professional Development, Collaboration, Early Literacy

Aligned to:

Regional Priority:

School Readiness – Limited pre-school opportunities, parents need education about preparing children for school

Access to affordable Quality Child Care – High Unemployment/ Poverty rates, more/Family, Friend and Neighbor Care

School Readiness Indicator:

#/% children demonstrating school readiness at kindergarten entry in the development domains of social-emotional, language and literacy, cognitive, and motor and physical

#/% of children with special needs/rights enrolled in an inclusive early care and education program with a Quality First rating of 3-5 stars

FTF Priority Roles:

Quality, Access, and Affordability of Regulated Early Care and Education Settings – Convene partners, provide leadership, and provide funding for increased availability of and access to high quality, regulated, culturally responsive and affordable early care and education programs.

Professional Development System – Convene partners, provide leadership, and provide funding for the development and enhancement of an early childhood professional development system that addresses availability, accessibility, affordability, quality, and articulation.

Common Priorities

Goal: Healthy Children

Key Words/Phrases: BMI, Maternal Health, Oral Health, Health Insurance, Special Needs, Collaboration, Early Literacy

Aligned to:

Regional Priority:

**Children w/Disabilities – lack of therapy services, early identification of special needs
Parent’s awareness of the needs of young children**

School Readiness Indicator:

#/% of children receiving well child visits

#/% of children ages 2-5 at a healthy weight (Body Mass Index-BMI)

#/% of children age 5 with untreated tooth decay

% of families who report they are competent and confident about their ability to support their child’s safety, health and well being

#/% of children with special needs/rights enrolled in an inclusive early care and education program with a Quality First rating of 3-5 stars

FTF Priority Roles:

Access to Quality Health Care Coverage and Services – Collaborate with partners to increase access to high quality care services (including oral health and mental health) and affordable health care coverage for young children and their families

Supports and services for families – Convene partners, provide leadership, provide funding, and advocate for development, enhancement, and sustainability of a variety of high quality, culturally responsive, and affordable services, supports, and community resources for young children and their families.

Common Priorities

Goal: Strong Families

Key Words/Phrases: Family Support, Resource Guide, Referral Form, Collaboration, Early Literacy

Aligned to:

Regional Priority:

Parent's awareness of the needs of young children

School Readiness – Limited pre-school opportunities, parents need education about preparing children for school

School Readiness Indicator:

% of families who report they are competent and confident about their ability to support their child's safety, health and well being

FTF Priority Roles:

Supports and services for families – Convene partners, provide leadership, provide funding, and advocate for development, enhancement, and sustainability of a variety of high quality, culturally responsive, and affordable services, supports, and community resources for young children and their families.

Next Steps

- Starting our Strategic Planning Process
- Listen to our community, Include community voice in our strategic planning process.
- Needs and Assets, include the report in our strategic planning process.
- Wait for Allocation of Funds From State Board

Foundation: Collective Impact!

Review Strategic Planning

- **Key Components**
 - Imagined future: What does 2020 look like?
 - Our Vision (Big Picture)
 - Default Future (If we don't have a strategic plan)
 - Identify Assets
 - Build Goals
 - Identify Challenges
 - Create Actions

Strategic Planning Framework



- Needs & Assets Reports
- SFY13-15 Strategic Direction & Implementation
- Data & Discussion from Benchmarking
- Reports/Data from partners
- Visioning/Big Picture
- System building levers: quality, partnerships, infrastructure & capacity, scope & scale
- Engagement of partners

- Define areas of need
- Prioritize— where should we focus our efforts

- Alignment of needs with SRI and benchmarks
- Alignment of needs to FTF priority roles

- Determine approaches to take (funded/unfunded) to address the prioritized needs and advance the early childhood system in the region

- Set three year budget based on approaches
- Implementation plans for unfunded approaches— system building efforts

