



FIRST THINGS FIRST

Ready for School. Set for Life.

Arizona Early Childhood Development & Health Board Cochise Regional Partnership Council

Meeting Minutes May 16, 2013

Call to Order/Pledge of Allegiance/Introductions

The Regular Meeting of the First Things First Cochise Regional Partnership Council was held on Thursday, May 16, 2013, at the Sierra Vista Police Station, 911 North Coronado Drive, Sierra Vista, Arizona, 85635.

Council Members Present:

Shawn Buckhanan (Via Phone), Marge Dailey, Dr. Stephen Poling, Melanie Rottweiler, Pastor Tommy Simpson (Via Phone), Jane Strain, and Kathleen Vedock

Council Members Absent: Chuck Hoyack, Michael Vetter, and Nancy-Jean Welker

Others Present:

Melissa Avant, Sarah Furnas, Cindi Alva, Joyce Flieger, Charlotte Taylor, Ken James, Alesia Ash, and Rod Creathbaum

Chair Rottweiler welcomed everyone, and called the meeting to order at approximately 2:10 p.m. Chair Rottweiler led the Regional Council Members and those present in the Pledge of Allegiance.

Call to the Public

Chair Rottweiler made a Call to the Public. There was one response to the Call to Public.

Ken James, City of Sierra Vista, presented the First Things First Regional Council with a Certificate of Appreciation Plaque for their sponsorship of the Eggstravaganza Event.

Declarations of Conflicts of Interest

Chair Rottweiler explained to the Regional Council Members that they could declare their Conflicts of Interests at this time or wait until the specified agenda item. No Regional Council Members declared a Conflict of Interest at this time. A brief discussion on how to determine if you have a conflict took place between the Regional Council Members, Melissa Avant, Regional Director and Cindi Alva, Senior Director.

Discussion and Possible Approval of Minutes

Chair Rottweiler asked the Regional Council Members for a discussion and possible approval of the March 21, 2013 Regular Meeting minutes.

A motion was made by Member Dailey to approve the March 21, 2013 Regular Meeting minutes; Member Strain seconded the motion. Motion carried by a unanimous vote by those members present (7-0-0).

Discussion and Possible Approval of the Governance Policy (2nd Reading)

Chair Rottweiler recognized Melissa Avant, Regional Director, who gave a brief explanation of changes and updates needed to be made to the governance policy in Cochise section 1-108. Member Strain suggested another change be made to section 1-103 regarding attendance. Ms. Avant facilitated a brief discussion regarding excused and unexcused absences.

Chair Rottweiler asked the Regional Council Members for a discussion and possible approval to approve the Governance Policy as discussed for SFY2014.

A motion was made by Member Strain to approve the Governance Policy as discussed with the following addendums, the first paragraph of 1-103 will be crossed out and the word fiscal will be changed to calendar in 1-108; Member Poling seconded the motion. Motion carried by a unanimous roll call vote by those members present (7-0-0).

Member Strain	yes	Member Buckhanan	yes
Member Vedock	yes	Member Simpson	yes
Member Dailey	yes	Chair Rottweiler	yes
Vice Chair Poling	yes		

Discussion and Possible Approval of Communications Budget Community Awareness Line Item for SFY2014

Chair Rottweiler recognized Melissa Avant, Regional Director who gave a brief description of Community Awareness, Community Awareness changes and Budget changes for SFY 2014.

Chair Rottweiler asked the Regional Council Members for a discussion and possible approval to approve the Communications Budget – Community Awareness Line items as discussed for SFY 2014.

A motion was made by Member Dailey to approve the Communications Budget – Community Awareness Line items as discussed for SFY 2014; Member Poling seconded the motion. Motion carried by a unanimous roll call vote by those members present (7-0-0).

Member Strain	yes	Member Buckhanan	yes
Member Vedock	yes	Member Simpson	yes
Member Dailey	yes	Chair Rottweiler	yes
Vice Chair Poling	yes		

Discussion and Possible Approval of Sponsorships

A. City of Sierra – Back to School fair

Chair Rottweiler facilitated a very brief discussion with the Regional Council Members regarding the back to school fair.

Chair Rottweiler asked the Regional Council Members for a discussion and possible approval to approve the sponsorship request to the City of Sierra Vista in the amount of \$1,600 for the Back to School Fair.

A motion was made by Member Poling to approve the sponsorship request to the City of Sierra Vista in the amount of \$1,600 for the Back to School Fair; Member Dailey seconded the motion. Motion carried by a unanimous roll call vote by those members present (7-0-0).

Member Strain	yes	Member Buckhanan	yes
Member Vedock	yes	Member Simpson	yes
Member Dailey	yes	Chair Rottweiler	yes
Vice Chair Poling	yes		

Review of SFY 2013 Grantee Financial, Data and Narrative Reports-3rd Quarter

Chair Rottweiler recognized Melissa Avant, Regional Director who gave a brief description of the Financial, Data, and Narrative charts provided to the Regional Council in there packets.

- A. Financial – Ms. Avant explained the financial charts in detail to the Regional Council.
- B. Data – Ms. Avant gave a brief description of the data reports and explained that they came from the evaluation division.
- C. Narrative – Ms. Avant explained that she summarized the Statewide Narrative report and gave the entire Narrative report from the grantee locally on the form provided in the Regional Council Members packets. A lengthy discussion facilitated by Ms. Avant followed, regarding the need for therapists in the county.

Discussion and Possible Approval of Grantee Renewal Home Visitation for SFY2014

Chair Rottweiler recognized Melissa Avant, Regional Director who gave a description and an overview of the Grantee Renewal information and data for the work the Grantee has completed.

Chair Rottweiler asked the Regional Council Members for a discussion and possible approval to approve the Grant Renewal with Easter Seals Blake Foundation Contract # FTF-RC002-13-0385-03, in the amount of \$600,000 for SFY 2014.

A motion was made by Member Strain to approve the Grant Renewal with Easter Seals Blake Foundation Contract # FTF-RC002-13-0385-03, in the amount of \$600,000 for SFY 2014; Member Vedock seconded the motion. Motion carried by a unanimous roll call vote by those members present (7-0-0).

Member Strain	yes	Member Buckhanan	yes
Member Vedock	yes	Member Simpson	yes
Member Dailey	yes	Chair Rottweiler	yes
Vice Chair Poling	yes		

Discussion and Possible Approval of Grant Agreement Oral Health for SFY2014

Chair Rottweiler recognized Melissa Avant, Regional Director who gave a description and overview of the Rationale and Proposal Information forms provided to the Regional Council members in there packets. Ms. Avant gave an overview of the charts provided regarding the First Smiles Program. Ms. Avant facilitated a brief discussion on the Grant Agreement Approval.

Chair Rottweiler asked the Regional Council Members for a discussion and possible approval to approve the Grant Agreement with the U of A Cooperative Extension Contract # GRA-RC002-14-0619-01, in the amount of \$190,000 for SFY 2014.

A motion was made by Member Vedock to approve the Grant Agreement with the U of A Cooperative Extension Contract # GRA-RC002-14-0619-01, in the amount of \$190,000 for SFY 2014; Member Strain seconded the motion. Motion carried by a unanimous roll call vote by those members present (7-0-0).

Member Strain	yes	Member Buckhanan	yes
Member Vedock	yes	Member Simpson	yes
Member Dailey	yes	Chair Rottweiler	yes
Vice Chair Poling	yes		

Regional Director’s Report

Chair Rottweiler recognized Melissa Avant, Regional Director who gave an update on the following topics:

A. Welcome Dr. Kathleen Vedock - Ms. Avant introduced and welcomed Dr. Kathleen Vedock to the Cochise Regional Council. Dr. Vedock gave a brief introduction to herself.

B. Quality First Model Update – Ms. Avant spoke briefly of the Quality First Public Launch happening on August 12, 2013. Ms. Avant gave a brief overview of the emails sent out to the Regional Council Members regarding the Quality First Model Update and how to access more information.

Ms. Avant gave a brief mention of the 2013 Summit registration process for the Regional Council Members and recognized Sarah Furnas, Administrative Assistant II. Ms. Furnas gave a brief overview of the missing State Mandated Training that the Regional Council Members are required to complete.

C. Regional Bench Marking – Ms. Avant gave a brief description of the Indicators and Benchmark forms that were provided to the Regional Council Members. Ms. Avant informed the Regional Council Members how to read the forms about the six indicators chosen by the Regional Council, their intents, what phases First Things First is in within each indicator and which specific indicators will be worked on in the near future.

Discussion and Activity on System Building

Chair Rottweiler concluded that there were not enough Regional Council Members and Public Members present to complete the activity planned. Chair Rottweiler recognized Melissa Avant, Regional Director who gave a brief overview of the flow charts and results from the March 21, 2013 Regional Council Meeting activity. Ms. Avant gave a brief description of the activities purpose and the charts showing different system building choices and information.

Election of Chair and Vice Chair

Chair Rottweiler recognized Dr. Stephen Poling, Vice Chair who gave a brief description of his duties as Vice Chair and his appreciation for his position on the Regional Council.

Chair Rottweiler asked the Regional Council Members if there were any nominations for Vice Chair. Member Dailey nominated Vice Chair Poling.

A motion was made by Member Dailey to elect Vice Chair Poling as Vice Chair; Member Strain seconded the motion. Motion carried by a unanimous roll call vote by those members present (7-0-0).

Member Strain	yes	Member Buckhanan	yes
Member Vedock	yes	Member Simpson	yes
Member Dailey	yes	Chair Rottweiler	yes
Vice Chair Poling	yes		

Chair Rottweiler gave a brief description of her duties as Chair and her appreciation for the position on the Regional Council.

Chair Rottweiler asked the Regional Council Members if there were any nominations for Chair. Member Dailey nominated Chair Rottweiler.

A motion was made by Member Dailey to elect Chair Rottweiler as Chair; Member Strain seconded the motion. Motion carried by a unanimous roll call vote by those members present (7-0-0).

Member Strain	yes	Member Buckhanan	yes
Member Vedock	yes	Member Simpson	yes
Member Dailey	yes	Chair Rottweiler	yes
Vice Chair Poling	yes		

Announcements

- A. Next Regular Meeting – June 20, 2013 , Benson 2PM City Hall
- B. Community and Council Updates

Member Strain – announced that she is attending the Public Private Partnership Meeting on May 31, 2013 in Phoenix.

Member Dailey – welcomed Dr. Kathleen Vedock. Member Dailey mentioned that she is looking forward to the 2013 Summit, and what a wonderful function it is.

Member Buckhanan – made comments on the First Things First mission.

Member Simpson – announced that he would have his missing paperwork into the office that day.

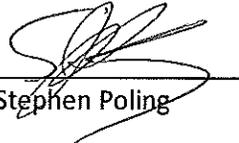
Chair Rottweiler – announced that the Cochise Regional Office is having a Ribbon Cutting Ceremony on June 14, 2013 in the new office building.

Adjournment

With no further business before the Regional Council, Chair Rottweiler adjourned the meeting at 3:28 p.m.

Dated this 20 day of June, 2013.

Submitted By: Sarah Furnas
Administrative Assistant II

Approved By: 
Vice Chair, Dr. Stephen Poling