Call to Order
A Regular Meeting of the First Things First La Paz/Mohave Regional Partnership Council was held on February 22, 2017, at 9:30 a.m. The meeting was held at the Topock Elementary School, located at 5083 E. Tule Drive, Topock, AZ 86436.

Chair Frei called the meeting to order at approximately 9:40 a.m.

Members Present: Riley Frei, Chair
Howard Weiske, Vice Chair
Christy Rail
Debbie Justice
Claudia Gonzalez (via Web Ex)
Betsy Lewis
Jose Garcia
Alisa Burroughs
Vanessa Sandoval

Members Absent: Debra Weger

Conflict of Interest
Chair Frei asked the Council members if there were conflicts of interest regarding items on this agenda. No conflicts were declared.

Call to the Public
Chair Frei acknowledged Krystina Hook from Parents as Teachers program. Krystina gave information regarding the "Play is Learning Fair" Saturday, April 29th.

Approval of November 30, 2017 Meeting Minutes (Attachment 01)
Member Garcia moved to approve the November 30, 2017, meeting minutes. The motion received a second by Vice Chair Weiske. Motion carried.

Discussion on the First Things First La Paz/Mohave, Colorado River Indian Tribes Regional Forum.
Regional Director Saari requested feedback from Council Members who participated in the Regional Forum facilitated by Chief Executive Officer, Sam Leyvas. Member Lewis enjoyed the forum because it encouraged her to take a look at the region and brought focus on areas that need development. Chair Frei expressed his appreciation that Sam Leyvas would take time out of his schedule to attend a local event.

Community Outreach and Awareness Update (Attachment 2 and 3)
Community Outreach Coordinator Taylor Community Outreach report included information regarding new connections in the community. Vice Chair Weiske continued outreach to faith-based organizations and had assisted Coordinator Taylor with making contacts. This month, Coordinator Taylor was able to obtain a third party validator quote from a large church in Lake Havasu. Coordinator Taylor also shared a news story featuring the Parents As Teachers program. Coordinator Taylor reviewed upcoming activities including a site tour and Week of the Young Child events. The Council is now accepting nominations for the Champion of the Young Child due on April 1st.

Regional Director’s Report
FY2017 Financial Expenditures (Attachment #4)
Regional Director Saari reviewed the SFY2017 Financial Expenditures. Grantees have expended fifty percent of their allotment, and at this time all grantees are on track. The Community Awareness Budget is showing 9.4% spent. However, a large book order and sponsorship for an event were recently submitted.

Q2 Grantee Narrative and Data Reports (Attachment #5a and 5b)
Regional Director Saari reviewed second quarter Grantee Narrative Reports and Data Reports.

Strategic Partnerships and Investments SFY2016 Year End Report (Attachment #6)
As part of First Things First Commitment to solicit funds from individuals, corporations, and foundations to support the work of First Things First through statewide grants, local grants, or direct programs. Currently, the focus is on increasing the number of types of grants identified, researched and vetted. First Things First is working on enhancing Customer Relationship Management system to provide a centralized system to track and streamline valuable data, providing information to strengthen our engagement and relationship management approaches organization-wide.

Court Team Symposium
The Court Team Symposium will be held April 4-5th at the London Bridge Resort. Registration opens March 1st. Anyone that needs assistance with travel or registration can contact Administrative Assistant Hernandez.

On March 11, the organization Mentally Ill Kids in Distress will be celebrating their 30 year anniversary of providing support and services to Arizona’s youth. The Honorable Judge Weiss of Mohave County Superior Court will be receiving this award. His efforts through the Mohave Superior Court Team and his outreach efforts and education of other organizations have produced incredible outcomes for the families in the County.

Regional Director Saari reminded the Regional Partnership Council of the deadline for submitting proposals for breakout sessions at the Summit.

SFY 2018 Funding Plan
The State Board had approved the La Paz/Mohave Regional Partnership Council’s 2018 Funding Plan. She congratulated the Council on their efforts and determination to see the process through to completion. The strategic plan for FY19, FY 20 FY 21 and FY 22 has already begun, and at the next council meeting, a timeline will be presented so that the Council can review information in preparation for setting the region’s strategies. The 2018 Regional Needs and Assets Draft Report will be available next week. Council members are encouraged to study the materials and submit questions or comments to Regional Director Saari.

Senior Director’s Report
Senior Director Pascual shared that on February 2, 2017, First Things First held their annual Faith Forum. A panel consisted of representatives from Arizona 1.27, the Care Portal, National Relief Charities, and the Department of Youth, Faith, and Families. Senior Director Pascual noted that some of the organizations highlighted work being done in La Paz and Mohave Counties. Another topic of discussion was Quality First Center located within a church or faith-based setting. Sam Leyvas and First Things First legal council will be presenting more information on this topic at a later date. Faith-based organizations requested to attend summit sessions where members of the faith-based communities can learn how to engage better with those in their communities.

The Regional Council Member Nominating Committee will need to schedule interviews for the vacancies that we have now and upcoming. Member Weger, Member Garcia, Chair Frei, and Vice Chair Weiske have done work in the past. Member Justice and Member Sandoval volunteered. Chair Frei asked for a clarification of vacant seats.

Regional Director Saari mentioned that Debra Weger will be retiring during the summer and will be moving to Texas. She will be stepping down in June or July. Vice Chair Weiske has submitted his resignation and will continue to be a great supporter and will be available. Vice Chair Weiske expressed his gratitude for the work of the Council, their leadership, dedication, and support to those in the community. He also gave suggestions to utilize areas in the community where further support could be given to First Things First.
Announcements and Future Agenda Item Requests
No announcements were shared at this time.

Next Meeting
Next meeting will be on March 22, 2017, at the Black Mountain Elementary School located at 3404 N. Santa Maria Rd. Golden Valley, AZ 86413.

Adjourn
Member Garcia moved to adjourn the meeting at approximately 11:35 a.m. Second by Member Rail Motion carried.

Respectfully submitted on this 24th day of February, 2017

By:
Heidi Hernandez
Administrative Assistant II
Call to Order
A Special Meeting of the First Things First La Paz/Mohave Regional Partnership Council was held on March 10, 2017, at 1:30 p.m. The meeting took place at the First Things First Office, located at 1979 N. McCulloch Blvd Suite 106, Lake Havasu City, AZ 86403.

Chair Frei called the meeting to order at approximately 1:35 p.m.

Members Present:  Members Absent:
Riley Frei, Chair (Telephonically) Debbie Justice
Alisa Burroughs (Telephonically) Betsy Lewis
Christy Rail (Telephonically)
Claudia Gonzalez (Telephonically)
Debra Weger (Telephonically)
Jose Garcia (Telephonically)
Vanessa Sandoval (Telephonically)

Conflict of Interest
Chair Frei asked the Council members if there were conflicts of interest regarding items on this agenda. No conflicts were declared.

Call to the Public
No requests were made.

FY 2018 Grantee Renewals (Discussion and Possible Action)
Regional Director Saari reviewed past grantee performance and made a recommendation to the Council regarding the Association for Supportive Child Care contract renewal for FY 18. Member Garcia made the motion for the FY 2018 Contract Renewal for Association for Supportive Child Care of $216,000 with a targeted contract service unit of 108 home-based providers. Member Sandoval seconded the motion. The motion carried.

Election of Vice Chair (Discussion and Possible Action)
Chair Frei opened the floor for nominations for Vice Chair. Chair Frei nominated Member Garcia. Member Rail seconded the motion. The consensus of the Regional Partnership Council was for Member Garcia to take the position. The motion carried.

Next Meeting
Next meeting will be on March 22, 2017, at the Black Mountain Elementary School located at 3404 N. Santa Maria Rd. Golden Valley, AZ 86413.

Adjourn
Vice Chair Garcia moved to adjourn the meeting at approximately 1:50 p.m. Second by Member Gonzalez. Motion carried.

Respectfully submitted on this 10th day of February 2017

By: Heidi Hernandez
Administrative Assistant II
The La Paz/Mohave Regional Partnership Council Strategic Planning Timeline

- **MARCH**
  Review of the SFY 2018 Regional Needs and Assets Draft Report

- **APRIL**
  Update on the changes and potential impact of the Affordable Care Act; and Overview of Strategic Partnerships and Investments

- **MAY THROUGH JULY**
  Work sessions with community groups to discuss regional needs and opportunities; update on Arizona Legislation; information on what makes a successful Request for Grant Application; and programmatic information on Statewide Strategies

- **AUGUST**
  The First Things First Early Childhood Summit brings together professionals, stakeholders and supporters of early childhood education and health to share innovative strategies, research and best practices that help kids be ready for school and set for life.

- **SEPTEMBER**
  Regional Council conducts final review of prioritized needs, goals, and strategic direction to create draft of SFY 2019 Funding Plan

- **OCTOBER**
  Review and discussion of draft Strategic Plan and the SFY 2019 Funding Plan; and the development of Scopes of Work

- **DECEMBER**
  Final review of the Strategic Plan, SFY 2019 Funding Plan, and Scopes of Work.

- **JANUARY**
  Regional Partnership Council presents the Strategic Plan and the Funding Plan to the State Board

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**FIRST THINGS FIRST**

DeeDee Avery, MS, MPH

March 22, 2016
Where We Are

1. Prioritize content and focus
2. Collect and analyze data
3. Data interpretation session
4. Prepare report draft
5. Discuss report findings
6. Finalize report
Data Limitations

Some data unavailable for report for priority areas:

1. **Child care providers**
   1. The number of uncertified child care centers that operate with a business license in the region
   2. The number of professional vacancies within early education settings filled but with non-credentialed people

2. **Pediatric health care providers (occupational therapy, speech therapy, physical therapy, hearing services, vision services, and infant-toddler mental health)**
   1. The number of pediatric service providers in the region by type; occupational therapy, speech therapy, physical therapy, hearing services, vision services, and infant-toddler mental health
   2. Sub-region level oral health data
   3. The number of children transferred from hospitals within the region to hospitals outside the region (or state) – separate into prenatal/newborns with emergencies vs all other emergencies

3. **Foster care**
   1. Number of licensed foster homes by zip code
Conclusions and Recommendations

• Strengths include;
  – The La Paz/Mohave Infant and Toddler Mental Health Court Team,
  – High rates of first trimester prenatal care,
  – Low rates of low birth weight and premature births,
  – High rates of immunizations among children in child care and kindergarten
  – An increase in the proportion of children receiving public behavioral health services in Mohave County
Conclusions and Recommendations

- Challenges:
  - A need for additional child care capacity
    - Capacity of early care and education slots available compared to the number of young children in the region (4-7 children per slot)
      - 67 registered providers – serving between 1,895 and 3,268
      - 13,469 children aged 0-5 in the region
    - Length of wait lists for WACOG Head Start programs
      - 2015-2016 – range <10-68 on waitlist depending on site
    - Families in the region pay more than the recommended 10 percent of annual income for child care
      - 12-14% for 1 child
Conclusions and Recommendations

• Challenges:
  – The need for additional resources for children with special needs
    • Only 3% of children aged 0-2 served by AzEIP
      – Research suggests 13% would benefit from services
    • Community assessment to identify needs and gaps in services of children and youth with special health care needs (CYSHCN) and family forums noted multiple factors impacting difficulty in scheduling and obtaining services for children with special needs
Conclusions and Recommendations

• Challenges:
  – An increase in the # of substantiated cases of abuse and neglect
  • Over the last seven DCS reporting periods, there has been a marked increase in the number of substantiated cases resulting in removal in both counties
Conclusions and Recommendations

• Challenges:
  – High population to health care provider ratios in most sub-regions

![Bar chart showing population to health care provider ratios in different regions. The ratios are as follows: Colorado City: 1851, Kingman: 435, Golden Valley: 1816, Bullhead City: 590, Lake Havasu City: 520, Quartzite: 2311, Parker: 289, La Paz County: 815, Mohave County: 554, Arizona: 449.]
Conclusions and Recommendations

Challenges:

- The need for additional resources for young children and families facing poverty and food insecurity
  - 29% of children (those under 18 years old) in La Paz County and 32% in Mohave County are food insecure
  - 77-80% of students have been eligible for free or reduced-price lunch since 2012 in La Paz County; 65-67% in Mohave County
  - Decreases in those receiving TANF and SNAP benefits (likely due to state-level funding decisions), lower levels of participation in WIC (decrease from 71% in 2012, to 54% in 2015)
  - Large percentages of families living near the poverty level
  - Participation in two supplemental food programs decreased in La Paz County; decreased for SFSP in Mohave County
Conclusions and Recommendations

• Challenges:
  – The high number of women smoking during pregnancy
    • 18.7% mothers who report smoking during pregnancy in 2014
    • Birth certificate change included “unknowns” in 2014
      – Counting “unknowns” as smokers = 18.7%
      – Counting “unknowns” as non-smokers = 13.4%
      – LPMH Region Range: 13.4% - 18.7% in 2014
    • Arizona range: 3.9% - 4.6%
    • Healthy People 2020 goal – no more than 1.4%
Where We’re Going

1. Prioritize content and focus
2. Collect and analyze data
3. Data interpretation session
4. Prepare report draft
5. Discuss report findings
6. Finalize report
The Arizona Kith and Kin Project

Caring for your family’s, friend’s and neighbor’s little ones

The Arizona Kith and Kin Project is a program of the Association for Supportive Child Care (ASCC)
Impacting a Hidden Population

The goal of the Arizona Kith and Kin Project is to improve the quality of care provided by “kith and kin” (family, friend and neighbor) child care providers.

ASCC collaborates with community organizations to identify, recruit and deliver project services. For the current year, First Things First awarded $240,000 to target 120 family, friend and neighbor care providers in the La Paz/Mohave Region.
The Arizona Kith and Kin Project Model

The Arizona Kith and Kin Project delivers services through the following:

- **Traditional training/support group model**
  - 14 week training/support group sessions
  - Weekly two to four hour meetings
  - On-site child care
  - Transportation

- **Currently providing services in:**
  - Maricopa County
  - Pima County
  - La Paz/Mohave County
  - Yuma County
  - Navajo Nation
La Paz/Mohave Region TSU

Quarter 1
- Summer 2016 10
- Fall 2016 (Quarter 1) 27

Quarter 2
- Fall 2016 (Quarter 2) 7

Quarter 3
- Spring 2017 (as of 03/01/17) 37

Total 81

Quarter 3/Quarter 4 training-support groups:
- Golden Valley on 04/03/17
- Three (3) summer sessions
Quality Assurance

The First Things First Quality Assurance visit for the Arizona Kith and Kin Project was conducted in October 2016 and included the following:

- Pre-Quality Assurance process planning
- Schedule design
- Observations/site visits
- One-on-one conversations with staff
- Meeting with leadership staff
- Debrief and feedback process
- Follow up/completion of findings
Strengths and highlights of the Quality Assurance visit include:

- Having a supportive nature in the training-support group dynamics
- Comprehensive curriculum
- Focus on high quality on-site child care setting
- Commitment to serving and meeting the needs of the family, friend and neighbor community
Quality Assurance

Development areas and action plan items included:

- All staff delivering training apply for instructor status in the Arizona Early Childhood Workforce Registry
- All staff working with children have a valid Fingerprint Clearance Card
- Emergency phone numbers, allergies or special health care needs are documented for each child arriving to child care
- Continuous quality improvement goals
Thank you for your support....

For more information on the Arizona Kith and Kin Project please contact:
Sarah Ocampo-Schlesinger, Program Coordinator
p.480.829.0500, ext. 1126   e.socampo@asccaz.org
Champion for Young Children nominations
Reminder that nominations are due to Community Outreach Coordinator Erin Taylor no later than March 31. Nominations should include examples of how the individual has made contributions to increase public awareness of the importance of early childhood development and health over the past year.

Quality First business outreach site tour
Lake Havasu City Councilman Cal Sheehy and Rotary Club President Mike Bonney toured the New Day North Child Care Center Tuesday, March 14, to learn more about Quality First, and how they as business representatives can help support early childhood programs in Lake Havasu City.

Mr. Bonney contacted FTF staff after the tour to say that he enjoyed learning more about how Quality First contributes to the local economy by providing a quality and trusted resource for local families, “in addition to seeing the great work there from the dedicated staff.” Thank you to Mr. Bonney and Mr. Sheehy for taking time out of their schedules to tour the center, and thank you to Center Director Alicia Wiemann, who helped to coordinate a successful site tour.

Outreach to public officials
All five of the Mohave County and three of the La Paz County Supervisors have been invited to learn more about FTF and the Court Team strategy during the opening of the 6th annual Northwest Arizona Infant Toddler Mental Health Symposium at 8:15 a.m. Tuesday, April 4, at the London Bridge Resort. Senior Director of Government Affairs for FTF Benjamin Alteneder has also reached out to Rep. Regina Cobb and Rep. Paul Mosley.
2nd Annual “Play is Learning” Kids Fair

April 29th | 10am - 1pm
Lake Havasu City Aquatic Center

Don’t miss our 2nd Annual “Play is Learning” Kids Fair! This exciting event will showcase child and family resources available in our community. Activities are intended for young children from birth to age five, but everyone is welcome.

Games | Food | Music | Vendors | Special Guest
...and much more!

Special guest, Certified Music Therapist Ryan Olmstead, will perform original music and engage guests in song, dance, movement and more!

Questions? Contact Krystyna Hook at 928.302.4029 or KHook@arizonaschildren.org.

We are Arizona’s best resource for helping children and families!
First Things First
La Paz/Mohave Regional Partnership Council

Governance Policy Manual

PREFACE

This document, initially adopted by the La Paz/Mohave Regional Partnership Council on May 20, 2008, and updated periodically thereafter, constitutes the complete and official body of policies for the governance and operation of the La Paz/Mohave 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 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 us:
First Things First
La Paz/Mohave Regional Partnership Council
1979 N McCulloch Boulevard #106
Lake Havasu City, AZ 86403
928.854.8732
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In November 2006, Arizona voters passed Proposition 203, a ballot initiative that established A.R.S. Title 8, Chapter 13 and created First Things First. Subsequently, the First Things First Arizona Early Childhood Development and Health Board (“the Board”) designated the La Paz/Mohave region and created the La Paz/Mohave Regional Partnership Council (“the Council”) effective July 1, 2007 pursuant to A.R.S. Title 8, Chapter 13, Article 2. The Council’s purpose, authority, powers and duties are included the A.R.S. Title 8, Chapter 13 as well as in other statutes and laws of the State of Arizona. The Council members are appointed by the Board and assisted in the performance of their duties by First Things First staff. The La Paz/Mohave Regional Office is located in Lake Havasu City, Arizona and is maintained by First Things First regional staff.
Council Officers and Their Duties

At the first regular meeting of the Council following June 1 of each fiscal year beginning in 2015, 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.

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 Council 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.

The Vice-Chairperson does not automatically succeed the Chairperson. Both the Chairperson and the Vice-Chairperson are eligible for reelection.

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.

Chair Job Description

1. Is a member of the Regional Partnership Council (RPC).
2. It shall be the duty of the Vice-Chairperson to assume the duties of the Chairperson in the absence of the Chairperson.
3. Works with the Regional Director to help create partnerships within the region.
4. Provides leadership to the RPC in order to achieve regional and state goals, objectives and statutory requirements.
5. Helps guide and mediate RPC actions with respect to organizational priorities and governance concerns.
6. Chairs meetings of the RPC after developing the agenda with the Regional Director.
7. In collaboration with the Regional Director, the Chair helps guide the RPC through strategic planning.
8. Appoints the chairpersons of committees, in consultation with Council Members and the Regional Director.
9. Serves ex officio as a member of committees and attends their meetings when invited.
10. Discusses issues confronting the RPC with the Regional Director and/or Senior Regional Director.
11. Consults with the Regional Director on any issues regarding financial planning and
12. Provides feedback to the Regional Director and the RPC to evaluate the performance of the RPC in achieving the First Things First mission.

13. In accordance with Robert’s Rules of Order, it is the practice for chairs to abstain from voting; however, a chair can choose to vote at any time, IF there is no Conflict of Interest.
   a. In the event that there is a tie by the other voting members, the chair’s vote may be the tiebreaker.
   b. If there is no tie and the chair decides to vote, creating a tie, the motion will be lost.

14. Performs other responsibilities assigned by the RPC.

Vice Chair Job Description

1. Is a member of the RPC.
2. Performs Chair responsibilities when the Chair cannot be available (see Chair Job Description)
3. Works closely with the Chair and Regional Director.
4. Participates closely with the Chair to develop and implement officer transition plans.
5. Performs other responsibilities as assigned by the RPC.
1-103 Meetings of the Council

The Council shall adopt a calendar of regular meetings of the Council prior to the beginning of each calendar 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. All notices required by this policy shall at least specify the time, date and place of the meeting.

The agenda and all material relating to agenda items shall be transmitted electronically to each member of the Council at least seven 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. 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.
1-104 Meeting Procedures

In determining what procedures to use to conduct meetings and resolve issues, the Council Chairperson and committee chairpersons may refer to Robert’s Rules of Order (available online at http://www.rulesonline.com) for guidance.

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

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.
1-105 Call to the Public Procedures

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:

A. 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.
B. Are given up to five minutes to make their remarks.

The following priority may be given to speakers during the “Call to the Public” when the Council may not have enough time to hear all who wish to speak:

A. People who have submitted signed request to speak forms.
B. Matters scheduled on the same meeting’s agenda.
C. Off-agenda matters: presenters who have not addressed the Council in the previous two months.
D. Off-agenda matters: presenters who have addressed the Council in the previous two months.

The Council retains its prerogative to:

A. Refuse to hear comments on a specific issue if a public comment session has been held on the issue.
B. Limit the time or the number of speakers on the same issue.
C. Refuse to have letters read on behalf of other individuals.
D. Allow speakers to comment during the related agenda item, if applicable.

Council Members may not discuss or take legal action on matters raised during the call to the public regarding matters that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. §38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to criticism, or scheduling the matter for further consideration and decision at a later date.
Minutes of all Council meetings shall be created and maintained in accordance with the requirements of law. The Council may incorporate by reference into its minutes lists of staff changes, reports, lists of budget information, formal written resolutions and other material of similar import, and such material shall be maintained in a permanent file to be designated as the “La Paz/Mohave Regional Partnership Council’s Documents File,” which shall be kept in the custody of the Regional Director and available for ready reference.

Each Council member shall be furnished with copies of the minutes of the open session portion of each regular and special meeting of the Council. Council members without a conflict of interest shall be furnished with copies of the minutes of the executive session portion of any meeting of the Council for the purpose of approving those minutes, after which all copies shall be returned to the Regional Director.

All minutes of the open session portion of any meeting of the Council shall be open to public inspection during regular business hours at the First Things First Regional Office located in Lake Havasu, 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.”
1-107 Committees and Subcommittees

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

The Chairperson of the Council shall designate the matters to be considered by the committees. All committees shall act as advisory bodies to the Council and report their recommendations to the Council. Unless one is designated by the Chairperson of the Council, a committee chairperson shall be elected by the committee members. 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 shall include at least one member 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 of the Open Meeting Law. See A.R.S. § 38-431(1),(6). The chair of each such committee shall be its presiding officer and shall set the time, date and place of the meetings.
1-108 Conflicts of Interest

Council members shall comply with the conflict of interest provisions of A.R.S. Title 38, Chapter 3, Article 8. These statutes set the minimum standards expected of public officers and employees who, in their official capacities, are faced with a decision or contract that might affect their direct or indirect pecuniary or proprietary interests or those of a relative. Section 38-503 provides in part:

Any public officer or employee of a public agency who has, or whose relative has, a substantial interest in any contract, sale, purchase or service to such public agency shall make known that interest in the official records of such public agency and shall refrain from voting upon or otherwise participating in any manner as an officer or employee in such contract, sale, purchase or service.

Any public officer or employee who has, or whose relative has, a substantial interest in any decision of a public agency shall make known such interest in the official records of such public agency and shall refrain from participating in any manner as an officer or employee in such decision.

Under this law, a Council member who has a conflict of interest must disclose the interest and refrain from participating in the matter. Council members may find guidance on this subject in the Arizona Agency Handbook, which is available on the Attorney General’s website at http://www.azag.gov/agency-handbook. Council members should review conflicts of interest matters not specifically addressed in the Handbook with the Regional Director or legal counsel.

In addition to complying with the conflict of interest provisions of Title 38, Chapter 3, Article 8, no Council member shall vote on, or participate in the discussion of, any grant proposal in which any entity by which they are employed or on whose board they serve has a substantial interest, as defined by Section 38-502. See A.R.S. § 8-1173 (C).

Council members shall complete a Conflict of Interest Acknowledgement and State Service Disclosure Statement at the beginning of their term and annually update the State Service Disclosure Statement. Additionally, Council members shall complete a Conflict of Interest Disclosure form whenever they declare a conflict at a Council meeting. All completed forms shall be given to First Things First staff for recordkeeping.
1-109 Communications From the Council

Communications from the Council concerning matters relating to the policies and actions of the Council to members of the Legislature, any other governing body, the press or the public should be made by the Chairperson, the Chairperson’s designee, staff or someone authorized by the Council.

Any member of the Council who expresses an opinion concerning matters upon which the Council has taken a position should support the position taken by the Council or make it clear that he or she is expressing a personal opinion that has not been approved by the Council.
Lobbying occurs under Arizona law when a person attempts to influence the passage or defeat of any legislation by directly communicating with any State Legislator. By contrast, campaigning refers to attempts to influence an election. In other words, lobbying relates to matters a Legislator will vote on, while campaigning relates to matters the general public will vote on.

Lobbying

The Council recognizes and appreciates the privilege each individual in this State and Nation has to express his or her opinion and to seek to make that opinion known to members of the State legislature and Congress. The Council also recognizes the responsibilities with which it has been entrusted in connection with the Board and the advancement of early childhood development and health programs in the State of Arizona and recognizes that on occasion the interests of the Board and Council will not coincide with the interests of individual Council members.

Only the Chairperson of the Council or his or her designee shall speak for the Council to members of the State Legislature or Congress in matters relating to policy. When speaking for the Council to Legislators or their staff, the Chairperson or designee shall make every effort to accurately communicate official Council positions, while refraining from speaking on behalf of the Board or First Things First unless specifically authorized to do so by the Board or Board Chairperson or First Things First’s Chief Executive Officer respectively. A Chairperson or member designee lobbying in his or her official capacity on matters pertaining to the Council is exempt from the lobbying laws requiring registration and expenditure reports.

Any Council member may speak to members of the State Legislature or Congress in an individual capacity. For matters in which the Council has not taken an official position, any Council member communicating with a member of the State Legislature or Congress shall make every effort to indicate clearly that the position that he or she is taking is an individual position or is the position of a group other than the Council. In instances in which First Things First, the Board or the Council has taken an official position, a Council member endorsing a differing position shall make it clear that First Things First, the Board and/or the Council has endorsed a legislative committee or communicate with a State Legislator in person, by phone or by letter to lobby in support of or in opposition to legislation are also exempt from the lobbying laws requiring registration and expenditure reporting.

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

*Council members who only engage in exempt lobbying are not considered lobbyists. See A.R.S. §§ 41-1231 & 41-1232.04. Additionally, Council members should be aware that the Council cannot make any expenditure for entertainment for a state officer of employee (including Legislators) and Council members cannot accept an expenditure for entertainment from a lobbyist or someone acting on behalf of a lobbyist. Entertainment refers to admission to or participation in a sporting event or a cultural event or activity. See A.R.S. §§ 41-1231(5)-(6) & 41-1232.08.

Campaigning

The Council shall not spend or use public resources to influence an election. See A.R.S. § 16-192. This prohibition includes the use or expenditure of monies, materials, equipment, buildings, postage, telecommunications, computers, web pages and any other thing of value of First Things First to support or oppose a candidate or ballot measure.

Individual Council members may express their personal views and even advocate for or against a candidate, initiative or other ballot measure, as long as they do not use public resources to do so. In these activities, Council members may identify themselves as Council members, but should not state or imply that they speak for the Council.
1-111 Attendance

The Council’s governing statutes recognize the importance of consistent attendance by Regional Council members with the following statement:

Members of the Regional Partnership Council who miss more than three meetings without excuse or resign their membership shall be replaced by the Board after a public application process and with the input of the Regional Partnership Council.

See A.R. S. § 8-1162(d).

Attendance Expectations. Council members are expected to attend all Council meetings. It is understood that there will be times when Council members will need to miss a meeting. The Regional Director shall maintain an attendance roster that documents each member’s attendance at scheduled meetings.

Excused Absence. An excused absence occurs when a Council member is unable to attend a meeting due to an emergency, illness, injury or previously scheduled travel, work, tribal ceremony or family obligation that prevents participation at a meeting either in person or by phone.

Notification of a previously planned obligation should be provided to the Regional Director at least two weeks in advance of the scheduled meeting. A Council member who misses a meeting other than for a previously planned obligation shall contact the Regional Director as soon as possible to provide an explanation for missing a meeting. An emergency is a situation that cannot reasonably be planned for in advance, such as car trouble, weather conditions, family illness and obligation to tribal ceremonies.

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

Determination of Excused Absence. Regional staff shall assist the Chairperson in keeping track of excused absences. If there is a question about whether an absence meets the definition of an excused absence, the Chairperson or Vice Chairperson may consult with the Regional Director for a determination. If necessary, the matter can be presented to the Council.
Attendance Problems. An attendance problem means:

A. Two consecutive unexcused absences.
B. Three consecutive absences, excused or unexcused.
C. Three unexcused absences in a twelve-month period.
D. More than five excused and unexcused absences in a 12-month period.

Addressing an Attendance Problem. Upon identification of an attendance problem, the Chairperson or Vice Chairperson shall call the Council member to discuss the member’s attendance record and remind the member of the attendance expectations. If the Council member’s difficulties are resolvable, then the Chairperson or Vice Chairperson shall attempt to resolve them with assistance of staff.

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

If a member misses more than three meetings in a 12-month period without excuse, the Chairperson or Vice Chairperson shall ask that the member resign his or her position on the Council. If, upon request, the member does not resign, the matter shall be forwarded to the Board for appropriate action.
1-112 Code of Conduct

Council members shall abide by the following code of conduct:

A. Listen carefully to fellow Council members.
B. Respect the opinions of fellow Council members.
C. Respect and support the majority decisions of the Council.
D. Recognize that all authority is vested in the full Council only when it meets in a legal public session.
E. Keep well informed about the issues which could come before the Council.
F. Participate actively in Council meetings and actions.
G. Bring to the attention of the Council any issues that could have an adverse effect on the Council, the Board or First Things First.
H. Refer complaints concerning Council related matters and members to the proper level, specifically to the Chairperson or Vice Chairperson.
I. Represent all the people the Council serves and not primarily a particular issue, personal agenda or interest group.
J. Abide by the Conflicts of Interest policy and laws.

If there is a violation of this code of conduct, the member(s) suspected of the violation shall meet with the Chairperson of Vice Chairperson to discuss the matter. The Chairperson or Vice Chairperson shall attempt to resolve the matter and if necessary refer it to the Council for action.

The Council by a majority vote of the appointed members of the Council may recommend to the Board that a member be removed as a Council member upon motion by a Council member alleging the violation of a specific provision of this Manual or alleging specific actions which bring into public disrepute this Council, the Board or First Things First as an organization.
1-113 Departure from Council Policy

The Council may approve a temporary departure from a policy in this Governance Manual provided the departure would not violate the law. No departure from Council policy shall be permitted without the approval of the Council.
1-114 Amendments

These policies shall not be added to, amended, or repealed except at a 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 seven 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.
A child’s early years hold the key to their success in school and in life. 90% of brain development happens before kindergarten. That’s why Arizonans created First Things First (FTF) – to give more children the tools they need to arrive at school healthy and ready to succeed.

Decades of research demonstrates that children with access to high quality early development and health experiences are more prepared for kindergarten, do better in school and are more likely to graduate and enroll in college. They also tend to be healthier and more productive members of society.

Early literacy and its impact on school success is just one example of why investing in early childhood is so important:

High quality early learning experiences, rich in language and literacy, reduce early learning gaps and ensure that children are ready to start reading when they enter kindergarten.

**ARIZONA’S INVESTMENT IN YOUNG CHILDREN**

As an early childhood system partner, First Things First invests in proven programs and innovative strategies that:

- **Improve the quality of early learning**
- **Strengthen families**
- **Promote healthy development**

By getting more Arizona kids ready for school, First Things First helps put children on a path to academic success that benefits them, our communities and our state.
Without the support of home visitation services, Tiffanie Barlow’s son likely would not have started kindergarten on time.

“He was two years old, and he wasn’t responding verbally,” Barlow said. “He wouldn’t look at people when they were talking to him.”

Services are often scarce in rural areas, and nowhere is that more apparent than in the Arizona Strip area in far northern Mohave County. For families whose children are exhibiting delays, or even those just looking for a little extra support, home visitation through The Learning Center for Families offers an option for parents for whom transportation—not to mention trust—may be an issue.

“I was a little nervous about letting someone into my life and my home, but I was more afraid of what would happen if I didn’t ask for help,” Barlow said.

The Learning Center for Families serves the Colorado City and surrounding area through funding provided by First Things First. It is the only home visitation service available in the Arizona Strip area and is often the first point of contact for families looking for support. Barlow’s home visitor taught the mother-of-three strategies she could use at home to build her son’s early literacy and communication skills, along with health information and support for the rest of the family. Now Barlow beams when she talks about the gains made by her youngest son in order for him to be ready for kindergarten.

She credits the home visitation services.

“You can have a conversation with him and understand what he is saying,” she said. “He even looks you in the eye when he talks to you. My only regret now is that I didn’t know about this program for his older siblings.”

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>906</td>
<td>Children had access to a higher standard of early learning through preschool and child care programs participating in Quality First.</td>
</tr>
<tr>
<td>372</td>
<td>Infants, toddlers, and preschoolers accessed high quality early learning with the help of a preschool or child care scholarship.</td>
</tr>
<tr>
<td>1400</td>
<td>Families of newborns left the hospital with tools to help support their child’s health and learning.</td>
</tr>
<tr>
<td>146</td>
<td>Families received voluntary, evidence-based home visitation from trained providers to enhance their parenting skills and deal with specific challenges, including first-time parenting, parenting a child with special needs or dealing with multiple births.</td>
</tr>
<tr>
<td>289</td>
<td>Children received screenings to detect vision, hearing and developmental issues to prevent learning challenges later on.</td>
</tr>
<tr>
<td>241</td>
<td>Infants and toddlers involved with the child welfare system benefitted from training and coordination efforts to meet their unique developmental needs.</td>
</tr>
</tbody>
</table>
FULFILLING OUR COMMITMENT TO ARIZONA’S YOUNGEST KIDS

Each First Things First regional partnership council, made up of local volunteers, studies the unique needs of its Arizona community and decides how funds will be used to best support the development, education and health of its young children (birth to age 5, before kindergarten). FTF invests in proven programs and innovative strategies through grants to community organizations that provide services to children and families.

LA PAZ/MOHAVE FY16 PROGRAM EXPENDITURES

<table>
<thead>
<tr>
<th>Program</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality Child Care &amp; Preschool</td>
<td>$1,744,145</td>
</tr>
<tr>
<td>Strengthening Families</td>
<td>$921,651</td>
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<tr>
<td>Workforce Development &amp; Training</td>
<td>$276,530</td>
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<tr>
<td>Parent &amp; Community Awareness</td>
<td>$91,902</td>
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<tr>
<td>Research &amp; Evaluation</td>
<td>$86,509</td>
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<tr>
<td>Preventive Health</td>
<td>$54,281</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$3,175,019</strong></td>
</tr>
</tbody>
</table>

FIRST THINGS FIRST LA PAZ/MOHAVE REGIONAL PARTNERSHIP COUNCIL

Riley Frei, Chair
Howard Weiske, Vice Chair
Betsy Lewis
Debra Weger
Alisa Burroughs
Jose Garcia
Vanessa Sandoval
Claudia Gonzalez
Debbie Justice
Christy Rail
Vijette Saari
Regional Director
vsaari@azftf.gov
928.854.8732

*The La Paz/Mohave Region is defined as the combined area of the two counties, not including the lands belonging to the Colorado River Indian Tribes, the Hualapai Tribe and the Kaibab Paiute Tribe. The region does include the Arizona portion of the land belonging to the Fort Mojave Indian Tribe. The region covers about 16,700 square miles, with its northern end separated from the rest by the Grand Canyon. The communities of the region are diverse in population density and in demographics, and are often isolated by large areas of unpopulated land. People and services are concentrated in larger places in the region such as Bullhead City, Kingman, Lake Havasu City and Parker. The La Paz/Mohave Region includes Legislative District 5. (Legislative districts are not necessarily congruent with regional boundaries.)*