



FIRST THINGS FIRST

Ready for School. Set for Life.

Arizona Early Childhood Development & Health Board Cocopah Tribe Regional Partnership Council Meeting Minutes

Call to Order

The meeting of the First Things First – Cocopah Tribe Regional Partnership Council was held on May 1, 2013, at 3:00 p.m. at the Cocopah Community Center.

Chair McCormick called the meeting to order at 3:18 p.m.

Members Present: H. Jill McCormick, Chair; Dr. Michael Reed, Vice Chair; Ines Pampara; Paul Soto; Rev. Deal Begay; Cristina Solorzano; Christie Stevens

Members Absent: Patricia R. Weissenberg; Gina Nierenhausen

Approval of April 3, 2013 Regional Partnership Council Meeting Minutes

Dr. Reed moved to approve the minutes of the April 3, 2013, Regional Council meeting. The motion was seconded by Member Soto with the stipulation to amend the minutes as stated by Member Soto, and the motion carried by a unanimous vote by all members.

FY2014 Grant Agreement Recommendation: Food Security

The Regional Council reviewed the recommendation for the Food Security Strategy grant award. Per the agreement the Yuma Community Food Bank will provide food boxes for families with young children with a total of 30 food boxes distributed over the course of the year. Sr. Director Gary P. Arnold stated the amount allocated for this strategy is \$750.00 and will be in effect at the start of the FY2014.

Dr. Reed moved to approve the recommendation that First Things First enter into a grant agreement with the Yuma Community Food Bank for the Food Security Strategy. The motion was seconded by Member Soto, and the motion carried by a unanimous vote by all members.

FY2014 Grant Renewal Recommendation: Home Visitation

The Renewal Recommendation for Home Visitation (Early Steps Program) was a topic of discussion by the Regional Council. The recommendation proposes an allocated amount of \$79,182.00 for new FY2014. Dr. Reed moved to approve the renewal agreement for Home Visitation with the Cocopah Indian Tribe. The motion was seconded by Member Soto, and the motion carried by a unanimous vote by all members.

Review of 2014 Needs and Assets Proposed Timeline

The proposed timeline for the 2014 Needs and Assets Assessment was reviewed by the Regional Council. Sr. Director Arnold stated additional funds were allocated for tribal regions to assist in extensive compiling/extraction of data that will be reflective of the needs in the tribal communities.

2012 Regional Annual Report

The Regional Council reviewed a draft of the 2012 Regional Annual Report. No action was taken by the Regional Council at this time.

Healthy, Happy, Safe: Cocopah Tribe Council's Plan of Action for System Building Draft

The Regional Council prioritized the goals for the System Building draft based on previous discussions and were prioritized as follows:

- 1) Family Support/Health
- 2) Family Guide
- 3) School Readiness
- 4) Quality First

Parent Outreach and Awareness Update

Community Outreach Coordinator, Nena Garcia, provided a brief update on events attended and ongoing outreach efforts in the community.

Election of Regional Partnership Council Officers for FY2014

Dr. Reed moved to retain Chair McCormick in the role of "Chair" and nominated Member Rev. Begay to occupy the role of "Vice Chair" on the Cocopah Tribe Regional Partnership Council for the new FY2014. The motion was seconded by Member Solorzano, and the motion carried by a unanimous vote by all members.

Sr. Regional Director's Report

Topics included in the Sr. Regional Director's report was the resignation of First Things First Chief Executive Officer, Rhian Evans Allvin, to accept the job of executive director of the National Association for the Education of Young Children (NAEYC) in Washington, D.C., the upcoming 2013 Summit and the Cocopah Tribe Regional Partnership Council financial report for 2013.

Regional Partnership Council Member Announcements

Member Solorzano announced the Head Start Center is nearing a Quality First 3 star rating. Rev. Begay announced National Prayer Day is on Thursday, May 2, 2013. Member Stevens announced her first anniversary as member of the Cocopah Tribe Regional Partnership Council.

Next Meeting

The Regional Council will not meet in June. The next Regional Partnership Council Meeting will occur July 3, 2013, at 3:00 p.m., at the Cocopah Community Center.

Adjournment

Chair McCormick adjourned the meeting at 4:08 p.m.

Marie Megui, Administrative Assistant III

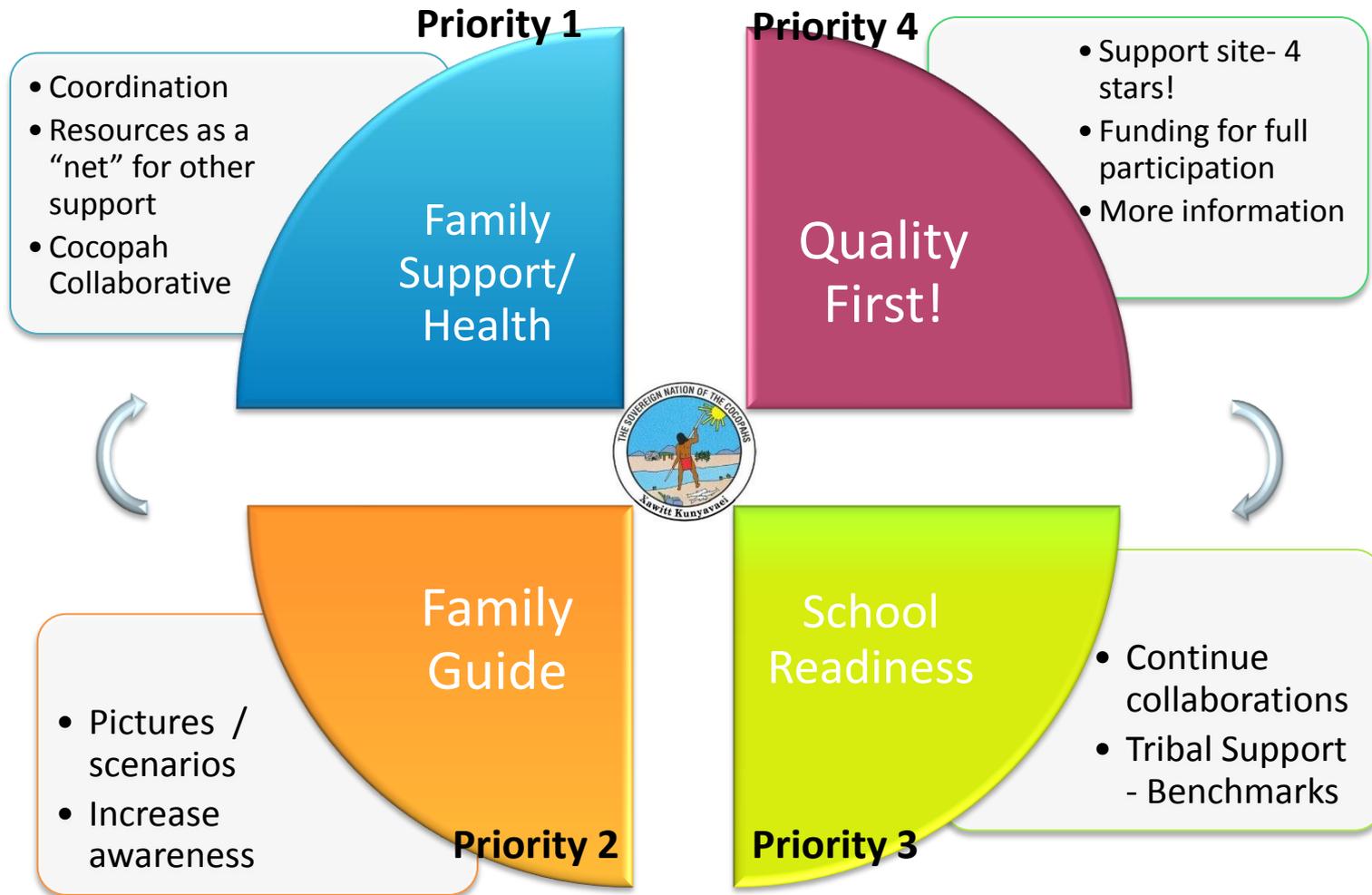
H. Jill McCormick, Chair, Cocopah Tribe Regional Partnership Council



SFY 2013-2014 Parent Outreach and Awareness Budget - FTF Directed Strategy

Budget Category	Description of Line Item	Total Cost
Contracted Services	Contracted Services Sub-Total	\$1,600.00
Educational Reinforcement Items	FTF branded educational reinforcements	\$800.00
Born Learning Materials	Educational materials for parents, ECE staff and childcare providers	\$400.00
Incentives	Supporting materials for community events	\$200.00
Printing of Collateral Materials	External printing	\$200.00
Other Operating Expenses	Other Operating Sub-Total	\$100.00
Supplies	Craft Supplies for activities for young children at events.	\$100.00
TOTAL		\$1,700.00
Budget Narrative- provide description of activities and rationale for funding level for each line item		
Educational Reinforcements	FTF-branded educational reinforcement items will be purchased over the course of the year to be utilized at community events such as: Fun In the Sun, Back to School, Mother’s Day and Father’s Day and other community events centered on holidays, activities in partnership with grantee and other community partners, presentations/community meetings where an FTF presentation or update is being given. Book name plate stickers: 280 at \$0.43 each = 120 Grocery bags : 205 at \$2.10 each = \$430 Stress reliever-Brain: 100 at \$2.50 each = \$250 Note: bulk purchasing through FTF-wide buy will leverage additional quantities of each item.	\$800.00
Born Learning Materials	Kids Basic: 60 at \$6.00 each = \$360 Play Book: 129 at \$.31 each = \$40	\$400.00
Incentives	Supporting materials for Father’s and Mother’s Day activities in partnership with grantee and community center where Early Childhood information is provided.	\$200.00
Printing of Collateral Materials	External printing to be utilized to print an array of collateral materials to provide regional awareness efforts with target audiences. Materials range from flyers, posters copies for community events.	\$200.00
Supplies	Craft Supplies for activities for young children at events. \$50/event	\$100.00

Healthy, Happy, Safe (Plan)





Cocopah Tribe Regional Partnership Council Fiscal Year 2014 Meeting Calendar

Regional Partnership Council Meetings begin at 3:00 pm
Regional Partnership Council Meetings are at the Cocopah
Community Center unless otherwise noted.

Regional Partnership Council Meeting: July 3rd, 2013

Regional Partnership Council Meeting: August 7th, 2013

First Things First Summit in Phoenix: August 25th – 27th, 2013
Phoenix Convention Center, Phoenix, AZ

Regional Partnership Council Meeting: September 4th, 2013

Regional Partnership Council Meeting: October 2nd, 2013

No Meeting in November

Regional Partnership Council Meeting: December 4th, 2013

No Meeting in January

FTF Board – Regional Funding Plan Presentations in Phoenix AZ: January 21st – 22nd, 2014

Regional Partnership Council Meeting: February 5th, 2014

Regional Partnership Council Meeting: March 5th, 2014

Regional Partnership Council Meeting: April 2nd, 2014

Regional Partnership Council Meeting: May 7th, 2014

Regional Partnership Council Meeting: June 4th, 2014

FY 2013 Cocopah Tribe Contract Detail

	Grantee Name	Contract Number	Contract Period	Allotment		YTD Expense	Expense Variance	Award Expended % of Award Expended	Allotment Expended % of Allotment	Reimbursement Activity	
				Total Allotment	Awarded					Pending	Paid (Last 30 Days)
Community	Community Outreach Strategy			Strategy Subtotal:	\$0	-	\$31	(\$31)	0.0%	0.0%	
	First Things First (FTF-Directed)	PSC-MULTI-12-0405-01-Y2	To Be Determined		-	\$31	(\$31)	0.0%			
	Goal Area Subtotal:				\$0	-	\$31	(\$31)	0.0%	0.0%	
Evaluation	Statewide Evaluation Strategy			Strategy Subtotal:	\$955	\$955	\$955	(\$0)	100.0%	100.0%	
	First Things First (FTF-Directed)	PSC-STATE-13-0560-01	07/01/2012-06/30/2013		\$955	\$955	(\$0)	100.0%			
	Goal Area Subtotal:				\$955	\$955	\$955	(\$0)	100.0%	100.0%	
Family Support	Food Security Strategy			Strategy Subtotal:	\$750	\$750	\$750	-	100.0%	100.0%	
	Yuma Community Food Bank	GRA-RC031-11-0133-01-Y3	07/01/2012-06/30/2013		\$750	\$750	-	100.0%			
	Home Visitation Strategy			Strategy Subtotal:	\$79,182	\$79,182	\$34,591	\$44,591	43.7%	43.7%	
	Cocopah Indian Tribe	GRA-RC031-13-0488-01	07/01/2012-06/30/2013		\$79,182	\$34,591	\$44,591	43.7%			
	Parent Outreach and Awareness Strategy			Strategy Subtotal:	\$11,674	\$11,674	\$642	\$11,032	5.5%	5.5%	
	First Things First (FTF-Directed)	PSC-RC001-13-0587-01	07/01/2012-06/30/2013		\$11,674	\$642	\$11,032	5.5%			
Goal Area Subtotal:				\$91,606	\$91,606	\$35,983	\$55,623	39.3%	39.3%		
Quality and Access	Quality First Strategy			Strategy Subtotal:	\$4,627	\$4,627	\$2,725	\$1,902	58.9%	58.9%	\$504
	Arizona Department of Health Services	ISA-STATE-12-0410-01-Y2	07/01/2012-06/30/2013		\$243	\$126	\$117	51.8%		\$9	
	Southwest Human Development	FTF-STATE-13-0351-02	07/01/2012-06/30/2013		\$37	\$29	\$8	77.8%		\$5	
		FTF-STATE-13-0426-01	10/01/2012-06/30/2013		\$71	\$38	\$32	54.2%		\$14	
	United Way of Tucson and Southern Arizona	FTF-STATE-12-0336-02-Y2	07/01/2012-06/30/2013		\$4,276	\$2,532	\$1,745	59.2%		\$476	
	Goal Area Subtotal:				\$4,627	\$4,627	\$2,725	\$1,902	58.9%	58.9%	\$504
Overall Total:				\$97,188	\$97,188	\$39,694	\$57,494	40.8%	40.8%	\$504	

Instructions for interpreting data report fields:

*Quarterly Data Submission Status

Quarterly Data Submission Status is not a strategy-specific data field. This is a FTF designated field in a report that indicates within a quarter the number of months of data that were submitted for a single contract out of the three mandatory months for the quarter.

0 = 0 months out of 3 months of data for this quarter were submitted.

Note:

No strategy-specific data fields will be displayed for a contract with a "0" Quarterly Data Submission Status

1 = 1 month out of 3 months of data for this quarter were submitted

2 = 2 months out of 3 months of data for this quarter were submitted

3 = 3 months out of 3 months of data for this quarter were submitted

**Contracted Service Units

Contracted Service Units only appear for a contract's lead strategy

Instructions for reading null and zero as data field values:

Blank data field = A null data field appears if the grantee selected "NA (Not Applicable)" when given a YES/NA option on their data reporting template indicating the specific data field(s) are not a part of their contract

0 = Grantee selected "No" in a YES/NO option on their data reporting template indicating the specific data field(s) were not collected for the quarter

0 = Grantee reported "0" on their data reporting template indicating the specific data field(s) were not collected for the quarter

Data Reports by Regional Partnership Council

Council: Cocopah Tribe

Fiscal Year: 2013

Food Security

Contract Number/ Grantee Name	Data Field	Contracted Service Units**	First Fiscal Quarter (July-Sept)	Second Fiscal Quarter (Oct-Dec)	Third Fiscal Quarter (Jan-Mar)	Fourth Fiscal Quarter (Apr-Jun)	Fiscal YTD Total
GRA-RC031-11-0133-01-Y3 / Yuma Community Food Bank	Quarterly Data Submission Status*		3	3	3		
	Number of food boxes distributed	30	17	20	6		43
	Number of families who received food boxes		17	20	6		
	Number of children (0-5 yrs) in families who received food boxes		25	32	14		
	Number of families who received other items		0	0	0		
	Number of children (0-5 yrs) in families who received other items		0	0	0		

Data Reports by Regional Partnership Council

Council: Cocopah Tribe

Fiscal Year: 2013

Home Visitation

A data field is flagged in grey for a SFY quarter:

Home visitor caseload for the quarter – when the ratio of home visitors to families served is above 1:20.

Staff turnover for the quarter – when the staff turnover is above 20% (from one quarter to the next).

Client turnover for the quarter - when the client turnover is above 20% (from one quarter to the next).

Clients disenrolled due to moving - when the percent of clients disenrolled due to “moving” is above 20%.

Clients disenrolled due to unable to locate - when the percent of clients disenrolled due to “unable to locate” is above 10%.

Contract Number/ Grantee Name	Data Field	Contracted Service Units**	First Fiscal Quarter (July-Sept)	Second Fiscal Quarter (Oct-Dec)	Third Fiscal Quarter (Jan-Mar)	Fourth Fiscal Quarter (Apr-Jun)	Fiscal YTD Total
GRA-RC031-13-0488-01 / Cocopah Indian Tribe	Quarterly Data Submission Status*		3	3	3		
	Number of families newly enrolled during the quarter		0	0	17		
	Number of families served	10	0	0	17		17
	Number of families at the end of the quarter (subtracting disenrolled)		0	0	17		
	Client turnover for the quarter		0	0	0		
	Number of families disenrolled during the quarter		0	0	0		
	Clients disenrolled due to moving		0	0	0		
	Clients disenrolled due to unable to locate		0	0	0		
	Number of families continuing to receive services who have moved out of the		0	0	0		
	Number of full time equivalent (FTE) home visitors at the end of the quarter		0.0	0.0	1.0		
	Homevisitor caseload for the quarter		0.0	0.0	17.0		
	Staff turnover for the quarter		0	0	0		
	Number of children newly enrolled during the quarter		0	0	25		
	Number of children served		0	0	25		
	Number of children eligible for developmental screening		0	0	5		
	Number of children receiving developmental screening		0	0	0		
	Number of children referred for follow-up		0	0	<25		
	Number of families who received community based referrals		0	0	346		
	Number of families reporting they are under or uninsured		0	0	2		
	Number of families receiving enrollment assistance to obtain insurance		0	0	1		

Data Reports by Regional Partnership Council

Council: Cocopah Tribe

Fiscal Year: 2013

Quality First - Regional Funding

Contract Number/ Grantee Name	Data Field	Contracted Service Units**	First Fiscal Quarter (July-Sept)	Second Fiscal Quarter (Oct-Dec)	Third Fiscal Quarter (Jan-Mar)	Fourth Fiscal Quarter (Apr-Jun)	Fiscal YTD Total
FTF-STATE-12-0336-02-Y2 / United Way of Tucson and Southern Arizona	Number of center based providers served	1	0	0	0	0	
	Number of home based providers served	0	0	0	0	0	
Contract Number/ Grantee Name	Data Field	Contracted Service Units**	First Fiscal Quarter (July-Sept)	Second Fiscal Quarter (Oct-Dec)	Third Fiscal Quarter (Jan-Mar)	Fourth Fiscal Quarter (Apr-Jun)	Fiscal YTD Total
FTF-STATE-13-0351-02 / Southwest Human Development	Number of center based providers served		0	0	0	0	
	Number of home based providers served		0	0	0	0	
Contract Number/ Grantee Name	Data Field	Contracted Service Units**	First Fiscal Quarter (July-Sept)	Second Fiscal Quarter (Oct-Dec)	Third Fiscal Quarter (Jan-Mar)	Fourth Fiscal Quarter (Apr-Jun)	Fiscal YTD Total
FTF-STATE-13-0426-01 / Southwest Human Development	Number of center based providers served		0	0	0	0	
	Number of home based providers served		0	0	0	0	
Contract Number/ Grantee Name	Data Field	Contracted Service Units**	First Fiscal Quarter (July-Sept)	Second Fiscal Quarter (Oct-Dec)	Third Fiscal Quarter (Jan-Mar)	Fourth Fiscal Quarter (Apr-Jun)	Fiscal YTD Total
ISA-STATE-12-0410-01-Y2 / Arizona Department of Health Services	Number of center based providers served		0	0	0	0	
	Number of home based providers served		0	0	0	0	

First Things First
Cocopah Tribe Regional Partnership Council

Governance Policy Manual

P R E F A C E

This document, initially adopted by the Cocopah Tribe Regional Partnership Council on June 3, 2008, and updated periodically thereafter, constitutes the complete and official body of policies for the governance and operation of the Cocopah Tribe 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 REGIONAL COUNCIL POLICY AS IT APPEARS IN ANY COPY OF THE GOVERNANCE POLICY MANUAL, PLEASE CHECK TO MAKE SURE THAT THE REGIONAL COUNCIL HAS NOT RECENTLY APPROVED ANY ADDITIONS OR REVISIONS TO THAT SPECIFIC POLICY.

Contact: (Sr. Regional Director Gary P. Arnold, at 602-769-5956 or email garnold@azftf.gov)

Contact Us:
First Things First
Cocopah Tribe Regional Partnership Council
233 S. 2nd Ave.
Yuma, AZ 85364
Phone: 928-343-3020
Fax: 928-343-4710

1-101 Organization, Authority and Location

The Cocopah Tribe Regional Partnership 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 Regional Partnership 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 Regional Partnership 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 Cocopah Regional Office is located in Yuma, Arizona. The office is maintained by the Regional Staff.

Adopted [June 3, 2008]

1-102 Departure from Regional Partnership Council Policy

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

Adopted June 3, 2008

1-103 Meetings of the Regional Partnership Council

The Regional Partnership Council shall adopt a calendar of regular meetings of the Regional Partnership Council prior to the beginning of each fiscal year. The Chairperson or any four members of the Regional Partnership Council may at any time call a special meeting of the Regional Partnership Council.

A majority of the membership of the Regional Partnership Council shall constitute a quorum for the transaction of business at any meeting of the Regional Partnership Council, but a number less than a quorum may adjourn from time to time. Regional Partnership 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 Regional Partnership Council shall be provided in accordance with the requirements of law. In addition, written notice shall be provided to each member of the Regional Partnership 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 Regional Partnership Council, plus the agenda and all material relating to agenda items, shall be transmitted to each member of the Regional Partnership Council at each member's last known place of residence or other designated address or email address by the quickest and most reliable method at least five 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 Regional Partnership 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 Regional Partnership Council as is appropriate to the circumstances and upon such public notice as is required by law. Special meetings may be held by teleconference and or videoconference. All material relating to special meeting agenda items shall be transmitted to each member of the Regional Partnership Council as far in advance of the meeting as possible.

Adopted June 3, 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/>) shall govern the deliberations of the Regional Partnership Council in all cases to which they are applicable and in which they are not inconsistent with these Regional Partnership Council policies and special rules of order the Regional Partnership Council may adopt, and with any applicable statutes.

The order of business for any regular meeting of the Regional Partnership 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 Regional Partnership Council
5. Reports, if any, from ad hoc or special committees appointed by the Regional Partnership Council
6. Matters presented by the First Things First Regional Director
7. Announcements and adjournment

Routine matters listed in the open session portion of the agenda for a regular meeting of the Regional Partnership Council may be grouped together and decided by the Regional Partnership Council without discussion or debate. Such matters shall be designated as "Consent Agenda Items." Any member of the Regional Partnership 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 Regional Partnership Council Chairperson.

During the course of any regular meeting of the Regional Partnership 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 Regional Partnership Council by that chairperson. Whenever a matter before the Regional Partnership 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 Regional Partnership Council, or take other appropriate action, and may otherwise direct the Regional Staff with respect to the matter.

All meetings of the Regional Partnership Council are open to the public except for executive sessions. The Regional Partnership 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 June 3, 2008

1-105 Call to the Public Procedure

The Cocopah Regional Partnership Council may conduct a “Call to the Public” when members of the public may address the Regional Partnership Council during a meeting of the Regional Partnership Council. Speakers who wish to address the Regional Partnership Council:

- Must turn in a signed request (using the form provided at the Regional Partnership Council meeting) to the Regional Director. Any written materials for the Regional Partnership Council should be included with this request.
- Are 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 addressed the Regional Partnership Council in the previous two months.
3. Other matters: presenters who have addressed the Regional Partnership Council in the previous two months.

The Regional Partnership 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 Regional Partnership Council, written materials may be provided to the Regional Director. All written materials are distributed to and given consideration by the Regional Partnership Council.

Because of the diversity of issues presented during “Call to the Public,” Regional Partnership 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 Regional Partnership Council is informed of the outcomes of the staff efforts to respond to the speaker’s concerns.

Adopted June 3, 2008

1-106 Minutes of Meetings of the Regional Partnership Council

Minutes of all meetings of the Regional Partnership Council shall be created and maintained in accordance with the requirements of law. The Regional Partnership 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 "Cocopah 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 Regional Partnership Council shall be furnished with copies of the minutes of the open session portion of each regular and special meeting of the Regional Partnership Council. Members of the Regional Partnership Council shall be furnished with copies of the minutes of the executive session portion of any meeting of the Regional Partnership 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 Regional Partnership 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 Regional Partnership Council or as otherwise required by law. Copies of minutes or excerpts from any minutes of the open session portion of any Regional Partnership 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 Regional Partnership Council, they shall be marked "Draft."

Adopted June 3, 2008

1-107 Committees and Subcommittees

The Regional Partnership Council may establish and maintain standing committees composed of members of the Regional Partnership 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 Regional Partnership Council and provide a report to the Regional Partnership Council of business conducted, or may meet as a committee of the whole during the course of a regular Regional Partnership Council meeting. All members of the Regional Partnership Council attending a standing committee meeting are eligible for voting on standing committee matters.

The Chairperson of the Regional Partnership 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 Regional Partnership Council, and shall designate the matters to be considered by said committees. All such committees shall act as advisory bodies to the Regional Partnership Council and report their recommendations to the Regional Partnership 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 Regional Partnership Council. Its members shall include the Chairperson, Vice-Chairperson and the chairs of any other Standing Committees established by the Regional Partnership Council. Unless otherwise directed by the Chairperson, the Chairperson will preside over the Executive Committee. If the law permits, the Regional Partnership 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 Regional Partnership Council.

Adopted June 3, 2008

1-108 Regional Partnership Council Officers and Their Duties

At the first regular meeting of the Regional Partnership Council following May 1 of each fiscal year beginning in 2008, the Regional Partnership 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 procedure shall be determined by the Regional Partnership Council.

In the absence of good reason to the contrary, it shall be the Policy of the Regional Partnership 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 Regional Partnership Council. Notwithstanding the previously stated preference for experience, the Regional Partnership Council may nominate any appointed member for its Chairperson and Vice-Chairperson. A majority vote of the appointed members of the Regional Partnership Council shall be required to elect.

It shall be the duty of the Chairperson to preside over the meetings of the Regional Partnership Council, to call meetings as herein provided, to serve as an ex officio member of all committees of the Regional Partnership 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 June 3, 2008

1-109 Communications To or From the Regional Partnership Council

Communications from the Regional Partnership Council to members of the legislature, the press and the public should, whenever possible, be transmitted by and through the Chairperson of the Regional Partnership Council. Inquiries in regard to matters upon which the Regional Partnership 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 Regional Partnership Council will feel obligated to answer inquiries. In these cases, the member of the Regional Partnership Council expressing an opinion as to matters upon which the Regional Partnership Council has taken a position should support the position taken by the Regional Partnership Council or make it perfectly clear that he or she is expressing an opinion that has not been approved by the Regional Partnership Council.

Adopted June 3, 2008

1-110 Lobbying

The Regional Partnership 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 Regional Partnership 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 Regional Partnership Council will not coincide with the interests of individual members of the Regional Partnership Council.

In approaching members of the State legislature or members of Congress, members of the Regional Partnership 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 Regional Partnership Council. In instances in which the Regional Partnership Council has taken an official position, the member endorsing a differing position shall make it clear to the legislative body that the Regional Partnership 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 Regional Partnership Council.

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

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

Adopted June 3, 2008

1-111 Conflict Of Interest

Regional Partnership 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 Regional Partnership Council member or employee who has a conflict of interest must disclose the interest and refrain from participating in the matter. Regional Partnership 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 Regional Partnership 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), Regional Partnership 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 Regional Partnership Council members 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 Regional Council review.

The Conflict of Interest Statement prepared annually by the Regional Director will be reviewed by the Regional Partnership Council.

Adopted June 3, 2008

1-112 Amendments

These policies shall not be added to, amended, or repealed except at a meeting of the Regional Partnership Council and by public vote of a majority of all voting members of the Regional Partnership 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 Regional Partnership Council.

Amendments to Regional Partnership 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 Regional Partnership 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 Regional Partnership Council may direct staff to make further changes or may vote its adoption.

Adopted June 3, 2008

1-113 Attendance

This policy is intended to support the full contribution of all Regional Partnership Council members. A member missing any Regional Partnership Council meeting shall contact the Regional Director to give advanced notice. An attendance problem shall be defined, per the Arizona Early Childhood Development and Health Board Policy on Regional Council Attendance, as:

- A member who has two consecutive unexcused absences
- A member has three consecutive absences
- A member who misses more than three meetings without excuse in a 12-month period
- A member who has more than five absences in a 12-month period

An excused absence occurs when a member is unable to attend a meeting due to emergency, illness, injury, or with notification provided one week in advance to the Regional Director of a previously scheduled travel or work or family obligation, which prevents participation at a meeting either in person or by phone.

In the event of an attendance problem, the chair will contact the member to discuss the problem. The chair will issue up to three letters notifying the member of the attendance problem, the intent of the Regional Partnership Council, and requesting a response from the member. The member's response will be shared by the chair with the full Regional Partnership Council at the next Regional Partnership Council meeting. At that meeting, the Regional Partnership Council will decide what action to take regarding the member's future membership.

In accordance with A.R.S. Section 8-1162(D), a member who misses more than three meetings without excuse or resigns their membership shall be replaced by the Arizona Early Childhood Development and Health Board after a public application process and with the input of the Regional Partnership Council.

Adopted July 1, 2009

Revised May 9, 2011