



Pascua Yaqui Tribe Regional Partnership Council

Call to Order/Welcome/Introductions

A Regular Meeting of the First Things First Pascua Yaqui Tribe Regional Partnership Council took place on June 12, 2014 at the Pascua Yaqui Tribal Education Center- Conference Room 243, 5100 West Calle Tetakusim, Tucson, Arizona, 85757. Chair Cecilia Garcia welcomed everyone and called the meeting to order at 11:50 a.m.

Members Present:

Chair Cecilia Garcia, Vice Chair Hector Youtsey, Pete Guerrero, Amalia Reyes, John Jensen, Shanna Ioane-Tautolo, Juanita Ayala, Marilynn Sando

Members Absent:

Francisco Munoz, Bill Rosenberg

Blessing

Vice Chair Youtsey provided a blessing.

Approval of May 8, 2014 Pascua Yaqui Tribe Regional Partnership Council Meeting Minutes

A motion was made by Vice Chair Youtsey that the Pascua Yaqui Tribe Regional Partnership Council approve the minutes of the May 8, 2014 Regional Council meeting as presented, seconded by Member Reyes. Motion carried.

Call to the Public

None at this time.

Presentation and Discussion: System Building

Chair Garcia turned the floor over to Mercedes Garcia, Pascua Yaqui Tribal Deputy Prosecutor, who gave a presentation about the state of the Tribal Child Welfare System. The presentation included information on tribal demographics, poverty, teen pregnancy, the child welfare database and an update on the juvenile court wards. Member Tautolo asked Ms. Mercedes Garcia if she had any recommendations for the regional council going forward. Ms. Garcia suggested providing information on parenting skills, and reaching out to single moms.

Chair Garcia then turned the floor over to Mildred Manuel, who provided an update on Sewa Uusim. She let the regional council know that Sewa Uusim is planning on hiring 4-5 new staff members, 3 of which will be considered Social Worker I's. The applications are currently open and many have been submitted, but they are waiting a little longer to review them in order to accumulate more applications to ensure they are able to find the best candidates. Member Jensen asked Ms. Manuel what their goal was time-wise for filling the two positions that the regional council was funding. Ms. Manuel responded that they were hoping for either July or August. She also let the regional council know that Kim Clark, Sewa Uusim's home visitor, has begun to generate revenue by billing clients for services, and they hope to eventually become self-sustainable by doing this.

Discussion and Possible Action: 2012-2014 Regional Needs and Assets Report- Draft

Chair Garcia let the regional council know that they would be providing feedback and possibly approving the draft of the Needs and Assets report, and that afterwards, ALTA Consulting would revise the final draft according to their suggestions. After that, the regional council will present the report to the Tribal Research Review Committee for their review and possible recommendation to Tribal Council to publish the report. Upon approval, the regional council would then submit the report to the First Things First State Board. Chair Garcia then turned the floor to Allison Titcomb of ALTA Consulting, who provided a general overview of the draft of the Needs and Assets Report. She reminded the members that the primary audience for the report would be the regional council, the secondary audience would be tribal departments, and the additional audience would be families. She mentioned that the purpose of the report was to compile available data and highlight the region’s needs and assets. Finally, she reminded the regional council that the content came from the U.S. Census, the State of Arizona, Tribal Departments and data from the survey that the regional council had conducted.

A motion was made by Member Jensen that the Pascua Yaqui Tribe Regional Partnership Council approves the 2012-2014 Needs and Assets Report with the changes suggested by the members, seconded by Member Reyes. Motion carried.

Chair Garcia announced that the regional council would take agenda items numbers 7 and 8 out of order.

Acknowledgment of the Sixth Anniversary of the Pascua Yaqui Tribe Regional Partnership Council

Chair Garcia turned the floor over to Senior Director Erin Lyons, who acknowledged each of the regional council members for their service, and handed out plaques and certificates.

Regional Director’s Report

Ms. Yocupicio-Chambers delivered her regional director’s report. She let the regional council know that she had given a presentation to the Education Oversight Committee the previous month. She let the regional council know that they were planning on having a meeting with First Things First CEO, Sam Leyvas, about the school readiness indicators.

Ms. Yocupicio-Chambers also let the regional council know that the next state board meeting would be held on July 22nd.

She gave a brief overview of the expenditure report, and noted that they were currently 70.3% expended. She also noted that June is the last month of the fiscal year and grantees will have 45 days after June 30th to submit any expenses.

Regional Council and Staff Announcements

Member Tautolo reminded the regional council of a previous conversation they had had about the possibility of having a fair for young children and their families. She let the regional council know that she, Member Youtsey, Member Jensen and other tribal staff had gotten together to begin the initial planning process. Their idea is to hold it at the AVA Amphitheater and have booths, activities, workshops, children’s performances and educational materials to hand out. This would serve as a way to connect families with services.

Ms. Lyons let the members know that there would need to be some further planning and conversation with First Things First to determine their level of involvement, such as whether First Things First would be a participant or a sponsor. She let the members know that sponsorship would be a very involved process that could take some time.

Future Agenda Items

Ms. Yocupicio-Chambers let the regional council know that she was planning on having the Arizona Early Intervention Program staff attend a future meeting to do a presentation about how to bring more early intervention services to the community.

Announcement of Next Regular Meeting

Chair Garcia announced that the next meeting would be held on July 10, 2014, at 11:30 a.m. at a location to be determined.

Adjourn

As there was no further business, Chair Garcia adjourned the meeting at approximately 2:25 p.m.

Submitted By _____
Emily McDuffie, Administrative Assistant

Approved By _____
Cecilia Garcia, Chair

Dated this ____ day of _____, 20 ____.

Attachment #2

July 2014						
S	M	T	W	T	F	S
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27	28	29	30	31		

Education Center

December 2014						
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28	29	30	31			

Facilities Building

February 2015						
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August 2014						
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31						

Head Start Center



March 2015						
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Facilities Building

September 2014						
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Head Start Center

April 2015						
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Head Start Center

October 2014						
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26	27	28	29	30	31	

Tribal Chambers

First Things First

Pascua Yaqui Tribe

Regional Partnership Council

Proposed Meeting Dates and Locations

FY 2015

(July 2014-June 2015)

The Second Thursday

of each month at 11:30 a.m.

(unless otherwise noted)

Regional Council Meeting

Holiday

May 2015						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Tribal Chambers

November 2014						
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30						

Education Center

January 2015						
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Tribal Chambers

June 2015						
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21	22	23	24	25	26	27
28	29	30				

Education Center

First Things First
Pascua Yaqui Tribe Regional Partnership Council
Governance Policy Manual

P R E F A C E

This document, initially adopted by the Pascua Yaqui Tribe Regional Partnership Council on June 26, 2008, amended October 12, 2010 and updated periodically thereafter, constitutes the complete and official body of policies for the governance and operation of the Pascua Yaqui 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: Tiburcia Yocupicio-Chambers at 520-628-6899 or email tychambers@azftf.gov

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First Things First

Pascua Yaqui Tribe Regional Partnership Council

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Fax 520-747-1029

1-101 Organization, Authority and Location

The Pascua Yaqui Tribe Regional Partnership Council (herein “the Council”) is established as a result of a ballot initiative, Proposition 203, which was approved by voters in November 2006. The purpose, authority, powers and duties of the Council are included in A.R.S. Title 8, Chapter 13 as well as in other statutes and laws of the State of Arizona. The Council is appointed by the Arizona Early Childhood Development and Health Board and assisted in the performance of its duties by staff employees known as the First Things First Staff. The Pima County Regional Office is located in Tucson, Arizona. The office is maintained by the Regional Staff.

Adopted June 26, 2008

1-102 Departure from Council Policy

- A. Persons desiring to depart from the policies adopted by the Council shall submit a request in writing to the Chairperson of the Council

- B. No departure from Council policy shall be permitted without the approval of the Council

Adopted June 26, 2008

1-103 Meetings of the Council

The Council shall adopt a calendar of regular monthly meetings of the Council prior to the beginning of each fiscal year, which begins on July 1 and ends on June 30. 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 Arizona law. In addition, prior written notice shall be provided to each member of the Council. All notices required by this policy shall at least specify the time, date, purpose, and place of the meeting. The public notices of open meetings shall be posted at least 24 hours prior to the meeting at www.azftf.gov and also at the Pima County Regional Office located at 3610 North Prince Village Place, Suite 100, Tucson, Arizona, 85719. Written notice of any regular meeting of the Council, plus the agenda and all material relating to agenda items, shall be transmitted to each member of the Council at each member's last known place of residence or other designated address by the quickest and most reliable method, including email at least five days prior to the date of such meeting. Amendments to the agenda must be made 24 hours prior to the meeting, and additional supporting materials not previously available, may be provided on the day of the 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 submitted in accordance with this policy.

Special meetings may be held upon such notice to the members of the Council when 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 Council as far in advance of the meeting as possible.

Adopted June 26, 2008

Amended August 9, 2011

Amended October 11, 2012

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 Council. If they are consistent with Council policies and special rules of order, the Council may adopt policy recommendations.

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 Consent Agenda item. The matter shall be considered and decided separately at such time in the meeting as directed by the Chairperson.

During the course of any regular meeting of the Council, the Chairperson shall act as presiding officer and all motions shall be directed to the Chairperson. However, the Chairperson may delegate to the chair of each respective standing committee the responsibility for chairing discussion of items presented to the Council by that Chairperson. Whenever a matter before the Council is deferred for further discussion, the Chairperson may assign the matter to an appropriate committee, schedule the matter for further consideration at a future meeting of the Council, or take other appropriate action, and may otherwise direct the Regional Staff with respect to the matter.

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

The Council may also hold informal workgroup meetings before the regular meeting is called to order. The purpose of the workgroup meeting is to review agenda items and supporting documentation to be presented during the regular meeting. This process will reduce discussion time and allow for more efficient and productive regular meetings.

Adopted June 26, 2008

Amended August 9, 2011

Amended October 11, 2012

1-105 Call to the Public Procedure

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

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

The Council retains its prerogative to:

- Refuse to hear comments on a specific issue if a public comment session has been held on the issue.
- Limit the time or the number of speakers on the same issue.
- Refuse to have letters read *on behalf of other individuals*.

If speakers comments are too long for the time allowed and can be provided in writing, or if members of the public would like materials distributed to the Council, such materials may be provided to the Regional Director. All written materials are distributed to and given consideration by the Council.

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

Adopted June 26, 2008

Amended August 9, 2011

1-106 Minutes of Meetings of the Council

Minutes of all meetings of the Council shall be created and maintained in accordance with the requirements of law. The Council may incorporate by reference into its minutes lists of staff changes, reports, lists of budget information, formal written resolutions and other material of similar import, and such material shall be maintained in a permanent file to be designated as the "Pascua Yaqui Tribe Regional Partnership Council's Documents File," which shall be kept in the custody of the Regional Director and available for ready reference.

Each member of the Council shall be furnished with copies of the minutes of the open session portion of each regular and special meeting of the Council. Members of the Council shall be furnished with copies of the minutes of the executive session portion of any meeting of the Council for the purpose of approving those minutes, after which all copies shall be returned to the Regional Director.

All minutes of the open session portion of any meeting of the Council shall be open to public inspection during regular business hours at the First Things First Regional Office located in Tucson, Arizona. 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, may be furnished by the Regional Director if the law permits such disclosure. If such minutes have not yet been approved by the Council, they shall be marked "Draft."

Adopted June 26, 2008

Amended August 9, 2011

Amended October 11, 2012

1-107 Committees and Subcommittees

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

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

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

All such standing, ad hoc, or special committees shall hold and conduct their meetings in accordance with requirements of the Arizona Open Meeting law. The chair of each such committee shall be its presiding officer and shall set the time, date and place of the meetings. The public notices of open meetings shall be posted at least 24 hours prior to the meeting at www.azftf.gov and also at the Pima County Regional Office located at 3610 North Prince Village Place, Suite 100, Tucson, Arizona, 85719.

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

The Nominating Committee shall be a standing committee of the Council. The purpose of this committee is to:

- Interview applicants deemed eligible for membership
- Nominate prospective Regional Partnership Council members to the First Things First Board for appointment to a Regional Council

The nominating committee will consist, at minimum, of two members. The Composition of this committee is determined by the Regional Council. Members of the committee may include current Regional Council members and/or community representatives who are not currently serving on the Regional Council. Regional Senior Directors and/or designated staff will assist the nominating committee by reviewing and screening applications, providing interview questions and providing logistical support to the committee.

Adopted June 26, 2008

Amended October 12, 2010

Amended August 9, 2011

Amended October 11, 2012

1-108 Council Officers and Their Duties

At the first regular meeting of the Council following May 1 of each fiscal year beginning in 2008, the Council shall elect a Chairperson and Vice-Chairperson from among the appointed members, to serve for the ensuing fiscal year beginning July 1. They shall hold office for twelve months or until successors are duly elected. The election shall be by ballot or voice vote.

In the absence of good reason to the contrary, it shall be the policy of the Council, in nominating members to serve as its Chairperson and Vice Chairperson, to nominate members who have previously served as a member of the executive committee to help ensure that individuals with past experience are able to provide continuity on the Council. Notwithstanding the previously stated preference for experience, the Council may nominate any appointed member for its Chairperson and Vice-Chairperson. A majority vote of the appointed members of the Council shall be required to elect.

It shall be the duty of the Chairperson to preside over the meetings of the Council, to call meetings as herein provided, to serve as an ex officio member of all committees of the Council, and to perform such other duties as are set forth in these policies or as shall be vested in the Chairperson.

It shall be the duty of the Vice-Chairperson to assume the duties of the Chairperson in the absence of the Chairperson. The Vice-Chairperson does not automatically succeed the Chairperson. Both the Chairperson and the Vice-Chairperson are eligible for reelection.

Adopted June 26, 2008

Amended October 11, 2012

1-109 Communications to or from the Council

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

In special circumstances, when Council members expertise provides better understanding on an issue, the Council may vote to appoint a spokesperson for the council

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

Adopted June 26, 2008

Amended October 11, 2012

1-110 Lobbying

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

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

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

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

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

Adopted June 26, 2008

Amended October 11, 2012

1-111 Conflicts of Interest

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

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

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

Under this law, a Council member or employee who has a conflict of interest must disclose the interest and refrain from participating in the matter. Council members and employees may find guidance on this subject in the Arizona Agency Handbook, which is available on the Attorney General's website at http://www.azag.gov/Agency_Handbook/Agency_Handbook.html. Public officers and employees should review conflicts of interest matters not specifically addressed in the Handbook with their supervisors or legal counsel.

In addition to complying with the conflict of interest provisions of Title 38, Chapter 3, Article 8, no Regional Partnership Council member shall vote on, or participate in the discussion of, any grant proposal in which any entity by which they are employed or on whose Council they serve has a substantial interest, as defined by Section 38-502.

In addition to complying with the conflict of interest provisions of Title 38, Chapter 3, Article 8, all Council members and employees shall complete a Conflict of Interest Statement upon adoption of this policy and annually thereafter on a form to be provided by the central office staff. These forms will be reviewed by the First Things First Regional Director and 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 Early Childhood Development and Health Board's upcoming agenda for disclosure purposes and to help ensure compliance with the conflict of interest laws. In addition, the Regional Director will prepare a summary report of the Conflict of Interest Statements filed each year for Council review.

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

Adopted June 26, 2008

Amended August 9, 2011

1-112 Amendments

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

Amendments to Council policy will require a two-step process to adopt: 1) the draft policy change will receive a *first reading* at a public meeting, during which Council members may discuss the draft amendment and request that staff make changes as deemed appropriate (a vote to adopt is not taken at this stage) and 2) the draft policy change will receive a *second reading* at a subsequent public meeting during which the Council may direct staff to make further changes or may vote its adoption.

Adopted June 26, 2008

Amended August 9, 2011

1-113 Attendance Policy

A.R.S. §8-1162(D), the state law governing First Things First, recognizes the importance of consistent attendance by Regional Council members with the following statement:

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

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

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

Notification of a previously planned obligation should be provided to the Regional Director at least 2 weeks in advance of the scheduled meeting. A Regional Council member who misses a meeting other than for a previously planned obligation shall contact the Regional Director as soon as possible providing an explanation for missing a meeting. An emergency is a situation that cannot reasonably be planned for in advance, e.g. car trouble, weather conditions, family illness and obligation to tribal ceremonies.

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

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

Problem Attendance: An attendance problem will be defined as:

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

Addressing an Attendance Problem: Upon identification of an attendance problem, the Regional Council Chair or Vice Chair will call the Regional Partnership Council member to discuss his/her attendance record and remind him/her of the attendance expectations. If the Regional Council member's difficulties are resolvable, then the Chair or Vice chair will attempt to help resolve them with assistance of staff.

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

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

Adopted September 08, 2009

Amended August 9, 2011

Amended October 11, 2012



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Pascua Yaqui Tribe Regional Partnership Council

Strategic Planning for SFY2016-SFY2018

Pascua Yaqui Tribe Regional Partnership Council

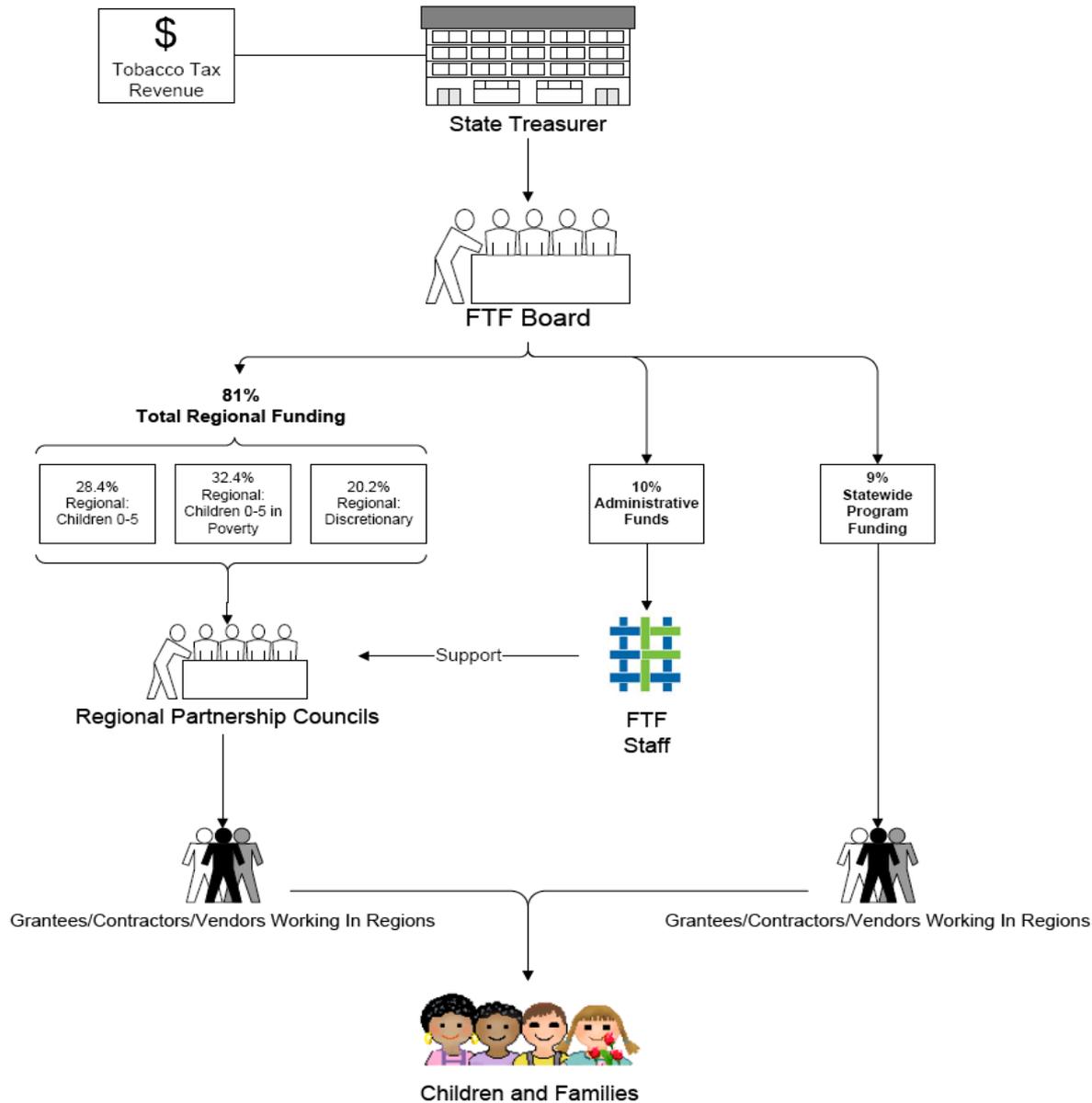
July 10, 2014



Funding Flow Diagram



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Regional Life Cycle



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Strategic Planning



Review of Progress

**Pascua Yaqui Tribe Regional Partnership Council
Programs and Services SFY2010-SFY2015**

Regional Funded Strategies						Community Outreach
				Community Awareness	Community Partnerships (Child Care Study)	Community Awareness
				Parent Outreach and Awareness		
				Community Based Professional Development Early Care and Education Professionals		
		Community Awareness		Parent Education Community-Based Training		
		Home Visitation & Community-Based Family Education		Home Visitation		
	Emergency Food Boxes	Quality First (including Child Care Health Consultation, scholarships TEACH, Child Care Scholarships, etc.)				
	Scholarships TEACH					
	Increase Insurance Enrollment					
	Child Care Homes Recruitment					
	SFY 2010	SFY 2011	SFY 2012	SFY 2013	SFY 2014	SFY 2015

- ❖ Family Support and Quality and Access goal areas were identified by the Regional Council as the central priorities for funding.
- ❖ The Regional Council has been working on many Coordination and Collaboration opportunities within the region and cross-regionally to support the tribal families and children.

Strategic Planning Timeline

State Fiscal Year 2014 ended June 30. The new SFY2015 began July 1. We are entering into strategic planning for SFY2016-2018

August	September	October	November	December
<p>8/14- Regional Council Meeting- Strategic Planning for SFY2016 Funding Plan:</p> <ul style="list-style-type: none"> Reflecting on SFY2013-SFY2015 strategic vision while looking forward to SFY2016-SFY2018. Regional Council discuss next steps to help inform strategic planning. <p>8/18-8/19-Early Childhood Summit, including Pima Cross Regional Communication Meeting and FTF Board Meeting.</p>	<p>9/11- Regional Council Meeting- Strategic Planning for SFY2016 Funding Plan:</p> <ul style="list-style-type: none"> Regional Council identifies and solidifies priorities for SFY2016. <p>9/29-9/30- FTF Board Meeting, SFY2016 Regional Allocations Approved .</p>	<p>10/23- Regional Council Meeting- Strategic Planning for SFY2016 Funding Plan:</p> <ul style="list-style-type: none"> Regional Council reviews a working document that will synthesize Regional Data (SFY2014 data, school readiness indicators, regional priorities and tentative strategies for SFY2016). 	<p>11/13- Regional Council Meeting- Decision-making for SFY2016 Funding Plan</p> <ul style="list-style-type: none"> Keeping in mind the vision, priorities and indicators set from prior Regional Council discussions, the Regional Council allots funding to strategies. Strategies will be tied to funding from SFY2016 regional dollars. Identification of target population for each strategy. 	<p>12/5- SFY2016 Regional Funding Plan due</p> <p>12/11- Regional Council Meeting- Final Review of SFY2016 Regional Funding Plan.</p>



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Attachment #5

Regional Director's Report for July 10, 2014

Regional Updates:

2012-2014 Needs and Assets Report

- ❖ June 24- Member Jensen and Regional Director submitted the Regional Needs and Assets Report to Director Howard and the Research Review Committee.
- ❖ July 3- Meeting with the Tribal Research Review Committee to present and discuss the Regional Needs and Assets Report.

Regional Strategy Implementation

- ❖ June 19- Meeting with TUSD and Head Start staff to discuss the preschool site at Johnson School.

Regional Benchmarks

- ❖ July 16- FTF CEO Sam Leyvas will present to the Tribal Education Oversight Committee the First Things First (FTF) School Readiness Indicators and request permission from the Pascua Yaqui Tribe to obtain data to measure the school readiness indicators. After Tribal Council approval, that data will be summarized and presented to the Pascua Yaqui Regional Partnership Council for the purpose of setting their regional benchmarks.

Pima Cross-Regional Communications Committee

- ❖ The Regional Council has participated in cross-regional communications efforts with the other Regional Partnership Councils in Pima County (Central Pima, North Pima, South Pima, and Tohono O'odham Nation). Representatives of each regional council meet regularly to discuss, plan and execute cross-regional community awareness, outreach and education on the importance of early childhood development and health, as well as the role of First Things First.
- ❖ The Pima Cross-Regional Communications Committee will meet at the Summit in August. Each Regional Council in Pima County needs to reaffirm the member that represents them on this committee prior to meeting at the Summit. Hector Youtsey has been the regional council representative on this committee.

Fiscal Year 2014 Expenditure Report

- ❖ As of July 2nd, our grantees had expensed their Fiscal Year 2014 awarded funds at 70.5%, which you can see highlighted at the bottom of the expenditure report. Please refer to *Attachment #6*.

Fiscal Year 2014 Quarter 3 Data Report

- ❖ Please refer to *Attachment #7*.

Statewide Updates:

FTF Public Awareness Campaign

One of First Things First's chief responsibilities, by law, is to increase public information on the importance of early childhood development and health. This information is key in order for parents, caregivers and other adults to do their part in getting Arizona's kids ready for school and set for life.

A key strategy for achieving this requirement is paid advertising, which provides short bursts of valuable early childhood messages repeated many times and a website where parents, caregivers and others interested in early childhood can go to get much more detailed information about how to support the health and learning of our youngest kids.

In order to remain visible and relevant among the wave of advertising parents and caregivers are exposed to every day, First Things First varies the content of its advertising every 18 months or so.

The upcoming ads are testimonial in nature and feature three community volunteer spokespeople: Nicole Teyechea McNeil, an early educator from Phoenix; Dr. Lyndy Jones, a Tempe pediatrician; and, the Honorable Richard Weiss, a Juvenile Court Presiding Judge in Mojave County. The content of the ads are straight-forward messages about early childhood including:

- Teachers Know: School Success Begins at Birth;
- 90% of a Child's Brain Develops by Age 5; and,
- Strong Families Build Strong Communities.

Each ad concludes with the call to action, "First Things First, Arizona!" and our web address.

Our new creative will launch at the end of June/mid-July and includes television, radio, online, cinema, newspaper, magazine and (in areas where limited advertising space is available) grocery. We look forward to helping more Arizonans understand the critical importance of the early years and what they can do to help our youngest children succeed in school and in life.

Social Media

Public engagement through our social media channels continues to grow. FTF now has more than **50,000 friends on Facebook**, and more than 1,100 followers on Twitter.

Upcoming Events

- ❖ July 29- Regional Council Members Orientation from 9:30 a.m. – 2:30 p.m. at the City of Tucson Resource Campus, Sentinel Building, 320 Commerce Park Loop in Tucson.
- ❖ August 18 and 19 – FTF Early Childhood Summit. Phoenix Convention Center.

SFY2014 Pascua Yaqui Tribe Expenditure Report

	Grantee Name	Contract Period	Total Allotment	Awarded	YTD Expense	Expense Variance	% of Award Expended	Reimbursement Activity	
								Pending	Paid (Last 30 Days)
Coordination	Community Partnerships Strategy	Strategy Subtotal:	\$9,000	\$9,000	\$3,375	\$5,625	37.5%		
	Pascua Yaqui Tribe	09/01/2013-06/30/2014		\$9,000	\$3,375	\$5,625	37.5%		
		Goal Area Subtotal:	\$9,000	\$9,000	\$3,375	\$5,625	37.5%		
Evaluation	Needs and Assets Strategy	Strategy Subtotal:	\$0	-	-	-	0.0%		
				-	-	-	0.0%		
	Statewide Evaluation Strategy	Strategy Subtotal:	\$11,481	\$11,481	\$11,481	-	100.0%		
	First Things First (FTF-Directed)	07/01/2013-06/30/2014		\$11,481	\$11,481	-	100.0%		
	Goal Area Subtotal:	\$11,481	\$11,481	\$11,481	-	100.0%			
Family Support	Home Visitation Strategy	Strategy Subtotal:	\$105,000	\$105,000	\$46,069	\$58,931	43.9%		
	Pascua Yaqui Tribe	07/01/2013-06/30/2014		\$105,000	\$46,069	\$58,931	43.9%		
	Parent Education Community-	Strategy Subtotal:	\$40,000	\$40,000	\$14,492	\$25,508	36.2%		
	Pascua Yaqui Tribe	07/01/2013-06/30/2014		\$40,000	\$14,492	\$25,508	36.2%		
	Parent Outreach and Awareness	Strategy Subtotal:	\$750	-	-	-	0.0%		
	Goal Area Subtotal:	\$145,750	\$145,000	\$60,561	\$84,439	41.8%			
Health	Child Care Health Consultation	Strategy Subtotal:	\$7,465	\$7,465	\$6,416	\$1,050	85.9%		\$695
	First Things First (FTF-Directed)	07/01/2013-06/30/2014		\$304	\$304	-	100.0%		
	Maricopa County Department of Public Health	07/01/2013-06/30/2014		\$104	\$21	\$83	20.1%		\$2
	Pima County Health Department	07/01/2013-06/30/2014		\$6,868	\$5,915	\$953	86.1%		\$670
		07/01/2013-06/30/2014		\$189	\$176	\$13	93.0%		\$23
		Goal Area Subtotal:	\$7,465	\$7,465	\$6,416	\$1,050	85.9%		\$695
Professional									

Council: Pascua Yaqui Tribe

Fiscal Year: 2014

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

Note:

A Quarterly Data Submission Status of "0" may be assigned in the following scenarios:

- (a) The grantee did not set their PGMS data submission status to "complete" or did not submit data via other acceptable file transfer protocols
- (b) The grantee signed their contract only one month prior to the end of the quarter and data submission is not applicable until the following quarter
- (c) The contract's strategy-specific data reporting requirements may not be available and/or no training on data submission has taken place

**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

Birth to Five Helpline- Statewide 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-13-0351-01-Y2 / Southwest Human Development <div style="border: 1px dashed black; padding: 5px; width: fit-content;"> This is a statewide strategy. </div>	Number of new callers		2				
	Number of repeat callers		0				
	Number of calls received (new and repeat)	0	2				2
	Number of new calls from parent, caregiver, or family with children (0-5 yrs)		2				
	Number of new calls from other callers		0				
	Number of callers referred for follow-up service			1			
	Number of callers reporting receiving appropriate follow-up or service			1			

Community Based Professional Development Early Care and Education Professionals (Communities of Practice)

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-MULTI-13-0389-03-Y2 / United Way of Tucson and Southern Arizona	Quarterly Data Submission Status*		3	3	3		
	Number of training sessions conducted		12	6	9		
	Number of professionals attended	32	49	67	66		182
	Average attendance per training session		4.1	11.2	7.3		
	Number of trainings offered as college credit		8	5	3		

Professional Development Alliance, led by United Way of Tucson and Southern Arizona in partnership with Child & Family Resources, Easter Seals Blake Foundation, Early Childhood Development Group, Southern Arizona Association for the Education of Young Children, Tucson Unified School District, Tohono O’odham Community College, Pima Community College Center and University of Arizona.

Developmental and Sensory Screening

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-RC024-14-0610-01 / Pascua Yaqui Tribe	Quarterly Data Submission Status*		3	3	3		
<div style="border: 1px dashed black; padding: 5px;"> The developmental screenings are provided to the children whose families are receiving Home Visitation services. </div>	Number of developmental screenings conducted		8	9	10		
	Number of developmental screening results forwarded to AZEIP, Part B or a medical home		0	1	0		
	Number of children referred for developmental delay follow-up		0	0	0		
	Number of children received developmental screening		8	9	10		

Health Insurance Enrollment

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-RC024-14-0610-01 / Pascua Yaqui Tribe	Quarterly Data Submission Status*		3	3	3		
<div style="border: 1px dashed black; padding: 5px;"> The health insurance enrollment assistance is provided to the families that are receiving Home Visitation services. </div>	Number of families reporting they are un-insured		0	0	0		
	Number of families who received enrollment assistance for AHCCCS and/or Kids Care (new enrollment)		0	0	0		
	Number of families served requesting assistance with re-enrollment into AHCCCS or KidsCare		0	1	0		
	Number of families served		0	1	0		
	Number of families served requesting assistance that enrolled into AHCCCS		0	1	0		
	Number of families served requesting assistance that enrolled into Kids Care (KidsCare I or II)		0	0	0		
	Number of families not eligible for -AHCCS, KidsCare or IHS- public insurance referred to low-cost health care services		0	0	0		

Home Visitation



Data field: 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-RC024-14-0610-01 / Pascua Yaqui Tribe	Quarterly Data Submission Status*		3	3	3		
<p>This Grant Agreement provides funds for 2 home visitors. There is still only 1 staff providing home visitation services to the families.</p> <p>Client turnover may be for a positive reason such as families successfully graduated from the program or the child entered kindergarten.</p>	Number of families newly enrolled during the quarter		7	5	8		
	Number of families served	30	7	12	20		20
	Number of families at the end of the quarter (subtracting disenrolled)		0	3	5		
	Number of families disenrolled during the quarter		8	1	6		
	Number of full time equivalent (FTE) home visitors at the end of the quarter		1.0	1.0	1.0		
	Families disenrolled due to moving		75.0%	100.0%	83.3%		
	Families disenrolled due to unable to locate		0	0	16.7%		
	Number of children newly enrolled during the quarter		10	11	8		
	Number of children served		10	21	29		
	Number of families who received community based referrals		37	140	39		

Parent Education Community-Based Training

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-RC024-14-0611-01 / Pascua Yaqui Tribe	Quarterly Data Submission Status*		3	3	3		
	Number of trainings conducted		1	4	3		
	Number of adults attended	20	20	15	33		68
	Average attendance per training session		20.0	3.8	11.0		

Data Reports by Regional Partnership Council

Council: Pascua Yaqui Tribe

Fiscal Year: 2014

Quality First Coaching & Incentives - Regional Funding (Coaching, Incentives, Assessment and Licensure Support Components)

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
	Number of Centers	1	0	0	0	0	
	Number of Homes	5	2	2	2	0	
	Number of Rating Only Centers	0	0	0	0	0	

Scholarships TEACH - All

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-13-0350-01-Y2 / Association for Supportive Child Care	AA Degrees Completed		0	0	0		
	CDA Credentials Completed		0	0	0		
	AA Credits Completed		10	23	23		
	AA Contracts Completed		1	1	1		
	AA Withdrawn		0	0	0		
	AA Scholarships Awarded		3	3	3		
	CDA Scholarships Withdrawn		0	0	0		
	CDA Scholarships Currently Awarded		0	0	0		
	Scholars Currently Receiving T.E.A.C.H. Scholarship		3	3	3		
	Quality First Facilities with Current T.E.A.C.H. Scholars		1	1			
	Non-QF Facilities with Current T.E.A.C.H. Scholars		2	1	2		
	BA Applications Pending		1	1	1		

This data includes Quality First TEACH and Regional/Additional TEACH.

Acronyms:
AA: Associate's Degree
CDA: Child Development Associate Credential
BA: Bachelor's Degree (Central Pima and South Pima are piloting the TEACH BA through regional funds)