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10-15-2014 CCHS Attachment 1

AGENDA ITEM: Meeting Minutes

BACKGROUND: Meeting minutes of the September 18, 2014 Regular Meeting and August 25, 2014 Work Session minutes are included for review and possible approval.

RECOMMENDATION: The Regional Director recommends review and approval of the September 18, 2014 Regular Meeting Minutes and August 25, 2014 Work Session Minutes.

DRAFT



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10-15-2014 CCHS Attachment 1



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Arizona Early Childhood Development & Health Board Cochise Regional Partnership Council

Meeting Minutes September 18, 2014

Call to Order/Pledge of Allegiance/Introductions

The Regular Meeting of the First Things First Cochise Regional Partnership Council was held on Thursday, September 18, 2014, at the Cochise College - Douglas Campus, 4190 West Highway 80, Douglas, Arizona, 85607.

Chair Hoyack welcomed everyone, and called the meeting to order at approximately 1:05 p.m. Member Strain lead the Regional Council Members and those present in the Pledge of Allegiance.

Roll Call

Council Members Present:

Rev. Shawn Buckhanan (via phone), Marge Dailey, Chuck Hoyack, Laura Killberg, Anthony Reed (via phone at 1:27p.m.),Telly Stanger, Jane Strain, Kathleen Vedock (via Phone), and Nancy-Jean Welker

Council Members Absent: Danielle Brownrigg, and Thomas Reardon

Declarations of Conflicts of Interest

Chair Buckhanan explained to the Regional Council Members that they could declare their Conflicts of Interests at this time or wait until the specified agenda item. No conflicts were declared.

Call to the Public

Chair Buckhanan made a Call to the Public. There were three Calls to Public at this time.

Jennifer Widdows, Community Member, spoke about her experiences with the Parents as Teachers program and how they have made a positive difference in her life.

Charlotte Taylor, Easter Seals Blake Foundation Parents as Teachers, thanked the Regional Council Members for supporting their efforts and gave information regarding the services and screenings that Parents as Teachers provide.



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10-15-2014 CCHS Attachment 1

Christina Riddle, Easter Seals Blake Foundation Parents as Teachers, read two letters from participating families in the Parents as Teachers program to the Regional Council Members.

Discussion and Possible Approval of Minutes

A. July 17, 2014 Regular Minutes

Chair Hoyack asked the Regional Council Members for a discussion and possible approval of the July 17, 2014 Regular Meeting minutes.

A motion was made by Member Strain to approve the July 17, 2014 Regular Meeting Minutes; seconded by Member Dailey. Motion carried by a roll call vote (7-0-1). Member Stanger abstained from the vote.

Member Brownrigg	Absent	Member Strain	Yes
Member Dailey	Yes	Member Vedock	Yes
Member Killberg	Yes	Member Welker	Yes
Member Reardon	Absent	Vice Chair Buckhanan	Yes
Member Reed	Absent	Chair Hoyack	Yes
Member Stanger	Abstained		

B. August 25, 2014 Work Session Minutes

Chair Hoyack asked the Regional Council Members for a discussion and possible approval of the August 25, 2014 Work Session minutes.

A motion was made by Member Killberg to approve the August 25, 2014 Work Session Minutes; seconded by Member Stanger. Motion failed by a roll call vote (5-0-3). Member Dailey, Member Vedock, and Member Welker abstained from the vote. The Regional Council will revisit this agenda item at the next meeting.

Member Brownrigg	Absent	Member Strain	Yes
Member Dailey	Abstained	Member Vedock	Abstained
Member Killberg	Yes	Member Welker	Abstained
Member Reardon	Absent	Vice Chair Buckhanan	Yes
Member Reed	Absent	Chair Hoyack	Yes
Member Stanger	Yes		

Member Reed arrived via phone at 1:27p.m.

Presentation and Discussion of the Statewide Strategic Communication Plan

Chair Hoyack recognized Angela Mussi, Senior Director of Community Outreach First Things First, who gave a brief power point presentation over the phone with the help of Melissa Avant, Regional Director.



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10-15-2014 CCHS Attachment 1

Ms. Mussi's presentation included information on Foundation Building, Goals, Integrated Work, Strategic Messaging, and the Community Outreach Model. There was a brief discussion between Ms. Mussi and the Regional Council Members after the presentation.

Discussion of Cochise Regional Partnership Council

Governance Policy – First Read

A brief discussion took place between Chair Hoyack and the Regional Council Members regarding the Governance Policy, with an emphasis on the Attendance policy portion. Chair Hoyack asked that the council look over the Governance policy before the next meeting.

Review of SFY2014 Grantee Financial, Data and Narrative Reports

Chair Hoyack recognized Ms. Avant who introduced Marjorie Bennett; Fiscal Specialist, First Things First. Ms. Bennett gave a brief overview of the reports provided in the packet including information on Financial, Data – Year End, and Narrative – 4th Quarter.

Strategic Planning FY16-18 and Review of Funded Strategies

A. Quality First and Quality First Scholarships

Chair Hoyack recognized Ms. Avant who gave an overview of the Historical Review document, Quality First information and new Quality First Scholarship procedures that will go into effect. Ms. Avant discussed local Cochise County data and facilitated a lengthy discussion with the Regional Council Members regarding Quality First as a priority for the next three year cycle.

B. Home Visitation

Ms. Avant gave an overview of the Data and information provided in the packet. Ms. Avant facilitated a lengthy discussion with the Regional Council Members.

C. Oral Health

Ms. Avant gave an overview of the Oral Health Data and information provided in the packet.

Vice Chair Buckhanan left the meeting and disconnected from the phone at 3:19p.m.

Discussion of Work Session Conversations

Chair Hoyack explained the documents provided in the packet.

Regional Director's Report

Chair Hoyack recognized Ms. Avant who welcomed Member Stanger to the First Things First Cochise Regional Council. Ms. Avant gave a brief overview on the following topics: SFY2016 Proposed Regional Allocation and Possible New Strategies including Professional Development, Health, and Family Support.

Recommended Future Agenda Items

Chair Hoyack explained to the Regional Council Members that they could recommend future agenda items at this time. Member Strain expressed that she would like to discuss Public Private Partnerships in the future and asked Ms. Avant if she could provide the Regional Council Members with the Kindergarten Readiness Inventory document.



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10-15-2014 CCHS Attachment 1

Announcements

A. Next Regular Meeting: October 16th, 2014 – Ethel Berger Center, Sierra Vista, Arizona

B. Council Member Summary of Events:

Member Reed – will have an update on the United Way next meeting.

Member Welker – announced that the San Simone Valley Literacy Program just got their 501c3 nonprofit status and is very proud of this accomplishment.

Chair Hoyack – announced that the Cochise College will be celebrating their 50th Year Anniversary and spoke of the events that will be taking place.

Ms. Avant – presented the Regional Council with a plaque from the City of Sierra Vista for their participation in the Back to School Fair and gave good news regarding the partnership with Read on Cochise County.

Adjournment

With no further business before the Regional Council, Chair Hoyack adjourned the meeting at 3:42 p.m.

Dated this _____ day of _____, 20_____.

Submitted By: Sarah Furnas
Administrative Assistant II

Approved By: _____
Chair, Chuck Hoyack



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10-15-2014 CCHS Attachment 1



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Arizona Early Childhood Development & Health Board Cochise Regional Partnership Council

Work Group Meeting Minutes August 25, 2014

Call to Order/ Introductions/ Roll Call

The Work Group meeting of the First Things First Cochise Regional Partnership Council was held on Monday, August 25, 2014, at the Sierra Vista Public Library Mona Bishop Room, 2600 Tacoma Street, Sierra Vista, Arizona, 85635.

Chair Hoyack welcomed everyone, and called the meeting to order at approximately 1:57 p.m.

Council Members Present:

Danielle Brownrigg, Rev. Shawn Buckhanan (Via Phone), Chuck Hoyack, Laura Killberg, Anthony Reed, and Telly Stanger

Council Members Absent: Marge Dailey, Tom Reardon, Jane Strain, Kathleen Vedock, and Nancy-Jean Welker

Chair Hoyack introduced Regional Council Member Telly Stanger and Regional Council Member Anthony Reed.

Discussion of the 2014 Early Childhood Summit

Chair Hoyack asked the Regional Council Members for a discussion regarding the 2014 Early Childhood Summit. The Regional Council Members discussed what they learned at the Summit, the information provided at the Summit and spoke of their individual experiences.

Presentation and Discussion of Regional Assessment, Needs and Assets

A. Summary of 2014 Needs and Assets Report

Chair Hoyack recognized Melissa Avant, Cochise Regional Director First Things First, who gave a brief explanation of the Needs and Assets summary and the data sheets provided.

Vice Chair Buckhanan lost phone connection and quorum was lost at 2:10 p.m.

Vice Chair Buckhanan called back and meeting reconvened at 2:11 p.m.



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10-15-2014 CCHS Attachment 1

B. Review of 2013-2015 Strategic Direction, School Readiness Indicators and First Things First Priority Roles

Ms. Avant gave a brief explanation of information provided on the SFY 2013-2015 Regional Priorities sheet and the FY 2013-2015 Funding Plan Summary sheet.

Needs and Assets Activity

Chair Hoyack recognized Ms. Avant who explained the Needs and Assets activity. The Regional Council members were separated into different groups with community members to work on the activity. Each group discussed problems and solutions in Cochise County according to the Needs and Assets report data. Groups were called upon to report their "Problem".

Member Reed left the room and quorum was lost at 2:50 p.m.

Member Reed returned and meeting reconvened at 2:51 p.m.

Groups were called upon to report their "Solution" to the problem. Ms. Avant collected the results from each group.

Adjournment

With no further business before the Regional Council, Chair Hoyack adjourned the Work Group meeting at 3:29 p.m.

Dated this _____ day of _____, 20_____.

Submitted By: Sarah Furnas
Administrative Assistant II

Approved By: _____
Chair, Chuck Hoyack



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10-15-2014 CCHS Attachment 2

AGENDA ITEM: Sponsorships

BACKGROUND: Within the Communication budget the Regional Council has allocated \$41,000 dollars for Community Awareness. The purpose of this budget is to set aside small funding allocations for educational reinforcement materials, scholastic books, event participation and event sponsorships.

Last year the sponsorship was in the amount of \$1,800. The \$200 increase is due to the change of location and to cover the activities that the mall sponsored.

RECOMMENDATION: The Regional Director recommends approval of the requested sponsorship in the amount of \$2,000 for the City of Sierra Vista Children's Holiday Party in December 2014.



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10-15-2014 CCHS Attachment 2



September 26, 2014

Melissa Avant, MPA
Regional Director
Cochise Regional Partnership Council

Ms. Avant,

Thank you for speaking to me previously about the 2014 Children's Holiday Party (CHP). I would like to again request the support of the Council and "First Things First" as a sponsor for this year's family event to be held Saturday, December 13 from 10:00 a.m. – 12:00 Noon at Buena High School, Sierra Vista.

The sponsorship request is \$2,000 and helps cover the cost of promoting the event through various media outlets and mediums. Sponsorships also help cover direct costs that make the event & activities possible. FTF will receive exposure leading up to the event as well as recognition and participation at the event. Radio spots, event flyers, etc will all help recognize First Things First (FTF) support.

The Children's Holiday Party serves as a family-friendly community event that focuses on providing positive experiences and holiday memories for children. The CHP has been a tradition in the community for decades, and this year again all the activities will be FREE for the participants. This is only possible with support from the community members like FTF. Last year's event attracted over 2500+ people and since the response was so positive we anticipate an even larger crowd this year! Families participating fit largely into the FTF demographic with children 0-5 years, their siblings, and extend families in attendance. With the event at Buena, we hope young children will feel "school can be fun"!

Staff from First Things First have attended and experienced first-hand the extensive community-wide exposure that Sierra Vista Leisure Services brings to events and how we constantly strive to serve the community. I enjoyed partnering with FTF previously at this event last year, as well as the "Back To School Fair", the Easter Eggstravaganza and look forward to having you participate at this year's Children's Holiday Party.

Sincerely,

Ken James, CPRP
City of Sierra Vista Recreation Supervisor



Leisure & Library Services

Department of Leisure & Library Services
520-458-7922 • 520-452-7035/fax

3020 East Tacoma Street
Sierra Vista, AZ 85635



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10-15-2014 CCHS Attachment 3

AGENDA ITEM: Governance Policy

BACKGROUND: Review of Governance Policy

RECOMMENDATION: The Regional Director presents this for information purposes only.



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10-15-2014 CCHS Attachment 3

First Things First
Cochise Regional Partnership Council

Governance Policy Manual

P R E F A C E

This document, initially adopted by the Cochise Regional Partnership Council on June 25, 2008, and updated periodically thereafter, constitutes the complete and official body of policies for the governance and operation of the Cochise 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. Copies of the Manual are available from the First Things First regional office and online at <http://www.azftf.gov>. Prior to acting in reliance upon a specific policy as it appears in any copy of the Manual, please check to make sure that the Council has not recently approved any additions or revisions to that specific policy.

Contact: Melissa Avant, at 520-378-3280 or email mavant@azftf.gov

Contact us:

First Things First
Cochise Regional Partnership Council
77 Calle Portal Ste. B140
Sierra Vista, AZ 85635
520-378-3280



FIRST THINGS FIRST

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10-15-2014 CCHS Attachment 3

Table of Contents

- 1-101 Organization, Authority and Location
- 1-102 Council Officers and Their Duties
- 1-103 Meetings of the Council
- 1-104 Meeting Procedures
- 1-105 Call to the Public Procedures
- 1-106 Meeting Minutes
- 1-107 Committees and Subcommittees
- 1-108 Conflicts of Interest
- 1-109 Communications from the Council
- 1-110 Lobbying & Campaigning
- 1-111 Attendance
- 1-112 Code of Conduct
- 1-113 Departure from Council Policy
- 1-114 Amendments



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10-15-2014 CCHS Attachment 3

1-101 Organization, Authority and Location

In November 2006, Arizona voters passed Proposition 203, a ballot initiative that established A.R.S. Title 8, Chapter 13 and created First Things First. Subsequently, the First Things First Arizona Early Childhood Development and Health Board (“the Board”) designated the Cochise region and created the Cochise Regional Partnership Council (“the Council”) effective July 1, 2007 pursuant to A.R.S. Title 8, Chapter 13, Article 2. The Council’s purpose, authority, powers and duties are included in A.R.S. Title 8, Chapter 13 as well as in other statutes and laws of the State of Arizona. The Council members are appointed by the Board and assisted in the performance of their duties by First Things First staff. The Cochise Regional Office is located in Sierra Vista, Arizona and is maintained by First Things First regional staff.

Adopted June 25, 2008; Revised September 16, 2010; Revised September 15, 2011; Revised May 16, 2013;



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10-15-2014 CCHS Attachment 3

1-102 Council Officers and Their Duties

In the last quarter of each fiscal year, the Council shall elect a Chairperson and Vice-Chairperson from among the appointed members to serve for the ensuing fiscal year beginning July 1, who shall hold office for twelve months and until successors are duly elected.

The 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 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 Chairperson or the Vice Chairperson may be removed from office by a majority vote of the appointed members of the Council upon motion by a Council member alleging the violation of a specific provision of this Governance Policy Manual or alleging specific actions which bring into public disrepute the Council, the Board or First Things First as an organization. If a Chairperson or Vice Chairperson is removed, a replacement shall be elected as soon as is practicable.

Adopted



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10-15-2014 CCHS Attachment 3

1-103 Meetings of the Council

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

Six members of the Council shall constitute a quorum for the transaction of business at any Council meeting. It is the policy of First Things First to adjourn a meeting when quorum is lost. Council members may participate at any meeting in person, by teleconference and/or by videoconference provided that all members may hear one another and the public can attend and listen to all members.

Written notice of any regular meeting of the Council, plus the agenda and all material relating to agenda items, shall be transmitted to each Council member at least five calendar days prior to the date of such meeting. Amendments to the agenda and additional supporting materials, not previously available, shall be transmitted at least 24 hours prior to the scheduled meeting. All notices, agendas and other materials may be transmitted to Council members by email or by any other quick and reliable method to each member's last known place of residence or other designated address. A Council member may request in writing at least 10 days prior to a meeting to receive a copy of the documents by mail instead of email. Except with the approval of three-fourths of the Council members in attendance at a meeting, and if permitted by law, no action shall be taken by the Council on any matter where the supporting materials were not timely transmitted in accordance with this policy.

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

Adopted June 25, 2008; Revised September 16, 2010; Revised September 15, 2011; Revised May 16, 2013;



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10-15-2014 CCHS Attachment 3

1-104 Meeting Procedures

Council meetings shall be conducted by the Chairperson, the Vice Chairperson or designee acting as Chairperson of the Council. The Chairperson is responsible for maintaining order in each Council meeting and giving each Council member a fair opportunity to participate in the discussion and resolution of issues that come before the Council. The Chairperson is also responsible for determining the manner of any public participation and for maintaining order during public participation in any Council meetings. All motions shall be directed to the Chairperson.

All Council committee meetings shall be conducted by the chairperson of the committee or the committee chairperson's designee. The chairperson of each committee has the same responsibilities for each committee meeting that the Chairperson has for Council meetings.

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

The agenda for any regular meeting of the Council 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 the consent agenda
4. Adoption of all consent agenda items
5. Matters of Council business for discussion and approval
6. Reports, if any, from committees appointed by the Council
7. Matters presented by the First Things First Regional Director
8. Announcements and adjournment

Routine matters may be grouped together and decided by the Council without discussion or debate. Such matters shall be designated as "Consent Agenda Items." Any member of the Council may request discussion or debate on any individual item listed as a Consent Agenda Item, and the matter shall be considered and decided separately at such time in the meeting as may be directed by the Chairperson.

The Chairperson may delegate to the chair of each respective 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, direct regional staff with respect to the matter or take other appropriate action.



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10-15-2014 CCHS Attachment 3

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10-15-2014 CCHS Attachment 3

1-105 Call to the Public Procedures

During each regular Council meeting, the Council conducts a “Call to the Public” when members of the public may address the Council. The Council may conduct a “Call to the Public” at special meetings as well. Speakers who wish to address the Council:

- Should turn in a signed request (using the form provided at the Council meeting) to the Regional Director along with any written materials for the Council.
- May have three minutes to make their remarks.

The Chairperson may allow speakers who have not turned in a request form, and the Council may change, in accordance with Governance Policy 1-113, the amount of time allowed for speakers at a particular meeting.

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

1. People who have submitted signed request to speak forms.
2. Matters scheduled on the same meeting’s agenda.
3. Off-agenda matters: presenters who haven’t addressed the Council in the previous two months.
4. Off-agenda matters: presenters who have addressed the Council in the previous two months.

The Council retains its prerogative to:

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

If speakers have comments that are too long for the time allowed or if members of the public would like materials distributed to the Council, written materials may be provided to the Regional Director or Administrative Assistant. Regional staff shall distribute those written materials to the Council members.

Council members may not discuss or take action on matters raised during the Call to the Public that are not on the agenda. For such non-agenda matters, the Council may respond to criticism, ask staff to review the matter or ask for the matter to be placed on a future agenda. Staff shall later inform the Council of staff efforts to respond to a speaker’s concerns.



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10-15-2014 CCHS Attachment 3

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10-15-2014 CCHS Attachment 3

1-106 Meeting Minutes

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

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

All minutes of the open session portion of any Council meeting shall be open to public inspection at the First Things First Regional Office located in Sierra Vista, AZ. Minutes of executive sessions shall be kept confidential except from members of the Council or as otherwise allowed by law. Copies of minutes or excerpts from any minutes of the open session portion of any Council meeting or from any executive session if the law permits such disclosure may be furnished by the Regional Director. If such minutes have not yet been approved by the Council, they shall be marked "Draft."

Adopted June 25, 2008; Revised September 16, 2010; Revised September 15, 2011; Revised May 16, 2013;



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10-15-2014 CCHS Attachment 3

1-107 Committees and Subcommittees

The Council may establish and maintain committees composed of members of the Council and/or other individuals appointed by the Chairperson. The Chairperson may designate that the Chairperson of the Council shall serve as an ex officio member of a committee.

The Chairperson of the Council shall designate the matters to be considered by the committees. All committees shall act as advisory bodies to the Council and report their recommendations to the Council. Unless one is designated by the Chairperson of the Council, a committee chairperson shall be elected by the committee members.

Committees may establish and maintain their own subcommittees. The relationship between a committee and its subcommittee shall be the same as the relationship described in this policy between the Council and a committee.

Committees and subcommittees shall comply with the Open Meeting Law. *See* A.R.S. § 38-431(1),(6).

Adopted June 25, 2008; Revised September 16, 2010; Revised September 15, 2011; Revised May 16, 2013;



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10-15-2014 CCHS Attachment 3

1-108 Conflicts of Interest

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

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

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

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

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

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

Adopted June 25, 2008; Revised September 16, 2010; Revised September 15, 2011; Revised May 16, 2013;



FIRST THINGS FIRST

Ready for School. Set for Life.

10-15-2014 CCHS Attachment 3

1-109 Communications from the Council

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

Any member of the Council who expresses an opinion concerning matters upon which the Council has taken a position should support the position taken by the Council or make it clear that he or she is expressing a personal opinion that has not been approved by the Council.

Adopted June 25, 2008; Revised September 16, 2010; Revised September 15, 2011; Revised May 16, 2013;



FIRST THINGS FIRST

Ready for School. Set for Life.

10-15-2014 CCHS Attachment 3

1-110 Lobbying & Campaigning

Lobbying occurs under Arizona law when a person attempts to influence the passage or defeat of any legislation by directly communicating with any State Legislator. By contrast, campaigning refers to attempts to influence an election. In other words, lobbying relates to matters a Legislator will vote on, while campaigning relates to matters the general public will vote on.

Lobbying

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

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

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

This policy is not intended to nor shall it be enforced so as to restrict rights guaranteed to individual Council members, but is an attempt only to separate the views of individual members



FIRST THINGS FIRST

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10-15-2014 CCHS Attachment 3

from positions which First Things First, the Board and/or the Council may take in attempting to discharge their responsibilities under the statutes of the State of Arizona.

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

Campaigning

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

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

Adopted June 25, 2008; Revised September 16, 2010; Revised September 15, 2011; Revised May 16, 2013;



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1-111 Attendance

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

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

See A.R.S. § 8-1162(D).

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

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

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

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

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

Attendance Problems. An attendance problem means:

- a. Two consecutive unexcused absences.
- b. Three consecutive absences, excused or unexcused.
- c. Three unexcused absences in a 12-month period.



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10-15-2014 CCHS Attachment 3

- d. More than five excused and unexcused absences in a 12 month period.

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

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

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

Adopted June 25, 2008; Revised September 16, 2010; Revised September 15, 2011; Revised May 16, 2013;



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1-112 Code of Conduct

Council members shall abide by the following code of conduct:

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

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

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

Adopted June 25, 2008; Revised September 16, 2010; Revised September 15, 2011; Revised May 16, 2013;



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1-113 Departure from Council Policy

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

Adopted June 25, 2008; Revised September 16, 2010; Revised September 15, 2011; Revised May 16, 2013;



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1-114 Amendments

These policies shall not be added to, amended or repealed except at a Council meeting and by majority vote of all appointed Council members. Any proposed addition, deletion or amendment shall be filed with the Regional Director, in writing, at least 10 days before such meeting, and it shall be the duty of the Regional Director to promptly distribute a copy of the proposal to each Council member.

Amendments to Council policy require a two-step process to adopt: (i) the draft policy change shall 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 (ii) the draft policy change shall 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 25, 2008; Revised September 16, 2010; Revised September 15, 2011; Revised May 16, 2013;



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10-15-2014 CCHS Attachment 4

AGENDA ITEM: Review of Regional Council Member Perception Survey

BACKGROUND: All 11 members participated in the survey ranking answers from 1 (Low) to 5 (High). The below is an average score done by calculating the total value of points over the number of Regional Council Members.

Please be prepared to discuss patterns and your observations about areas that are better than others and ways to improve or course correct the strategic efforts for the young children of Cochise County.

RECOMMENDATION: The Regional Director presents this for information purposes only.



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10-15-2014 CCHS Attachment 4

Top Findings

Score	How Important (Scores 4.9 - 4.5)
4.9	Health: Coordinated preventative health system that leverages health services and resources to enhance service delivery to families with children birth through age 5
4.9	Parenting Education: Parents and caregivers are aware and understand the importance that they are their child's first teacher
4.7	Parenting Education: Parents and caregivers have access and are aware of parenting resources in the Cochise Region
4.7	Health: Health programs in Cochise County are easy for families to access
4.6	Health: Informing families about and engaging families in behaviors that enhance health outcomes through health promotion, disease prevention, chronic disease management, oral health, immunizations, developmental screenings, hearing and vision and nutrition.
4.5	Quality First: A shared understanding within the region of what quality programs are and how to support the improvement of quality within childcare settings over time
4.5	Quality First: All Kids have access to affordable high quality early care and education
4.5	Quality First: Quality First Scholarships are a critical component to accessing high quality programs in Cochise County
4.5	Parenting Education: Parents and caregivers feel confident and competent in their ability to support their child's development
4.5	Professional Development: All early care and education professionals have access to high quality professional development opportunities
4.5	Oral Health: Families practice good oral health habits and are educated on the importance of oral health

Score	How Well – Highest (Scores 3.5 - 3.0)
3.5	Quality First: Quality First Scholarships are a critical component to accessing high quality programs in Cochise County
3.4	Quality First: A shared understanding within the region of what quality programs are and how to support the improvement of quality within childcare setting over time
3.4	Quality First: Quality First is a critical component to advancing the early childhood system in Cochise County
3.4	Community Outreach and Awareness : Cochise Regional Partnership Council raises awareness of, and build public support for, the importance of early childhood
3.3	Oral Health: Caregivers are educated on the importance of oral health
3.2	Community Outreach and Awareness : First Things First Cochise Regional Partnership Council is a recognized and trusted voice in early childhood
3.1	Community Outreach and Awareness : The Community outreach and awareness strategy builds awareness of early childhood programs and services, particularly FTF statewide initiatives and locally supported programs among priority audiences

Score	How Well – Lowest (Scores 2.4 – 2.0)
2.4	Parenting Education: Parents and caregivers feel confident and competent in their ability to support their child's development
2.4	Professional Development: There are multiple avenues for accessing high quality professional development opportunities
2.4	Oral Health: Families practice good oral health habits and are educated on the importance of oral health
2.4	Home Visitation: The home visitation strategy is reducing duplication efforts
2.2	Parenting Education: Parents and caregivers are aware and understand the importance that they are their child's first teacher
2.1	Health: Health programs are easy for families to access
2.1	Oral Health: All children have access to a dental home



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10-15-2014 CCHS Attachment 4

Regional Council Member Perception Survey

This survey is an engagement assessment tool adapted from the work of the Forum for Youth Investment (FYI). With each question, please rate each of the below outcome categories from 1 (LOW) to 5 (HIGH) on how important you feel it is and how well it is currently being done in Cochise County.

Funded Strategies – Home Visitation – Dream Statement: All kids in need have the opportunity to access home visitation services	How Important? 1-5	How well is it being done? 1-5
The home visitation strategy is funded at a level to have impact in the region	3.4	2.9
The home visitation strategy has the geographic reach necessary to meet the needs of the target audience	3.2	2.8
The Cochise community is aware of the importance and value of home visitation program for kids in need	3.1	2.5
The home visitation strategy is addressing a needed gap	2.9	2.7
The home visitation strategy is reducing duplication efforts	3.2	2.4

Funded Strategies – Oral Health – Dream Statement: Kids arrive to kindergarten with healthy teeth	How Important? 1-5	How well is it being done? 1-5
Caregivers are educated on the importance of oral health	4.3	3.3
All Children have access to a dental home	4.4	2.1
Families practice good oral health habits and are educated on the importance of oral health	4.5	2.4
The oral health strategy is coordinated in the region and promotes dental homes for children	4.1	2.5
The oral health strategy is funded at a level to have impact in the region	3.9	2.7

Funded Strategies – Quality First and Quality First Scholarships – Dream Statement: All kids have the opportunity to access affordable high quality care	How Important? 1-5	How well is it being done? 1-5
A shared understanding within the region of what quality programs are and how to support the improvement of quality within childcare settings over time	4.5	3.4
All kids have access to affordable high quality early care and education	4.5	2.7
Quality First is a critical component to advancing the early childhood system in Cochise County	4.4	3.4
Quality First Scholarships are a critical component to accessing high quality programs in Cochise County	4.5	3.5

Professional Development – Dream statement: Highly qualified early childhood professionals	How Important? 1-5	How well is it being done? 1-5
All early care and education professionals have access to high quality professional development opportunities	4.5	2.5
All high quality professional development opportunities are affordable	4.4	2.5
There are multiple avenues for accessing high quality professional development opportunities	4.1	2.4



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Parenting Education – Dream statement: All parents and caregivers have the tools they need to support their child’s health and development	How Important? 1-5	How well is it being done? 1-5
Parents and caregivers feel confident and competent in their ability to support their child’s development	4.5	2.4
Parents and caregivers are aware and understand the importance that they are their child’s first teacher	4.9	2.2
Parents and caregivers have access to parenting resources in the Cochise Region	4.7	2.5
Parents and caregivers are aware of parenting resources in the Cochise region	4.7	2.5

Health – Dream statement: All kids have access to health programs based on needs	How Important? 1-5	How well is it being done? 1-5
Coordinated preventive health system that leverages health services and resources to enhance service delivery to families with children birth through age 5	4.9	2.5
Informing families about and engaging families in behaviors that enhance health outcomes through health promotion, disease prevention, chronic disease management, oral health, immunizations, developmental screenings, hearing and vision, and nutrition.	4.6	2.6
Health programs in Cochise County are easy for families to access	4.7	2.1

Community Outreach and Awareness – (Media/Leave Behinds) Dream statement: All individuals know the importance of early care, health and education in young children	How Important? 1-5	How well is it being done? 1-5
The Community outreach and awareness strategy builds awareness of early childhood programs and services, particularly First Things First statewide initiatives and locally supported programs among priority audiences	4.4	3.1
First Things First Cochise Regional Partnership Council is a recognized and trusted voice in early childhood	4.3	3.2
Cochise Regional Partnership Council raises awareness of, and build public support for, the importance of early childhood	4.4	3.4

End of Survey
Thank you!



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10-15-2014 CCHS Attachment 5

AGENDA ITEM: Strategic Planning Activity

BACKGROUND: With the decline of tobacco revenue, the Regional Council must look at the impact of programs to include sustainability, expansion, infrastructure within the region, partnerships and collaborations to include non-funded strategies to build the Early Childhood System in Cochise County.

RECOMMENDATION: The Regional Director presents this as information only.



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10-15-2014 CCHS Attachment 5

FTF Statewide Strategic Direction

Over the past four years, the work of the First Things First Board, Regional Councils and staff has been strategically guided by recommendations from the Arizona Early Childhood Taskforce, whose members were appointed in January 2010. The Taskforce developed the vision for and elements of a comprehensive early childhood model system, and identified nine priority roles for First Things First, with the explicit understanding that First Things First is one of many key partners that has an important role in building and sustaining the early childhood system.

Vision	Priority Roles	School Readiness Indicators	Initiative Areas
<p>Arizona’s System Vision:</p> <p>All Arizona children by the time they are 5 years old have a solid foundation for success in school and in life because we have worked together to create a family-centered, comprehensive and high-quality early childhood system that addresses the child’s development, health and early education.</p>	<ol style="list-style-type: none"> 1. Quality, access and affordability of regulated early care and education settings 2. Family support and services 3. Professional Development System 4. Quality health care and coverage 5. Quality standards, curriculum and assessments 6. Nutrition, physical activity and obesity prevention 7. Comprehensive, aligned and accountable system 8. Adequate and sustainable funding 9. Public awareness and support 	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>CHILD DEVELOPMENT & EARLY LEARNING</p> <ul style="list-style-type: none"> • Kindergarten Readiness • Quality Early Education • Quality Early Education – Special Needs • Affordability of Quality Early Education • Developmental Delays Identified in Kindergarten • Transition from Preschool Special Education </div> <div style="width: 45%;"> <p>CHILDREN’S HEALTH</p> <ul style="list-style-type: none"> • Healthy Weight • Well-Child Visits • Dental Health </div> </div> <div style="margin-top: 20px;"> <p>FAMILY SUPPORT & LITERACY</p> <ul style="list-style-type: none"> • Confident Families </div>	<ol style="list-style-type: none"> 1. Saturate families and communities with early childhood development and health information, resources and supports 2. Build capacity of Arizona families as their child’s first and most important teachers 3. Infuse early literacy throughout all system work 4. Expand access to high quality early learning programs 5. Develop and connect components of a comprehensive assessment system 6. Implement the early childhood professional development system infrastructure 7. Collect, utilize and communicate outcome data results



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10-15-2014 CCHS Attachment 5

Priority Roles

In 2010, First Things First's Early Childhood Task Force recommended nine priority roles for FTF. The Cochise Regional Partnership Council has subsequently identified five of these priorities (in **blue**) as opportunities for greatest impact in our community.

1. **Early Care and Education System Development and Implementation**
Early Care and Education System Development and Implementation – Convene partners and provide leadership in the development and implementation of a comprehensive early care and education system that is aligned both across the spectrum of settings and with the full continuum of the education system.
2. **Quality Early Care and Education Standards, Curriculum and Assessment**
Quality Early Care and Education Standards, Curriculum and Assessment – Convene partners, provide leadership, and provide funding for the development and implementation of quality standards for early childhood care and education programs and related curricula and assessments.
3. **Quality, Access and Affordability of Regulated Early Care and Education Settings**
Quality, Access, and Affordability of Regulated Early Care and Education Settings – Convene partners, provide leadership, and provide funding for increased availability of and access to high quality, regulated, culturally responsive and affordable early care and education programs.
4. **Access to Quality Health Care Coverage and Services**
Access to Quality Health Care Coverage and Services- Collaborate with partners to increase access to high quality health care services (including oral health and mental health) and affordable health care coverage for young children and their families.
5. **Nutrition and Physical Activity**
Access to Quality Health Care Coverage and Services- Collaborate with partners to support improved nutrition and increased age/developmentally appropriate physical activity levels among young children.
6. **Supports and Services for Families**
Supports and Services for Families - Convene partners, provide leadership, provide funding, and advocate for development, enhancement, and sustainability of a variety of high quality, culturally responsive, and affordable services, supports, and community resources for young children and their families.
7. **Professional Development System**
Convene partners, provide leadership, and provide funding for the development and enhancement of an early childhood professional development system that addresses availability, accessibility, affordability, quality, and articulation.
8. **Building Public Awareness and Support**
Convene partners, provide leadership, and provide funding for efforts to increase public awareness of and support for early childhood development, health, and early education among partners, public officials, policy makers, and the public.
9. **Early Childhood System Funding**
Secure, coordinate, and advocate for resources required to develop and sustain the early childhood system.

School Readiness Indicators

The following indicators are designed to guide and measure progress in building an effective early childhood system in Arizona. Taken collectively, they provide a comprehensive picture of how our state is preparing its youngest children for success in kindergarten and beyond. The Cochise Regional Partnership Council has selected six of the ten indicators as priorities, as well as local goals for each.

Children's Health

Well-Child Visits

% of Arizona children receiving at least six well-child visits within the first 15 month of life

2010: 64% 2020 Goal: 80%

Local Goal: *To Be Determined*



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Healthy Weight

% of Arizona children age 2-4 with body mass index (BMI) in healthy weight range

2010: 65% 2020 Goal: 75%

Dental Health

% of Arizona children age 5 with untreated tooth decay

2007: 35% 2020 Goal: 32% or less

Local Benchmark: *To Be Determined*

Family Support & Literacy

Confident Families

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

2012: 42% 2020 Goal: 52%

Child Development & Early Learning

School Readiness

Benchmark related to developmental domains of social-emotional, language and literacy, cognitive, and motor and physical to be recommended in FY17 based on baseline data from Arizona Kindergarten Developmental Inventory

Local Benchmark: *To Be Determined*

Quality Early Education

% of Arizona children enrolled in an early care and education program with a Quality First rating of 3-5 stars

2013: 9% 2020 Goal: 29%

Local Benchmark: *90% of children enrolled in an early care and education program with a Quality First rating of 3-5 stars by 2020.*

Quality Early Education – Special Needs

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

2013: 53% 2020 Goal: 73%

Local Benchmark: *90% of children with special needs/rights enrolled in an inclusive early care and education program with a Quality First rating of 3-5 stars by 2020*

Affordability of Quality Early Education

Benchmark related to Arizona families that spend no more than 10% of the regional median family income on quality early care and education programs to be recommended in FY15.

Local Benchmark: *Affordability of Quality Early Education Indicator Benchmark: 100% of families (receiving scholarships) spend no more than 10% of the regional median family income on quality care and education with a Quality First rating of 3-5 stars – ON HOLD*

Developmental Delays Identified in Kindergarten

Benchmark to be recommended in fall 2014 after completion of the comprehensive opportunity analysis on the Arizona early intervention system for children birth to age 5

Transition from Preschool Special Education to Kindergarten

% of Arizona children exiting preschool special education enrolled in kindergarten regular education

2010: 22% 2020 Goal: 30%



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10-15-2014 CCHS Attachment 5

Setting Regional Priorities

Regional Priorities SFY2013-2015	Considerations	Regional Priorities SFY2016-2018
<p>Limited access to quality, affordable early care and education Funded: Quality First (including CCHC, CC Scholarships, TEACH) and Additional CC Scholarships</p> <p>Limited knowledge and information about the importance of early childhood development and health Funded: Home Visitation</p> <p>High number of uninsured children and low utilization of preventative health care Funded: Recruitment-Stipends/Loan Forgiveness and Oral Health</p> <p>Limited access to parent education and information Funded: Media and Community Awareness</p> <p>Statewide Evaluation</p>	<ul style="list-style-type: none"> • What is the level of impact we want to make? • Are there needs that were unmet in the previous funding cycle that should be considered in the next one? • What important elements have changed in the system? • Infrastructure and Capacity? • Coordination opportunities? • Other funding streams to maximize and partner? • Are there quality aspects that need to be a focus – professional development, education and training, etc.? • Are there any gaps that need to be identified? • Is there a potential, additional opportunity for cross-regional coordination with other Regional Councils? 	



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Discuss Unfunded Approaches for SFY2016-SFY2018- System Building Efforts

Consider the five “System Building Levers” below to frame thinking from a system building perspective and highlight opportunities to engage in partnerships and collaboration.

1. **Context:** Improving the political context surrounding a system to produce policy and funding changes to sustain it;
2. **Components:** Establishing high-performance programs and services within a system;
3. **Connections:** Creating strong and effective linkages across components of the early childhood system;
4. **Infrastructure:** Developing the supports systems needed to function effectively and with quality;
5. **Scale:** Ensuring a comprehensive system is available to as many people as possible.

Role of Regional Council:

1. **Leader:** Regional Council is responsible for bringing community members together to implement approach;
2. **Partner:** Regional Council co-convenes and facilitates with identified system partner(s) to implement the approach;
3. **Participant:** Regional Council is one of many community members involved in a community-based initiative.





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10-15-2014 CCHS Attachment 5

Priorities	Approach	Outcome	Role of the Council	Current and Potential System Partners to Engage	Timeline/Status
Enhance Early Literacy Opportunities	Connections/ Components	Clear system and coordinated approach for families accessing literacy services	Partner	Cochise County School Superintendent Office, Libraries, School Districts, non-profit/for profit agencies, childcare providers, city departments, etc.	September 2013 – September 2014 Completed
Early Childhood Investments	Connections/ Infrastructure	Leverage dollars and expand services	Leader	Engage in conversations on why early childhood and health programs are critical with agencies/individuals - securing funding	September 2013 – September 2017 Ongoing
Health Connections	Connections/ Components	Create a knowledge base on all agencies providing a health service	Partner	All health agencies and services – with an emphasis on preventative health programs	September 2013 – September 2015/16 Ongoing
Access to Affordable High Quality Care	Scope and Scale/ Infrastructure	All children (volunteer basis) enrolled in a high quality affordable childcare setting	Leader	Childcare providers in Cochise County	September 2013 – June 2018 Ongoing
Home Visiting Participants - Connecting to High Affordable child care settings	Connections/ Scope and Scale	Home visiting participants enrolled (volunteer basis) in high quality affordable childcare setting	Participant	Strong Families Cochise County and all home visiting programs having an understanding on FTF Signature Program Quality First and how to refer families	September 2013 – June 2015 Ongoing