



## Arizona Early Childhood Development and Health Board

### Family Support and Literacy Advisory Committee

#### Draft Meeting Minutes

##### Call to Order/ Welcome and Introduction

The regular meeting of the First Things First – Arizona Early Childhood Development and Health Board, Family Support and Literacy Advisory Committee was held on January 19, 2011 at the State Capitol Building, 1700 West Washington, Phoenix, Arizona 85007. The meeting was called to order by Co-Chair Marilee Dal Pra at approximately 10:05 a.m. A brief welcome to everyone was made. Everyone in attendance introduced themselves.

##### **Committee Members in Attendance**

Marilee Dal Pra, Colleen Day, Anna Bae, Karen Bulkeley, Hope Dillon, LaVonne Douville, Sherie Gifford, Paula Hale, Holly Henley, Chris Linn, Patty Merk, Janna Murrell, Charlotte Pullins, Beth Rosenberg, Becky Ruffner, Carlo Saldana, Christine Scarpati, Eric Schindler, Suzanne Schunk, Sheila Sjolander, Karie Taylor

##### **Committee Members Absent**

Anna Alonzo, Amelia Flores, Susie Huhn, Noreen Sakiestewa,

##### **Facilitator**

Linda Cannon, Cannon and Associates, Inc.

##### **Guest**

Dawn E. Craft, Arizona Association for the Education of Young Children

##### Setting the Stage

Linda Cannon, Cannon and Associates gave a brief overview of the meeting objectives, agenda, and the content of the participant binder. Ms. Cannon indicated an agenda item for the public has not been include; however, throughout the process the Committee will identify and implement actions to seek additional input.

##### History, Background, Structure and System Model

Rhian Evans Allvin, Executive Director gave an overview of First Things First history, background, structure and strategy. First Things First was modeled after Smart Start in North Carolina and, early on before the Regional Councils were formed, a planning summit took place; during that summit the first strategy roadmap was shaped. The roadmap was a tool that the Board and the Councils used to initiate developing strategies.

Karen Woodhouse, Deputy Director, Policy and Program Division spoke about determining First Things First collective vision and where First Things First was headed. She stated that late last year the Early Childhood Taskforce was created and held its first meeting in late February. There was a brief discussion about the Taskforce material and the key roles that First Things First can assume. It was determined that there are 20 possible key roles that First Things First can assume. Of these, the Early Childhood Task force recommended 8 priority roles of which 5 constitute areas that could be funded and 3 are areas of system leadership. The State Board decided that four Committees would be formed. These Committees would meet four times a year and would be utilized to provide recommendations on indicators, benchmarks and other initiatives and programs. The four Board Committees include:

- A. Executive Committee
- B. Finance Audit and Administration Committee
- C. Policy and Program Committee
- D. Government Affairs and Communications Committee

### Family Support Framework and Funding Levels

K Vilay, Family Support and Literacy, Senior Policy and Research Specialist presented the Family Support Framework which defines family support and provides detailed background information about the factors that impact the needs of Arizona families. K also presented the strategy development process used by Regional Partnership Councils and current funding levels for family support and literacy strategies. K reviewed the FTF Stakeholder Input document and specifically highlighted additional sources of stakeholder input such as surveys and focus groups.

### First Things First Data Collection and Evaluation:

Dr. Amy Kemp, Assistant Director for Evaluation gave a brief overview of the First Things First evaluation plan and process. Dr. Kemp stated that the purpose of the evaluation plan data collection is to inform decision making and accountability through internal First Things First evaluations and University Consortium external evaluations performed by the University of Arizona, Arizona State University and Northern Arizona University. Dr. Kemp also reviewed the three levels of evaluation outcomes that include; systems, population and performance

### Consensus of Group Norms

Participants reviewed the Process for Committee Deliberations and the draft Group Norms. Following discussion, participants added one item to the Ground Rules: Committee members will come to the meetings prepared. If substitutes are allowed, they will be prepared to participate.

### Review of Work Previous Family Support/ Literacy Committees and Projection into the Future

Ms. Cannon briefly reviewed the work that has already occurred with regard to Family Support and indicated that we will build on and honor the work to date, not duplicate that work but learn from it. Some of the prior initiatives that will help inform the process include:

- A. Family Support Work Group – Initial Strategic Plan definition of Family Support
- B. Parent Kit Advisory Panel
- C. Home Visiting Task Force report
- D. ADHS Assessment and Application for Funding 2010
- E. Emergency Response Package

### Definition of Family Support and Literacy

Ms. Cannon briefly reviewed the Family Support and Literacy Definitions and the Glossary. Committee members were asked to review this information and be prepared for discussion at the next meeting. Specifically, what is mission or what could be changed that would make the Definition more clear and what is missing or unclear in the glossary.

### Committee Purpose and Description

Ms. Cannon reviewed the Committee Description and specifically indicated, clarified the following:

- A. Family Literacy Specific – for our purpose, this is not early learning. This is the families literacy needs in the context of supporting their young children. Health Committee will cover health literacy.

Ms. Cannon indicated that the Committee process will include the following:

- A. Starting the System Model –we are building from the Goals and Objectives in Family Support Goal, roles and objectives.
- B. Refine / add to the draft Objectives for family support in the System Model
- C. Define specific measurable indicators for each objective for family support in the System Model.
- D. Define / distinguish which are system outcomes / indicators (we do not necessarily control) which we can directly impact?
- E. Identify sources of data and identify those where there is no existing source.
- F. Establish priorities
- G. Make recommendations on objectives, indicators, sources and priorities.

### Future Work and Next Steps

Ms. Cannon discussed the next steps; the Committee responded with feedback. The next Family Support and Literacy Advisory Committee meeting will be held at the Water Resources Department on February 23, 2011 from 10:00 a.m. until 2:00 p.m.

### Adjourn

There being no further business, the meeting was adjourned at 12:03 p.m.

**SUBMITTED BY:**



**Aisha Muhammad, Administrative Assistant III**

**Approved:**



**K. Vilay, Family Support and Literacy, Senior Policy Specialist**

**Committee Approval:**

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**Marilee Dal Pra, Co-Chair  
Family Support and Literacy Advisory Committee**

**Committee Approval:**

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**Colleen Day, Co-Chair  
Family Support and Literacy Advisory Committee**

**DRAFT**