



**Arizona Parents Commission on Drug Education and Prevention
Meeting Minutes
April 21, 2021
10:00 AM**

A general meeting of the Arizona Parents Commission on Drug Education and Prevention convened on April 21, 2021. Notice having been duly given. Present and absent were the following members of the Parents Commission.

Members Present (7)	Members Absent (2)
Denise Beagley	Raynee Schneider
Kristine FireThunder	
Lori Robinson	
Sherry Burlingame	
Bobby Martin	
Michael Klinkner	
Marina Lantsman-Waugh	
Staff and Guests Present (8)	
Tonya Hamilton	Travis Price
Nicole Valenzuela	Kim Brooks

CALL TO ORDER

- **Chairperson Denise Beagley** called the Parents Commission meeting to order at 10:01 a.m. with 6 members present and 1 member absent.

ROLL CALL

- **Chairperson Beagley** welcomed members and guests. **Chairperson Beagley** took attendance via roll call at 10:03 am.

MESSAGE FROM THE GOVERNOR'S OFFICE OF YOUTH, FAITH AND FAMILY (GOYFF)

- **Tonya Hamilton, Deputy Director of GOYFF** thanked Commission members for their commitment, contribution, and service to the commission. **Ms. Hamilton** introduced the GOYFF support staff and provided an overview of GOYFF and the office focus areas.

MEMBER INTRODUCTIONS

- **Chairperson Beagley** invited each commission member to introduce themselves by sharing their professional experience and interest in the Parents Commission vision and purpose.

- **Chairperson Denise Beagley** (Parent Role/Chair) shared that she has been serving on the commission for three years. **Chairperson Beagley** is the Manager of Clinical Initiatives and Training for the ASU Center for Applied Behavioral Health Policy and is a member of the Crisis Team for the Glendale Fire Department.
- **Ms. Kristine FireThunder** (Parent Role /Co-Chair) shared that she is the Policy Advisor of Tribal Affairs for the Arizona Office of the Governor. **Ms. FireThunder** shared that she is a returning member of the Parents Commission and is looking forward to working with the commission.
- **Ms. Lori Robinson** (Parent Role) shared that she is the Director of Community & Culture at Maricopa County Regional School District. **Ms. Robinson** is a new member of the commission and is excited to be working with the members and GOYFF.
- **Assistant Chief Burlingame** (Parent Role) shared that she is the Assistant Chief of Police for the Tempe Police Department working directly with Human Services. **Assistant Chief Burlingame** is a new member of the commission and is looking forward to serving on the commission.
- **Chief Robert Martin** (Law Enforcement) shared that he is the Chief of Police for the Snowflake Police Department. **Chief Martin** is a new member of the commission and is excited to work with the commission.
- **Mr. Michael Klinkner** (Parent) shared that is a Licensed Clinical Social Worker currently working in private practice. **Mr. Klinkner** shared that he is faculty at the ASU School of Social Work. **Mr. Klinkner** is a new member of the commission and is looking forward to serving on the commission.
- **Ms. Marina Lantsman-Waugh** (Probation) shared that she is the Clinical Services Manager at the Maricopa County Juvenile Probation Department. **Ms. Lantsman-Waugh** is a new member of the commission and is excited to work with the commission.

APPROVAL OF MINUTES

- **Chairperson Beagley** requested a review of the **January 20, 2021** meeting minutes.
- **Ms. Kristine FireThunder** motioned to accept the minutes.
- **Chairperson Beagley** seconded the motion at 10:09 a.m.
The motion passed with no dissenting votes.

PARENTS COMMISSION MEMBERSHIP INFORMATION

Chairperson Beagley welcomed and introduced **Ms. Nicole Valenzuela**, GOYFF Program Administrator. **Ms. Valenzuela** thanked the Commission for the opportunity to present.

- **Ms. Valenzuela** provided an overview of the historical background and purpose of the Parents Commission and membership requirements. Ms. Valenzuela shared the relationship between the Parents Commission and GOYFF, which includes GOYFF support of the commission; procurement coordination; monitoring grantee programming; conducting site visits; and providing grantee technical assistance.
- **Ms. Valenzuela** shared that the SFY21 budget funded 27 grantees. **Ms. Valenzuela** referenced a handout provided to commissioners that noted each grantee's award amount, location, target population, program implementation, and target outcomes. **Ms. Valenzuela** shared that an external evaluator, Wellington, provided program evaluation services to the grantees. **Ms. Valenzuela** stated that the next RFGA process will begin in Spring 2022.

- **Ms. Valenzuela** shared that grantees are invited to present at commission meetings to share their progress and community impact and that outside stakeholders are invited to present to share information and resources.
- **Ms. Valenzuela** reviewed the Parents Commission meeting schedule for the remainder of 2021. **Ms. Valenzuela** shared that the commission adheres to Arizona Open Meeting Law and referenced a handout on Arizona Open Meeting Law which was provided to the commission members. **Ms. Valenzuela** discussed quorum rules; attendance and proxy attendance; and voting for the commission.
- **Ms. Valenzuela** shared that the Governor's Youth Commission was accepting applications for high school youth to participate in community engagement and partnership in areas related to challenges youth are facing in Arizona.

Chairperson Beagley thanked **Ms. Valenzuela** and asked if there were any questions.

- **Ms. Sherry Burlingame** asked Ms. Valenzuela to explain how proxies work. **Ms. Valenzuela** shared that members may assign a proxy to attend the Parent Commission meeting in the event a member is unable to attend. **Ms. Valenzuela** stated the member should inform GOYFF of the proxy's attendance prior to the commission meeting, and that they authorize the proxy to attend and vote on the member's behalf.
- **Chairperson Beagley** stated that it was important to remember potential conflict of interest situations. **Chairperson Beagley** stated that members or their proxy are expected to recuse themselves when voting on matters that have an impact on people/organizations they are directly connected with.
- **Ms. Valenzuela** stated that a Conflict of Interest training will be provided to the Parents Commission and more details will be shared at the upcoming meeting.

PARENTS COMMISSION BUDGET OVERVIEW

Chairperson Beagley welcomed and introduced **Mr. Travis Price**, Compliance & Procurement Manager, Arizona Office of the Governor. **Mr. Price** thanked the Commission for the opportunity to present.

- **Mr. Price** shared key budget topics for Parents Commission members. **Mr. Price** presented an overview of the SFY21 budget. **Mr. Price** stated that the Parents Commission had approximately \$5.5 million budgeted annually and was funded by a percentage of the State of Arizona liquor tax.
- **Mr. Price** shared details about the grant procurement process subject to ARS §41-2700, the RFGA life cycle, grantee awards and spending, and strategies used for managing annual budget.

Chairperson Beagley thanked **Mr. Price** and asked the commission if there were any questions.

- **Ms. Lori Robinson** asked how the Parents Commission was involved in the procurement process. **Mr. Price** stated that GOYFF reaches out to Parents Commission members to volunteer to serve as application reviewers. **Mr. Price** stated that the Parents Commission members vote on the proposed grantees after the review process concludes.
- **Chief Martin** asked if there was a scoring tool used to assist with the review process. **Mr. Price** shared that there is a detailed rubric used to rate the various sections of the submitted application.
- **Ms. Marina Lantsman-Waugh** asked if the goal of the scoring was to reach a consensus. **Mr. Price** shared that the goal is to reach consensus. **Mr. Price** shared that

the applications are scored first by individual reviewers and then the review team is later called together to discuss scores for applications.

- **Ms. Lori Robinson** asked if there were methods to ensure funding was spread evenly throughout the state. **Mr. Price** stated that GOYFF assigns each application into a category. **Mr. Price** shared that the applications are typically segregated by urban, rural and tribal applicants. **Mr. Price** stated that though this does not guarantee every region of the state would receive funding, it helps balance awards between urban, rural and tribal communities with a set funding amount allocated to each category.
- **Chief Martin** asked if there was an ongoing process for grantees to periodically submit program information. **Mr. Price** stated that in each grant cycle, there is the initial RFGA process, followed by two renewal opportunities. **Mr. Price** shared the renewal process is overall much easier and quicker than the RFGA, allowing organizations to provide annual updates on whether they achieved their objectives or make any minor adjustments to programming as needed. **Mr. Price** stated that outside of the RFGA process, there are other ways to contract non-competitively with government agencies and state-contracted vendors.
- **Chairperson Beagley** shared that grantees will also present to the Parents Commission which will help Commissioners learn about the status of the funded program.
- **Chairperson Beagley** thanked **Mr. Price** for his presentation.

ANNOUNCEMENTS

- **Chairperson Beagley** asked if any commissioners had any announcements they would like to share.
- **Chairperson Beagley** provided an update on the ASU Winter Institute that took place during the spring this year due to COVID-19. **Chairperson Beagley** shared that the ASU Summer Institute was an event the Parents Commission had been involved with and took place in Flagstaff in July. The Institute brought service providers together to share ideas and information.
- **Ms. Lori Robinson** shared information about an upcoming webinar that focuses on the healthcare cost of ACEs. Ms. Valenzuela provided the registration link to the commission members.
- **Ms. Tonya Hamilton**, Deputy Director of GOYFF, provided updates about signing up on the GOYFF website to receive notifications about GOYFF; GOYFF recruitment for volunteer grant reviewers; recruitment for the Governor's Youth Commission, and opportunities for funding. Deputy Director Hamilton shared that GOYFF will be hosting free grant-writing workshops May 26-27, focused on faith-based and non-profit organizations.
- **Ms. Nicole Valenzuela** referenced a handout of the Parents Commission Bylaws Draft provided to the commission members. **Ms. Valenzuela** shared that the Bylaws were recently revised and provided guidance for the Parents Commission and commission member roles and responsibilities, meeting format, and other logistical topics.
- **Chairperson Beagley** stated that the Parents Commission Bylaws draft would be discussed and up for a vote at the May 2021 Parents Commission meeting.

FUTURE AGENDA/MEETING SCHEDULE

- **Chairperson Beagley** stated the next scheduled meeting is set for May 19, 2021 at 10:00 a.m. via Zoom. **Chairperson Beagley** stated that **Ms. Kristine FireThunder** will assume the role as Chair designee in Chairperson Beagley's absence.

ADJOURN

- **Chairperson Beagley**, thanked everyone for being part of the meeting and asked for a motion to adjourn the meeting.
 - **Chief Martin** moved to adjourn.
 - **Ms. Lori Robinson** seconded the motion.
 - The motion passed with no dissenting votes and the meeting adjourned at 11:14 a.m.

22th Day of April, 2021
Parents Commission
Respectfully Submitted By:
Nicole Valenzuela
Program Administrator, GOYFF