

# CITY COUNCIL REPORT



Meeting Date: May 19, 2026  
General Plan Element: *Public Services & Facilities*  
General Plan Goal: *Provide access to educational, recreational, and cultural services for all residents*

## **ACTION**

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Adopt Resolution No. 13646, to authorize:

1. Acceptance of Contract No. 2023-082-COS-A3, a third amendment to the grant agreement between the City of Scottsdale and the Arizona Early Childhood Development and Health Board (First Things First);
2. The Senior Director, Human Services Director, to act as necessary to accept and administer the \$250,000 grant;
3. A budget transfer of up to \$250,000 from the adopted Fiscal Year 2026/27 Grants Contingency Budget to a newly created cost center to record the related grant activity.

## **BACKGROUND**

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First Things First, also known as the Arizona Early Childhood Development and Health Board, is a State agency committed to supporting young children and their families with quality family support. As part of this mission the East Maricopa Regional Partnership Council conducted extensive needs assessments and determined that establishing the Scottsdale Family Resource Center (SFRC) would best meet the needs of children and families in Scottsdale. These centers serve as community hubs providing necessary support services that encourage the healthy growth and development of children birth to five and their families. As a result, The Scottsdale FRC was established in fiscal year 2016/2017 through a First Things First Governmental Agreement under City Contract No. 2017-020-COS.

Family resource centers bring together services and activities that educate, develop skills, and promote positive changes in parenting and child development. Focusing on the targeted zip code areas of 85251 and 85257, the Scottsdale FRC targets families, parents, caregivers, expectant parents, and their young children birth through age five (not yet in kindergarten) who are considered at risk due to higher economic needs. The Scottsdale FRC is located at the Paiute Neighborhood Center and provides families with access to: information and education about child development; referrals to health, educational, recreational, and social services; support and education on social and emotional well-being; parenting classes; and family activities. This system

of service delivery increases the capacity of families to be healthy and dynamic community members.

The Scottsdale FRC fills a vital need in the South Scottsdale area by providing a system of support and services through the development of partnerships, the attainment of specialized staff, the compilation of resources and materials, and implementation of programs that will meet the comprehensive developmental and social needs of children and promote healthy development through a comprehensive system of delivery.

During fiscal year 2024/25, the Scottsdale FRC supported 621 unduplicated parents. The center provided their families with access to 772 resources or referrals, 238 parenting activities (workshops, classes, events, and community groups) to increase parent knowledge of child development, early literacy, parenting skills, child health and safety. The Scottsdale FRC provided families with 19 car seats and safety checks, 2,801 diapers, 739 ounces of formula, and 69 pounds of baby food.

## **IMPACT ANALYSIS**

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### **Community Impact**

Scottsdale FRC acts as a community hub providing resources, classes, referrals, and support for all areas of child development and parenting related to families with pregnant mothers and children birth to five not yet in kindergarten. This has been a positive impact for the community and complements the Paiute Neighborhood center's other programs including Maricopa County's Head Start and Early Head Start, SARRC Community School, and Hirsch Academy.

### **Resource Impact**

Acceptance of the \$250,000 grant for Fiscal Year 2026/27 provides the continuation of three existing staff positions or 2.50 full-time equivalent (FTE) and operating costs for Scottsdale FRC. This includes an FRC Supervisor position (1.00 FTE) and two part-time FRC Early Learning Specialists positions (1.50 FTE).

## **OPTIONS & STAFF RECOMMENDATION**

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### **Recommended Approach**

Adopt Resolution No. 13646, to authorize:

1. Acceptance of Contract No. 2023-082-COS-A3, a third amendment to the grant agreement between the City of Scottsdale and the Arizona Early Childhood Development and Health Board (First Things First);
2. The Senior Director, Human Services Director, to act as necessary to accept and administer the \$250,000 grant;

**City Council Report | First Things First Grant Acceptance for Scottsdale Family Resource Center**

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3. A budget transfer of up to \$250,000 from the adopted Fiscal Year 2026/27 Grants Contingency Budget to a newly created cost center to record the related grant activity.

**RESPONSIBLE DEPARTMENT(S)**

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Human Services Department

**STAFF CONTACTS (S)**

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Mary Witkofski, Interim Human Services Director  
480-312-2479, mwikofski@scottsdaleaz.gov

**APPROVED BY**

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*Kira Peters*

5/6/26 14:15 EDT

Kira Peters, Deputy City Manager  
(480) 312-7288, kipeters@scottsdaleaz.gov

Date

*Scott Selin*

5/6/26 14:00 EDT

Scott Selin, Budget Director  
(For Financial Policies Compliance and Budget Appropriation)  
480-312-2603, sselin@scottsdaleaz.gov

Date

**ATTACHMENTS**

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1. Resolution No. 13646
2. Contract No. 2023-082-COS-A3

RESOLUTION NO. 13646

A RESOLUTION OF THE COUNCIL OF THE CITY OF SCOTTSDALE, MARICOPA COUNTY, ARIZONA, AUTHORIZING GRANT AGREEMENT AMENDMENT, CITY CONTRACT NO. 2023-082-COS-A3, BETWEEN THE CITY AND THE EARLY CHILDHOOD DEVELOPMENT AND HEALTH BOARD (FIRST THINGS FIRST); AUTHORIZING A BUDGET TRANSFER OF UP TO \$250,000 FROM FISCAL YEAR 2026/27 GRANTS CONTINGENCY BUDGET TO A NEWLY CREATED GRANT PROJECT TO RECORD THE GRANT ACTIVITY; AND AUTHORIZING THE HUMAN SERVICES DIRECTOR TO ACT AS NECESSARY TO ACCEPT AND ADMINISTER THE \$250,000 GRANT.

WHEREAS, the Arizona Early Childhood Development and Health Board (First Things First) manages and administers funding from the childhood development and health fund of A.R.S. Title 8, Chapter 13;

WHEREAS, on June 27, 2023, the City entered into an agreement, City Contract No. 2023-082-COS, with First Things First to accept a grant in the amount of up to \$250,000 (Grant Agreement);

WHEREAS, the Grant Agreement allows for three additional 12 month extensions;

WHEREAS, on June 25, 2024, the City and First Things First entered into amendment 2023-082-COS-A1 to extend the term of the Grant Agreement for another year and accept additional funding;

WHEREAS, on May 6, 2025, the City and First Things First entered into amendment 2023-082-COS-A2 to extend the term of the Grant Agreement for another year and accept additional funding;

WHEREAS, the City and First Things First mutually desire to renew the grant and extend the Contract Agreement for another 12 month period from July 1, 2026 through June 30, 2027, and to accept \$250,000 in grant funding for the Scottsdale Family Resource Center;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Scottsdale, Maricopa County, Arizona, as follows:

Section 1. The City Council hereby authorizes, approves and directs the Mayor to execute, on behalf of the City, Contract No. 2023-082-COS-A3, an amendment to the Grant Agreement between the City and First Things First, to renew the Grant Agreement for an additional 12 month period and receive a grant of up to \$250,000 to be used for the Scottsdale Family Resource Center.

Section 2. The City Council hereby authorizes a budget transfer of \$250,000 from the adopted FY 2026/27 Grant Contingency Budget to a newly created cost center to record the related grant activity.

Section 3. The City Council hereby authorizes the City's Human Services Director to act as necessary to accept and administer the grant and to execute any other documents and take such other actions as are necessary to carry out the intent of this Resolution.

PASSED AND ADOPTED by the Council of the City of Scottsdale, Maricopa County, Arizona this \_\_\_\_ day of \_\_\_\_\_, 2026.


CITY OF SCOTTSDALE, an Arizona  
municipal corporation

ATTEST:

\_\_\_\_\_  
Ben Lane, City Clerk

\_\_\_\_\_  
Lisa Borowsky, Mayor

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Luis E. Santaella, City Attorney  
By: Margaret Hirschak, Assistant City Attorney

<b>##</b> <b>FIRST THINGS FIRST</b>	<b>GRANT AMENDMENT</b>	Early Childhood Development and Health Board (First Things First) 4000 North Central Avenue, Suite 500 Phoenix, Arizona 85012 (602) 771-5100
	<b>SFY27 Renewal Award</b>	
	GRA-RC035-24-1204-01-Y4 East Maricopa Regional Partnership Council Family Resource Centers	

**GRANTEE: City of Scottsdale**

**PURPOSE OF AMENDMENT:** This amendment is to renew the grant agreement for the period of July 1, 2026, through June 30, 2027.

THEREFORE, the Parties agree to renew the Agreement as follows:

1. Total award amount for the grant period is \$ 250,000
2. Strategy: Family Resource Centers  
Contracted Service Units: Number of parenting activities conducted: 240
3. The grantee is required to adhere to the most current Standards of Practice located in the First Things First website under Grants/Strategy Toolkit.

All other terms and conditions remain unchanged and are according to the original award documents, clarification documents and renewal submission documents.

Contractor hereby acknowledges receipt and understanding of the contract amendment:

For and Behalf of City of Scottsdale


Lisa Borowsky  
Mayor, City of Scottsdale

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Ben Lane, City Clerk

APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY

  
\_\_\_\_\_  
Luis E. Santaella, Interim City Attorney  
By: Margaret Hirchak, Assistant City Attorney

The above referenced amendment is hereby executed effective July 1, 2026 once signed and dated below:

\_\_\_\_\_  
Josh Allen  
CFO/COO

\_\_\_\_\_  
Date

# Line-Item Budget and Budget Narrative

## SFY27 Line-Item Budget Budget period: July 1, 2026 – June 30, 2027

Budget Category	Line Item Description	Requested Funds	Total Cost
<b>PERSONNEL SERVICES</b>		<b>Personnel Services Sub Total</b>	<b>\$181,698</b>
	Salaries		
	FRC Supervisor 40 hours/week- benefited	\$80,434	
	FRC Early Learning Specialist 32.5 hours/week- benefited	\$55,533	
	FRC Early Learning Specialist 27.5 hours/week- unbenefited	\$45,731	
<b>EMPLOYEE RELATED EXPENSES</b>		<b>Employee Related Expenses Sub Total</b>	<b>\$59,000</b>
	Fringe Benefits or Other ERE	\$59,000	
<b>PROFESSIONAL AND OUTSIDE SERVICES</b>		<b>Professional &amp; Outside Services Sub Total</b>	<b>\$3,380</b>
	Contracted Services		
	Science on Wheels AZ Science Center, Author Visits, Musicology, Phoenix Zoo to You etc.	\$3,380	
<b>TRAVEL</b>		<b>Travel Sub Total</b>	<b>\$</b>
	In-State Travel		
	Out-of-State Travel		
<b>AID TO ORGANIZATIONS OR INDIVIDUALS</b>		<b>Aid to Organizations or Individuals Sub Total</b>	<b>\$</b>
	Subgrants or Subcontracts to organizations/ agencies/entities		
<b>OTHER OPERATING EXPENSES</b>		<b>Other Operating Expenses Sub Total</b>	<b>\$5,522</b>
	Telephones/Communications Services		
	Verizon wireless data card	\$200	
	Internet Access		
	General Office Supplies		
	General office supplies such as copy paper, file folders, labels, pens, markers, paper clips, toner, general disinfectant, cleaning supplies, etc.	\$700	
	Food		
	Food for activities and special programs such as fruit, vegetables, granola bars, goldfish, applesauce pouches, etc.	\$600	
	Rent/Occupancy		
	Utilities		
	Furniture	\$500	
	Office cubicle, shelving		
	Postage		
	Software (including IT supplies)		
	Dues/Subscriptions	\$100	
	Dues/Subscriptions for NAEYC, etc.		
	Advertising		
	Printing/Copying		
	Printing business cards, counter cards, flyers, and stickers	\$300	
	Equipment Maintenance		
	Professional Development (Staff Training, Conferences, Workshops, Training Fees for Staff)		

	Professional development for staff including conferences, workshops, and other training fees.	\$600	
	Insurance		
	Program Materials Program Materials for adult/child programs such as manipulatives, reference copies of books for Storytimes, theme specific items, etc.	\$900	
	Program Supplies Program Supplies for adult/child programs, consumables like paint, markers, crayons, paper, playdough, crafting materials, etc.	\$822	
	Scholarships Program Incentives Program Incentives such as books, pens, bags, shirts, tickets, toys, etc. for outreach events, special programs, and activities	\$800	
<b>NON-CAPITAL EQUIPMENT</b>		<b>Non-Capital Sub Total</b>	<b>\$400</b>
	Equipment \$4,999 or less in value Colored printer for FRC calendar, flyers, and program printout materials	\$400	
<b>SUBTOTAL DIRECT PROGRAM COSTS</b>			<b>\$</b>
<b>ADMINISTRATIVE/INDIRECT COSTS</b>		<b>Total Admin/Indirect</b>	<b>\$</b>
	Indirect/Admin Costs		
<b>TOTAL</b>			<b>\$250,000</b>

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_  
Mary Witkofski, Interim Human Services Director

**SFY27 Budget Narrative**

The budget narrative should provide a clear and concise description of how amounts were determined, including calculations, for each proposed line item in the Line-Item Budget. If a budget category does not apply, either leave blank or delete the category.

**Personnel Services:** *Include information such as position title(s), name of employee (if known), salary, time to be spent on this program (hours or %), number of months assigned to this program, etc. Explain how the salary rate for each position was determined. If salaries are expected to increase during the program year, indicate the percentage increases for each position and justify the percent of the salary increase.*

FRC Supervisor	Traci Weis		40 hrs./week	12
FRC Early Learning Specialist	Mirna Smith		32.5 hrs./week	12
FRC Early Learning Specialist	Regina Rascon		27.5 hrs./week	12

Salary rate for each position was based on pay range comparable to Scottsdale City positions (i.e., Supervisor, Early Learning Specialist positions). All salaries include a 1% estimated market adjustment and a 3% estimated performance-based merit increase. All FRC staff devotes 100% of their time to the SFRC which is a twelve-month program located at the Paiute Neighborhood Center.

**Employee Related Expenses:** *Include a benefit percentage and what expenses make up employee benefit costs. Indicate any special rates for part-time employees, if applicable. Explain how the benefits for each position were determined. If using a fringe benefit rate, explain how this percentage is justified or approved by your agency/organization.*

Based on FY26 expenses paid for benefits and projected increases, the total cost of benefits for FY27 is estimated at \$59,000. Total benefits are approximately 30% of total salaries for benefited employees and 17% of total salary for unbenefited employee. Two employees qualify for medical benefits while one does not. Retirement contributions for all employees will increase due to the salary increase. An estimated 9% health insurance contribution increase is expected. All employees receive the following benefits: retirement, unemployment, FICA, accrued sick time, and accrued vacation. Health, dental and life insurance is available to 2 employees.

**Professional and Outside Services:** *If professional consultants/services costs are proposed in the budget, define how the costs for these services were determined and the justification for the services related to the program. Explain how all contracts will be procured.*

Contract outside services to provide classes and/or workshops at the SFRC. Some potential services include Science on Wheels, local author visits, Musicology, Phoenix Zoo to You etc.

Contract Science on Wheels through the Arizona Science Center to provide hands-on, grade-specific content based on Arizona State Education Standards Workshops at the SFRC. Workshops will provide an engaging experience for families and young children in the field of Science, Technology, Engineering and Math (STEM). Workshops calculated using existing website pricing at \$250 per session x 6 sessions= \$1,500 plus any fees. Contract local author visit to read and present book. Author will also create a craft with families, provide a copy of the book to each family, and answer any questions. This is an exciting opportunity for children to learn about authors and writing as well as find a passion for early literacy. Expenses calculated using website information from known local authors and average \$265 per visit x 2= \$530. Contract Musicology to provide a fun and engaging atmosphere where children will explore musical instruments, creative movement, dancing and singing. They will be exposed to beats and rhythms spanning different eras and various parts of the world. Current pricing is \$1,100 per session. Contract Phoenix Zoo to You to provide an educational, interactive program where Outreach Instructors share live animal ambassadors and expertise about wildlife. Current pricing online calculated at \$250 per session.

This contract is considered a "specialty event services" contract by the city's purchasing department so a contract would be negotiated between both parties that includes scope of work, price, indemnification, and other terms. Once the city's purchasing, risk management, and legal department approve the language, it would be executed by the city and the outside contractor.

**Travel:** *Separate in-state and out-of-state travel. Include a detailed breakdown of hotel, transportation, meal costs, etc. Indicate the location(s) of travel, the justification for travel, how many employees will attend and how the estimates have been determined. Applicants **must** use the State of Arizona Travel Policy reimbursement rates for mileage, lodging, and meals for both in-state and out-of-state travel. For current Arizona state rates, visit: <https://qao.az.gov/state-arizona-accounting-manual-saam> - Travel Policy (Topic 50) & Reimbursement Rates (Section 95).*

**Not Requested**

In- State Travel:

Out-of-State Travel:

**Aid to Organizations or Individuals:** *In the event that this application represents collaboration and you will be utilizing subcontractors (including subgrantees) to perform various components of the program, include a list of subcontractors, programmatic work each subcontractor will perform, and how costs for each subcontractor are determined.*

**Not Requested**

**Other Operating Expenses:** *Explain each item to be purchased, how the costs were determined and justify the need for the items. All purchases should be made through competitive bid or using established purchasing procedures. Items can only be categorized in the following line items: Telephones /Communications Services, Internet Access, General Office Supplies, Food, Rent/Occupancy, Utilities, Furniture, Postage, Software (including IT supplies), Dues/Subscriptions, Advertising, Printing/Copying, Equipment Maintenance, Professional Development (Staff Training, Conferences, Workshops, and Training Fees for Staff), Insurance, Program Materials, Program Supplies, Scholarships, and Program Incentives.*

**Telephones/Communications Services \$200:** Verizon wireless data card for laptop

**General Office Supplies \$700:** Copy paper, colored paper and cardstock, calendars, sticky notes, file folders, envelopes, labels, pens, pencils, markers, white out, paper clips, toner, print cartridges, lamination film, general disinfectant, and cleaning supplies, etc.

**Food \$600:** Food for activities/programs such as monthly Cafécito parent support group; parent nutrition activities/workshops; Community Baby Shower; weekly Family Play Time; other snacks provided for programs/workshops; to include but not limited to coffee, tea, sugar, creamer, fruit, vegetables, cheese, applesauce pouches, goldfish, granola bars, teething crackers, animal crackers, popcorn, flour, salt, etc.

**Furniture \$500:** furniture such as office cubicle and shelving for program materials and Emergency Pantry

**Dues/Subscriptions \$100:** Dues for NAEYC, etc.

**Printing/Copying \$300:** Printing business cards, counter cards, flyers, posters, and SFRC stickers.

**Professional Development (Staff Training, Conferences, Workshops, and Training Fees for Staff) \$600:**

Professional development opportunities such as conferences, workshops, and trainings that positively impact the work being done at the FRC.

**Program Materials \$900:** Materials for adult/child programs such as hands-on manipulatives, toys, books, dramatic play materials; interactive components such as construction blocks, puzzles, counters, alphabet letters, etc.; books for Storytimes, and other program supplies to enhance programming provided to the families.

**Program Supplies \$822:** Supplies for adult/child programs such as crayons, markers, paint, playdough, construction paper, crafting materials, etc.

**Program Incentives \$800:** Books for giveaways to families participating in literacy programs and for outreach events, materials for Week of the Young Child events; materials and plushes for Fall, Spring, and subsequent Festivals; parent workshop certificates/awards; Family welcome and baby bags (tote bags, books, parent guides, baby supplies, etc.); incentives for survey and other data gathering efforts.

**Non-Capital Equipment:** For items with a unit cost less than \$5,000 and an initial estimated useful life beyond a single year, explain each item to be purchased, how the costs were determined and justify the need for the items. All purchases should be made through competitive bid or using established purchasing procedures. For example, items such as computers, printers, projectors, etc. each with a unit cost less than \$5,000.

**Colored Printer \$400:** Colored printer would be used to print colored FRC monthly calendars, flyers, and program printout materials. Both would be purchased using the City of Scottsdale IT purchasing practices.

**Administrative/Indirect Costs:** Administrative costs are general or centralized expenses of overall administration of an agency/organization that receives grant funds and does not include particular program costs. Such costs are generally identified with the agency/organization's overall operation and are further described in 2 CFR 220, 2 CFR 225, and 2 CFR 230.

*Indirect costs are costs of an organization that are not readily assignable to a particular program, but are necessary to the operation of the organization and the performance of the program. The cost of operating and maintaining facilities, depreciation, and administrative salaries are examples of the types of costs that are usually treated as indirect.*

**Not Requested**

**Applicants must list either Option A or Option B and provide proper justification for expenses included:**

- Option A - Administrative Costs:** with proper justification, applicants may include an allocation for administrative costs for up to 10% of the total direct costs requested of the grant request. Administrative costs may include allocable direct charges for: costs of financial, accounting, auditing, contracting or general legal services; costs of internal evaluation, including overall management improvement costs; and costs of general liability insurance that protects the agency/organization(s) responsible for operating a program, other than insurance costs solely attributable to the program. Administrative costs may also include that portion of salaries and benefits of the program's director and other administrative staff not attributable to the time spent in support of a specific program.

**OR**

- Option B - Federally Approved Indirect Costs:** If your agency/organization has a federally approved indirect cost rate agreement in place, applicants may include an allocation for indirect costs for up to 10% of the direct costs. **Applicants must provide a copy of their federally approved indirect cost rate agreement.**

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_  
Mary Witkowski, Interim Human Services Director

# # FIRST THINGS FIRST

## Program Personnel Table

In the following table, provide a list of all personnel or positions that will be **fully or partially funded** through the program (listed under Personnel Services/Salaries in the budget) and the Full-Time Equivalent (FTE) for each position. For Key Personnel positions to be hired (TBH), describe the desired background/experience/degrees and field of study - and for all Key Personnel positions, indicate whether personnel meet the staffing qualifications in the Standards of Practice (SOP).

Key Personnel - those individuals directly responsible for program implementation/services and are fully or partially funded through the proposed program.				
Name/ Position Title	Background/Expertise* Must include qualifications that align with the Standards of Practice (SOP)	Key Roles and Responsibilities	Meets the SOP Staffing Qualifications Yes/No**	FTEs funded through the program
Traci Weis/Family Resource Center Supervisor	<i>Meets qualifications that align with the SOP. Bachelor's degree in Educational Studies; a Master's Degree in Teaching and Learning with an emphasis in English to Speakers of Other Languages. Has experience working with young children: 4.5 years with the Scottsdale Family Resource Center; Teacher for 11 years in grades 1-3; 4 summers as a lifeguard/swim instructor/recreation department.</i>	<i>Grant Administrator- Oversight of the Family Resource Center including supervision and coordination efforts of FRC staff. Ensures all FRC grant requirements are met including reporting. Develops collaborations, programming, conducts program and staff evaluations.</i>	Yes	1.0
Mirna Smith/Early Learning Specialist	<i>Meets qualifications that align with the SOP. Associate of Arts with 48 hours in Early Childhood Development. 8.5 years with Scottsdale Family Resource Center, 2 years working for the Scottsdale Library as an Early Learning Specialist, specifically working with 0-5-year-olds and their families. 5 years as a preschool teacher, and 2 years as an elementary school teacher. 2 years as an outreach specialist with Scottsdale Prevention Institute at Paiute.</i>	<i>Works directly with families providing programming, referrals, and resources. Assists in facilitation and implementation of program activities. Assists Coordinator with activities, data, surveys, and documentation.</i>	Yes	.81
Regina Rascon/Early Learning Specialist	<i>Meets qualifications that align with the SOP. Bachelor's degree in Early Childhood Education and Associate's degree in Applied Science and Nursing. Has experience</i>	<i>Works directly with families providing programming, referrals, and resources. Assist in facilitation and implementation of program</i>	Yes	.69

	<i>working with young children: 7 years teaching with Head Start, 9 years teaching kindergarten, and 2 years as a registered school nurse.</i>	<i>activities. Assists Coordinator with activities, data, surveys, and documentation.</i>		
<b>Additional Personnel</b> - those individuals partially funded through the proposed program but who do not directly implement or have direct program oversight of the program.				
<b>Program Total FTEs:</b>				<b>2.5</b>

\* Resumes and/or job descriptions for key personnel may be requested at any time but unless otherwise indicated, they do not need to be submitted.  
 \*\* By signing this document, I assure that all key personnel meet the Personnel/Staff Qualifications outlined in the FTF Standards of Practice or if any personnel do not meet the Staff Qualification standards, they have been approved through the FTF Request for Exemption from Staff Qualification process prior to hire.

\_\_\_\_\_  
 Mary Witkofski, Interim Human Services Director

\_\_\_\_\_  
 Date