EASTERN WASHINGTON UNIVERSITY
EARLY HEAD START

Policy Council Meeting
August 7, 2014

EHS Policy Council Members Present:
Candice Capoeman
Adara Fletcher
Robert Fritz – (via tele-conference)
Suzann Gotheridge
Karly Largin
Flo Stromenger
Catina Brown – Head Start/ECEAP Representative

Policy Council Members Not Present:
Bethany Elliott
Danyelle Gilman
Laura McKnight
Samantha Sattleen

EHS Staff Members Present:
Carolyn Sola: EHS Director
Ray Roberts: EHS Community Information and Parent Involvement Coordinator

Items provided before the meeting in a mailing included:
- Meeting Reminder Flyer and Map
- August 7, 2014 Orientation Part II Agenda
- August 7, 2014 Policy Council Meeting Agenda
- June 5, 2014 Policy Council Meeting Minutes Draft
- Mileage and Child Care Reimbursement Forms

The general session meeting was called to order at 1:03 p.m.

Policy Council Attendance was taken - Quorum was met to conduct business.

June 5, 2014 Meeting Minutes. The draft meeting minutes for the June 5, 2014 meeting were discussed and time provided for review. Following discussion:

Suzanna Gotheridge motioned that the June 5, 2014 Meeting Minutes be approved as submitted. Flo Stromenger seconded the motion and it was unanimously approved.
Communication from the Public - Information Item

Head Start/ECEAP representative Catina Brown was present and provided a program update that included:

- Head Start and ECEAP are currently on summer break. At their last Policy Council meeting they reviewed and approved their programs Community Assessment, which was also approved by their Governing Board.
- Their next Policy Council meeting is scheduled for August 22.
- Classes for Head Start and ECEAP will resume again in September, and elections for their new Policy Council will follow.

EWU EHS Staff Report - Information Items

- Review Program Monitoring Reports (PMR): The April and June 2014 PMRs were handed out. Time was taken to go over each section of the June PMR to provide orientation on the information covered in the report and how it is used for monitoring program activities and services. It was noted that EWU EHS continues to be fully enrolled with a wait list.
- Personnel: Discussed the maternity leave of Lorrie Pirnie – EHS Services Monitoring and Evaluation Manager (SMEM) and provided an update on her current work situation. It was noted that due to her husband being in the military, she has worked via tele-commuting for the past several years; first at Joint Base Lewis-McCord near Tacoma, WA, followed (until very recently) at the base in Tucson Arizona. They were recently transferred to the U.S. base in Seoul, South Korea. Initial approval was received from all involved for Lorrie to continue to work via tele-commuting, and she is planning to be back to work from maternity leave on August 11. Eastern Washington University is looking into whether the South Korean government requires any form of taxation on wages Lorrie would receive from EWU that would make the work arrangement unamenable. Discussed the South Stevens County area Parent Child Educator (PCE) continuing to be on extended medical leave and unable to work per doctor’s orders. Dana Bowers was hired as a Temporary PCE and began on June 23 to assist with providing EHS services to families and additional program support.
- Federal Updates: Discussed the recent change for Head Start and Early Head Start grants from 1 year non-competitive grant cycles to new 5 year grants and some of the requirements that accompany the change.
- Federal Region X Informal Site Visit: One requirement that was added with the 5 year grants was annual informal site visits by the Regional OHS personnel. EWU EHS will have its first of these visits September 16-18 with Region X Program Specialist Maria Wilson. Handouts were provided and reviewed including the:
- Region X Grantee Plan of support Annual Site Visit Guide
- OHS Governance, Leadership, and Oversight Capacity Screener, and
- OHS Health and Safety Screener

  Governing Board Meeting on August 22, 2014: Another of the new requirements is that a Governing Board self-assessment be completed. This is planned for August 22, at their next meeting and it was noted that members of the Policy Council’s Executive Committee (once elected later in today’s meeting) may be requested to attend this meeting.

❖ Committee Reports - Information Items

   None at this time – Committees still yet to be formed.

OLD BUSINESS

None

NEW BUSINESS

❖ Election of Officers and Creation of the Executive Committee – Action Item

  o Policy Council Responsibilities: The Policy Council Bylaws portions (Article 7, Sections 6 -8) regarding the duties of the Executive Committee Officers, were discussed earlier in the day during orientation. Nominations for Policy Council Executive Officers followed:


    After asking for any additional nominees and discussion, the nominations for Chairperson were closed. Each nominee was then given opportunity to speak about their interest in the position and their qualifications.

Members present voted by secret ballot with Robert texting his vote in to staff member Ray Roberts’ cell phone. By a vote of 4 - 2, Robert Fritz was elected as the 2014-2015 EWU EHS Policy Council Chairperson.
• **Vice-Chairperson**: Flo Stromenger nominated Suzann Gotheridge, and Karly Largin self-nominated for the position.

After asking for any additional nominees and discussion, the nominations for Vice-Chairperson were closed. Each nominee was then given opportunity to speak about their interest in the position and their qualifications.

Members present voted by secret ballot with Robert again texting his vote in to staff member Ray Roberts’ cell phone. By a vote of 4 - 2, Karly Largin was elected as the 2014-2015 EWU EHS Policy Council Vice-Chairperson.

• **Secretary**: Three members self-nominated including: Suzann Gotheridge, Candice Capoeman and Adara Fletcher.

After asking for any additional nominees and discussion, the nominations for Secretary were closed. Each nominee was then given opportunity to speak about their interest in the position and their qualifications.

Members present voted by secret ballot with Robert again texting his vote in to staff member Ray Roberts’ cell phone. The voting resulted in a three way tie between nominees.

Each member was allowed time to speak again regarding their interest and qualifications. Following their speeches, a second round of voting by secret ballot took place resulting again in a three way tie.

It was agreed upon, that the three nominees would draw for the position from three different colored items placed in a cup in lieu of flipping a coin. Each nominee drew an item from the cup with Adara Fletcher drawing the pre-selected winning colored item and thus designated to be the 2014-2015 EWU EHS Policy Council Secretary.

❖ **Appointment of Committee Members – Action Item**

  o **Policy Council Responsibilities**: Members discussed committee interests and following discussion, Chairperson Robert Fritz appointed members to the standing committees as follows:

    • **Budget Committee**: Chair: Karly Largin with members - Suzann Gotheridge.

    • **Policy and Bylaws Committee**: Chair: Robert Fritz with members - Suzann Gotheridge and Flo Stromenger.

    • **Community Assessment and Self-Assessment (CASA) Committee**: Chair: Flo Stromenger with members - Adara Fletcher and Robert Fritz.
- **Elections Committee**: Chair: Adara Fletcher with members - Candice Capoeman and Karly Largin.

- **Hiring Committee**: Chair: Suzann Gotheridge with members - Candice Capoeman, Robert Fritz and Flo Stromenger.

❖ **Schedule Future Policy Council Meeting Dates and Locations – Action Item**

  o Members discussed dates for monthly Policy Council meetings. All present agreed that keeping the meetings on the first Thursday of each month worked well with their schedules.

  The next meeting of the Policy Council is set for Thursday, September 4, 2014.

**EXECUTIVE SESSION**

❖ **Approval of Executive Session Meeting Minutes.**

  *With Robert meeting via tele-conference from Denver and not having access to the Executive Session meeting minutes, it was decided to postpone approval of the minutes until the next meeting.*

**COMMENTS FROM POLICY COUNCIL MEMBERS**

None

*The meeting adjourned at 2:25 p.m.*

**FUTURE MEETING DATES:**

- **Thursday, September 4, 2014**
- **Thursday, October 2, 2014**
- **Thursday, November 6, 2014**
- **Thursday, December 4, 2014**

Approved: 

EWU EHS Policy Council Secretary

Chairperson