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

Policy Council Members Not Present:
Danyelle Gilman
Laura McKnight

EHS Staff Members Present:
Carolyn Sola: EHS Director
Ray Roberts: EHS Parent and Community Engagement Manager

Items provided before the meeting in a mailing included:
- Meeting Reminder Flyer and Map
- September 4, 2014 Policy Council Meeting Agenda
- August 7, 2014 Policy Council Meeting Minutes Draft
- May and July 2014 Program Monitoring Reports (PMRs)
- Policy and Procedure (P&P) #205 Planning
- EWU Early Head Start Community Assessment and Self-Assessment Process & Timeline
- Head Start Governance and Management Responsibilities and Composition Requirements Diagrams

The general session meeting was called to order at 12:18 p.m. by Chairperson Robert Fritz. Introductions of members followed.

Policy Council Attendance was taken - Quorum was met to conduct business.
August 7, 2014 Meeting Minutes. The draft meeting minutes for the August 7, 2014 meeting were discussed and time provided for review. Following discussion the Chairperson called for a motion.
Candice Capoeman motioned that the August 7, 2014 Meeting Minutes be approved as submitted. Karly Largin 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:
  - The scheduled Head Start/ECEAP Policy Council meeting in August was cancelled. Classes start in September.
  - Catina was on the interview committee and participated in the hiring process for a new Kettle Falls classroom teacher.

- **EWU EHS Staff Report - Information Items**
  - Review May and July Program Monitoring Reports (PMR): Time was taken to discuss and review the May and July PMRs (provided in the August 27 mailing). Carolyn encouraged members to review the PMRs that are sent out in the mailings prior to the meeting and to bring back any questions they might have. EHS Management is preparing to incorporate more data into the PMR with plans to begin this new version (the PMR+) in January 2015.
    - **Enrollment:** Program was fully enrolled with a wait list for June, July & August. Discussed Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) and the process by which EWU EHS determines which child/family is enrolled to slots that become available and the Policy Council’s role in reviewing, providing input, modifying and approving the ERSEA criteria and procedures.
    - **Budget:** Expenditures and In-kind are on track. Time was taken to discuss the budget report that is included in each month’s PMR and that the Policy Council’s Budget Committee members receive more detailed monthly budget reports that show line item expenditures.
  - Office of Head Start (OHS)- Region X and Federal Updates: 5 Year Grant Award and accompanying new conditions: EWU EHS just began the first year of our new 5 year grant cycle. Discussed the new federal conditions that accompany the 5 year grant including:
    - **Governance, Organization and Leadership Capacity Screener and Certification (Due: 9/14):** The board discussed this at their August 22 meeting and are continuing to do additional follow-up work on it. EHS Director Carolyn Sola and EWU EHS Policy Council Chairperson Robert Fritz also participate in and sign off on this.
• **Health and Safety Screener and Certification (Due: 9/14):** This is to ensure that EWU EHS conducts health and safety screens, concerning the EWU EHS facilities and facilities used for Play & Learn socialization events. Safe Practices Inspections were completed at all EHS facility sites and the Play & Learn sites used. Discussed the long-term socialization challenges for our rural service area and low participation levels. Carolyn noted that she discussed this with the Governing Board members and was encouraged to discuss this with Office of Head Start (OHS) Region X Program Assistant Maria Wilson. Flo suggested that the program get parent input on what they would want for socializations and what they would be likely to attend.

• **School Readiness Meetings:** With Region X

• **OHS sponsored single audit webinar (Due: 12/31):** The Governing Board members are to participate in an audit webinar…

• **Annual Region X informal on-site visit (set for 9/16 & 9/17):** OHS Region X Program Assistant Maria Wilson will be coming out to discuss the changes accompanying the new 5 Year Grant and to do a site-visit of the EWU EHS program. During her visit she will:
  - Meet with the EHS Governing Board,
  - Meet with the EHS Director and Management Team,
  - Tour the program area. The current schedule includes a visit of the Newport Facility, the lone service area, then over to the Colville facility to attend a Play & Learn.

• **New Aligned Monitoring System rolling out (9/10 thru 9/17):** Carolyn will be participating in a webinar on this topic on September 17, and will report back on what the new system entails after attending.

• **Annual Program Availability Calendar for Review Monitoring:** EWU EHS will provide dates to the Region X OHS office regarding availability of the program for site reviews.
  - **Governing Board Update:** The Governing Board met on August 22, and went through the **OHS Governance, Organization and Leadership Capacity Screener and Certification.** Discussed the follow-up work the Governing Board is doing as they seek clarification on board structure requirements and how that works for a university with an Early Head Start grant, and what changes, if any that might require.

  - **School Readiness Report (April – June 2014):** Moved this discussion to the end of the meeting.

  - **Program Improvement Highlights**
    - **Safe Practices: Systems, Tools, Training:** Showed the Safe Practices binder with the completed site visit reports that were completed using the newly revised system and discussed the work being done regarding safe practices for the program.
• **Goals, Outcomes and Data: Systems, Tools, Training:** Progress on these projects continue to be on track.

• **Program Information Report (PIR):** Work is continuing on the PIR which is due to the Office of Head Start on August 31. The Services Monitoring and Evaluation Manager and Family Services Manager expect to complete it on time.

• **Interagency Coordinating Council (ICC) (Disabilities Services):** The ICC is scheduled to meet again on September 25, 2014 to continue work on increases access to resources for disability services in the Tri-County area. All EWU EHS Policy Council members were invited to attend and participate.

• **Property Insurance:** EWU EHS is looking into the possibility of obtaining property insurance for the program.

  o **OHS Information Memorandum (ACF-IM-HS-14-01) Audit Supplement – Update:** The OHS Information Memorandum was discussed and it was noted that EWU is exempt from the requirements of it since Washington is a single audit state. The Governing Board will still be required to participate in the OHS A-133 Audit Webinar prior to December 31.

  o **Upcoming Professional Development Activities:** Discussed plans for Professional Development for the program including:
    - An All Staff meeting on September 12 to review the 5 Year Grant Plans and Initiatives
    - October 13-17 Professional Development Intensive to include training on the Updated Health and Development Tracking form and Home Visit Plan.

  o **Personnel & Hiring Updates:** Discussed the current job opening that has been posted and advertised for PCE positions. EWU EHS is planning to hire a full time long-term temporary PCE to cover the medical leave of a current PCE who could be out for an undetermined length of time, and two part time (16-18 hour per week) PCE positions. The deadline for applications is September 7, with plans to interview potential candidates in mid-September.

❖ **Committee Reports - Information Items**

  o **Executive Committee:** Robert Fritz reported that the committee met and reviewed the program planning procedures and Policy #205 and will continue to do work on it before bringing forth a recommendation on it, and prepared for today’s meeting.

  o **Budget Committee:** Karly Largin reported that the committee met, received committee orientation and went over the May, June and July Credit Card Reports and approved them.
casa Committee: Flo Stromenger reported that the committee met and discussed the program’s Community Assessment and Self-Assessment recommended process and Timeline and will be bringing forward a recommendation to the Policy Council on it.

Policy and Bylaws Committee: Robert Fritz reported that the committee met and discussed Program Governance and the current work the Governing Board is doing regarding board structure, as well as the bylaws section on Attendance and Participation, and will continue committee work on these items before bringing forward any recommendations.

Hiring Committee: Robert Fritz reported that the committee met and discussed the PCE hiring that is currently underway, and Policy Council involvement on the interview committee for them.

OLD BUSINESS

(None)

NEW BUSINESS

- **Self-Assessment Methodology:** Ray Roberts reviewed the *EWU EHS Community Assessment and Self-Assessment Process: August 2014 – January 2015* handout (*provided in the August 27 mailing*) and provided an overview of the program’s process and timeline for doing the Community and Self-Assessments and how they are used in the program for planning, goal and objective setting, program design, and etc.

Flo Stromenger noted that it was the recommendation of the CASA Committee to approve the program’s Community Assessment and Self-Assessment Process and Timeline. Following discussion, the chairperson called for a motion.

Samantha Sattleen motioned that the *EWU EHS Community Assessment and Self-Assessment Process: August 2014 - January 2015 and Timeline* be approved as submitted. Candice Capoeman seconded the motion and it was unanimously approved.

- **Planning and Governance Policies and Procedures:** Tabled

- **Region X Informal Site Visit:** Discussed the September 16-17 Region X federal site visit and reviewed the *Region X Grantee Plan of Support Annual Site Visit Guide* that was handed out at the August 7, 2014 meeting. Reviewed the questions on the guide that would likely be asked by OHS Region X Program Assistant Maria Wilson during her visit.

- **Governance Policies & Procedures:** Tabled discussion on this until following the work the Governing Board is currently doing regarding the structure of the board.
Philosophy and Goals: Copies of the complete 5 Year Grant Application was handed out with discussions on:

- The program's planning process (pgs. 106-109) and the EWU EHS Program Planning Process handout.
- Program Philosophy (pg. 16). Time was spent covering this section in detail.
- Program Goals (pgs. 7 – 14). Noted that the grant contained the goals for the program that the previous year's Policy Council members helped write and approved.

School Readiness: The School Readiness Assessment Data Analysis: Summary Report April – June 2014 was handed out, reviewed and discussed.

Committee Appointments: Chairperson Robert Fritz led a discussion on committee appointments leading to the appointments of:

- Samantha Sattleen to the CASA, and Hiring Committees
- Bethany Elliott to the Budget and Policy and Bylaws Committees
- Candice Capoeman to the CASA Committee (in addition to the Elections and Hiring Committees that she was previously appointed to).

EXECUTIVE SESSION

Approval of Executive Session Meeting Minutes: Tabled

COMMENTS FROM POLICY COUNCIL MEMBERS

None

FUTURE MEETING DATES:

Discussion took place on the possibility of moving the dates of future meetings to the first Friday of each month as it would make attendance more doable for one member and might increase the options for who EHS might be able to use to provide child care during the Policy Council meetings. All but one of the members present noted that changing the meetings to Fridays would be more difficult or were not an option for them, and the decision was made to continue to plan the meetings for Thursdays.

Discussion followed regarding the November meeting with the request of EHS Management to move the meeting to the second Thursday of the month as both Ray Roberts and Carolyn Sola are scheduled to attend training on Circle of Security in Seattle along with the program's Home-Based Services Manager and Child Development and Disabilities Manager from November 4-7.
The members present were agreeable to the date change. All present also agreed to move the January meeting date from the first Thursday of the month to the second Thursday of the month since the first Thursday of the month fell on New Year’s Day.

**Updated Future Meeting Dates**

*Thursday, October 2, 2014*

*Thursday, November 13, 2014*

*Thursday, December 4, 2014*

*Thursday, January 8, 2015*

*The meeting adjourned at 2:30 p.m.*