EHS Policy Council Members Present:  
Candice Capoeman  
Bethany Elliott  
Adara Fletcher  
Robert Fritz  
Karly Largin  
Samantha Sattleen

Policy Council Members Not Present:  
Danyelle Gilman  
Suzann Gotheridge  
Laura McKnight  
Flo Stromenger – was available by phone if needed  
Catina Brown – Head Start/ECEAP Representative

Emily Sinka was also present to discuss interest in filling a vacant position.

EHS Staff Members Present:

Ray Roberts:  EHS Parent and Community Engagement Manager  
_EHS Director Carolyn Sola was unable to attend today’s meeting due to a medical situation with a family member._

Items provided before the meeting in a mailing included:
- Meeting Reminder Flyer and Map
- October 2, Policy Council Meeting Agenda
- September 4, 2014 Policy Council Meeting Minutes Draft
- August 2014 Program Monitoring Reports (PMRs)
- Locally Designed Program Option Proposal – EWU Early Head Start PLUS

The general session meeting was called to order at 12:19 p.m. by Chairperson Robert Fritz. Introductions of members followed.

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

September 4, 2014 Meeting Minutes. The draft meeting minutes for the September 4, 2014 meeting were discussed and time provided for review. Three corrections needed were discussed and included:

1. Removing the statement “via tele-conference” next to Robert Fritz’ name in the EHS Policy Council Members Present section (on page 1) as he was physically present at the meeting
2. Moving Suzann Gotheridge’ name (on page 1) from the “Present” to “Not Present” list.
3. Adding the words “in September to the end of the first bulleted item on page 2.
Following discussion the Chairperson called for a motion.

Candice Capoeman motioned that the September 4, 2014 Meeting Minutes be approved with the three changes. Karly Largin seconded the motion and it was unanimously approved.

❖ **Communication from the Public - Information Item**

*Head Start/ECEAP representative Catina Brown was ill and not able to attend.*

❖ **EWU EHS Staff Report - Information Items**

EHS Director Carolyn Sola was not able to attend today’s meeting due to a family medical situation. Ray Roberts provided the Program Report including:

- **Review August Program Monitoring Report (PMR):**
  
  1.1 *Enrollment Update and Projections*
  
  The program continues to be fully enrolled with a wait list. As usual for October and November, there are a higher number of children transitioning out as they move into Head Start/ECEAP and other preschool programs. Members were encouraged to help spread the word to friends and family about how they can find out more and enroll in EHS. Interest cards with EWU EHS contact information were shared for distribution.

  1.2 *Budget & Expenditures*
  
  Expenditures continue to be on track.

  1.3 *Ongoing Monitoring*
  
  Time was provided for reviewing the August PMR and for any questions regarding it.

- **Office of Head Start (OHS) - Region X and Federal Updates:**

  2.1 *Site Visit with Maria Wilson, Region X Program Specialist on 9/16 & 17*
  
  Highlights of the visit with Maria were shared with the members. It was noted that by all appearances, the visit went extremely well. A few of the strengths that Maria noted for our program were:

  - *The EWU EHS 2014 Community Assessment: The Other Washington.* She commented on how well done it was, and that she had shared it with the head of the Region X office.
  
  - Our data systems. Noting that we were ahead of many programs in regards to the new data requirements.
  
  - EWU EHS Governance. Maria’s visit included interviews with the EWU EHS Governing Board, some current and past Policy Council members as well as with the EWU EHS Director and Managers.
Maria was informed of the challenges the program faces with the Play & Learn Sites. During her visit she went to the EHS Newport Center, Ione area Plan & Learn site, EHS Colville Center where she spoke with Policy Council members and attended a Play & Learn, and the Springdale area Play & Learn site.

2.2 Governing Board Update

Shared that at the last meeting of EWU’s Board of Trustees (BOT), one item of discussion was the EWU EHS Governing Board and its set up. It was decided that the Board of Trustees would establish the EWU EHS Governing Board as a Sub-Committee of the BOT. The Governing Board will pass recommendations for decisions on to the BOT for approval. EHS Director Carolyn Sola attended the most recent BOT meeting and has been invited back to provide a presentation on EWU Early Head Start at the November BOT meeting.

2.3 Locally Designed Option

Discussed the program’s consideration of submitting a request for a Locally Designed Option to Region X in response to 3 things:

1. The challenges associated with having to meet Head Start Center Health & Safety standards for the Play & Learn Sites we use twice a month.
2. Parents requests for more Parent Education at home and in the community.
3. School Readiness data that shows increased numbers of children on IFSP’s and in tough situations and the lack of resources available for them.

○ Program Improvement Highlights

3.1 Program Information Report (PIR)

The PIR is a required report that was due at the end of August and was submitted on time. Carolyn will be bringing it to share at the next meeting.

3.2 Interagency Coordinating Council (Disabilities Services)

The ICC mtg. scheduled for September was cancelled and rescheduled for October 30th. It will be held at the Valley School and attendees can join via the K-12 video conferencing network at their local school district.

○ Upcoming Professional Development Activities

EWU EHS continues to prepare for the upcoming Professional Development Intensive scheduled for October 13-17. It will focus on changes that will help us measure progress toward meeting goals and increasing Home Visitor’s skills and knowledge on planning good services for families.
Personnel & Hiring Updates
Denise Albrecht, who’s been out on long-term medical leave, tendered her resignation effective September 19.

Interviews to fill her position took place last week and we’ll be discussing that in Executive Session later in the meeting.

Committee Reports - Information Items

- Executive Committee: Robert Fritz reported that the committee met and, and discussed the Locally Designed Option under consideration but will not be bringing anything forward on it for today.

- Budget Committee: Karly Largin reported that the committee met, and went over the August Credit Card Reports and approved them.

- CASA Committee: Robert reported that the committee met and had a discussion on the needs of the Tri-County communities for the EHS Community Assessment update.

- Policy and Bylaws Committee: Robert Fritz reported that the committee met and discussed the bylaws section on attendance and termination, and that there is no recommendation to be brought forward at this time.

- Hiring Committee: Robert Fritz reported that the committee met and discussed the PCE interviews that took place last week. The interview committee brought a recommendation to the Hiring Committee and the Hiring Committee will be bringing forward a recommendation to the full Policy Council later during an Executive Session.

OLD BUSINESS

- Potential Policy Council Vacancies:
  The two elected members that had not yet attended a meeting, and had been sent letters in accordance to bylaws Section 3, Article 9: Attendance and Participation: Termination of Term, were not in attendance. The terms were therefore terminated and their positions declared vacant.

- Consider Appointment of New Members:
  Emily Sinka was present to express her interest in filling the position of Parent Representative for the families served by PCE Autumn Stenberg. She was given opportunity to speak regarding her interest. Following discussion Emily left the room and members discussed the matter further.

  Samantha Sattleen motioned that Emily Sinka be appointed to fill the vacant Parent Representative position. Karly Largin seconded the motion and it was unanimously approved.

- Philosophy and Goals – Action Item (Tabled Until November 13 Meeting).
NEW BUSINESS

❖ **Community Assessment Input:** Policy Council members participated in a discussion on the needs of the Tri-County communities for the update to the EWU EHS Community Assessment.

❖ **Locally Designed Program Option:** *(Tabled Until November 13 Meeting).*

❖ **Governance Policies & Procedures:** Tabled discussion on this until following the work the Governing Board is currently doing regarding the structure of the board.

EXECUTIVE SESSION

Chairperson Robert Fritz called for an Executive Session of the Policy Council.

COMMENTS FROM POLICY COUNCIL MEMBERS

The General Session of the meeting reconvened at 2:10 p.m. Chairperson Robert Fritz led a discussion on Article 3 section 9 of the Policy Council Bylaws: *Attendance and Participation: Termination of Term* and the work the Policy and Bylaws Committee had done regarding it both this year and the preceding one. The challenges associated with how to best handle situations where members have multiple absences, and balancing that with the importance of having representation from as many areas of the program as possible were discussed. Robert encouraged members to give further thought to this and to share their input and ideas at the next meeting.

FUTURE MEETING DATES:

Updated Future Meeting Dates

*Thursday, November 13, 2014*

*Thursday, December 4, 2014*

*Thursday, January 8, 2015*

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

Approved: ________________________

EWU EHS Policy Council Chairperson