EHS Policy Council Members Present:
Candice Capoeman
Bethany Elliott
Adara Fletcher
Robert Fritz
Samantha Sattleen
Flo Stromenger
Alyssa Arrell – appointed in this meeting
Catina Brown – Head Start/ECEAP Representative

Policy Council Members Not Present:
Karly Largin
Emily Sinka

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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
- Meeting Reminder Flyer and Map (on reverse side)
- November 13, Policy Council Meeting Agenda
- October 2, 2014 Policy Council Meeting Minutes Draft
- September 2014 Program Monitoring Reports (PMRs)
- Emails from Office of Head Start Region X Program Specialist Maria Wilson regarding socializations and a locally designed option proposal.
- Copy of letter from EWU EHS Governing Board Chair Robert Whaley to Nancy G. Hutchins regarding EWU EHS program governance structure
- Copy of response letter from Nancy G. Hutchins to Governing Board Chair Robert Whaley.

- EWU EHS Policies:
  o #205 Planning
  o #306 Curriculum and Philosophy Statement,
  o #298 Applicable EWU Policies and Procedures,
  o #299 EWU EHS Personnel Policies,
  o #300 Staff Communicable Disease Health Exams

- EWU EHS Services Plan Part II: Partnering With Parents To Build A Better Future For Their Children!
The general session meeting was called to order at 12:25 p.m. by Chairperson Robert Fritz. Introductions of Alyssa Arrell and members followed.

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

October 2, 2014 Meeting Minutes. The draft meeting minutes for the October 2, 2014 meeting were discussed and time provided for review.

Following discussion the Chairperson called for a motion.

Candice Capoeman motioned that the October 2, 2014 Meeting Minutes be approved as submitted. Samantha Sattleen 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 Head Start/ECEAP Policy Council had orientation and held their first meeting of the year on October 24th. The year has started with an increase in parent involvement with 16 members on the Policy Council.
- Reviewed 5 year grant and approved some revised Policies and Procedures.
- The next Head Start/ECEAP Policy Council meeting will be held on Friday November 21 and will include the election of officers and committee selection.

EWU EHS Staff Report - Information Items

EHS Director Carolyn Sola provided the Staff Report including:

- Review September Program Monitoring Report (PMR):
  1.1 Enrollment Update and Projections
      The program continues to be fully enrolled with a wait list.
  1.2 Budget & Expenditures
      Expenditures continue to be on track. The first quarter budget was reviewed with the Budget Committee showing that the budget is in good condition. EWU EHS will be looking at the possibility of leasing offices for area EHS staff at the Valley School District.
  1.3 Ongoing Monitoring
      Time was provided for reviewing the September PMR and for any questions regarding it.

- Office of Head Start (OHS)- Region X and Federal Updates:
  2.1 Governing Board Update – from Carolyn and Robert Fritz: Chairperson Robert Fritz attended the October 28 Governing Board meeting. The Board received written notification from Region X that EWU EHS's Governing Board structure and composition is acceptable.
2.2 Locally Designed Option Update: The Region X Office of Head Start did not approve the Locally Designed Option ideas that were submitted.

2.3 Socializations (Play & Learns): Noted that an update will be provided and time for discussion during New Business.

- **Program Improvement Highlights**

  3.1 **Program Information Report (PIR):** Was turned in on time. EWU EHS provides information from the report that covers. Discussed how there is always a lag time for data gathering with items like medical records because of the process involved. Plans are to bring an updated PIR with the adjusted data to the December meeting.

  3.2 **EWU EHS Annual Report Update:** Plans are to bring a draft Annual Report for FY '13-'14 at next month’s meeting. Time was taken to review the previous year’s Annual Report and its contents.

  3.3 **Interagency Coordinating Council (Disabilities Services):** (Group of parents and service providers meeting to work on improving services to children age birth to three who have disabilities). The ICC is working on a Community Assessment that focuses on children with disabilities age birth to three years of age. The next ICC meeting is scheduled for January 22 from 1-3 p.m. at the Valley School District.

- **Personnel & Hiring Updates:** EWU EHS is continuing to work on the hiring process for a temporary PCE hiring pool, for child care during Policy Council meetings.

**Committee Reports - Information Items**

- **Executive Committee:** Robert Fritz reported that the committee met and, and discussed the program’s Philosophy, Mission and Vision and will be discussing this more during New Business, with plans to bring forward a recommendation at December’s meeting. The Committee also discussed the Governing Board structure and composition, and considering the creation of an Ad-Hoc committee on socializations.

- **Budget Committee:** Bethany Elliott reported that the committee met and reviewed the budget and first quarter expenditures, and reviewed the September Credit Card Reports and approved them.

- **CASA Committee:** Flo Stromenger reported that the committee met and had a discussion to provide input for the EHS Self-Assessment update.

- **Policy and Bylaws Committee:** Robert Fritz reported that the committee met and discussed a couple of policies that they will bring recommendations forward on during New Business, and further discussed the bylaws section on attendance and termination. They also discussed some new technology ideas that could potentially allow for attending meetings via video conferencing.
Hiring Committee: Carolyn reported that the committee met and discussed some interviews that are upcoming for program positions.

OLD BUSINESS

Consider Appointment of New Members:

Alyssa Arrell was present to express her interest in filling the position of Parent Representative for the families served by PCE Margo Gilmore. She was given opportunity to speak regarding her interest. Following discussion Alyssa left the room and members discussed the matter further.

Florence Stromenger motioned that Alyssa Arrell be appointed to fill the vacant Parent Representative position for Margo Gilmore’s families. Samantha Sattleen seconded the motion and it was unanimously approved.

NEW BUSINESS

Socializations (Play & Learns): Carolyn noted that the Executive Committee had discussed and approved the formation of an Ad-Hoc Committee on socializations that will focus on taking an in-depth look at how the program can best provide socializations for program families and meet the federal health and safety guidelines and standards. Members discussed the federal health and safety standards that are in place for socializations and that they are currently the same for facilities we are borrowing or renting for the hour and a half meetings held there twice a month as for those at facilities that we lease and are solely responsible for. The recommendation of EHS Management is to further study what parents need and want pertaining to socializations, what is needed to meet Health & Safety standards, and to hold Play & Learn socializations at the Colville and Newport EHS sites (for potentially longer hours to allow for people to come when they could) during the winter months of December through March. The formation of an Ad-Hoc Socializations Committee that would study and look in depth into the needs and wants of parents regarding socializations. Members discussed the transportation challenges families face for socializations.

Adara Fletcher motioned that the Policy Council form an Ad-Hoc Committee for Socializations, and that the program suspend Play & Learns during the months of December through March except at EHS facilities. Samantha Sattleen seconded the motion and it was unanimously approved.

Candice Capoeman, Adara Fletcher, Bethany Elliott, Alyssa Arrell, & Samantha Sattleen volunteered to serve on the Ad-Hoc Committee on Socializations and were appointed by Chairperson Robert Fritz.

Program Planning: Discussed Policy #205 Planning. Time was given for discussion and questions. Following discussion, the Chairperson called for a motion.
Candice Capoeman motioned that Policy #205 Planning be approved as submitted. Flo Stromenger seconded the motion and it was unanimously approved.

Adara Fletcher left the meeting to attend to an appointment in Newport with her child.

- **Self-Assessment Input:** Policy Council members participated in a discussion to provide input to the EWU EHS Self-Assessment.

- **Philosophy and Goals:** Discussed the program’s Philosophy, Mission and Vision and reviewed the *EWU EHS Services Plan Part II: Partnering With Parents To Build A Better Future For Their Children!* Discussion on the use of the words “low-income” and how the federal government considers Early Head Start and Head Start to be programs for low income families. Discussion occurred on using the word “eligible” with an explanation of what that means instead of “low-income”. Members were encouraged to further review the items provided on the program’s Philosophy, Mission and Vision and bring back their input, questions and ideas regarding them at the next meeting.

**EXECUTIVE SESSION**

Chairperson Robert Fritz called for an Executive Session of the Policy Council at 2:15 p.m.

**COMMENTS FROM POLICY COUNCIL MEMBERS**

**FUTURE MEETING DATES:**

Updated Future Meeting Dates  
*Thursday, December 4, 2014*  
*Thursday, January 8, 2015*

The meeting adjourned at 2:30 p.m.

Approved:  
EWU EHS Policy Council Chairperson