EHS Policy Council Members Present:
Alyssa Arrell
Candice Capoeman
Bethany Elliott
Adara Fletcher
Robert Fritz
Karly Largin
Samantha Sattleen
Emily Sinka \textit{(arrived late due to family emergency)}
Jackie Heib \textit{— Head Start/ECEAP Representative}

Policy Council Members Not Present:

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:
- \textit{Meeting Reminder Flyer and Map}
- \textit{January 8, Policy Council Meeting Agenda}
- \textit{December 4, 2014 Policy Council Meeting Minutes Draft}
- \textit{Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Selection Criteria Items}
- \textit{Contact List of Community Partners}
- \textit{EWU EHS Program Information Report (PIR)}

The general session meeting was called to order at 12:20 p.m. by Chairperson Robert Fritz. Members thanked and celebrated EHS Director Carolyn Sola for her 20 years of service to Eastern Washington University, 16 of which were spent leading the Early Head Start program.

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

A discussion followed regarding the two members who were considered to have attendance issues according to the bylaws at the last meeting. Both were present today. One was not present at last month’s meeting due to a death in the family and the other as she was attending her brother’s wedding. Though the item was not on the agenda, members were in agreement that the absences were due to good cause. Both members voiced that they intended to make every effort to attend future meetings. Chairperson Robert Fritz called for a motion.
Candice Capoeman motioned that the two members be considered to be in good standing as Policy Council Members. Adara Fletcher seconded the motion and it was unanimously approved.

December 4, 2014 Meeting Minutes: The draft meeting minutes for the December 4, 2014 meeting were discussed and time provided for review.

Following discussion the Chairperson called for a motion.

Karly Largin motioned that the December 4, 2014 Meeting Minutes be approved as submitted. Candice Capoeman seconded the motion and it was unanimously approved.

Communication from the Public - Information Item

Newly appointed Head Start/ECEAP representative Jackie Heib was present and provided a program update that included Head Start/ECEAP Policy Council conducting a meeting on Thursday December 18 where they:

- Held the first Committee meetings of the year
- Discussed 5 Year Goals and Objectives
- Reviewed Program Planning and Procedures
- Got volunteers to read through the parts of the Head Start Work Plans for discussion and approval at the next meeting.
- Had a presentation on Fall Outcomes, and received and reviewed data on Head Start and ECEAP children for the outcomes and School Readiness Goals and CLASS assessment scores from November 2014.

The next Head Start/ECEAP Policy Council meeting will be held on January 16. Jackie shared that a discussion had occurred regarding the idea suggested at the last EWU EHS Policy Council meeting about the possibility of information sharing between Head Start/ECEAP and EWU EHS regarding the assessment data of former EHS children in comparison/contrast with non-EHS children. Potential confidentiality issues were noted. Carolyn Sola will follow-up with Head Start ECEAP Director Nancy Williams on the matter.

EWU EHS Staff Report - Information Items

EHS Director Carolyn Sola provided the Staff Report including:

- November Program Monitoring Report (PMR): The November PMR was handed out and time was provided to review and discuss it. Highlights were discussed including:
The work continuing on a major program focus area of the development of new systems for tracking child and family goals and the parents self-reported progress toward them, and other data tracking and reporting systems. Planning continues for the roll-out of these new systems and further training for staff on using the new CHILD-R (Child Health, Individualization, Learning and Development Record) and FAST-R (Family Activities and Service Tracking Record).

The program continuing to be fully enrolled with a wait list.

November and December communications activities: Newspaper Ads for the program in Northeast Tri-County newspapers just prior to Thanksgiving and movie theater ads running in Newport and Metaline Falls in December.

Ongoing Monitoring activities

The EWU EHS Budget continuing to be on track and currently being underspent. It was noted that the program will work with the Budget committee on considerations regarding re-allocating funds to different budget categories is needed with new program vehicles and video conferencing/video white board ideas being considered.

Disabilities tracking data.

Time was provided for any questions

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

EHS Director and EWU Grant and Research Development Director Ruth Galm met with the Region X Financial Specialist and Program Specialist. Highlights included receiving more information on:

- How to do the yearly grant application for the new 5 Year Grant. Learned that the yearly application will function more like a progress report with much of the 5 Year Grant items remaining as they are, with updated budget portions for each year. The reapplication is due to Region X by April 1.

- The newly released set of audit requirements for all Federal Grants (including Early Head Start and Head Start programs). The new audit system will be rolling out soon with the new set of regulations to be effective for EWU EHS as of July 1. This requires learning all of the new changes and adjusting the EWU EHS systems where needed. Carolyn has already participated in two OHS webinars (approximately 5 hours of training) on the changes and is planning to attend a training with EHS Administrative Manager Marg Rogers on it at the end of February.

Governing Board Update: The next Governing Board meeting is tentatively set for the first or second week of February 2015. The Governing Board is still awaiting EWU Board of Trustee (BOT) action on the process for appointing new
EWU EHS Governing Board members especially in instances of member retirement and filling vacancies.

- *Program Improvement Highlights*
  - Updates to data tracking (CHILD-R and FAST-R) systems and training for staff is a major focus. The new systems will provide new reports that will summarize meaningful data that will be available for EHS Home Visitors. CHILD-R training for staff is set for January 23, 2015.

- *Personnel & Hiring Updates*: EWU EHS will consider hiring activities for 3 positions: Policy Council Child Care provider, Custodian at the Colville Center and the substitute Parent Child Educator position.

- *Discussed the National Head Start Association Conference that EHS Policy Council Chairperson Robert Fritz, EHS Director Carolyn Sola and EHS Parent and Community Engagement Manager Ray Roberts attended December 8-10. Robert discussed the benefits of the sessions he attended including information on best practices for Executive Session portions of Policy Council meetings.*

Carolyn noted that she had forwarded the information Robert brought back on Executive Sessions to Ruth Galm and EHS Governing Board members who expressed their agreement and encouraged that the changes be adopted by the Policy Council in future meetings.

The upcoming Washington State Head Start Association events in February and in April were discussed and members were asked to consider whether or not they would be interested and available to attend the events. Bethany Elliott and Karly Largin expressed interest in attending the Washington events coming up. EHS Staff will follow up and be provided with additional information on the events.

- **Committee Reports - Information Items**
  - *Executive Committee*: Robert Fritz reported that the committee met and, and discussed program activities and updates and reviewed the Program Information Report (PIR).
  
  - *Ad-Hoc Socializations Committee*: Bethany Elliott reported that the committee met and continued discussing program socialization needs, federal requirements and Health and Safety requirements. The committee went into more detail and provided additional input on what parents and staff want and expect for socializations.
  
  - *Budget Committee*: Karly Largin reported that the committee met and reviewed the budget and expenditures and signed off on Credit Card purchases for November.
  
  - *Policy and Bylaws Committee*: Robert Fritz reported that the committee met and discussed EWU EHS’s Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) and selection criteria items and will be continuing to review them and work to bring forward a recommendation at either the February or March meeting.
  
  - *Hiring Committee*: Robert Fritz reported that the committee met and discussed the three positions that EWU EHS is currently working on filling.
OLD BUSINESS

• None

NEW BUSINESS

• Program Information Report (PIR) and Annual Report: Time was taken to review in depth and discuss both the 2014 EWU EHS Program Information Report (included in the December 31 mailing) and the Annual Report draft information (handed out at the meeting).

Karly Largin had to leave the meeting at 2:05 p.m. Emily Sinka arrived at 2:25 p.m. and informed the members that she had a family medical emergency she was attending to today.

• Self-Assessment Input to Discuss Progress on EWU EHS’s 5 Year Goals: Tabled

EXECUTIVE SESSION

None

COMMENTS FROM POLICY COUNCIL MEMBERS

None

FUTURE MEETING DATES:

Thursday, February 5, 2015
Thursday, March 5, 2015
Thursday, April 2, 2015
Thursday, May 7, 2015

The meeting adjourned at 2:35 p.m.