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

Policy Council Members Not Present:  
Jackie Heib – Head Start/ECEAP Representative

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  
• February 5, Policy Council Meeting Agenda  
• January 8, 2014 Policy Council Meeting Minutes Draft  
• Appendix E: 2015 Self-Assessment Results  
• EWU EHS Community Assessment Update 2015  
• EWU EHS Professional Development Training and Technical Assistance Plan: FY 2015  
• Proposed EWU EHS FY 15 Federal and Non-Federal Budget Year 2 of 5  
• December 2014 Program Monitoring Report

The general session meeting was called to order at 12:40 p.m. by Chairperson Robert Fritz.

Policy Council Attendance was taken - Quorum was met to conduct business. There were no attendance issues noted.

January 8, 2015 Meeting Minutes: The draft meeting minutes for the January 8, 2015 meeting were discussed and time provided for review.

Following discussion the Chairperson called for a motion.
Candice Capoeman motioned that the January 8, 2015 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 Jackie Heib was not present but provided a program update via email that Ray read to the group that included Head Start/ECEAP Policy Council conducting a meeting on January 16 where they:

- Policy Council members reported back to the group and made recommendations on the Work Plans they had reviewed. Policy Council approved the plans.
- Members answered “Family Support Conversation” questions from the Washington state Department of Early Learning (DEL). The DEL is asking parents to provide input on the kinds of family support services families need and plan to use this in planning future ECEAP services.
- Members provided input into the Head Start and ECEAP grants.
- Guest speaker Katie Crise, Professional Development Coordinator for Head Start and ECEAP, gave a presentation on Early Achievers – the state’s quality rating system for child cares and preschools.

The next Head Start/ECEAP Policy Council meeting is scheduled for February 20, 2015.

EWU EHS Staff Report - Information Items

EHS Director Carolyn Sola provided the Staff Report including:

- December Program Monitoring Report (PMR): Time was taken to review highlights from the December PMR (provided in the Jan. 29 mailing) including:
  - EWU EHS is moving forward with activities to rent office space at the Valley School District and plans to move 3 EHS Home-Visitors into the offices there at the end of February.
  - EWU EHS is also moving forward with plans to lease space for socialization events and other program meetings and activities in Newport.
  - Completion of the new Child Health, Individualization, Learning and Development Record (CHILD-R) and Family Activities and Services Tracking Record (FAST-R) in preparation for the full roll out of these new records and data systems in February.

Time was provided for any questions.

- Office of Head Start (OHS)- Region X and Federal Updates:
  Received updated information on the new Federal requirements for program auditing, and EHS Director Carolyn Sola and Administrative Manager
Margaret Rogers attended a training on it at the end of January. Not all Federal systems are set up for it yet, but the new requirements are in place.

- **Governing Board Update**: The next Governing Board meeting is set for February 13, 2015 from 8:30 – 10:30 a.m. Their meeting agenda will be very similar to this Policy Council meeting as many of the same items will be covered. EHS Policy Council Chairperson Roberts Fritz was invited to attend. The Governing Board will continue to clarify the process for replacing members and are considering recruiting members from EWU’s Community and Public Health and Psychology Departments.

- **Program Improvement Highlights**
  - Moving forward with leasing new office space in Valley and socialization/meeting space in Newport.
  - Continuing to move forward on researching Video Conferencing White Board equipment.
  - Completion of the new Child Health, Individualization, Learning and Development Record (CHILD-R) and Family Activities and Services Tracking Record (FAST-R) and beginning implementation.

- **Upcoming Professional Development Activities**
  - Professional Development day on February 20, and Curriculum Week the last week of February is set to provide additional training and allow EHS Home Visit staff time to transfer and transition to the new data system.

- **Personnel & Hiring Updates**: Management and the Hiring Committee will bring forward recommendations for hire later in today’s meeting.

**Committee Reports - Information Items**

- **Executive Committee**: Robert Fritz reported that the committee met and, discussed the Annual Report draft and will bring forward a recommendation on it.

- **CASA Committee**: Robert Fritz reported that the committee met and reviewed the EWU EHS Self-Assessment Outcomes and the 2015 EWU EHS Community Assessment Update and will bring forward recommendations on them.

- **Budget Committee**: Karly Largin reported that the committee met and reviewed the budget and expenditures and signed off on Credit Card purchases for December, reviewed the July – December Budget expenditures and the proposed FY 15 Budget draft.

- **Ad-Hoc Socializations Committee**: Bethany Elliott reported that the committee met and continued discussing program socialization needs, federal requirements and Health and Safety requirements. A rough draft of a proposal was provided and discussed. The committee will review the proposal further and continue work activities.

- **Policy and Bylaws Committee**: Robert Fritz reported that the committee met and discussed EWU EHIS’s *Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA)* and selection criteria items and will continue to work further on this at the next meeting.
Hiring Committee: Robert Fritz reported that the committee met and discussed 2 recommendations for hire to be brought forward later in the meeting.

OLD BUSINESS

Annual Report

The draft Annual Report July 1, 2013 - June 30, 2014 was reviewed and discussed. It was noted that the Executive Committee liked the new format and the headings were helpful. The Executive Committee recommended approval of the Annual Report. Following discussion, Chairperson Robert Fritz called for a motion.

Samantha Sattleen motioned that the Annual Report July 1, 2013 - June 30, 2014 be approved as submitted. Emily Sinka seconded the motion and it was unanimously approved.

NEW BUSINESS

2015 EWU EHS Self-Assessment Results: Time was taken to review and discuss Appendix E: 2015 Self-Assessment Results. The CASA Committee recommended to accept the EWU EHS 2015 Self-Assessment Results as submitted. Following discussion, Chairperson Robert Fritz called for a motion.

Candice Capoeman motioned that the Appendix E: 2015 Self-Assessment Results be accepted as submitted. Adara Fletcher seconded the motion and it was unanimously approved.

EWU EHS Community Assessment Update 2015: Time was taken to review the EWU EHS Community Assessment Update 2015. The CASA committee recommended its approval with the additions of:

- Mean age of the population of each of the Tri-Counties in the Fast Facts section.
- Information on the Indian Reservations under the Ethnicity section.
- Noting that the King County data included in the Education, Health, Nutrition, and Social Service Needs section on page 23 was for comparison.
- A summary of the Newport Miner editorial article from November 11, 2014 by Publisher Fred J. Willenbrock regarding the re-defining of rural communities.

Following discussion, Chairperson Robert Fritz called for a motion.

Candice Capoeman motioned that the EWU EHS Community Assessment Update 2015 be approved as submitted with the additions recommended by the CASA
Committee. Emily Sinka seconded the motion and it was unanimously approved.

EXECUTIVE SESSION

At 2:05 p.m. Chairperson Robert Fritz called for an Executive Session to discuss candidates for hire and the recommendations of the EHS Management and the interview team.

Chairperson Robert Fritz called to resume the general session of the meeting at 2:10 p.m. and called for a motion.

Emily Sinka motioned that both candidates “A” and “B” be approved for hire with candidate “A” being offered the position first, and candidate “B” being offered the position should candidate “A” decline or be unable to fill the position. Samantha Sattleen seconded the motion and it was unanimously approved.

COMMENTS FROM POLICY COUNCIL MEMBERS

None

FUTURE MEETING DATES:

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

The meeting adjourned at 2:21 p.m.