EHS Policy Council Members Present:  
Candice Capoeman  
Bethany Elliott  
Adara Fletcher  
Robert Fritz  
Karly Largin  
Samantha Sattleen  
Emily Sinka  
Jackie Heib – Head Start/ECEAP Representative

Policy Council Members Not Present:  
Alyssa Arrell - Work Conflict

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
- March 5, 2015 Policy Council Meeting Agenda
- February 5, 2015 Policy Council Meeting Minutes Draft
- January 2015 Program Monitoring Report
- 2015-2016 (FY15) EWU EHS Federal Grant Application
- Appendix C: Request For Medically Underserved Area Designation

The general session meeting was called to order at 12:23 p.m. by Chairperson Robert Fritz.

Policy Council Attendance was taken - Quorum was met to conduct business. There were no attendance issues noted. Alyssa Arrell was not present due to a work conflict that she noted at the previous meeting as she has started a new job.

February 5, 2015 Meeting Minutes: The draft meeting minutes for the February 5, 2015 meeting were discussed and time provided for review.
Following discussion the Chairperson called for a motion.
Samantha Sattleen motioned that the February 5, 2015 Meeting Minutes be approved as submitted. Candice Capoeman seconded the motion and it was unanimously approved.
Communication from the Public - Information Item

Head Start/ECEAP representative Jackie Heib was present and provided a program update including information on the February 20, 2015 Head Start/ECEAP Policy Council meeting where the members:

- Reviewed and approved the Head Start Grant, year 2 of 5, keeping the same number of slots (154) in the same locations, and the ECEAP Grant for the same number of slots (50) for the same locations.
- Reviewed and updated the 5 year program goals.
- Planned for the upcoming Self-Assessment with members volunteering to assist.
- Received report from two Policy Council members who attended the Washington State Head Start Association event in Olympia and had the opportunity to speak with legislators about Head Start.
- Heard from guest speaker Karen Anderson who gave a presentation on the ChooseMyPlate USDA program. She discussed food serving sizes, and the benefits of increasing the amount of fruits and vegetables and decreasing sugary "junk" food items in your diet.

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

EWU EHS Staff Report - Information Items

EHS Director Carolyn Sola provided the Staff Report including:

- January Program Monitoring Report (PMR): Time was taken to review highlights from the January PMR (provided in the Feb. 27 mailing) including:
  - EWU EHS remained fully enrolled with wait list.
  - Budget Update – The budget is currently underspent, and management is continuing to work with the Budget Committee to reallocate funds to other categories and working on activities including the purchase of new technology for video conferencing.
  - Ongoing Monitoring update – continued regular services and completed the development of, training for staff on, and began the implementation of the new Child Health, Individualization, Learning and Development Record (CHILD-R).

Time was provided for any questions.

- Carolyn discussed receiving information from Head Start/ECEAP Director Nancy Williams regarding the number of children enrolled in those programs that signified on the applications that they were formerly in EWU Early Head Start. Out of the 38 children that graduated from Early Head Start last year, 23 of them are enrolled in Head Start or ECEAP through the Northeast Washington Early Childhood Programs. It was noted that the number (23 out of 38) would not include EHS graduates who transitioned into NEWESD 101’s ECEAP program.
Discussion took place regarding EHS families receiving letters from the program regarding well-child visits and child immunizations and how they, at times, conflict with due date information coming from medical providers, and how the federal Early and Periodic Screening, Diagnostic and Treatment (EPSDT) timetable is the one that EWU EHS is required to follow. Bringing the EPSDT timetable for review and further discussion on this topic at an upcoming meeting was discussed.

Office of Head Start (OHS) - Region X and Federal Updates: It was noted that Nancy Hutchins, long-time Director of the Region X Office of Head Start in Seattle, will be retiring. Nancy has been there for the full term of the EWU EHS grant.

A new rule from the Office of Head Start (OHS) regarding requirements for Head Start/EHS program’s Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) was discussed. The new procedures are to be in place and implemented by programs by March 12. OHS is providing more information and training on the new rule on March 6.

Governing Board Update: The next Governing Board meeting is set for March 12, 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 review and approve/disapprove of the Federal Grant Application, and continue to clarify the process for replacing members.

Program Improvement Highlights:

- Have moved forward with leasing new office space in Valley and continue to move forward on new socialization/meeting space in Newport.
- Completion of the new Child Health, Individualization, Learning and Development Record (CHILD-R) and Family Activities and Services Tracking Record (FAST-R) and have begun implementation. 2 Days of staff training on the new system took place on February 20 and 23, with the remainder of the week of Feb. 23-27 being a Curriculum Week for staff.

Upcoming Professional Development Activities

- Professional Development day scheduled for March 13 with topics including: Annual training on Mandatory Reporting of Child Abuse and Neglect, Confidentiality, Standards of Conduct and Home-Visit Safety.

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

Facilities Update: Moved 3 Home-Visit staff into their new offices at the Valley School District Administration Building on February 24.
Committee Reports - Information Items

- Executive Committee: Robert Fritz reported that the committee met and discussed the ERSEA rule change and upcoming training, and developed a recommendation on the Federal Grant Application.

- Budget Committee: Karly Largin reported that the committee met and reviewed the budget and expenditures, signed off on Credit Card purchases for travel for January, reviewed the July 2014 – January 2015 Budget expenditures and further reviewed the proposed FY 15 Budget for the Grant Application. The committee will bring forward a recommendation on the Grant Application Budget later in the meeting.

- Ad-Hoc Socializations Committee: Bethany Elliott reported that the committee met and discussed the meetings that management had with the home-visit staff where the information from the Ad-Hoc Socialization Committee was shared with them. The Home-Visitors were given opportunity to share their input on what would improve socializations for EWU EHS families. The input provided by the home visitors was very strongly aligned and in agreement with that given by the Ad-Hoc Committee members.

- 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 continue to work further on this at the next meeting. The committee also discussed the Request for Medically Underserved Area (MUA) Designation and will have a recommendation to bring forward.

- Elections Committee: Adara Fletcher reported that the committee met and reviewed the Policy Council Elections Timeline and will have a recommendation to bring forward.

- Hiring Committee: Robert Fritz reported that the committee met and discussed recommendations for hire to be brought forward later in the meeting for a child care worker for Policy Council. The committee also discussed the hire of Jan Mumau, a new Parent Child Educator for Region 2. The committee also discussed the new Financial Program Assistant Student Intern that started Monday March 2.
Karly Largin motioned to approve the Policy Council Elections Process and Timeline as submitted. Emily Sinka seconded the motion and it was unanimously approved.

**Program Recruitment, Selection, and Enrollment Priorities (Attachment A) – Information and Action Item:** Tabled the ERSEA conversation due to a new rule that was recently put forth by the Office of Head Start and is to be implemented by March 12. EHS Management will participate in training on the new rule which will be available on March 6.

Time was taken to review and discuss the *Request for Medically Underserved Area (MUA) Designation* (included in the Feb. 27 mailing). The Policy and Bylaws committee recommended the approval of the MUA Request. After discussion, Chairperson Robert Fritz called for a motion.

Samantha Sattleen motioned to approve the *Medically Underserved Area (MUA) Designation Request* as submitted. Adara Fletcher seconded the motion and it was unanimously approved.

**2015-2016 (FY15) EWU EHS Federal Grant Budget:** Time was taken to review the proposed FY15 Federal Grant Budget. The Budget Committee recommended approval of the proposed budget. It was noted that the program budget in the proposed application remains almost unchanged from the previous year’s budget. Also noted was that the new Valley offices and new Newport facility will be paid for with EWU funds and is therefore not in the federal EHS budget. The funds available for EWU EHS to apply for this year was $695 more than last year’s amount, so $695 was added to the curriculum and books category. On the printed budget provided these funds were inadvertently placed on the wrong line and will be moved into the correct category. The Budget committee recommended the approval of the proposed budget with the one correction. After discussion, Chairperson Robert Fritz called for a motion.

Following discussion, Chairperson Robert Fritz called for a motion.

Adara Fletcher motioned to approve the *2015-2016 (FY15) EWU EHS Federal Grant Budget* with the one correction. Samantha Sattleen seconded the motion and it was unanimously approved.

**2015-2016 (FY15) EWU EHS Federal Grant Application:** Time was taken to go over the proposed Federal Grant Application. It was noted that the grant application includes many of the items that the Policy Council had already reviewed and approved including the Community Assessment, Self-Assessment Results, Training and Technical Assistance Plan, Budget, and progress toward goals and intended impacts, and other federally required documents. In addition, the application will include Meeting Minutes from the
Policy Council and Governing Board and signed statements of approval from the Chairs of the Policy Council and Governing Board. The Executive Committee noted its recommendation that the Federal Grant Application be approved with the correction needed for the one budget item.

Following discussion, Chairperson Robert Fritz called for a motion.

Candice Capoeman motioned to approve the 2015-2016 (FY15) EWU EHS Federal Grant Application with the one change to the Budget section. Emily Sinka seconded the motion and it was unanimously approved.

* April Meeting Date: * Discussion took place regarding changing the date for the April Policy Council meeting From April 2 as Carolyn and two members will still be at the National Head Start Association conference in Washington D.C. on that date. All present were in agreement to move the meeting to Thursday, April 9th.

**EXECUTIVE SESSION**

At 1:50 p.m. Chairperson Robert Fritz called for an Executive Session to discuss candidates for hire and the recommendations of the EHS Management and interview team.

Chairperson Robert Fritz called to resume the general session of the meeting at 1:57 p.m. and called for a motion.

Samantha Sattleen motioned that candidate “A” be approved for hire to fill the Policy Council Child Care position. Candice Capoeman seconded the motion and it was unanimously approved.

**COMMENTS FROM POLICY COUNCIL MEMBERS**

A discussion took place regarding the possible use of web-based tablets and video conferencing for Policy Council member attendance. Ray and Emily volunteered to follow-up with schools they are familiar with allowing use of similar equipment to students to see if the schools would be willing to share their policies for use.

**FUTURE MEETING DATES:**

- Thursday, April 9, 2015
- Thursday, May 7, 2015
- Thursday, June 4, 2015

The meeting adjourned at 2:10 p.m.

Approved:  
EWU EHS Policy Council Chairperson