POLICY COUNCIL MEETING MINUTES
For Thursday April 9, 2015
at the
EHS Colville Center
146-D Buena Vista Dr., Colville, WA 99114 • (509) 685-1815

Participants: Robert Fritz, Chairperson
Candice Capoeman
Bethany Elliot
Emily Sinka

Not Attending: Adara Fletcher (school conflict)
Samantha Sattleen (family illness)
Karily Largin (work conflict)

12 – 12:30 p.m. LUNCH & POLICY COUNCIL MEETING BEGINS

❖ Policy Council Attendance
  o Took attendance. Chair Fritz noted that there was not a quorum to conduct business.

❖ Discuss Attendance Issues
  o Chair noted people that were not in attendance. As there are only two more Policy Council meetings this year, attendance letters will not be sent out.

❖ Approval of March 5, 2015 Meeting Minutes
  o Action Tabled because there was not a quorum to conduct business.

❖ Communication from the Public
  o None

❖ National Head Start Association Conference Update from Bethany Elliott
  o Bethany updated the PC on her recent trip to the National Head Start Association Conference in Washington D.C. She attended with Policy Council Parent Representative Samantha Sattleen and Home-based Services Manager Carol Pike. Bethany highlighted the high quality sessions for parents on a wide variety of topics including parent advocacy and child development topics. She shared her perspective that the Policy Council’s decision to move from utilizing borrowed community sites for socializations to sites that were leased by the program was wise to do. She indicated that Health and Safety topics are huge right now at the national level and she couldn’t have imagined trying to address the wide variety of regulatory requirements at borrowed community-based facilities. She also shared that it really made her realize that there are not many stand-alone Early Head Start programs and even fewer home-based Early Head
Start programs. She said that it gave her an entirely different perspective on Head Start and on the parents in Head Start. The event was parent friendly, Washington D.C. was amazing and they met several parents that they really connected with.

*EWU EHS Staff Report - Carolyn shared program highlights including:

- **Review February 2015 Program Monitoring Report (PMR):**
  1. **Enrollment Update and Projections** – fully enrolled with waiting lists
  2. **Budget & Expenditures** – budget is on-track and there will be dollars available to continue the technology improvements and socialization improvements at various facilities.
  3. **Ongoing Monitoring** – Routine monitoring activities continued as summarized in the PMR. Staff are using the new Individual Services Reports for the second month and are continuing to gather baseline data on child, parenting and family outcomes.

- Office of Head Start (OHS) - Region X and Federal Updates. Nancy Hutchins, long term administrator for Head Start in Region X, retired effective March 31, 2015. Julianne Crevatin, also a long term administrator, will be acting as the interim Region X Head Start administrator until a permanent hiring decision is made.

- **Governing Board Update** – The governing board met in March and approved the EWU Early Head Start grant application that was approved by the Policy Council in March.

- **Program Improvement Highlights and Outcome Measures** – Home visitors are using the new Individualized Services Reports for planning their Early Head Start services to children and family. These child-specific reports include summaries of child and family needs, services, goals, health and developmental tracking and due dates. They are being utilized with new monthly home visit experience planners and Our Family Plans to support deeper reflection upon and integration of services. Baseline goals and outcomes are being collected (January – March 2015 data is already in the database.)

- **Upcoming Professional Development Activities** – Circle of Security Parenting DVD Training will take place in May with the Child Development and Disabilities Manager, Health and Nutrition Manager, Parent and Community Engagement Manager and Infant Mental Health Consultant all attending. They will then begin planning parent education events utilizing Circle of Security and professional development for additional staff. The home visitors will be attending a multi-agency training on the Home Visit Observation Rating Scale that will be implemented in FY 15 to monitor and evaluate the effectiveness of home visitor teaching and learning in EHS home visits.

- **Personnel & Hiring Updates** - None

- **Facilities Updates** – Newport Professional Development and Socialization Center will be completed in June. Valley facility is occupied by staff. Furnishings and technology are in process for all EHS facilities.
❖ Policy Council Elections Update – The nomination period is underway.

❖ Committee Reports - Committee Reports were received from:
  o Executive Committee
  o Budget Committee
  o Ad-Hoc Socializations Committee
  o Policy and Bylaws Committee

12:30 – 2:20 p.m. OLD BUSINESS

❖ Program Recruitment, Selection, and Enrollment Priorities – Extended discussion took place regarding ways to refine the Program Eligibility Criteria (PEC) to determine which children and/or pregnant women is offered an open enrollment opportunity. Carolyn offered to have Sharon Sundheim, Family Services Manager, join the discussion to offer additional her perspectives as the person who has determined program eligibility for several years. Following a robust discussion, Sharon was directed to summarize the PEC criteria recommendations and share draft PEC scores for consideration at the next Policy Council meeting.

❖ EHS Immunization and Well Child Regulations – Tabled.

2:20 – 2:25 p.m. NEW BUSINESS

❖ Recruitment Strategies – Tabled

2:25 – 2:30 p.m. COMMENTS FROM POLICY COUNCIL MEMBERS

None

2:30 p.m. POLICY COUNCIL MEETING ADJOURNED

Next Scheduled Meeting Dates:

May 7, 2015

June 4, 2015