EHS Policy Council Members Present:  
Candice Capoeman  
Robert Fritz  
Karly Largin  
Samantha Sattleen  
Nicki Beer – Head Start/ECEAP Representative

Policy Council Members Not Present:  
Bethany Elliott - Work Conflict  
Emily Sinka

EHS Staff Members Present:  
Ray Roberts: EHS Parent and Community Engagement Manager  
Sharon Sundheim: Family Services Manager  
Erin Miller: Health and Nutrition Manager

Items provided before the meeting in a mailing included:  
• Meeting Reminder Flyer and Map  
• May 7, 2015 Policy Council Meeting Agenda  
• March 2015 Program Monitoring Report  
• Drafts of the eligibility and verification page of the application with the proposed PEC scores

The general session meeting was called to order at 12:27 p.m. by Chairperson Robert Fritz.

Policy Council Attendance was taken - Quorum was met to conduct business.  
The resignations of Alyssa Arrell and Adara Fletcher were discussed and accepted.

Discussion took place regarding filling the vacant Policy Council Secretary position.  
Candice Capoeman expressed interest in serving as Secretary. Chairperson Robert Fritz  
asked if there were any other nominees for the position and seeing that there were none,  
Candice was appointed as Policy Council Secretary.

March 5, 2015 Meeting Minutes: The draft meeting minutes for the March 5, 2015  
meeting were discussed and time provided for review. (The April 9 Meeting Minutes were  
not available for review).  
Following discussion the Chairperson called for a motion.
Karly Largin motioned that the March 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 Policy Council Chairperson Nicki Beer was present and provided a program update including information on the April 17, 2015 Head Start/ECEAP Policy Council meeting including:*

- Review of the Head Start Safety Meeting Results. No deficiencies were noted and there were minimal corrections needed at all facility sites.
- The Self-Assessment Process has started
- Approval of:
  - Rural Resources Personnel policies
  - Revised Policy Council Bylaws
  - Head Start/ECEAP Policies
  - A new hire
- CPS supervisor Davida Haynes was guest speaker and spoke about Family Assessment Response (FAR).
- Head Start/ECEAP classrooms are starting and completing application of the 2nd round of the fluoride varnish
- The last days of class for Head Start/ECEAP classrooms will be the last week of May or first week of June

*The next Head Start/ECEAP Policy Council meeting is scheduled for May 15, 2015.*

❖ **EWU EHS Staff Report - Information Items**

EHS Parent and Community Engagement Manager Ray Roberts provided the Staff Report including:

- March Program Monitoring Report (PMR): Time was taken to review highlights from the March PMR (provided in the April 30 mailing) including:
  - Discussed the Program Wide Enrollment section of the March PMR that reports EWU EHS had 115 enrolled for less than 30 days. Sharon Sundheim explained that the program began following the new requirements for enrollment and that it caused a 1-2 day delay with one family. This brought our enrollment down on March 31 to 115, but it was back to 116 by April 2nd.
  - 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. The purchase of new technology for
video conferencing has been completed and the pre-work needed for installation and setup is continuing.

Time was provided for any questions.

- **Office of Head Start (OHS) - Region X and Federal Updates:**
  - EWU EHS was informed that we were awarded funding for the second year of the 5 year grant.
  - Carolyn is planning to write a letter to Region X Acting Regional Program Manager, Julianne Crevatin, regarding requesting an exemption for the new rule regarding having to have copies of documents that prove income eligibility.

- **Governing Board Update:** The Governing Board was scheduled to meet May 13th, but will be rescheduled for a later date due to the auto accident involving the Director.

- **Program Improvement Highlights and Outcome Measures**

- **Upcoming Professional Development Activities**
  - *Using the Home Visit Rating Scale (HOVRS) (Home Visitors will be attending training for this Thursday and Friday of next week)*
  - *EWU EHS Child Development and Disabilities Manager Jennifer Lawrence, Health and Nutrition Manager Erin Miller, Infant Mental Health Contractor Molly Philips LICSW, and Parent and Community Engagement Manager Ray Roberts will be attending a 4 day training on Circle of Security Parenting DVD Training next week. Circle of Security Parenting is based on Attachment Theory and teaches a process that helps explore both strengths and areas of parent difficulties (i.e., being “Bigger, Stronger, Wiser, and Kind,” supporting exploration, and supporting attachment).*
  - *Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) update*
  - *Prenatal/Postpartum Services*
  - *Health & Safety, Emergency Preparedness and Sudden Infant Death Syndrome*
  - *Motivational Interviewing*

- **Personnel & Hiring Updates:** Work is being done to post advertisements for the additional Parent Child Educator (PCE) position as well as the two Play and Learn support positions in Colville and Newport. EWU EHS anticipates conducting interviews prior to the next Policy Council meeting for these three positions. Discussion ensued regarding members who could be available to serve on interview team with Candice Capoeman, Karly Largin and Samantha Sattleen all saying they would likely be available to be on the interview team and Robert Fritz noting that he could possibly be available for the Newport Play & Learn Support position if the interviews were held in Newport.

- **Facilities Update:** Technology purchases are proceeding. Tenant improvements are being completed at the new Newport Socialization and Professional Development site. The Valley offices are still working well for the 3 staff there,
and additional supplies and furniture items are being ordered to further complete their work spaces there. Colville landlords had new carpet installed in the hallways and two conference rooms.

- **Committee Reports - Information Items**
  - **Executive Committee**: Robert Fritz reported that the committee met and discussed the update on the program’s Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) process and reviewed and discussed today’s meeting agenda.
  - **Budget Committee**: Karly Largin reported that the committee met and reviewed the budget and expenditures and signed off on Credit Card purchases for travel for March.
  - **Ad-Hoc Socializations Committee**: Candice Capoeman reported that the committee met and discussed the input of the Ad-Hoc Committee being shared at the All-Staff meeting on April 17.
  - **Policy and Bylaws Committee**: Robert Fritz reported that the committee met and discussed proposed Bylaws changes, and EWU EHS’s ERSEA process and selection criteria items.
  - **Elections Committee**: Candice Capoeman reported that the committee met and discussed the nominations results and will be bringing forward a recommendation on certifying the nominations for elections later in the meeting.

**OLD BUSINESS**

- **Program Recruitment, Selection, and Enrollment Priorities (Attachment A) – Information and Action Item**: EHS Family Services Manager Sharon Sundheim led a discussion on the recommendations that the Policy Council had given for the ERSEA program enrollment criteria (PEC) scoring for potential enrollees that came out of last month’s meeting, as well as recommendations that management had. The members reviewed the new drafts of the eligibility and verification page of the application with the proposed PEC scores (included in the April 30 mailing).

- **EWU EHS Elections Nominations Process – Action Item**: Ray Roberts handed out the 2015 Policy Council Nominations Verification table and reviewed and led a discussion on the outcomes of the nomination process. Following the discussion, Chairperson Robert Fritz called for a motion.

Samantha Sattleen motioned to certify the *Nominations for Elections and that the elections proceed as planned.* Karly Largin seconded the motion and it was unanimously approved.
Recommendations for Policy Council Bylaws Changes – Information Sharing: A handout with recommendations for changes to the Policy Council Bylaws was handed out and reviewed. Chairperson Robert Fritz also had additional recommendations for changes to the Bylaws and copies of his notes were made, handed out and reviewed.

Refusal of Health Services, Immunizations and Well Child Regulations – Information and Follow-Up: EHS Health and Nutrition Manager Erin Miller reviewed the federal and state requirements and EWU EHS’s processes related to immunizations, Blood Lead Screening, and Well Child Visits with the members. A member noted the frustration that they had with having almost weekly reminders from their home visitor of being behind on these items when their primary care provider had consistently given them differing information and timelines for these to occur. The situation had been clearly and repeatedly communicated with the home visitor, and yet the reminders of being behind continued. Erin noted that she would follow-up further on the situation to see what else could be done regarding this situation and one’s like it.

NEW BUSINESS

No New Business

COMMENTS FROM POLICY COUNCIL MEMBERS

FUTURE MEETING DATES:

Thursday, June 4, 2015

The meeting adjourned at 2:40 p.m.

Approved: [Signature] 6/24/15

EWU EHS Policy Council Chairperson