EASTERN WASHINGTON UNIVERSITY
EARLY HEAD START
Policy Council Meeting
June 4, 2015

EHS Policy Council Members Present: Policy Council Members Not Present:
Candice Capoeman
Bethany Elliott
Robert Fritz
Karly Largin
Samantha Sattleen
Emily Sinka
Nicki Beer – 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
- June 4, 2015 Policy Council Meeting Agenda
- May 7, 2015 Policy Council Meeting Minutes Draft
- Draft of Recommendations for Amendments to the EWU EHS Policy Council Bylaws for the 2015-2016 Policy Council
- Job Descriptions for the EHS Parent-Child Educator and Socialization Specialist positions
- Updated Drafts of the Eligibility and Verification Pages of the Application with the Proposed Program Enrollment Criteria (PEC) Scores

The general session meeting was called to order at 12:22 p.m. by Chairperson Robert Fritz.

Policy Council Attendance was taken – Quorum was met to conduct business.

April 9, 2015 Meeting Minutes: The draft meeting minutes for the April 9, 2015 meeting were handed out and time provided for review. Following discussion the Chairperson called for a motion.

Samantha Sattleen motioned that the April 9, 2015 Meeting Minutes be approved as submitted. Emily Sinka seconded the motion and it was unanimously approved.
May 7, 2015 Meeting Minutes: The draft meeting minutes for the May 7, 2015 meeting were discussed and time provided for review. Following discussion the Chairperson called for a motion.

Samantha Sattleen motioned that the May 7, 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 their last meeting on May 15, 2015 Head Start/ECEAP Policy Council meeting including:
  - Completed Self-Assessment with the Policy Council
  - Approved revised draft of the Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) policy and procedure.
  - Approved the revised Out of District Children policy and procedure.
  The last day for all Head Start and ECEAP classrooms will be this week. The Next official meeting of the HS/ECEAP Policy Council will be in October 2015.

- EWU EHS Staff Report - Information Items
  EHS Director Carolyn Sola provided the Staff Report including:
  - April Program Monitoring Report (PMR): The April PMR was handed out and time was taken to review highlights including:
    - Enrollment – The program remained fully enrolled with a wait list.
    - Reviewed new data added by EHS Health and Nutrition Manager Erin Miller including the 90 Day Health Determination Plans, Asthma and Allergy Care Plans, and Prenatal and Births.
    - Discussed additional data to be added in the future from program managers.
    - Reviewed Disabilities Tracking numbers and discussed.
  Time was provided for any questions.
  - Office of Head Start (OHS) - Region X and Federal Updates:
    - EHS missed the monthly meeting with Region X Program Specialist Maria Wilson as she was on a Federal Review and unavailable.
    - It was noted that after further consideration of the matter, EWU EHS decided not to write a letter requesting a waiver regarding the new ERSEA requirements on gathering copies of source documentation for eligibility. The new process for applications will include EHS Home Based Services Manager Carol Pike reviewing the eligibility of applicants with verification by EHS Family Services Manager Sharon Sundheim.
Governning Board Update: Due to an auto accident involving the EHS Director, the May 13 meeting of the Governing Board was cancelled. The Governing Board will be scheduling a date for their next meeting to be held in July.

Program Improvement Highlights and Outcome Measures: EWU EHS is now in its fifth month of collecting data from CHILD-R and FAST-R and other program processes and will be adding a Home Visit Observation tool. All home-visitors and several program managers attended a Home Visit Rating Scale (HOVRS) orientation on May 14 & 15. EWU EHS will begin using HOVRS in July. This will include 3 observations of each Home-Visitor per year. Three EWU EHS Managers and Infant Mental Health Consultant Molly Phillips attended the Circle of Security Parenting DVD Training May 11 - 14, and will be preparing to provide Circle of Security Parenting DVD trainings for parents next spring.

Upcoming Professional Development Activities

- Updated Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA): will be the main topic of the All Staff training scheduled for Friday June 12.
- Prenatal/Postpartum Services
- Health & Safety, Emergency Preparedness and Sudden Infant Death Syndrome
- Motivational Interviewing

Personnel & Hiring Updates: will have recommendation for today for action, and will need a telephone meeting to act on the socialization assistant applicants.

Facilities Update: Newport Socialization and Professional Development Center tenant improvements are completed and EWU EHS received keys for the facility on June 3.

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,
- Eligibility source documents waiver,
- Purchase of Windows Surface Pro 3’s, and
- Reviewed and discussed today’s meeting agenda.

Budget Committee: Karly Largin reported that the committee met and went over the year’s budget to date, and planned spending for the remaining of the year in great detail. The reports for the April Credit Card purchases were not available for review.

Policy and Bylaws Committee: Robert Fritz reported that the committee met and discussed proposed changes to EWU EHS’ Application Program Enrollment Criteria (PEC) Scores, and proposed Bylaws changes. Also discussed was the possibility of
having an additional meeting of this year’s members to approve hires and act to approve the recommended changes to the bylaws.

- **Elections Committee**: Candice Capoeman reported that the committee met and discussed the Policy Council election results and will be bringing forward a recommendation on certifying the elections later in the meeting.
- **Hiring Committee**: Robert Fritz reported that the committee met and discussed the candidates for hire and the upcoming interviews and will be bringing forward a recommendation later in the meeting.

**OLD BUSINESS**

- **Program Recruitment, Selection, and Enrollment Priorities (Attachment A)** – **Information and Action Item**: Members reviewed the new drafts of the Eligibility and Verification pages of both the Pre-natal and Child Applications with the newly proposed Program Enrollment Criteria (PEC) Scores *(provided in the May 28 mailing)* with updates based on the input provided by the Policy Council at its May 7 meeting.

The Policy and Bylaws Committee recommended that the Program Enrollment Criteria (PEC) Scores be approved with two changes to the two updated drafts of the Eligibility and Verification pages of the Application:

1) On the Pre-natal Application, add “*at time of application*” to the end of the line in Box 3 that begins, “Pregnant woman is a foster child”

2) On the Child Application, change the last line to read “*Child was premature (Score: 1 Pt. if born between 32-37 weeks gestation OR 3 points if born at 24-31 weeks or less gestation)*”

Members also discussed how “*high risk pregnancy*” would be defined by the program. Following discussion Chairperson Robert Fritz called for a motion.

Samantha Sattleen motioned that the proposed Program Enrollment Criteria (PEC) Scores on the Pre-natal and Child Applications be approved with the two changes recommended by the Policy and Bylaws Committee. Karly seconded the motion and it was unanimously approved.

- **EWU EHS Elections Process – Action Item**: EHS Parent and Community Engagement Manager Ray Roberts handed out the 2015 Policy Council Elections Outcomes, 2015 Policy Council Election Facts and the 2015 Policy Council Election Results and reviewed and led a discussion on the 2015 Policy Council Elections outcomes. Following the discussion, Chairperson Robert Fritz called for a motion. It was noted that there were two enrolled parents who used their ballots to write-in that they were interested in filling the vacant position for their areas of the program, as they did not have a candidate.
running to fill the position. The option of appointing these parents to the positions was discussed as an option.

Samantha Sattleen motioned to certify the 2015 Policy Council Elections. Emily Sinka seconded the motion and it was unanimously approved.

Candice Capoeman motioned to appoint the two parents, Genevieve (Brandi) Abdallah and Ashlee Johnson, that used their ballots to write-in their interest in filling the vacant positions for their areas of the program. Emily Sinka seconded the motion and it was unanimously approved.

EXECUTIVE SESSION

Chairperson Robert Fritz adjusted the order of the agenda with the support of the members and called for an Executive Session of the Policy Council at 1:38 p.m. to discuss personnel hiring items.

After discussion, Chairperson Robert Fritz closed the Executive Session and resumed the regular session 1:50 p.m.

Following the Executive Session regarding review and discussion of candidates for hire to fill the Parent Child Educator position in the South Stevens County area that will become vacant as of June 30, the Chairperson called for a motion.

Samantha Sattleen motioned to approve an offer for hire to the candidate discussed in Executive Session for the South Stevens County Parent Child Educator (PCE) position. Candice Capoeman seconded the motion and it was unanimously approved.

At the recommendation of the Policy and Bylaws Committee, members discussed the agenda for the July 24 Policy Council Orientation, and the possibility of conducting an additional meeting of the current (2014-2015) Policy Council members to act on the recommended Policy Council Bylaws changes in the morning prior to the beginning of the orientation. It was noted that this year’s members had spent a great deal of time and discussion on the Bylaws matters and felt it best to add a meeting to complete the work rather than passing it on to the next year’s members to act on without having knowledge of the background of the matters. All members agreed and said they would be available for a meeting on the morning of July 24. The short meeting would be followed by a time for both the new and current Policy Council members to meet each other, and to recognize and thank the current members for their work for the previous year.

Members discussed the possible dates for interviews for the new Parent Child Educator (PCE) position and the two Socialization Specialist positions, and who could be available to sit on the interview committees for the hires. Karly Largin, Candice Capoeman, Emily Sinka and possibly
Samantha Sattleen noted that they would likely be available for the PCE interviews tentatively scheduled for June 16-18.

Karly Largin, Candice Capoeman, said they would likely be available to sit on the interview committees for the two Socialization Specialist positions tentatively scheduled for July 7-8.

Robert Fritz noted that he would possibly be available to serve on the interview committee for the Newport area Socialization Specialist position if the interviews were held in Newport.

Members all agreed that they would likely be available to participate in emergency phone conference meetings to discuss and act to approve/disapprove the hires for the 3 positions discussed following the completion of the interviews.

OLD BUSINESS (Continued)

 Recommendations for Policy Council Bylaws Changes For Next Year’s Policy Council – Information Sharing: Members reviewed the copy of the recommendations for the Policy Council Bylaws changes that were updated with the input provided by the Policy Council during its May 7 meeting (provided in the May 28 mailing), and the additional recommendations of the Policy and Bylaws Committee.

Discussion took place regarding Bylaws Article 3, Section 9: Attendance and Participation: Termination of Term. Members recommended that the language regarding “absent good cause” and related items and guidance be removed and that termination for failure to attend meetings be simplified to a definitive ending of a member’s term if they, for any reason, missed 4 meetings in the Policy Council year.

It was also recommended that when a member missed 3 meetings in a year, that the Chairperson would cause to be sent a letter by EWU EHS staff informing the member that they had missed 3 meetings and that their position would be deemed vacant and their term terminated should they miss another meeting during the current Policy Council year. The position would be considered vacant and open to be filled once attendance was taken at the meeting wherein the member missed their 4th meeting of the year.

Clarification regarding what constitutes attending a regular meeting was discussed with members suggesting that there should no longer be allowance for members to attend a regularly scheduled meeting via teleconference that is being conducted at a pre-planned location by the other members. Teleconferencing, videoconferencing, conference calls or other feasible technology should only be used by members for meetings when the factors listed in Article 5, Section 3 are present and the meeting is pre-determined to be held in this way at the discretion of the Chairperson and the EWU EHS Director.

NEW BUSINESS

No New Business
COMMENTS FROM POLICY COUNCIL MEMBERS

Samantha Sattleen shared some information and materials that she had brought back from the National Head Start Association Conference in Washington D.C.

FUTURE MEETING DATES:

Policy Council Meeting for the 2014-2015 Policy Council Members on Friday, July 24
Orientation Part I for 2015-2016 members on Friday, July 24.
Policy Council Orientation Part II for 2015-2016 members on Friday, August 7.

The meeting adjourned at 2:40 p.m.

Approved: _____________________________

EWU EHS Policy Council Chairperson