



2014-09-10

Attendees		Absent	
Buck Evans	Kyle Bunker	Carol Browder	
Eric Chambers	Shirley Cutshall	Kathy Shoop	
Jerry Jenkins			
Jodie DesBeins			
Karma Hugo			

Approval of Minutes:

[8/13/2014](#)

Discussion: Those present examined the minutes.

Conclusion/Action: The August 2014 minutes were approved.

Lightning Round:

Discussion: Directors shared their current and upcoming focus areas.

Kyle: Inundated with technology support – Anacortes, Conway and Lopez. Fighting SPAM which should now go into Junk mail. Getting NWESD off-site programs up and running.

Jodie: Making connection coalitions, Gary Gaggens had major heart surgery which will impact EA. Behavioral Health will be hiring two new therapists.

Karma: At the Early Learning annual brunch at end of September, Kay Nato Nonic, will be keynote speaker addressing developmental pre-school programs and kindergarten alignment as major projects.

Shirley: Sp Ed Admin Services are helping districts fill staffing shortages (Psych, OT,PT) as they fear they will not meet federal requirements for evaluations; assisting with coordination & finding alternatives, may consider ESA cooperative if requested. Supporting four New directors & several others in 2nd year as well as one district Sup't who does not have director position filled. Also , working with four districts to verify non- compliance. Co-ops have two new program administrators, making staffing adjustments & implementing annual professional development series in collaboration with T&L. AOP brochure is published (Kudos to AOP & Rachael), looking forward to

sustainability planning in collaboration with OSPI; School Nurse Corps staffing settled & starting fall visitations.

Jerry: Three new Superintendents and new board member. NWESD – taking on school accreditation. NWESD – working on legislative proposals for school safety.

Eric: e-Rate changes are significant and taking a lot of time. No implementation guidelines; not been developed. LaConner wants to join the Cooperative. Policy wording for Behavioral Health Program. Jodie, Carol, and Kyle – HIPPA compliance.

Conclusion/Action: Potential implication for SOLT and NWESD.

Culture Survey:

Originally considered for Co-op programs, seems value-added to expand as all-NWESD tool used periodically – Eric recommends the Operating Principles be included as part of the culture survey.

Conclusion/Action: Produce a draft for **director review** at next meeting, then to the board and then LCC.

LCC Update:

Elected new chair – Rose. Jerry Eric and Kyle attended meeting.

Discussion Items:

HIPPA – Related issues that have agency wide implications (Eric)

Discussion:

Background – Required by compliance to for risk analyst compliance for HIPPA. Compliance may have broader system implications. Have a lot of systems that impact NWESD. Currently, there is not a list of all systems and process that staff who leave NWESD have access to.

Conclusion/Action:

1. Need to compile a list of all systems that staff have access to.
2. How do NWESD processes interface with statewide initiative processes?
3. Add steps in employee termination form.
4. Add on-site data bases staff is logging into.
5. Buck, Kyle and Eric will craft an email to send to directors.

Contract Question (Kyle)

Discussion:

IT does contract work for districts up to six to seven thousand dollars. When is work contracted or on purchase order?

Jerry is only one who can sign contracts. Jerry needs to review all contracts.

Conclusion/Action:

Factors to consider when deciding whether a purchase order or contract should be used:

1. Prior track record – several positive experiences working with districts. Long-term relationship with the School District.
2. Scope of work are time specific request and the length and duration of the request .
3. Is there a need for specific criteria? If so, a contract may be used.

Leaders Eat Last Video (Jerry)

Discussion: Group discussion on potential of value - added given constructs presented.

Conclusion/Action: Group accepted reading recommendations; Jerry will send out reading assignment in separate email.

Minutes respectfully submitted by: Buck Evans

Posted by Tammy Lee