



**MEETING MINUTES  
SNOHOMISH COUNTY  
EARLY HEAD START POLICY COUNCIL**

Zoom Meeting Link

<https://us02web.zoom.us/j/84858665081?pwd=LFOarVIsxgBsCelpOIKrGA1dmtKEaf.1>

Passcode: 936410

---

**Monday, April 28, 2025  
1:30 – 2:30 PM**

**Attending**

- County Staff Present: Karen Matson, Mellissa Hiatt
- Interpreter: Monica Avendano (staff)
- Policy Council Members Present: Aalyer Alexander, Feliciana Santos, Savannah DeMann, Gladys (Marilu) Guerro,

**Call to Order**

- Savannah DeMann, Chair, called the meeting to order at 1:33 PM.
- ☐ Quorum met      ☒ Quorum not met

**Approval of Minutes**

- March 2025
- Vote on approval of March 2025 meeting minutes
  - Action: Approval of minutes moved to the next meeting as there was not a quorum

**Program Financials**

Program financials and credit card reports

- *Snohomish County Human Services Admin/Finance Division ensures all EHS expenditures are consistent with and allowable under EHS Grant and EHS Performance Standards*
- Vote on approval of receipt of the February and March 2025 financials
  - Action: Approval of receipt of February and March 2025 financials moved to the next meeting as there was not a quorum
- Vote on approval of receipt of the January, February (revised), and March 2025 credit card reports
  - Note: February credit card was approved at March meeting however corrections were made to the report which requires another approval
  - Action: Approval of receipt of January, February(revised), and March 2025 credit card reports moved to the next meeting as there was not a quorum

**Management Report**

Karen presented the Management report

- Enrollment Update
  - Enrolled at 81
  - One vacancy that is less than 30 days vacant
  - There is a waitlist; families are in process of completing eligibility and enrollment
- Staffing updates
  - Fully staffed at end of February – no staffing changes
- Program Information Data (see below)
  - This will be on the agenda each month

- Report shows data about families enrolled from September, 2024 – March, 2025
- If there are questions, contact Kristina
- Full Enrollment Initiative Update
  - Many programs across the country were place on an Enrollment Initiative, including Snohomish County Early Head Start
  - Our program received notification of completion of the initial Enrollment Initiative
  - Requires that the program maintains full enrollment for an additional 6 months
  - Summer months are not used to capture full enrollment data
  - November is the end of our six-month maintenance period

### **Update – Office of Head Start**

Karen presented updates from the Office of Head Start

- Region X Office closure
- Reduced staff support from Region X
- Funding update: anticipate receiving second half of funding for program year 2025

### **Continuation Grant Application Process**

Karen presented information about the Snohomish County EHS 2025 grant continuation application process

- 5-year grant award with annual continuation application with budget (2025-2029)
  - Our program year is January – December; the continuation application (for 2026) is due September 30, 2025
- Hiring consultant to help with application process
  - Many changes this year to application/process prompting the need for a consultant
- In-person meeting (May 19)
  - Self-Assessment update scheduled for May 19 – invites for in-person meeting
  - Staff and families come together and complete the program self-assessment to identify needs and establish future goals
  - Families provide their thoughts about what is working well and where changes may be needed to improve program quality
  - Review Program and School Readiness goals
  - Review Strategic Plan
- Application and budget drafted by staff (June)
- Policy Council and Advisory Committee review and recommend approval/not approval of application and budget (July)
- Governing Body – County Council – review and approval/not approval final grant application (August)
- Final application submitted (September 30)

### **Parent/Caregiver Sharing**

- Purpose to share information from Parent Committee
  - Member shared praise for ITS keeping family engaged and on track with goals
  - Member shared she enjoys socialization and expressed the challenges of bringing more than one child and requested assistance to help supervise children
    - Karen shared that staff cannot help supervise children as this is not covered by the County insurance
    - Member Ayeler suggested problem solving the challenge with other parents
    - Karen suggested discussion point at parent meeting or during visits, with ITS collecting parent suggestions or ideas
  - Member shared she would like a group for new parents with infants under 6 months

### **Announcements**

- Next meeting NEED TO PICK A NEW DATE AND TIME as 5.26 is a holiday
  - Member suggested to schedule the meeting on May 19<sup>th</sup> following the self-assessment meeting

- Other members agreed on May 19<sup>th</sup>
- Karen noted that Kristina will send out notice by the end of the week and clarified, both the self-assessment and Policy Council meeting will be in person, with a virtual possibility for those who cannot join the self-assessment meeting or May Policy Council Meeting in person

### Meeting Adjourned

- Karen Matson, standing in for Savannah DeMann (due to sudden need to leave meeting), adjourned meeting at 2:11 PM

**Note:** If you have questions, please contact Kristina Saunsaucie at 425-388-6439 or Kristina.Saunsaucie@snoco.org

## PROGRAM INFORMATION REPORT DATA – September 2024 thru March 2025

### Program Enrollment and Attendance (Replace with current data)

Early Head Start program enrollment as of February 28, 2025

- Total Cumulative Enrollment: 123
- Total Current Enrollment: 82
- Under 100% FPL: 19%
- Public Assistance: 52%
- Foster Care: 04%
- Homeless Families: 17%
- % of Over-Income Families (100-130% FPL): 3%
- % of Over-Income Families (> 130% FPL): 5%
- % of Children with an IFSP: 23%
- Current Waiting List: 17%
- % of Completed Home Visits 71%
- Vacancies over 30 Days: 0%

### Demographics and Health Data

- Pregnant People: 5
- Children Under 1 Year: 18
- Children 1 – 2 Years: 30
- Children 2 – 3 Years: 29
- Families with home language other than English: 56
- Race and Ethnicity:
 

	<u>Hispanic/Latino</u>	<u>Non-Hispanic</u>
American Indian/Alaska Native	<u>0</u>	<u>0</u>
Asian	<u>0</u>	<u>2</u>
Black or African American	<u>1</u>	<u>15</u>
Native Hawaiian/Pacific Islander	<u>0</u>	<u>0</u>
Bi-Racial/Multi-Racial	<u>4</u>	<u>6</u>
White	<u>4</u>	<u>27</u>
Unspecified	<u>36</u>	<u>1</u>
Other:	<u>15</u>	<u>10</u>
- Children with a medical home: 100%
- Children with a dental home: 97%
- Well-Child Exams Completed: 93%
- Dental Screenings: 84%
- Immunizations Up to Date: 92%