

EHS Policy Council Meeting Minutes  
Snohomish County  
North Snohomish County Early Head Start  
Zoom-Virtual  
April 29, 2024

**WELCOME AND INTRODUCTIONS**

- Kristina Saunsaucie welcomed everyone to the meeting
- Interpretation was provided for this meeting
- Policy Council members Feliciana Carmona, and Janelle Sawyer attended representing Arlington

**CALLED TO ORDER**

- The Policy Council Chair Feliciana, called the meeting to order
- Policy Council agreed to move the following item on the agenda to the May meeting due to not having a quorum
  - March Joint Policy Council/Advisory Council Meeting Minutes Approval
  - Purchase Card – January-March 2024
    - Review, questions, recommendations

**POLICY COUNCIL LEADERSHIP TIMELINE**

- Recommend electing new chair each August effective September
  - Chair positions are from September 2024 through August 2025
- Recruit member and alternate from each ITS area
  - ITS are working hard to recruit new Policy Council members
  - The goal is to have one member and one alternate for each ITS area

**FULL ENROLLMENT INITIATIVE – Fully enrolled by December 31, 2024**

- Explanation of how enrollment reports are calculated
  - EHS needs to be fully enrolled for 6 months
  - Each month Kristina will run reports on how many children attended at least one day
- Current Enrollment
  - Current enrollment as of end of prior month
    - March reported 81 attended
    - Currently at 77, exited 4, 81 will be reported for April
  - Anticipated exits for remainder of year
    - Kristina will be tracking the number of children each month
  - Current waitlist
    - Currently we have 5 on the waiting list
    - Once the ITS position is filled, we will be full again

**FIVE YEAR APPLICATION TIMELINE - Due at the end of September**

- School Readiness Goals- Consultant and Kristina have drafted them for new application.
- Strategic Planning – The end of June
  - The hired consultant would be leading this process

- We would like to have Policy Council and 1 person for each ITS area involved in this process
- Kristina asked the Policy Council if they would prefer a 6 hour in-person session or 2, 3 hour zoom sessions
  - Janelle prefers in-person
  - Feliciano prefers zoom
  - Kristina will get opinions of others and get back to the Policy Council
- Program Evaluation- families will complete surveys and staff will do program self-evaluation.
- Approval Process
  - Policy Council will be part of the approval process by the end of August

## **MANAGEMENT REPORT**

- Program Updates
  - Parent survey was completed at the beginning of Spring quarter
    - Topics of interest: CPR, eating on a budget, community resources, participation in the garden
    - May and June are planned to include those topics
    - CPR has been completed
  - The socialization calendar is up to date and has zoom links included
- Staffing Updates
  - Mental Health Consultant position has been posted since September with no successful candidates
  - We are contracting with an outside person for 10 hours per month
    - This position covers 25% of EHS and 75% of ECEAP
  - Potential opening for ITS position later this Spring
- Steppingstones Event – June 8<sup>th</sup> at Health District from 10:00 AM to 2:00 PM
  - Partnering with Health District and ESIT
  - Focus is on good health and employment
  - College ESL represent and BFET
  - Clothing and supply swap
    - Would like to have PC parents take the lead of the clothing drive
    - Designed for children 5 and under
  - The Health Department is offering FREE Lead Testing
    - There will be a reminder from area ITS staff to bring items to be tested

## **POLICY COUNCIL FEEDBACK/SHARING FROM PARENT MEETINGS**

- Feliciano offered to answer any question that parents may have
- Janelle's mom will be bringing plants to the June 8<sup>th</sup> Garden Socialization event
  - There will be a variety of plants and choices of cherry or regular sized tomatoes

## **DISCUSSIONS**

- Kristina asked, the Policy Council members if there is anything they would like planned for May's meeting
  - Members had none
- May meeting falls on Memorial Day
  - May meeting will be held on Monday, May 13<sup>th</sup>, 1:15 PM -2:15 PM
  - Policy Council agreed to this date

## **AJOURNMENT**

- Feliciano thanked everyone for attending the meeting
- Feliciano closed the meeting at 3:15 PM