



EHS Policy Council Meeting Minutes  
Snohomish County  
Snohomish County Early Head Start  
Zoom-Virtual  
**June 24, 2024**  
**1:15-2:15 PM**

## **WELCOME AND INTRODUCTIONS**

- Kristina Saunsaucie welcomed everyone to the meeting.
- Maria Cardona provided interpretation.
- Attending Policy Council members: Janelle Sawyer, Juana Lopez, and Feliciano Carmona
- Others In Attendance: Kristina Saunsaucie, Mellissa Hiatt.

## **CALLED TO ORDER**

- Policy council member, Feliciano Carmona, called the meeting to order.

## **Approval of Minutes**

- Approval of March 2024 meeting minutes.
- Approval of April 2024 meeting minutes:
  - Janelle moved to approve March, April, May meeting minutes.
  - Unanimous approval for March, April and meeting minutes.

## **Program Financials**

- Purchase Card Jan-May 2024:
  - Kristina shared purchase card expenditures.
    - January - see attached:
      - ✓ Juana moved to accept January purchase card expenditures.
      - ✓ Janelle seconded motion to accept.
      - ✓ Unanimous acceptance.
    - February - see attached:
      - ✓ Feliciano moved to accept February purchase card expenditures.
      - ✓ Janelle seconded motion to accept.
      - ✓ Unanimous approval.
    - March - see attached:
      - ✓ One staff taking college classes through EVCC to update requirements for position.

- ✓ Janelle moved to accept March purchase card expenditures.
  - ✓ Juana seconded motion to accept.
  - ✓ Unanimous approval.
- April - see attached:
  - ✓ A large portion went to buy books from Amazon.
  - ✓ The program realized there were few infant books to share.
  - ✓ Juana moved to accept April purchase card expenditures.
  - ✓ Janelle seconded motion to accept.
  - ✓ Unanimous acceptance.
- May - see attached:
  - ✓ Cell phones for staff and storage fees were paid.
  - ✓ Janelle moved to accept May purchase card expenditures.
  - ✓ Juana seconded motion to accept.
  - ✓ Unanimous acceptance.
- Review, questions, recommendations:
  - ✓ Policy Council member asked: "Was this the original date for tablet charges?"
    - ❖ Kristina shared that one extra month was paid due to the timing of canceling and was paid from admin budget.
    - ❖ Kristina provided clarity of why tablets were not paid past January as Covid Funds are exhausted.
  - ✓ Policy council member commented: "It's important for parents to also be trained for Circle of Security."
  - Kristina shared that she wanted to take the training first to best support the staff in implementation.
  - The plan is to offer Circle of Security 3x per year in English and Spanish.
    - ✓ Policy council member commented: "This sounds good and glad it is offered for parents and a benefit for the children."

## Management Report

- Report
  - Kristina shared management report - see attached.
  - Enrollment Update-including vacancies over 30 days:
    - The program was fully enrolled at 82.
    - There are several families on the waiting list.
    - We will be watching for vacancies open for more than 30 days.
    - We are not expecting any vacancies for longer than 30 days.
    - The program has enrolled many families in the Everett and Monroe area since the ability to expand service area.
- Staffing updates:
  - The program is slowly building case load for newly hired ITS.

- Newly hired ITS started in the beginning of June after following county hiring process.

**Strategic Planning - see attached.**

- Overview of June 1, 2024, Planning Session.
  - Parents and staff attended.
  - Consultants facilitated the planning session.
  - Goals were identified.
    - Planning session ended with top 5 identified. (See attached)
    - Anchors of Goals: equity, early relational health (healthy attachment and infant mental health), and knowledge of child development.

**AJOURNMENT**

- Feliciano moved to adjourn meeting.
  - Meeting adjourned at 2:23.

**Note:** Please call Kristina Saunsaucie at 425-388-6439 or email at [Kristina.Saunsaucie@snoco.org](mailto:Kristina.Saunsaucie@snoco.org) if you have questions.