



Snohomish County
Human Services

ADVISORY COMMITTEE MEETING MINUTES SNOHOMISH COUNTY EARLY HEAD START

3000 Rockefeller Ave. Everett, WA 98201
Zoom Virtual Meeting

May 22, 2025
2:30 - 3:30 PM

Attendees

- *Voting members:* Cynthia Foley – Chair (Snohomish County Council Legislative Analyst), Karla Beers (Financial Business Analyst Specialist, Sr.), Council Member Mead
- *Absent:* Policy Council Chair Savannah DeMann
- *Staff:* Kristina Saunsaucie, Karen Matson
- *Interpreter:* not needed

Call to Order

- The meeting was called to order by Cynthia Foley, Chair at 2:32 PM

New Business

- Introduced Early Head Start Policy Council Chair: Savannah DeMann
 - Savannah DeMann was not able to attend the meeting

Approval of Minutes

- Approval of February 2025 meeting minutes
- *Action: Approve minutes February 2025*
 - Motion Karla Beers; Second Council Member Mead; Motion passed

Program Financials:

- Reviewed Revised Financials: Program year 2024
- Reviewed Financials: January – March 2025
- Reviewed Purchase Card: January – March 2025
- Requires approval of receipt of financials
- *Action: Approve receipt of Purchase Card without concerns*
 - Motion Karla Beers; Second Council Member Mead; Motion passed
- *Action: Approve receipt of 2024 Financials without concerns*
 - Motion Karla Beers; Second Council Member Mead; Motion passed
- *Action: Approve receipt of January – March 2025 Financials without concerns*
 - Motion Karla Beers; Second Council Member Mead; Motion passed

Annual Training

- Advisory Committee members completed required annual training: Program Governance and ERSEA Training
- Submitted verification of training completion via email

ERSEA Policies and Selection Criteria

Required for Policy Council and Advisory Committee to recommend approval/non-approval to the Governing Body

- Reviewed ERSEA policy and Selection Criteria proposed changes
- *Action: recommendation to County Council to accept/approve changes to ERSEA Policy*
 - Motion Karla Beers; Second Council Member Mead; Motion passed
- *Action: recommendation to County Council to accept/approve changes to Selection Criteria*
 - Motion Council Member Mead; Second Karla Beers; Motion passed

Management Report presented by Kristina Saunsaucie, EHS Supervisor/Director

- Enrollment Update at the end of April
 - Enrolled at 82
 - There is currently one vacancy – it is NOT over 30 days
 - There are eligible children and pregnant people on the waitlist
 - Program will continue to over-enroll, as possible, to ensure full enrollment as children exit
- Enrollment Initiative Update
 - Program received notification of completion of the initial Enrollment Initiative
 - Requires that the program maintains full enrollment for an additional 6 months beginning February 2025, per verbal conversation
 - Program has met full enrollment criteria for February, March April, and May
 - Summer months are not used to capture full enrollment data; October is the end of our six-month maintenance period
- Staffing updates
 - No staffing updates
- Program Information Data September 2024 thru April 2025
 - See below
- Policy Council Update
 - Policy Council met February, March, April and May
 - They completed an Orientation to EHS Budget (required training)
 - They completed ERSEA Training and approved changes to ERSEA Policy and Selection Criteria
 - They were provided an overview of the Renewal Application process and their role and responsibilities
 - They were provided an update on OHS changes and new directives
- Program Updates Governing Board
 - EHS monthly reports for January – March 2025 have been submitted to and accepted by County Council.
 - Governing Body and Health and Safety Screener Review was completed, uploaded to HSES, and accepted.
 - Governing Body completed required annual Program Governance and ERSEA Training as reported by Snohomish County Council Chief of Staff
- Other Updates
 - EHS has a contract for a new space for use at the Marysville Civic Center that will allow for flexibility with times that socializations and family events can be scheduled. The space is safe and ideal for gross motor development activities.

Updates Office of Head Start presented by Karen Matson, Manager Developmental Disabilities and Early Learning

- Contract Close-out for 2020 – 2024 grant
 - Required to complete 120 days after contract end date (April 30, 2025)
 - County staff submitted all required documents with the exception of one form that required changes by OHS – staff had submitted communication documenting our efforts and noting OHS is responsible for the delay. After several weeks of delay, OHS updated the form; it has been submitted; grant is now officially closed.
- Notice of Award
 - Snohomish County is anticipating Notice of Award (NOA) for second half of funding.
- New Directives – changes to our website
- Change in OHS Head Start Regions
 - Region X office closed
 - New region is OHS West

Continuation Grant Application Process presented by Karen Matson, Manager Developmental Disabilities and Early Learning

- 5-year grant award (2025 – 2029) with annual continuation application with budget
- Hiring consultant to assist with application process due to anticipated changes in application and new OHS directives
- Virtual meeting (June 5, 12-3:00PM)
 - Self-Assessment update
 - Program and School Readiness goals
 - Strategic Plan
 - Alternative option to provide input
- Application and budget (June)
- Review and recommend approval/not approval (July)
- Governing Body – County Council – review and approval/not approval (August)
- Submitted (September 30)

Announcements

- No announcements

Adjournment

- Committee Chair, Cynthia Foley, adjourned meeting at 3:10 PM

PROGRAM INFORMATION REPORT DATA – September 2024 thru April 2025

Program Enrollment and Attendance (Replace with current data)

Early Head Start program enrollment as of April 30, 2025

- Total Cumulative Enrollment: 125
- Total Current Enrollment: 82
- Under 100% FPL: 18%
- Public Assistance: 56%
- Foster Care: 4%
- Homeless Families: 15%
- % of Over-Income Families (100-130% FPL): 1%
- % of Over-Income Families (> 130% FPL): 6%
- % of Children with an IFSP: 18%
- Current Waiting List: 8
- % of Completed Home Visits 77%

- Vacancies over 30 Days: 0
- Demographics and Health Data
- Pregnant People: 3
 - Children Under 1 Year: 16
 - Children 1 – 2 Years: 33
 - Children 2 – 3 Years: 30
 - Families with home language other than English: 56%
 - Children with a medical home: 100%
 - Children with a dental home: 100%
 - Well-Child Exams Completed: 92%
 - Dental Screenings: 78%
 - Immunizations Up to Date: 89%

- Dental Screenings: 83%
- Immunizations Up to Date: 91%

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