



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

Zoom Meeting Link

<https://us02web.zoom.us/j/84520100557?pwd=K2VzKzQ2eXpQa25Va2ozR0h5MXhIZz09>

Passcode: 381234

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**August 15, 2024  
3:00 - 4:00 PM**

**Attending**

- **Staff:** Kristina Saunsaucie, Karen Matson, Mellissa Hiatt
- **Policy Council Members:** Janelle Sawyer
- **Interpreter:** Bertha Munoz

**Approval of Minutes**

- Approval of June 2024 meeting minutes
- Approval of July 2024 meeting minutes
  - There was not a quorum
  - Approval of minutes moved to the next meeting

**Program Financials**

- Purchase Card – June 2024
- Purchase Card – July
- May 2024 Financials
- June 2024 Financials
- July 2024 Financials
  - There was not a quorum
  - Approval of receipt of financials moved to the next meeting
- Snohomish County 2023 Audit: *The Snohomish County 2022 Audit identified no concerns or findings related to the Snohomish County Early Head Start Program*  
<https://www.snohomishcountywa.gov/ArchiveCenter/ViewFile/Item/7079>
  - There was not a quorum
  - Approval of receipt of Snohomish County 2022 Audit moved to the next meeting

**Management Report**

- Program Updates
  - Enrollment Update
    - Enrolled at 83
      - There are no vacancies over 30 days

- There are 17 eligible children and pregnant persons on the waitlist
  - Program will continue to over-enroll in anticipation of children exiting the program in September
- Anticipate 11 children exiting in September
- Staffing updates
  - The vacant position for Early Learning Mental Health Specialist has recently been reposted.
- Program Information Data
  - See information below

### **Monitoring Update**

- Monitors will be conducting a final on-site review the week of August 26, 2024
- Staff has prepared documents to demonstrate monitor concerns have been addressed
- Monitors will issue a letter re: final decision within the next 3-6 months

### **Self-Assessment**

- Includes Family Outcomes Survey, Staff Strengths and Needs Assessment, and Community Needs Assessment
- There was not a quorum
  - Janelle would recommend the approval of the Self-Assessment
  - EHS Supervisor/Director will send to Policy Council for an email vote to recommend for approval/disapproval to the Governing Body – Snohomish County Council

### **Strategic Plan**

- Final Review
- There was not a quorum
  - Janelle would recommend the approval of the Strategic Plan
  - EHS Supervisor/Director will send to Policy Council for an email vote to recommend for approval/disapproval to the Governing Body – Snohomish County Council

### **UPDATE 8/19/24:**

**Policy Council members Janelle Sawyer, Sasha Heller, Juana Lopez, Feliciano Santos voted to recommend the Strategic Plan and Self- Assessment for Council approval through email voting. Policy Council vote totals 4 yes, 1 abstain.**

### **Changes to the EHS Advisory Committee**

- Reviewed EHS governance roles and responsibilities
  - Shared the Shared Governance diagram and provided an overview of the roles and responsibilities for the County Council (Governing Body), Policy Council, and the Advisory Committee
  - Discussed the recent changes to the Advisory Committee membership
    - Added County Council member (voting member)
    - Added Policy Council Chair, or designated Policy Council member
    - Policy Council member is non-voting members
    - Policy Council members provide input and recommendations, and participate in discussions as requested by the Advisory Committee

**Policy Council Terms/New Elections**

- This agenda item moved to the next meeting

**Parent Committee Meetings Updates**

- None

**End of the Year Celebration**

- August 22, 2024, 4:00-6:00 pm

**Meeting Adjourned**

- Meeting adjourned at 4:02

**PROGRAM INFORMATION REPORT DATA - YEAR TO DATE**

**Program Enrollment and Attendance**

Early Head Start program enrollment as of August 12, 2024:

- Total Cumulative Enrollment: 125
- Total Current Enrollment: 82
- Under 100% FPL: 32
- Public Assistance: 44
- Foster Care: 9
- Homeless Families: 19
- % of Over-Income Families (100-130% FPL): 10
- % of Over-Income Families (> 130% FPL): 6
- % of Children with an IFSP: 23%
- Current Waiting List: 16
- % of Completed Home Visits: 74%
- Vacancies over 30 Days: 0

**Demographics and Health Data**

- Pregnant People: 16
- Children Under 1 Year: 34
- Children 1 – 2 Years: 38
- Children 2 – 3 Years: 37
- Families with home language other than English: 62
- 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>11</u>
Native Hawaiian/Pacific Islander	<u>0</u>	<u>0</u>
Bi-Racial/Multi-Racial	<u>4</u>	<u>3</u>
White	<u>4</u>	<u>27- S</u>
Unspecified	<u>31</u>	<u>1</u>
Other:	<u>35</u>	<u>3</u>
- Children with a medical home: 100%
- Children with a dental home: 99%
- Well-Child Exams Completed: 94%
- Dental Screenings: 81%
- Immunizations Up to Date: 92%