



Snohomish County

Human Services

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Dave Somers
County Executive

8/26/25

Ms. Sandra Carton
Regional Program Director
Office of Head Start West

Subject: North Snohomish County-Early Head Start Policy Council Approval of 10CH012960
Grant Application 2026 - Year 2 Budget

Dear Ms. Carton,

The 2026 Grant Application and Budget has been reviewed and approved by the Snohomish County Early Head Start Policy Council, a quorum being established, by a vote of: 6 For and 0 Against.

Sincerely,

Andrea Ochoa

Yuri Ochoa
SC EHS Policy Council Chair



Snohomish
County Human
Services

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

Zoom Meeting Link

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

Passcode: 936410

**Monday, August 18, 2025
1:30 – 2:30 PM**

Attending

- County Staff Present: Kristina Saunsaucie, Karen Matson, Mellissa Hiatt, Margarita Ferrel (providing interpretive services)
- Policy Council Members Present: Aalyer Alexander, Esmeralda Carranza, Yuri Ochoa, Hilda Rodríguez, Feliciano Santos, Maria (Esther) Lozano

Called to Order

- Kristina Saunsaucie called the meeting to order at 1:34 PM.
- ☒ Quorum met ☐ Quorum not met

Approval of Minutes

- June 2025
 - Action: Motion to approve June minutes without concern Yuri Ochoa, Second Aalyer Alexander
 - Motion passed with unanimous approval.

Program Financials

Snohomish County Human Services Admin/Finance Division ensures all EHS expenditures are consistent with and allowable under EHS Grant and EHS Performance Standards

Karen shared information regarding the May - July program financials.

- May, June, July 2025 Financials
 - May – July Financials pending legal guidance.

Policy Council Election

- Received notification of resignation of Policy Council Chair leaving an open position for the remainder of the 2025 term.
- Kristina shared the Policy Council needs to elect a new chair for August – December 2025.
- Kristina opened the floor for discussion and nominations for Chair.
 - In reply to questions, Kristina shared clarifications to the role.
 - Chair Role: Co-plan agenda with Kristina and vice-chair, facilitate meetings, participate in Advisory Committee quarterly

- Chair role attends monthly Policy Council meeting. Meetings are virtual and the chair will meet one additional time each month for a half hour to plan agenda, Chair will also call meetings to order, manage votes during the meetings and attend the advisory committee meeting quarterly
- Interpreters are always available,
- Meetings are regularly schedule on 4th Monday of the month, and the planning meeting is flexible to your schedule.
- Nominations and voting for Chair
 - Nominations: Yuri Ochoa
 - Voted unanimously for this decision
 - New Chair: Yuri Ochoa

Management Report

Kristina presented the Management report.

- Enrollment Update
 - Program is enrolled at 79
 - There have been no vacancies over 30 days.
 - The program is working to be fully enrolled by the end of August.
 - Currently recruiting families for the upcoming school year.
 - Kristina encouraged attendees to share recruitment information with friends and family as the program is now actively recruiting and accepting applications to enroll in Early Head Start in the upcoming program year.
- Staffing updates
 - There are no staff updates.
- Program Information Data (see below)
This will be on the agenda each month. If there are questions, contact Kristina.
- Full Enrollment Initiative Update
 - Program was notified that OHS completed a review of the December 2024 program enrollment data at the end of February and thus did not officially begin our 6-month monitoring period until March of 2025. The 6-month monitoring period will be March, April, May, September, October, and November 2025.
 - The plan is to be fully enrolled. If not fully enrolled, the initiative would start again.
 - Families inquired how the new guidance might impact enrollment.
 - Karen shared that this is unclear, and families will be updated as new information is made available.

Update – Office of Head Start

- Funding update
 - No new updates

Continuation Grant Application Process

5-year grant award with annual continuation application with budget (2025-2029)

- 2025 Self-Assessment
 - Policy Council reviewed and discussed Self-Assessment (See attached)
 - Kristina asked participants if there are other areas families think staff could grow skills in or anything that is being overdone.
 - Members commented that the plan is all good, important, and very much needed.
 - Action: Motion to recommend approval of 2025 Self-Assessment to Advisory Committee Ester Lozano; Second Yuri Andrea
 - Motion passed with unanimous approval.

- 2026 Application: Program Budget
 - Karen shared application process and budget overview
 - Action: Motion to recommend approval of 2025 Application: Budget to Advisory Committee Aalyer Alexander; Second Esther Lozano
 - Motion passed with unanimous approval.
- Advisory Committee will review during August 21, 2025, meeting and will vote to recommend approval/non-approval of 2025 Self-Assessment and Application Budget by Governing Body (County Council)
- Staff will submit the Year 1 Application by September 30, 2025

Parent/Caregiver Sharing

Purpose to share information from Parent Committee.

No time available for parent sharing.

Announcements

- Reminder: Thursday, August 21, 2025 is the End of the year celebration
- Next meeting: September 22, 2025
- Kristina will update member list and send out new zoom link for next meeting

Meeting Adjourned

- Kristina adjourned meeting at 2:29 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 July 2025

Program Enrollment and Attendance

Early Head Start program enrollment as of July 31, 2025

- Total Cumulative Enrollment: 126
- Total Current Enrollment: 82
- Under 100% FPL: 24%
- Public Assistance: 47%
- Foster Care: 4%
- Homeless Families: 21%
- % of Over-Income Families (100-130% FPL): 1%
- % of Over-Income Families (> 130% FPL): 5%
- % of Children with an IFSP: 20%
- Current Waiting List: 12
- % of Completed Home Visits: 79%
- Vacancies over 30 Days: 0

Demographics and Health Data

- Pregnant People: 4
- Children Under 1 Year: 22
- Children 1 – 2 Years: 21
- Children 2 – 3 Years: 35
- Families with home language other than English: 56%
- Children with a medical home: 100%
- Children with a dental home: 100%
- Well-Child Exams Completed: 93%
- Dental Screenings: 78%
- Immunizations Up to Date: 87%



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August 28, 2025

Dave Somers
County Executive

Ms. Sandra Carton
Regional Program Director
Office of Head Start West

Subject: Snohomish County Early Head Start Policy Council Approval of 10CH012960 Grant Application 2026 - Year 2 Budget

Dear Ms. Carton,

The Snohomish County Early Head Start Advisory Committee reviewed and recommends the approval of the 2026 Grant Application and Budget by the County Council, a quorum being established by a vote of: 3 For and 0 Against.

Sincerely,

Karla M Beers

Karla Beers, Snohomish County Budget Analyst, Sr.
Snohomish County Early Head Start Advisory Committee Vice-chair



Snohomish County
Human Services

ADVISORY COMMITTEE MEETING MINUTES SNOHOMISH COUNTY EARLY HEAD START

3000 Rockefeller Ave. Everett, WA 98201
Zoom Virtual Meeting

August 21, 2025
11:00AM – 12:00PM

Attendees

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

Call to Order

- The meeting was called to order by Cynthia Foley, Chair at 11:05AM

New Business

- Kristina Saunsaucie announced the new Early Head Start Policy Council Chair: Yuri Ochoa
 - Yuri Ochoa was not able to attend the meeting

Approval of Minutes

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

Program Financials:

- Karen stated the May - July program financials are pending legal guidance

Management Report presented by Kristina Saunsaucie, EHS Supervisor/Director

- Enrollment Update at the end of April
 - Currently enrolled at 80
 - There are no vacancies over 30 days
 - There are 16 eligible children and pregnant persons on the waitlist with others in the process of enrolling in August
 - Program will continue to over-enroll, as possible, to ensure full enrollment as children exit

- Staffing updates
 - Temporary ITS position filled to cover extended maternity leave. Alejandra Wood hired 6/2/25. Hiring was consistent with County policies and procedures.
- Program Information Data through July 2025
 - See below
- Policy Council Update
 - Policy Council elected a new Chair
 - Policy Council recommended approval of the 2025 Self-Assessment
 - Policy Council recommended approval of the 2026 Year1 Renewal Grant Application: Program Budget

Updates Office of Head Start

- Notice of Award
 - Snohomish County received a Notice of Award (NOA) for the second half of funds on May 29, 2025 (the letter was dated May 15, 2025)
 - NOA has been under legal review; Snohomish County submitted a response today related to the recent court injunction.
- Full Enrollment Initiative
 - Program was notified that OHS completed a review of the December 2024 program enrollment data at the end of February and thus did not officially begin our 6-month monitoring period until March of 2025. The 6-month monitoring period will be March, April, May, September, October and November.

Supplemental Grant – Health and Nutrition

EHS program received notice that we are eligible to apply for Supplemental Grant funds

- Focus is on strengthening nutrition services and skills for families and staff
- Preferred submission date is August 22 (2.5-week turnaround time was provided) but can be submitted at any time
- Kristina reviewed proposed Snohomish County EHS application for these supplemental funds
- This application requires approval by the governing body
- Requesting that the Advisory Committee recommend approval by the County Council for supplemental application, pending recommendation by Policy Council
 - Action: recommend approval by the County Council for supplemental application, pending recommendation by Policy Council
 - Motion Council Member Mead; Second Karla Beers; Motion passed

Continuation Grant Application Process

5-year grant award with annual continuation application with budget (2025-2029)

- 2025 Self-Assessment
 - Advisory Committee reviewed and discussed Self-Assessment

- Action: Recommend acceptance of 2025 Self-Assessment to County Council (governing body)
- Motion Council Member Mead; Second Karla Beers; Motion passed
- 2026 Application: Program Budget
 - Advisory Committee reviewed and discussed Application: Budget
 - Action: Motion to recommend approval of 2026 Application: Budget to County Council (governing body)
 - Motion Council Member Mead; Second Karla Beers; Motion passed
- 2025 Self-Assessment and 2026 Application: Budget will be submitted to Snohomish County Council (governing body) in September 2025
- Staff will submit Year 1 Application by September 30, 2025

Announcements

- No announcements

Adjournment

- Committee Chair, Cynthia Foley, adjourned meeting at 11:57 PM

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