



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, October 27, 2025

1:30 – 2:30 PM

Attending

- County Staff Present: Karen Matson, Mellissa Hiatt
- Interpreter: Claudia Castrehon
- Policy Council Members Present: Aalyer Alexander, Esmeralda Carranza, Yuri Ochoa, Feliciano Santos, Madeleyne Nova, Maritza Ortiz

Called to Order

- Karen Matson called the meeting to order at 1:36 PM.
- ☒ Quorum met ☐ Quorum not met

Approval of Minutes

- August 2025
 - Action: Motion to approve August minutes without concern Feliciano Santos. Second Mariza Ortiz
 - Motion passed with unanimous approval.
- September 2025
 - Action: Motion to approve September minutes without concern Aalyer Alexander, Second Feliciano Santos
 - 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 presented the program financials and credit card reports including information regarding program budget, in-kind match, current and projected spending. She expressed the importance of family participation as it relates to program match. Members asked questions relating to spending and Karen provided additional information.

- May, June, July and August 2025 program financials
 - Action: Vote to acknowledge receipt of May, June, July and August program financials without concern.

- Vote passed with unanimous approval.
- May and June 2025 credit card reports
 - Action: Vote to acknowledge receipt of May, June, July and August credit card reports without concern.
 - Vote passed with unanimous approval.

Management Report

Karen presented the Management report.

- Enrollment Update
 - Program is over-enrolled at 83 with 82 available slots.
 - There were no vacancies over 30 days.
- Staffing updates
 - An ITS full-time position was open, and the job was posted.
 - The program hired the person who was the temporary staff to fill this position.
 - Karen shared that Early Head Start followed all the EHS and Snohomish Counties policies and procedures for hiring, giving everyone the same opportunity to apply for position.
 - Another member out on leave also resigned and this now vacant position is posted.
- Program Information Data (see below)

This Report shows data about families enrolled for the full 2024-25 Program Year. If there are questions, contact Kristina.
- Full Enrollment -Initiative Update
 - The program, has been fully enrolled every month. The program needs two more months of being fully enrolled (through November). Once the Full Enrollment Initiative is completed, the program must maintain enrollment at a minimum of eighty percent and fill vacancies within 30 days.

Update – Office of Head Start

Karen shared information regarding the current federal shutdown.

- Federal Shutdown
 - Currently no Office of Head Start staff are working.
 - Payments are still being processed.
 - The Program will continue to provide services through December.
 - Our program staff remain hopeful that a budget decision will be made soon, and we continue to operate as usual in January 2026.

Continuation Grant Application Process-Year 2

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

Karen shared information about the status of the Year 2 Continuation Grant Application with budget.

- 2025 Application: Program Budget
 - Application currently pending with Office of Head Start
 - The program is completing the first year of a five year grant cycle (January through December 2025).

- The program submitted a renewal application for the upcoming program year which begins January 2026 and if in good standing, the program is typically funded
- The program staff are remaining hopeful and anticipating there will be time for the Office of Head Start to make a decision about the application prior to end of December

Supplemental Application

Nutrition and Healthy Eating for HeadStart Children and Families

Karen shared information on the status of the Supplemental application

- Application and Program Budget
 - Received notice that EHS was not awarded funds
 - Office of Head Start holding applications to review as funds become available

November and December Meeting

Karen provided options for the Policy Council meeting in November and December

- November 24, 2025, is next meeting date
 - Meeting time confirmed with Policy Council members
- Recommended December 15th, 2025
 - Policy Council members agreed to meet December 15, 2025

Parent/Caregiver Sharing

Purpose to share information from Parent Committee.

- No sharing to note

Announcements

- November 24, 2025, is next meeting date

Meeting Adjourned

- Yuri Ochua adjourned meeting at 2:28 PM.

Note: If you have questions, please contact Kristina Saunsaucie at 425-388-6439 or Kristina.Saunsaucie@snoco.org

**PROGRAM INFORMATION REPORT-Program Year 2025-2026 –
Data as of September 30, 2025**

Program Enrollment and Attendance

Early Head Start program enrollment as of September 30, 2025

- Total Cumulative Enrollment: 93
- Total Current Enrollment: 83
- Under 100% FPL: 20
- Public Assistance: 48
- Foster Care: 5
- Homeless Families: 22
- % of Over-Income Families (100-130% FPL): 6
- % of Over-Income Families (> 130% FPL): 1
- % of Children with an IFSP: 27%
- Current Waiting List: 8
- % of Completed Home Visits: 79%
- Vacancies over 30 Days: 0

Demographics and Health Data

- Pregnant People: 7
- Children Under 1 Year: 20
- Children 1 – 2 Years: 25
- Children 2 – 3 Years: 31
- Families with home language other than English: 59%
- Children with a medical home: 100%
- Children with a dental home: 98%
- Well-Child Exams Completed: 91%
- Dental Screenings: 74%
- Immunizations Up to Date: 82%