



**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

**Tuesday, May 26, 2026
1:30 – 2:30 PM**

Attending

- County Staff Present: Kristina Saunsaucie, Karen Matson, Mellissa Hiatt, Monica Avendano (providing interpretive services)
- Policy Council Members Present: Nipada (Nikki) Long, Esmeralda Carranza, Maria Esther Lozano

Called to Order

- Kristina Saunsaucie called the meeting to order at 1:34 PM.
- Current PC member total 5.
Quorum = 3 ☒ Quorum met ☐ Quorum not met

Welcome and Introductions

- Kristina welcomed members

Family Involvement

- Parent Committee share out
Purpose is for members to share information from their Parent Committee.
 - Policy Council member asked about self-assessment requesting information about how it will work and shared plan to attend
 - Kristina shared information and confirmed that parking will be paid upon exit and reminded members to select lunch from provided menu
 - Socialization Discussion Follow-up
 - Clothing Exchange- June 12th
 - Located at the Marysville socialization site
 - Bring gently used clean items that your children have outgrown or no longer need
 - Sharing is limited to clothes, shoes, and books only
 - Infant Toddler Specialist will provide more information
 - Any items left after event will be donated
- Ideas for Summer Family Event
 - Follow Up

- Budget
 - \$1500 dollars allotted for food and space
- Location
 - Kristina provided three options for the Summer Family Event:
 - Willus Tucker Park (closer to the splash pad)/No cost for space
 - Forest Park Everett/ \$100 dollars for shelter
 - Imagine Childres Museum/ \$ 850 dollars for space
 - Kristina opened for discussion. The discussion included consideration of parking, convenience for families, safety when attending with multiple children, and cost.
 - Policy Council members selected the Forest Park venue.
- Harvest of the Month- Parent Choice (June)
 - Choices: Bok Choi, Snap Peas, Radishes
 - Policy Council members selected snap peas

Policy Council Chair and Vice Chair Elections

- Role of the Chair
 - Kristina defined role and responsibilities
 - Role: To co-plan agenda with Kristina and vice-chair, facilitate meetings, participate in Advisory Committee quarterly
 - Kristina opened the floor for discussion and nominations for Chair
 - Policy Council member asked for clarity around quorums and memberships
 - Kristina shared information on Early Head Start Policy Council requirements and definitions of terms (i.e. quorum, member, Chair, Vice Chair). Kristina suggested that each site has at least one representative to ensure the whole program is represented.
 - Nominations and election: Ezmeralda Corranza
 - Voted unanimously for this decision
 - New Chair: Ezmeralda Corranza
- Role of the Vice Chair
 - Kristina defined roles and responsibilities
 - Role is to assist Chair, co-plan, and facilitate meeting if Chair is absent
 - Kristina opened the floor for discussion and nominations for Chair
 - Nominations and election: Esther Lozano
 - Voted unanimously for this decision
 - New Vice Chair: Esther Lozano

Public Meeting Act

- Email voting is not allowed
 - Karen shared per the Public Meetings Act; email voting is not allowed. Voting and decisions must be open and available for public.

Approval of Minutes

- October 2025
 - Action: Motion to approve October 2025 minutes without concern Esther Lozano. Second Esmeralda Carranza
 - Motion passed with one abstention, Nipada (Nikki) Long.
- November 2025
 - Action: Motion to approve November 2025 minutes without concern Esther Lozano. Second Esmeralda Carranza
 - Motion passed with one abstention, Nipada (Nikki) Long.
- December 2025
 - Action: Motion to approve December 2025 minutes without concern Esther Lozano. Second Esmeralda Carranza
 - Motion passed with one abstention, Nipada (Nikki) Long.
- January 2026
 - Action: Motion to approve January 2026 minutes without concern Esther Lozano. Second Esmeralda Carranza
 - Motion passed with one abstention, Nipada (Nikki) Long.
- February 2026
 - Action: Motion to approve February 2026 minutes without concern Esther Lozano. Second Esmeralda Carranza
 - Motion passed with unanimous approval.
- March 2026
 - Action: Motion to approve March 2026 minutes without concern Nipada (Nikki) Long. Second Esmeralda Carranza.
 - Motion passed with unanimous approval.
- April 2026
 - Action: Motion to approve April 2026 minutes without concern Esther Lozano. Second Esmeralda Carranza.
 - 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

Financial reports moved to next meeting due to time constraints. Time in the beginning of next meeting will be used to approve financials. Kristina requested members to have binders at the next meeting for quick reference. Policy Council members agreed to approve the financial and credit card reports at the next meeting.

- September, October, November, and December 2025 Program Financials
 - Approval of receipts of September, October, November, and December 2025. Program Financials moved to next meeting due to time constraints.
- January, February, March, and April 2026 Program Financials

- January, February, March, and April 2026 Program Financials moved to next meeting due to time constraints.
- September, October, November, and December 2025 Credit Card Reports
- Approval of receipt of September, October, November, and December 2025 Credit Card Reports moved to next meeting due to time constraints.
- January, February, March, and April 2026 Credit Card Reports
 - Approval of receipt of the January, February, March and April 2026 Credit Card Reports moved to next meeting due to time constraints.

Management Report

Kristina presented the Management report.

- Enrollment Update including vacancies over 30 days
 - Program is fully enrolled at 82.
 - There were no vacancies over 30 days.
 - 14 Families (children or pregnant people) currently on waitlist.
 - Program will increase outreach and recruitment activities to ensure full enrollment in September when 3-year-olds exit the program.
- Staffing updates
 - The program has been notified that we should not anticipate any funding increases for the next program year. As a result, the program is choosing not to hire/replace staff at this time given that program costs (especially staff salaries and benefits) are increasing, and we are required to keep our expenses within our funding allocation; the program will likely have to decrease costs in next year's application.
 - Family suggested offering bonuses to current staff.
 - Kristina shared contracts with union memberships doesn't allow for this type of budget adjustment.
- Program Information Data (see below)

This Report shows data about families enrolled during 2025-26 Program Year. If there are questions, contact Kristina.

Update – Office of Head Start

- No new updates

Continuation Grant Application -Year 3

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

Kristina shared information about the status of the Year 3 Continuation Grant Application with budget. The program is required to submit a grant application each year.

- Application and budget (June).
 - Self-Assessment Timeline
 - Meeting June 1, 2026 (Monday), 1-4 pm.
 - Meeting will be in-person, and all families are invited to attend.
 - Mileage and childcare costs are reimbursed for participating parents.

- Location: 3000 Rockefeller, Admin East, Skykomish Room 1F03 (main floor)
- Program Goals and Strategic Plan
 - The meeting will include a review of community assessment data and program data.
- Self-Assessment Process
 - The Programs' Strategic Plan will be reviewed by families and staff. The Strategic Plan includes Program and School Readiness goals.
 - After reviewing community needs assessment and strategic plan, Self-Assessment Report will be drafted.
 - Self-Assessment Report will be reviewed and recommendations made by Policy Council, Advisory Committee, and Governing Body.
- Application Process and Timeline
 - Policy Council and Advisory Committee reviews and recommends approval/not approval of application (July)
 - Governing Body – County Council – review and approval/not approval of application (August).
 - Application submitted (September 30).

Announcements

- June meeting Date June 23, 2026, from 1:30 to 2:30

Meeting Adjourned

Meeting adjourned at 2:23 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

Program Enrollment and Attendance

Early Head Start program enrollment as of September 1, 2025, through May 31, 2026

• Total Cumulative Enrollment:	<u>100</u>
• Total Current Enrollment:	<u>82</u>
• Under 100% FPL:	<u>20</u>
• Public Assistance:	<u>48</u>
• Foster Care:	<u>5</u>
• Homeless Families:	<u>22</u>
• % of Over-Income Families (100-130% FPL):	<u>6</u>
• % of Over-Income Families (> 130% FPL):	<u>1%</u>
• % of Children with an IFSP:	<u>21%</u>
• Current Waiting List:	<u>14</u>
• % of Completed Home Visits	<u>77%</u>
• Vacancies over 30 Days:	<u>0</u>

Demographics and Health Data

• Pregnant People:	<u>7</u>
• Children Under 1 Year:	<u>23</u>
• Children 1 – 2 Years:	<u>25</u>
• Children 2 – 3 Years:	<u>27</u>
• Families with home language other than English:	<u>56%</u>
• Children with a medical home:	<u>100%</u>
• Children with a dental home:	<u>98%</u>
• Well-Child Exams Completed:	<u>89%</u>
• Dental Screenings:	<u>74%</u>
• Immunizations Up to Date:	<u>79%</u>