



Snohomish County
Human Services

**SNOHOMISH COUNTY
EARLY HEAD START ADVISORY COMMITTEE**

**3000 Rockefeller Ave. Everett, WA 98201
Zoom Virtual Meeting**

**June 24, 2024
3:00-4:00 pm**

Attendees

- Advisory Board: Mike Liddicoat, Vanessa de Salomé, Cynthia Foley
- Staff: Kristina Saunsaucie, Karen Matson, Mellissa Hiatt, Liz Semana (fiscal staff)

Called to Order

- The meeting was called to order by Vanessa de Salomé at 3:05 PM

Approval of Minutes- April

- Approval of April 2024 meeting minutes
- February minutes-approved 3-0 via email

Program Financials

- **Management Reports- Presented by Liz Semana**
- April 2024 – see attached.
- May 2024- see attached.
- Discussion
 - Karen reports spending was different this year as were able to carry over funds. We will not be allowed to carry over funds into 2025 as we will be in a new five-year grant cycle.
 - These funds are paying for consultants, additional salaries, training costs, and a cost-of-living adjustment (COLA) for staff.
 - Next year is a new 5-year cycle with the application due October 1st.
 - A 2.35% cola needs added for salaries and benefits.
 - This information will be added to the June report.
 - No quality improvement funds were for 2024.
 - The cost-of-living adjustment funds need to be tracked separately, if not spent on salary funds get returned.
 - Funds will need to be reviewed each month.

Motion (Vanessa de Salomé): April and May program expenditures were reviewed and accepted.

*Motion seconded (Mike Liddicoat):
Unanimous approval.*

- Purchase Card – May Report 2024
 - Mike Liddicoat shared the purchase card spending report.

- Two charges were noted: storage fees and telephone costs.
- Purchase Card-April Report 2024
 - Mike Liddicoat shared the purchase card spending report for April.
 - Three charges were noted: Verizon, Storage, Amazon.

Motion (Mike Liddicoat): April and May program expenditures were reviewed and accepted.

*Motion seconded (Vanessa de Salomé):
Unanimous approval.*

Management Report

- Current Enrollment
 - Currently we are at 78.
 - We are enrolling 4 new families this week with our new ITS staff.
 - We have 6 eligible on the waiting list.
 - We have 5 over income with high priority points and are pending enrollment.
 - We have no vacancies over 30 days.
 - We have a current waitlist.
- Staff Updates
 - We are fully staffed.
 - Two leads officially started today. Those positions are an Education Coach and Data Monitoring and Continuous Quality Improvement Lead
 - Kristina reports holding off until fall on the other two positions to monitor the budget and determine if it is sustainable.
- Steppingstones Event Follow Up
 - Although not well attended by families, event allowed strong connection between community providers. Will become annual event.
- Summer Outreach Strategy
 - Staff will attend events that are focused on resources for families- i.e. National Night Out, Back to School Events

Updates on Addressing Monitoring Report Review

- Update on P and L Consulting
 - The team is meeting weekly.
 - Facilitated strategic planning happened on June 1st, Policy Council gave input on June 24th.
 - Consultants are helping draft the monitoring response plan which will include a binder with each finding, how it has been addressed and the supporting evidence.
- Developing the Coaching Process and Model
 - Staff will complete strengths and needs and needs assessment and a professional development plan will be completed for each individual staff which will include personal goals, program goals, and infant mental health training.
- Governance/Conflict of Interest

- Staff continue to work with Region X, county staff and other Head Start programs to modify our existing structure, policies and procedures to be consistent with HS Standards and monitoring protocols.
- The committee quarterly and produce a monthly report with data required using a standard template which will route to make available to county council.

Announcements

Next Advisory Board Meeting

Adjournment

- Committee chair, Cynthia Foley, adjourned meeting.
- Meeting was adjourned at 3:50.