

NORTH SNOHOMISH COUNTY
Early Head Start Advisory Committee
3000 Rockefeller Ave. Everett, WA 98201
Zoom Virtual Meeting

May 20, 2024
1:00 – 2:00 PM

Attendees

- Advisory Committee: Mike Liddicoat, Vanessa de Salomé, Cynthia Foley
- Staff: Kristina Saunsaucie, Karen Matson, Mellissa Hiatt

Call to Order

- The meeting was called to order by Cynthia Foley at 1:02 PM

Approval of Minutes- April

- Corrections
 - March minute approval should read “2 approved and 1 abstention.”
 - Management Report should read “reviewed alignment of curriculum”
- Vanessa de Salomé made a motion to approve the meeting minutes for March 2024, meeting
 - Mike Liddicoat seconded the motion
 - Motion passed 3-0
- Minutes for the February meeting have not been approved. Advisory Committee requested/agreed to review and approve via email vote
 - Kristina will send the February minutes for review and approval via email

Program Financials

- Fiscal staff reviewed financials for March 2024
- Fiscal staff reviewed credit card purchases February - April 2024

Program Update

- Full Enrollment Initiative
 - Full enrollment plan ends December 2024 – must be fully enrolled by December 31 and must maintain full enrollment for six subsequent months (through September 2025)
 - Kristina reviewed
 - enrollment as of the end of April 2024 – 82 – fully enrolled
 - New selection criteria have been helpful for ensuring serving families most in need
 - Recent Region X meeting provided guidance to overenroll based on premise of children exiting in September. We can serve over 82 at any point which supports families through the transition to preschool.
 - September 2025 last month they will look at for the full enrollment initiative
 - Current waitlist: 14 on waiting list that are eligible
 - Full enrollment plan – current and planned activities to reach full enrollment

- Building waiting list and completing eligibility documents
- Outreach is being coordinated with other County early learning programs; currently enrolled/past families are the best referral source; have also increased outreach to DCYF/DSHS
- Kristina explained that we received guidance that we can “over enroll” in anticipation of children exiting the program to ensure full enrollment and provides supports for families through the transition

Updates on Addressing Monitoring Report

- P and L Consulting
 - Continue to make progress on addressing areas of concern
- Staff provided the update that Region X will be forwarding copies of documents submitted by another agency that received and addressed a similar concern; staff have also identified several cities/counties in California that operate Head Start – in hopes that we can connect with them for consultation

Five Year Grant Application

- The Strategic Planning meeting will be June 1 for staff and families
 - Requested each staff to bring one parent to attend
 - Some policy council members to attend
- Questions for the Strategic Plan meeting will be shared with those unable to attend, including the Advisory Committee
 - Self-Assessment-
 - Using a survey monkey- most cost effective
 - getting example questions from consultants

Management Report

- EHS is partnering with ESIT and Snohomish County Health Department to host “Stepping Stones” – an event for families with young children
 - Topics include Lead detection, assisted communication, employment services/interview practice, and more
 - Translating materials
 - Vanessa de Salomé suggested reaching out to other departments to determine top needs for translation and outreach at Farmers markets
 - Kristina shared new challenges and strategies due to shift in hourly employee status
 - Ensuring fluency in all programs to speak to referrals and eligibility requirements to recruit and promote partner programming (ESIT, ECEAP, EHS, etc)
- Staff update
 - New Infant Toddler Specialist starting June 3 – experience with Early ECEAP
 - New Infant Toddler Specialist that has been in a temporary position starts in permanent full-time position today
 - Competitive Reclass for Infant Toddler Specialist Lead was approved, and interviews will occur next week

- EC mental health position is vacant
 - EHS has contracted with someone until position is filled
- Health Data
 - Kristina reviewed the health data for September 1, 2023 – March 31, 2024 (see attached)
 - Advisory Committee members provided additional information and thoughts

Announcements

- None

Next Advisory Committee Meeting

- Monday, June 24 2:30 – 4:30 pm on zoom

Adjournment – This meeting ended at 1:43 pm