



Snohomish County
Human Services

ADVISORY COMMITTEE MEETING MINUTES SNOHOMISH COUNTY EARLY HEAD START

3000 Rockefeller Ave. Everett, WA 98201
Zoom Virtual Meeting

February 20, 2025
2:30 - 3:30 PM

Attendees

- *Voting members:* Cynthia Foley – Chair (Snohomish County Council Legislative Analyst), Karla Beers (Financial Business Analyst Specialist, Sr.),
- *Absent:* Council Chair Mead
- *Absent:* Policy Council Chair Savannah DeMann
- *Staff:* Kristina Saunsaucie, Karen Matson, Mike Liddicoat, Liz Semana
- *Interpreter:* not needed

Call to Order

- The meeting was called to order by Cynthia Foley, Chair at 2:36 PM

New Business

- Early Head Start Advisory Committee - Snohomish County Council member, as designated by the County Council Chair Nehring for 2025, is Jared Mead
- Early Head Start Policy Council Chair: Savannah DeMann

Approval of Minutes

- Approval of December 2024 meeting minutes
- *Action: Approve minutes December 2024*
 - Motion Karla Beers; Second Cynthia Foley; Motion passed

Election of Chair and Vice-chair for 2025:

- Per EHS Advisory Committee Bylaws a new chair and vice-chair is elected by majority vote at the first meeting of the calendar year.
- The Chair and vice-chair will be elected for the period February 2025 – February 2026, or the first meeting in 2026
- Cynthia opened the floor for discussion and nominations
- *Action: Nominate Cynthia Foley for Chair and Karla Beers for Vice-chair*
 - Motion passed

Meeting Calendar

- Meeting calendar per recommendation at December 2024 meeting
 - 2025: February 20, May 22, August 21 and November 20
- *Action: Approve meeting calendar for 2025 per Bylaws*
 - Motion Karla Beers; Second Cynthia Foley; Motion passed

Annual Training

- Advisory Committee members are required to annually complete the PowerPoint training: Program Governance and ERSEA Training
- Kristina will send the training to Advisory Committee members to complete
 - Advisory Committee members will email Kristina confirmation of completion of training

Program Financials:

- Mike Liddicoat, Human Services Department Administrative Services Manager, presenting the reports for Purchase Card and Financials
- Purchase Card: December 2024
- Financials: Program year 2024
- Requires approval of receipt of financials
- *Action: Approve receipt without concerns*
 - Motion Cynthia Foley; Second Karla Beers; Motion passed

Management Report presented by Kristina Saunsaucie, EHS Supervisor/Director

- Enrollment Update
 - Enrolled at 82
 - There are no vacancies over 30 days
 - There are 22 eligible children and pregnant persons on the waitlist
 - Program will continue to over-enroll, as possible, to ensure full enrollment as children exit
- Staffing updates
 - The vacant position for Infant Toddler Specialist has been filled
 - Employee was hired consistent with Snohomish County hiring procedures and additionally completed the EHS required Portable Background Check
 - New employee starts February 10, 2025
 - Qualifications: AA in ECE, childcare infant lead teacher (6 years), program supervisor for early learning center, ECEAP Family Support (5 years)
 - *Action: Approve receipt of new hire without concerns*
 - Motion Cynthia Foley; Second Karla Beers; Motion passed
- Program Information Data for September 2024 – January 2025
 - See below
- Policy Council Update
 - Policy Council elected a new Chair and co-Vice-chair at their January 2025 meeting
 - Policy Council Chair, Savannah DeMann, joins the Advisory Committee
- Program Updates Governing Board
 - EHS monthly reports are submitted to Council
 - Advisory Committee members all noted that they have access to and review these reports each month and do not need them sent

Updates Office of Head Start presented by Kristina Saunsaucie, EHS Supervisor/Director

- Notice of Award
 - Snohomish County received a Notice of Award (NOA) on December 19, 2024, for the five-year grant award for 2025 -2030 and notice of funding for the first-half of the program year (January – June 2025)
 - Governing Body and Health and Safety Screener Review
 - *Action: Approve signature of Governing Body and Health and Safety Screener by the Snohomish County Council Chair*
 - Motion Cynthia Foley; Second Karla Beers; Motion passed
- Full Enrollment Initiative
 - No updates

Strategic Plan

- The EHS Strategic Plan for next 5-year grant (2025 – 2029) begins January 1, 2025

Announcements

- No announcements

Adjournment

- Committee Chair, Cynthia Foley, adjourned meeting at 3:05 PM

PROGRAM INFORMATION REPORT DATA – September 2024 thru January 2025

Program Enrollment and Attendance

Early Head Start program enrollment as of November 30, 2024:

- Total Cumulative Enrollment: 101
- Total Current Enrollment: 82
- Under 100% FPL: 19%
- Public Assistance: 46%
- Foster Care: 8%
- Homeless Families: 19%
- % of Over-Income Families (100-130% FPL): 4%
- % of Over-Income Families (> 130% FPL): 4%
- % of Children with an IFSP: 23%
- Current Waiting List: 19
- % of Completed Home Visits: 78%
- Vacancies over 30 Days: 0

Demographics and Health Data

- Pregnant People: 13
- Children Under 1 Year: 23
- Children 1 – 2 Years: 35
- Children 2 – 3 Years: 32
- Families with home language other than English: 59
- Race and Ethnicity:

	<u>Hispanic/Latino</u>	<u>Non-Hispanic</u>
American Indian/Alaska Native	<u>0</u>	<u>0</u>
Asian	<u>0</u>	<u>2</u>
Black or African American	<u>1</u>	<u>10</u>

Native Hawaiian/Pacific Islander	<u>0</u>	<u>0</u>
Bi-Racial/Multi-Racial	<u>5</u>	<u>3</u>
White	<u>4</u>	<u>26</u>
Unspecified	<u>31</u>	<u>1</u>
Other:	<u>15</u>	<u>23</u>

- Children with a medical home: 100%
- Children with a dental home: 99%
- Well-Child Exams Completed: 92%
- Dental Screenings: 83%
- Immunizations Up to Date: 91%

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