



Snohomish County
Human Services

**SNOHOMISH COUNTY
EARLY HEAD START ADVISORY COMMITTEE**

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

**July 15, 2024
12:30 - 2:30 pm**

Attendees

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

Called to Order

- The meeting was called to order by Cynthia Foley at 12:31 PM

Approval of Minutes- April

- Approval of May 2024 meeting minutes
 - Correction: Cynthia opened the meeting

Action: Mike Liddicoat made a motion to approve; Vanessa de Salome seconded; unanimous approval;
- Approval of June 2024 meeting minutes
 - Correction: Cynthia opened the meeting

Action: Vanessa de Salome made a motion to approve; Mike Liddicoat seconded; unanimous approval;

Program Financials

- No financial report available as the meeting was held early this month
- Financial report for June will be available at the August meeting

Program Updates

- Current Enrollment
 - Program has 82 slots
 - Program enrolled at 79 as end of June
 - Program currently enrolled at 81
 - There are 11 eligible children/pregnant persons on waitlist
 - The program has no vacancies over 30 days.
 - Currently 15 pregnant women enrolled for this program year – which has been a priority based on Community Needs Assessment
- Staff Updates
 - Program is fully staffed.

- Transitioning families from new ITS Lead staff and building caseloads for new staff
- ChildPlus Training
 - EHS staff will complete intensive training with ChildPlus the week of August 19; the focus of the training is to support staff to utilize data to inform their practice
- Program year ends August 31; staff are finalizing data and preparing to start the new year
- The program is hosting a year-end family event August 22 at Tucker Willis Park

Action: Advisory Committee approved this Program Update as consistent with the County Council (Governing Body) approved Scope of Work, the EHS Application/Award, and Head Start Performance Standards

Updates on Addressing Monitoring Report Review

- Data Sharing and using data to inform practice
 - Data sharing for governing body
 - Starting in July the program will submit a monthly EHS Program Report to County Council (governing body); this report will also be sent to the Policy Council and Advisory Committee
 - Consultants have provided the program with a full 5-year calendar of required data sharing and the program will develop systems to ensure compliance with this recommendation
 - ChildPlus training will provide additional data for required reporting
 - ChildPlus training will provide training for staff to use data to inform their practice
- Developing the Coaching Process and Model
 - Lead staff completed a training in practice-based coaching
 - Head Start requirement is for the program to identify staff that will benefit from intensive coaching
 - The initial focus for intensive coaching will be staff that are within their first year of providing home visiting services
 - Staff are developing procedure and process that outline the coaching process for this program, including a clear delineation of coaching responsibilities, staff agreements, and supervisor role
 - New ITS Leads (Data and Education) will be the primary coaches, initially
 - Coaching will eventually expand to all ITS staff as part of professional development support that will be informed by the staff self-assessment and subsequent professional learning plan
- ERSEA Compliance
 - Have 6 months' worth of documents to demonstrate full compliance with Head Start Standards

- Governance/Conflict of Interest
 - Program staff have submitted a proposed motion to County Council (Governing Body) to modify the name and composition of the Advisory Committee
 - The motion will likely be on the County Council agenda the week of July 23 for approval/disapproval
 - The proposed composition to include a Snohomish County Council Legislative Analyst, Snohomish County Senior Financial Consultant, Snohomish County Council member as designated by the Council Chair, the Snohomish County Early Head Start Policy Council Chair (advisory only), the Human Services Developmental Disabilities and Early Learning Division Manager (advisory only), and the Early Head Start Supervisor (advisory only).
 - The Advisory Committee will need to adopt bylaws. Staff will send the draft bylaws to the current Advisory Committee for input
 - The Advisory Committee will need to meet in August to provide a recommendation for approval/disapproval of the Self- Assessment and Strategic Plan – both of which will be submitted to the County Council (Governing Body) for approval/disapproval at the end of August

Action: No Action needed. Information only.

Five Year Strategic Plan

- Advisory Committee received strategic plan documents prior to this meeting
 - Included Policy Council feedback and their recommendation for approval of the Strategic Plan.
- Advisory Committee discussed the strategic plan and asked questions. They had no concerns about the identified priorities and goals, and no additional recommendations.
- Advisory Committee suggested that success for these strategic plan goals could be evaluated through data, family survey/feedback, tracking for referrals, connections, and utilization of community resources/benefits/etc., and analysis of this information

Action: Self-Assessment and the final Draft of the Strategic Plan will an agenda item for the August meeting for the Advisory Committee to provide a recommendation for approval/disapproval to the County Council (Governing Body).

Announcements

- No announcements

Next Advisory Board Meeting

- The next meeting will be in August; date to be scheduled

Adjournment

- Committee chair, Cynthia Foley, adjourned meeting.
- Meeting was adjourned at 1:52 pm.