

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

January 29, 2024  
1:00 – 2:00 PM

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**Attendees**

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

**Call to Order**

- The meeting was called to order by Vanessa de Salomé at 1:00 PM

**Approval of Minutes- November**

- Vanessa de Salomé made a motion to approve the meeting minutes for December 18, 2024
  - Cynthia Foley seconded the motion
  - Motion passed 2-1 abstained

**Program Financials**

- 2024 Approved Budget
  - Council Adopted 11/16/2023
  - Reviewed budget
- Approval to Carryover 2022 Funds
  - Reviewed the carryover plan
- Carryover 2023
  - Once the books are closed, we can request carryover funds
- Management Report moved to February meeting per fiscal

**Program Update**

- Full Enrollment Initiative
  - Full Enrollment Plan Review
    - An enrollment plan draft was submitted to The Office of Head start
    - It was approved
    - Includes the steps we will take for outreach and recruitment
    - Expanded the service area; it has increased our enrollment significantly
  - Current Enrollment
    - Currently we are at 74 of our 82 slots
    - Expecting to be fully enrolled within the next month or so
    - We have 12 months to get to full enrollment from December 2023
    - The first 6 months following the 12 months we will need to be 97% or above

**Updates on Addressing Monitoring Report**

- Extension of due date request
  - The extension request was approved
  - All extension requests have been moved to 12 months
  - Data will be shared with the Advisory Board members
- Addendum for Recovery of Unspent Funds
  1. RFP for Qualified Consultant
    - We received three different proposals
      - All are very strong proposals
      - None of them are from WA
  2. ChildPlus Consultant
    - We will have the services for 1 year
    - Kristina will be meeting with the consultant to set up what the guidelines will be
    - This will allow us to build out the program and obtain the data we need to capture
  3. Lead Positions
    - Working with HR through process of doing a competitive reclass of ITS
    - Changes in staff
    - Creating lead positions

### **Updates on Addressing Monitoring Report**

- The Research Case for Home Visiting article was sent out to the Advisory Board prior to the meeting
  - Understanding what value and goals of home visiting is
  - Our client is the parent child relationship
  - Imbedding the focus on the parents, and supporting their ability around their child's development, and healthy attachment pieces
  - Discussion of the importance of human touch, and engagement with babies for brain development
- Staffing
  - The Mental Health Consultant position is still open
  - An additional ITS position will be posted by the end of the week, that was built into the 2024 budget
- Priority Points
  - Reviewed the 2024 Priority Points for Enrollment
  - February group meeting with Policy Council, Advisory Board, and staff
    - Based on the Community Needs Assessment, what do we determine those priority factors

### **Announcements**

- None

### **Next Advisory Board/Policy Council Meeting**

- Tentatively Monday, February 26<sup>th</sup>, from 1:00 PM to 2:15 PM on zoom
- An invite will be sent out for the February meeting

**Adjournment** – This meeting ended at 2:00 PM