



Snohomish County
Human Services

**SNOHOMISH COUNTY
EARLY HEAD START ADVISORY COMMITTEE**

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

August 19, 2024
2:00 - 3:30 pm

Attendees

- *Voting members:* Cynthia Foley – Chair (Snohomish County Council Legislative Analyst), Chair Jared Mead (Snohomish County Council Chair), Venessa de Salome (Snohomish County Senior Financial Consultant)
- *Policy Council:* Feliciana Carmona
- *Staff:* Kristina Saunsaucie, Karen Matson
- *Interpreter:* Bertha Munoz

Call to Order

- The meeting was called to order by Cynthia Foley, Chair at 2:05 PM

Approval of Minutes

- Approval of July 2024 meeting minutes
 - Correction: “Advisory Board” should read “Advisory Committee”

Action: Vanessa de Salome made a motion to approve; Cynthia Foley seconded; unanimous approval; Chair Mead abstained.

Changes to the EHS Advisory Committee presented by Karen Matson, Division Manager

- *Motion 24-289*
- *Shared Governance Procedures and diagram*
- *Draft Advisory Committee By-laws*

Action: Chair Mead made a motion to approve; Vanessa de Salome seconded; unanimous approval.

- *Impasse/Dispute Resolution Procedure revised*

Action: Vanessa de Salome made a motion to approve; Chair Mead seconded; unanimous approval.

- *EHS Monthly Program Reports to County Council – update*
 - *Advisory Committee requested that the monthly report be emailed to them monthly and also be included as part of their quarterly meeting agendas*

Self-Assessment presented by Kristina Saunsaucie, EHS Supervisor/Director

- Includes Family Outcomes Survey, Staff Strengths and Needs Assessment, and Community Needs Assessment
 - Policy Council recommendation for approval, as reported by Kristina Saunsaucie and Feliciana Carmona

Action: Chair Mead made a motion to recommend approval by the County Council (Governing Body); Vanessa de Salome seconded; unanimous approval.

Strategic Plan presented by Kristina Saunsaucie, EHS Supervisor/Director

- The EHS Strategic Plan for next 5-year grant (2025 – 2029)
- Policy Council recommendation for approval, as reported by Kristina Saunsaucie and Feliciana Carmona

Action: Vanessa de Salome made a motion to recommend approval by the County Council (Governing Body); Chair Mead seconded; unanimous approval.

Program Financials (attached and reviewed)

- Purchase Card – June 2024
- Purchase Card – July 2024

Action: Vanessa de Salome made a motion to approve receipt without concerns; Chair Mead seconded; unanimous approval.

- June 2024 Financials
- July 2024 Financials

Action: Chair Mead made a motion to approve receipt without concerns; Vanessa de Salome seconded; unanimous approval.

- Reviewed

Snohomish County 2023 Audit: *The Snohomish County 2022 Audit identified no concerns or findings related to the Snohomish County Early Head Start Program*

<https://www.snohomishcountywa.gov/ArchiveCenter/ViewFile/Item/7079>

Management Report presented by Kristina Saunsaucie, EHS Supervisor/Director

- Program Updates
 - Enrollment Update
 - Enrolled at 83
 - There are no vacancies over 30 days
 - There are 17 eligible children and pregnant persons on the waitlist
 - Program will continue to over-enroll in anticipation of eleven (11) children exiting the program in September
- Staffing updates
 - The vacant position for Early Learning Mental Health Specialist has recently been reposted.
- Program Information Data
 - See information below

Monitoring Update presented by Kristina Saunsaucie, EHS Supervisor/Director

- Monitors will be conducting a final on-site review the week of August 26, 2024
- Staff has prepared documents to demonstrate monitor concerns have been addressed
- Monitors will issue a letter re: final decision within the next 3-6 months
- Monitors will meet with Chair Mead, representative for the Governing Body/County Council, on Thursday at 9:00 am

Five Year Grant Application – Baseline presented by Karen Matson, Division Manager

- Requires that Policy Council and Advisory Committee recommend approval/disapproval by the County Council (Governing Body)
- Requires County Council approval
- Advisory Committee agreed on the following plan for EHS Application review

- Staff will send final draft of application, via email, to Advisory Committee once reviewed by the Human Services Department Director – should be no later than end of this week
- Staff will notify Advisory Board, via email, of Policy Council recommendation for approval/disapproval of the application after their August 26 meeting
- Advisory Committee will complete a vote no later than August 30, via email, for approval/disapproval of the application to the County Council

Announcements

- No announcements

Adjournment

- Committee chair, Cynthia Foley, adjourned meeting at 3:25 PM

PROGRAM INFORMATION REPORT DATA - YEAR TO DATE

Program Enrollment and Attendance

Early Head Start program enrollment as of August 12, 2024:

- Total Cumulative Enrollment: 125
- Total Current Enrollment: 82
- Under 100% FPL: 32
- Public Assistance: 44
- Foster Care: 9
- Homeless Families: 19
- % of Over-Income Families (100-130% FPL): 10
- % of Over-Income Families (> 130% FPL): 6
- % of Children with an IFSP: 23%
- Current Waiting List: 16
- % of Completed Home Visits: 74%
- Vacancies over 30 Days: 0

Demographics and Health Data

- Pregnant People: 16
- Children Under 1 Year: 34
- Children 1 – 2 Years: 38
- Children 2 – 3 Years: 37
- Families with home language other than English: 62
- 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>11</u> |
| Native Hawaiian/Pacific Islander | <u>0</u> | <u>0</u> |
| Bi-Racial/Multi-Racial | <u>4</u> | <u>3</u> |
| White | <u>4</u> | <u>27- S</u> |
| Unspecified | <u>31</u> | <u>1</u> |
| Other: | <u>35</u> | <u>3</u> |
- Children with a medical home: 100%
- Children with a dental home: 99%
- Well-Child Exams Completed: 94%
- Dental Screenings: 81%
- Immunizations Up to Date: 92%