



Snohomish County
Human Services

ADVISORY COMMITTEE MEETING MINUTES SNOHOMISH COUNTY EARLY HEAD START

3000 Rockefeller Ave. Everett, WA 98201
Zoom Virtual Meeting

December 20, 2024

12:30 - 1:30 pm

Attendees

- *Voting members:* Cynthia Foley – Chair (Snohomish County Council Legislative Analyst), Vanessa de Salome (Budget Analyst, Sr.)
- Council Chair Mead was not in attendance; Angela Ewert, Legislative Assistant to Chair Mead, attended the meeting to listen on his behalf
- Karla Beers, Snohomish County Finance Department, attended the meeting in anticipation of being designated to the EHA Advisory Committee in 2025
- *Policy Council:* not available
- *Staff:* Kristina Saunsaucie, Karen Matson
- *Interpreter:* not needed

Call to Order

- The meeting was called to order by Cynthia Foley, Chair at 12:35 PM

Approval of Minutes

- Approval of August 2024 meeting minutes
 - Correction: Please note that Vanessa name and position have been corrected

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

Program Financials:

- Mike Liddicoat, Human Services Department Administrative Services Manager, presenting the reports for Purchase Card and Financials
- Purchase Card: August - November 2024
- Financials: August – November 2024
- Requires approval of receipt of financials

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

- Snohomish County Audits
 - Note: the link provided in August meeting was incorrect – see below for correct link
 - 2022 Snohomish County Audit
<https://portal.sao.wa.gov/ReportSearch/Home/ViewReportFile?arn=1033392&isFinding=false&sp=false>
 - 2023 Snohomish County Audit

<https://portal.sao.wa.gov/ReportSearch/Home/ViewReportFile?arn=1035699&isFinding=false&sp=false>

- The Snohomish County 2022 and 2023 Audits identified no concerns or findings related to the Snohomish County Early Head Start Program
- Kristina provided information on the items purchased as part of the expenditure of funds
- Mike Liddicoat explained that the program will be able to submit an additional/late invoice to EHS to cover costs related to COLA back-pay for January – October 2024 (to be paid out in mid-2025) will b

Management Report presented by Kristina Saunsaucie, EHS Supervisor/Director

- Enrollment Update
 - Enrolled at 82
 - There are no vacancies over 30 days
 - There are 19 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 Early Learning Mental Health Specialist has been filled - tentatively
 - Employee was hired consistent with Snohomish County hiring procedures and additionally completed the EHS required Portable Background Check
 - New employee starts January 6, 2025
 - Qualifications: licensed social worker with more than 5-years experience as early learning mental health specialist including with a Head Start program
 - Vacant Infant Toddler Position that is posted and closed January 8, 2025
- Program Information Data for September – November 2024
 - See below
- Policy Council Update
 - October 2024 meeting was canceled due to interpreter cancellation
 - November and December meeting did not have a quorum and could not conduct business; primary business was to elect a new chair and vice-chair
 - January meeting will involve increased staff support for family participation in Policy Council
 - As a result, there is currently no Policy Council Chair

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

- Application has been approved by Office of Head Start and the program received the Notice of Award for the 5-year grant award
 - Funding for EHS programs for the first-half of 2025 has been allocated as part of the Continuing Resolution
- Monitoring Review Report
 - All findings have been corrected and closed
 - See attached letter for additional details

- Full Enrollment Initiative
 - Full Enrollment Initiative period ends December 31, 2024
 - Program is required to maintain 97% slot enrollment (80)
 - Per OHS Program Specialist, OHS will review at least one month from previous 12 months to determine if program has maintained enrollment. Note: May 2024 enrollment was 78, at 82 or above since May to current
 - OHS will issue a letter of compliance or non-compliance
 - If the program is found to be in compliance, OHS will monitor for maintenance of 97% enrollment for 6 months and then will issue a continuing or final notice

- Revised Head Start Performance Standards
 - Effective October 1, 2024
 - See attached for summary of changes and additions- yellow highlight shows applicable changes for EHS
 - Snohomish County EHS is currently meeting all new standards
 - Housing Cost Adjustment as part of eligibility

Strategic Plan

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

Advisory Committee Meeting Calendar

- Draft calendar to be approved at February 2025 meeting per bylaws
 - February 20, 2025
 - May 22, 2025
 - August 21, 2025
 - November 20, 2025
 - February 19, 2026
 Time: 2:30 – 3:30 pm

New Business

- Karla Beers (Budget Analyst, Sr.) has been assigned/designated by the Finance Department to the Human Service Department and will be the designated EHS Advisory Committee member effective February 202

Announcements

- No announcements

Adjournment

- Committee chair, Cynthia Foley, adjourned meeting at 1:30 PM

PROGRAM INFORMATION REPORT DATA – September thru November 2024

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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