



Health and Community Services

Cynthia Foley

Council Initiated:

☐ Yes

☒ No

ECAF: 2024-1522

Motion: 24-289

Type:

☐ Contract

☐ Board Appt.

☐ Code Amendment

☐ Budget Action

☒ Other

Requested Handling:

☐ Normal

☒ Expedite

☐ Urgent

Fund Source:

☐ General Fund

☐ Other

☒ N/A

Executive Rec:

☒ Approve

☐ Do Not Approve

☐ N/A

Approved as to

Form:

☐ Yes

☐ No

☒ N/A

Subject: Early Head Start Governance Advisory Committee

Scope: The Snohomish County Council is the governing body with legal and fiscal responsibility for the Snohomish County Early Head Start program. Governing bodies may establish advisory committees to oversee key responsibilities related to program governance and program improvement. The Snohomish County Council established the North Snohomish County Early Head Start Advisory Committee by approving Motion 10-408¹ on September 1, 2010.

Motion 24-289 changes the name of the North Snohomish County Early Head Start Advisory Committee to the Early Head Start Governance Advisory Committee and revises the membership of the Advisory Committee to increase connections among the bodies that oversee or advise the Early Head Start program. Changes to Advisory Committee membership are summarized in the table below.

Motion 10-408 (prior motion) – Advisory Committee Membership	Proposed Motion 24-289 – Advisory Committee Membership
Snohomish County Human Services Administrative Services Division Manager (voting)	Snohomish County Council member as designated by the Council Chair (voting)
Snohomish County Council Legislative Analyst (voting)	Snohomish County Council Legislative Analyst (voting)
Snohomish County Senior Financial Consultant (voting)	Snohomish County Senior Financial Consultant (voting)
	Snohomish County Early Head Start Policy Council Chair (advisory)
	Human Services Developmental Disabilities and Early Learning Division Manager (advisory),
	Early Head Start Supervisor (advisory)

Changes to the Advisory Committee structure address a monitoring Area of Non-Compliance noted in a report from the United States Department of Health and Human Services dated August 11, 2023. To comply, the structure is revised so that Human Services Department staff positions are non-voting advisory only seats. The Human Services Department Administrative Services Division Manager position is removed, and a member of the County Council is added. A non-voting advisory position is added for the Chair of the Policy Council (made up of Early Head Start parents), along with advisory positions for the Human Services Division Manager and Early Head Start Supervisor.

Duration: Not applicable.

Fiscal Impact: ☐ Current Year ☐ Future-Year ☒ N/A

¹ [General Legislative Session - Sep 1st, 2010 \(granicus.com\)](https://www.granicus.com/publicPage.asp?id=1522)

Health and Community Services

Cynthia Foley

Authority Granted: Not applicable.

Background: On August 11, 2023, the Snohomish County Early Head Start received a monitoring report from United States Department of Health and Human Services. Several areas of program administration were identified for correction to be in full compliance with Early Head Start Performance Standards. These include improvements to management processes, using data to inform decision-making, and improved reporting. As a result of this report, changes are proposed to Advisory Committee membership (Motion 24-289) and financial reports from the program will be provided to Council for acceptance.

On December 13, 2023, Council passed Motion 23-538², approving Amendment #1 to the Early Head Start grant award. This amendment increased the grant total by \$183,090.82. The funds were released to the County by the US Department of Health and Human Services to address areas of non-compliance with Early Head Start Performance Standards. Funds were allocated for a consultant to implement management systems compliant with Head Start Standards, a ChildPlus Consultant to implement changes to ChildPlus data entry and report utilization, and County staff hours to implement Head Start Performance Standards.

Requested Action: Move to the GLS Agenda for Council consideration.

² [2023-1425 - Motion 23-538 \(legistar.com\)](#)