



Monthly Program Update

Snohomish County Early Head Start

DATE: April 1, 2025

TO: Snohomish County Council

FROM: Karen Matson, Human Services Department Division Manager

TOPIC: Early Head Start Governance – February 2025

REPORT PURPOSE:

- | | |
|---|---|
| <input checked="" type="checkbox"/> A. Early Head Start Personnel Actions | <input checked="" type="checkbox"/> D. Governing Bodies Communication |
| <input checked="" type="checkbox"/> B. Early Head Start Program Reports | <input checked="" type="checkbox"/> E. Correspondence |
| <input type="checkbox"/> C. Early Head Start Governance | |

A. EARLY HEAD START PERSONNEL ACTIONS

Governing body approval required for all personnel actions, to ensure participation of parents in hiring and agency personnel policies are followed.

Position	Screened/ Interview	Reference Checks	SnoCo and Portable Background Check	Hire Letter	Start Date/ HSD Orientation	SnoCo Orientation
Infant Toddler Specialist	1/17/25	1/24/25	1/24/25	1/28/25	2/6/25	3/5/25

Recommendation from Head Start Advisory Committee:

Early Head Start Advisory Committee recommends approval by the County Council, governing body, with no questions or concerns.

B. EARLY HEAD START PROGRAM REPORTS AND UPDATES

Governing body must review financial statements and other program reports as part of program and fiscal oversight.

Monthly Fiscal Management Report

February 2025 attached

Monthly Credit Card Usage Report

February 2025 attached

Program Enrollment and Attendance – Program Year to Date

Early Head Start program enrollment as of February 28, 2025:

- Total enrollment: 123
- Current Enrollment: 82
- % of Over-Income Families (100-130% FPL): 3%
- % of Over-Income Families (> 130% FPL): 5%

- % of Children with an IFSP: __18%__
- Current Waiting List: __17__
- % of Completed Home Visits: __71%__
- Vacancies over 30 Days: __0__

Program Information Report Data

- Pregnant People: __5__
- Children Under 1 Year: __18__
- Children 1 – 2 Years: __30__
- Children 2 – 3 Years: __29__
- Families with home language other than English: __56__
- Well-Child Exams: __93%__
- Dental Screenings: __84%__
- Immunizations: __92%__

Other Reports

None

Recommendation from Head Start Advisory Committee:

Early Head Start Advisory Committee recommends approval by the County Council, governing body, with no questions or concerns.

C. EARLY HEAD START GOVERNANCE

The Governing Body is required to review and approve periodic programmatic reports, processes, and outcomes, including but not limited to Self-Assessment, Eligibility Recruitment Selection Enrollment Attendance (ERSEA), monitoring reports and funding applications, etc., as part of program and fiscal oversight.

No governance actions in February

D. POLICY COUNCIL & EARLY LEARNING PROGRAM COMMUNICATION and LINKAGES

Sharing of information strengthens the partnerships of the governing bodies.

Policy Council Information:

Policy Council representatives work in tandem with the Early Head Start Advisory Committee and with program administration to oversee the Early Head Start program. The Policy Council monthly meeting agendas and minutes are attached.

Early Head Start Advisory Committee Information:

Early Head Start Advisory Committee representatives work in tandem with the Early Head Start Policy Council and with program administration to oversee the Early Head Start program. Find the Advisory Committee quarterly meeting agendas and minutes are attached.

E. CORRESPONDENCE

Correspondence shared by the Office of Head Start, Department of Children, Youth and Families.

An Office of Head Start letter indicating the successful conclusion of the implementation of a 12-month plan to address under-enrollment in Early Head Start was received. A copy of the letter is attached.

Monthly Program Update Snohomish County Early Head Start is submitted for approval or disapproval during the Administrative Session of the Snohomish County Council, the governing body of Snohomish County Early Head Start.