



Monthly Program Update

Snohomish County Early Head Start

DATE: August 20, 2024
TO: Snohomish County Council
FROM: Karen Matson, Human Services Department Division Manager
TOPIC: Early Head Start Governance June – July 2024

REPORT PURPOSE:

- A. Early Head Start Personnel Actions
- B. Early Head Start Program Reports
- C. Early Head Start Governance
- D. Governing Bodies Communication
- E. Correspondence

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	05.08.2024	05.10.2024	05.13.2024	05.14.2024	06.03.2024	06.03.2024

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

January – July 2024 attached

Monthly Credit Card Usage Report

June – July 2024 attached

Program Enrollment and Attendance – Program Year to Date

Early Head Start program enrollment as of July 31, 2024:

- Total enrollment: 82
- % of Over-Income Families (100-130% FPL): 6
- % of Over-Income Families (> 130% FPL): 10
- % of Children with an IFSP: 25%
- Current Waiting List: 16
- % of Completed Home Visits: 73%
- Vacancies over 30 Days: 0

Program Information Report 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___
- Well-Child Exams: ___94%___
- Dental Screenings: ___82%___
- Immunizations: ___92% Up to Date___

Other Reports

N/A this period

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.

The Snohomish County Early Head Start 2024 Self-Assessment and the Snohomish County Early Head Start Strategic Plan 2025 – 2030 are attached.

Recommendation from Head Start Advisory Committee:

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

D. POLICY COUNCIL & EARLY HEAD START 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. The Advisory Committee meeting agendas and minutes are attached.

E. CORRESPONDENCE

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

Three Notices of Award for the contract period of January 1, 2024 – December 31, 2024 were received and approved by the County Council. The first provided funding for January – June 2024, the second provided a COLA, and the third provided funding for July – December 2024. The Notices of Award are 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.