



Monthly Program Update Report Snohomish County Early Head Start

DATE: July 18, 2024
TO: Snohomish County Council
FROM: Karen Matson, Human Services Department Division Manager
TOPIC: Early Head Start Governance January – May 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
Hired Prior to January 1, 2024						
Early Head Start Supervisor					01.12.2022	
Infant Toddler Specialist					04.09.2012	
Infant Toddler Specialist					01.15.2015	
Infant Toddler Specialist					10.16.2015	
Infant Toddler Specialist Lead					07.18.2016	
Infant Toddler Specialist Lead					05.09.2022	
Infant Toddler Specialist					09.01.2023	
Infant Toddler Specialist					11.06.2023	
Infant Toddler Specialist					11.06.2023	

Recommendation from Head Start Advisory Committee:
Information Only

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 – May 2024 attached

Monthly Credit Card Usage Report

January – May 2024 attached

PROGRAM INFORMATION REPORT DATA - YEAR TO DATE

Program Enrollment and Attendance

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

- Total Cumulative Enrollment: 119
- Total Current Enrollment: 81
- Under 100% FPL: 32
- Public Assistance: 44
- Foster Care: 9
- Homeless Families: 18
- % of Over-Income Families (100-130% FPL): 10
- % of Over-Income Families (> 130% FPL): 6
- % of Children with an IFSP: 23%
- Current Waiting List: 14
- % of Completed Home Visits: 72%
- Vacancies over 30 Days: 0

Demographics and Health Data

- Pregnant People: 12
- Children Under 1 Year: 33
- Children 1 – 2 Years: 38
- Children 2 – 3 Years: 36
- 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>26</u>
○ Unspecified	<u>31</u>	<u>1</u>
○ Other:	<u>35</u>	<u>3</u>
- Well-Child Exams Completed: 94%
- Dental Screenings: 81%
- Immunizations Up to Date: 92%

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.

Selection Criteria revised based upon EHS Self-Assessment and the Snohomish County Community Needs Assessment. Updated document is attached.

Recommendation from Head Start Advisory Committee:

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

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 by laws, 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 meeting agendas and minutes are attached.

E. CORRESPONDENCE

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

August 11, 2023 – Administration for Children and Families conducted a Focus Area Two (FA2) monitoring of the Snohomish County Early Head Start program. Four areas of non-compliance were identified which necessitate corrective action and documentation of compliance be submitted. SCEHS requested an extension to submit the corrective action documentation to August 2024. The monitoring report and letters are attached.

Region X Office of Head Start staff recommended appealing one area of non-compliance, Program Governance. An appeal was submitted on March 21, 2024. A response from the Office Head Start denying the appeal was received April 3, 2024. Evidence of corrective action and compliance related to Program Governance will be submitted in August 2024. The letters are attached.

Monthly Program Update Report 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.