|  |  |  |  |
| --- | --- | --- | --- |
| Policy Title: | Health Advisory Committee | Revision Date: | 7/27/17 |
| Contact Person: | Health Manager | PC Approval Date: | 8/12/17 |
| Area: | Health | SPCAA Board Committee Approval Date: | 8/15/17 |
| Stakeholders: | All Staff with SPCAA | SPCAA Board Approval Date: |   |
| References: | 1302.40 | Advisory Approval Date: |  |
| Related Documents: |  |

**Performance Objective:**  To bring together a wide cross-section of health professionals and parents to provide input in planning, operation, review and evaluate Health Standards, local needs, collaboration of community and public resources and problems of the SPCAA Head Start/Early Head Start program.

**Procedures:**

1. Health Advisory Committee will meet three times yearly and special meetings may be called by the Chairman and/or the SPCAA Head Start /Early Head Start Director as needed.
2. Items to be discussed and planned include Performance Standards, budgets, plans, policies, procedures, and timelines.
3. Each member absent will be sent a copy of all documents and minutes from the missed meeting.
4. Notices of upcoming meetings will be mailed to members two weeks in advance to allow members to plan their schedule accordingly.
5. The committee will elect officers, to include:

 Chairperson-Conducts meetings

 Vice-Chairperson-Conducts meeting in the absence of chairperson

 Secretary-Records minutes with assistance of Health Staff

1. **Roberts Rules of Order** will define rules for the committee.
2. A quorum will consist of a majority of the members who are in attendance at a scheduled meeting.
3. The committee will include parents whose child is currently enrolled in the Head Start program.
4. Orientation packets will be provided to new members on the committee.
5. School Health Advisory Council (SHAC) at Partnership Agencieswillmeet during the year to ensure the flow of information on health concerns from both groups
6. The Council will make every effort to include representation from Head Start/Early Head Start parents.
7. A representative from the School Health Advisory Council (nurses) will serve on SPCAA- Head Start Health Advisory Committee to ensure the flow of information on health concerns from both groups.