

Health/Mental Health Services Advisory Committee (HMHSAC) Procedure

Arrowhead Head Start will collect information through the enrollment process for parents interested in serving on the HMHSAC.

A list will be generated via the interest received from this application by Sept. 1st of each year.

Individuals in our communities will be invited based on their area of expertise as needed throughout the year. Referrals from existing members for new members will be taken into strong consideration.

Training for new HMHSAC will be provided including PowerPoint and handout materials in the fall of each school year before the first HMHSAC meeting.

The Health Manager will be responsible for keeping a roster of all members in attendance, setting meeting dates, drafting agendas, training members, conducting evaluations of committee effectiveness, taking minutes and overseeing additions and subtracts from the committee.

The HMHSAC will be an advisory committee, one that will not set policy and procedure, but advise Arrowhead Head Start on courses of action. All program decisions will be made via the AEOA Board of Directors, the Policy Council, and the Arrowhead Management Team.

The HMHSAC will meet at least twice a program year, once in the fall and once in the spring. Additional meetings can be scheduled at any time, as needed.