

CHAPTER 16
SENIOR LIVING COORDINATING UNIT

321—16.1(231,249H) Definitions.

“*Community-based adult services committee*” or “*CBAS committee*” means the group that makes recommendations to the senior living coordinating unit and consists of representatives appointed by the departments of elder affairs, human services, inspections and appeals, and public health; Iowa Foundation for Medical Care, Iowa Association of Area Agencies on Aging, and Iowa State Association of Counties.

“*Unit*” means the senior living coordinating unit established in Iowa Code section 231.58.

321—16.2(231,249H) Organization of the unit and proceedings.

16.2(1) The senior living coordinating unit is created within the department of elder affairs.

16.2(2) The director of the department of elder affairs shall serve as chairperson.

16.2(3) The voting members of the unit shall elect a vice-chairperson from its membership at the first meeting following July 1 of each year.

16.2(4) Four voting members of the unit constitute a quorum.

16.2(5) The unit shall be governed in accordance with Iowa Code chapter 21, and the unit’s proceedings shall be conducted in accordance with Robert’s Rules of Order, Revised.

16.2(6) The technical and administrative functions of the unit shall be performed by staff of the department of elder affairs.

16.2(7) The community-based adult services committee shall serve as the work group to the unit regarding policies and programs.

321—16.3(231,249H) Chairperson and vice-chairperson duties.

16.3(1) The chairperson’s duties include:

- a. Convening and chairing unit meetings;
- b. Ensuring that unit proceedings are recorded;
- c. Ensuring that minutes of meetings are prepared and distributed;
- d. Ensuring that tentative agendas for meetings are prepared and distributed; and
- e. Ensuring that all notices to the public required by Iowa Code section 21.4 are given.

16.3(2) The vice-chairperson shall assume the chairperson’s duties in the chairperson’s absence.

321—16.4(21,231,249H) Meetings. The unit shall meet at least six times a year. Meeting dates shall be set by members of the unit at the first meeting following July 1 of each year. The chairperson may call a special meeting upon five days’ notice.

321—16.5(231,249H) Communications. Communications to the unit may be addressed to the Department of Elder Affairs, Clemens Building, 200 Tenth Street, Des Moines, Iowa 50309-3609.

These rules are intended to implement Iowa Code chapters 21, 231 and 249H.

[Filed 5/1/87, Notice 2/25/87—published 5/20/87, effective 6/24/87]*

[Filed 4/26/90, Notice 2/21/90—published 5/16/90, effective 6/20/90]

[Filed 8/17/01, Notice 7/11/01—published 9/5/01, effective 10/10/01]

[Filed 3/26/04, Notice 2/4/04—published 4/14/04, effective 5/19/04]

*Effective date of Chapter 16 delayed 70 days by the Administrative Rules Review Committee.