

CHAPTER 114
PREPAREDNESS ADVISORY COMMITTEE

641—114.1(135) Definitions. For the purpose of these rules, the following definitions shall apply:

“*Chairperson*” means the chairperson of the preparedness advisory committee, who has been elected by a majority of advisory committee members.

“*Department*” means the Iowa department of public health.

“*Designee*” means the individual designated by the director.

“*Director*” means the director of public health.

“*PAC*” means the preparedness advisory committee.

“*Quorum*” means a simple majority of the voting membership of the preparedness advisory committee.

“*Regions*” means the six multicounty geographic areas of the state as identified by the preparedness advisory committee or the department to provide support services to the public health and hospital preparedness programs.

641—114.2(135) Purpose. The preparedness advisory committee (PAC) shall provide technical assistance and make recommendations for the planning and implementation of the public health emergency preparedness program for the department. The committee shall advise the department on matters of policy, plan development, funding allocations, and coordination of state, regional and local entities that are responsible for promoting and protecting the health and safety of all Iowans prior to, during, or after a public health emergency or disaster.

641—114.3(135) Appointment.

114.3(1) The voting members of the PAC shall be appointed by the director or designee as nominated by the member organizations.

114.3(2) The appointments shall be for three-year staggered terms which shall expire on June 30.

114.3(3) Vacancies shall be filled in the same manner in which the original appointments were made for the balance of the unexpired term.

114.3(4) Absences.

a. If a member is unable to attend a scheduled meeting, an alternate may be designated by the member organization to serve in the absence of the regular member.

b. Three consecutive unexcused absences shall be grounds for the director or designee to request nomination of an alternate representative to fill the position.

c. The chairperson of the preparedness advisory committee shall be charged with providing notification of absences to the department.

641—114.4(135) Membership.

114.4(1) The voting membership of the PAC shall consist of one representative nominated by each of the following organizations and approved by the director or the director’s designee:

- a.* American Red Cross,
- b.* Indian Health Services,
- c.* Upper Midwest Center for Public Health Preparedness,
- d.* Center for Food Security and Public Health,
- e.* Iowa Counties Public Health Association,
- f.* Iowa Environmental Health Association,
- g.* Iowa Emergency Management Association,
- h.* Iowa Emergency Medical Services Association,
- i.* Iowa Hospital Association,
- j.* Iowa Medical Society,
- k.* Iowa/Nebraska Primary Care Association,
- l.* Iowa Nurses Association,

- m.* Iowa Osteopathic Medical Association,
- n.* Iowa Pharmacy Association,
- o.* Iowa Poison Control Center,
- p.* Iowa National Guard,
- q.* University Hygienic Laboratory,
- r.* Veterans Health Administration,
- s.* Safeguard Iowa Partnership,
- t.* School Administrators of Iowa, and
- u.* A mental health association.

114.4(2) The preparedness advisory committee shall also include as voting members:

- a.* One public health representative from each of the six public health preparedness regions, and
- b.* One hospital representative from each of the six health care preparedness regions.

114.4(3) Contributions and representation to the PAC shall consist of the following entities:

- a.* The Iowa department of public health,
- b.* The Iowa department of human services,
- c.* The Iowa homeland security and emergency management division,
- d.* The Iowa department of natural resources,
- e.* The Iowa department of agriculture and land stewardship,
- f.* The Iowa department of elder affairs, and
- g.* The Iowa department of education.

641—114.5(135) Officers.

114.5(1) Officers of the PAC shall consist of a chairperson and a vice chairperson, who shall be elected at the first meeting of each fiscal year.

- a.* Vacancies in the office of chairperson shall be filled by elevation of the vice chairperson.
- b.* Vacancies in the office of vice chairperson shall be filled by election at the next meeting after the vacancy occurs.

114.5(2) Duties of officers.

- a.* The chairperson shall:
 - (1) Preside at all meetings of the advisory committee,
 - (2) Appoint such subcommittees as deemed necessary, and
 - (3) Ratify the chairperson of each subcommittee following elections.
- b.* The vice chairperson shall:

(1) Perform the duties of the chairperson if the chairperson is absent or unable to act. When so acting, the vice chairperson shall have all the powers of and be subject to all restrictions upon the chairperson.

- (2) Perform such other duties as may be assigned by the chairperson.

641—114.6(135) Meetings.

114.6(1) The PAC shall establish a meeting schedule on an annual basis to conduct its business.

- a.* Meetings may be scheduled as business requires, but notice to members must be at least five working days prior to the meeting date unless action is required by the PAC on an emergency basis.
- b.* A four-week notice is encouraged to accommodate the schedules of professional members.

114.6(2) Robert's Rules of Order shall govern all meetings.

641—114.7(135) Subcommittees.

114.7(1) The PAC may designate one or more subcommittees pertinent to the priorities and activities of the public health and hospital preparedness program. Subcommittee members shall perform such duties as may be deemed necessary.

- a.* Each subcommittee shall include one voting member of the PAC.
- b.* The chairperson of each subcommittee shall be elected by the subcommittee membership and ratified by the PAC.

114.7(2) The designated subcommittees shall include but are not limited to:

- a.* Planning,
- b.* Epidemiology,
- c.* Lab,
- d.* Communications/information technology,
- e.* Risk communication, and
- f.* Education/exercises.

114.7(3) The PAC may establish ad hoc subcommittees for a specified time of duration for special projects or where special expertise is needed.

641—114.8(135) Expenses of preparedness advisory committee voting members. The following may be considered necessary expenses for reimbursement of PAC members when incurred on behalf of advisory committee business and are subject to established state reimbursement rates:

1. Reimbursement for travel in a private car.
2. Actual lodging and meal expenses, including sales tax on lodging and meals.
3. Actual expense of public transportation.

641—114.9(135) Gender balance. All advisory committees of the department appointed by the governor, director or designee, if not otherwise provided by law, shall be gender-balanced.

These rules are intended to implement Iowa Code chapter 135.

[Filed 7/10/08, Notice 5/21/08—published 7/30/08, effective 9/3/08]