

**441—25.62(426B) Risk pool board.** This ten-member board consists of two county supervisors, two county auditors, a member of the commission who is not a member of a county board of supervisors, a member of the county finance committee created in Iowa Code chapter 333A who is not an elected official, a representative of a provider of mental health or developmental disabilities services selected from nominees submitted by the Iowa Association of Community Providers, and two central point of coordination administrators, all appointed by the governor, subject to confirmation by two-thirds of the members of the senate, and one member appointed by the director of the department of human services.

**25.62(1) Organization.**

*a.* The members of the board shall annually elect from the board's voting membership a chairperson and vice-chairperson of the board.

*b.* Members appointed by the governor shall serve three-year terms.

**25.62(2) Duties and powers of the board.** The board's powers and duties are to make policy and to provide direction for the administration of the risk pool established by Iowa Code section 426B.5, subsection 2. In carrying out these duties, the board shall do all of the following:

*a.* Recommend to the commission for adoption rules governing the risk pool fund.

*b.* Determine application requirements to ensure prudent use of risk pool assistance.

*c.* Accept or reject applications for assistance in whole or in part.

*d.* Review the fiscal year-end financial records for all counties that are granted risk pool assistance and determine if repayment is required.

*e.* Approve actuarial and other direct administrative costs to be paid from the pool.

*f.* Compile a list of requests for risk pool assistance that are beyond the amount available in the risk pool fund for a fiscal year and the supporting information for those requests and submit the list and supporting information to the commission, the department of human services, and the general assembly.

*g.* Perform any other duties as mandated by law.

**25.62(3) Board action.**

*a.* A quorum shall consist of two-thirds of the membership appointed and qualified to vote.

*b.* When a quorum is present, an action is carried by a majority of the qualified members of the board.

**25.62(4) Board minutes.**

*a.* Copies of administrative rules and other materials considered are made part of the minutes by reference.

*b.* Copies of the minutes are kept on file in the office of the administrator of the division.

**25.62(5) Board meetings.**

*a.* The board shall meet in February of each year and may hold special meetings at the call of the chairperson or at the request of a majority of the voting members.

*b.* Any county making application for risk pool funds must be represented at the board meeting for awarding funds when that request is considered. The division shall notify the county of the date, time and location of the meeting. Any other persons with questions about the date, time or location of the meeting may contact the Administrator, Division of Mental Health and Disability Services, Department of Human Services, Hoover State Office Building, Fifth Floor, 1305 East Walnut, Des Moines, Iowa 50309-0114, telephone (515)242-5994.

*c.* The board shall comply with applicable provisions of Iowa's open meetings law, Iowa Code chapter 21.

**25.62(6) Records.** Any records maintained by the board or on behalf of the board shall be made available to the public for examination in compliance with Iowa's open records law, Iowa Code chapter 22. To the extent possible, before submitting applications, records and documents, applicants shall delete any confidential information. These records shall be maintained in the office of the division.

**25.62(7) Conflict of interest.** A board member cannot be a part of any presentation to the board of that board member's county's application for risk pool funds nor can the board member be a part of any action pertaining to that application.

**25.62(8) Robert's Rules of Order.** In cases not covered by these rules, Robert's Rules of Order shall govern.

**25.62(9) Report.** On or before March 1 and September 1 of each fiscal year, the department of human services shall provide the risk pool board with a report of the financial condition of each funding source administered by the board. The report shall include, but is not limited to, an itemization of the funding source's balances, types and amount of revenues credited and payees and payment amounts for the expenditures made from the funding source during the reporting period.