

**17—9.7 (231) Resident advocate committee structure and procedures.**

**9.7(1) Structure.** Every committee shall have a chairperson and secretary selected by the membership. The chairperson shall coordinate the activities of the committee. The secretary shall record minutes of each meeting and prepare reports as necessary. The chairperson and secretary shall be elected to a term of not more than three years.

**9.7(2) Resident visits.** Committee members shall spend at least three hours each month making visits to observe residents at different times of the day and in differing circumstances and shall document the visits.

**9.7(3) Meetings.** The committee shall meet at least quarterly and on other occasions as required to accomplish its responsibilities. The chairperson shall notify all members of the time and place of each meeting at least two weeks in advance.

*a.* The administrator and staff of the facility shall not attend committee meetings except upon request of the committee.

*b.* Confidential information shall not be discussed during meetings if anyone other than committee members is present.

*c.* Reports of each visit shall be discussed with the committee as appropriate.

*d.* The secretary shall complete the meeting minutes summary form designated by the department. Copies of the form shall be submitted to the facility administrator and to the office of the resident's advocate/ombudsman within ten business days following the meeting.

*e.* The forms shall be retained by the facility for a period of at least two years and shall be available to the department of inspections and appeals and the department on aging upon request.