

**641—77.5(137) Operation of local boards of health.** Local boards of health shall submit to the department the following information:

**77.5(1)** Names, addresses, E-mail addresses and telephone numbers of members of the local board of health, within one month after their appointment.

**77.5(2)** Names of the chairperson and any other officers elected by the local board of health, within one month after their election.

**77.5(3)** A copy of the minutes of each regular and special meeting of the local board of health, within two weeks of their being approved. The minutes shall include at least:

- a.* The date and place of the meeting;
- b.* A list of members present; and
- c.* A report of any official board actions.

[**ARC 9773B**, IAB 10/5/11, effective 11/9/11; **ARC 2840C**, IAB 12/7/16, effective 1/11/17]