

641—77.5(137) Operating procedures of local boards of health.

77.5(1) The following information shall be submitted to the Iowa department of public health:

a. Names, addresses, and telephone numbers of members of the local board of health, within one month after their appointment.

b. Names of the chairperson and any other officers elected by the board, within one month after their election.

c. A copy of the minutes of each regular and special meeting of the board, which shall include at least:

(1) The date and place of the meeting,

(2) A list of members present, and

(3) A report of any official board actions, within one month of the date of the meeting.

77.5(2) An annual report of expenditures for the previous fiscal year, to be submitted on forms provided by the Iowa department of public health, shall be submitted within 90 days of the close of the county fiscal year.