

**641—150.3(135) Perinatal guidelines advisory committee.**

**150.3(1) Purpose.** The director shall appoint an advisory committee to consult with the department in its development and maintenance of the regionalized system of perinatal health care and to provide review and counsel to the statewide perinatal care program.

**150.3(2) Appointment.** Appointments to the committee shall be made by the director.

*a.* Each appointment shall be for a term of three years, commencing on July 1.

*b.* No member shall serve more than three consecutive terms, unless this provision is waived by the director.

*c.* In order to ensure that one third of the committee rotates each year, staggered terms shall be initiated in June. For terms expiring during the calendar year, appointments and reappointments shall be staggered, resulting in a committee with approximately one third of the terms of membership expiring each year.

*d.* Members of the perinatal guidelines advisory committee shall include:

(1) A representative from each of the following organizations that chooses to designate a nominee to the director:

1. Iowa Hospital Association;
2. Iowa Medical Society;
3. Iowa Osteopathic Medical Association;
4. Iowa Chapter, American Academy of Pediatrics;
5. Iowa Section, American Congress of Obstetricians and Gynecologists;
6. Iowa Academy of Family Physicians;
7. Iowa Nurses Association;
8. Iowa Association of Neonatal Nurses;
9. Iowa Association of Women's Health, Obstetrical and Neonatal Nurses.

(2) The director or designee of the statewide perinatal care team.

(3) One designated representative each from a Level I, Level II, Level III, and Level IV hospital (either maternal or neonatal). Hospital representatives in this category will be appointed based on recommendations made by the Iowa Hospital Association to the director of the department.

(4) Representatives from the department of inspections and appeals and the bureau of family health at the department, who shall serve as nonvoting ex officio members of the committee.

*e.* Vacancies shall be filled in the same manner in which the original appointments were made.

*f.* Three consecutive unexcused absences shall be grounds for the director to consider dismissal of the committee member and appointment of another.

**150.3(3) Officers.** Officers of the committee are the chairperson and vice-chairperson. The vice-chairperson succeeds the chairperson at the end of the chairperson's term. A new vice-chairperson shall be elected, by majority vote of the committee, at the first meeting of the sitting chairperson's third or final year in office. The chairperson shall preside at all meetings of the committee, appoint such subcommittees as deemed necessary, and designate the chairperson of each subcommittee. If the chairperson is absent or unable to act, the vice-chairperson shall perform the duties of the chairperson. When so acting, the vice-chairperson shall have all the powers of and be subject to all restrictions upon the chairperson. The vice-chairperson shall also perform such other duties as may be assigned by the chairperson.

**150.3(4) Meetings.**

*a.* The committee shall establish a meeting schedule on an annual basis to conduct its business. Meetings may be scheduled as business requires, but notice to members must be given at least five working days prior to the meeting date. A four-week notice is encouraged to accommodate the schedules of members.

*b.* Action on any issue before the committee can be taken only by a majority vote of the entire membership. The committee shall maintain information sufficient to indicate the vote of each member present.

**150.3(5) Subcommittees.** The committee may designate one or more subcommittees to perform such duties as may be deemed necessary.

**150.3(6)** *Expenses of committee members.* When incurred on behalf of committee business, the following may be considered necessary expenses for reimbursement of committee members and are subject to established state reimbursement rates:

- a.* Reimbursement for travel in a private car.
- b.* Actual lodging and meal expenses including sales tax on lodging and meals.
- c.* Actual expense of public transportation.

**150.3(7)** *Confidentiality.*

*a.* All committee members and subcommittee members shall sign a confidentiality agreement and shall agree not to divulge or discuss confidential information.

*b.* The signed confidentiality agreements shall be kept on file at the department.

[ARC 3835C, IAB 6/6/18, effective 7/11/18]