

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]