

**489—3.5 (237) Local board coordinator.** The local board coordinators are employees of the child advocacy board. They provide a full range of administrative support services to the local boards. As funds permit, the administrator may delegate some of the services and duties of the local board coordinators to administrative support staff or to contracted board facilitators.

**3.5(1)** Duties of the local board coordinators or other personnel assigned by the administrator include:

- a.* Coordinating logistics of foster care reviews by:
  - (1) Scheduling foster care reviews each six months and notifying appropriate interested parties ten days prior to a review pursuant to Iowa Code section 237.20(4).
  - (2) Recording case information and local board recommendations.
  - (3) Ensuring reports are written and disseminated to courts and other parties pursuant to Iowa Code section 237.20(4) within 15 days after each review.
  - (4) Maintaining central files of confidential materials.
  - (5) Ensuring data is collected for the foster care registry and is updated in a timely manner.
- b.* Ensuring conformance with standards, official policies and procedures promulgated by the child advocacy board to ensure uniform implementation across the state, and reporting to the administrator and child advocacy board on policy questions and procedural matters that local board members may have.
- c.* Traveling to all review meetings to coordinate agency objectives and activities with local review boards, juvenile courts, department of human services, and child-placing agencies.
- d.* Recommending policies and procedures for carrying out the agency's objectives, recognizing board training needs and providing training.
- e.* Assisting in preparing annual reports and public informational materials which will be disseminated to the governor, general assembly, supreme court, judges, department of human services, and child-placing agencies to assist them in their planning for children in foster care.

**3.5(2)** Reserved.

This rule is intended to implement Iowa Code sections 17A.3 and 237.15.