

**641—82.4 (135) Advisory council.** A minority and multicultural health advisory council shall be established within the department.

**82.4(1) Membership.** The council shall be composed of no more than 15 voting members appointed by the director.

*a.* Membership shall include the following:

- (1) One representative from each of the six local public health service regions;
- (2) One representative from the Meskwaki Settlement;
- (3) Public-sector representatives such as legislators and state commissioners;
- (4) Service-sector representatives such as representatives from the department of human services, local councils, education, and health care;
- (5) Private-sector representatives such as business leaders, representatives from grassroots, nonprofit, faith-based and volunteer organizations, and community leaders.

*b.* A term of appointment is three years, with no more than three consecutive terms. An exception for individual reappointment from organizations represented shall be determined by the director.

*c.* The advisory council shall elect a chairperson.

*d.* In the case of a vacancy, the chairperson shall notify the department of the need to appoint another representative. Vacancies shall be filled in the same manner as original appointments.

*e.* The advisory council may designate one or more subcommittees to have such powers and perform such duties as may be deemed necessary by the council.

**82.4(2) Duties.** The advisory council shall perform the following duties:

- a.* Provide advice and make recommendations on diverse racial, ethnic, and linguistic health issues to the department, the office of multicultural health, and policy makers;
- b.* Provide advice and make recommendations on public policies and practices that affect multicultural communities; and
- c.* Provide advice and make recommendations on funding that supports the activities of the office of multicultural health.

**82.4(3) Meetings.** The advisory council shall meet at least four times a year to conduct its business. Meetings may be scheduled more frequently as business requires.

*a.* Notice of meetings and agenda shall be made available to council members a minimum of five working days prior to the meeting.

*b.* The operation of council meetings shall be governed by the following rules of procedure:

- (1) A majority of the members of the council shall constitute a quorum.
- (2) Action can be taken by a vote of the majority of the members of the council.
- (3) Robert's Rules of Order shall govern at all meetings.

*c.* All meetings are open to the public in accordance with the open meetings law, found at Iowa Code chapter 21.

**82.4(4) Absences.** Three consecutive unexcused absences shall be grounds for the director to consider dismissal of the advisory council member and to appoint another. The chairperson of the advisory council is charged with providing notification of absences.

**82.4(5) Minutes.** The advisory council shall keep minutes of all its meetings showing the date, time, place, members present, members absent, and the general topics discussed.

*a.* The minutes shall reflect the actions agreed upon by the members for topics requiring the members' input or consensus.

*b.* The minutes shall be provided to the members of the advisory council prior to the next scheduled meeting.

*c.* The minutes shall be available at the office of multicultural health for inspection Monday through Friday from 8:30 a.m. to 4:30 p.m. with the exception of holidays.

**82.4(6)** *Expenses of the council.* The following may be considered necessary expenses for reimbursement of advisory council members when incurred on behalf of advisory council business 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 expenses for public transportation.

[ARC 9775B, IAB 10/5/11, effective 11/9/11]