

IOWA INTERIOR DESIGN EXAMINING BOARD
MINUTES
200 E. Grand, Suite 350, Des Moines | Bureau Conference Room
Tuesday, October 10, 2017 at 10:00 a.m.

Board Members present for all or part of the meeting:

Joan Birk	Jay Reyhons, Chair
Jennifer Brand	Danielle Williams
Todd Mithelman	Serena Zwanziger

Staff:

Lori SchraderBachar, Board Administrator	Rebecca Barloon, Assistant Attorney General
Tracy Lindgren, Licensing Specialist	

Public:

None

Call to Order:

Call to Order by Reyhons at 10:02 a.m.
Quorum was established.

Reyhons welcome newly appointed members Birk and Williams.

Motion by Mithelman to approve the agenda.

Seconded by Zwanziger.

VOTE: Aye: All Nay: None Abstaining: None
Motion passed.

Motion by Brand to approve the May 16, 2017 minutes.

Seconded by Zwanziger.

VOTE: Aye: All Nay: None Abstaining: None
Motion passed.

Board Member Report

None

Administrative Reports

SchraderBachar reviewed meeting packets, which included a list of newly registered Interior Designers, the newly revised Iowa Administrative Code 193G, a board roster and proposed changes to 193G IAC Chapters 2 and 3. SchraderBachar also reminded the board to leave any confidential information in the middle of the table for staff. The lapsed list is updated on website and only four have lapsed in the past year.

Board Member Training Review

Barloon provided an abbreviated board member training for the new board members. Topics included purpose of the board, rule making authority, quorum requirements, and open vs. closed meetings and

minutes. As a reminder, don't "reply all" to emails to/from board members and/or staff as this is then considered an electronic meeting. Barloon suggested board members keep a separate email folder for board correspondence in case of public records request.

DataPro Review

SchraderBachar gave the board a brief overview of the new licensing system, DataPro, which went live in September. The quick tutorial showed how to login, create a contact and link license. SchraderBachar also reviewed the online license search/verification.

193G Iowa Administrative Code Chapters 2 & 3 Discussion

SchraderBachar advised changes became effective in May and a couple of things did not get updated. Discussion was held regarding changes to Chapter 2 to enable emails be sent for renewals and adding a fee of \$50 for a formal wall certificate. Chapter 3 recommendations are to change the language for reinstatement continuing education to make it easier for registrants to understand. Another recommendation is to remove the phrase self-directed from the list of definitions which would be consistent with IADA and NCIDQ. SchraderBachar asked the board to review the rules and make note of additional changes.

Continuing Education

SchraderBachar asked the Board if it would accept transcripts for verification of continuing education for renewals and reinstatements; the Board agreed. The Board confirmed .1 hour equals 1 CEU hour. When staff finds questionable CEU submissions, staff will forward to the Board chair for review and determination between board meetings. Discussion was held regarding submission of course completion certificates that do not specify the course as being HSW. If a course certificate does not specify the class as HSW, then the registrant will need to provide information as to why it should be considered HSW per the Board's rules.

Professional Experience

Discussion was held regarding verification of experience during the initial application for registration. SchraderBachar mentioned the Engineering Board has a form supervisors are required to complete on behalf of the candidate. The Board agreed they would also like a similar form to verify experience. SchraderBachar will draft and bring to the next meeting.

2018 Meeting Dates

The Board decided on the following meeting dates:

March 5, 2018, Conference Call at 10:00 a.m.

May 14, 2018, In Person at 10:00 a.m.

August 6, 2018, Conference Call at 10:00 a.m.

October 15, 2108, Conference Call at 10:00 a.m.

Public Comment

None

Closed Session

Motion by Zwanziger to enter into closed session pursuant to Iowa Code section 21.5(1)(d) and 272C.6(4) at 11:04 a.m. to review pending licensee discipline cases and investigations.

Seconded by Mithelman.

VOTE: Roll Call: Birk, aye; Brand, aye; Mithelman, aye; Reyhons, aye; Williams, aye; and Zwanziger, aye.

Motion passed unanimously.

Motion by Mithelman for the Board to return to open session at 11:33 a.m.

Seconded by Zwanziger.

VOTE: Aye: All Nay: None Abstaining: None

Motion passed.

Upcoming Meetings & Last Minute Comments

March 5, 2018, Conference Call at 10:00 a.m.

Adjournment

Reyhons adjourned the meeting at 11:34 a.m.

These minutes accurately reflect the minutes approved by the Board at the meeting on:

3/5/18
DATE


By: Jay Reyhons, Chair