

IOWA INTERIOR DESIGN EXAMINING BOARD  
MINUTES  
200 E. Grand, Suite 350, Des Moines | Conference Call  
**Monday, March 5, 2018 at 10:00 a.m.**

The meeting was conducted via telephone conference call because it was not practical or economically feasible to hold a regular meeting for the limited agenda.

Public access to this meeting was available at the Board office.

**Board Members present for all or part of the meeting:**

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

**Board Members not present**

Jennifer Brand

**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 10:03 a.m.  
Quorum was established.

**Motion by Mithelman to approve the agenda.**

Seconded by Birk.

VOTE: Aye: All      Nay: None      Abstaining: None

Motion passed.

**Motion by Williams to approve the open and closed session minutes of October 10, 2017.**

Seconded by Mithelman.

VOTE: Aye: All      Nay: None      Abstaining: None

Motion passed. Reyhons authorized SchraderBachar to sign the minutes on his behalf.

**Board Member Report**

Design day on the hill was February 27, 2018 but no board members were able to attend.

**Administrative Reports**

Barloon was asked to review board policies for communications with legislators as some board members have been contacted. Barloon advised that board members may communicate with legislators as an individual, but may not speak as a board member or on behalf of the board.

SchraderBachar reviewed meeting packets, which included NCIDQ Pass Rates. New appointments to the board were announced on March 1<sup>st</sup>. Reyhons was reappointed and Brand was not reappointed. Registered interior designers Lori Wiles, of Swisher, and Rebecca Jourdan, of Moline, Illinois, and public member Ben Snyder, of North Liberty, were appointed. Terms begin May 1, 2018. SchraderBachar will check with Governor's office regarding Jourdan living in Illinois, which may make her ineligible to be appointed to an Iowa board.

SchraderBachar provided an update to the two outstanding renewal continuing education questions. Both Stavneak and Parrot provided additional information and were found to be compliant; the inquiries were closed. SchraderBachar announced the board will be going paperless in May. Board packets will be emailed securely to each board member. Email accounts will be set up for each of the board members. SchraderBachar reported 2 newly registered Interior Designers, 2 pending payment and 2 reinstatements for a total of nearly 70 registered Interior Designers.

### **Application Review**

**Motion by Zwanziger to approve Doris Buell's application for registration.**

Seconded by Mithelman.

VOTE: Aye: All      Nay: None      Abstaining: None

Motion passed.

### **193G Iowa Administrative Code Chapters 2 & 3 Discussion**

Board members review the proposed amendments to Chapters 2 & 3. No additional changes were suggested.

**Motion by Williams to notice intended action to 193G Chapters 2 & 3.**

Seconded by Zwanziger.

VOTE: Aye: All      Nay: None      Abstaining: None

Motion passed.

### **HSW Requirement**

SchraderBachar reported she had contacted IIDA about transcripts. If someone self-reports continuing education, that person can specify HSW without the course actually being HSW. Transcripts are a registry service and all courses are not independently verified.

This year's renewals, and those going forward, will be online. Registrants will have the option to attest to the number of hours taken, and will not have to submit individual courses. Continuing education audits will occur after the renewal period. The consensus of the Board is not to allow transcripts as a response to continuing education audits.

### **Professional Experience**

SchraderBachar presented a draft professional experience form. The Board had a few edits. SchraderBachar will make the changes and post online.

### **Recognition of Outgoing Board Members**

The Board thanked Zwanziger for her years of service. Brand was thanked in absentia.

### **Public Comment**

None

**Upcoming Meetings & Last Minute Comments**

The next meeting is May 14<sup>th</sup> and will be in person. New members will start their terms. Elections of officers will be held.

**Adjournment**

Reyhons adjourned the meeting at 10:44 a.m.

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

5/14/2018  
DATE

Jay White  
By: Jay Reyhons, Chair  
Lori Wiles