

IOWA INTERIOR DESIGN EXAMINING BOARD
MINUTES
200 E. Grand, Suite 350, Des Moines | Bureau Conference Room
Monday, May 20, 2019 at 2:00 p.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	Ben Snyder
Lori Wiles, Chair	Katherine Stavneak, in person
Todd Mithelman	Danielle Williams

Not Present:

Jay Reyhons

Staff:

Lori SchraderBachar, Board Administrator	Caroline Barrett, AAG
Ashley Thompson, Licensing Specialist	Renee Paulson, PLB Investigator

Public:

None.

Call to Order:

Call to Order by Wiles at 2:03 p.m.

Thompson completed roll call vote; quorum was established.

Motion by Mithelman to approve the open and closed session minutes of March 26, 2019.

Seconded by Birk.

VOTE: Aye: All Nay: None Abstaining: None

Motion passed.

Election of Officers

Motion by Stavneak to elect Wiles as Chair and Reyhons at Vice Chair.

Seconded by Williams.

VOTE: Aye: All Nay: None Abstaining: None

Motion passed.

Board Member Report

None.

Administrative Reports

Assistant Attorney General: Barrett had nothing to report.

Board Administrator: SchraderBachar welcomed the attendees and announced Paulsen as the new PLB Investigator. SchraderBachar also announced Tracy Lindgren accepted a new position within the

state and thanked Thompson for her assistance with minute taking. SchraderBachar also reported on the GovDelivery report regarding mass emails sent to licensees; this report is on the shared Google drive. SchraderBachar also reported the start of renewals on May 16, 2019 and 37 registrants are up for renewal. Lastly, SchraderBachar asked the board to let her know of changes on the board roster.

Licensing Specialist: Thompson reported one newly registered interior designer and no reinstatements from March 1, 2019 through April 30, 2019, which makes eighty active registered interior designers.

Building Code Officials' Handbook

SchraderBachar gave an overview of the Building Code Officials' Handbook and asked the Board to review the FAQs and provide any suggestions or comments to her by June 1, 2019.

CEU Review

SchraderBachar provided an update on the following CEU reviews.

Daiker – SchraderBachar has not received a response back, but licensee is still within the period of when she is required to respond.

Fisher – Licensee provided additional information for the IFMA courses she took for consideration as HSW hours. Board consensus agreed to accept as HSW hours.

Kalvelage – SchraderBachar is still waiting to receive more information.

SchraderBachar provided a CEU review document to the board along with a rough draft of a form the licensee can use to submit/document CEU.

Williams left the meeting at 2:39 p.m.

Public Comment

None.

Complaints & Discipline

Motion by Wiles to enter into closed session pursuant to Iowa Code section 21.5(1)(d) and 272C.6(4) at 2:45 p.m. to review pending licensee discipline cases and investigations.

Seconded by Stavneak.

VOTE: Roll Call: Wiles, aye; Birk, aye; Stavneak, aye; Snyder, aye; and Mithelman, aye.

Motion passed unanimously.

Open Session

Motion by Birk for the Board to return to open session at 2:53 p.m.

Seconded by Mithelman.

VOTE: Aye: All Nay: None Abstaining: None

Motion passed.

Motion by Mithelman to find probable cause in case 18-01.

Seconded by Snyder.

VOTE: Aye: All Nay: None Abstaining: None

Motion passed.

Upcoming Meetings & Last Minute Comments

The next meeting is Tuesday, August 13, 2019 at 1:00 p.m.

Adjournment

Wiles adjourned the meeting at 2:59 p.m.

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

8/13/19
DATE

Lori W. Wiles
By: Lori Wiles, Chair