

IOWA INTERIOR DESIGN EXAMINING BOARD  
MINUTES  
200 E. Grand, Suite 350, Des Moines | Bureau Conference Room  
Tuesday, October 15, 2019 at 1:00 p.m.

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

Joan Birk	Katherine Stavneak
Jay Reyhons	Lori Wiles, Chair
Todd Mitchelman	Danielle Williams

**Not Present:**

Ben Snyder

**Staff:**

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

**Public:**

None.

**Call to Order:**

Call to Order by Wiles at 1:00 p.m.

**Motion by Williams to approve the open and closed session minutes of August 30, 2019.**

Seconded by Stavneak.

VOTE: Aye: All      Nay: None      Abstaining: None

Motion passed.

**Board Member Reports**

Wiles asked the Board to look into current changes/additions to legislature and to bring discussion at the next Board meeting.

**Administrative Reports**

**Assistant Attorney General:** Barrett reported she would be going over "New Board Member Orientation" later in the meeting.

**Board Administrator:** SchraderBachar welcomed the attendees. She reported that PLB filled the second licensing specialist position and introduced Danielle Bartkiw to Board members. SchraderBachar confirmed Board members set up new state email accounts, since board Google drive access will be limited to that email. SchraderBachar announced Board members Birk and William's terms are up for reappointment on 4/30/20. SchraderBachar noted that a short conference meeting was necessary between 11/13/19 and 11/20/19 to adopt rules of 193. SchraderBachar directed the Board to the PLB website to access the Building Code Officials Handbook and the Board drive for the licensing report.

**Licensing Specialist:** Bartkiw reported no registrations nor reinstatements 8/1/2019 through 9/30/19.

### **Board Member Training**

Barrett gave a presentation on New Board Member Orientation and annual training. Barrett directed Board to contact her with questions at caroline.barrett@ag.iowa.gov

### **CEU Review**

Wiles recused at 1:31 p.m. and left the meeting.

SchraderBachar reported Wiles was selected for CEU audit and has 1 renewal credit of the 10 CE required that needs approved by the Board. Board reached consensus the HSW certificate is sufficient and that Wiles met the requirements.

Wiles returned to meeting at 1:45p.m.

Birk wants licensees to turn in an HSW certificate to the IIDEB going forward and asked that it is posted for the next NEOCON meeting.

Barrett left the meeting at 1:49 p.m.

Barrett returned to meeting at 1:50 p.m.

Meeting broke at 1:55 p.m. and reconvened at 1:59 p.m.

### **Set 2020 Meeting Dates**

11/19/19

3/24/2020

5/19/2020

9/29/2020

12/8/2020

### **Public Comment**

None.

### **Complaints & Discipline**

#### **Closed Session**

**Motion by Williams to enter into closed session pursuant to Iowa Code section 21.5(1)(a) & (d) and 272C.6(4) at 2:05 p.m. to review pending licensee discipline cases and investigations.**

Seconded by Mithelman.

VOTE: Roll Call: Wiles, aye; Birk, aye; Stavneak, aye; Williams, aye; Mitchelman, aye; and Reyhons, aye.

Motion passed unanimously.

#### **Open Session**

Motion by Birk for the Board to return to open session at 2:26 p.m.

Seconded by Reyhons.

VOTE: Aye: All      Nay: None      Abstaining: None

Motion passed.

#### **Motion by Mithelman to close case 19-05.**

Seconded by Reyhons.

VOTE: Aye: All      Nay: None      Abstaining: None

Motion passed.

**Motion by Birk to find probable cause in case 19-04.**

Seconded by Williams.

VOTE: Aye: All      Nay: None      Abstaining: None

Motion passed.

Paulson left the meeting at 2:29 p.m.

**Upcoming Meetings & Last Minute Comments**

Public Hearing on PLB Noticed Rules on October 29, 2019. Conference call on November 19, 2019. Stavneak complimented SchraderBachar on her licensee communications and professionalism.

**Adjournment**

Wiles adjourned the meeting at 2:30 p.m.

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

11.19.19  
DATE

Lori Wiles by Lori Wiles  
By: Lori Wiles, Chair