

IOWA BOARD OF SIGN LANGUAGE INTERPRETERS AND TRANSLITERATORS
Lucas State Office Building, 5th Floor Boardroom #526
321 East 12th St.
Des Moines, Iowa

CONFERENCE CALL

MINUTES

February 15, 2010 ----- 2:00 p.m.

The meeting was held by conference call according to 21.8 of the Iowa Code to ensure the most efficient use of state resources. The meeting was accessible to members of the public through attendance at the origination site.

Call to Order

The meeting of the Iowa Board of Sign Language Interpreters and Transliterators was called to order by Chairperson Diana Kautzky at 2:05 p.m.

Roll Call/Introductions

Members present: Amy Cook, Judy Gouldsmith, Diana Kautzky, Cynthia Smith-Byer, David Theobald, and Brent Welsh; Absent: Freeman Harper

Interpreter: Jeff Reese

Staff present: Eileen Gloor, Bureau Chief; Julie Bussanmas, AAG; and Karla Hoover, Licensing Specialist; Staff absent: Pierce Wilson, Board Administrator

Public present: Kathy Rapp, Sorenson Communications; and Jen Kelsh, EFR intern

Review Agenda

Agenda was accepted as written

Approval of Minutes

The minutes of the November 16, 2009 meeting were approved as amended. (MSC: Theobald/Gouldsmith)

Reports

Chairperson, Diana Kautzky

None

Bureau Chief, Eileen Gloor

A copy of the full report is attached as an addendum to these minutes.

AAG, Julie Bussanmas

Julie Bussanmas provided an update of HF 2013 regarding repealed revisions authorizing

temporary licensure. This bill would not alter current board requirements. The bureau chief will inform the board members of the progress of the bill.

Public Comment

None

New Business

The proposed amendments to chapter 4 and the rescinding of chapters 14 and 15 were published as Notice of Intended Action, ARC 8334B on December 2nd. The proposed amendments incorporate into Chapter 4 the adoption by reference of the Department of Public Health's administrative rules relating to child support noncompliance and noncompliance of loan repayment. (MSC: Cook/Theobald)

The bureau is suggesting a revision of the audit administrative procedure identified in bureau chapter 4. The amendments clarify audit information must be submitted within 30 days after the licensee is notified of the audit. Licensees have been allowed 120 days to obtain make-up credit and that timeframe is being reduced to 90 days. The revision clearly identifies that the licensee will be subject to a re-audit if they obtained make-up continuing education during the next compliance period. Board approved by consensus the noticing of the amendments to subrule 4.11(3).

Future Meetings

Future meeting dates are:

May 17, 2010

August 16, 2010

November 15, 2010

Adjournment

Motion was made to adjourn the meeting at 2:38 p.m. (MSC: Smith-Byer/Welsch)

Respectfully submitted,
Cynthia Smith-Byer
Recording Secretary

**Bureau of Professional Licensure
Bureau Chief Report
1/01/10 – 3/31/10**

- 1. Legislation and rulemaking.** The 2010 legislative session convened on January 11. The funnel dates that allow bills to progress are February 12 and March 5. The 80th day of the session will be March 31. Primary issues to be addressed by the legislature include health care reform and the state budget. The Bureau of Professional Licensure submitted four requests for legislative changes in the Department's 2010 Technical Bill. These were for the Boards of Barbering, Cosmetology, Respiratory Care, and Optometry. As we receive requests to make statutory changes or administer new licensure boards, I submit legislative assessments and fiscal notes with the input of the board executives, and we attend legislative subcommittee meetings upon request. When proposed legislation impacts with other boards such as medicine or nursing, the boards work together to provide consistent information regarding the impact of a proposed bill on public protection. When administrative rule changes are reviewed by the year round Administrative Rules Review Committee, the Board Executives provide information about the content of the changes, outcome of the public hearing, and public comment received. In some instances, Board members participate in the meetings to provide a professional perspective and articulate how rule changes proposed by the board benefit public protection.
- 2. Budget.** The Department will continue to evaluate and respond to the impact of the overall state budget on public health services and workforce in SFY10. To date, IDPH has not experienced a substantive reduction in force. Our professional licensure staff is taking either 5 or 7 mandated unpaid days through June 30, depending on whether they are contract or non-contract employees. Thus far, all requests for the boards' professional memberships have been approved. No travel request for board members or staff may be submitted. PL staff members have been diligent in selecting furlough days that are spread over the coming months to assure the person who serves as their backup is informed about priority issues, allowing our work to progress as seamlessly as possible. Although the absence of any staff member is felt in an environment as busy as ours, we do not anticipate the boards will be significantly disadvantaged by the budget restrictions and we do not anticipate changes in our staff through the remainder of this fiscal year.
- 3. Activities of the Bureau Outreach and Compliance Educator.** Marvin Firch has met with the 19 boards to describe the purpose of this new position and offer his services to improve compliance with Iowa's licensure statutes and rules. Marvin is currently accepting invitations to present information about the

work of the licensure boards. He is developing educational materials that will be accessible to the public to better explain the complaint and disciplinary processes, and reinforce the link between licensure and public protection. Several boards have identified projects that target Marvin's availability to travel within the state and meet with licensees, professional organizations, employers, students, and consumers. I encourage you to tap into his expertise and his focus on the positive aspects of licensure.

- 4. New Look on the Boards' Public Web Pages.** The Bureau has changed the look of two public web pages to make information more accessible and easier for users to navigate. Since 2001 the boards have posted, on their individual Discipline and Public Actions page, those documents related to board actions that are public by law. Until now, the only way users could access information was by calendar year. This often made it difficult to link items that extended into another year. Under the new Channels system, users may select a board and sort disciplinary and public actions by licensee name, date, or location. The system does not provide a search option. However, users may use the Ctrl F function to insert a name that will be highlighted on the list. This option allows our Discipline Office staff to manage web postings, eliminating the need to submit requests to our IM Bureau. As in the past, public actions taken before October 2001 are available in hard copy and via CD. Additionally, the Bureau is using the Channels system to post meeting agendas, minutes, and related documents together under the date of the board meeting. Under the new system, which is also managed by our own staff, information will be available for the current year, the upcoming year, and the past year. Users who seek minutes from meetings two or more years in the past will be directed to contact the board office.
- 5. Internship Opportunity Posted.** The Bureau has posted an internship opportunity for a graduate student to develop a program designed to educate salon owners, managers, and employees on matters related to Cosmetology licensure rules. In this case, the Bureau is interested in an individual who is familiar with Asian languages and customs. If such an intern is found, he/she will formulate a written plan to integrate a special populations component into other licensure boards' educational materials, and will recommend enhancements to board websites that increase their usefulness to diverse populations.
- 6. Measures of Success.** Twice each year the Bureaus are required to report how well they have met performance measures. Our 19 boards have met or exceeded projected their targets for both licensure and discipline. The Bureau prints renewal notices and licenses in-house, and licensure fees are processed and reconciled every business day. During SFY2009, the Bureau printed and

mailed 22,177 licenses and wallet cards. In almost 100% of cases, printing and mailing is conducted within three business days when all required items are on file in the board office. In SFY09, the 19 boards in total received 415 complaints. The boards respond to 100% of signed complaints. Throughout the year, a total of 213 cases were referred to the Department of Inspections and Appeals for investigation and 202 investigations were completed. Our ability to work efficiently is largely the result of experienced staff and the commitment of board members to assuring public protection through licensure, rulemaking, and discipline of incompetent or unethical practitioners. On behalf of our Bureau I would like to thank you for the work you do and encourage you to help us identify areas for improvement.

- 7. Microsoft 2007.** The Department of Public Health upgraded to Microsoft 2007 in fall 2009. Board members are encouraged to consider a similar upgrade in order to receive materials.