

IOWA BOARD OF ATHLETIC TRAINING
Lucas State Office Bldg. – 5th Floor Board Room
Des Moines, Iowa

MINUTES
March 25, 2010

The meeting of the Iowa Board of Athletic Training was held by conference call in accordance with Iowa Code 21.8 and was called to order at 11:00 a.m. by Dr. Lynn Lindaman, Chair. An in-person meeting is not practical due to the limited agenda items, the relatively short duration of the meeting, a limited bureau budget and the distance that would be traveled and costs incurred by each of the seven board members from around the state.

Members present: Melody Higgins
Roger Huston (attended in person)
Troy Kleese
Dr. Lynn Lindaman

Members absent: Dr. Pamela Davis
Shaun McCarthy

Staff present: Tony Alden, Clerk Specialist
Kris Ensign, AAG
Eileen Gloor, Bureau Chief
Roxanne Sparks, Board Executive

Approval of Minutes

Roger Huston moved to change the minutes of the last meeting to better reflect the Board's discussion following Mr. Huston's report. (MSC: Huston/Lindaman) The minutes of the December 15, 2009, meeting were approved as amended. (MSC: Higgins/Huston)

Reports

Bureau Chief – Eileen Gloor reported on current issues affecting the Bureau of Professional Licensure. A copy of the full report is attached as an addendum to these minutes.

AAG – Kris gave a brief review of the difference between enabling statutes and administrative rules.

ADMINISTRATIVE RULES

The Board adopted ARC 8334B – Noncompliance with child support, loan repayment and nonpayment of state debt. (MSC: Higgins/Huston)

The Board gave consensus to notice changes to Chapter 4 – 4.11 Audit of continuing education.

COMPLAINTS

In accordance with Iowa Code 21.5(1)(d) & (f), the Board went into closed session at 11:30 a.m. by unanimous roll call vote to discuss complaints. (MSC: Kleese/Higgins) The Board returned to open session at 11:32 a.m. and took the following actions:

08-002 Accept Findings of Fact, Conclusions of Law, Decision and Order
 (MSC: Higgins/Huston)

Next Board Meeting/Adjournment

The next meeting of the Board will be June 15, at 11:00 a.m. The meeting adjourned at 11:33 a.m. (MSC: Kleese/Huston)

Tony Alden, Recording

These minutes were approved by the Board on June 15, 2010.

Addendum to Iowa Board of Athletic Training Meeting Minutes of March 16, 2010

Bureau Chief Report

- 1. Legislation and rulemaking** The 2010 legislative session convened on January 11. The funnel dates that allow bills to progress were February 12 and March 5. The 80th day of the session will be March 31. Primary issues 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, 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.