

## Minutes

### **IOWA BOARD OF PHYSICIAN ASSISTANTS**

5<sup>th</sup> Floor Board Room #526  
Lucas State Office Building  
321 E. 12<sup>th</sup> Street  
Des Moines, Iowa

April 21, 2010

#### **Call to Order**

The regular meeting of the Iowa Board of Physician Assistants was called to order at 09:42 a.m.

#### **Roll Call**

Board members Present: Ed Friedmann; PA; John Olson, PA; Daniel Gillette; MD. Ronald Moore, Theresa Hegmann, PA.; Ted Smith PA; Mara Swanson,

Board Members Absent: Anila Khan, DO; Patricia Weishaar, PA

Staff: Pierce Wilson, Board Administrator; Teresa Weeg, AAG; Eileen Gloor, Bureau Chief; Tony Alden;

Public: Eric Nemmers, IMS

#### **Agenda**

The agenda was reviewed and no change was made.

#### **Approval of Minutes**

Smith moved the minutes for the February 12, 2010, meeting be approved and Hegmann seconded the motion. The minutes were approved.

#### **Reports**

Chair – Ed attended a PA conference and gave a talk about the Boards rules and regulations. The professional corporation bill was signed by the Governor. PA's join 22 other professions that can join a professional corporation.

Eileen Gloor thanked Ed for his service to the Board and presented him with a challenge coin and a certificate of appreciation. Eileen reported on the reappointment and new appointments to the Board. Eileen summarized bureau issues. See attached bureau chief report.

#### **Hearing**

A hearing was held in closed session in accordance with Iowa Code section 272 C (1) at the request of the licensee Michael Barger. Administrative Law Judge Margaret LaMarche called the hearing to order at 10:10 a.m. The Board returned to open session at 11:20 a.m. and went to break. The Board was called to order at 11:29 a.m.

Gillette moved that the Board go into closed session to deliberate in accordance with IAC 21.5 (f). Smith seconded the motion. A roll call vote was taken. Motion carried. The Board returned to open session at 1:01 p.m.

Gillette moved that the administrative law judge draft a decision in accordance with deliberations. Smith seconded the motion. Motion carried.

The Board went to break at 1:02 p.m. The Board returned to session at 1:30 p.m.

### **Reports**

AAG – Teresa Weeg gave an overview of a memorandum from Julie Pottorff, Deputy Attorney General regarding policy statements by licensing boards. The memorandum reminded Boards that policy statements should not be used to promulgate rules.

Board Executive – Pierce Wilson thanked Ed for his service and commended Ed for his dedication to the Board.

Vice-Chair – Hegmann acting on behalf of the Board presented Ed with a plaque honoring him for his service to the Board. The Board members present thanked Ed for his service.

### **New Business**

The Board gave consensus to notice proposed changes to 327.6 regarding E-Prescriptions.

Update PA radiology rules, request radiology change their rules to reflect “licensed” PA instead of “certified” PA. PA Board rules 645 IAC 327 already allows PA’s to prescribe x-ray tests. The Board gave consensus to send a letter to the Department of Health requesting an update of the language in their rules.

PA Board website update – Ed received correspondence from a PA with recommendations of changes to the Boards website. A committee of Hegmann and Smith will look into what should be added and forward their recommendations to the administrative staff for implementation.

Wellmark PA policy discussion – Ed proposed the Board send a friendly letter requesting Wellmark change their language to avoid the term “unsupervised” when referring to PA practice so as to avoid confusion for the general public and office managers who may think that PA’s are not required to have supervision.

Audit rule change discussion- The Board gave consensus to notice the proposed rule changes to Chapter 4 continuing education.

### **Closed Session**

Hegmann moved and Smith seconded to go into closed session in accordance with Iowa Code 21.5, when confidential materials are reviewed and to discuss whether to initiate disciplinary investigations or proceedings. A roll call vote was taken with unanimous vote to move into closed session at 2:06 p.m.

### **Open Session**

The board moved into open session at 2:35 p.m.

Hegmann moved and Smith seconded to close case number 08-018 as discussed in closed session. Motion unanimously approved.

Hegmann moved and Smith seconded to close case number 09-028 as discussed in closed session. Motion unanimously approved.

Hegmann moved and Gillette seconded to approve the settlement agreements for case numbers 08-001, 09-020, and 09-022 as discussed in closed session. Motion unanimously approved.

**Next Board Meeting**

July 21, 2010

October 20, 2010

**Adjournment**

Gillette moved and Hegmann seconded to adjourn the meeting. Unanimous approval to adjourn the meeting at 2:36 p.m.

Respectfully submitted,

\_\_\_\_\_, Board Secretary  
Recording

**Bureau of Professional Licensure**  
**Bureau Chief Report**  
**4/01/10 – 6/30/10**

- 1. Legislation and rulemaking** The 2010 legislative session adjourned March 30. Both the IDPH Omnibus Bill and the Technical Bill passed successfully. No new boards were created within the Bureau of Professional Licensure. Rulemaking will continue throughout the year to better define statutory changes and in response to new board actions. When administrative rule changes are reviewed by the Administrative Rules Review Committee, the Board Executives provide information about the content of each change, outcome of every public hearing, and summary of public comments 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. Board appointments** Within the Bureau of Professional Licensure, Governor Culver appointed 19 new board members. All have been confirmed by the Senate and will begin serving their first terms on May 1, or earlier if they are filling a vacancy. Additionally, 23 board members were reappointed to second or third terms. Almost an equal number of board members have completed one or more terms of service, including 10 who served the maximum 9 years on a single board.  
The Department has published a press release and new board member names will be posted on the individual boards' websites on May 1.
- 3. AAG reports** At the first meeting of each board following May 1 the board's AAG will present and discuss a handout entitled *Guidelines for Board Members*. This is an opportunity to reinforce the information provided to new board members in their orientation binders and face-to-face orientation with the Bureau Chief. It also gives current board members an opportunity to discuss new information and ask their AAG questions that may have arisen about their role during the previous year. The seven AAGs who provide legal guidance to our boards will also present a brief educational session at each quarterly public meeting on a topic selected with the input of the board executives. The topic this quarter, *Policy Statements by Professional Licensing Boards*, is based on a Memorandum prepared by Julie Pottorff, Deputy Attorney General.
- 4. Budget** The Department continues to evaluate and respond to the impact of the overall state budget on public health services and workforce. Bureau staff members are completing either 5 or 7 mandated unpaid days before the end of FY10 on June 30, 2010. The staff is staggering their furlough time as creatively as possible to minimize the impact on productivity. Travel restrictions remain in effect for Board members and staff. Memberships in professional organizations continue to be approved based on justification of their necessity to assure access to national licensure examinations and

maintain licensure functions. Director Newton and the IDPH Executive Team continue to evaluate and respond to budget mandates.

- 5. State early retirement incentive** The Bureau will be impacted by the State's early retirement program which is designed to reduce personnel and replacement costs. The departments will be permitted to replace no more than 50% of positions vacated through the program, and must demonstrate a 50% cost saving when doing so. Employees who leave employment under the program must do so by June 24, 2010 and agree not to be employed by the State of Iowa in any capacity other than appointment to a board or commission. Eligible employees must submit their application by April 15, 2010. Immediately after that time, the Department will formulate a plan for replacing employees who leave. The plan must be approved by the Department of Public Health, Department of Administrative Services, and Department of Management. Employees who have been approved to leave our Bureau under this plan include two board executives, each of whom administer four boards, our discipline office coordinator, and the Bureau Chief. Those individuals are working diligently together and with other staff to make this significant transition as seamless as possible for the boards.
- 6. Outreach and compliance** Bureau staff member Marvin Firch is now actively working with the boards to increase compliance through outreach and education. He has prepared and presented information throughout the state on the complaint process, participated in in-state meetings of professional organizations upon request, assisted to develop and implement a pilot project to survey licensed cosmetology schools, published an article in the Des Moines Register about the purpose of the boards, and assisted the Department to issue press releases. He is currently completing a project is to create CDs with PowerPoint slides and a voice-over option for inclusion in new board member orientation binders, and for use by board members and board chairs regarding the role, processes, and informational resources of the 19 professional licensure boards.
- 7. Semi-annual meeting with DIA investigators** On April 22, 2010, the Bureau will host an educational meeting with the four investigators who are employed by the Department of Inspections and Appeals, and supported by licensee fees, to conduct an average of 21 investigations each month for the licensure boards. These semi-annual meeting are valuable to the Bureau and DIA as an opportunity to identify the best methods to conduct investigations and provide inclusive and timely reports to the boards so they make fully informed decisions.
- 8. Guidelines for meal receipts** Board members are requested to adhere to the guidelines for submitting meal receipts fully in order to receive reimbursements. The guidelines identify the seven items that must be included with every meal receipt. Because credit card receipts are not acceptable, board members must be diligent in requesting and reviewing

receipts at the time of service. The guidelines will be available at meetings and upon request at any time.

- 9. Bureau relocation** The Bureau is scheduled for relocation to the building that was previously Mercy Capitol on the Capitol Complex within the coming months. Professional Licensure will share physical space with the Plumbing Board and Emergency Medical Services. More information will be provided when available.