

**Plumbing and Mechanical Systems Examining Board
Application & Fees Committee Meeting Minutes
July 17, 2008**

Committee Members Present:

Jane Hagedorn, Chairperson
Ronald Masters
Mickey Gage
Ken Sharp

Staff Attending:

Cindy Houlson, Executive Officer
Susan Van Horn, Program Planner

Others in Attendance:

Wayne Middleton, Iowa Interactive
Kathy Sparks, Iowa Interactive

Chairperson Jane Hagedorn called the meeting to order at 10:20 am.

It was determined committee will need to meet at least every month in addition to Board meeting.

- The board meeting is set for 8/19/08; committee will meet on 8/18/08 at 4:00.
- Cindy Houlson will reserve a meeting room in the Lucas Building
- Notice will be sent to members prior to the meeting date.

The presentation scheduled for the meeting was put on hold until representatives from Iowa Interactive arrive.

The committee began looking at a copy of Chapter 105 with highlighted references to applications and fees.

- First step is to compile a list of what is needed.
- Contractor licenses were discussed but tabled until the full Board addresses issue.
- Board is the only entity that can interpret the legislation.

Additional discussion focused on rural licensing.

- Trades people have always done work without a license in these areas.
- Enforcement will be a challenge; it will take time before full enforcement is in effect.

Fees were discussed in detail.

- Anticipated budget numbers were reviewed and serve as a starting point in determining fees.
- Challenge in not knowing exactly how many licensees will be applying.
- Details of budget costs are estimates and not solidified.
- Anticipated the bulk of the revenue will come in quickly, budget is 1 year cycle and revenue is a 2 year cycle.

- Fees based on the cost of licensing and are in line with surrounding states.

A question was raised on what the reciprocity fee is. Is it a registration or do applicants pay for a license?

- Committee agreed fees need to be fair for in-state and out-of-state trades people.

Another question was raised to clarify that helpers are not licensed.

- Helpers are not required to be licensed.
- No time limitation on helpers, they can be college kids or others who help on work sites.
- They are separate from apprentices.
- In 2010 all apprenticeships need to be registered with the Department of Labor.
- Apprentices are not around more than two years if they fail to meet minimum requirements.
- Helpers can be titled differently, including “pre” apprentice.

The committee then focused on fees and references in Chapter 105.

- Reference materials were provided as samples for preparing the fee rule (Chapter 28).
- Copy of the Electrical Examining Board fees were distributed for comparison.
- It was agreed that sample fees were in line with comparison documents.

In reviewing the sample fees, it was determined that the apprentice fee was too low.

- Apprentices work for 40-45% of journey level pay with benefits.
- After discussion

Mick Gage made a motion: to set the apprentice fee at \$50.00 for a two year license.
Ron Masters seconded.
The motion passed unanimously.

- Other surrounding state fees were reviewed and appear to align with same fees.
- Medical gas piping certification was discussed in detail.

The Committee moved to the ICN room to view the demonstration that Iowa Interactive presented to provide overview of software being proposed for use for licensing.

- Software is used by Professional Licensure for their 19 licensing programs.
- Committee members asked questions as the demonstration was given.
 1. Would renewal be the same as new application?
 - A. It is your choice. Other boards already established and had paper copies to begin with. It is possible to design original application into program.
 2. Professional licensure sends out postcard to remind people to renew license.
 3. Users go to website to select profession and additional information.
 4. All screens can be customized for licensing program.
 5. To renew user enters their license number and licensing process starts
 - Step 1. required questions about “felonies etc. required by other codes”
 - If answer yes to any – automatically sent to audit file and licensing stopped.

Step 2. Address information populates and can be edited by licensee.

Step 3. Could be continuing education requirements (all fields can be customized to suit needs of Board)

Step 4. Online payments, displays fees and also prints out receipt page.

6. License in Iowa.gov is maintained by the Department of Commerce and has license look up function and verification. It is one centralized location to list people licensed in Iowa. Professional Licensure software already linked to it.
7. Entry process sets up the records management for our end.
8. There are levels of management and access to certain information.
9. Paper applications will need entry and should have additional fee charged.
10. Software can be built to include combined license.
11. Software can be designed to flag duplicates
12. Cost of software development is 0 to the Board. End user pays fee that Iowa Interactive collects as payment for development and maintenance.
13. In order to be developed by 1/1/09, they need approval by committee to begin developing and rules have to be priority for development.

Ron Masters made a motion: to use Iowa Interactive for designated licensing software.

Mick Gage seconded.

The motion passed unanimously.

Committee returned to 424 and continued reviewing fees.

- Ken Sharp discussed in more detail remaining items on the estimated budget, it is based on 8000 licensees. Staff positions also include a ½ time AAG reimbursement.
- Surplus is possible and can be retained for possibility of inspections in future.
- Cost of temporary workers is not built into budget figures.
- Penalty for not licensing needs to be considered.
- Flyer/poster is being developed to distribute to warehouses.
- Members will try to determine number of trades people in their areas.

Medical Gas Piping was discussed in detail.

- Cost of certification was determined to be too low.

Mick Gage made a motion: to increase the fee for Medical Gas Piping Certification to \$50.00 for two year certificate.

Ron Masters seconded.

The motion passed unanimously.

Combined License was tabled until next meeting.

Mick Gage made a motion: to accept the Journey level licensing fee of \$150.00 and Master licensing fee of \$250.00 for two year licenses.

Ron Masters seconded.

The motion passed unanimously.

Contractor license will not be assigned a fee until the Board determines it will be included.

Agenda for next meeting will include combined license fee and then focusing on language.

Expense vouchers must be turned in and will include per diem.

Chairperson requested motion to adjourn the meeting

<p>Ron Masters made a motion: to adjourn the meeting. Mick Gage seconded. The motion passed unanimously.</p>
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The meeting was adjourned at approximately 12:15pm.

Respectfully submitted,
Cindy Houlson