

IOWA BOARD OF BARBERING

Minutes

July 27, 2010 – 9:00 AM

Call to Order

The meeting of the Iowa Board of Barbering was held at the Lucas State Office Building, 5th Floor Board Room, in Des Moines. The meeting was called to order at 9:00 a.m. by chair, Sam Kauffman.

Roll Call

Board members present: Sam Kauffman, Chuck Wubbena, Bob VanVooren, Tammy Ortiz, and Rhonda Reif.

Staff in attendance: Marvin Firch, Outreach Compliance Educator (filling in for Board Executive Sharon Dozier); Barb Huey, Bureau Chief; and Tammy Hidlebaugh, Clerk Specialist

Public in attendance: Stu Preston

Approval of Minutes

Motion: Approve minutes for April 26 & 27 and May 12, 2010 as drafted. (MSC: Wubbena/Ortiz)

Election of Officers

Chair: Sam Kauffman

Vice Chair: Chuck Wubbena

Committee Appointments: No committee was elected. Was decided the entire board would serve.

Public Comment: Stu Preston spoke about concerns with continuing education classes, lack of inspectors and Iowa Law in regards to what the board requires.

Reports

Chair: Sam Kauffman reported things went well at the examination. There was one instructor and 9 practitioners testing.

Board Executive: Marvin Firch, Outreach Compliance Educator, filled in for Sharon Dozier, board executive for this meeting. Due to Ella Mae Baird's retirement Sharon has taken over the barber board until a new board executive is hired.

Bureau Chief: Barb Huey introduced herself to the board and went over her previous experience in working with county and state government. The board welcomed Barb.

AAG: Scott Galenbeck discussed policy statements by professional licensing boards.

School Inspections: Chuck Wubbena reported that inspections were done for the American College of Hairstyling in Cedar Rapids and the College of Hair Design in Waterloo.

Old Business: None

New Business: Tammy Hidlebaugh notified the board of the National Association of Barber Boards annual meeting to be held September 19-23, 2010, in St. Paul, MN. Chuck Wubbena requested to attend.

Iowa Code and Administrative Rules

Amendment of Rule 4.11: Continuing Education Audits from 120 to 90 days.

Motion: Move to adopt (MSC: Wubbena/Reif)

Hearings:

Imperial Kuttz, owner Samora Clay.

Platinum Kutz, owner Anthony Presswood & Robert Presswood.

Closed Session

In accordance with Iowa Code 21.5(1)a & d, the board went into closed session at 10:29 a.m. by unanimous roll call vote to discuss complaints (MS: Ortiz/Wubbena). The board returned to open session at approximately 11:48 a.m. and took the following actions:

Motion:

T119 send cease and desist letter. (MSC: Wubbena/Ortiz)

Future Board Meeting

October 26, 2010

January 25, 2011

Adjournment

Motion to adjourn meeting at 12:22 p.m. (MSC: Van Vooren/Ortiz)

Respectfully submitted,

Tammy Hidlebaugh

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

- 1. Legislation and rulemaking** The 2010 legislative session will begin 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 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.