

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

**MINUTES
June 15, 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 11:06 a.m. by Dr. Lynn Lindaman, Chair. An in-person meeting was not practical due to the limited agenda and short duration of the meeting.

Members present: Melody Higgins
Roger Huston
Troy Kleese
Dr. Lynn Lindaman
Dr. Pamela Davis

Members absent: Shaun McCarthy

Staff present: Tony Alden, clerk specialist
Kris Ensign, AAG
Eileen Gloor, bureau chief
Roxanne Sparks, board executive
Marvin Firch, interim bureau chief

Election of Officers

A motion was made by Huston to elect Dr. Lyndaman as Chair. Motion seconded by Higgins. Motion passed unanimously.

A motion was made by Davis to elect Higgins as Vice-Chair. Motion seconded by Huston. Motion passed unanimously.

Approval of Minutes

The minutes of the March 25, 2010 meeting were approved as written. (MSC: Kleese/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 reviewed the guidelines for board members and an AAG memo regarding policy statements.

Old Business

Marvin Firch gave a report to the Board regarding outreach and education he has completed. Marvin spoke to the Iowa Athletic Trainers Association. He presented a general licensure overview.

Next Board Meeting/Adjournment

The next meeting of the Board will be September 21, 2010 at 11:00 a.m. The meeting adjourned at 11:37 a.m. (MSC: Davis/Kleese)

Tony Alden, Recording

These minutes were approved by the Board on September 21, 2010.

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 and have been signed by the Governor. 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 is impacted by the State's early retirement program which is designed to reduce personnel and replacement costs. The departments are 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 submitted their applications by April 15, 2010. The Department submitted a plan that has been approved by the Department of Administrative Services. For Professional Licensure, this would allow the Bureau to fill the positions vacated by the bureau chief, one board executive and the discipline office coordinator with no pay reductions. Marvin Firch will serve as interim Bureau Chief effective June 25. This plan leaves one board executive position vacant.
- 6. Outreach and compliance** Marvin Firch is 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 schedule for relocation to the building that was previously Mercy Capitol on the Capitol Complex has been delayed. Professional Licensure is still anticipated to share physical space with the Plumbing Board and Emergency Medical Services when the move occurs.