

**Plumbing and Mechanical Systems Examining Board Meeting Minutes
July 2, 2008**

Council Members Present:

Ronald Masters, Chairperson
Patricia Broerman
Dennis Molden
Susan Salsman
Carol Crane
Jane Hagedorn
Charles Thomas
Mickey Gage
Thomas Day
Stuart Crine
Ken Sharp

Staff Attending:

Cindy Houlson, Executive Officer
Heather Adams, Assistant Attorney General
Lynn Patterson, Legislative Liaison
Barb Nervig, Agency Rules Administrator
Misty Cook, Account Technician
Talisa Miller, Administrative Assistant

Acting Chairperson Ken Sharp called the meeting to order at approximately 10:00 am.

Roll call was taken at 10:01 am.

Ken Sharp welcomed the Board members and the public, introduced Iowa Dept. of Public Health staff and asked Board members to introduce themselves.

Sharp opened the floor up for selection of Chairperson, Vice chairperson, and Secretary. Mick Gage, Ronald Masters, and Jane Hagedorn shared their interest of Chairperson. Salsman **nominated** Gage and **seconded**, Broerman **nominated** Masters and **seconded**. The following roll call vote was taken:

Broerman **voted** Masters, Molden **voted** Gage, Salsman **voted** Gage, Crane **voted** Masters, Hagedorn **voted** Masters, Thomas **voted** Masters, Masters **voted** Masters, Gage **voted** Gage, Day **voted** Masters, Sharp **voted** Gage, and Crine **voted** Gage

Ronald Masters was elected Chairperson of the Plumbing and Mechanical Systems Examining Board.

Nominations for Vice Chairperson as follows: Molden **nominated** Gage and **seconded**, Day **nominated** Hagedorn and **seconded**. The following roll call vote was taken:

Broerman **voted** Hagedorn, Molden **voted** Gage, Salsman **voted** Gage, Crane **voted** Hagedorn, Hagedorn **voted** Hagedorn, Thomas **voted** Hagedorn, Masters **voted**

Hagedorn, Gage **voted** Gage, Day **voted** Hagedorn, Sharp **voted** Gage, and Crine **voted** Gage

Jane Hagedorn was elected Vice Chairperson of the Plumbing and Mechanical Systems Examining Board.

Nominations for Secretary as follows: Broerman nominated Thomas and seconded, Crane nominated Thomas and **seconded**. No other nominations were casted.

Motion made to cast unanimous ballot for Charles Thomas and seconded. Unanimous ballot carried.

Charles Thomas was elected Secretary of the Plumbing and Mechanical Systems Examining Board.

Chairperson Masters introduced Misty Cook who went over expense reimbursement procedures with the board members.

Chairperson Masters introduced Heather Adams, Assistant State Attorney General who went over Conflict of Interests, Open Meetings Law, and Board Member Guidelines.

- Heather along with Jeanie Vaudt will serve as legal support to the board.
- Heather provided brief overview of guidelines for board members. The board is required by law to post public notice of meetings, agendas, and minutes. Agenda needs to be detailed enough for the public to determine the topic of discussion.
- Agenda items need to be sent to Cindy.
- Media or presentation requests need to be routed through Cindy Houlson.
- Board members are not allowed to receive gifts over \$3.00 from anyone the board regulates.

Chairperson Masters introduced Lynh Patterson, Legislative Liaison who will serve as a resource to the board when making statutory changes. Lynh provided a brief overview of her role and responsibilities as they relate to Board activities.

Chairperson Masters introduced Barb Nervig, Administrative Rules Coordinator who briefed the board on the rulemaking process.

- Barb provided a break down of the draft of Chapter 27. The draft was put together for the board to review.
- Barb will assist the board with formatting, writing, and laying out the rules.

Chairperson Masters introduced Ken Sharp, Director of IDPH Environmental Health who briefed the board on budget issues.

- Legislature has ensured that licensing fees be retained by the board.
- Legislature has provided a \$200,000 appropriation for the program.
- IDPH plans to hire a total of four positions that includes Cindy's position, to support the program.
 - 1) Executive Officer (Cindy Houlson)
 - 2) Program Planner 2 – position will work on license database.

IDPH plans to have this position filled by the end of July

3) Clerk Specialist – position will help enter data and retain filing system.

4) Secretary – position will answer phones, take minutes for board meetings, and provide other clerical support.

- IDPH is also looking at hiring 6 to 10 temporary staff persons to assist with application process. (Expecting 8,000 to 12,000 applications)
- IDPH is working with a company called Iowa Interactive to develop online application/submission process. This database should be setup by January 1, 2009. There is a user fee involved for online transactions.
- Fees for Iowa Interactive will be determined in the next 2 to 3 months
- IDPH is looking at setting up 2-year licenses. Licenses will be setup by birth date and application date. Ken and Cindy provided a draft of fee schedule for the following licenses:
 - \$250 for 2-year Master License
 - \$100 for 2-year Journeyman License
 - \$20 for pro-rated license (apprentice)

Chairperson Masters recessed the meeting for lunch at approximately 11:34 am.

12:15 pm the meeting was called back to order by Chairperson Masters.

Chairperson Masters introduced Monty Johnson, Mechanical Contractors Association of Iowa who did a brief overview the agency's goals and vision and their involvement with HF908.

- Different groups have lobbied to have state wide licensing of plumbers and mechanical contractors for decades.
- This time a unique set of organizations came together to craft legislation, Representative Brian Quirk was able to gain legislative support, and HF 908 passed in 2007.
- Subsequent legislation, HF 2390 passed in 2008 that clarified HF 908.
- Organizations included PHCC, Plumbers and Steamfitters UA Local 33, ABC Iowa, Iowa State Building and Construction Trades Council, Mechanical Contractors Association of Iowa (MCA Iowa).
- Goal of group was to protect the health of the public by providing training to plumbers and electricians.

Chairperson Masters recognized Heather Adams and Ken Sharp who discussed overview, clarification, and points of consideration of Chapter 105.

- Heather wanted to emphasize that the role of the board is to draft rules for the licenses.
- Ken explained the changes in Chapter 105 and asked the board to rescind Section 8.
- Ken and Heather indicated to the board that they need to review sections 4, 5,6,7,9, and 10 of Chapter 105
- Heather also informed the board that they need to look at grounds for discipline and revocation of licenses.
- Board needs to keep mind of the effective dates for licenses.

The board decided to form sub-committee for Administrative Rules, Applications, Testing/Credentials, Reciprocity, and Inspection/Discipline. Committees consist of the following members:

Administrative Rules

Stuart Crine
Dennis Molden
Susan Salsman, Chair
Ronald Master
Ken Sharp
Cindy Houlson, IDPH Staff

Application

Ronald Masters
Jane Hagedorn, Chair
Mickey Gage
Cindy Houlson, IDPH Staff

Testing/Credential

Patricia Broerman
Thomas Day
Charles Thomas, Chair
Mickey Gage
Cindy Houlson, IDPH Staff

Reciprocity

Carol Crane
Ron Masters
Patricia Broerman, Chair
Thomas Day
Cindy Houlson, IDPH Staff

The board decided to form the Inspection/Discipline Committee at a later time.

The board decided to meet on the 3rd Tuesdays of each month from 9:00 am to 2:00 pm at the Department of Public Safety Building, Room 125.

The floor was opened for public comments. Some concerns/comments were as follows:

- Board needs to require CEU's for licensure
- Board should consider keeping medical gas requirements
- Board needs to keep Grandfathering Clause
- Board needs to make sure small business aren't put out of business
- Several organizations present offered their support in providing continuing education classes.

Cindy Houlson read four comments via email.

Chairperson requested motion to adjourn the meeting, Crane moved to adjourn meeting, Broerman **seconded**. The meeting was adjourned at approximately 1:26 pm.

Respectfully submitted,

Talisa Miller
Administrative Assistant