

IOWA BOARD OF DIETETICS

**Lucas State Office Building
5th Floor Professional Licensure Board Room
Conference Call
March 12, 2010**

Reason for the Conference Call

This meeting was held by conference call due to the limited meeting agenda and the need to ensure the efficient use of board resources and board members' time. In accordance with Iowa Code section 21.8, access to the meeting was provided to members of the public through attendance at the origination site.

CALL TO ORDER

The meeting was called to order at 9:02 a.m.

MEMBERS PRESENT

Robert Schweers
Christine O'Brien, LD
Susan Reams, LD
Jonathan Taylor
Janet Johnson, MS, RD, LD

MEMBERS ABSENT

None

STAFF/OTHERS PRESENT

Sharon Dozier, board executive
Tammy Hidlebaugh, clerk specialist
Kris Ensign, AAG
Sandi Ryan, IDA Licensure Liaison

REVIEW OF AGENDA

Revisions: None

APPROVAL OF MINUTES

It was moved by Christine O'Brien and seconded by Susan Reams to approve the minutes of December 11, 2009. The motion carried.

REPORTS

Administrator- Sharon Dozier reminded everyone that the access phone number for "Meet Me" calls is for board members only, and not for distribution. Sharon noted that she received a request from Joni Wells, RD, LD, who is an administrator in the Department of Corrections, regarding whether licensed dietitians can write diet orders per protocol or transcribe verbal diet orders from a physician. This question was sent to Janet and Sue, who provided some initial comments to Sharon. Sharon noted that this topic

could also be reviewed by the Rules Committee. The board then briefly discussed this topic.

Bureau Chief- see addendum to the minutes for written report. Sharon reported that Eileen is out of the office on vacation leave, and extends her regrets to the board. Sharon highlighted Item 4 of Eileen's report, to note that the meeting information is now posted separately.

AAG- Kris Ensign stated that the AAG's working with boards will provide a synopsis at board meetings on topics of interest, in addition to the annual review of guidelines for board members. Kris gave an overview of statutes applicable to the board, and the distinction between statutes and administrative rules. She noted that the statute grants the board the authority for rulemaking. Kris recommended the board members familiarize themselves with the following Iowa Code chapters: Iowa Administrative Procedures Act (17A), 21, 147, 152A, and 272C. Kris then noted that at the next board meeting she will give a report on board policies and rulemaking; she added that the question discussed on diet orders is an example of a practice for the board to consider for rules.

Board Chair- Rob stated that he did not have anything to report at this meeting.

ADMINISTRATIVE RULES

Following discussion of the proposed amendments to the continuing education audit requirements in Chapter 4 of the rules common to the 19 boards, the board agreed by consensus to approve the amendments for notice.

Sharon noted that no comments were received on the common rules noticed as ARC 8334B. Reams moved, and Taylor seconded, to adopt the amendment to Chapters 4, 14, and 15, noticed as ARC 8334B. The motion carried.

APPLICATIONS

Thirteen licenses were issued; there were none for review.

OLD BUSINESS

None

NEW BUSINESS

Rob proposed that the question regarding diet orders be listed on the June 28 agenda for discussion. Rob asked if Sandi Ryan had any comments specific to this topic. Sandi responded that she would like the board to review practice discrepancies in reference to this topic. In addition, she feels it is important that any rules in this area need to be specific to practice settings, since licensees in private employment settings, e.g., grocery chains, should not be forced to work with physicians. The board members agreed to discuss this topic at the June 28 meeting.

PUBLIC COMMENT

Sandi Ryan stated that she has been asked by IDA to attend the board meetings for the coming year, and that she continues to provide board information in the newsletter. She also noted that she is enjoying retirement.

HEARINGS

None

COMPLAINTS

There were no complaints for review.

REMAINING BOARD MEETINGS FOR 2010

June 28, 2010 [confirmed in person]

September 17, 2010

December 10, 2010

ADJOURNMENT

It was moved by Johnson and seconded by Taylor to adjourn the meeting. The motion carried, and the meeting adjourned at 9:51 a.m.

The board approved these minutes at the June 28, 2010 board meeting.

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

- 1. Legislation and rulemaking** The 2010 legislative session convened on 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.

7. **Microsoft 2007** The Department of Public Health upgraded to Microsoft 2007 in fall 2009. Board members are encouraged to consider a similar upgrade in order to receive materials.