IOWA BOARD OF BARBERING

July 29, 2014, 9:00 a.m.
5TH Floor, Professional Licensure Conference Room #526
Lucas State Office Building
Des Moines, IA
Online Services: https://IBPLicense.iowa.gov
Bureau Home page: http://www.idph.state.ia.us/licensure/Default.aspx

AGENDA (AMENDED)

Call to Order:

Roll Call:

Introductions:

Election of Officers:
- Chair
- Vice-Chair

Review Agenda:
If a member of the public wishes to address the board with the intention of having a board discussion at the meeting, the individual should request permission to be on the board agenda. Written agenda requests are due in the board office at least 14 days in advance of the meeting.

Approval of Open Session Minutes:
- April 29, 2014

Public Comment:
During the public comment period on the agenda, members of the audience may address the board for a period not to exceed two minutes. The board reserves the right to reduce this time based on the number wishing to speak. The chairperson may recognize a person wishing to speak at other times during the meeting if the individual raises a hand. Acknowledgment and an opportunity to speak will be at the discretion of the chairperson.

Reports:
Board Chair, Chuck Wubbena:
AAG, Dave Van Compernolle:
Board Executive, Susan Reynolds:
- Board Appointment
- NIC Certification Training

Bureau Chief, Barb Huey:

Applications and Waivers:
- Richard Dameron, West Des Moines – renewal of barber license.
- Donell Lee River, Waterloo – reinstatement of barber license.

Administrative Rules:

For Notice: Amends Chapter 21 "Licensure" and Chapter 23 "Barber Schools" (reference attachment).

New Business:

- Barber Schools – Carolyn Small, Iowa Postsecondary Registration Coordinator, Iowa College Student Aid Commission
- Iowa Code 158.7 Licensing barber schools
- Home Base Iowa Act - Barb Huey
- Iowa Code 158.3 License requirements

Old Business:

- Basic Barber Hairstyling Curriculum
- Revising IAC 24.2 Continuing Education Requirements
  - Delivery Method For Instructors
  - Delivery Method For Practioners

Closed Session:

In accordance with Iowa Code § 21.5, portions of the meeting are held in closed session when confidential materials are reviewed. The board may also hold closed sessions when it discusses whether to initiate disciplinary investigations or proceedings.

The Board will go into closed session to discuss complaints according to Iowa Code § 21.5(1) (a), (d).

Roll Call:

Open Session:

- The board will adopt actions taken in closed session.
- April 29, 2014 – close session minutes.

2014 and 2015 Board Meetings:

- October 28, 2014
- January 27, 2015
- April 28, 2015
- July 28, 2015
- October 27, 2015

Adjournment:

All meetings held by the Iowa Department of Public Health are accessible to everyone. If you have special needs to participate, please call 515 281-0254 (TDD: 515 242-6156) at least five working days prior to the meeting.

PROFESSIONAL LICENSURE DIVISION[645]

Notice of Intended Action

Pursuant to the authority of Iowa Code section 147.76, the Board of Barbering hereby gives Notice of Intended Action to amend Chapter 21, "Licensure," and Chapter 23, "Barber Schools," Iowa Administrative Code.

This rule making amends the requirement to send a renewal notice to barber practioners and barber shops to be consistent with legislative changes to Iowa Code section 147.10. Gives barber schools the option to establish a mentoring program to provide students with an introduction in operating a barber shop and small business practices. Incorporates the sections of code administered by the Iowa College Student Aid Commission that requires a school to be in compliance with state tuition refund policies and financial responsibilities as a requirement of licensure. All other changes are technical in nature.

Interested parties were provided an opportunity to comment on the proposed rules prior to noticing the amendments. The proposed amendments were distributed to barber schools, Cosmetology and Barbers of Iowa (CBI) and Iowa College Student Aid Commission. We received no written comments on the proposed amendments.

Any interested person may make written comments on the proposed amendments no later than September 9, 2014, addressed to Susan Reynolds, Professional Licensure Division, Department of Public Health, Lucas State Office Building, Des Moines, Iowa 50319–0075; E–mail susan.reynolds@idph.state.ia.us.

A public hearing will be held on September 9, 2014, from 9 to 9:30 a.m. in the Fifth Floor Board Conference Room, Lucas State Office Building, at which time persons may present their views either

orally or in writing. At the hearing, persons will be asked to give their names and addresses for the record and to confine their remarks to the subject of the proposed amendments.

These amendments are intended to implement Iowa Code chapters 21, 147.10, 158 and 272C.

The following amendments are proposed.

ITEM 1. Amend subrule **21.9(1)** as follows:

645—21.9(158) License renewal.

21.9(1) The biennial license renewal period for a license to practice barbering shall begin on July 1 of each even-numbered year and end on June 30 of each even-numbered year. All licensees shall renew on a biennial basis. ~~The board shall send a renewal notice by regular mail to each licensee at the address on record at least 60 days prior to the expiration of the license.~~ The licensee is responsible for renewing the license prior to its expiration. Failure of the licensee to receive ~~the~~ notice from the board does not relieve the licensee of the responsibility for renewing the license.

ITEM 2. Amend subrule **21.12(2)** as follows:

645—21.12(158) Barbershop license renewal.

21.12(2) ~~The renewal application shall be mailed to the barbershop at least 60 days prior to the expiration of the license~~. Failure to receive ~~the~~ renewal application from the board shall not relieve the barbershop of the obligation to pay the biennial renewal fee on or before the renewal date.

ITEM 3. Adopt the following **new** definitions of "Mentor" and "Mentoring" in rule **645--23.1(158)**:

"Clinic area" means the area of the school where the paying customers will receive services.

"Inactive license" means a school license that has not been renewed as required or the license of a school that has failed to meet stated obligations for renewal within a stated time.

"Mentor" means a licensee providing guidance in a mentoring program.

"Mentoring" means a program allowing students to experience barbering in a licensed barbershop under the guidance of a mentor.

"School" means a school of barbering.

"School license" means a license to instruct students in barbering.

645—23.2(158) Licensing for barber schools.

ITEM 4. Amend subrule **23.2(1)** as follows:

An application shall be submitted to the Board of Barbering, Iowa Department of Public Health, Lucas State Office Building, Des Moines, Iowa 50319-0075. The following information shall be submitted with the application:

a. The exact location of the proposed barber school;

b. A copy of the essential parts of the lease or other documents to provide proof that the owner of the school has occupancy rights for a minimum of one year;

c. A sworn affidavit that proves the existence of sufficient finances to acquire the facilities and equipment required by the board and to operate the proposed barber school for a minimum of one year; ~~and~~

d. A complete plan of the physical facilities and an explanation detailing how the facilities will be utilized relative to the number of students and to the classroom and-clinic space; and

e. Copies of the catalog, brochure, enrollment contract, mentoring contract, student policies, and cancellation and refund policies that will be used by the school or distributed by the school to students and the public.

ITEM 5. Rescind and adopt new subrule **23.2(5)** as follows:

~~The barber school shall not accept students until the school is licensed.~~ Instruction of students shall not begin until the school license is issued and has complied with Iowa Code 714.18 and, as applicable 714.23.

ITEM 6. Amend paragraph **23.10(3)"a"** as follows:

a. Be attired in clean and neat uniforms at all times during school hours and during participation in the mentoring program.

ITEM 7. Adopt the following new rule **645—23.16 (158):**

645—23.16(158) Mentoring program. Each barber school that elects to have a mentoring program must have a contract between the student, the school and the barbershop mentor that includes scheduling, liability insurance and details of training.

23.16(1) Students shall not begin a mentoring program until they have completed a minimum of 50 percent of the total contact or credit hours required for graduation, plus any other requirements of the mentoring program as established by the school.

23.16(2) Students may participate in a mentoring program for no more than 10 percent of the total contact or credit hours required for graduation.

23.16(3) Students shall be under supervision of the mentor at all times. Students may perform the following: act as receptionist, handle retail sales, sanitize barber shop, consult with clients (to acquire customer service skills), take inventory, order supplies, prepare payroll, pay monthly bills and hand equipment to the barber.

23.16(4) The barbershop mentor's responsibilities include the following: introduce the student to the barbershop and the clients, record the time of the student's attendance in the barber shop,

prepare an evaluation of the student, discuss with the student his or her performance and allow the student to observe.

23.16(5) Neither the barbershop nor the school shall compensate students participating in the mentoring program.