Louisiana Licensed Professional Vocational Rehabilitation Counselors Board of Examiners

Minutes for 01/15/2021

10:10 am - 11:32 am

1. Meeting called to order at 10:10 am. In attendance in person were Beth Drury, Karen Harrison, Paul Fontana, and Linda Alwood. In attendance via Zoom were Crystal Younger and Ashley Lastrapes.
2. The reading of the minutes of the previous meeting were waived.
3. The website database of licensees has been updated as of 01/01/2021.Currently, the Board is charged for each individual change to the website. Linda will research alternate website providers and costs with the intent to make the Board website more user friendly and aid in digital maintenance of licenses. The Board also discussed the process of transitioning toa paperless system. All membership cards will now be sent digitally versus a paper card. Crystal will discuss merchant account with Chase to allow for payment on the website. The Board agreed to implement a convenience fee to cover the cost of the merchant account. Licensees will still be given the option of submitting a physical check to avoid the convenience fee.
4. The Board received a request for reciprocity for Eric Anderson from Alabama, which only offers a LPC. Crystal will contact Mr. Anderson to review the qualifications for licensure.
5. The forms on the website need to be updated to reflect current policies and updated information. Ashley will update the forms in the application package and renewal forms. A goal was set to send out renewal letters by April 1st.
6. Linda will prepare the 1099s for 2020. Paul will follow up with the Attorney General’s office to discuss prior 1099a from 2016 – 2019 and issues related to contractors exceeding allowance amounts.
7. Financial and administrative reports were reviewed with the Board. Required annual ethical trainings were also reviewed.
8. Crystal has agreed to hold a LRC supervisor training once the online database has been updated. Ashley will conduct research regarding costs of similar trainings to aid the Board in establishing a cost. Beth will forward the prior training manual to the Board for review.
9. Linda informed that the Board has been given permission to hold future meetings at the public library.
10. The Board will begin the development of a Board Member Handbook to assist future members of the Board with duties and responsibilities. Paul will begin to gather information pertinent to the handbook.
11. The Board also discussed presenting at the upcoming Claims Association Conference regarding vocational rehabilitation laws and regulations.
12. The October 22, 2021 meeting was rescheduled to October 29, 2021 at 10:00 am.
13. The next Board meeting will be held on April 23, 2021 at 10:00 am.
14. Meeting concluded at 11:32 am