**Minutes**

**Louisiana Licensed Professional Vocational Rehabilitation Counselors**

**Board Meeting**

**December 17, 2010**

1. **Call to Order**

The meeting was called to order at 10:10 AM. In attendance were the following: Tom Bott, Jan Case, and Scott Smith.

1. **Approval of Previous Minutes**

The minutes of the August 17, 2010 meeting of the Board were approved as written.

1. **File Reviews**
2. New Applicants: The application of Carolyn J. Green was approved for Provisional Licensure.
3. **CEU Reviews**
4. Daryel Prust has successfully submitted the necessary CEUs to maintain his license.
5. **New Business**
6. It was reported that the following LRCs have not renewed their license: Vernice L. Brown; Michelle P. Campisi; William A. Chapman; Brook D. Dwyer; Allyson A. Lambert; Gordon M. Landry; Anthony P. Randolph; Meredith M. Richoux; John M. Yent. It was moved (Tom Bott) and seconded (Jan Case) that Heather send these individuals a letter that states that they have until 01/31/2011 to provide the necessary renewal documentation or their license will subsequently expire. The motion passed.
7. Joe Walker Matter. Correspondence regarding this matter was reviewed. It was moved (Tom Bott) and seconded (Jan Case) that Joe Walker be placed on “inactive” status at this time, and that he be given until 01/31/2011 to satisfy CEU requirements. Failure to comply will result in the expiration of his license. The motion passed.
8. It was reported that the following LRCs have submitted their renewal applications, however, each applicant needs to submit additional information to obtain renewal: Ann B. Brown; Julie A. Olsen; Dave Corbin. It was moved (Tom Bott) and seconded (Jan Case) that a letter be sent to each person that states that they have until 01/31/2011 to provide the required information or their license will subsequently expire. The motion passed.
9. The Board discussed Heather’s contract. It was moved (Tom Bott) and seconded (Jan Case) that (pending any necessary State approval) her contract be renewed, that an increase in her hourly pay rate be given, and that this increase in pay take effect 02/01/2011. The motion passed.
10. It was reported that the CRCC will award 4 hours of CEUs to those LRCs who successfully complete their study of the recently-developed *Supervisor’s Training Manual*. We discussed the merits of offering this training opportunity on an ongoing basis at the cost of approximately $65 to each supervisor trainee.
11. The Board discussed current and upcoming vacancies on the Board, and the process to secure nominees for such vacancies.
12. **Old Business**
13. Signing of Additional Checks
14. It was reported that certified letters were mailed on August 17, 2010 to all LRC’s who had not submitted their renewal application, advising them they had until October 1, 2010 to renew their license.
15. The following individuals completed the LLPVRC Supervision Qualification Training Test Manual and are now recognized as having Supervisory status with the Board: Emilia Mroczkowska; Stephanie Haupt; Danielle Rhodes; Jennifer Couret.
16. It was reported that Scott will obtain pertinent up-dates from Steve Glusman regarding ongoing Board matters.
17. Reports Completed:

\*Key Contact Mailing Information Questionnaire for the Office of Risk Management

\*1st Quarter Legal Cost Quarterly Report

\*1st Quarter Accounts Receivable Report

\*1st Quarter Risk Exposure Reporting Form

\*Annual Fiscal Report Completed by Eric Vicknair

\*Notification of Inventory

\*Certification of Annual Property Inventory and Asset Certification Report

\*Boards and Commissions Information Update for the Senate and Governmental Affairs Committee

\*Contact Information for the Secretary of State

1. **Next Board Meeting**

The next meeting of the Board will be held on March 17, 2011, beginning at 10:00 AM.

1. **Adjournment**

A motion to adjourn was made (Tom Bott) and seconded (Jan Case). The motion was approved. The meeting adjourned at 12:30 PM.

**Ethics Committee**

1. **Call to Order**

The meeting was called to order at 12:35 PM. In attendance were the following: Tom Bott, Jan Case, and Scott Smith.

1. **New Business**
2. Tom Bott facilitated a discussion among Committee members regarding an inquiry he received from Robert Whatley. It was moved (Jan Case) and seconded (Scott Smith) that Tom Bott consult with Steve Glusman on this matter. The motion carried.
3. Tom Bott shared other updates with the Committee.
4. **Adjournment**
5. There being no further business, a motion to adjourn was made (Scott Smith) and seconded

(Jan Case). The motion carried, and the Ethics Committee adjourned at 1:00 PM.

Respectfully submitted,

Jan C. Case

Secretary