

**Minutes**  
**LLPVRC Board Meeting**  
**July 21, 2015**

**I. Call to Order**

The meeting was called to order at 10:15 AM by Board Chairman Smith. In attendance were the following: Linda Gutierrez, Mary Walker, Tom Bott, Jan Case, and Scott Smith.

**II. Approval of Previous Minutes**

The minutes of the December 9, 2014 meeting of the Board were approved as written.

**III. File Reviews**

- A. New Applicants: The Applications of Rebecca Balter, Tiffany Cologne, Jordan Frankel, and Samantha Fenimore were approved.
- B. Provisionals: Michael Scullin has completed the supervisory requirements.

**IV. CEU Reviews**

The following actions were taken:

Vickie Watts: The request for 12 CEUs for the conference "Family Gathering-Parenteen" was not approved. The request for 20 CEUs for "Real Work for Real Pay for Individuals with Autism Spectrum Disorder" was approved.

Adele Crudden: The request for 15 CEUs for a published journal article was approved.

**V. New Business**

- A. The Board reviewed and approved the invoices submitted by Steve Glusman.
- B. The contract of Heather Watson was enthusiastically renewed.

**VI. Old Business**

- A. Additional checks were signed.
- B. The following correspondence/actions were noted as completed and/or submitted:

\*2<sup>nd</sup>, 3<sup>rd</sup>, and 4th Quarter Legal Costs Paid Reports

- \*2<sup>nd</sup>, 3<sup>rd</sup>, and 4th Quarter Accounts Receivable Reports
- \*2<sup>nd</sup>, 3<sup>rd</sup>, and 4th Quarter Office of Risk Management Risk Exposure Reporting Forms
- \*2014 Taxable and Nontaxable Fringe Benefits Report
- \*OSRAP Web Portal for Accounts Receivable Report Data Entry, Authorized Users
- \*1096 and 1099 tax forms
- \*State Agency Key Contact Personnel Form for the Office of Risk Management
- \*Boards and Commissions Information Update Form
- \*Steve Glusman completed the 2015 Agency Summary Form for the Office of Risk Management.
- \*The State Agency Publications Report Form and the Contact Information Form to the Public Document Depository Program were submitted.

## **VII. Next Board Meeting**

The next meeting of the Board will be held on December 15, 2015, beginning at 10:00 AM.

## **VIII. Adjournment**

There being no further business, a motion to adjourn was made (Tom Bott) and seconded (Jan Case). The motion carried, and the Board adjourned at 10:35 AM.

## **Ethics Committee**

### **I. Call to Order**

The meeting was called to order at 10:40 AM by Committee Chairman Bott. In attendance were the following: Linda Gutierrez, Mary Walker, Tom Bott, Jan Case, and Scott Smith.

### **II. New Business**

- A. The Ethics Complaint submitted by Martin Guitierrez-Martinez was reviewed. A request will be made for Guitierrez-Martinez to cite the specific Code violations alleged in this complaint.
- B. A letter from Todd Capielano was reviewed in which he requested ethical counsel. After thorough discussion by the Ethics Committee, it was concluded "working as a consultant is within ethical guidelines under Workers Compensation statutes."
- C. The Guidelines for Requesting Ethical Advisory Opinions will be posted on our website.
- D. The Committee held an extended discussion regarding Sedgwick and their hiring of "Return to Work Coordinators." Because individuals need to be aware of the licensing requirements of the State regarding the performance of such duties, Scott Smith and Thomas Bott will draft a

statement to that effect that will be subsequently reviewed by the Ethics Committee and, upon approval, be posted on our web site for the edification of our membership and other interested parties.

- E. The Advisory Opinion previously authored by Jan Case and approved by the Ethics Committee at its last meeting will be posted on our website.

### **III. Adjournment**

There being no further business, a motion to adjourn was made (Case) and seconded (Smith). The motion carried, and the Ethics Committee adjourned at 11:45 AM.

Respectfully submitted,

Jan C. Case  
Secretary