**Minutes**

**Louisiana Licensed Professional Vocational Rehabilitation Counselors Board Meeting**

**July 31, 2012**

1. **Call to Order**

The meeting was called to order at 10:00 AM by Board Chairman Smith. In attendance were the following: Tom Bott, Jan Case, Linda Gutierrez, Scott Smith, and Mary Walker.

1. **Approval of Previous Minutes**

The minutes of the April 18, 2012 meeting of the Board were approved as written.

1. **File Reviews**
2. New Applicants: The application of Lorin Voorhies was approved. The application of Joshua Shannon (who holds the LRC in Florida) was approved. It was decided to grant his licensure in Louisiana by virtue of reciprocity, given the fact that Florida no longer offers such licensure.
3. Provisionals: Robert Whatley has completed his supervisory requirements.
4. **CEU Reviews**
5. The following CEUs were granted: Kathleen Ceaser, 15; Sandy Guidry, 14.5; Vickie Watts, 10; Sandra Kreuter, 2; and Stacey Frederick, 15.
6. The Board declined to award Paul McCann his request for 12 CEUs.

**V. New Business**

1. The Board reviewed the resume and transcripts of Iylon Jenkins-Collins in order to determine eligibility for licensure application. It was decided to advise her to further consult the published statutes stating the requirements for such eligibility.
2. Harris Rowzie appeared before the Board in order to obtain guidance regarding the renewal of his lapsed license on October 1, 2011. In its deliberations of this matter, the Board consulted Title 46, Part LXXXVI, Chapter 7, Section 705.A. that states, if “the license shall lapse…the applicant must meet all existing licensure requirements to be issued a license.” Mr. Rowzie will be so informed of this Section and the Board’s decision to act in accordance with this Section. In addition, he will be notified by the Board to contact (in writing) any attorneys, judges, and adjusters whom he has served as an LRC since the time his license lapsed (October 1, 2011) as a function of his professional duty to inform the public of his loss of licensure.
3. The Board reviewed the resume and transcripts of Diana Morgan in order to determine eligibility for licensure application. It was decided to advise her to further consult the published statutes stating the requirements for such eligibility.
4. Board members signed the new contract for Heather Watson.
5. It was reported that Gabriel Senette (provisional status) is no longer working in rehabilitation counseling and has, therefore, failed to complete the requirements necessary to maintain his provisional status. The Board will notify him of its action to immediately suspend his provisional status.

**VI. Old Business**

1. Additional checks were signed.
2. The following correspondence/actions were noted as completed and/or submitted:

\*4th Quarter Legal Costs Paid Report

\*4th Quarter Accounts Receivable Report

\*4th Quarter Office of Risk Management Risk Exposure Reporting Form

\*CAFR 2012 Report (completed by Steve Glusman)

\*Semiannual Report on Publications

\*Minutes from the September 14, 2011 and January 16, 2012 Board meetings were submitted to the Louisiana State Documents Depository Program.

\*Heather met with Shannon Rushing with the Louisiana Property Assistance Agency on May 17, 2012 to conduct a Property Audit.

\*Heather met with Shannon Rushing with the Louisiana Property Assistance Agency on June 20, 2012 to conduct a property transfer of unused property.

\*The Licensing Data Report for the Health Works Commission was submitted.

**VII. Next Board Meeting**

The next meeting of the Board will be held on October 23, 2012, beginning at 10:30 AM.

1. **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 1:30 PM.

**Ethics Committee**

1. **Call to Order**

The meeting was called to order at 1:30 PM by Committee Chairman Bott. In attendance were the following: Tom Bott, Jan Case, Linda Gutierrez, Scott Smith, and Mary Walker.

1. **New Business**
2. Chairman Bott facilitated a discussion of pertinent updates.
3. Chairman Bott facilitated a discussion of an ethics complaint filed by James Wattingly against Sy Arceneaux. It was moved (Bott) and seconded (Gutierrez) that charges be dismissed. The motion carried. (Scott Smith recused himself from all deliberations in this matter.)
4. Chairman Bott presented a request for an advisory opinion from Tracy Sikes Richardson. Following discussion of this matter, Chairman Bott was asked to advise Ms. Richardson to submit a formal request to this Ethics Committee, using the pertinent guidelines for requesting an advisory opinion as published by the CRCC.
5. Chairman Bott and Mary Walker absented themselves from the Committee meeting for a brief time, and Scott Smith facilitated a discussion of pertinent updates. Following these discussions, Chairman Bott and Mary Walker rejoined the Committee.

1. **Adjournment**

There being no further business, a motion to adjourn was made (Jan Case) and seconded

(Scott Smith). The motion carried, and the Ethics Committee adjourned at 2:30 PM.

Respectfully submitted,

Jan C. Case

Secretary