**Minutes**

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

**November 13, 2012**

1. **Call to Order**

The meeting was called to order at 10:30 AM by Ethics Committee Chairman Bott. In attendance were the following: Tom Bott, Jan Case, and Linda Gutierrez.

1. **Approval of Previous Minutes**

The minutes of the July 31, 2012 meeting of the Board were approved as written.

1. **File Reviews**
2. New Applicants: The application of Elizabeth B. Peralta was approved.
3. Provisionals: Megan Crisler has completed her supervisory requirements.
4. **CEU Reviews**
5. Adele Crudden was approved for 5 CEUs. She will be advised to consult with the CRCC for our possible consideration of an additional 10 hours of credit. Joy R. Miguez was approved for 12.5 CEUs pending submission and review of syllabi. Paul McCann’s request for 20 hours of CEUs was deferred pending his submission of pertinent syllabi.
6. **New Business**
7. The Board reviewed a letter from the Louisiana Department of Veterans Affairs regarding adoption of rules that outline the implementation of Act 276 of the 2012 Legislative Session. It was recommended that we communicate this message to LARP and remain aware of opportunities to connect veterans to mentors/supervisors who could further support the implementation of this Act. In addition, the Board discussed the possibility of contacting a rehabilitation counselor at the VA (e.g., Kathleen Vicknair, New Orleans Office) for assistance with this matter. It would appear that we are being asked at this time to formulate a meaningful response to this Act as it pertains to our Board. We will discuss this matter further at our next meeting.
8. Board members signed the Certificate for Lorin P. Voorhies.
9. Board members discussed a letter received from LARP President Dot Moffett-Douglas in which she requested that LARP be permitted to appoint a “liaison” to our Board. After discussion of this matter, the Board decided to gather further information from Ms. Moffett-Douglas regarding her request.
10. The Board reviewed and approved the payment of invoices from Steve Glusman for legal services provided to our Board through October 2012.
11. The Board reviewed an email from Joyce Beckwith in which she requested guidance regarding the scope of practice for rehabilitation counselors. After discussion of this matter, the Board decided to refer her to the Scope of Practice Statement (CRCC), the *Code of Professional Ethics for Rehabilitation Counselors, 2010* (CRCC), and to Title 46, Chapter 5 for her further study and edification.
12. **Old Business**
13. Additional checks were signed.
14. The following correspondence/actions were noted as completed and/or submitted:

\*1st Quarter Legal Costs Paid Report

\*1st Quarter Accounts Receivable Report

\*1st Quarter Office of Risk Management Risk Exposure Reporting Form

\*Minutes from the April 18, 2012 Board meeting were submitted to the Louisiana State Documents Depository Program.

\*Certification of Annual Property Inventory

\*Updated the Boards and Commissions On-Line Database

\*Annual budget

1. The following LRCs have failed to submit their renewal applications and are, thereby, placed on inactive status: Sally E. Guice; Paula R. Warren-Peace
2. **Next Board Meeting**

The next meeting of the Board will be held on January 22, 2013, beginning at 10:00 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 11:55 AM.

**Ethics Committee**

1. **Call to Order**

The meeting was called to order at 12:05 PM by Committee Chairman Bott. In attendance were the following: Tom Bott, Jan Case, and Linda Gutierrez.

1. **New Business**
2. Chairman Bott facilitated a discussion of pertinent updates.
3. **Adjournment**

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

(Linda Gutierrez). The motion carried, and the Ethics Committee adjourned at 12:30 PM.

Respectfully submitted,

Jan C. Case

Secretary