**Minutes**

**LLPVRC Board Meeting**

**December 9, 2014**

1. **Call to Order**

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

1. **Approval of Previous Minutes**

The minutes of the July 29, 2014 meeting of the Board were approved as written.

1. **CEU Reviews**

The following actions were taken:

Brandy Thomas: Numerous CEU submissions were reviewed but further clarifications will be needed prior to approval. Brandy Thomas will be contacted and asked to provide further clarification (e.g., approval numbers, further explanations, etc.) for reconsideration.

1. **New Business**
2. The Board was advised that final warnings were mailed to all LRC’s who had not yet submitted their renewal applications on August 14, 2014, advising them they had until October 1, 2014 to submit their applications. Eleven of these LRC’s have now failed to respond and are now placed on inactive status: Mary Adair, Karen L. Barrett, Richard Galloway, Jaqueline Havnen, Sheran A. Huhner, Judith L. Lide, Dian K. McIlwain, Lisa A. Richie, Joshua E. Shannon, James F. Tardie, and Terry A. Turon.
3. Invoices submitted by Steve Glusman were reviewed and approved.
4. Chairman Smith has signed our Equal Opportunity Policy for the Department of Civil Service.
5. The Board reviewed Kevin Hill’s request to reactivate his license from his previous retired status. Fees and CEU’s have been submitted. His request was approved.
6. The necessity of Board Members’ attendance at Board meetings was discussed.
7. The Board reviewed the Application of Tiffany Cologne. Her request was approved pending receipt of official transcripts.
8. Chairman Smith reported that three additional states have now developed LRC licensure.
9. The Board discussed an inquiry by the President of the Louisiana Art Therapy Association seeking counsel regarding the development of certification/licensure procedures for Art Therapists. Chairman Scott agreed to call the President of the Louisiana Art Therapy Association and provide assistance as a professional courtesy.

**V. Old Business**

1. Additional checks were signed.
2. 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

\*Certification of Annual Property Inventory Report

\* Memo to State Civil Service advising we did not use Westaff’s services last year.

\*Budget

\*Updated the Boards and Commissions Online Database.

**VI. Next Board Meeting**

The next meeting of the Board will be held on July 21, 2015, beginning at 10:00 AM.

**VII. 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 11:15 AM.

**Ethics Committee**

1. **Call to Order**

The meeting was called to order at 11:20 AM by Committee Chairman Bott. In attendance were the following: Tom Bott, Jan Case, and Scott Smith.

1. **New Business**

The Committee had previously received a request for an Advisory Opinion (“…if it is ethically permissible for a vocational expert to assume a client when he or she is an employee of the defendant insurer or third party administrator of that claim”) and had subsequently requested written input from LRC’s regarding the topic of this request. The Committee discussed the variety of responses (approximately 30 in number) that LRC’s submitted in response to our request for input. The Committee subsequently developed and approved an Advisory Opinion. It was decided to post this Advisory Opinion for the membership and to secure further input regarding this Advisory Opinion.

1. **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