**Minutes**

**LLPVRC Board Meeting**

**July 29, 2014**

1. **Call to Order**

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

1. **Approval of Previous Minutes**

The minutes of the February 4, 2014 meeting of the Board were approved as written.

1. **File Reviews**
2. New Applicants: The applications of Karen Bernard-Cole, Joyce G. Brumbaugh, Cheryl Abana-Emmer, and Sarah Bergeron were approved.
3. Provisionals: Loren P. Voorhies and Stacie Nwabueze have completed the supervisory requirements. Elizabeth Peralta’s request for approval was denied at this time pending the receipt of further information regarding her required eligibility for the CRC.
4. **CEU Reviews**

The following actions were taken:

Todd Capielano: The Board approved 22 of the 30 hours submitted. Mr. Capielano will be given 60 days to fulfill the addition 8 hours that are required.

Joshua Tilton: 45 hours were approved, as submitted.

Vickie Saucier: The Board extended the deadline by 6 months due to personal reasons/hardship.

Daryel Proust: CEU’s approved as submitted.

Jan Case: CEU’s approved as submitted.

Jeffrey Carlisle: 15 hours of CEU were approved for his contribution to a textbook.

**V. New Business**

1. The Board reviewed and approved the invoices submitted by Steve Glusman for payment.
2. Upon request from respective Board members, a letter will be issued to the respective Board members stating the number of CEU’s earned through their service on the Board.
3. The Board reviewed the current contract of Heather Watson. The Board renewed her contract and approved a 15% raise in her hourly rate of pay.
4. The Supervisory Training proposals submitted by Dr. Angelocci and Mr. Stoney Landry were both approved. These services are to be offered to the LRC membership by October 2014. The proposal submitted by Dr. Mims was declined at this time.

**VI. Old Business**

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

\*3rd Quarter Legal Costs Paid Report

\*3rd Quarter Accounts Receivable Report

\*3rd Quarter Office of Risk Management Risk Exposure Reporting Form

\*2013 Taxable and Nontaxable Fringe Benefits Report

\* Records Management Officer Designation Form for the Secretary of State

\*Equal Employment Opportunity Policy for the Department of State Civil Service

\*Accounting and Financial Reporting for Nonexchange Financial Guarantees Survey for OSRAP

\*CAFR Report completed by Stave Glusman

\*4th Quarter Legal Costs Paid Report

\*4th Quarter Accounts Receivable Report

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

\*Annual Financial Report Completed by Eric Vicknair

**VII. Next Board Meeting**

The next meeting of the Board will be held on December 9, 2014, 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 11:56 AM by Committee Chairman Bott. In attendance were the following: Tom Bott, Jan Case, and Scott Smith.

1. **New Business**

The Ethics Committee reviewed a letter of complaint against an LRC (submitted March 10, 2014) and the subsequent withdrawal of this same complaint (July 25, 2014).

The Committee also reviewed a request for an ethical opinion that was submitted: “…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.” It was subsequently moved (Case) and seconded (Bott) that the Ethics Committee solicit written input from the LRC membership (such written input due by October 15, 2014) regarding this issue and subsequently utilize this input to assist in the formulation of a suitable Opinion. The motion carried two votes to one.

The Ethics Committee subsequently discussed the merits of including subsequent input from other professionals in the eventual formulation of the Opinion. The Committee members present were favorably disposed toward this idea.

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 12:45 PM.

Respectfully submitted,

Jan C. Case

Secretary