**Minutes**

**Louisiana Licensed Professional Vocational Rehabilitation Counselors**

 **Board Meeting**

**September 14, 2011**

1. **Call to Order**

The meeting was called to order at 10:20AM by Board Chairman Smith. In attendance were the following: Tom Bott, Jan Case, Linda Gutierrez, Mary Walker, and Scott Smith.

1. **Approval of Previous Minutes**

The minutes of the June 17, 2011 and August 10, 2011 meetings of the Board were approved as written.

1. **File Reviews**
2. New Applicants: The applications of Ian J. Hegwood and Ivory J. Youngblood were approved for Provisional Licensure. The application of Ashley M. Generose was conditionally approved, pending the submission of her completed endorsement letters.
3. Provisionals: Frank L. Giles and Phillip R. Younger have completed their supervisory requirements.
4. **CEU Reviews**
5. A request from Adele Crudden for 5 CEUs was approved.
6. A request from Danielle G. Rhodes for 4 CEUs was approved.
7. A request from Aaron Wolfson for 10.5 CEUs was approved. His request for an additional 8 CEUs was deferred, pending further clarification.
8. A request from Carolyn Green for 10 CEUs was approved.
9. A request from Paula Warren-Peace for CEUs for “research activities” conducted at Mississippi State University was deferred, pending further clarification.
10. **New Business**
11. The Board reviewed a letter submitted by Bob Gisclair and Carla Seyler regarding revisions to the current supervision requirements. After an extended discussion, the Board declined any modifications in these requirements at this time.
12. The Board reviewed the LLPVRC Policy draft regarding “threateningother LRCs, clients, plaintiff attorneys, defense attorneys, adjustors, and/or the general public.” The Board voted to accept this policy and to place it on the LLPVRC web site.
13. The contract of Heather Watson was reviewed, approved, and signed.
14. The Board made the decision to post the Minutes for each Board meeting on the LLPVRC website.
15. A discussion regarding the content and the quality of the LLPVRC website was conducted. Heather will be asked to work in conjunction with our website manager to bring all information on the website up-to-date.
16. A discussion of the annual renewal fee was conducted, particularly any possible merit in establishing a reduced renewal fee for a “partial year.” The Board affirmed that the renewal fee is based on a yearly schedule and that this fee will not be “prorated.”
17. A discussion of the LRC Code of Ethics was conducted, particularly the suggestion that the current code of ethics be up-dated or even replaced by the newly-revised (2010) CRCC *Code of Professional Ethics for Rehabilitation Counselors*. It was concluded that a review of the current LRC Code of Ethics is timely and appropriate, and that the Board will act to solicit input regarding possible changes to this Code, perhaps utilizing outside consultants to facilitate such an endeavor. Scott agreed to contact possible consultants, and to bring this matter to the Board for further discussion at its next meeting.
18. The Board discussed a request by Ms. Haupt for 15 CEUs for supervising an LSUHSC intern. The Board decided to request Ms. Haupt to refer this matter to the CRCC for consideration. Jan Case was also asked to contact LSUHSC regarding this matter, and to endeavor to bring LSUHSC’s CEU-related practices regarding the awarding of CRCC CEUs for supervising interns into compliance with current CRCC guidelines.
19. **Old Business**
20. Additional checks were signed.
21. Final warning letters were mailed on August 15, 2011 to all LRCs who have not yet renewed their licenses. They were requested to do so by October 1, 2011 or their licenses will lapse.
22. The following Reports have been completed:

\*4th Quarter Legal Cost Report

\*4th Quarter Accounts Receivable Report

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

\*Board and Commission Reporting Forms for the State Civil Service removing Billy Naquin from the Board and adding Linda Gutierrez and Mary Walker to the Board.

\*Louisiana State Documents Depository Program State Agency Semiannual Report on Publications

\*Report for Pay Increase for 4/1/11 - 6/30/11 for the Department of Civil Service

\*CARF Report 2011 completed by Steve Glusman

\*Annual Financial Report completed by Eric Vicknair

1. **Next Board Meeting**

The next meeting of the Board will be held on January 11, 2012, 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, andthe Board adjourned at 12:10 PM.

**Ethics Committee**

1. **Call to Order**

The meeting was called to order at 12:15 PM by Committee Chairman Bott. In attendance were the following: Tom Bott, Jan Case, Linda Gutierrez, and Mary Walker.

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 (Mary Walker) and seconded

(Jan Case). The motion carried, and the Ethics Committee adjourned at 12:45 PM.

Respectfully submitted,

Jan C. Case

Secretary