

Minutes
LLPVRC Board Meeting
January 22, 2010

I. Call To Order-

The meeting was called to order at 10:45 a.m. In attendance were the following: Buster Fontenot, Ashley Bryars, Billy Naquin, Dene' Mathies, Dr. Madan Kundu, Scott Smith, Dr. Jan Case and Tom Bott.

II. Approval of last meeting's minutes –Billy Naquin made the motion to waive reading of the minutes. A second motion was made by Buster Fontenot.

III. File Reviews –

A. New Applicants – Mary Batiste – We will need to verify how supervision will be carried out since the applicant and supervisor live in different towns. A letter will go out asking each to verify a supervisory plan.

B. Provisionals –

1. Karyn Barrett – approval of file/ supervision.
2. Veronica Guillory- Veronica never responded to our 8/31/09 letter requesting that she submit a plan for supervision. We will return her application fee of \$200.00 by certified mail.
3. Pamela Wade – Pamela has completed her provisional period (12-5-09) she can now be fully licensed. A letter will go out to her.

IV. New Business

A. Jacqueline Mims - A letter will be submitted to Mrs. Mims regarding her request for an advisory opinion. (Refer to her file for a copy of the letter.)

B. The following LRC's will be placed on Inactive Status:

Sue Bolin, Reginald L. Hardy, Jr., Andrea M. McFaul, Kiley Scott, Paula Brown, Sherry Carthane, Linda Cummings, Migel Elie, J. Brian Keating, Ola D. Lee, Lee B. Nixon, Thomas Stewart.

The Board Meeting was adjourned at 11:15. (Motion made by Dr. Kundu with a second from Billy Naquin.)

Ethics Meeting

January 22, 2010

- I. Call To Order – The meeting was called to order at 1:15 p.m.
In attendance were the following: Buster Fontenot, Ashley Bryars, Dr. Madan Kundu, Dene' Mathies, Billy Naquin, Dr. Jan Case, Tom Bott, Scott Smith.
- II. Sy Arcenaux vs. Glenn Hebert – All information was received from Mr. Arcenaux as requested in our previous meeting. Mr. Hebert will receive a letter from the Board requesting information to support his statement that Mr. Arcenaux was being untruthful.
- III. Carla Seyler vs. Glenn Hebert – The Board denied this complaint. Buster Fontenot will send correspondence to Mr. Hebert advising of such.
- IV. Stacie Nunez vs. Glenn Hebert – The Board denied this complaint. Buster Fontenot will send correspondence to Mr. Hebert advising of such.

The meeting was adjourned at 1:50 p.m. Dr. Kundu made the motion with a second from Dene' Mathies

Minutes
LLPVRC Board Meeting
March 24, 2010

I. Call to Order

The meeting was called to order at 10:00 AM. In attendance were the following: Ashley Bryars, Steven Glusman, Billy Naquin, Scott Smith, Tom Bott, and Jan Case.

II. Approval of Last Meeting's Minutes

Tom Bott made the motion to waive the reading of the minutes of the January 22, 2010 meeting. The motion was seconded by Billy Naquin. The motion carried, and the minutes were approved as written.

III. Consultation with Steven Glusman

Steven Glusman spoke to the Board regarding the status of various matters that are presently pending.

IV. File Reviews

A. New Applicants: There were no new applications to review.

B. Provisionals: Mary Batiste has satisfactorily responded to our request, and is, hereby, approved.

V. New Business

A. Dana Henry - The Board reviewed the request for an opinion by Dana Henry, and declined to provide an opinion, advising Ms. Henry that her question was of a legal and professional practice nature, and not specifically addressed in statutes that govern the role and function of the LLPVRC. A letter has been sent to Ms. Henry referring her to the LARC and to her attorney.

B. Changes in Signatories – The following changes in the signatories of the Chase Bank account were approved: removal of Dene Mathies and Ashley Bryars; addition of Scott Smith and Jan Case.

C. Frank Giles - Dr. Giles requested a waiver of the supervision requirement. This request was denied.

D. Supervisory Training – The Board was advised by Cindy Harris that Continuing Education Credits can be earned for LRC supervisory training for “newly trained and for ‘refresher’ trained attendees.” Heather will compile a list of interested supervisor trainees for Fall 2010. The Board will determine further details regarding this training event.

VI. Old Business

A. Checks were signed for Chase account.

B. Certified letters were mailed on January 25, 2010 to all LRC's who had not submitted their renewal application for the 2009-2010 renewal period, advising them that their license lapsed, effective August 1, 2009.

C. The website database was updated by Heather on February 2, 2010.

D. Updated *Procedures Manual* contents were distributed to Board members.

E. Annual Reports (as noted in today's Agenda) have been completed.

VII. Next Board Meeting

The next meeting of the Board will be held on May 11, 2010, beginning at 10:00 AM.

VIII. Adjournment

As there were no items of business for the Ethics Committee today, a motion to adjourn was made by Scott Smith and seconded by Jan Case. The motion carried, and the Board adjourned at noon.

Respectfully submitted,

Jan C. Case
Secretary

Minutes
Louisiana Licensed Professionals Vocational Rehabilitation Counselor
Board Meeting
May 11, 2010

I. Call to Order

The meeting was called to order at 10:25 AM. In attendance were the following: Ashley Bryars, Billy Naquin, Scott Smith, Tom Bott, and Jan Case.

II. The Election of Officers

The nomination of officers occurred. It was moved (Scott Smith) and seconded (Tom Bott), that the following slate of officers be elected:

Scott Smith, Chairman
Tom Bott, Ethics Committee Chairman
Billy Naquin, Treasurer
Jan Case, Secretary

The motion carried.

III. Approval of Last Meeting's Minutes

It was moved (Ashley Bryars) and seconded (Billy Naquin) that the minutes of the March 24, 2010 meeting be approved. The motion carried, and the minutes were approved as written.

IV. File Reviews

New Applicants: The application of Dr. Frank Giles was approved, pending the receipt of his formal letter of intent regarding the matter of supervision with Dr. Henry McCarthy. Dr. Giles will be required to fulfill one year of supervision. This one year will begin upon the receipt of his letter.

V. CEU Reviews

The annual CEU review process was discussed.

VI. New Business

A. Scott Landry Matter - The Board reviewed a request submitted by Buster Fontenot on behalf of Scott Landry (currently on active military duty in Iraq) to defer Mr. Landry's CEU requirements. It was moved (Scott Smith) and seconded (Jan Case) to defer Mr. Landry's CEU requirements until six months after his return from Iraq. The motion

carried.

B. The Board reviewed current invoices from Steve Glusman, and authorized payment of same.

C. The Board reviewed and approved the letter that will be attached to the Renewal Application.

D. Billy Naquin, Treasurer, presented a report regarding the Board's current financial status.

VII. Old Business

A. Checks were signed for Chase account.

B. As reported by Heather, new checks were ordered from Chase Bank.

C. It was agreed that Scott Smith, Tom Bott, and Jan Case will be added as signatories on the Chase account.

D. It was reported that the following Reports have been completed:

- Legal Costs Paid Quarterly Report
- Accounts Receivable Quarterly Report for the 3rd Quarter
- 3rd Quarter Risk Exposure Report
- Property Exposure Reports for the Office of Risk Management
- Licensing Board Data Report for the Health Works Commission

VIII. Next Board Meeting

The next meeting of the Board will be held on August 17, 2010, beginning at 10:00 AM.

IX. Adjournment

A motion to adjourn was made by Billy Naquin and seconded by Tom Bott. The motion carried, and the Board adjourned at 11:10 AM.

X. Ethics Committee Call to Order

The meeting of the Ethics Committee was called to order at 11:10 AM. In attendance were the following: Tom Bott, Scott Smith, Billy Naquin, Ashley Bryars, and Jan Case

XI. New Business

A. There were no new items of business for the Ethics Committee today.

XII. Old Business

- A. Committee members reviewed the general process and the procedures of the Ethics Committee.

XIII. Adjournment

A motion to adjourn was made by Billy Naquin and seconded by Ashley Bryars. The motion carried, and the Ethics Committee adjourned at 12:00 PM.

Respectfully submitted,

Jan C. Case
Secretary

Minutes
Louisiana Licensed Professional Vocational Rehabilitation Counselors
Board Meeting
December 17, 2010

I. Call to Order

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

II. Approval of Previous Minutes

The minutes of the August 17, 2010 meeting of the Board were approved as written.

III. File Reviews

A. New Applicants: The application of Carolyn J. Green was approved for Provisional Licensure.

IV. CEU Reviews

A. Daryel Prust has successfully submitted the necessary CEUs to maintain his license.

V. New Business

A. It was reported that the following LRCs have not renewed their license: Vernice L. Brown; Michelle P. Campisi; William A. Chapman; Brook D. Dwyer; Allyson A. Lambert; Gordon M. Landry; Anthony P. Randolph; Meredith M. Richoux; John M. Yent. It was moved (Tom Bott) and seconded (Jan Case) that Heather send these individuals a letter that states that they have until 01/31/2011 to provide the necessary renewal documentation or their license will subsequently expire. The motion passed.

B. Joe Walker Matter. Correspondence regarding this matter was reviewed. It was moved (Tom Bott) and seconded (Jan Case) that Joe Walker be placed on "inactive" status at this time, and that he be given until 01/31/2011 to satisfy CEU requirements. Failure to comply will result in the expiration of his license. The motion passed.

C. It was reported that the following LRCs have submitted their renewal applications, however, each applicant needs to submit additional information to obtain renewal: Ann B. Brown; Julie A. Olsen; Dave Corbin. It was moved (Tom Bott) and seconded (Jan Case) that a letter be sent to each person that states that they have until 01/31/2011 to provide the required information or their license will subsequently expire. The motion passed.

D. The Board discussed Heather's contract. It was moved (Tom Bott) and seconded (Jan Case) that (pending any necessary State approval) her contract be renewed, that an increase in her hourly pay rate be given, and that this increase in pay take effect 02/01/2011. The motion passed.

- E. It was reported that the CRCC will award 4 hours of CEUs to those LRCs who successfully complete their study of the recently-developed *Supervisor's Training Manual*. We discussed the merits of offering this training opportunity on an ongoing basis at the cost of approximately \$65 to each supervisor trainee.
- F. The Board discussed current and upcoming vacancies on the Board, and the process to secure nominees for such vacancies.

VI. Old Business

- A. Signing of Additional Checks
- B. It was reported that certified letters were mailed on August 17, 2010 to all LRC's who had not submitted their renewal application, advising them they had until October 1, 2010 to renew their license.
- C. The following individuals completed the LLPVRC Supervision Qualification Training Test Manual and are now recognized as having Supervisory status with the Board: Emilia Mroczkowska; Stephanie Haupt; Danielle Rhodes; Jennifer Couret.
- D. It was reported that Scott will obtain pertinent up-dates from Steve Glusman regarding ongoing Board matters.
- E. Reports Completed:

- *Key Contact Mailing Information Questionnaire for the Office of Risk Management
- *1st Quarter Legal Cost Quarterly Report
- *1st Quarter Accounts Receivable Report
- *1st Quarter Risk Exposure Reporting Form
- *Annual Fiscal Report Completed by Eric Vicknair
- *Notification of Inventory
- *Certification of Annual Property Inventory and Asset Certification Report
- *Boards and Commissions Information Update for the Senate and Governmental Affairs Committee
- *Contact Information for the Secretary of State

VII. Next Board Meeting

The next meeting of the Board will be held on March 17, 2011, beginning at 10:00 AM.

VIII. Adjournment

A motion to adjourn was made (Tom Bott) and seconded (Jan Case). The motion was approved. The meeting adjourned at 12:30 PM.

Ethics Committee

I. Call to Order

The meeting was called to order at 12:35 PM. In attendance were the following: Tom Bott, Jan Case, and Scott Smith.

II. New Business

- A. Tom Bott facilitated a discussion among Committee members regarding an inquiry he received from Robert Whatley. It was moved (Jan Case) and seconded (Scott Smith) that Tom Bott consult with Steve Glusman on this matter. The motion carried.
- B. Tom Bott shared other updates with the Committee.

III. Adjournment

- A. There being no further business, a motion to adjourn was made (Scott Smith) and seconded (Jan Case). The motion carried, and the Ethics Committee adjourned at 1:00 PM.

Respectfully submitted,

Jan C. Case
Secretary