

Minutes
Louisiana Licensed Professional Vocational Rehabilitation Counselors
Board Meeting
March 17, 2011

I. Call to Order

The meeting was called to order at 1:45 PM by Board Chairman Smith. In attendance were the following: Tom Bott, Jan Case, Billy Naquin, and Scott Smith.

II. Approval of Previous Minutes

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

III. File Reviews

- A. New Applicants: The applications of Sam D. Slavich, Jr. and Jan C. Case were approved for Provisional Licensure.
- B. Provisionals: Licensure was approved for Brenda Hager.

IV. CEU Reviews

- A. A CEU Program Application from the Center for Rehabilitation Engineering, Science and Technology (LA Tech University) was reviewed. Action on this request was deferred pending further clarifications. Scott Smith will speak with the program director for these clarifications.
- B. A request from Stephanie Haupt for 15 CEUs for serving as a supervisor for Master-level interns in the LSUHSC Department of Rehabilitation Counseling was reviewed. She was directed to submit her request to CRCC, and to then communicate their decision to us for reconsideration of her request.

V. New Business

- A. A request from Benjamin Foxworth was reviewed by the Board in which Mr. Foxworth inquired as to whether he can become an LRC with a Masters Degree in Applied Psychology. A review of the pertinent State regulations and his transcripts indicated that he lacked numerous necessary pre-requisite courses. Jan Case agreed to correspond with Mr. Foxworth regarding our determination.

- B. It was announced that Billy Naquin will conclude his term of service on this Board in April 2011. The Board expressed its deepest appreciation to Billy for his service. It was also noted that he will officially remain on this Board until such time as his replacement is appointed.
- C. The recently-written Supervisors' Training Manual was discussed. A motion was made by Tom Bott and seconded by Jan Case to obtain a copyright for this Manual (at a cost not to exceed \$300), to request Steven Glusman to procure such a copyright, and, to ask Mr. Glusman to provide further counsel to us if he encounters unforeseen difficulties in securing such a copyright.

VI. Old Business

- A. Additional checks were signed.
- B. It was reported that an update of the Boards and Commissions On-Line System has been made.
- C. It was reported that the Licensee Database was updated on our website on February 28, 2011.
- D. The following Reports have been completed:

- *Annual Budget

- *Louisiana State Documents Depository Program State Agency/Institution Semiannual Report on Publications

- *Memorandum to the Division of Administration/Office of Statewide Reporting and Accounting Policy Re: No Cooperative Endeavors to Report

- *2nd Quarter Legal Cost Quarterly Report

- *2nd Quarter Accounts Receivable Report

- *2nd Quarter Risk Exposure Reporting Form

- *Licensing Boards Contact Information Report to DHH

- *Taxable and Nontaxable Fringe Benefits Report for 2010

- *Report for the House Subcommittee on Boards and Commissions of the House Committee on House and Governmental Affairs

- *Records Officer Designation Form-Renewal

- *2010 Board Licensing Data Form

- *Risk Exposure Contact Questionnaire

- *Payroll Comparison Employee Records Spreadsheet for Civil Service

VII. Next Board Meeting

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

VIII. 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 2:20 PM.

Ethics Committee

I. Call to Order

The meeting was called to order at 2:25 PM by Committee Chairman Bott. In attendance were the following: Tom Bott, Jan Case, Billy Naquin, and Scott Smith.

II. New Business

- A. Tom Bott reported that a letter was sent to Robert Whatley on February 25, 2011 advising him that the Board has no objection to his working for Artisan as an employee as long as he abides by the rules of LRC supervision.
- B. Tom Bott reported on his recent correspondence regarding an information request.
- C. Tom Bott shared other updates with the Committee.

III. Adjournment

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 2:50 PM.

Respectfully submitted,

Jan C. Case
Secretary

Minutes
LLPVRC Board Meeting
June 17, 2011

I. Call to Order

The meeting was called to order at 10:10AM by Board Chairman Smith. In attendance were the following: Tom Bott, Jan Case, Linda Gutierrez, Mary Walker, and Scott Smith. Board members introduced themselves at this time, and welcomed new members, Linda and Mary.

II. Approval of Previous Minutes

The minutes of the March 17, 2011 meeting of the Board were approved as written.

III. File Reviews

- A. New Applicants: The applications of Adrienne M. Huval, Margaret D. Morris, and Christian G. Senette were approved for Provisional Licensure.
- B. Provisionals: There were no cases pending at this time.

Note: At this point in the Board meeting, a phone conference call with Steve Glusman was conducted. Mr. Glusman shared various up-dates with the Board. Following the conclusion of this phone conference, the meeting of the Board continued as follows:

IV. CEU Reviews

- A. A request from Jessica S. Fontenot for 16 CEUs for attending the Region IV Crisis Intervention Team LA Conference "Protecting the Protector" was approved.

V. New Business

- A. The Board reviewed bills submitted by Steve Glusman for legal services performed. The bills were approved for payment.
- B. The Board discussed the merits of providing LRC mailing addresses in any format other than the posting of said information on our website. The Board declined to amend its current practice on this matter.
- C. Mr. Bob Gisclair spoke to the Committee regarding possible changes in the current statutes that specify the supervision requirements for experienced vocational rehabilitation counselors who desire to become LRC's. In addition, Mr. Gisclair spoke to the Board (on behalf of himself and Carla Seyler) regarding the possible revision of our current LRC Code of Ethics in order to bring

this Code into compliance with the newly-revised (2010) *Code of Professional Ethics for Rehabilitation Counselors* adopted by the CRCC. The possibility of simply adopting the CRCC Code for our use was also discussed. The Board expressed its appreciation to Mr. Gisclair (and to Ms. Seyler) for their insights, and recommended further Board consideration of both matters that were presented.

- D. The Board discussed the travel and lodging reimbursement policies that govern Board member expenses related to attendance at Board meetings. A motion was made, seconded, and passed to reimburse Board members for their mileage expenses to Board meetings, using the current State mileage reimbursement rate. In addition, the Board will provide \$60 toward lodging expenses to Board members to attend Board meetings if such members need to stay overnight in a hotel and travel over 100 miles to attend a given Board meeting. Heather will be asked to explore the implementation feasibility of these two changes, and the Board will further discuss these recommended changes at its next meeting.
- E. The development and the posting of "Board Opinions" were discussed. An "Opinion" was described as "a formal opinion on a given matter by the Board in response to a formal request from a rehabilitation counselor for such an opinion." "Opinions" are to be regarded as advisory in nature, and are intended to enhance the practice of rehabilitation counseling. After further discussion of this matter, the Board decided to continue discussion regarding these matters.
- F. The Board discussed "Duty to Warn and Duty to Protect."
- G. The Board appointed Mary Walker as its new Treasurer.

VI. Old Business

- A. Additional checks were signed.
- B. It was reported that webhosting services were switched from Onesimus Internet Solutions to Tidal Waves on June 1, 2011 due to the closing of Onesimus. The Board will continue to monitor the suitability and the quality of services now provided by Tidal Waves.
- C. It was reported that LRC Renewal Applications for 2011-2012 were mailed out to all LRC's the week of June 6, 2011.
- D. The following Reports have been completed:
 - *3rd Quarter Legal Cost Quarterly Report
 - *3rd Quarter Accounts Receivable Report
 - *3rd Quarter Office of Risk Management/Risk Exposure Reporting Form
 - *Contact Information for GeauxBixServices for the Secretary of State

*Pay Increase Report for the Department of Civil Service

*Board and Commission Reporting Form for the State Civil Service removing Ashley Bryars from the Board and changing Scott Smith's position to Chair

VII. Next Board Meeting

The next meeting of the Board will be held on September 14, 2011, beginning at 10:00 AM.

VIII. 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 1:45 PM.

Ethics Committee

I. Call to Order

The meeting was called to order at 1:55 PM by Committee Chairman Bott. In attendance were the following: Tom Bott, Jan Case, Linda Gutierrez, Scott Smith, and Mary Walker.

II. New Business

A. Chairman Bott facilitated a discussion of pertinent updates.

III. Adjournment

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 3:05 PM.

Respectfully submitted,

Jan C. Case
Secretary

Minutes
LLPVRC Ethics Committee
August 10, 2011

I. Call to Order

The meeting (conducted at the office of Stephen Glusman, Baton Rouge) was called to order at 2:00 PM by Committee Chairman Tom Bott. In attendance were the following: Tom Bott, Jan Case, Scott Smith, Mary Walker, and Stephen Glusman.

II. New Business

- a. Mr. Glusman shared pertinent up-dates with the Committee regarding processes and procedural guidelines pertaining to state ethics hearings.
- b. Mr. Glusman provided counsel to the Committee regarding pending cases that are before the Ethics Committee.
- c. Mr. Glusman provided counsel to the Committee regarding the possible formulation of an Opinion by the Committee regarding ethics violations.
- d. Mr. Glusman provided counsel to the Committee regarding the possible adoption of the CRCC *Code of Professional Ethics for Rehabilitation Counselors (2010)*.
- e. Mr. Glusman provided counsel to the Committee regarding state statutes pertaining to "open meetings."

III. 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 4:00 PM.

Respectfully submitted,

Jan C Case
Secretary

Minutes
Louisiana Licensed Professional Vocational Rehabilitation Counselors
Board Meeting
September 14, 2011

I. 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.

II. Approval of Previous Minutes

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

III. File Reviews

A. 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.

B. Provisionals: Frank L. Giles and Phillip R. Younger have completed their supervisory requirements.

IV. CEU Reviews

A. A request from Adele Crudden for 5 CEUs was approved.

B. A request from Danielle G. Rhodes for 4 CEUs was approved.

C. A request from Aaron Wolfson for 10.5 CEUs was approved. His request for an additional 8 CEUs was deferred, pending further clarification.

D. A request from Carolyn Green for 10 CEUs was approved.

E. A request from Paula Warren-Peace for CEUs for "research activities" conducted at Mississippi State University was deferred, pending further clarification.

V. New Business

A. 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.

- B. The Board reviewed the LLPVRC Policy draft regarding “threatening other 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.
- C. The contract of Heather Watson was reviewed, approved, and signed.
- D. The Board made the decision to post the Minutes for each Board meeting on the LLPVRC website.
- E. 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.
- F. 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.”
- G. 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.
- H. 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.

VI. Old Business

- A. Additional checks were signed.
- B. 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.
- C. 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

VII. Next Board Meeting

The next meeting of the Board will be held on January 11, 2012, beginning at 10:00 AM.

VIII. 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 12:10 PM.

Ethics Committee

I. 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.

II. New Business

A. Chairman Bott facilitated a discussion of pertinent updates.

III. 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