

**Minutes**  
**LLPVRC Board Meeting**  
**January 16, 2012**

**I. Call to Order**

The meeting was called to order at 10:00AM by Board Chairman Smith. In attendance were the following: Tom Bott, Jan Case, Linda Gutierrez, and Scott Smith.

**II. Approval of Previous Minutes**

The minutes of the September 14, 2011 meeting of the Board were approved as written.

**III. File Reviews**

A. Provisionals: Mary V. Batiste has completed her supervisory requirements.

**IV. New Business**

A. The Board reviewed and approved bills from Steve Glusman for legal services provided to the Board.

B. The Board discussed correspondence from Stephanie Haupt regarding the number of CEU's approved for performing supervisory duties (for one semester) of an intern from the LSUHSC Department of Rehabilitation Counseling. The Board approved 10 CEU's, upon receipt of acceptable "case notes/summary" from Ms. Haupt.

C. The following LRC's did not chose to renew their licenses and were, therefore, placed on Inactive Status:

1. Josette H. Baker
2. Ashley E. Bryars
3. Robert Brantley Cagle, Jr.
4. Kristin M. Dobson
5. Ava Gerald
6. Dene' D. Mathies
7. Leonard A. Michiels
8. Harris N. Rowzie
9. John M. Yent

- D. The Board discussed recent Board Policy Statements, the upcoming LARP Conference, the reduced number of LRC's in Louisiana, and the general status of the "rehabilitation counseling" profession.

## **V. Old Business**

- A. Additional checks were signed.

- B. The following correspondence/actions were noted as completed and/or submitted:

- \*1st Quarter Legal Cost Report
- \*1st Quarter Accounts Receivable Report
- \*Certification of Annual Property Inventory and Asset Certification Report
- \*1<sup>st</sup> Quarter Office of Risk Management Risk Exposure Reporting Form
- \*Updated Boards and Committees Website with Budget Information
- \*Sent letter to CRCC on November 16, 2011 correcting our contact information for their website
- \*Boards and Commissions Information Update Form for the Committee on Senate and Governmental Affairs
- \*2nd Quarter Office of Risk Management Risk Exposure Reporting Form
- \*2nd Quarter Legal Costs Paid Report
- \*2nd Quarter Accounts Receivable Report

## **VI. Next Board Meeting**

The next meeting of the Board will be held on April 18, 2012, beginning at 8:30 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 10:40 AM.

## **Ethics Committee**

### **I. Call to Order**

The meeting was called to order at 10:45 AM by Committee Chairman Bott. In attendance were the following: Tom Bott, Jan Case, Linda Gutierrez, and Scott Smith.

**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 (Jan Case) and seconded (Scott Smith). The motion carried, and the Ethics Committee adjourned at 11:30AM.

Respectfully submitted,

Jan C. Case  
Secretary

**Minutes**  
**LLPVRC Board Meeting**  
**April 18, 2012**

**I. Call to Order**

The meeting was called to order at 9:00 AM by Board Chairman Smith. In attendance were the following: Tom Bott, Jan Case, Linda Gutierrez, Scott Smith, and Mary Walker.

**II. Approval of Previous Minutes**

The minutes of the January 16, 2012 meeting of the Board were approved as written.

**III. File Reviews**

- A. New Applicants: The applications of Mary F. Courville and Kathleen R. Ceaser were approved.
- B. Provisionals: Jan C. Case has completed his supervisory requirements.

**IV. New Business**

- A. The Board reviewed a letter from Adrienne Huval regarding the use of the title "Rehabilitation Counselor." As she is a trained school counselor who performs "vocational counseling-related services," the Board noted that she can not use the title "Rehabilitation Counselor" to describe herself. Mr. Bott was directed to notify Ms. Huval of this decision.
- B. The Board reviewed and approved invoices from Steve Glusman for legal services.
- C. It was noted that Board members who incur transportation expenses in order to attend Board meetings are to submit these expenses to Heather for reimbursement.

**V. Old Business**

- A. Additional checks were signed.
- B. The following correspondence/actions were noted as completed and/or submitted:
  - \*3rd Quarter Legal Costs Report
  - \*3rd Quarter Accounts Receivable Report
  - \*3rd Quarter Office of Risk Management Risk Exposure Reporting Form
  - \*Form 1096 and Form 1099 for the IRS
  - \*2011 Taxable and Nontaxable Fringe Benefits Report

**VI. Next Board Meeting**

The next meeting of the Board will be held on July 18, 2012, beginning at 8:30 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 9:30 AM.

**Ethics Committee**

**I. Call to Order**

The meeting was called to order at 9:30 AM 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 (Jan Case) and seconded (Scott Smith). The motion carried, and the Ethics Committee adjourned at 10:30 AM.

Respectfully submitted,

Jan C. Case  
Secretary

**Minutes**  
**Louisiana Licensed Professional Vocational Rehabilitation Counselors Board**  
**Meeting**  
**July 31, 2012**

**I. Call to Order**

The meeting was called to order at 10:00 AM by Board Chairman Smith. In attendance were the following: Tom Bott, Jan Case, Linda Gutierrez, Scott Smith, and Mary Walker.

**II. Approval of Previous Minutes**

The minutes of the April 18, 2012 meeting of the Board were approved as written.

**III. File Reviews**

A. New Applicants: The application of Lorin Voorhies was approved. The application of Joshua Shannon (who holds the LRC in Florida) was approved. It was decided to grant his licensure in Louisiana by virtue of reciprocity, given the fact that Florida no longer offers such licensure.

B. Provisionals: Robert Whatley has completed his supervisory requirements.

**IV. CEU Reviews**

A. The following CEUs were granted: Kathleen Ceaser, 15; Sandy Guidry, 14.5; Vickie Watts, 10; Sandra Kreuter, 2; and Stacey Frederick, 15.

B. The Board declined to award Paul McCann his request for 12 CEUs.

**V. New Business**

A. The Board reviewed the resume and transcripts of Iylon Jenkins-Collins in order to determine eligibility for licensure application. It was decided to advise her to further consult the published statutes stating the requirements for such eligibility.

B. Harris Rowzie appeared before the Board in order to obtain guidance regarding the renewal of his lapsed license on October 1, 2011. In its deliberations of this matter, the Board consulted Title 46, Part LXXXVI, Chapter 7, Section 705.A. that states, if "the license shall lapse...the applicant must meet all existing licensure requirements to be issued a license." Mr. Rowzie will be so informed of this Section and the Board's decision to act in accordance with this Section. In addition, he will be notified by the Board to contact (in writing) any attorneys, judges, and

adjusters whom he has served as an LRC since the time his license lapsed (October 1, 2011) as a function of his professional duty to inform the public of his loss of licensure.

- C. The Board reviewed the resume and transcripts of Diana Morgan in order to determine eligibility for licensure application. It was decided to advise her to further consult the published statutes stating the requirements for such eligibility.
- D. Board members signed the new contract for Heather Watson.
- E. It was reported that Gabriel Senette (provisional status) is no longer working in rehabilitation counseling and has, therefore, failed to complete the requirements necessary to maintain his provisional status. The Board will notify him of its action to immediately suspend his provisional status.

#### **VI. Old Business**

- A. Additional checks were signed.
- B. The following correspondence/actions were noted as completed and/or submitted:
  - \*4th Quarter Legal Costs Paid Report
  - \*4th Quarter Accounts Receivable Report
  - \*4th Quarter Office of Risk Management Risk Exposure Reporting Form
  - \*CAFR 2012 Report (completed by Steve Glusman)
  - \*Semiannual Report on Publications
  - \*Minutes from the September 14, 2011 and January 16, 2012 Board meetings were submitted to the Louisiana State Documents Depository Program.
  - \*Heather met with Shannon Rushing with the Louisiana Property Assistance Agency on May 17, 2012 to conduct a Property Audit.
  - \*Heather met with Shannon Rushing with the Louisiana Property Assistance Agency on June 20, 2012 to conduct a property transfer of unused property.
  - \*The Licensing Data Report for the Health Works Commission was submitted.

#### **VII. Next Board Meeting**

The next meeting of the Board will be held on October 23, 2012, beginning at 10:30 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 1:30 PM.

## Ethics Committee

### **I. Call to Order**

The meeting was called to order at 1:30 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.
- B. Chairman Bott facilitated a discussion of an ethics complaint filed by James Wattingly against Sy Arceneaux. It was moved (Bott) and seconded (Gutierrez) that charges be dismissed. The motion carried. (Scott Smith recused himself from all deliberations in this matter.)
- C. Chairman Bott presented a request for an advisory opinion from Tracy Sikes Richardson. Following discussion of this matter, Chairman Bott was asked to advise Ms. Richardson to submit a formal request to this Ethics Committee, using the pertinent guidelines for requesting an advisory opinion as published by the CRCC.
- D. Chairman Bott and Mary Walker absented themselves from the Committee meeting for a brief time, and Scott Smith facilitated a discussion of pertinent updates. Following these discussions, Chairman Bott and Mary Walker rejoined the Committee.

### **III. Adjournment**

There being no further business, a motion to adjourn was made (Jan Case) and seconded (Scott Smith). The motion carried, and the Ethics Committee adjourned at 2:30 PM.

Respectfully submitted,

Jan C. Case  
Secretary



**Minutes**  
**Louisiana Licensed Professional Vocational Rehabilitation Counselors Board**  
**Meeting**  
**November 13, 2012**

**I. Call to Order**

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

**II. Approval of Previous Minutes**

The minutes of the July 31, 2012 meeting of the Board were approved as written.

**III. File Reviews**

- A. New Applicants: The application of Elizabeth B. Peralta was approved.
- B. Provisionals: Megan Crisler has completed her supervisory requirements.

**IV. CEU Reviews**

- A. Adele Crudden was approved for 5 CEUs. She will be advised to consult with the CRCC for our possible consideration of an additional 10 hours of credit. Joy R. Miguez was approved for 12.5 CEUs pending submission and review of syllabi. Paul McCann's request for 20 hours of CEUs was deferred pending his submission of pertinent syllabi.

**V. New Business**

- A. The Board reviewed a letter from the Louisiana Department of Veterans Affairs regarding adoption of rules that outline the implementation of Act 276 of the 2012 Legislative Session. It was recommended that we communicate this message to LARP and remain aware of opportunities to connect veterans to mentors/supervisors who could further support the implementation of this Act. In addition, the Board discussed the possibility of contacting a rehabilitation counselor at the VA (e.g., Kathleen Vicknair, New Orleans Office) for assistance with this matter. It would appear that we are being asked at this time to formulate a meaningful response to this Act as it pertains to our Board. We will discuss this matter further at our next meeting.
- B. Board members signed the Certificate for Lorin P. Voorhies.
- C. Board members discussed a letter received from LARP President Dot Moffett-Douglas in which she requested that LARP be permitted to appoint a "liaison" to our Board. After discussion of

this matter, the Board decided to gather further information from Ms. Moffett-Douglas regarding her request.

- D. The Board reviewed and approved the payment of invoices from Steve Glusman for legal services provided to our Board through October 2012.
- E. The Board reviewed an email from Joyce Beckwith in which she requested guidance regarding the scope of practice for rehabilitation counselors. After discussion of this matter, the Board decided to refer her to the Scope of Practice Statement (CRCC), the *Code of Professional Ethics for Rehabilitation Counselors, 2010* (CRCC), and to Title 46, Chapter 5 for her further study and edification.

#### **VI. Old Business**

- A. Additional checks were signed.
- B. 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
  - \*Minutes from the April 18, 2012 Board meeting were submitted to the Louisiana State Documents Depository Program.
  - \*Certification of Annual Property Inventory
  - \*Updated the Boards and Commissions On-Line Database
  - \*Annual budget
- C. The following LRCs have failed to submit their renewal applications and are, thereby, placed on inactive status: Sally E. Guice; Paula R. Warren-Peace

#### **VII. Next Board Meeting**

The next meeting of the Board will be held on January 22, 2013, 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 11:55 AM.

## **Ethics Committee**

### **I. Call to Order**

The meeting was called to order at 12:05 PM by Committee Chairman Bott. In attendance were the following: Tom Bott, Jan Case, and Linda Gutierrez.

### **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 (Jan Case) and seconded (Linda Gutierrez). The motion carried, and the Ethics Committee adjourned at 12:30 PM.

Respectfully submitted,

Jan C. Case  
Secretary