

Minutes
Louisiana Licensed Professional Vocational Rehabilitation Counselors Board
Meeting
January 22, 2013

I. Call to Order

The meeting was called to order at 10:12 AM by Board Chairman Scott Smith. Also attending: Tom Bott and Mary Walker.

II. Approval of Previous Minutes

The minutes of the November 13, 2012 meeting of the Board were approved as written with reading suspended, Tom Bott motioned, Mary Walker, seconded.

III. File Reviews

A. New Applicants: There were none.

B. Provisionals: Sam Slavich, Jr. packet was reviewed, discussed, approved and signed.

IV. CEU Reviews

A. Program Application from Joy R. Miguez for 12 CEU hours for seminar attended in Tennessee accredited by the National Association of Social Workers. Following discussion it was agreed that none of the courses provided were relevant to job placement and none of the presenters were CRC or LRC, therefore, these hours were not accepted.

B. Program Application from Paul McCann was reviewed, discussed and approved.

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 and this was signed by Scott Smith.

B. Scott Smith read and subsequently signed the Equal Employment Opportunity Policy from the Louisiana State Civil Service.

C. The letter from Adrienne Huval addressed to Tom Bott was reviewed and discussed. It was decided that Ms. Huval's job duties fall in line with Human Resource Manager or LPC supervision as opposed to LRC requirements. Therefore, the Board does not assess this to be appropriate placement in considering of LRC licensing.

VI. Old Business

- A. Additional checks were signed.
- B. The following correspondence/actions were noted as completed and/or submitted:
 - *2nd Quarter Legal Costs Paid Report
 - *2nd Quarter Accounts Receivable Report
 - *2nd Quarter Office of Risk Management Risk Exposure Reporting Form
 - * Boards and Commissions Information Update Form
 - * Heather met with Rebecca Kleinpeter with the Louisiana Property Assistance Agency for a routine site visit on January 8, 2013
- C. Tom Bott read request from Sandy Guidry for CEU's for an online psychology course. After discussion she can submit the details for review and approval.

VII. Next Board Meeting

The next meeting of the Board will be held on June 18, 2013, beginning at 10:00 AM.

VIII. Adjournment

There being no further business, a motion to adjourn was made (Tom Bott) and seconded (Mary Walker). The motion carried, and the Board adjourned at 11:05 AM

Ethics Committee

I. Call to Order

The meeting was called to order at 11:05 PM by Committee Chairman Tom Bott. In attendance were: Mary Walker and Scott Smith.

II. New Business

- A. Tom Bott lead discussion of recent hearing for Glenn Hebert v. Burt Ashman and it was decided that: The Board has reviewed all evidence. There is no clear evidence of what took place in the meeting between Ashman and Hebert. The Board voted and agreed to dismiss ethical claim Hebert against Ashman.
- B. Sandra Kreuter v. Michele Thornton-Brown complaint was discussed and it was decided: The Board decided that there is no evidence of an ethical violation in this case and recommends that these issues be addressed in another venue.

III. Adjournment

There being no further business, a motion to adjourn was made (Scott Smith) and seconded (Mary Walker). The motion carried, and the Ethics Committee adjourned at 11:30 PM.

Respectfully submitted,

Mary C. Walker, Treasurer
Acting Secretary

Minutes
LLPVRC Board Meeting
June 18, 2013

I. Call to Order

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

II. Approval of Previous Minutes

The minutes of the January 22, 2013 meeting of the Board were approved as written.

III. File Reviews

A. New Applicants: The application of Michael Scullin was approved.

B. Provisionals: Carolyn Green and Margaret Baudendistel have completed their supervisory requirements.

IV. CEU Reviews

There were no CEU Requests to be reviewed.

V. New Business

A. The Board reviewed and approved payment for invoices submitted by Steve Glusman,

B. A request from LARP for the mailing list of LRC's was denied, citing previous Board responses to similar requests.

C. The contract of Heather Watson was reviewed and enthusiastically approved with much gratitude to be conveyed to Heather by the Board.

D. The domain agreement for lrcboard.org was reviewed and approved for renewal at the 10-year renewal cost of \$140.

E. A discussion of current Board member term expirations was conducted.

F. A discussion of the Scopes of Practice of various professions was discussed, particularly with regard to the somewhat questionable reported practice of certain professions (e.g., nursing) continuing to provide services that are regarded as essential components in the Scope of Practice for Rehabilitation Counselors. In consultation with licensed vocational rehabilitation counselors, further discussions of this matter will be held.

VI. Old Business

A. Additional checks were signed.

B. 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

*Minutes from the July 31, 2012 and November 13, 2012 Board meetings were submitted to the Louisiana State Documents Depository Program.

*Form 1096 and Form 1099 were completed and sent to the IRS.

*Taxable and Nontaxable Fringe Benefits Report

*OSRAP Survey – Accounting and Financial Reporting Service Concession Arrangements

*State Civil Service Agency Contact System Information Update Form

VII. Next Board Meeting

The next meeting of the Board will be held on October 15, 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 12:30 PM.

Ethics Committee

I. Call to Order

The meeting was called to order at 12:35 PM by Committee Chairman Bott. In attendance were the following: Tom Bott, Jan Case, Mary Walker, and Linda Gutierrez.

II. New Business

A. The Committee discussed a request for opinion regarding the ethical guidance/prudence of initiating vocational services prior to a client reaching MMI. The Committee found that there is no ethical or factual basis to prevent the initiation of such services prior to a client reaching MMI. In addition, best ethical practices suggest that the counselor take care to conduct thorough consultations with the pertinent medical care providers in each case prior to the initiation of such services.

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 12:50 PM.

Respectfully submitted,

Jan C. Case
Secretary

LLPVRC Meeting Minutes

October 15, 2013

1. The meeting was called to order at 10:15 AM on 10/15/13 and was adjourned at 12:15 PM.
2. Members Present: Dr. Scott Smith, Ms. Mary Cook-Walker, Ms. Linda Guterrez and Mr. Thomas Bott.
3. Members Absent: Dr. Jan Case.
4. A motion was made to waive the reading of the minutes of the previous meeting. The motion was seconded and passed.
5. New Applicants: the application and supporting documents for Dr. Stacie N. Nwabueze were reviewed and board-approved.
6. Provisionals: the documents for provisionally licensed counselors: Ashley Generose, Ian Hegwood & Ivory Youngblood were all approved.
7. CEU Reviews: CEU documentation submitted by Ms. Stacie Frederick and Ms. Brandy Thomas, were disapproved conditionally pending their submission of additional documentation. The CEU's submitted by Carthy Guillet were approved.
8. New Business:
 - a. Attorney Invoices: the invoices submitted by Mr. Steve Glusman were approved for full payment.
 - b. A proposal was made that we switch our current website hosting service from Fishnet to Trisine Technologies. Fishnet is closing their web-hosting service. Trisine Technologies can perform a similar service at a similar price. The board voted unanimously to switch to Trisine.
 - c. Final renewal warning letters were submitted to 4 LRCs: Ms. Suzanne Douglas, Ms. Adrienne Huval, Ms. Belencia Lawrence and Mr. James Self.
 - d. Attorney Report: Mr. Steve Glusman, attorney gave a presentation on issues pertaining to LRC Mr. Glenn Hébert and Mr. Bobby Roberts. Regarding Mr. Glenn Hébert, Mr. Glusman reported that the court recently dismissed Mr. Hébert's last remaining claims but that Mr. Hébert may be expected to appeal. Regarding Mr. Bobby Roberts, Mr. Glusman reported that there is strong documentary evidence that Mr. Roberts performs vocational assessment without a valid LRC. In the past, vocational assessment was not part of the LRC licensing act. Currently, however, vocational assessment is part of the LRC licensing act. Therefore, Mr. Roberts may be operating illegally and in violation of the statute. Mr. Glusman suggested that the LLPVRC Board may decide to seek and injunction against Mr. Roberts and that Mr. Glusman would issue a petition on the Boards behalf. This would likely lead to a hearing in a District Court. On taking a vote, the Board voted unanimously to authorize Mr. Glusman to proceed with the petition.
9. Old Business: several checks from the Board checking account were pre-signed.
10. Next Board Meeting: February 4, 2014.
11. Ethics Committee: since there were no ethical issues pending, the ethics committee meeting was not held.
12. Adjournment: 12:15 PM

Respectfully submitted by:

Mr. Thomas E. Bott
LLPVRC Vice Chairperson
For Dr. Jan Case