

Minutes
LLPVRC Board Meeting
February 4, 2014

I. Call to Order

The meeting was called to order at 10:15 AM 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 October 15, 2013 meeting of the Board were approved as written.

III. File Reviews

- A. New Applicants: The application of Mary G. Downing was approved.
- B. Provisionals: Kathleen R. Ceaser and Mary F. Courville have completed their supervisory requirements.

IV. CEU Reviews

There were no CEU Reviews conducted at this time.

V. New Business

- A. The Board reviewed and approved the invoices submitted by Steve Glusman for payment.
- B. Scott Smith signed the Records Management Officer Designation Form for the Secretary of State.
- C. It was moved (Tom Bott) and seconded (Linda Gutierrez) that the Board acknowledge the recent passing of Tommy LaFosse by sending flowers to the family. The motion carried.
- D. A discussion/up-date was provided regarding the ongoing performance of vocational assessments by persons who do not hold the LRC. Further discussions of this matter (including potential options for Board action) are pending.

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
- *Certification of Annual Property Inventory and Asset Certification Report
- *Memo to State Civil Service advising we have not used Westaff
- *Boards and Commissions Information Update for the Committee on Senate and Governmental Affairs
- *Memo to State Civil Service regarding their Pay Policy Project advising we do not use any mechanism that would require an agency policy
- *Budget
- *State Agency Publications Report
- *Cooperative Endeavors 2013 Report for OSRAP
- *Forms 1096 and 1099 for the Internal Revenue Service

VII. Next Board Meeting

The next meeting of the Board will be held on July 29, 2014, 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 10:55 AM.

Ethics Committee

I. Call to Order

The meeting was called to order at 11:00 AM by Committee Chairman Bott. In attendance were the following: Tom Bott, Jan Case, Linda Gutierrez, and Scott Smith.

II. New Business

There was no new business today.

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 11:05 AM.

Respectfully submitted,

Jan C. Case
Secretary

Minutes
LLPVRC Board Meeting
July 29, 2014

I. Call to Order

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

II. Approval of Previous Minutes

The minutes of the February 4, 2014 meeting of the Board were approved as written.

III. File Reviews

- A. New Applicants: The applications of Karen Bernard-Cole, Joyce G. Brumbaugh, Cheryl Abana-Emmer, and Sarah Bergeron were approved.
- B. Provisionals: Loren P. Voorhies and Stacie Nwabueze have completed the supervisory requirements. Elizabeth Peralta's request for approval was denied at this time pending the receipt of further information regarding her required eligibility for the CRC.

IV. CEU Reviews

The following actions were taken:

Todd Capielano: The Board approved 22 of the 30 hours submitted. Mr. Capielano will be given 60 days to fulfill the additional 8 hours that are required.

Joshua Tilton: 45 hours were approved, as submitted.

Vickie Saucier: The Board extended the deadline by 6 months due to personal reasons/hardship.

Daryel Proust: CEU's approved as submitted.

Jan Case: CEU's approved as submitted.

Jeffrey Carlisle: 15 hours of CEU were approved for his contribution to a textbook.

V. New Business

- A. The Board reviewed and approved the invoices submitted by Steve Glusman for payment.
- B. Upon request from respective Board members, a letter will be issued to the respective Board members stating the number of CEU's earned through their service on the Board.
- C. The Board reviewed the current contract of Heather Watson. The Board renewed her contract and approved a 15% raise in her hourly rate of pay.

- D. The Supervisory Training proposals submitted by Dr. Angelocci and Mr. Stoney Landry were both approved. These services are to be offered to the LRC membership by October 2014. The proposal submitted by Dr. Mims was declined at this time.

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
- *2013 Taxable and Nontaxable Fringe Benefits Report
- * Records Management Officer Designation Form for the Secretary of State
- *Equal Employment Opportunity Policy for the Department of State Civil Service
- *Accounting and Financial Reporting for Nonexchange Financial Guarantees Survey for OSRAP
- *CAFR Report completed by Stave Glusman
- *4th Quarter Legal Costs Paid Report
- *4th Quarter Accounts Receivable Report
- *4th Quarter Office of Risk Management/Risk Exposure Reporting Form
- *Annual Financial Report Completed by Eric Vicknair

VII. Next Board Meeting

The next meeting of the Board will be held on December 9, 2014, 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 11:56 AM by Committee Chairman Bott. In attendance were the following: Tom Bott, Jan Case, and Scott Smith.

II. New Business

The Ethics Committee reviewed a letter of complaint against an LRC (submitted March 10, 2014) and the subsequent withdrawal of this same complaint (July 25, 2014).

The Committee also reviewed a request for an ethical opinion that was submitted: "...if it is ethically permissible for a vocational expert to assume a client when he or she is an employee of the defendant insurer or third party administrator of that claim." It was subsequently moved (Case) and seconded (Bott) that the Ethics Committee solicit written input from the LRC membership (such written input due by October 15, 2014) regarding this issue and subsequently utilize this input to assist in the formulation of a suitable Opinion. The motion carried two votes to one.

The Ethics Committee subsequently discussed the merits of including subsequent input from other professionals in the eventual formulation of the Opinion. The Committee members present were favorably disposed toward this idea.

III. Adjournment

There being no further business, a motion to adjourn was made (Case) and seconded (Smith). The motion carried, and the Ethics Committee adjourned at 12:45 PM.

Respectfully submitted,

Jan C. Case
Secretary

Minutes
LLPVRC Board Meeting
December 9, 2014

I. Call to Order

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

II. Approval of Previous Minutes

The minutes of the July 29, 2014 meeting of the Board were approved as written.

III. CEU Reviews

The following actions were taken:

Brandy Thomas: Numerous CEU submissions were reviewed but further clarifications will be needed prior to approval. Brandy Thomas will be contacted and asked to provide further clarification (e.g., approval numbers, further explanations, etc.) for reconsideration.

IV. New Business

- A. The Board was advised that final warnings were mailed to all LRC's who had not yet submitted their renewal applications on August 14, 2014, advising them they had until October 1, 2014 to submit their applications. Eleven of these LRC's have now failed to respond and are now placed on inactive status: Mary Adair, Karen L. Barrett, Richard Galloway, Jaqueline Havnen, Sheran A. Huhner, Judith L. Lide, Dian K. McIlwain, Lisa A. Richie, Joshua E. Shannon, James F. Tardie, and Terry A. Turon.
- B. Invoices submitted by Steve Glusman were reviewed and approved.
- C. Chairman Smith has signed our Equal Opportunity Policy for the Department of Civil Service.
- D. The Board reviewed Kevin Hill's request to reactivate his license from his previous retired status. Fees and CEU's have been submitted. His request was approved.
- E. The necessity of Board Members' attendance at Board meetings was discussed.
- F. The Board reviewed the Application of Tiffany Cologne. Her request was approved pending receipt of official transcripts.
- G. Chairman Smith reported that three additional states have now developed LRC licensure.
- H. The Board discussed an inquiry by the President of the Louisiana Art Therapy Association seeking counsel regarding the development of certification/licensure procedures for Art Therapists. Chairman Scott agreed to call the President of the Louisiana Art Therapy Association and provide assistance as a professional courtesy.

V. 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
- *Certification of Annual Property Inventory Report
- * Memo to State Civil Service advising we did not use Westaff's services last year.
- *Budget
- *Updated the Boards and Commissions Online Database.

VI. Next Board Meeting

The next meeting of the Board will be held on July 21, 2015, beginning at 10:00 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 11:15 AM.

Ethics Committee

I. Call to Order

The meeting was called to order at 11:20 AM by Committee Chairman Bott. In attendance were the following: Tom Bott, Jan Case, and Scott Smith.

II. New Business

The Committee had previously received a request for an Advisory Opinion ("...if it is ethically permissible for a vocational expert to assume a client when he or she is an employee of the defendant insurer or third party administrator of that claim") and had subsequently requested written input from LRC's regarding the topic of this request. The Committee discussed the variety of responses (approximately 30 in number) that LRC's submitted in response to our request for input. The Committee subsequently developed and approved an Advisory Opinion. It was decided to post this Advisory Opinion for the membership and to secure further input regarding this Advisory Opinion.

III. Adjournment

There being no further business, a motion to adjourn was made (Case) and seconded (Smith). The motion carried, and the Ethics Committee adjourned at 11:45 AM.

Respectfully submitted,

Jan C. Case
Secretary