

Louisiana Licensed Professional Vocational Rehabilitation Counselors Board of Examiners

Minutes for January 10, 2020

10:15 am – 12:01 pm

1. Meeting called to order and in attendance were Beth Drury, Heather Watson, Karen Harrison, Paul Fontana, Crystal Younger, and Ashley Lastrapes.
2. Minutes of the previous meeting were read and approved.
3. Board member positions were discussed and voted on with the following results:
 - a. Crystal Younger – Chairperson
 - b. Karen Harrison – Vice Chairperson
 - c. Ashley Lastrapes – Secretary
 - d. Beth Drury – Treasurer
 - e. Paul Fontana – Member at Large
4. New Applicants:
 - a. Dorothy Greene: The Board voted to grant a full reciprocal license as Ms. Greene was previously licensed as a vocational rehabilitation counselor in the state of Utah.
 - b. Holly McLendon: The Board voted to grant provisional licensure to Ms. McLendon.
 - c. Ashley Barbier: The Board voted to grant provisional licensure to Ms. Barbier.
 - d. Elizabeth Peralta: The Board voted to approve the request for full licensure.
5. New Business:
 - a. Eight individuals were placed in inactive status for failure to renew their license by 10/01/19.

- b. **Board Fees:** The increase of Board fees was discussed further as the Board has not increased fees since 1989. The Board is unable to increase fees without opening the Practice Act, as the fees are stated in the statutes. Mr. Fontana will seek counsel on the process of opening the Practice Act prior to the Louisiana Legislative Session. Once completed, the Board will participate in a conference call to discuss the Practice Act further.
6. The next meeting was scheduled for July 10, 2020 at 10:00 am. The meeting was adjourned at 12:01 pm.

Louisiana Licensed Professional Vocational Rehabilitation Counselors Board of Examiners

Minutes for 09/18/2020

10:00 am – 11:09 am

1. Meeting called to order via Zoom at 10:00 am. In attendance were Beth Drury, Karen Harrison, Paul Fontana, Crystal Younger, Larry Stokes, and Ashley Lastrapes.
2. The reading of the minutes of the previous meeting were waived.
3. The Board discussed the current balance of the bank account, \$9,582.96, and upcoming expenses.
4. As of the last update, 5 licensee renewals were still outstanding.
5. Larry Stokes agreed to research process and procedure for disposing of old records, as well as the need for a state-run phone system.
6. The Board discussed amending the language in our correspondences to be reflective of licensure lapse policies and updated to reflect the most recent Board members.
7. Beth is currently completing the appointment report. It was noted that a board member should roll off the Board in the following schedule: 2, 2, and 1 per year. Currently, Beth, Paul, and Karen are scheduled to roll off in January 2022. Crystal and Ashley are scheduled to roll off in September 2023.
8. It was decided that there needed to be a board consensus before reaching out to Mr. Glusman for legal advice in an effort to preserve funds.
9. The Board set a goal of transitioning to a new management company by November 2020.
10. Board meeting concluded at 11:09 am.

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Minutes for 10/16/2020

1. Meeting called to order in-person at 10:00 am. In attendance were Beth Drury, Paul Fontana, Crystal Younger, and Ashley Lastrapes.
2. The reading of the minutes of the previous meeting were waived.
3. Ms. Chimene St. Amant from the Attorney General's office was present for the first half of the meeting. Her contact number is 225-326-6009. She advised the Board regarding the Title 42 Open Meeting Law, in that prior to board meetings the Board must post a physical notice outside of the meeting place 24 hours in advance of the meeting as well as on the website. The notice must include the date, time, agenda, and address of the meeting. Meeting must be held in Baton Rouge, LA at least 2 times per year. She also advised the Board on record retention. The Board must keep inactive files for 7 years following inactive status.
4. The Board new management company with Linda Alwood is currently handling the phone, email, and mail services.
5. The remaining meeting was spent purging outdated file documents and cleaning the Board's physical address.

Louisiana Licensed Professional Vocational Rehabilitation Counselors Board of Examiners

Minutes for 11/06/2020

10:07 am - 12:16 pm

1. Meeting called to order in-person at 10:07 am. In attendance were Beth Drury, Karen Harrison, Crystal Younger, and Ashley Lastrapes.
2. The reading of the minutes of the previous meeting were waived.
3. The AFR report was completed by the Board's accountant for 2020.
4. Crystal will contact SSA to obtain financial records/1099s for contractors of the Board for the past 5 years to verify completeness.
5. Beth will follow up with the Attorney General's office to discuss a potential audit of past contractors.
6. Ashley was given files regarding insurance, legislative changes, and Housekeeping bills to scan as PDF documents.
7. New management update – Phone system and emails have been forwarded and are now being answered by the new management company. The fax has been disconnected. The mailing address of the Board will be transferred to the new management company. Crystal will contact our web administrator and post all of these changes, as well as agendas and minutes to the website.
8. The following provisional licensees were approved for full licensure – Lauren Woods-Gaulden, Jeffery Schiro, and Brent Jeansonne.
9. Alyssa Schwartzenburg was granted a reciprocal license given her licensure in the state of Utah.

10. Karen Keller submitted a question to the Board about whether or not she would be able to take retired status if she still had open pending cases. The Board advised Ms. Keller that she should likely keep her active license until those cases close or until she is able to transfer the cases to another vocational counselor.
11. Karen will contact a list of members who are missing documentation to follow up on whether or not continued licensure is still indicated.
12. Crystal has agreed to hold a LRC supervisor training once the online database has been updated. An email will be sent prior to scheduling to gauge interest in participation.
13. A tentative schedule was set for 2021.
 - a. January 15, 2021 at 10:00 am
 - b. April 23, 2021 at 10:00 am
 - c. July 23, 2021 at 10:00 am
 - d. October 22, 2021 at 10:00 am
14. Meeting concluded at 12:16 pm