

Louisiana Licensed Professional Vocational Rehabilitation Counselors Board of Examiners

Minutes for 01/15/2021

10:10 am - 11:32 am

1. Meeting called to order at 10:10 am. In attendance in person were Beth Drury, Karen Harrison, Paul Fontana, and Linda Alwood. In attendance via Zoom were Crystal Younger and Ashley Lastrapes.
2. The reading of the minutes of the previous meeting were waived.
3. The website database of licensees has been updated as of 01/01/2021. Currently, the Board is charged for each individual change to the website. Linda will research alternate website providers and costs with the intent to make the Board website more user friendly and aid in digital maintenance of licenses. The Board also discussed the process of transitioning to a paperless system. All membership cards will now be sent digitally versus a paper card. Crystal will discuss merchant account with Chase to allow for payment on the website. The Board agreed to implement a convenience fee to cover the cost of the merchant account. Licensees will still be given the option of submitting a physical check to avoid the convenience fee.
4. The Board received a request for reciprocity for Eric Anderson from Alabama, which only offers a LPC. Crystal will contact Mr. Anderson to review the qualifications for licensure.
5. The forms on the website need to be updated to reflect current policies and updated information. Ashley will update the forms in the application package and renewal forms. A goal was set to send out renewal letters by April 1st.

6. Linda will prepare the 1099s for 2020. Paul will follow up with the Attorney General's office to discuss prior 1099a from 2016 – 2019 and issues related to contractors exceeding allowance amounts.
7. Financial and administrative reports were reviewed with the Board. Required annual ethical trainings were also reviewed.
8. Crystal has agreed to hold a LRC supervisor training once the online database has been updated. Ashley will conduct research regarding costs of similar trainings to aid the Board in establishing a cost. Beth will forward the prior training manual to the Board for review.
9. Linda informed that the Board has been given permission to hold future meetings at the public library.
10. The Board will begin the development of a Board Member Handbook to assist future members of the Board with duties and responsibilities. Paul will begin to gather information pertinent to the handbook.
11. The Board also discussed presenting at the upcoming Claims Association Conference regarding vocational rehabilitation laws and regulations.
12. The October 22, 2021 meeting was rescheduled to October 29, 2021 at 10:00 am.
13. The next Board meeting will be held on April 23, 2021 at 10:00 am.
14. Meeting concluded at 11:32 am

Louisiana Licensed Professional Vocational Rehabilitation Counselors Board of Examiners

Minutes for 04/23/2021

10:06 am - 11:38 am

1. Meeting called to order at 10:06 am. In attendance in person were Crystal Younger Ashley Lastrapes, Paul Fontana, Linda Alwood, and Marleen Cockfield. In attendance via Zoom were Beth Drury and Karen Harrison.
2. There were no public comments.
3. Linda presented the financial report, which showed a balance of \$5,700.00. The financials were accepted by the Board.
4. Linda presented the draft of the new website. The cost to maintain the website will be \$50.00/month.
 - a. Regarding renewal on the website, the Board questioned if CEUs will be able to be uploaded or scanned in email.
 - b. Language on the website will reflect that renewal will not be effective until payment, renewal packet, and CEUs are received.
 - c. Google Workstation will be used for \$6.00/month for increased security. Google Workstation will auto populate Excel spreadsheets of renewed licensees.
 - d. Renewal fees will be able to be paid on the website for a \$5.00 convenience fee. Crystal and Linda will set up a merchant account for the website.
 - e. All Board Members are to review and approve the website by 04/30/21.
5. Ashley revised the new applicant packet and submitted the document to the Board. The Board Members will review and approve the packet.

8. Crystal will finalize the supervisor training program with the hopes of holding a supervisor training in September 2021.
9. Linda informed that the Board has been given permission to hold future meetings at the public library.
10. The Board will begin the development of a Board Member Handbook to assist future members of the Board with duties and responsibilities. The Board agreed to have the following documents included in the Handbook:
 - a. Required trainings and filings
 - b. Quarterly reports submitted to the state
 - c. Open meeting law requirements
 - d. Practice Act guidelines
11. Paul, Karen, and Beth are scheduled to roll off in January 2022. Crystal and Ashley are scheduled to roll off in November 2023. Paul and Beth agreed to serve another term. A community member, not a rehabilitation counselor, will need to replace Karen.
12. The Board approved Marcie O'Dwyer's retired status.
13. The next board meetings are as followed at the Baton Rouge Public Library:
 - a. July 23, 2021 at 10:00 am
 - b. October 29, 2021 at 10:00 am
 - c. January 28, 2022 at 10:00 am
 - d. April 29, 2022 at 10:00 am
14. Meeting concluded at 11:38 am

Louisiana Licensed Professional Vocational Rehabilitation Counselors Board of Examiners

Minutes for 10/29/2021

10:12 am – 11:08 am

1. Meeting called to order at 10:12 am. In attendance were Crystal Younger, Ashley Lastrapes, Beth Drury, Karen Harrison, Linda Alwood, and Marleen Cockfield.
2. There were no public comments.
3. The budget was reviewed and approved.
4. Following renewal, two active members did not renew. Also, one member, who requested retired status, did not submit continuing education. He was therefore not approved for retired status.
5. Ashley Barbier and Paul Genco were approved for full licensure. Linda and Crystal will research licensure certificates/calligraphers.
6. Ashley will plan to attend continue to attend the IARP board meetings. Specifically, roll off schedule will be discussed with the IARP Board in order to provide nominations to the governor. A non-rehabilitation counselor will need to be nominated.
7. The supervisor training program and qualifications to sit for the training was discussed. A goal of holding the supervision training was set for 03/25/2022, for 4 hours. The fee if held would be \$400.00. The Board would submit this training for CRC CEU approval. A email blast will be submitted to the LRC member list to gauge interest and assess for location of training. Licensees will be given the option to pre-pay online.
8. Allen Crane was approved to supervise peer support specialists as a LRC.
9. The next board meetings are as followed at the Baton Rouge Public Library:
 - a. January 28, 2022 at 10:00 am

- b. April 29, 2022 at 10:00 am
- c. July 29, 2022 at 10:00 am
- d. October 28, 2022 at 10:00 am

10. Meeting concluded at 11:08 am