**Minutes**

**Louisiana Licensed Professional Vocational Rehabilitation Counselors**

**Board Meeting**

**March 17, 2011**

1. **Call to Order**

The meeting was called to order at 1:45 PM by Board Chairman Smith. In attendance were the following: Tom Bott, Jan Case, Billy Naquin, and Scott Smith.

1. **Approval of Previous Minutes**

The minutes of the December 17, 2010 meeting of the Board were approved as written.

1. **File Reviews**
2. New Applicants: The applications of Sam D. Slavich, Jr. and Jan C. Case were approved for Provisional Licensure.
3. Provisionals: Licensure was approved for Brenda Hager.
4. **CEU Reviews**
5. A CEU Program Application from the Center for Rehabilitation Engineering, Science and Technology (LA Tech University) was reviewed. Action on this request was deferred pending further clarifications. Scott Smith will speak with the program director for these clarifications.
6. A request from Stephanie Haupt for 15 CEUs for serving as a supervisor for Master-level interns in the LSUHSC Department of Rehabilitation Counseling was reviewed. She was directed to submit her request to CRCC, and to then communicate their decision to us for reconsideration of her request.
7. **New Business**
8. A request from Benjamin Foxworth was reviewed by the Board in which Mr. Foxworth inquired as to whether he can become an LRC with a Masters Degree in Applied Psychology. A review of the pertinent State regulations and his transcripts indicated that he lacked numerous necessary pre-requisite courses. Jan Case agreed to correspond with Mr. Foxworth regarding our determination.
9. It was announced that Billy Naquin will conclude his term of service on this Board in April 2011. The Board expressed its deepest appreciation to Billy for his service. It was also noted that he will officially remain on this Board until such time as his replacement is appointed.
10. The recently-written Supervisors’ Training Manual was discussed. A motion was made by Tom Bott and seconded by Jan Case to obtain a copyright for this Manual (at a cost not to exceed $300), to request Steven Glusman to procure such a copyright, and, to ask Mr. Glusman to provide further counsel to us if he encounters unforeseen difficulties in securing such a copyright.
11. **Old Business**
12. Additional checks were signed.
13. It was reported that an update of the Boards and Commissions On-Line System has been made.
14. It was reported that the Licensee Database was updated on our website on February 28, 2011.
15. The following Reports have been completed:

\*Annual Budget

\*Louisiana State Documents Depository Program State Agency/Institution Semiannual Report on Publications

\*Memorandum to the Division of Administration/Office of Statewide Reporting and Accounting Policy Re: No Cooperative Endeavors to Report

\*2nd Quarter Legal Cost Quarterly Report

\*2nd Quarter Accounts Receivable Report

\*2nd Quarter Risk Exposure Reporting Form

\*Licensing Boards Contact Information Report to DHH

\*Taxable and Nontaxable Fringe Benefits Report for 2010

\*Report for the House Subcommittee on Boards and Commissions of the House Committee on House and Governmental Affairs

\*Records Officer Designation Form-Renewal

\*2010 Board Licensing Data Form

\*Risk Exposure Contact Questionnaire

\*Payroll Comparison Employee Records Spreadsheet for Civil Service

1. **Next Board Meeting**

The next meeting of the Board will be held on June 17, 2011, beginning at 10:00 AM.

1. **Adjournment**

There being no further business, a motion to adjourn was made (Tom Bott) and seconded (Jan Case). The motion carried, andthe Board adjourned at 2:20 PM.

**Ethics Committee**

1. **Call to Order**

The meeting was called to order at 2:25 PM by Committee Chairman Bott. In attendance were the following: Tom Bott, Jan Case, Billy Naquin, and Scott Smith.

1. **New Business**
2. Tom Bott reported that a letter was sent to Robert Whatley on February 25, 2011 advising him that the Board has no objection to his working for Artisan as an employee as long as he abides by the rules of LRC supervision.
3. Tom Bott reported on his recent correspondence regarding an information request.
4. Tom Bott shared other updates with the Committee.
5. **Adjournment**

There being no further business, a motion to adjourn was made (Scott Smith) and seconded

(Jan Case). The motion carried, and the Ethics Committee adjourned at 2:50 PM.

Respectfully submitted,

Jan C. Case

Secretary