**Minutes**

**Louisiana Licensed Professional Vocational Rehabilitation Counselors Board Meeting**

**January 22, 2013**

1. **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.

1. **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.

1. **File Reviews**
2. New Applicants: There were none.
3. Provisionals: Sam Slavich, Jr. packet was reviewed, discussed, approved and signed.
4. **CEU Reviews**
5. 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.
6. Program Application from Paul McCann was reviewed, discussed and approved.
7. **New Business**
8. 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.
9. Scott Smith read and subsequently signed the Equal Employment Opportunity Policy from the Louisiana State Civil Service.
10. 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.
11. **Old Business**
12. Additional checks were signed.
13. 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

1. 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.
2. **Next Board Meeting**

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

1. **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**

1. **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.

1. **New Business**
2. 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.
3. 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.
4. **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