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.
	1. Regarding renewal on the website, the Board questioned if CEUs will be able to be uploaded or scanned in email.
	2. Language on the website will reflect that renewal will not be effective until payment, renewal packet, and CEUs are received.
	3. Google Workstation will be used for $6.00/month for increased security. Google Workstation will auto populate Excel spreadsheets of renewed licensees.
	4. 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.
	5. 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.
6. Policy changes will be implemented this renewal period. A letter and email will be submitted to all licensees to inform about the policy changes. The policy changes will include the following:
	1. The Board is updating the website.
	2. CEUs will only be accepted during the renewal period. The Board will no longer provide tracking updates regarding CEU submissions. It is the licensee’s responsibility to submit and track the submission of CEUs. The Board will provide an update of how many CEUs have been received only in the renewal confirmation letter that will be submitted to the licensee via email with a digital license card.
	3. Each licensee must have an email on file with the Board as all correspondences will be submitted electronically.
	4. Credit card payments will now be available on the website. There will be a $5.00 convenience fee.
	5. Renewal through the website will not be complete until payment is received.
	6. Renewal packets and payment are due by July 31st. There is a 2 month grace period following July 31st in which the licensee will not have to reapply for licensure; However, the license will be suspended. During this 2 month grace period, the licensee will not be able to practice as an LRC until the digital license renewal card is received via email.
7. Paul spoke with the Attorney General’s office. The Board was advised not to pursue issues with past contractors.
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:
	1. Required trainings and filings
	2. Quarterly reports submitted to the state
	3. Open meeting law requirements
	4. 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:
	1. July 23, 2021 at 10:00 am
	2. October 29, 2021 at 10:00 am
	3. January 28, 2022 at 10:00 am
	4. April 29, 2022 at 10:00 am
14. Meeting concluded at 11:38 am