**Minutes**

**LLPVRC Board Meeting**

**April 18, 2012**

1. **Call to Order**

The meeting was called to order at 9:00 AM by Board Chairman Smith. In attendance were the following: Tom Bott, Jan Case, Linda Gutierrez, Scott Smith, and Mary Walker.

1. **Approval of Previous Minutes**

The minutes of the January 16, 2012 meeting of the Board were approved as written.

1. **File Reviews**
2. New Applicants: The applications of Mary F. Courville and Kathleen R. Ceaser were approved.
3. Provisionals: Jan C. Case has completed his supervisory requirements.
4. **New Business**
5. The Board reviewed a letter from Adrienne Huval regarding the use of the title “Rehabilitation Counselor.” As she is a trained school counselor who performs “vocational counseling-related services,” the Board noted that she can not use the title “Rehabilitation Counselor” to describe herself. Mr. Bott was directed to notify Ms. Huval of this decision.
6. The Board reviewed and approved invoices from Steve Glusman for legal services.
7. It was noted that Board members who incur transportation expenses in order to attend Board meetings are to submit these expenses to Heather for reimbursement.

**V. Old Business**

1. Additional checks were signed.
2. The following correspondence/actions were noted as completed and/or submitted:

\*3rd Quarter Legal Costs Report

\*3rd Quarter Accounts Receivable Report

\*3rd Quarter Office of Risk Management Risk Exposure Reporting Form

\*Form 1096 and Form 1099 for the IRS

\*2011 Taxable and Nontaxable Fringe Benefits Report

1. **Next Board Meeting**

The next meeting of the Board will be held on July 18, 2012, beginning at 8:30 AM.

1. **Adjournment**

There being no further business, a motion to adjourn was made (Tom Bott) and seconded (Jan Case). The motion carried, and the Board adjourned at 9:30 AM.

**Ethics Committee**

1. **Call to Order**

The meeting was called to order at 9:30 AM by Committee Chairman Bott. In attendance were the following: Tom Bott, Jan Case, Linda Gutierrez, Scott Smith, and Mary Walker.

1. **New Business**
2. Chairman Bott facilitated a discussion of pertinent updates.
3. **Adjournment**

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

(Scott Smith). The motion carried, and the Ethics Committee adjourned at 10:30 AM.

Respectfully submitted,

Jan C. Case

Secretary