**Minutes**

**LLPVRC Board Meeting**

**February 4, 2014**

1. **Call to Order**

The meeting was called to order at 10:15 AM by Board Chairman Smith. In attendance were the following: Tom Bott, Jan Case, Linda Gutierrez, and Scott Smith.

1. **Approval of Previous Minutes**

The minutes of the October 15, 2013 meeting of the Board were approved as written.

1. **File Reviews**
2. New Applicants: The application of Mary G. Downing was approved.
3. Provisionals: Kathleen R. Ceaser and Mary F. Courville have completed their supervisory requirements.
4. **CEU Reviews**

There were no CEU Reviews conducted at this time.

**V. New Business**

1. The Board reviewed and approved the invoices submitted by Steve Glusman for payment.
2. Scott Smith signed the Records Management Officer Designation Form for the Secretary of State.
3. It was moved (Tom Bott) and seconded (Linda Gutierrez) that the Board acknowledge the recent passing of Tommy LaFosse by sending flowers to the family. The motion carried.
4. A discussion/up-date was provided regarding the ongoing performance of vocational assessments by persons who do not hold the LRC. Further discussions of this matter (including potential options for Board action) are pending.

**VI. Old Business**

1. Additional checks were signed.
2. 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

\*Certification of Annual Property Inventory and Asset Certification Report

\*Memo to State Civil Service advising we have not used Westaff

\*Boards and Commissions Information Update for the Committee on Senate and Governmental Affairs

\*Memo to State Civil Service regarding their Pay Policy Project advising we do not use any mechanism that would require an agency policy

\*Budget

\*State Agency Publications Report

\*Cooperative Endeavors 2013 Report for OSRAP

\*Forms 1096 and 1099 for the Internal Revenue Service

**VII. Next Board Meeting**

The next meeting of the Board will be held on July 29, 2014, beginning at 10:30 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 10:55 AM.

**Ethics Committee**

1. **Call to Order**

The meeting was called to order at 11:00 AM by Committee Chairman Bott. In attendance were the following: Tom Bott, Jan Case, Linda Gutierrez, and Scott Smith.

1. **New Business**

There was no new business today.

1. **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 11:05 AM.

Respectfully submitted,

Jan C. Case

Secretary