

**Minutes**  
**LLPVRC Board Meeting**  
**December 15, 2015**

**I. Call to Order**

The meeting was called to order at 10:30 AM by Board Chairman Smith. In attendance were the following: Linda Gutierrez, Mary Walker, Tom Bott, Jan Case, and Scott Smith.

**II. Approval of Previous Minutes**

The minutes of the July 21, 2015 meeting of the Board were approved as written.

**III. File Reviews**

- A. New Applicants: The Applications of Gabriela Bourque, Vanessa Batiste-Veal, Teresa S. Hefner, and Joyce Cooper were approved.

**IV. New Business**

- A. The Board reviewed and approved the invoice submitted by Steve Glusman.
- B. The following LRC's have failed to submit their renewal applications and are placed on inactive status: Allyson A. Bonner; Steven H. Deist; Guice A. Giambrone; Gretchen C. Montero; Linda M. Trahan; Lorin P. Voorhies; Juliette Weaver-Reese
- C. The Board voted to retain the services of Steve Glusman, regardless of the law firm by which he may be employed.
- D. Given the fact that three members of the Board (Bott, Case, and Smith) will be leaving its membership (having served their maximum number of terms), the stated process for naming their replacements was discussed.
- E. The hourly rate of pay for Steve Glusman was raised to \$175.

**V. Old Business**

- A. Additional checks were signed.
- B. The following correspondence/actions were noted as completed and/or submitted:

\*1st Quarter Legal Costs Paid Report

\*1st Quarter Accounts Receivable Report

- \*1st Quarter Office of Risk Management Risk Exposure Reporting Form
- \*2015-2016 Budget for the Division of Administration
- \*Certification of Annual Property Inventory

**VI. Next Board Meeting**

The next meeting of the Board will be held on March 8, 2016, beginning at 10:00 AM.

**VII. 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 11:40 AM.

**Ethics Committee**

**I. Call to Order**

The meeting was called to order at 11:50 AM by Committee Chairman Bott. In attendance were the following: Linda Gutierrez, Mary Walker, Tom Bott, Jan Case, and Scott Smith.

**II. New Business**

- A. All records regarding the Ethics Complaint submitted by Martin Guitierrez-Martinez were reviewed. An Ethics Hearing will be convened at the next meeting of the Ethics Committee.
- B. An Ethics complaint filed by Shirley Muhleisen was discussed.

**III. Adjournment**

There being no further business, a motion to adjourn was made (Case) and seconded (Smith). The motion carried, and the Ethics Committee adjourned at 12:45 PM.

Respectfully submitted,

Jan C. Case  
Secretary