

MINUTES

**Mississippi State Board of Examiners for Licensed Professional Counselors
Robert E. Lee Building
239 North Lamar Street, Suite 402
Jackson, MS 39201**

**Regular Board Meeting
Friday, March 16, 2018**

Board Members Present

Dr. Juawice McCormick, Chair, Congressional District IV
Dr. Kimberly Elam Sallis, Congressional District I
Steven Rollins Stafford, Vice Chair, Congressional District III
Dr. Richard Strebeck, Congressional District-At-Large

Others Present

Wm. Jeffrey Jernigan, Board Attorney, Special Assistant Attorney General
LeeAnn Mordecai, Board Executive Director
Denise DeRossette, Cornerstone Consulting, Inc.

Board Members Absent

Dr. Aretha Hargrove-Edwards, Secretary, Congressional District II

I. Call to Order

The Regular Board meeting of the Mississippi State Board of Examiners for Licensed Professional Counselors (“Board”) was called to order at 9:01 a.m. by Dr. Juawice McCormick, Chair (“Chair”) on Friday, March 16, 2018. The meeting was held in the Robert E. Lee Building, 239 North Lamar Street, Suite 402, Jackson, Mississippi 39201. A roll call of Board members was taken and a quorum was present.

II. Board Operations

A. Financial Matters

1. FY 2019 Budget

DeRossette informed the Board the Agency’s Legislative Budget for FY 2019 was level funded in the amount of \$146,170. SB 2974 should be signed by the Governor by March 19.

2. Outstanding Invoices for Payment

The Surety Bond invoice from Travelers/Ross and Yerger was presented for payment. It was motioned by McCormick, seconded by Strebeck, and unanimously agreed to authorize Cornerstone to issue payment of the invoice in the amount of \$100.

3. Payment of Routine Expenses

DeRossette presented the LPC Board's *FY18 Year-to-Date Expenditures and Encumbrances to Budget Report*, dated March 16, 2018. The report indicated \$191,453.61 as "available cash on hand".

4. Accounting Services Contract

The Board asked DeRossette for the average monthly hours Cornerstone spends on LPC Board business. DeRossette said she would need to pull that information and get back to the Board. The Board would like to review contract for next fiscal year at the April meeting and would like Cornerstone to provide options that would decrease the Board's monthly accounting services expense.

5. Travel Vouchers

It was motioned by Sallis, seconded by McCormick, and unanimously agreed to pay travel vouchers totaling \$331.80 for March 2018.

6. Board Books Hardware

The Board iPads and accessories were assigned and distributed. DeRossette provided the Board an "Acceptable Use Policy" that was reviewed and signed by each of the Board members present and the Executive Director regarding the acceptable use of the equipment provided for their use.

7. Board Books Software

It was motioned by Stafford, seconded by Sallis, and unanimously agreed to purchase Notes Plus for each iPad via best manner per Executive Director.

It was motioned by Stafford, seconded by Strebeck, and unanimously agreed to purchase one Microsoft 365 Home subscription/license through Apple store for six users via the home share.

8. Redesign Board Website

a. Proposal for update the look of the public website 2018

The Board reviewed the proposal from ProsonITech to update the look of the public website and to make the site more user friendly.

It was motioned by Stafford, seconded by Strebeck, and unanimously agreed to authorize Mordecai to move forward with ProsonITech proposal to redesign website in the amount of \$3000.00.

b. Proposal for new LMS module for online application tracking, review and approval 2018

The Board reviewed the proposal for new license management system module to allow online application tracking, review, and approval by the Board. The proposal was tabled to discuss at a later date based on funds availability.

9. License Renewal Fees for 2018

The Board discussed the statute authority to raise license renewal fees in the amount up to 10%.

It was motioned by Strebeck, seconded by McCormick, and unanimously agreed to not increase license renewal fees at this time.

B. Minutes Approval

It was motioned by Sallis, seconded by Strebeck, and unanimously agreed that minutes of the February 15-16, 2018, Regular Board Meetings be approved as amended.

III. Executive Session

It was motioned by Stafford, seconded by Sallis, and unanimously agreed to close the meeting for a consideration of the necessity for an Executive Session. The Board determined that an Executive Session was needed for the purpose of signing completed certificates of license, reviewing BQS/LPC/Candidacy/Comity applications, and reviewing Board requests.

The Board exited closed session, upon motion by Stafford, seconded by Sallis, and unanimously carried.

It was motioned by Stafford, seconded by Sallis, and unanimously agreed that the Board go into Executive Session for the purpose determined. The Board went into Executive Session at 11:50 a.m.

It was motioned by Stafford, seconded by Sallis, and unanimously agreed that the Board exit Executive Session. The Board exited Executive Session at 3:50 p.m. and returned to open session.

Upon return to open session, the following was announced as actions taken while in Executive Session:

A. Signed Completed Certificates of License

B. Reviewed Board Request

The Board reviewed a request for licensure reinstatement, from a counselor whose license (#1455) lapsed on June 30, 2014. It was motioned by Strebeck, seconded by Sallis, and unanimously agreed to request more information regarding lapsed status since June 30, 2014, curriculum vitae, continuing education hours, and any pertinent information to help Board make decision.

C. Reviewed LPC-S Applications

D. Reviewed LPC, Candidacy, and Comity Applications

After review of Comity Applications, the Board directed Mordecai to revise the comity application instructions and process regarding letters of recommendation to include, "letters of recommendation must be on letterhead and include address, phone number, email, relationship to applicant, and length of time known." The Board asked Mordecai to work with ProsonITech to create a fillable form which could be sent to the reference for completion. McCormick provided example of evaluation and recommendation form for use in creating the fillable form.

**MS BOARD OF EXAMINERS FOR LICENSED PROFESSIONAL COUNSELORS
APPLICATION REVIEW - EXECUTIVE SESSION
Friday, March 16, 2018**

CR or Denied Apps for LPC-S	BOARD DECISION	ABSTENTION	YAYS	NAYS
Steen-Brown, Adriann	Approved		3	1

New Apps for Licensure	BOARD DECISION	ABSTENTION	YAYS	NAYS
Moss, Ashley Nicole	Approved		4	0
Gregory, Amanda Danielle	Approved		4	0
Cleary, Jessica C.	Continued Reviewed		4	0
Ashmore, Emily Davis	Approved		4	0
Turner, Janae Erin	Approved		4	0

Robinson, Abbie Sightler	Approved		4	0
Powell, Lauren Elizabeth	Continued Reviewed		4	0
Adams, Nicole Lindsey	Approved		3	1
Ames, Emily Grace	Approved		4	0
Sorey, Lisa Allegrezza	Approved		4	0
Smith, Mary Ernesta	Denied		4	0

New Apps for Candidacy	BOARD DECISION	ABSTENTION	YAYS	NAYS
Stevenson, Kimberly Jean	Approved	McCormick	3	0
Holmes, Chiquita Long	Denied		4	0
Harris, Morgan Henley	Approved with Contingency		4	0

New Apps for Comity	BOARD DECISION	ABSTENTION	YAYS	NAYS
Blount, NaMetris N.	Continued Review		4	0
Garrett, Stanford C.	Approved		4	0
Grissom-Tatroe, Tonya Gayle	Approved		4	0

LPC-S DCC Contract Revisions	BOARD DECISION	ABSTENTION	YAYS	NAYS
Lampkin, Shamekias Shonte'	Approved with contingency		4	0

New Apps for LPC-S	BOARD DECISION	ABSTENTION	YAYS	NAYS
Claveau, Lou Anna	Approved with contingency	Strebeck	3	0
Miller, Sara Montague	Approved		4	0
Taylor, William Royal	Approved		4	0
Eller, Shannon M.	Approved		4	0

Board Requests		ABSTENTION	YAYS	NAYS
Whitacre, Amanda	Rescheduled Informal Hearing for April 20, 2018 TBD		4	0
Flowers, Kimala - edits to supervision reporting logs	Board recommend LPC-S correct hours		4	0
Lizana, Roni Levelia	Scheduled Informal Hearing for denied application for April 20, 2018 TBD		4	0
Brand, Bethany	Pause or put supervision hours on hold - Board reaffirmed seven-year rule - cannot bind future Board and does not grant extensions on what may happen		4	0
Buckner, Anna Michelle	Review Course Description and Syllabus to see if fulfills the Theory and Practice requirement - Does not fulfill requirement		4	0
Jackson, Kashanta	Renew Lapsed License - submit continuing education hours, current resume and any other renewal documentation for the Board to renew		4	0
Smith, Lisa A.	Scheduled Informal Hearing for Denied Renewal of Lapsed License for April 20, 2018 TBD		4	0

<p>MS BOARD OF EXAMINERS FOR LICENSED PROFESSIONAL COUNSELORS</p> <p>License Report to Board - Friday, March 16, 2018</p>

Licensed Since Last Meeting - February 15-16, 2018	Issue Date	Lic Number
Caleb J. Bridges	2/20/2018	2248
Shannon M. Eller	2/22/2018	2253
Carolyn Jamie Erb	2/23/2018	2254
Michelle M. Hamilton	2/20/2018	2249
Heather M. Hendree	2/21/2018	2252
Miranda Claire Holzbauer-Bearss	2/23/2018	2255
Taquila Quezette Smith	2/21/2018	2250
Mary Elizabeth Wooten	2/21/2018	2251

D. Reviewed Complaints and Denied Applications

2017-09 – Board Reviewed Documents Submitted to Fulfill 1/23/2018 Agreed Order. Motion by Stafford, seconded by Sallis, to accept documentation submitted to fulfill Agreed Order. AYES - 3; NAYS - 0. Abstentions - Strebeck.

2017-21 – Jernigan presented the Board with a proposed Agreed Order. It was motioned by Stafford, seconded by Sallis, and agreed to accept the proposed Agreed Order. AYES – 3; NAYS – 0; Abstentions – Strebeck.

2018-05 – It was motioned by Strebeck, seconded by Sallis, and agreed to accept a recommendation by Stafford to take no action. AYES – 3; NAYS – 0; Abstentions – Stafford.

<p>MS BOARD OF EXAMINERS FOR LICENSED PROFESSIONAL COUNSELORS Executive Session - Friday, March 16, 2018</p>

COMPLAINTS	BOARD DECISION	Investigating Board Member
2013-02	No Update	Update on Appeal
2016-04	Review Documents Submitted to Fulfill 11/30/17 Final Order - Has not fulfilled the Agreed Order	W. Frazier
2016-05	Review Documents Submitted to Fulfill 11/30/17 Final Order - Has not fulfilled the Agreed Order	W. Frazier
2016-06	No Update	J. McCormick
2016-07	No Update	J. McCormick
2016-20	Administrative Hearing for April 20, 2018, at 9:30 a.m.	J. McCormick
2016-22	No Update	S. Stafford
2016-25	No Update	J. McCormick
2016-28	No Update	S. Stafford
2017-07	No Update	W. Frazier
2017-09	Board Reviewed Documents Submitted to Fulfill 1/23/2018 Agreed Order. Motion by Stafford, seconded by Sallis, to accept documentation submitted to fulfill Agreed Order. AYES - 3; NAYS - 0. Abstentions - Strebeck.	

2017-10	No Update	J. McCormick
2017-12	No Update	S. Stafford
2017-18	No Update	K. Sallis
2017-20	The Board's Attorney will subpoena records for the investigation.	R. Strebeck
2017-21	Motion by Stafford, seconded by Sallis to accept the proposed Agreed Order. Strebeck abstained. AYES - 3; NAYS - 0.	R. Strebeck
2017-22	No Update	A. Hargrove-Edwards
2017-26	No Update	J. McCormick
2017-27	No Update	A. Hargrove-Edwards
2017-28	No Update	R. Strebeck
2017-29	Administrative Hearing for April 20, 2018	R. Strebeck
2018-3	No Update	S. Stafford
2018-4		S. Stafford
2018-5	Recommendation of Stafford to take no action. Motion by Strebeck, seconded by Sallis to take no action on 2018-5. AYES-3; NAYS-0. Abstention - Stafford.	S. Stafford
2018-06	No Update	J. McCormick
2018-07	No Update	K. Sallis
2018-08	No Update	K. Sallis
2018-09	No Update	S. Stafford

IV. Old Business

A. Rules and Regulations for HB 708

McCormick directed the Board members to review Rules and Regulations for revisions based on new Statutes. A future meeting and teleconference will be scheduled to discuss revisions.

B. Conflict of Interest Statement

Jernigan presented the Board members with the finalized Conflict of Interest statements. The statements were signed by each member present.

C. Disciplinary Guidelines

Discussion was Tabled. Strebeck and Jernigan are working on redesigning and tailoring the rubric to fit the needs of the Board.

D. Required LPC-S Refresher Course and Exam

At the February 2018 meeting the Board discussed an LPC-S Refresher Course and Exam, which will be implemented on July 1, 2019. The course will include an on-line video training for Board Qualified Supervisors.

The Board discussed LPC-S requirements to include in the training program for LPC-S along with other requirements needed at renewal for LPC-S.

Some of the items discussed:

If an LPC-S holds a Distance Credentialed Counselor credential or its equivalent and wishes to use Distance Counseling for supervisees, a new version of the LPC-S contract must be submitted to the Board to review. The LPC-S contract should be submitted at renewal. The Board will generate a list of items for the LPC-S to include in their contract.

Some of these items may be addressed in upcoming Rules and Regulations revisions.

E. Woodall Conference

It was noted that Hargrove-Edwards and Sallis will be attending the 37th Annual Fred E. Woodall Spring Conference for Helping Professions. The Conference is scheduled for Friday, March 23, 2018, at Delta State, Cleveland, Mississippi. They will be presenting updated points from its Mississippi Counseling Association Conference presentation and the recently signed Statutes.

F. NBCC Conference

The Annual Meeting of the National Board for Certified Counselors (NBCC) is scheduled for September 19-21, 2018 in Minneapolis, Minnesota. Sallis and Strebeck again expressed an interest in attending. NBCC provides travel for two Board members and the Executive Director. Registration materials should be sent from NBCC soon.

G. Juris Prudence Exam

It was motioned by Strebeck, seconded by McCormick, and unanimously agreed that in light of delay from NBCC and pending legislative changes, the Juris Prudence exam will be required beginning renewal 6/30/2019.

V. Next Meeting

Friday, April 20, 2018 – 9:00 a.m.

And may be reconvened immediately following the conclusion of the administrative hearings

SPECIAL CALLED BOARD MEETING
For purpose of administrative hearings.

Friday, April 20, 2018 at 9:30 a.m.

239 N Lamar Street; 2nd Floor; Classroom C
Robert E. Lee Building
Jackson, MS

V. Adjourn

It was motioned by Strebeck, seconded by Sallis, and unanimously agreed that the meeting be adjourned.

The meeting was adjourned by 4:30 p.m.

Approved this the 20th day of April, 2018.

/s/

Board Chair

/s/

Board Member