



# Mississippi State Board of Examiners For Licensed Professional Counselors

## Minutes of Special Called Meeting July 19, 2013

### Board Members Present:

Dr. Glenn Waller, Chair  
Congressional District I

Dr. Walter Frazier, Vice Chair  
Congressional District At Large

April Krieger, LPS-S, NCC, Secretary  
Congressional District IV

Juawice McCormick, PhD, LPC-S  
Congressional District II

Susan Carmichael, PhD  
Congressional District III

### Others Present:

Ms. LeeAnn Mordecai, Executive Director  
Ms. Alice Gorman, Cornerstone Consulting, Inc.

### Legal Counsel Present:

Ms. Margarette Meeks, Attorney General's Office

### **I. Call to Order:**

- The Special Called Meeting of the Mississippi State Board of Examiners for Licensed Professional Counselors was called to order by Board Chair, Glenn Waller at 9:05 a.m.
- Chair Waller called roll of all members. All members were present at the office of the Mississippi State Board of Examiners for Licensed Professional Counselors located at 239 N. Lamar Street, Suite 402, Robert E. Lee Building, Jackson, MS 39201.

## **II. Introductions of New Board Members**

Chair Waller introduced the three new Board members: Juawice McCormick, District II, Susan Carmichael, District III, and April Krieger, District IV.

## **III. Old Business:**

### **A. Board Operations**

#### **1. Officer Election:**

Chair Waller will remain Chair as elected by previous Board. Walter Frazier was nominated by Chair Waller for Vice Chair. Member McCormick seconded the nomination and motion carried by unanimous vote from the members. April Krieger self-nominated after no nominations for the position of Secretary were made. Member McCormick seconded the nomination and motioned carried by unanimous vote from the members. Chair Waller determined elected positions would take effect immediately.

#### **2. Outstanding Invoices for Payment**

The Board reviewed a list of 17 outstanding invoices and copies of each invoice submitted by LeeAnn Mordecai, Executive Director, in the "Outstanding Invoices Report". Vice Chair Frazier motioned to authorize payment of all 17 outstanding invoices in the sum total of \$12,391.79 and to give Chair Waller authorization to sign all 17 invoices on behalf of the Board. Susan Carmichael seconded the motion for payment of all 17 invoices. Motion carried by unanimous vote from the members. The invoices approved for payment are as follows:

<b><u>Vendor</u></b>	<b><u>Invoice Amount</u></b>
1. Barefield Workplace Solutions	\$ 22.18
2. Capitol Facilities	\$1,079.00
3. CenturyLink	\$ 12.36
4. Cornerstone Consulting Group, Inc.	\$2,448.50
5. DFA Statewide Accounting System	\$ 51.40
6. MS Dept of ITS, Data Services Division	\$ 77.27
7. MS Dept of ITS, Information Systems Services	\$ 120.00
8. MS Prison Industries Corp (MPIC)	\$ 770.00
9. Ricoh	\$ 101.54
10. Travel Voucher for ED	\$ 10.17
11. I.O. Metro	\$ 1,614.18
12. Travel Voucher for Contractor	\$ 6.78
13. Attorney General Office	\$ 5,084.95
14. Travel Voucher for Lawyer	\$ 944.18
15. Century Link	\$ 8.08
16. DFA Statewide Accounting System	\$ 16.11
17. Travel Voucher for ED	\$ 25.09

3. Postage Voucher Dated 28JUN13

Vice Chair Frazier ratified payment of Postage Voucher dated 28 June 13 and payment of voucher in the amount of \$400 for postage. Secretary Krieger seconded the ratification. Motion carried by unanimous vote from the members.

4. Voucher for Duplicate Wall Certificate Refund

Member Carmichael motioned to approve the voucher for duplicate wall certificate fee refund for Ronica Arnold in the amount of \$30.00 be approved and payment of \$30 be issued to Ronica Arnold. Vice Chair Frazier seconded the motion. Motioned carried by unanimous vote from the members.

5. Additional Invoices not on "Outstanding Invoices Report"

Executive Director Mordecai provided the Board members with 4 additional invoices to review for payment. Member Carmichael motioned to authorize payment of the 4 additional invoices for a sum total of \$1,982.70 and recommended Chair Waller be given authority to sign the vouchers on behalf of the Board. Vice Chair Frasier seconded the motion. The motion carried by unanimous vote from the members. The 4 invoices provided to the Board members are as follows:

1. AASCB	\$ 800.00
2. McAlister's Deli	\$ 140.99
3. Oliver Jolly (refund stop payment fee)	\$ 36.00
4. Board Travel Expenses	\$ 1005.71
a. Juawice McCormick	\$135.60
b. Susan Carmichael	\$325.27
c. Glenn Waller	\$216.66
d. Walter Frazier	\$ 52.55
e. April Krieger	\$275.63

Executive Director, LeeAnn Mordecai, updated the Board on a tabled item from June 19, 2013, meeting regarding teleconference line. Information Technology Systems (ITS) will provide a conference line at the rate of \$0.12 / minute per attendee as needed.

6. Contract Review

a. Cornerstone Consulting, Inc. Contract

Board engaged into discussion with Ms. Gorman, Cornerstone Consulting, Inc., in an attempt to review Cornerstone's current contract with the MS LPC Board and to discuss FY 2014 contract. No agreement was made. Ms. Gorman was asked to step outside the room to allow the Board to deliberate. Board agreed to Table the Cornerstone Contract until the Board could discuss the FY2015 Budget.

b. Others

NBCC contract

Board Attorney, Margarete Meeks, was asked by Board to make requested revisions to current contract with NBCC regarding Special Accommodations to be presented at next Board meeting.

7. FY2015 Budget

Ms. Gorman was asked to return to the room at which time Ms. Gorman presented Cornerstone's projected FY2015 Board budget. After review of the proposed FY2015 budget, the Board was informed that \$30,000 of the one-time \$50,000 allocated by the Mississippi Legislators was used in FY 2013 so a remaining balance of \$20,000 would be added to the FY 2014 budget. During this discussion, Ms. Gorman brought it to the Board's attention that the Board currently has two budgetary programs and recommended it be reduced to one budgetary program.

Secretary Krieger motioned to send letter to request permission to change budgetary programs to one program (Licensure and Regulation) to Legislative Budget Office & Department of Finance and Administration. Member Carmichael seconded the motion. Motion carried by unanimous vote from the members.

Vice Chair Frazier motioned to approve the proposed FY 2015 budget of \$208,195 and to submit the FY 2015 budget in the amount of \$208,195 to the State Legislative Budget Office. Secretary Krieger second the motion. Motion carried by unanimous vote from the members.

8. 5-Year Strategic Plan

Vice Chair Frazier motioned to approve the Board of Examiners for Licensed Professional Counselors 5 yr. Strategic Plan as amended. Member McCormick seconded the motion. Motion carried by unanimous vote from the members.

Board adjourned for lunch at 12:15 pm.

Board reconvened after lunch at 1:00 pm. Chair Waller took roll of Board members. All members were present at roll call.

9. Staff Payroll

Vice Chair Frazier made motion to authorize payment of Executive Director's pay up to 40 hours weekly through the end of August 2013 and Chair Waller would be given authority to sign these invoices through August 2013. Member Carmichael seconded the motion. Motion carried by unanimous vote from the members.

#### 10. Contracts

Board entered into discussion regarding the Cornerstone Contract once again. Member Carmichael motioned to authorize Board Attorney, Margarete Meeks, to make formal offer of revised offer of \$1,350/month, with all amended language in the "Scope of Services" as agreed upon by the Board, which would include Accounting Services, Human Resource & Personnel Assistance, MAGIC Implementation, Year-End Processing Services, and Internal Control Questionnaires services. The offer would also include an hourly rate of \$60.00 for any tasks performed not listed in the contract with prior approval. This motion also authorized Board Attorney, Ms. Meeks, the authority to counter offer Cornerstone up to \$1,500 per month. If accepted, the Board also authorized Chair Waller to sign contract for and on behalf of the Board. Member McCormick seconded the motion. Motion carried by unanimous vote by the members.

At 2:35 pm, Board adjourned for a brief recess by motion from Vice Chair Frazier and seconded by Member Carmichael. Motion carried by unanimous vote from the members.

At 2:38 pm, the Board reconvened. Chair Waller took roll of the Board members. All members were present.

Secretary Krieger motioned to determine if Board should move into Executive Session to discuss applications, review applications, and discuss pending complaints. Member McCormick seconded the motion. Motion was carried by unanimous vote by the members to move into Executive Session at 2:38 pm.

#### **IV. Executive Session:**

- Upon unanimous vote, the Board reopened the meeting to the public and announced the aforesaid reasons as the Board's purpose for entering into Executive Session.
- Upon conclusion of the business in Executive Session, a motion was made by Chair Waller, seconded by Vice Chair Frazier for the Board to come out of Executive Session. Motion was carried by unanimous vote by all members.
- The Board resumed in open session at 5:25 p.m. by announcing the above described action and votes taken in Executive Session.

#### A. Application Review:

- The following was recorded as action taken during executive session:
  - Certificates of Licensure were distributed for Board Members signatures while applications were reviewed by Board members.

- Member McCormick motioned to remove Hold Pending – Candidacy status and approve application for Licensure. Member Carmichael seconded the motion. Motion carried by unanimous vote from the members. The following applications were approved for Candidacy:
  1. Johnson, Allen Keith
  2. Norsworthy, Anetia B.
  3. Wills, Larry
  4. Roush, Rhonda
  5. Jones, Miranda
  6. Moore, Vicki Elaine
  
- Secretary Krieger motioned to remove Hold Pending-Licensure and recommended approval for Licensure. Vice Chair Frazier seconded the motion. Motion carried by unanimous vote from the members. The following applications for Licensure were approved:
  1. Frankart, Lillian
  2. Hellman, Ricci Ann
  3. Steen-Brown, Adriann
  
- Member McCormick motioned to place applicants on Hold Pending-Licensure and to request additional information to support application. Member Carmichael seconded the motion. Motion carried by unanimous vote from the members. The following applications were approved as “Hold Pending”:
  1. Dolan, Jonathan
  2. Santolucito, Ellen
  
- Member McCormick motioned to approve reapplication and written request to retake examination after second or subsequent failure. Member Carmichael seconded the motion. Motion carried by unanimous vote from the members. The following applicants were approved to retake exam.
  1. Baylor, Lashanda
  2. Clark, Francis
  
- Member McCormick motioned to accept the request of 9 Licensees to change status to “Retired”. Secretary Krieger seconded the motion. Motion carried by unanimous vote from the members. The following Licensees were changed to “Retired” status:
  1. Booth, Philip G.
  2. Fulghum, Mary Alice
  3. Gaddy, Arlette
  4. Ganann, Jan Whitt

5. Gibson, Gary D.
  6. Holland, Lynn K.
  7. Jordan, Jeffrey Lynn
  8. Pittman, Barbara S.
  9. Wright, Jessie C.
- The Board requested the minutes reflect that 16 candidates for Licensed Professional Counselors have received passing scores from the NBCC since March 18, 2013, and therefore are approved for license and have been issued a license from the MS LPC Board. The following new LPCs are as follows:
1. Leary, Genevieve F.
  2. Stevens, John Leslie
  3. Arnoult, Holly Thomas
  4. Fratesi-Long, Debra
  5. Cross, Robert C.
  6. Shunmaker, Michael G.
  7. Wagenaar-Smith, Elizabeth Ann
  8. Robinson, Cynthia A.
  9. Meteer, Cathy G.
  10. Chandler, Reta C.
  11. Rickman, Mica Nicole
  12. Ruffin, Ayla Onea
  13. Mersdorf, Michelle Elaine
  14. McGowan, Maureen
  15. Gill-McGee, Ayanna
  16. Busby-Robinson, Patricia
- The Board requested the minutes reflect that there were two Licensees who voluntarily surrendered their license with the June 30, 2013, renewal. The following voluntarily surrendered their license:
1. Hartwell, Heather Seale
  2. Hermann, Mary A.
- The Board requested the minutes reflect LPC John Fraser Hubbell, of Brooklyn, MS, died March 8, 2013. Mr. Hubbell was first licensed in MS in September 1986.

B. Complaints, Disciplinary Matters, Cases, Hearings

1. 01262012- Pending more information.
2. 072012: In negotiation stage by Board Attorney Meeks.

3. 2013-02: Chair Waller recommended to proceed with a hearing. Vice Chair Frazier made a motion to accept the recommendation by Chair Waller to have a hearing and to start the process of making arrangements to schedule a hearing for case 2013-02. Member McCormick seconded the motion. Motion carried by unanimous vote from the members.
4. 2013-03: Member Carmichael recommended to take “No Action”. Member McCormick motioned to accept the recommendation by Member Carmichael that “No Action” should be taken. Secretary Krieger seconded the motion. Motion carried by unanimous vote from the members.
5. 2013-04: Complaint 2013-04 was not assigned to a Board member pending further research. Board Attorney Meeks was asked to investigate.

**V. Next Scheduled Meeting:**

- Next scheduled Mississippi State Board of Examiners for Licensed Professional Counselors meeting will be held August 16 at 8:00 am at the Robert E. Lee Building, 239 N. Lamar Street, Suite 402, Jackson, Mississippi.
- January 14, 2014, at 9:00 a.m. “Day at the Capitol”, all Board Members were asked to attend.

**VI. Adjournment:**

Member Carmichael motioned to adjourn the meeting at 5:45 p.m. Vice Chair Frazier seconded the motion. Motion carried by unanimous vote from the members. The meeting was adjourned.

Approved this the 16<sup>th</sup> day of August, 2013.

\_\_\_\_\_/s/\_\_\_\_\_  
Glenn Waller, Chair

\_\_\_\_\_/s/\_\_\_\_\_  
Walter Frazier, Vice Chair

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April Krieger, Secretary

\_\_\_\_\_/s/\_\_\_\_\_  
Susan Carmichael, Member

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Juawice McCormick, Member