

## MINUTES

Mississippi State Board of Examiners for Licensed Professional Counselors  
Special Called Board Meeting  
239 N. Lamar Street, Suite 402, Robert E. Lee Building  
Jackson, Mississippi 39201  
September 18, 2013

### Board Members Present:

Dr. Glenn Waller, Chair  
Dr. Walter Frazier, Vice-Chair  
April Krieger, Secretary  
Dr. Juawice McCormick

### Legal Counsel Present:

Margarette Meeks, Attorney General's Office

### Others Present:

LeeAnn Mordecai, Executive Director  
Alice Gorman, Cornerstone Consulting

### Board Members Absent:

Dr. Susan Carmichael

## I. Call to Order

The special called meeting of the Mississippi State Board of Examiners for Licensed Professional Counselors ("Board"), held in Suite 402 of the Board office located at 239 N. Lamar Street in Jackson, Mississippi, was called to order at 9:15 a.m. by Dr. Glenn Waller, Chair ("Chair"). Four of the five board members were present and a quorum was established.

## II. Financial Status

### A. Outstanding Invoices for Payment

The Board reviewed outstanding invoices submitted for payment by Cornerstone Consulting in the "Outstanding Invoices for Payment" Report. Upon motion by Frazier, seconded by Krieger and unanimously passed, the Board authorized payment in the amount of Forty-Five Dollars and Sixteen Cents (\$45.16) for the August telephone services payable to the Information Technology Services ("ITS").

Following discussion on clarification of the Board's financial policy, upon motion by Frazier, seconded by Krieger and unanimously passed, the Board authorized the inclusion of the monthly phone charges payable to ITS under "Payment of Routine Expenses."

There was discussion regarding the Visa account. The Board requested Cornerstone Consulting to include a copy of the Visa statement with the outstanding invoices each month. Upon motion by Frazier, seconded by Krieger and unanimously passed, the Board removed the Visa bill from the list of recurring bills to be paid by the Executive Director.

B. Financial Report

The Board reviewed the financial report submitted by Cornerstone Consulting, which included the comparative/variance budget for August 2013.

**III. Executive Session**

Upon motion by Frazier, seconded by Krieger and unanimously passed, the meeting was closed for a determination of the necessity for an executive session. While in closed session, a motion was made by Krieger, seconded by McCormick and unanimously passed, to go into executive session to discuss prospective litigation involving Cause No. 01262012. Upon discussion of the need for executive session, Frazier recused himself, left the room and did not participate in further discussion. The purpose for the executive session was announced to the public. Former board attorney Leyser Hayes joined the executive session, at the Board's invitation, from 9:45 am. to 10:07 a.m. Upon motion by McCormick, seconded by Krieger and unanimously passed, the Board returned to open session at approximately 10:45 a.m. Frazier and the public returned to the meeting room. While in executive session, the Board took the following action:

Upon motion by Frazier, seconded by McCormick and unanimously passed, the Respondent in Cause No. 01262012 will be requested to provide a written response within two weeks from the date of receipt to questions regarding the Agreed Order in the said cause number and to invite the Respondent to an informal conference on October 10, 2013 at 2:30 p.m. with the location to be determined. The Respondent and her attorney, Stan Ingram, were present following the return to open session. Board attorney Meeks informed them of the action taken during executive session.

At approximately 10:50 a.m., the Board took a ten (10) minute recess.

The Chair called the meeting back to order at 11:00 a.m. following the recess.

**IV. Board Orientation**

Board attorney Meeks conducted board orientation. Copies of relevant state statutes were distributed regarding licensure of members of the military and their spouses, Public Records Act, Open Meetings Act, LPCs, and licensure records.

The Board recessed for lunch at 12:40 p.m. The Chair called the meeting back to order at 1:13 p.m.

## **V. Special Called Board Meeting**

Upon motion by McCormick, seconded by Frazier and unanimously passed, a special called board meeting will be held at 3:00 p.m. on today for the purpose of discussing the Board's participation during the Mississippi Counseling Association Meeting in November.

## **VI. Amendment of Board Rule**

Upon motion by Frazier, seconded by McCormick, and unanimously passed, the Board amended Board Rule 4.1 to allow applications to be reviewed at any meeting of the Board instead of only at quarterly meetings and authorized the filing of the amendment as a temporary/emergency rule.

## **VII. Executive Session**

Upon motion by Frazier, seconded by McCormick and unanimously passed, the meeting was closed for a determination of the necessity for an executive session. While in closed session, a motion was made by Frazier, seconded by McCormick and unanimously passed, to go into executive session for the purpose of reviewing applications. The purpose of the executive session was announced. Upon the completion of the business of the executive session, a motion was made by Waller, seconded by Krieger and unanimously passed, the Board returned to open session and announced the following action taken during executive session:

### A. Applications for Licensure – Eleven applications were reviewed

1. Six (6) applications for candidacy – Five (5) approved; One (1) hold-pending
2. Two (2) applications for licensure – One (1) approved, One (1) hold-pending
3. One (1) hold-pending application for licensure – One (1) approved
4. Two (2) hold-pending applications for candidacy – Two (2) approved

<u><i>New Application for Candidacy</i></u>	<u><i>Board Decision</i></u>	<u><i>Recusal</i></u>
Hill, Shannon	Approved	Waller
Odom, Roxian	Approved	None
Oliver, Stacy	Approved	None
Shaw, Christopher	Approved	None
Turner, Twyla Jermecia	Hold-pending	None
Wiley, Harriet	Approved	None

<u><i>New Application for Licensure</i></u>	<u><i>Board Decision</i></u>	<u><i>Recusal</i></u>
Harris, Barbara Ann	Hold-pending	None
Marshall, Tracy	Approved	Frazier

<u>Hold-Pending Licensure</u>	<u>Board Decision</u>	<u>Recusal</u>
Santolucito, Ellen	Approved	Frazier

<u>Hold-Pending Candidacy</u>	<u>Board Decision</u>	<u>Recusal</u>
Hintz, Courtney	Approved	None
Rankin, Emily E.	Approved	None

B. Passage of NBCC Examination

The Board requested the minutes reflect that eight (8) candidates for LPC have received passing scores from the NBCC since August 16, 2013, and are approved for licensure. Licenses have been issued to the following individuals:

<u>Licensed Since 8/16/13</u>	<u>Issue Date</u>
Carpenter, David	8/20/13
Smithey, Memory Brooke	8/21/13
Barnete, Michael David	9/6/13
Jenkins, Glynda	9/6/13
Austin, Kimberly J.	9/6/13
Hill, Caroline B.	9/6/13
Kukendall, Anna K.	9/6/13
Lay, Toniya M.	9/6/13

C. Death of LPC

The Board requested the minutes reflect that LPC Jeffrey Lynn Jordan, of Clinton, MS, died on August 15, 2013. Mr. Jordan was originally licensed in August 1994.

**VIII. Board Operations**

A. Six Month Review of Executive Director

On behalf of the Board, Frazier thanked the Executive Director for her professionalism and requested that the minutes reflect the Board's wish and desire to provide a written review to her in the future to outline her many professional qualities.

B. Executive Director's Request for Time Off

Upon motion by McCormick, seconded by Frazier and unanimously passed, the Board granted the Executive Director's request to take off October 10, 11 and 14, 2013.

C. Work Day for Board Policies and Procedures and Rules and Regulations

Tabled until November 5, 2013

D. Approval of Travel

Upon motion by Frazier, seconded by Krieger and unanimously passed, the Board approved payment of the travel reimbursement voucher for Waller in the amount of One Hundred Eighty Six Dollars and Forty-Five Cents (\$186.45). Upon motion by Waller, seconded by Krieger and unanimously passed, the Board approved payment of travel reimbursement vouchers for Frazier in the amount of Fifty Three Dollars and Eleven Cents (\$53.11) and Krieger in the amount of One Hundred Ninety-Seven Dollars and Forty-One Cents (\$197.41) and to authorize the Chair to sign.

E. Assignment of Complaint No. 2013-06

Complaint No. 2013-06 was assigned to Krieger.

**IX. Next Meeting**

Special Called Board Meeting will be held on today immediately following the adjournment of this meeting for the purpose of discussing the Board's participation in the upcoming MCA Conference November 5-7, 2013.

**X. Adjournment**

There being no further business, upon motion by Frazier, seconded by Krieger and unanimously passed, the meeting was adjourned at 4:30 p.m.

Approved this the 27<sup>th</sup> day of February, 2014.

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/s/  
Glenn Waller, Chair

\_\_\_\_\_  
/s/  
Board Member

**Notice of “Special Called”**  
**Public Meeting**

**The Mississippi State Board of  
Examiners for Licensed Professional  
Counselors (LPC Board) is scheduled  
to meet:**

**Wednesday, September 18, 2013**

**9:00 a.m.**

**239 N Lamar Street; Suite 402**

**Jackson, Mississippi.**