

MINUTES

Mississippi State Board of Examiners for Licensed Professional Counselors
Special Called Board Meeting
Suite 402; Robert E Lee Building
239 North Lamar Street; Jackson, Mississippi
January 23, 2014

Board Members Present:

Dr. Glenn Waller Chair
Dr. Walter Frazier, Vice-Chair
Dr. Susan Carmichael
Dr. Juawice McCormick (arrived at 9:32 a.m.)

Others Present:

LeeAnn Mordecai, Executive Director
Alice Gorman, Cornerstone Consulting, Inc.
Margarette Meeks, Attorney General's office (arrived at 11:00 a.m.)

Board Members Absent:

April Krieger, Secretary

I. Call to Order

The Special Called Board Meeting of the Mississippi State Board of Examiners for Licensed Professional Counselors ("Board"), held in the Board office at Suite 402 of the Robert E. Lee Building located at 239 North Lamar Street in Jackson, Mississippi, was called to order at 9:03 a.m. by Dr. Glenn Waller, Chair ("Chair"). The purpose of the special called meeting was to discuss revision of Board rules and regulations, review of licensure applications and Board operations. A roll call of members was taken and a quorum was present.

II. Board Operations

A. Financial Report

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

The Board reviewed the Internal Control Assessment report submitted to Department of Finance and Administration, Office of Fiscal Management, Internal Control & Risk Management.

B. Outstanding Invoices for Payment

The Board reviewed outstanding invoices submitted for payment by Cornerstone

Consulting, Inc., in the “Outstanding Invoices for Payment” Report. Upon motion by Frazier, seconded by Carmichael, the Board unanimously agreed to authorize payment in the amount of Four Thousand, One Hundred, Sixty-Six Dollars, and Fifty Cents (\$4166.50) for the second quarter fiscal year 2014 legal services to the Attorney General’s office.

The Board reviewed routine expenditures that have been paid according to the Financial Policy of the Board in the “Routine Expenditures” report for fiscal year 2014.

C. Contractual Services

There was discussion of the website and online licensing database software development and the Request for Quotation (“RFQ”) needs and process. Upon motion by Frazier, seconded by Carmichael, the Board unanimously agreed to contract with Cornerstone Consulting, Inc., for the website/online licensing database software RFQ development, submission, selection process, and implementation to be charged at contracted hourly rate of \$83 per hour and not to exceed \$2,000 and contract start contingent upon guarantee that time frame is feasible for completion of bid process, selection, and start of implementation to occur prior to June 30, 2014.

D. Office Supplies

Upon motion by Carmichael, seconded by McCormick, the Board unanimously agreed to purchase one four drawer lateral file cabinet in the amount of \$325.

E. Asset and Inventory Report

The Executive Director presented the Board with the “Asset Report” as submitted to Department of Finance and Administration. Mordecai also presented the Board with a complete itemized Board property list and noted that all Board property has been labeled.

F. Sign Completed Certificates

The Board members signed Licensure Certificates.

The Chair called a recess at approximately 10:20 a.m. The Chair called the meeting back to order at approximately 10:35 a.m.

G. Record Retention

The Executive Director presented the Board with proposed policy for record retention in the “Mississippi Department of Archives and History Records Control Schedules.” The Board discussed and reviewed schedule #5812 – Incomplete Application Files series, #5813 – Lapsed License Files series, #5815 – Denied

Applications Files series, #5816 – Active License Files series, and #5817 – Investigative/Complaint Files Without Disciplinary Action series.

Upon motion by Frazier, seconded by McCormick, the Board unanimously agreed to accept the records control schedules #5812, #5813, #5815, #5816, and #5817 for the Board as written for submission to the Department of Archives and History.

H. Board Policy & Procedures

The Executive Director presented the Board with a list of items to discuss the need of developing policy or guidance regarding certain Rules and Regulations and day-to-day operations and requested the Board establish policies to address the items. The Chair directed the Board to review the list and prepare responses to be discussed at the next scheduled Board meeting.

The Chair called a recess at approximately 11:00 a.m. The Chair called the meeting back to order at approximately 11:07 a.m.

III. Executive Session

Upon motion by Frazier, seconded by Carmichael, 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 Chair called a recess for lunch at approximately 12:00 p.m. The Chair called the meeting back to order at approximately 1:40 p.m.

Upon motion by McCormick, seconded by Frazier, 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 Carmichael, seconded by McCormick, and unanimously passed to go into executive session for the purpose of reviewing applications.

Upon motion by Carmichael, seconded by McCormick, and unanimously passed, the meeting was adjourned for the day at approximately 5:13 p.m. Review of licensure applications to continue January 24, 2014.

_____/s/_____
Glenn Waller, Chair

_____/s/_____
Board Member, Chair