

MINUTES

Mississippi State Board of Examiners for Licensed Professional Counselors
Regular Board Meeting
Suite 402; Robert E Lee Building
239 North Lamar Street; Jackson, Mississippi
July 25, 2014

Board Members Present:

Dr. Glenn Waller Chair
Dr. Walter Frazier, Vice-Chair
Dr. Susan Carmichael
Dr. Juawice McCormick

Others Present:

Jeff Jernigan, Attorney General's office
LeeAnn Mordecai, Executive Director
Morgan Bryant, MS Licensed Professional Counselors Association (MLPCA)
Alice Gorman, Cornerstone Consulting, Inc. (joined the meeting at 1:00 p.m.)

Board Members Absent:

I. Call to Order

The Regular Board Meeting of the Mississippi State Board of Examiners for Licensed Professional Counselors ("Board"), held in Suite 402 of the Robert E Lee Building located at 239 North Lamar Street in Jackson, Mississippi, was called to order at 9:33 a.m. by the Chair. A roll call of members was taken and a quorum was present.

II. Board Operations

A. Review of Rules and Regulations

1. Adoption of 2014 ACA Code of Ethics

Discussion to adopt the new American Counseling Association (ACA) Code of Ethics was held. Changes and additions to the code were discussed. Upon motion by Frazier, seconded by McCormick, and unanimously carried, the Board agreed that the necessary steps to adopt the 2014 ACA Code of Ethics as the Code of Ethics of this Board would be taken. The Executive Director and Board attorney will file appropriate paperwork with the Secretary of State.

2. Audit Procedure for 2014

Discussion was held regarding the current continuing education audit procedure. No motions were entertained. The current system in place will remain.

3. Mandatory Reporting of Criminal Charges / Background Checks

Discussion surrounding criminal background checks was held. State level name check versus national fingerprint was discussed. Timeframe of when checks would be conducted was considered as well as the online process. Inclusion of a self-disclosure was considered as part of the online renewal process. Let the minutes reflect that the Board is tabling further action until language is clarified.

4. Failure of Notification Fee (name change, address, etc.)

A fee for failure of notification related to name/address change was considered. Jernigan looked for clarification of rules related to fees. Upon motion by Frazier, seconded by Carmichael, and unanimously carried, the Board agreed to establish a \$50.00 fee for Failure of Notification of name/address/contact change within 30 days and create a rule to reflect such policy. Upon motion by Frazier, seconded by Carmichael, and unanimously carried, the Board agreed to have Executive Director and Board attorney to draft such language.

5. Military Applicant Rule

Military rules were discussed by Jernigan. Board was informed of obligation to grant licensure to these individuals expeditiously. The Board discussed steps to take to accelerate the processing of these applicants including a rapid communication response by Mordecai as well as preferential placement to ensure Board review.

The Chair called a recess at approximately 10:25 a.m. The Chair called the meeting back to order at approximately 10:38 a.m.

B. MLPCA Update

Morgan Bryant reported from MLPCA that they would be willing to support legislative action and introduce writing to show an increase in fee to \$300 every 2 years with a potential 10% increase two years if a need is demonstrated. Lee Ann Mayo, lobbyist for MCA, is working on this further.

III. Executive Session

Upon motion by Frazier, seconded by McCormick, the Board unanimously agreed, 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 Chair Waller, and unanimously passed to go into Executive Session at 11:00 a.m. for the purpose of reviewing applications for LPC and Board Qualified Supervisor, complaints, and consent order.

Upon motion by the Chair, Executive Session was suspended at 1:00 p.m. upon the arrival of the Cornerstone Consulting, Inc. representative.

Upon return to open session, the following was announced as action taken while in executive session. Certificates were signed. Applications were reviewed. Application review and vote will continue when the Executive Session continues.

II. Board Operations (cont'd)

B. Financial Management (cont'd)

2. Outstanding Invoices for Payment

Alice Gorman with Cornerstone Consulting, Inc. joined at 1:00 p.m. and addressed the board. She reported that the board did not have the funds to pay the Attorney General's 3rd quarter bill. She suggested that the Board request for the Attorney General to waive their fees at this time. Upon motion by Frazier, seconded by Carmichael, and unanimously carried, the Board agreed to table payment of #1 of the "Outstanding Invoices for Payment" report (Attorney General's bill) authorizing Frazier and Waller to communicate with the Attorney General's office in regards to waiving fees, and to pay items #2, 3, and 4 of "Outstanding Invoices for Payment" report in the amount of \$477.85.

3. AASCB Dues

Discussion was held regarding payment to American Association of State Counseling Boards (AASCB) in the amount of \$800 for membership dues. Upon motion by Frazier, seconded by Carmichael, and unanimously carried, the Board agreed to not renew this year due to the financial status of the Board.

4. Purchase Order to MS Dept. of Archives up to \$100 for Destruction of Files Pursuant to Records Retention Policies

Upon motion by Frazier, seconded by McCormick, and unanimously carried, the Board agreed to authorize a purchase order up to \$100 to the Department of Archives and History for the purpose of LPC file disposal from 1989 to 2003.

5. Budget

Proposed Budget FY16 was presented by Gorman with Cornerstone Consulting, Inc. (Cornerstone). Upon motion by McCormick, seconded by Frazier, the Board agreed to unanimously approve the FY16 Budget Request as presented by Cornerstone.

6. Increase Fees for Renewal for FY 2016

Upon motion by Frazier, seconded by McCormick, and unanimously carried, the Board agreed to increase fees by 10% effective immediately and to begin collection at the next renewal for a total renewal fee to \$121 to address current budget needs.

7. Office Lease

Gorman presented lease for the Board's building space. She reported rates are the same as the previous lease in the amount of \$1079 per month. Upon motion by Carmichael, seconded by Frazier, and unanimously carried, the Board agreed to approve the rental agreement to be effective July 1, 2014 and the Board approved the Executive Director to sign the lease.

8. Request to Waive Re-Application Fee of Late Renewal

Executive Director presented a written request to waive late renewal fee (re-application fee) of an LPC based on circumstances as described. The board considered the request and reaffirmed its position to not waive any fees as pursuant to *Rules and Regulations*.

9. Attorney General (AG) Contract

A renewal contract with the AG's office was presented. Upon motion by Frazier, seconded by McCormick, the Board unanimously agreed to approve the contract with the AG's office.

III. Executive Session (cont'd)

Upon motion by Frazier, seconded by McCormick, the Board unanimously agreed, to continue the previously suspended Executive Session for the purpose of reviewing applications for LPC and Board Qualified Supervisor, complaints, and consent order at 2:15 p.m.

Upon motion by Frazier, seconded by McCormick, the Board unanimously agreed to exit Executive Session.

Upon conclusion of the business of the Executive Session, motion by McCormick, seconded by Frazier, and unanimously passed, the Board returned to open session at 4:42 p.m.

Upon motion by Frazier, seconded by McCormick, and unanimously carried, the Board agreed to vote on results of review as read by LeeAnn Mordecai, Executive Director.

Upon return to open session, the following was announced as action taken while in executive session.

CR or Denied Apps for Licensure	BOARD DECISION	ABSTENTION	YAYS	NAYS
Smith, Jennifer M.	Approved		4	0
Stillson, C. Vonie'	Approved		4	0
Hunter, Roane T.	Approved	W. Frazier	3	0
CR or Denied Candidacy	BOARD DECISION	ABSTENTION	YAYS	NAYS
Turner, Twyla Jermecia	Approved		4	0
BOARD REQUEST	BOARD DECISION	ABSTENTION	YAYS	NAYS
Jefferson , Shareka	Approved		4	0
Wiley, Harriet	Approved		4	0
New Apps for Candidacy	BOARD DECISION	ABSTENTION	YAYS	NAYS
Givens, Bonnie LaShea	Approved		4	0
Taylor, Frederick L.	Approved		4	0
Thomas, Christy	Approved		4	0
Thrash, Kristel Heckman	Approved		4	0
Myers, Latrice Michelle	Approved		4	0
Martin, Pamela Deloach	Approved		4	0
Worthy, Allen T.	Approved	S. Carmichael	3	0
Hathorn, Stephanie Anne	Approved		4	0
Hasson, Alyssa Michele	Continued Review		4	0
New Apps for Licensure	BOARD DECISION	ABSTENTION	YAYS	NAYS
Thornton, Bevelynne A.	Approved	W. Frazier	3	0
Warner, Amy L.	Approved		4	0
Mott, Alvin M.	Approved		4	0
Jordan, Jannetta	Continued Review		4	0
Dugas, Janelle Marie	Continued Review		4	0

Phifer, Anna Grace	Approved		4	0
Buckland, Charis Locke	Approved		4	0
Barry, Phillip Dale	Approved		4	0
Boyle, Elizabeth Louise	Continued Review		4	0
McRee, John Thomas	Approved		4	0
Guy, Michelle	Approved	W. Frazier	3	0
Wornall, Gwendolyn	Approved		4	0
Lewis, Laura Alicia	Approved	W. Frazier	3	0
Owen, Adrian	Approved		4	0
Davis-Hurt, Micah Jade	Approved		4	0
Cline, Anna Adams	Continued Review		4	0
Kent, Sherri W.	Approved	W. Frazier	3	0
Mudd, Caitlin Rae Cousins	Continued Review		4	0
Lofton, Catherine West	Approved		4	0
Bailey, Lacy Baker	Continued Review		4	0
Henderson, Rachel Lauren	Continued Review	W. Frazier	3	0
Aguillard, Amie R.	Approved		4	0
Paige, Miracle Ronjan	Continued Review		4	0
Shields, Melissa Lyn Bordelon	Approved		4	0
Sims, Kristen	Approved		4	0

Complaints

- 07-2012
The Board reviewed consent order reported by Jernigan with further discussion from investigative Board member Frazier. Upon motion by McCormick, seconded by Carmichael, and carried unanimously among those that voted, the Board agreed to enter into the agreed order as written on case # 072012. Frazier abstained.
- 2014-05 – assigned to McCormick
- 2013-96 – reassigned to McCormick

IV. New Business

A. Clarification and Option of Request from Apex School of Theology

Jernigan discussed a letter from Wallace Pierce Law. Discussion is held regarding their request for a declarative opinion. The board resolves to have Jernigan respond in writing to Wallace Pierce Law.

B. Records Retention Schedule #5844 for Licensee Renewal Forms & Audits

The Board reviewed and considered the Records Control Schedule #5844 as presented regarding Licensee Renewal Forms and Audits. Upon motion by Frazier, seconded by McCormick, and unanimously carried, the Board agreed to adopt the Records Control Schedule #5844 as presented.

V. Next Meeting

Saturday, July 26, 9:00 a.m.

Regularly Scheduled Board Meeting

239 North Lamar Street; Suite 402; Robert E Lee Building, Jackson

Friday, September 26, 9:00 a.m.

Regularly Scheduled Board Meeting

239 North Lamar Street; Suite 402; Robert E Lee Building, Jackson

V. Adjournment

Upon motion by Frazier, Seconded by Carmichael, and unanimously carried, the Board agreed to adjourn for the day at 4:56 p.m. and return for Regularly Scheduled Board Meeting on Saturday, July 26 at 9:00 a.m. in Suite 402 of the Robert E. Lee Building located at 239 North Lamar Street, Jackson Mississippi.

Approved this the 26th day of September, 2014.

_____/s/_____

Glenn Waller, Chair

_____/s/_____

Board Member