

MINUTES

Mississippi State Board of Examiners for Licensed Professional Counselors
239 N. Lamar Street, Suite 402, Robert E. Lee Building
Jackson, Mississippi 39201
August 16, 2013

Board Members Present:

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

Board Members Absent:

April Krieger, Secretary
Dr. Juawice McCormick

Others Present:

LeeAnn Mordecai, Executive Director
Denise DeRossette, Cornerstone Consulting
Alice Gorman, Cornerstone Consulting

Legal Counsel Present:

Margarette Meeks, Attorney General's Office

I. Call to Order

The regular 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 8:30 a.m. by Dr. Glenn Waller, Chair ("Chair"). Three of the five board members were present and a quorum was established.

II. Board Operations

A. Approval of Minutes

Upon motion by Frazier, seconded by Carmichael and unanimously passed, the minutes for the July 19, 2013 meeting were approved as amended.

Upon motion by Frazier, seconded by Carmichael and unanimously passed, the minutes for the June 19, 2013 meeting were approved as amended.

Upon motion by Frazier, seconded by Carmichael and unanimously passed, the minutes for the May 15, 2013 meeting were approved.

Upon motion by Frazier, seconded by Carmichael and unanimously passed, the minutes for the April 26-27, 2013 meeting were approved as amended.

B. NBCC Report

Frazier and Mordecai reported on their attendance and participation at the NBCC Conference.

C. Outstanding Invoices for Payment

The Board reviewed a list of 26 outstanding invoices and copies of each invoice submitted by Cornerstone Consulting, Inc., in the "Outstanding Invoices for Payment" Report. Upon motion by Frazier, seconded by Carmichael and unanimously passed, 25 of the 26 outstanding invoices were authorized for payment in the sum total of \$3,456.33 and to give the Chair authorization to sign all payment vouchers on behalf of the Board. The outstanding invoices for payment are reflected in the appendix to these minutes.

D. Financial Report

The Board asked Cornerstone Consulting, Inc., to provide a comparative/variance budget monthly utilizing percentages.

Upon motion by Carmichael, seconded by Frazier and unanimously passed, the Board authorized the escalation of funds in the amount of \$2500 for FY2013 and authorized the Chair to sign the Z-1 Form for and on behalf of the Board.

E. Professional Services Contract Review

After discussion, upon motion by Frazier, seconded by Carmichael and unanimously passed, the Board approved the contract with Cornerstone Consulting, Inc., as amended, which is included in the appendix to these minutes.

F. Outstanding Invoices for Payment

Upon motion by Frazier, seconded by Carmichael and unanimously passed, the Board authorized payment of line item #2 from the "Outstanding Invoices for Payment" Report in the amount of \$1650.00 and to give the Chair authorization to sign the payment voucher.

G. Duties of Executive Director

Upon motion by Waller, seconded by Frazier and unanimously passed, the Board authorized the Executive Director to sign payment vouchers for recurring monthly invoices for Capitol Facilities, Cornerstone Consulting, DFA State Wide Accounting System, MS Dept of ITS (Data Services Division and Information Systems Services), MS Management and Reporting System, Ricoh, and UMB Visa and to have monthly reporting from Cornerstone Consulting as to payment of vouchers.

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 Carmichael and unanimously passed, to go into executive session for the purpose of reviewing Board Qualified Supervisor applications.

Upon conclusion of the business of the executive session, motion by Waller, seconded by Frazier and unanimously passed, to return to open session.

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

Upon motion by Frazier, seconded by Carmichael and unanimously passed, the Board approved seven (7) applications for Board Qualified Supervisor and to place two (2) applications for Board Qualified Supervisor on hold pending receipt of acceptable additional documentation in the Board office. Further, the Executive Director will be authorized to approve the two (2) applications for Board Qualified Supervisor on hold pending upon receipt of said documentation in the Board office. Details of the said action is as follows:

A. Applications for Board Qualified Supervisor

1. Approved Applications for Board Qualified Supervisor
 - 1) Coffey, Catherine Walker
 - 2) Cooks, Paula P.
 - 3) Fye, Stacy Renee
 - 4) Jones, Carl Winston
 - 5) Landry, Robert Lawrence
 - 6) Sinclair, Anne Elizabeth
 - 7) Tuepker, Claire Jo

2. Applications for Board Qualified Supervisor on hold pending receipt of additional documentation to support application
 - 1) McGuire, Angela Michelle
 - 2) Weems, Lela L.

The Board recessed at 12:00 pm for lunch.

The Board reconvened at 12:40 pm. The Chair called the meeting to order.

IV. Board Operations (continued)

A. Transfer of Funds

Upon motion by Carmichael, seconded by Frazier and unanimously passed, the Board authorized the Chair to sign the Z1 form to transfer funds in the amount of \$4,518.97 and to move \$1,543.87 from travel, \$2,638.93 from commodities, and \$336.17 from equipment into contractual services.

B. Proposed changes to NBCC Contract

The Board discussed allowing applicants to take the NCMHCE or the NCE due to Board Rule 4.6(A), which provides that the NCMHCE will be the only examination acceptable after July 1, 2015, for licensure in MS.

There was discussion on how to properly address special accommodation requirements for taking the licensure examinations.

Upon motion by Frazier, seconded by Carmichael and unanimously passed, the Board authorized the Board attorney to propose language for the contract with NBCC to allow candidates and licensees to take the CCMHCE and to allow current MS LPCs to register for the CCMHCE.

C. Attorney General's Office Review and Contract

Following discussion, motion by Frazier, seconded by Carmichael and unanimously passed, the Board agreed to rate legal services as per "Performance Measure Requirements of the MS Legislature" and to authorize the Chair to sign the form on behalf of the Board.

Upon motion by Carmichael, seconded by Frazier and unanimously passed, the Board accepted the terms of the contract with Attorney General's office for legal services and to allow the Chair to sign on behalf of the Board.

D. Proposed changes to Rules & Regulations & to Statutes

1. Financial Policy Ad Hoc Committee Report: Upon motion by Frazier, seconded by Carmichael and unanimously passed, the Board approved the "MS Board of LPC Financial Policy & Procedures" as amended.
2. Upon motion by Carmichael, seconded by Frazier and unanimously passed, the Board approved changes to clarify course work requirement to Rule 4.2 (C) as an emergency rule.
3. Amended Rule 4.2(C) would read:
A graduate program related to counselor education is defined as one that contains course work in all of the following areas. Each applicant must have completed a three (3) hour semester course or its equivalent in each of the following areas: ~~Each applicant must have completed course work in all of the following areas. The content areas listed below may be covered in more than one (1) course:~~

The Board recessed at 4:50 p.m. and reconvened at 5:00 p.m.

4. Review and Discuss Application Updates

Upon motion by Frazier, seconded by Carmichael and unanimously passed, the Board approved amendments to the new application.

E. Archives – Discussion Tabled

V. 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 Carmichael and unanimously passed, to go into executive session for the purpose of reviewing licensure applications and to discuss matters pertaining to potential litigation.

Upon conclusion of the business of the executive session, motion by Waller, seconded by Frazier and unanimously passed, the Board agreed to return to open session.

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

A. Complaints, Disciplinary Matters, Cases, Hearings

1. 072012: Under review. Frazier recused himself during discussion of Complaint #072012.
2. 2013-04: Upon motion by Waller, seconded by Carmichael, and unanimously passed, the Board agreed to investigate 2013-04 and for the Board on its own motion to pursue investigation of a complaint received anonymously in the Board office. Complaint was assigned to Chair.
3. 2013-05: Upon motion by Waller, seconded by Frazier, and unanimously passed, the Board agreed to investigate 2013-05 and for the Board on its own motion to pursue investigation of a complaint received anonymously in the Board office. Complaint was assigned to Frazier.

B. Application Review

1. Upon motion by Carmichael, seconded by Frazier, and unanimously passed, the Board agreed to approve 15 licensure applications. These individuals were:
 - 1) Caves, Whitney Smith
 - 2) Defee, Justin
 - 3) Dyess, Christy
 - 4) Franklin, Rachel Clair
 - 5) Fulgham, Allison
 - 6) Himes, Jamie C
 - 7) Jackson, Andrew Noble
 - 8) Kimbrough, Norma M
 - 9) Meyers, William P.
 - 10) McClain, Kaitlin L
 - 11) McClendon, John
 - 12) Meacham, Jr, Paul
 - 13) Prewitt, Sara Beth
 - 14) Reynolds, Elizabeth R
2. Carmichael motioned to place 1 applicant on Hold Pending-Licensure and to request additional information to support application. Frazier seconded the motion. All approved; no abstentions. This individual was:
 - 1) Hinkle, Corbett Rene

3. Carmichael motioned to approve 9 applications for candidacy. Frazier seconded the motion. All approved; no abstentions. These individuals were:
 - 1) Breaziel, Carvan
 - 2) Davis, Anthony Tyrone
 - 3) Donald, Stephanie
 - 4) Foard, Chandra
 - 5) Gillespie, LaTonya
 - 6) Henry, Branden
 - 7) Jamison, Karla
 - 8) Jefferson, Shareka
 - 9) Lock, Robert

VI. Board Operations – continued

- A. Upon motion by Frazier, seconded by Carmichael, and unanimously carried, the Board agreed to authorize Chair to process payroll for Executive Director through the end of September.
- B. Upon motion by Frazier, seconded by Carmichael, and unanimously carried, the Board agreed to approve payment of travel voucher for Waller in the amount of \$184.19 and Carmichael in the amount of \$108.48 for period of 8/16/2013 and to authorize Chair to sign.
- C. Upon motion by Carmichael, seconded by Frazier, and unanimously carried, the Board agreed to approve payment of travel voucher for Frazier in the amount of \$52.55 and Frazier in the amount of \$108.48 for period of 8/16/2013 and to authorize Chair to sign..
- D. Orientation – Tabled until all new members can be present. Chair to contact absent Board members to determine best date for a Special Called meeting for Board Orientation.

VII. Next Scheduled Meeting

Next scheduled Mississippi State Board of Examiners for Licensed Professional Counselors meeting will be held November 5-6 in Jackson, Mississippi. Location to be determined.

Special called meeting will be determined for date in September based on availability of all Board members.

VIII. Adjournment

There being no further business, upon motion by Carmichael, seconded by Frazier, and unanimously passed, the Board agreed to adjourn the meeting at 8:15 p.m.

Approved this the 27th day of February, 2014.

/s/
Glenn Waller, Chair

/s/
Board Member

Notice of Public Meeting

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

Friday, August 16, 2013

8:00 a.m.

**239 N Lamar Street; Suite 402
Jackson, Mississippi.**