

## **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  
November 6, 2013

### **Board Members Present:**

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

### **Others Present:**

LeeAnn Mordecai, Executive Director  
Margarette Meeks, Attorney General's office  
Alice Gorman, Cornerstone Consulting, Inc.

### **Members Absent:**

Dr. Susan Carmichael

## **I. Call to Order**

The Regular Board Meeting of the Mississippi State Board of Examiners for Licensed Professional Counselors ("Board"), held at Jackson Convention Complex in Board Room B located at 105 E. Pascagoula Street in Jackson, Mississippi, was called to order at 9:00 a.m. by Dr. Glenn Waller, Chair ("Chair"). A roll call of members was taken and a quorum was present.

## **II. Board Operations**

### **A. Financial Management**

#### **1. Financial Report**

The Board reviewed the financial report submitted by Cornerstone Consulting, Inc. which included the profit / loss statement for September and October 2013.

#### **2. 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 Krieger, the Board unanimously agreed to authorize payment of the invoices listed in the amount of Eight Hundred, Fifteen Dollars, and Ninety-one Cents (\$815.91), and to Chair to sign on behalf of the Board.

3. Routine Expenditures Report

The Board reviewed routine expenditures that have been paid according to the Financial Policy of the Board in the "Routine Expenditures" report November 1, 2013.

Upon motion by Frazier, seconded by Krieger, and unanimously passed, the Board agreed to add to financial policy "Routine Expenditures" to include ITS Teleconference line.

4. Online Licensing Software

Upon motion by Frazier, seconded by McCormick, and unanimously passed, the Board authorized Mordecai to seek free consultations or estimates for Board online licensing software and computer services.

5. Non-Routine Bill Payment

Cornerstone requested the Board allow the processing and payment of LPC bills that come up before the next meeting in February which would include non-routine expenditures and send monthly expense statement to the Board.

B. Minutes

Meeks requested the Board table the approval of all 2013 outstanding invoices until she has time to review and edit.

C. 2014 Calendar for Board Meetings

Upon motion by Frazier, seconded by Krieger, and unanimously passed to establish fourth Friday of odd months as regular Board meeting with exception of November which would coincide with MCA conference and to reserve fourth Friday of even months for special called meetings if necessary.

The Chair recessed the meeting at 10:34 a.m. The Chair reconvened the Board meetings at 10:55 a.m.

D. AASCB

Upon motion by Frazier, seconded by McCormick, and unanimously passed, the Board agreed to send Board member Krieger to AASCB in San Diego, California on behalf of Board.

Upon motion by Frazier, seconded by Krieger, and unanimously passed, the Board agreed to recess at 11:25 a.m. for lunch.

The Chair reconvened the meeting at 12:50 p.m.

E. MCA Advisory Member

Upon motion by McCormick, seconded by Frazier, and unanimously passed, the Board agreed to have a designee to MCA Advisory committee and that person by chair or designee of chair.

F. Define parameters of supervision / submission of log

Upon motion by McCormick, seconded by Frazier, and passed, the Board agreed to table discussion of supervision and submission of log. Ayes – Waller, Frazier, McCormick; Nays – Krieger.

The Chair recessed the Board meeting at 1:40 p.m. The Chair reconvened the Board meeting at 12:50 p.m.

G. LPC Board Inventory

Mordecai to contact Depart of Finance and Administration to determine what must be documented and inventoried.

H. Distance Counseling

Upon motion by Frazier, seconded by Krieger, and unanimously passed, the Board recognizes that § 73-30-3 obligates the LPC Board to regulate “distance counseling” in the state.

The Chair recessed at 2:50 p.m. The Chair reconvened the Board meeting at 3:00 p.m.

I. AASCB

Upon motion by McCormick, seconded by Frazier, and unanimously passed, the Board agreed to send Executive Director to AASCB in San Diego, California.

J. NBCC Contract

Executive Director presented the Board with an amendment to the NBCC contract to include the National Clinical Mental Health Counselor Exam (NCMHCE) as a license exam in addition to the National Counselor Exam (NCE) for the state of Mississippi.

Upon motion by Krieger, seconded by Frazier, and unanimously passed, the Board agreed to accept the amendment to the current NBCC contract and to authorize Executive Director to sign on behalf of the Board.

K. Reciprocal Agreement with Tennessee

Upon motion by Krieger, seconded by McCormick and unanimously passed, the Board agreed to have Meeks accept Tennessee's request proposal to enter into discussion regarding reciprocity.

**III. Executive Session**

Upon motion by McCormick, seconded by Frazier, and unanimously passed, the Board agreed 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 Frazier, and unanimously passed to go into executive session at 3:20 p.m. for the purpose of reviewing matters involving potential litigation.

Upon motion by McCormick, seconded by Carmichael, and unanimously passed, the Board agreed to return to open session at 7:05 p.m.

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

A. Complaints, Disciplinary Matters, Cases, Hearings

1. 07-2012: Upon motion by Krieger, seconded by McCormick, and passed, the Board agreed to not enter into agreement and to request a hearing. (Vote: 2 Ayes, 1 Nay, 1 abstention).

Upon motion by Krieger, seconded by McCormick, and passed, the Board agreed to set tentative hearing date for 9:00 a.m., February 27, 2014, location to be determined.

2. 03-2012: Tabled due to lack of quorum.
3. 2013-02: Upon motion by Krieger, seconded by Frazier, the Board agreed to consolidate complaints 2013-07 & 2013-02 into 2013-02 and to reschedule for hearing.

Upon motion by Krieger, seconded by McCormick, and unanimously passed, the Board agreed to schedule hearing for 2013-02 (which now includes 2013-07) at 9:00 a.m., March 27, 2014, at the Woolfolk Building located in Jackson, Mississippi, room to be determined.

4. 2013-04: Tabled due to lack of quorum.
5. Upon motion by Krieger, seconded by McCormick, and unanimously passed, the Board agreed to establish a policy for anonymous complaints into the Board office regarding persons practicing in the state of Mississippi without a license by allowing the Executive Director complete the complaint form as the complainant on behalf of the Board.
6. 0126-2012: Upon motion by Krieger, seconded by Waller, and passed, the Board agreed to set 0126-2012 for hearing 9:00 a.m., January 23, 2014 at the Woolfolk Building located in Jackson, Mississippi, room to be determined. (Frazier recused himself from the discussion and consequently the vote.)
7. 2013-06: Still under review.

**IV. Next Scheduled Meeting**

January 23, 2014 – 9:00 a.m.  
Special Called Board Meeting for Purpose of Hearing  
Woolfolk Building, Jackson – Room to be determined

January 24, 2014 – 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 McCormick, and unanimously passed, the Board agreed to adjourn the meeting at 7:30 p.m.

Approved this the 23rd day of April, 2014.

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

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