



**Mississippi State Board of Examiners for Licensed Professional Counselors**  
**239 North Lamar Street, Suite 402**  
**Jackson, MS 39201**

REGULAR SCHEDULED MEETING, FRIDAY, JULY 31, 2026

MINUTES, AS AMENDED AUGUST 19, 2026

**I. CALL TO ORDER**

The regular scheduled meeting of the Mississippi State Board of Examiners for Licensed Professional Counselors ("Board") was called to order at 9:00 a.m. by Dr. Melissa Windham, Chair ("Chair") on Friday, July 31, 2026. The meeting was held at the Robert E. Lee Building, 239 Lamar Street, Room 402, Jackson, MS, 39201

**II. NEW BOARD MEMBER TRAINING**

- A. Pamela Ratliff provided the oath of office to incoming board members
- B. A roll call of the board members was made and a quorum was present for voting purposes.

Board members present:

Melissa Windham, Ph.D., Chair – Congressional District III  
Richard Strebeck, Ph.D., Secretary/Treasurer – Congressional District-at-Large  
Shelbi Bradley, M.Ed., Member – Congressional District IV  
Arthur Goodwin, Ph.D., Member – Congressional District II  
Kerri McKnatt, M.Ed., Member – Congressional District I

Board representatives present:

Pamela Ratliff, Special Asst. AG / Counsel for the Board  
Yvonne Laird, Interim Executive Director  
P.J. Lindsey, Interim Licensing Specialist

Others present:

Jordan Cobb, AG's Office

**III. BOARD TRAINING**

Pamela Ratliff provided board training to all members in attendance.

**IV. ELECTION OF OFFICERS / COMMITTEE ASSIGNMENTS**

- A. Melissa Windham open the floor for nominations for Vice-Chairman. Melissa Windham moved, with a second by Richard Strebeck to nominate Shelbi Bradley. As there were no additional nominations, Melissa Windham declared that Shelbi Bradley be elected by unanimous consent with Shelbi Bradley abstaining. Vote 4-0-1.
- B. Committee Assignments

Melissa Windham announced that committee assignments will be finalized at the Retreat scheduled on Friday, September 18, 2026. Any member interested in serving on the Legislative, Rules, Application, Complaint or Special Request committees were requested to reach out to the chair prior to the retreat.

V. APPROVAL OF THE AGENDA

Melissa Windham moved, with a second by Richard Strebeck to accept the Agenda as amended to add Executive Session to discuss/review applications, case review, special requests and job performance of interim Executive Director. The vote was 5-0-0.

VI. APPROVAL OF THE MINUTES

Shelbi Bradley moved, with a second by Richard Strebeck to accept the Minutes of June 1-2, 2026 and June 12, 2026, as presented. The vote was 5-0-0.

VII. FINANCIAL REPORT

|    |                                         |                |
|----|-----------------------------------------|----------------|
| A. | FY26 Budget                             | \$ 378,795.00  |
|    | FY26 (unofficial) Year-End Revenue      | \$ 357,310.68  |
|    | FY26 (unofficial) Year-End Expenditures | \$ 237,457.73  |
|    | Cash in Bank                            | \$1,008,948.54 |

Richard Strebeck moved to accept, pending audit. Shelbi Bradley provided a second. The vote was 5-0-0.

- B. Melissa Windham moved, with a second by Shelbi Bradley to approve the amended FY27 internal line-item budget with the following changes. The motion passed with a vote of 5-0-0.

|                                    |                       |
|------------------------------------|-----------------------|
| Salaries                           | Reduce by \$70,000    |
| Database conversion (IT) – J-Bar   | \$15,000              |
| Management services – J-Bar        | \$ 38,500             |
| September 16, 2026 – February 2027 |                       |
| Investigative services             | \$ 32,300             |
| Total                              | \$473,712 (no change) |

CLOSED DETERMINATION / EXECUTIVE SESSION

Richard Strebeck moved, with a second by Shelbi Bradley, into a closed determination session to establish the need for an Executive Session. The motion carried with a vote of 5-0-0.

In the determination session, Richard Strebeck moved, seconded by Shelbi Bradley, that the Board had reason to go into Executive Session, pursuant to Miss. Code Ann. Section 25-41-7 namely to: deliberate and consider the facts and evidence in an investigative proceeding by the public body regarding allegations of misconduct and violations of the law that could possibly result in litigation; for the purpose of reviewing licensure application and examination records which are exempt from public access and may result in issuance of an appealable order where an open meeting would have a

detrimental effect on the board's deliberations; and to discuss job performance of interim executive director and staff. The motion carried with a vote of 5-0-0.

The Board announced to the public the aforesaid reasons as to the Board's purpose for entering into an Executive Session.

Upon the conclusion of business of Executive Session, the Board voted upon motion made by Richard Strebeck and seconded by Shelbi Bradley to come out of Executive Session. The motion carried with a vote of 5-0-0.

The Board resumed in open meeting by announcing the following actions and votes taken in Executive Session.

#### RETURN TO REGULAR SESSION

Within the Executive Session, the Board took the following actions:

#### VIII. Executive Session

##### A. CASE UPDATE

| Case Number |    | Status                                                                                                                                                    |
|-------------|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2021-35     |    | Melissa Windham appointed Arthur Goodwin to monitor this case and report to the Board.                                                                    |
| 2023-37     | JM | Melissa Windham moved, with a second by Shelbi Bradley, to accept the investigator's recommendation to take no action. The vote was 5-0-0.                |
| 2025-2      | JM | Remains under investigation                                                                                                                               |
| 2025-3      | MW | Richard Strebeck moved, with a second by Shelbi Bradley, to accept the investigating board member's recommendation to take no action. The vote was 4-0-1. |
| 2025-7      | JM | Melissa Windham moved, with a second by Shelbi Bradley, to accept the investigator's recommendation to take no action. The vote was 5-0-0.                |
| 2025-12     |    | Consent Order entered. Closed.                                                                                                                            |
| 2025-13     | MW | Waiting on additional information from North Carolina                                                                                                     |
| 2025-19     | JM | Melissa Windham moved, with a second by Shelbi Bradley, to accept the investigator's recommendation to take no action. The vote was 5-0-0.                |
| 2025-20     | JM | Juawice McCormick to continue to monitor.                                                                                                                 |
| 2025-23     |    | Melissa Windham appointed Kerri McKnatt to monitor this case and report to the Board.                                                                     |
| 2025-30     |    | (need to assign)                                                                                                                                          |
| 2025-31     | MW | Remains under investigation.                                                                                                                              |
| 2025-35     | RS | Richard Strebeck moved, with a second by Shelbi Bradley, to re-schedule matter for hearing should licensee reject consent order. The vote was 5-0-0.      |
| 2025-36     | MW | Request reassignment due to conflict.                                                                                                                     |
| 2025-37     | RS | Remains under investigation.                                                                                                                              |
| 2025-38     | MW | Richard Strebeck moved, with a second by Shelbi Bradley, to accept the investigating board member's recommendation to take no action. Vote 4-0-1          |

|         |    |                                                                                                                                                                                                                        |
|---------|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2026-5  | MW | Investigator recommended sending a non-disciplinary letter from Board chairman and counsel to LPC-S and P-LPC. Vote 5-0-0                                                                                              |
| 2026-4  | KS | Shelbi Bradley moved, with a second by Arthur Goodwin to accept investigator's recommendation to take no action. The vote was 5-0-0.                                                                                   |
| 2026-6  |    | Closed June 1, 2026. Final Order released.                                                                                                                                                                             |
| 2026-7  | JM | Richard Strebeck moved, with a second by Kerri McKnatt, to accept investigator's recommendation to take no action and send non-disciplinary advisory letter. The vote was 5-0-0.                                       |
| 2026-9  | SB | Remains under investigation.                                                                                                                                                                                           |
| 2026-10 | JM | Richard Strebeck moved, with a second by Melissa Windham, to accept recommendation to issue cease and desist letter as individual is not currently a licensee of board as no application submitted. The vote was 5-0-0 |
| 2026-11 |    | Recommended reassignment.                                                                                                                                                                                              |
| 2026-12 | MW | Remains under investigation.                                                                                                                                                                                           |
| 2026-14 | RS | Remains under investigation.                                                                                                                                                                                           |
| 2026-15 | MW | Remains under investigation.                                                                                                                                                                                           |
| 2026-16 | RS | Remains under investigation.                                                                                                                                                                                           |
| 2026-17 | MW | Remains under investigation.                                                                                                                                                                                           |
| 2026-18 | RS | Remains under investigation.                                                                                                                                                                                           |
| 2026-19 | SB | Remains under investigation.                                                                                                                                                                                           |
| 2026-20 | SB | Remains under investigation.                                                                                                                                                                                           |
| 2026-21 | RS | Remains under investigation.                                                                                                                                                                                           |
| 2026-22 | SB | Remains under investigation.                                                                                                                                                                                           |
| 2026-23 |    | Melissa Windham moved, with a second by Shelbi Bradley, to close as this matter has been resolved. The vote was 5-0-0.                                                                                                 |
| 2026-24 | SB | Remains under investigation.                                                                                                                                                                                           |
| 2026-25 | MW | Remains under investigation.                                                                                                                                                                                           |
| 2026-26 | RS | Remains under investigation.                                                                                                                                                                                           |
| 2026-27 | SB | Remains under investigation.                                                                                                                                                                                           |
| 2026-28 |    | Assign investigator.                                                                                                                                                                                                   |
| 2026-29 |    | Assign investigator.                                                                                                                                                                                                   |
| 2026-31 |    | Assign investigator.                                                                                                                                                                                                   |
| 2026-32 |    | Richard Strebeck moved, with a second by Shelbi Bradley, to dismiss due to lack of jurisdictional authority and to issue a cease and desist letter. The vote was 5-0-0.                                                |
| 2026-33 |    | Richard Strebeck moved, with a second by Shelbi Bradley, to authorize counsel to set matter for show cause hearing. The vote was 5-0-0.                                                                                |
| 2026-34 | MW | Remains under investigation.                                                                                                                                                                                           |

## B. Application Review

Refer to Executive Director's Report X.A.

## C. Special Requests

Richard Strebeck moved, with a second by Shelbi Bradley to take the following action regarding special request The vote was 5-0-0.

Request 1: Authorize counsel to set for hearing. Vote 5-0-0.

Request 2: Self-reporting – no board action required; counsel to issue letter regarding reportable questions at renewal.

Request 3: Request for guidance – renew as a new P-LPC and advise that hours are good for seven (7) years.

## IX. OFFICERS AND COMMITTEE REPORTS

### A. Board Chair's Report

#### 1. Staff Position Update

No update at this time

#### 2. Board Retreat

Set for Friday, September 18, 2026, 8:00 a.m. – 3:00 p.m.

### B. Board Vice-Chair's Report

No report.

### C. Committee Report

No report.

### D. Counseling Regulatory Board Summit (CRBS) Update

Melissa Windham provided an overview of the Summit. No action required.

### E. Compact Update

Shelbi Bradley provided an update regarding the Compact. No action required.

## X. EXECUTIVE DIRECTOR'S REPORT

### A. License Approvals

Shelbi Bradley moved, with a second by Richard Strebeck to approve the following new applications. The vote was 5-0-0.

P-LPC –

Charlotte D. Armstrong

Lakevia Rodrielle Lewis

Elizabeth Grace Redd

LPC -

Victoria Gaylene Abbott

Kimberly Michelle Jacobs

Joseph K. Jordan

Shalyndria Lanique Parker

Victoria Brooke Richard

Comity/Universal -

Teresa S. Hall-Franklin

LPC-S -

Maegan Johnston Tatum

Richard Strebeck moved, with a second by Shelbi Bradley to contingently approve the following. The vote was 5-0-0.

P-LPC -

Charlotte D. Armstrong

Cynthia Linda Jaen LaRay

Logan Elizabeth Parker

Kimberly Kathryn Richardson-Curtin

B. Renewal Update

Melissa Windham moved, with a second by Richard Strebeck to approve 513 P-LPC renewal applications and 216 LPC renewal applications. The vote was 5-0-0.

C. OSA Performance Audit / OSA Circular No. 16 Requirements

1. Yvonne Laird indicated that she had secured a bond in the amount of \$25,000, for the period July 1, 2026, through July 1, 2027, Bond # LSM5138072, pursuant to the requirements of MCA § 25-1-12 No action required.
2. Richard Strebeck moved, with a second by Shelbi Bradley, to obtain bonds for each Board member, the premiums of which shall be paid from funds from the Board's appropriation as held by the State Treasury. The vote was 5-0-0.

D. Board Member Manual Draft

Tabled until the September 18<sup>th</sup> Retreat.

E. ThoughtSpan Database Update

Yvonne Laird advised the Board of information provided via a virtual meeting with ThoughtSpan which will be documented in a letter as no written documentation was received, as requested.

XI. OLD BUSINESS

A. Contracts

1. Juawice McCormick, Investigator  
Shelbi Bradley moved, with a second by Melissa Windham to exercise the annual renewal (second) option of the Professional Services Contract with Dr. McCormick, originally executed on May 1, 2025, without change for FY27. The contract provides for annual renewal options for up to four (4) additional years. The vote was 5-0-0.
2. J-Bar & Associates, Inc.  
Melissa Windham moved, with a second by Richard Strebeck to enter into a new Professional Services contract with J-Bar and Associates beginning September 16, 2026 through March 31, 2027 for management services in the amount of \$5,500.00 per month and to include an additional \$3,230.00 per month for investigative services to be provided by J-Bar, if approved, and an additional rate of \$75.00 per hour, not to exceed 200 hours per contract period, for in-house Information Technology ("IT") assistance by J-Bar with the implementation of the ThoughtSpan database system. The vote was 5-0-0.

## XII. NEW BUSINESS

- A. Shelbi Bradley moved, with a second by Richard Strebeck, to approve the following expenses. The vote was 5-0-0.
1. Expenses of this meeting;
  2. The attendance of Board members, Board Counsel and Management representative at the AASCB Conference in Las Vegas in February, 2027 and to authorize reimbursement of allowable travel expenses incurred in accordance with applicable State of Mississippi travel regulations.
  3. The attendance of Board members, Board Counsel and Management representative at the CRBS Conference in California in June, 2027 and to authorize reimbursement of allowable travel expenses incurred in accordance with applicable State of Mississippi travel regulations.
  4. Expenses of Melissa Windham to attend the MCA Conference in July, 2026; and
  5. Expenses for Board members, Board Counsel, and Management representatives to attend the Board retreat scheduled for September 17–18, 2026, and to authorize reimbursement of allowable travel expenses incurred in connection with the retreat in accordance with applicable State of Mississippi travel regulations.
- B. 2027 Tentative Meeting Dates
1. Tuesday, September 1, 2026, Lunch and Learn – 12:00 p.m. to 1:00 p.m.; 1:00 p.m. Zoom Board meeting for application review only;
  2. Friday, September 18, 2026, Retreat – 8:00 a.m. – 3:00 p.m.
  3. Wednesday, October 28, 2026, Board Meeting – 9:00 a.m.
  4. Tuesday, January 12, 2027 – 9:00 a.m.
  5. Tuesday, March 23, 2027 – Board meeting 9:00 a.m.; Lunch and Learn – 12:00 p.m. – 1:00 p.m.
  6. Wednesday, May 19, 2027 – 1:00 p.m. – Budget/Strategic Plan/Contract Review – ZOOM
- C. Amendments to Affidavit Questions
1. Initial License Application  
Melissa Windham moved, with a second by Arthur Goodwin to amend Affidavit question #10 in the initial application for licensure to reflect:  
**Have you ever been convicted of, entered a plea of guilty or nolo contendere (no contest) to, or received a non-adjudication for any felony, misdemeanor (other than a minor traffic or parking violation), or crime involving moral turpitude?**  
You must disclose ALL felony and misdemeanor offenses, including offenses for which a plea of guilty or nolo contendere was entered or for which non-adjudication was granted, even if adjudication was withheld or a judgment of conviction was not entered.

For purposes of this question, **driving under the influence (DUI), driving while impaired (DWI), or any similar impaired-driving offense IS NOT considered a minor traffic violation and MUST BE disclosed.**

The vote was 5-0-0.

2. Renewal Application

Richard Strebeck moved, with a second by Kerri McKnatt to Insert the following language into Affidavit questions 12 through 23, "since you last renewed". The vote was 5-0-0.

XIII. ADJOURNMENT

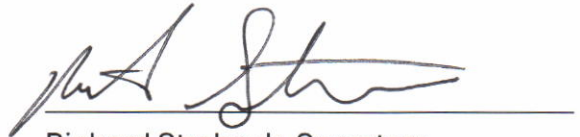
Melissa Windham moved, with a second by Arthur Goodwin to adjourn the meeting at 2:54 p.m.

The vote was 5-0-0.

APPROVED:



Melissa Windham, Chair



Richard Strebeck, Secretary