



Mississippi State Board of Examiners For Licensed Professional Counselors

Minutes April 26-27, 2013

Board Members Present:

Dr. Glenn Waller, Chair
Congressional District I

Dr. Lela Weems, Vice Chair
Congressional District IV

Dr. Walter Frazier
Congressional District At Large

Dr. Kenisha Gordon
Congressional District II

Dr. Susan Carmichael
Congressional District III

Others Present:

April Krieger, LPS-S, NCC

LeeAnn Mordecai, Executive Director

Alice Gorman, Cornerstone Consulting, Inc.

Margarette Meeks, Board Attorney, Attorney General's Office

Caroline Gray-Primer, MS Dept. of Archives and History Government Records (11:00 am)

Denise DeRosette, Cornerstone Consulting Services, Inc. (1:30 pm)

Alice Gorman, Cornerstone Consulting Services, Inc. (1:30 pm)

I. Call to Order

- The Mississippi State Board of Examiners for Licensed Professional Counselors (Board) held its quarterly meeting beginning on Friday, April 26, 2013, at RM 138 North, Woolfolk Building, 501 North West Street, Jackson, MS.
- Dr. Glenn Waller, Board Chair, opened the meeting at approximately 9:16 a.m.

II. Approval of Minutes for meetings 1/25-26/13, 3/27/13, 4/3/13

- Review and approval of minutes from January 25-26, March 27, and April 3 was tabled until copies of the January 25-26, 2013, meeting were available to all.

III. Recognition

- A. LeeAnn Mordecai, Executive Director
- B. New Board Members as of July 1, 2013 – Susan Carmichael (District III) and April Krieger (District IV)

IV. Old Business

A. Board Operations

- a. Payment of Outstanding Invoices
 - o Motion by Walter Frazier, seconded by Lela Weems, carried to approve the payment of items #1-5 of the “Outstanding Invoices for Payment” report submitted from Cornerstone and as part of the minutes as Addendum A in the amount of \$11,554.24. Member Carmichael abstained.
- b. Budget for FY2014 – Tabled until Cornerstone Consulting can join the meeting
- c. Accounting – Tabled until Cornerstone Consulting can join the meeting
- d. Furnishings – Tabled until Cornerstone Consulting can join the meeting
- e. P.O. Box – Tabled until Cornerstone Consulting can join the meeting
- f. DF & A procurement card – Tabled until Cornerstone Consulting can join the meeting
- g. Disconnecting the 800#
 - o Motion from Lela Weems, seconded by Kenisha Gordon, carried by the Board to approve the disconnection of the 1-800#. Member Carmichael abstained.

B. Recommendations for Executive Director to sign for items that are recurring:

- a. Rent – Tabled until Cornerstone Consulting can join the meeting
- b. Postage– Tabled until Cornerstone Consulting can join the meeting
- c. Input deposit to DF&A– Tabled until Cornerstone Consulting can join the meeting
- d. Other recurring items– Tabled until Cornerstone Consulting can join the meeting
 - o Upon a motion by Lela Weems and seconded by Walter Frazier, the Board agreed to assign a sub-committee to work with Cornerstone Consulting Services, Inc., and Executive Director to establish policy and procedures regarding monthly expenditures for budgetary expenditures. Member Carmichael abstained.
 - o Chair Waller appointed Walter Frazier to this sub-committee as Chair to work in conjunction with Executive Director and Cornerstone to develop Financial Policy & Procedure.
 - o Motion by Lela Weems, receiving no second, failed to have sub-committee email policies and suggestions to Board for review.

C. NBCC meeting in Greensboro, NC

- a. Attendees to NBCC meeting – After discussion, Chair Waller, appointed Walter Frazier and Executive Director, LeeAnn Mordecai to attend meeting August 7-10, 2013, in Greensboro, NC.
- b. Dates – NBCC meeting conflicts with next scheduled quarterly meeting on August 9, 2013. Upon motion by Member Frazier and seconded by Vice Chair Weems, the Board agreed to reschedule next quarterly Board meeting to August 16, 2013, with location to be at MS LPC Board Office; 239 North Lamar Street; Suite 402; Jackson, MS. Member Carmichael abstained.

D. Conflict of Interest tabled to August meeting/orientation of new Board members.

- E. Archiving – Caroline Primer (Records Management, Department of Archives & History) joined the Board meeting and presented the Board with procedures for developing a record management and retention. Ms. Primer and Department will assist Board in developing plan to submit to state records committee. Next Records Board Meeting is October 17. Plan needs to be submitted by August 19 to be discussed at the October 17 meeting. Board will discuss record retention plan at next meeting, August 16, 2013.

Motion by Chair Waller, seconded by Member Frazier to recess for lunch at 12:00 p.m., carried. Member Carmichael abstained.

Chair Waller reconvened Board meeting at 12:30 p.m.

- F. MCA Presentation/call for programs – Member Frazier informed the Board of the topic suggested to MCA for the November 6-8, 2013, conference to be held at the Convention Complex in Jackson, MS. Board discussed the topic.
- G. Chair Waller appointed April Krieger to Chair sub-committee to review Rules & Regulations and Board Forms and to establish Legislative agenda for statutory changes.
 - a. Member Krieger to contact MCA.
 - b. Member Krieger to work with Executive Director regarding Board Forms and Rules & Regulations changes.
 - c. Executive Director to identify other proposed statutory changes as proposed by previous Board.

Cornerstone Consulting, Inc., representatives joined the meeting at 1:30 p.m.
Discussion regarding previously tabled items resumed.

- H. Budget for FY2014 – Cornerstone Consulting informed the Board that the FY2014 was due August 1, 2013, and due to Cornerstone by mid July 2013. The Board decided to discuss the budget at its special called July meeting. Board Chair Waller asked Cornerstone to email an amended contract to the Board for its services with compensation rate and end date.
- I. Accounting – Board Chair was given authorization to sign Z-1 transfer form (which is to revise budget categories) if/when necessary.
- J. Furnishings – At the April 3, 2013, meeting authorization was granted to initiate purchase orders and payment of invoices for office furniture as agreed upon at the April 3, 2013 meeting. Cornerstone presented bills for the furnishings.
- K. P.O. Box – Motion by Vice Chair Weems, seconded by Member Frazier to discontinue the P.O. Box 1668, Jackson, MS 39215, carried. Member Carmichael abstained
- L. Contract payment – Motion by Member Frazier, seconded by Vice Chair Weems, carried to authorize payment of salary to Executive Director, LeeAnn Mordecai, at contract amount up to 40 hours per week through the end of the fiscal year (6/30/13), payment of monthly rent as per lease contract through end of June 30, 2013, and to authorize Executive Director, LeeAnn Mordecai, to make any deposits by signing Cash Receipt document. Member Carmichael abstained.
- M. DF & A procurement card – Executive Director and Cornerstone Consulting, Inc., informed the Board of various options for a procurement card. Motion by member Frazier, seconded by Vice Chair Weems to obtain a procurement card to give to the Executive Director and to provide authorization to use the procurement card within the parameters up to \$5000 / month and a single transaction up to \$1000, and for Chair Waller to sign for payment of procurement card invoice, carried. Member Carmichael abstained.
- N. Additional staff help – Motion by Vice Chair Weems, seconded by Member Gordon, carried to approve payment of temporary help, Kim Case, up to 50 hours at \$10 per hour for a total not to exceed \$500. Member Carmichael abstained.

- O. Additional staff help – Motion by Vice Chair Weems, seconded by Member Frazier to pay temporary help, Kim Case, for two weeks pay (up to 30 hours), carried. Member Carmichael abstained.
- P. Cornerstone, Alice Gorman, informed the Board that additional funds would be needed in budget to pay temporary help regarding required expenditures and that legal fees will probably be increased.
- Q. Motion by Vice Chair Weems, seconded by Member Gordon, to approve temporary help for additional 200 hours to help with renewals and office organization for up to 200 hours at \$10 per hour up to \$2000, starting May 6, 2013, and ending July 31, 2013, carried. Member Carmichael abstained.
- R. Office Signage - Motion by Member Frazier, seconded by Vice Chair Weems, carried authorize expenditure of up to \$75.00 for signage for the LPC Board office in its new facilities and to authorize Chair Waller to sign payment voucher. Member Carmichael abstained.

Chair Waller called for the Board meeting to recess at 6:30 p.m. until 9:00 a.m. Saturday, April 27, 2013, at the RM 138 North Woolfolk Building, 501 North West Street, Jackson, MS.

Saturday, April 27, 2013

Board Chair Waller called meeting from recession of April 26, 2013, meeting to order at 9:15 a.m., Saturday, April 27, 2013. All members previously in attendance were present as well as Board Attorney, Margarette Meeks, and Executive Director, LeeAnn Mordecai. Physical location of meeting was RM 138 North Woolfolk Building, 501 North West Street, Jackson, MS.

Upon resuming the meeting, certificates for newly licensed Professional Counselors were distributed to Board members for signatures.

Board Chair Waller recognized outgoing LPC Board members for their service with appreciation: Lela Weems, Vice Chair, Congressional District IV, and Kenisha Gordon, Congressional District II.

V. Approval of Minutes

- A. Minutes from the January 26-26, 2013, meeting were once again tabled by the Board pending answers to unresolved questions.
- B. Motion by Vice Chair Weems, seconded by Member Frazier, carried to approve minutes for the March 27, 2013, and the April 3, 2013, meeting as corrected and directed they be circulated via U.S. mail for signatures and returned to the Board office, carried. Member Carmichael abstained.

VI. Board Member Travel Vouchers

- A. Motion by Member Frazier, seconded by Vice Chair Weems, carried to approve payment of travel voucher for Chair Glenn Waller in the amount of \$335.73 for period 2/4/13-4/27/13 and for Vice Chair Weems to sign. Member Carmichael abstained.
- B. Motion by Member Gordon, seconded by Chair Waller, carried to approve payment of travel voucher for Vice Chair Weems in the amount of \$511.97 for period 4/24/13-4/27/13 and for Chair Waller to sign. Member Carmichael abstained.

- C. Motion by Member Frazier, seconded by Vice Chair Weems, carried to approve payment of travel voucher for Member Kenisha Gordon in the amount of \$84.86 for period 4/26/13-4/27/13 and for Chair Waller to sign. Member Carmichael abstained.

Motion by Member Frazier, seconded by Member Gordon, carried to go into a closed determination session to establish the need for an Executive Session, carried. Member Carmichael abstained.

While in closed meeting, a motion was made by Vice Chair Weems, seconded by Member Frazier, carried to move into Executive Session to discuss pending complaints, disciplinary matters, cases and hearings; applications; and review applications for Candidacy, Licensure, and Board Qualified Supervisor (said documents are exempt from public access because they are considered confidential and the discussion about them could lead to prospective litigation). Member Carmichael abstained. Board moved into Executive Session at 9:45 a.m.

Upon conclusion of the business in Executive Session, a motion was made by Vice Chair Weems, seconded by Member Frazier, to reopen the meeting to the public and announced the aforesaid reasons as the Board's purpose for entering into Executive Session for the Board to come out of Executive Session. Motion was carried. Member Carmichael abstained.

Having resumed open session at 1:45 p.m., the following Board Action from Executive Session was recorded:

Executive Session

VII. Complaints, Disciplinary Matters, Cases, Hearings

- A. Motion by Member Frazier, seconded by Vice Chair Weems, to change complaint numbering system beginning with January 1, 2013, to a four (4) digit code based on year received and followed by a dash and a two digit sequential number, carried. Member Carmichael abstained.
- B. 2013-01 - Motion by Chair Waller, seconded by Member Gordon, to take no action on complaint #2013-01 as presented by Vice Chair Weems, investigator. Motion carried. Member Carmichael abstained.
- C. 2013-02 presented by Chair Waller. Recommendation by Chair Waller was tabled for response. Member Carmichael abstained.
- D. 072012 presented by Member Frazier. Member Frazier recommended "1000 hours of supervision experience with a MS Board Qualified Supervisor who is informed and willing to address "dual relationship" and which 40% of supervised hours are direct supervision, along with 12 hours of continuing Ethics education from an NBCC approved provider by June 30, 2014." Motion by Vice Chair Weems to accept recommendation of Board investigator Frazier, seconded by Member Gordon, to enter into a Consent Order with respondent, with the details to be reviewed and approved by the Board at next subsequent quarterly meeting was approved. Member Carmichael abstained.
- E. 2013-03 assigned to Member Carmichael.

- F. Updates from Board Attorney regarding previous Complaints, Disciplinary Matters, Cases, Hearings
- a. 05-2011(Billy James Brown)
Final order affirming judgment of the MS LPC Board was filed March 19, 2013, states, **“IT IS ORDERED** that the application of Billy James Brown for licensure as a Licensed Professional Counselor is denied.”
 - b. 0096-002
On appeal with Supreme Court. Appeal filed April 8th. April 11, 2013, Respondent asked for extension. Court granted it. Respondent requested oral argument.

G. #01262012 – presented by Attorney Meeks.
At this time Member Frazier exited the room for discussion on Case# 01262012.

Discussion regarding compliance with the agreed order. Additional inquiries will be made.

Member Frazier returned to the Board meeting.

VIII. Applications

The motion was made by Vice Chair Weems, seconded by Member Frazier to **approve 13 applicants for licensure**. The motion passed unanimously. These individuals were:

Laurie Bankston
Amy Beene
LaSandra Bellamy
Jentry Aaron Bond
Amanda Buening
Aramy Denley
Shanika Hickmon
Ronald Koval
David Lynch
Erica Montgomery
Lynn Pruitt
Anastasia Smith-McEwen
Kenisha Thornton
Torrance Wade
Stephanie Wells
Taylor Wheatley
Amiri Yates

The motion was made by Vice Chair Weems and seconded by Member Gordon to **approve 9 new applications for candidacy**. The motion passed. These individuals were:

Katherine Baggett
Michael David Barnette
Patricia Busby-Robinson
David Carpenter

Sarah Crigler
Sharvalla Husband-Hinton
Ophelia Kelly
Anetia Norsworthy
James Serra

The motion was made by Vice Chair Weems and seconded by Member Gordon to **approve 5 hold pending applications for candidacy**. The motion passed. These individuals were:

Glynda Jenkins
Toniya Lay
Debra Rouser
Beverly White-Jones
Portia Williams

A motion was made by Vice Chair Weems, seconded by Member Frazier to **approve 6 applications for Board Qualified Supervisor**. The motion passed. These individuals were:

James Brown
Walter Chamberlain
Kathy Crockett
Linda Halbert
Amy Vlach
Susan Weeks

A motion was made by Vice Chair Weems, seconded by Member Frazier to **hold pending these 2 application for licensure**. The motion passed. These individual were:

Jennifer Armstrong
Jessica Robinson
Carletta Taylor
Kristen Rose Whitten

A motion was made by Vice Chair Weems, seconded by Member Frazier to **hold pending these 4 applications for candidacy**. The motion passed. These individuals were:

Allen Keith Johnson
Vicki Elaine Moore
Rhonda Roush
Larry Wills

A motion was made by Vice Chair Weems, seconded by Member Gordon to **hold pending these 3 applications for Board Qualified Supervisor**. The motion passed. These individuals were:

Rachel Lacy
Thomas Pough
Chandra Sumlin

A motion was made by Vice Chair Weems, seconded by Member Gordon to **Table discussion until further deliberation the following hold pending application for Candidacy**. The motion passed. These individuals were:

Kimberly Raper

A motion was made by Vice Chair Weems, seconded by Member Gordon to **deny 3 applications for LPC**. The motion passed. These individuals were:

Francis Clark
Leanne S. Dews
Jackie Tate-Wilson

IX. Other Business

- A. Attorney Meeks informed the Board of legislation from the 2013 Regular Session regarding SB 2070, HB 480, HB 1243, and SB 2175. SB2175 requires proposes to change to current application process for licensees relocating to MS as a military employee or a military spouse and will require application changes for expeditious review by Board. Changes to application will be discussed at the next quarterly meeting of the Board in August 2013.
- B. Upon recommendation of Chair Waller, the Board agreed to set a special called meeting on May 15, 2013, at 2:30 p.m.
- C. Upon recommendation of Chair Waller, the Board agreed to set a special called meeting on June 19, 2013, to discuss Board Operations (Bills and Lease).
- D. The Board authorized the Board office to purchase a tape recorder for future teleconference meetings.
- E. Executive Director, LeeAnn Mordecai, presented the Board with concerns regarding current contract with NBCC regarding "Special Accommodations." Executive Director requested the Board have contract amended to delete the "Special Accommodations" and that the decision be made by NBCC or testing administrator to determine if candidate requires special accommodations. Board asked Board Attorney Meeks to review NBCC contract and present changes at next meeting.
- F. A motion by Vice Chair Weems, seconded by Member Frazier, carried to allow Executive Director, LeeAnn Mordecai, to take off compensatory time off in the amount of eight (8) hours.

Next Meeting:

A Special Called Teleconference Meeting will be held on May 15, 2013 at 2:30 p.m. Physical location will be North Lamar Street, Suite 403, Jackson, MS, discuss Board Operations.

A Special Called Meeting will be held on July 19, 2013, at 9:00 a.m. at 239 North Lamar Street, Suite 403, Jackson, MS to discuss Board Operations.

Adjourn:

All of the Board business was finished and a motion made by Member Frazier, seconded by Member Gordon to adjourn was carried. The motion passed and the meeting adjourned at approximately 4:56p.on Saturday, April 27, 2013. Member Carmichael abstained.

Approved this the 16th day of August, 2013.

_____/s/_____
Glenn Waller, Chair

Lela Weems, Vice Chair

Kenisha Gordon

_____/s/_____
Walter Frazier

_____/s/_____
Susan Carmichael