

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
May 23, 2014

Board Members Present:

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

Others Present:

Jeff Jernigan, Attorney General's office
Denise DeRossette, Cornerstone Consulting, Inc.
Alice Gorman, Cornerstone Consulting, Inc.
Morgan Bryant, MS Licensed Professional Counselors Association

Board Members Absent:

Dr. Juawice McCormick

I. Call to Order

The Regular Board Meeting of the Mississippi State Board of Examiners for Licensed Professional Counselors ("Board"), held in Room 117 of the Woolfolk Building located at 501 North West Street in Jackson, Mississippi, was called to order at 9:33 a.m. by the Chair. The meeting was moved due to air conditioner issues in the Robert E. Lee Building. Notices were posted to direct traffic to the new location. (Copy of notice retained) A roll call of members was taken and a quorum was present.

II. Board Operations

A. Financial Management

1. Outstanding Invoices for Payment

The Board reviewed outstanding invoices submitted for payment by Cornerstone Consulting, Inc., in the "Outstanding Invoices for Payment" Report. Addition of temp worker hired May 22 was discussed. She worked 8.5 hours at 11.07 an hour for a total of 94.01. This amount was added to the invoices outstanding, now totaling \$7326.26. Upon motion by Frazier, seconded by Carmichael, the Board unanimously agreed to authorize payment of the six outstanding invoices

in the amount of Seven Thousand, Three Hundred, Twenty-Six Dollars, and Twenty-six Cents (\$7326.26).

Discussion was held regarding refunds for overpayment of biennial license renewal fees for Julia Sanhaus, Jeane Lee, Debora Fratesi-Long, and Kathleen Quinn for a total amount of \$360. Upon motion by Frazier, seconded by Carmichael, the Board unanimously agreed to authorize refund of \$90 to each for total of \$360.

2. Financial Report

The Board reviewed the Budget & Financial report submitted by Cornerstone Consulting, Inc. which included the comparative/variance budget.

The Board reviewed routine expenditures that have been paid according to the Financial Policy of the Board in the "Routine Expenditures" report for fiscal year 2014 with projected expenses and resulting in deficit that will be around \$19,180.

3. Budget

Discussion was held and Gorman advised the Board to escalate the remaining \$17,500 available to cover expenses. Upon motion by Carmichael, seconded by Frazier, the Board unanimously agreed to escalate the remaining funds in the amount of \$17,500.

Estimates of 2014 biennial renewals of LPC's and BQS's were reviewed. Discussion was held regarding the estimated balance and budget. Upon motion by Frazier, seconded by Carmichael, the Board unanimously agreed to acknowledge appropriations of \$185,192 for FY2015 and to authorize Chair Waller to sign Z-1.

4. Purchase Orders

Discussion of approving a purchase order for up to \$100 to the Mississippi Department of Archives and History (MDAH) for boxes to be used for record storage. Upon motion by Carmichael, seconded by Frazier, the Board unanimously agreed to issue purchase order up to \$100.

5. Temp Help for Renewals

Discussion of the ability to hire temp help for renewals was discussed. Action was abstained due to budgetary concerns.

The Chair called a recess at approximately 10:10 a.m. The Chair called the meeting back to order at approximately 10:15 a.m.

6. Contract for Services – Accounting

Cornerstone presented an amended contract for professional services for FY2015 and proposed to reduce monthly fees by \$100. The other amendments noted were to change the date to July 1, 2014 to June 30, 2015 and the consideration of a monthly rate of \$1550, which is \$100 less than the current contract. Upon motion by Frazier, seconded by Carmichael, the Board unanimously agreed to sign an amended renewal contract for professional services with Cornerstone Consulting, Inc. (Copy of amended contract retained)

Cornerstone Consulting, Inc. representatives exited the open meeting.

Mississippi Licensed Professional Counselor Association (MLPCA) Liaison, Morgan Bryant, was brought up to speed on LPC Board biennial license renewal fees issues.

B. Minutes Approval – April 23, 2014

The Board minutes that were approved at the April 23, 2014 Special Called Teleconference Board Meeting Board minutes were signed by Chair Waller and Carmichael.

C. Sign completed certificates of Licensure and BQS

LPC Certificates were signed by all Board members and to be sent to absent Board member before mailing to licensees.

D. Complaints

Attorney General Representative Jernigan stated he is recusing himself from case 2013-02 due to a conflict of interest.

E. License Renewal Fee Letter

Renewal Notification forms were reviewed. Discussion resulted in adding the words “Biennial License” to the LPC only Renewal Form. (Copy of altered form retained)

F. Review of Rules and Regulations Rule 4.6 and Rule 4.3(A)(2)

The board reviewed Rules and Regulations Rules 4.6 and 4.3. Uncertain as to the Executive Director’s intent and what the Board should be doing in regards to these Rules. Upon motion by Carmichael, seconded by Frazier, the Board unanimously agreed to table further discussion and action.

The Chair called a recess for lunch 11:20 a.m. The Chair called the meeting back to order at 12:20 p.m.

III. Executive Session

Upon motion by Frazier, seconded by Carmichael, 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 12:23 p.m. for the purpose of reviewing applications LPC and Board Qualified Supervisor.

Upon conclusion of the business of the executive session, motion by Frazier, seconded by Carmichael, and unanimously passed, the Board returned to open session at 3:17 p.m.

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

Continued Review Apps for Licensure	BOARD DECISION	ABSTENTION	YAYS	NAYS
Smith, Jennifer M.	Continued Review		3	0
Adams, Amanda K.	Approved		3	0
Hunter, Roane T.	No Action Due to Lack of Quorum	W. Frazier	2	0

Continued Review or Denied Candidacy	BOARD DECISION	ABSTENTION	YAYS	NAYS
Kirk, Rebecca Annette South	Approved		3	0
Allen, Kimberly Y.	Continued Review		3	0
Newcomb, Jason E.	Approved		3	0
Hagwood, Mark T.	Approved		3	0

BOARD REQUEST	BOARD DECISION	ABSTENTION	YAYS	NAYS
Jefferson, Shareka	No Action			
Beady, Helen	Denied		3	0

BQS	BOARD DECISION	ABSTENTION	YAYS	NAYS
Herrington, III, John Franklin	Approved		3	0
Magruder, Joshua Alexander	Approved		3	0
Shearer, April Michelle	Approved		3	0
Wood, Wendi Acklen	Approved		3	0

New Apps for Licensure	BOARD DECISION	ABSTENTION	YAYS	NAYS
Cobb, Carrie J.	Approved		3	0
Green, Kristin L.	Approved		3	0
Campbell, Megan W.	Approved		3	0
Mallard, Angela Dawn	Approved		3	0
Thornton, Bevelynne A.	No Action due to Lack of Quorum	W. Frazier	2	0
Stillson, C. Vonie'	Continued Review		3	0
Bonner, II, Garey Allen	Approved		3	0
King, Mary	Approved		3	0
Shirur, Shilpa K.	Approved		3	0
Frey, Catherine Denise	Approved		3	0
Hightower, Jr., James E.	Approved		3	0
Steinriede, Kelcey S.	Continued Review		3	0
Sisco, Melissa May	Approved		3	0
Forsythe, Paul M.	Approved		3	0
Best, Sr., Nathan C.	Approved		3	0

MS BOARD OF EXAMINERS FOR LICENSED PROFESSIONAL COUNSELORS License Report to Board - May 23, 2013
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Licensed Since Last Meeting	Issue Date	Lic Number
Sahler, Katie Marie	5/16/2014	1878
Gillespie, Latonya	5/16/2014	1879

IV. Board Operations (Continued)

G. Travel Vouchers

Upon motion by Carmichael, seconded by Chair Waller, and unanimously passed, the Board agreed to approve travel in the amount of \$53.54 for Frazier and \$104.16 for Carmichael.

V. Next Meeting

July 25, 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 Carmichael, seconded by Chair Waller, and unanimously passed, the Board agreed to adjourn the meeting at 3:27 p.m.

Approved this the 26th day of July, 2014.

_____/s/_____
Glenn Waller, Chair

_____/s/_____
Board Member