

MINUTES

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

**Regular Board Meeting
Friday, May 18, 2018**

Board Members Present

Dr. Juawice McCormick, Chair, Congressional District IV
Dr. Aretha Hargrove-Edwards, Congressional District II
Dr. Kimberly Elam Sallis, Congressional District I
Steven Rollins Stafford, Congressional District III
Dr. Richard Strebeck, Congressional District-At-Large

Others Present

Wm. Jeffrey Jernigan, Board Attorney, Special Assistant Attorney General
LeeAnn Mordecai, Board Executive Director
Denise Derossette, Contract Agent Representative-Cornerstone Consulting, Inc.

Visitor

Cynthia Stewart, Public Observer

I. Call to Order

The Regular Board meeting of the Mississippi State Board of Examiners for Licensed Professional Counselors ("Board") was called to order at 9:07 a.m. by Dr. Juawice McCormick, Chair ("Chair") on Friday, May 18, 2018. The meeting was held in the Robert E. Lee Building, 239 North Lamar Street, Suite 402, Jackson, Mississippi 39201. A roll call of Board members was taken and a quorum was present.

II. Board Operations

A. Minutes Approval

It was motioned by Sallis, seconded by Strebeck, and unanimously agreed that minutes of the Friday, April 20, 2018, Regular Board meeting be approved as amended.

It was motioned by Stafford, seconded by Sallis, and unanimously agreed that minutes of the Friday, April 20, 2018 Special Called Board meeting be accepted as written.

It was motioned by Stafford, seconded by McCormick that minutes of the Wednesday, October 19, 2016, Special Called Administrative Hearing be approved as written. Sallis and Strebeck abstained from voting because they were not Board members at the time of that meeting. The motioned carried.

Mordecai discussed the policy and procedures that govern the timeframe for approving and signing Board meeting minutes. Minutes from the previous Board meeting must be reviewed, revised (if necessary), and signed at the next Regular Board meeting.

B. Financial Matters

1. Financial Report

DeRossette presented the LPC Board's *FY18 Year-to-Date Expenditures and Encumbrances to Budget Report*, dated May 18, 2018. The report indicated \$193,432.66 as "available cash on hand". The "available budget" (until June 30, 2018) is \$32,392.50.

DeRossette discussed the travel voucher and State trip optimizer system. She reminded Board members that the current rate for State travel is 54.5¢ per mile. A trip optimizer is required for those who travel over 100 miles and choose to submit a voucher for reimbursement. There is a 24-hour calculation for rental car expenses, according to each day the vehicle is in the traveler's possession. Enterprise is a vendor for vehicle rental.

2. Payment of Routine Expenses

DeRossette provided and discussed the *Routine Expenditures for FY2018 Report*, dated May 18, 2018. It was motioned by Strebeck, seconded by Stafford, and unanimously agreed to accept the report.

DeRossette recommended that the contract between the LPC Board and ProsonITech be amended to include guidelines regarding "deliverables". The contract was approved at the previous Regular Board meeting (Friday, April 20, 2018). It shall begin on July 1, 2018 and be in effect until June 30, 2019.

3. Accounting Services Contract

DeRossette presented the proposed contract between the LPC Board and Cornerstone Consulting Group, Inc. for accounting services for the period July 1, 2018 – June 30, 2019. It was motioned by Stafford, seconded by Hargrove-Edwards, and unanimously agreed that the contract be accepted as written.

4. Travel Vouchers

It was motioned by Stafford, seconded by Hargrove-Edwards, and unanimously agreed to pay travel vouchers for May 2018.

5. Office of the State Auditor – FY 2017 Audit

DeRossette stated the Board received two citations from the FY 2017 Audit, which referenced two bills that were paid after the 30-day deadline period.

6. Review of Financial Policy

The LPC Board *Financial Policy and Procedures* document was reviewed and discussed. It was motioned by Stafford, seconded by Sallis, and unanimously agreed to accept the guidelines as written.

III. Review of Licensure Applications – Executive Session

It was motioned by Stafford, seconded by Strebeck, and unanimously agreed to close the meeting for a consideration of the necessity for an Executive Session. The Board determined that an Executive Session was needed for the purpose of signing completed certificates of license, considering Board requests, and reviewing complaints.

The Board exited closed session, upon motion by Stafford, seconded by Sallis, and unanimously carried.

It was motioned by Stafford, seconded by Sallis, and unanimously agreed that the Board enter into Executive Session for the purpose determined.

DeRossette and Stewart exited the room.

The Board entered Executive Session at 11:04 a.m.

It was motioned by Stafford, seconded by Strebeck, and unanimously agreed to exit Executive Session. The Board exited Executive Session at 3:08 p.m.

Upon return to open session, the following was announced as actions taken while in Executive Session:

- A. Signed Completed Certificates of License
- B. Considered Board Requests
- C. Reviewed Board Complaints

Board Requests

Request for Retired Status for License (#1079) – It was motioned by Strebeck, seconded by Hargrove-Edwards, and unanimously agreed that retired status be granted, effective June 30, 2018.

Request for Alternate Route to Distance Counseling Certification (#1445) – It was motioned by Stafford, seconded by Strebeck, and unanimously agreed to deny the request.

Request for Active Status for License (#1592) – It was motioned by Strebeck, seconded by Sallis, and unanimously agreed to accept submitted documents as proof of renewal efforts and maintain an active status for licensure. The license will be reissued. The LPC must pay any necessary fees.

Request to Approve Continuing Education Hours from a Non-Approved Provider (#2140) - It was motioned by McCormick, seconded by Strebeck that the continuing education hours from PESI not be accepted.

Request to Prorate Continuing Education Hours (#2164) – It was motioned by Strebeck, seconded by Sallis, and unanimously agreed to deny the request as referenced by *Rule 6.2.B.3., Continuing Education Requirements – Documentation Noncompliance*.

Request for Acceptance of Dissertation Hours (#2177) – It was motioned by Stafford, seconded by Stafford, and unanimously agreed to deny the request to substitute hours earned for dissertation toward required continuing education for renewal.

Request for Special Consideration to Renew License (#058) It was motioned by Hargrove-Edwards, seconded by Stafford, and unanimously agreed that the applicant be allowed to renew her license after reviewing submitted forms, documentation, and continuing education certificates; however, 4.5 additional continuing education hours must be earned before the renewal cycle begins.

IV. Complaints/Denied Applications

The Board reviewed the following complaints/denied applications:

Complaint #2016-25 – It was recommended by McCormick to take no action. It was motioned by Hargrove-Edwards and seconded by Sallis to accept the recommendation. The motion carried. McCormick abstained.

Complaint #2018-03 – It was recommended by Stafford that an informal hearing be held. It was motioned by Strebeck and seconded by Sallis to accept the recommendation. The motion carried. Stafford abstained.

Complaint #2018-04 – It was recommended by Stafford to take no action. It was motioned by Strebeck and seconded by Hargrove-Edwards to accept the recommendation. The motion carried. Stafford abstained.

**MS BOARD OF EXAMINERS FOR LICENSED PROFESSIONAL COUNSELORS
EXECUTIVE SESSION
Friday, May 18, 2018**

Board Request		ABSTENTION	YAYS	NAYS
Jackson, Kashanta	Request Renew Lapsed License - did not submit documentation requested from the March meeting		5	0
Smith, Lisa A.	submission of additional documentation - accept documentation and maintain license as active status		5	0
Lizana, Roni Levelia	Request to reschedule Informal Hearing - will reschedule for August, continue under supervision and bring those hours		5	0
Perkins, Melissa - LPC 1079	Request for Board direction regarding 2018 renewal - unable to obtain CEH - Retire license and when able to reinstate notify board		5	0
Casey, Darlene - LPC 1445	Request alternative training for TMHC or DCC - Board reaffirms Rule 7.5 and denies request to accept		5	0
Ladnier, Carla - LPC 2140	Request to accept CEH that ABEC approved - Denied		5	0
Ross, Paul Dean - LPC 2164	Request proration of CEH for renewal - Denied		5	0
VandeMerghel Arney, Michele - LPC 2177	Request approval of dissertation for CEH renewal requirement -Denied		5	0
Shelton, Nickeda - lapsed LPC - 858	2016 renewal request - submission of CEH certificates - Board approved to renew lapsed license		5	0

MS BOARD OF EXAMINERS FOR LICENSED PROFESSIONAL COUNSELORS
Executive Session - Friday, May 18, 2018

Complaints	Board Decision	Investigating Board Member
2013-02	Update on Appeal	
2016-04	Review Documents Submitted to Fulfill 11/30/17 Final Order	W. Frazier
2016-05	Review Documents Submitted to Fulfill 11/30/17 Final Order	W. Frazier
2016-06		J. McCormick
2016-07		J. McCormick
2016-22		S. Stafford
2016-25	Hargrove-Edwards motioned, Stafford seconded, to take no action. McCormick abstained	J. McCormick
2016-28		S. Stafford
2017-07		W. Frazier
2017-10		J. McCormick
2017-12		S. Stafford
2017-18	Strebeck motioned, Staford seconded, to take no action. Sallis abstained.	K. Sallis
2017-20	Subpoena Records	R. Strebeck
2017-22		A. Hargrove-Edwards
2017-26	Motion by Stafford, seconded by Strebeck, to take no action. McCormick abstained.	J. McCormick
2017-27		A. Hargrove-Edwards
2017-28		R. Strebeck
2017-29	Follow up on Administrative Hearing held April 20, 2018	R. Strebeck
2018-03	Recommend set for Administrative Hearing S. Stafford - motion RS, Sallies seconded, Stafford abstain to go to hearing	S. Stafford
2018-04	Strebeck motioned, Hargrove-Edwards seconded, to take no action. Stafford abstained	S Stafford
2018-06		J. McCormick
2018-07		K. Sallis

2018-08		K. Sallis
2018-09		S. Stafford
2018-11		K. Sallis
2018-12		R. Strebeck
2018-13		K. Sallis
2018-14		R. Strebeck
2018-15		K. Sallis
2018-16		J. McCormick

V. Old Business

A. Rules and Regulations for House Bill 708

The Board agreed to table this subject until the next meeting on Friday, June 8, 2018.

B. Disciplinary Guidelines

Tabled until next Board meeting.

C. Required LPC-S Refresher Course and Exam

Tabled until next Board meeting

D. National Board for Certified Counselors (NBCC) Conference

Sallis, Strebeck, and Mordecai are registered to attend the NBCC Conference.

E. Juris Prudence Exam

McCormick informed the Board that she has not received an update regarding the exam.

VI. New Business

A. Mississippi Counseling Association (MCA) Call for Proposals – Fall 2018 Conference

The Board intends to meet and present at the Annual MCA Conference, scheduled for November 7-9, 2018 at the Gulf Coast Convention Center in Biloxi, Mississippi.

B. MCA Liaison to the Board

McCormick informed the Board that she intends to attend the MCA Summer Leadership Development Institute, scheduled for June 27-29, 2018 at the Imperial Palace in Biloxi, Mississippi.

C. Letter Supporting Inclusiveness of Master’s Counseling Training

McCormick informed the Board that she sent a response to address this issue.

VII. Executive Session

It was motioned by Stafford, seconded by Strebeck, and unanimously agreed to close the meeting for a consideration of the necessity for an Executive Session.

The Board determined that an Executive Session was needed for the purpose of reviewing BQS/LPC/Candidacy/Comity applications.

The Board exited closed session, upon motion by Stafford, seconded by Sallis, and unanimously carried.

It was motioned by Stafford, seconded by Strebeck, and unanimously agreed that the Board enter into Executive Session for the purpose determined. The Board entered Executive Session at 3:45 p.m.

It was motioned by Stafford, seconded by Strebeck, and unanimously agreed to exit Executive Session. The Board exited the Executive Session at 4:45 p.m.

Upon return to open session, the following was announced as actions taken while in Executive Session:

- A. Reviewed of BQS Applications
- B. Reviewed LPC and Candidacy Applications

**MS BOARD OF EXAMINERS FOR LICENSED PROFESSIONAL COUNSELORS
APPLICATION REVIEW - EXECUTIVE SESSION
Friday, May 18, 2018**

CR or Denied Apps for Candidacy	BOARD DECISION	ABSTENTION	YAYS	NAYS
King, Phashun V.	Continued Review – Board recommended sending letter to LPC-S		5	0
Wilson, Marquita Lachette	Continued Review		5	0
Buckner, Anna Michelle	Approved CEH submitted for contingency of Candidacy		5	0
Anderson, Erika Xaziera	Continued Review		5	0

CR or Denied Apps for LPC	BOARD DECISION	ABSTENTION	YAYS	NAYS
Walker, Jennifer O'Neal	Continued Review		5	0

New Apps for Licensure	BOARD DECISION	ABSTENTION	YAYS	NAYS
Norris, Kara Elizabeth	Approved		5	0
Rhoden, George Jeffrey	Approved		5	0
Catlette, Jondelyn Doler	Approved		5	0
Breland, Andrew J.	Approved		5	0
Snow, Jasmine Mabry	Approved		5	0
Gillam, Jr., Frederick	Continued Review		5	0
Reed, Jessica Rena	Approved	McCormick	4	0

New Apps for Candidacy	BOARD DECISION	ABSTENTION	YAYS	NAYS
Shelton, Matthew Hunter	Approved		5	0
Cox, Dianne Cheah	Approved		5	0
Cox, Barbara E.	Continued Review		5	0
Powell, Constance N.	Approved		5	0
Carter, Carvan Lorraine	Continued Review		5	0
Whitfield, Nadia Lynette	Approved		5	0
Lloyd, Shannon Crystal	Continued Review		5	0
Rhodes-Peyton, Anastasia	Continued Review		5	0
Burdett, Bobbi Burns	Continued Review		5	0
Still, Susanne Sturdivant	Approved		5	0
Dean, Latrisha Yvette	Approved		5	0
Vernon, Leah Bradford	Approved		5	0
Porter, Danielle Amanda	Continued Review		5	0
Griggs, Evelyn Yvonne	Continued Review		5	0

New Apps for LPC-S	BOARD DECISION	ABSTENTION	YAYS	NAYS
Smith, Ashley Gilbert	Approved		5	0
Baggett, Katherine Elizabeth	Approved with contingency		5	0
Davis, Rhonda O.	Approved		5	0
Hooker, Tina C.	Continued Review		5	0
Shields, Melissa Bordelon	Approved		5	0

MS BOARD OF EXAMINERS FOR LICENSED PROFESSIONAL COUNSELORS
License Report to Board - Friday, May 18, 2018

Licensed Since Last Meeting - April 20, 2018	Issue Date	Lic Number
Jessica C. Cleary	4/23/2018	2274
Katherine Isbell Dalstra	4/24/2018	2277
Kelle O'Berry Falterman	4/27/2018	2278
Michael D. Gordon	4/23/2018	2272
Jessamyn M. Loomis Hogue	4/23/2018	2273
Orville W. Johnson	4/24/2018	2276
Hayley Pardue Phillips	4/23/2018	2275

In Memoriam

Thoms, Thomas Elliot		Lic #0310	Issued 07/20/1991	Hattiesburg, MS
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Retire License Request

	Lic#	Issue Date
Ferguson, Jean Walrath	0801	6/6/2000
Ragen, Barbara Carol	0857	8/24/2001

VIII. Next Meetings

Regular Meetings of the Board

Friday, June 8, 2018 and Tuesday, July 10, 2018, 9:00 a.m.
 Robert E. Lee Building
 239 North Lamar Street, Suite 402
 Jackson, MS 38901

Special Called Meeting of the Board

Tuesday, June 19, 2018 (Teleconference), Time: TBA

IX. Adjourn

It was motioned by Strebeck, seconded by Stafford, and unanimously agreed that the Board meeting adjourn. The meeting was adjourned at 4:53 p.m. by McCormick.

Approved this the 8th day of June, 2018.

/s/

Board Chair

/s/

Board Member