

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, June 8, 2018**

Board Members Present

Dr. Juawice McCormick, Chair, Congressional District IV
Dr. Kimberly Elam Sallis, Congressional District I
Dr. Richard Strebeck, Congressional District-At-Large

Others Present

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

Board Members Absent

Dr. Aretha Hargrove-Edwards, Congressional District II
Steven Rollins Stafford, Congressional District III

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 9:10 a.m. by Dr. Juawice McCormick, Chair ("Chair") on Friday, June 8, 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. Financial Matters

1. Financial Report

Gorman presented the LPC Board's *FY18 Year-to-Date Expenditures and Encumbrances to Budget Report*, dated June 8, 2018. The report indicated \$209,476.74 as "available cash on hand". The "available budget" (until June 30, 2018) is \$23,978.92.

Gorman discussed the 2020 Budget and asked the Board about items to include in the budget. The Board discussed budgeting for a ¼ time person/staff, fees for scanning licensee files, purchasing a high-speed scanner for the Board office, travel for Mississippi Counseling Association conference and the American Association of State Counseling Board conference. The Board's attorney, Jernigan, discussed per diem for Board members. The Board asked Jernigan to get an informal opinion regarding the state's general statutes to determine if it provides the authority for Board members to receive per diem.

2. Payment of Routine Expenses

Gorman provided and discussed the *Routine Expenditures for FY 2018 Report*, dated June 8, 2018.

3. MS Data Management Work Group (MDMWG) Survey

Mordecai presented the proposed contract between the LPC Board and Buddy Sharp with US Next for services to complete the required survey due June 21. for accounting services for the period July 1, 2018 – June 30, 2019. It was motioned by Strebeck, seconded by McCormick, and unanimously agreed to contract with Sharp for services.

4. Travel Vouchers

It was motioned by Sallis, seconded by Strebeck, and unanimously agreed to pay travel vouchers for June 8, 2018.

5. Office of the State Auditor – FY 2017 Audit

Mordecai presented the Management Report Compliance Audit and stated the Board is asked to respond by submitting a plan to implement by June 21. Cornerstone will assist in developing the plan to implement.

6. NBCC Contract

Mordecai presented the amendment to NBCC testing contract to include the NCE for the Provisional-Licensed Professional Counselor (P-LPC) and to provide for persons intending to apply for the P-LPC to register directly with the NBCC/CCE. It was motioned by Sallis, seconded by Strebeck, and unanimously agreed to accept the contract amendment as written and to authorize Mordecai to sign on behalf of the Board.

B. Minutes Approval

It was motioned by Strebeck, seconded by Sallis, and unanimously agreed that minutes of the Friday, May 18, 2018, Regular Board meeting be approved as amended.

III. Executive Session

It was motioned by Sallis, 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 complaints and special requests.

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

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

The Board entered Executive Session at 10:12 a.m.

It was motioned by Sallis, seconded by Strebeck, and unanimously agreed to exit Executive Session. The Board exited Executive Session at 12:21 p.m.

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

- A. Reviewed Board Complaints
- B. Reviewed Special Requests

IV. Complaints/Denied Application

The Board reviewed the following complaints/denied applications:

Complaint #2018-14 – It was recommended by Strebeck to take no action. It was motioned by Sallis and seconded by McCormick to accept the recommendation. The motion carried. AYES – 2, NAYS – 0. Strebeck abstained.

Complaint #2018-08 – It was recommended by Sallis to take no action. It was motioned by Strebeck and seconded by McCormick to accept the recommendation. The motion carried. AYES – 2, NAYS – 0. Sallis abstained.

Complaint #2018-07 – It was recommended by Sallis to take no action. It was motioned by Strebeck and seconded by McCormick to accept the recommendation. The motion carried. AYES – 2, NAYS – 0. Sallis abstained.

Complaint #2018-11 – It was recommended by Sallis to take no action. It was motioned by Strebeck and seconded by McCormick to accept the recommendation. The motion carried. AYES – 2, NAYS – 0. Sallis abstained.

Complaint #2016-20 – The Board reviewed CEH certificates for fulfillment of the Agreed Order. The Board determined more information is needed and will request LPC submit course descriptions, handouts, and information regarding speaker.

Complaint #2017-29 – The Board reviewed the prepared Final Order. McCormick signed Final Order.

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

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
2016-28		S. Stafford
2017-07		W. Frazier
2017-10		J. McCormick
2017-12		S. Stafford
2017-20		R. Strebeck
2017-22		A. Hargrove-Edwards
2017-27		A. Hargrove-Edwards
2017-28		R. Strebeck
2017-29	Follow up on Administrative Hearing held April 20, 2018 Board reviewed Final Order and McCormick signed.	R. Strebeck
2018-03	Administrative Hearing	S. Stafford
2018-06		J. McCormick

2018-07	Strebeck motioned, McCormick seconded, and the Board unanimously agreed to take no action. Sallis abstained.	K. Sallis
2018-08	Strebeck motioned, McCormick seconded, and the Board unanimously agreed to take no action. Sallis abstained.	K. Sallis
2018-09		S. Stafford
2018-11	Strebeck motioned, McCormick seconded, and the Board unanimously agreed to take no action. Sallis abstained.	K. Sallis
2018-12		R. Strebeck
2018-13		K. Sallis
2018-14	Sallis motioned, McCormick seconded, and Board unanimously agreed to take no action. Strebeck abstained.	R. Strebeck
2018-15		K. Sallis
2018-16		J. McCormick

V. Special Requests

Request for Acceptance of Dissertation Hours (#2177) - It was motioned by Sallis, seconded by McCormick, and unanimously agreed to accept the request to substitute hours earned for dissertation toward required continuing education for renewal based on NBCC policy and to inform LPC dissertation hours may only be used for one renewal period.

Request for Acceptance of CEH (#1808) – It was motioned by Sallis, seconded by McCormick, and unanimously agreed to approve the request to accept CEH submitted by LPC based on documentation reviewed.

MS BOARD OF EXAMINERS FOR LICENSED PROFESSIONAL COUNSELORS License Report to Board - Friday, June 8, 2018

Retire License Request

	Lic#	Issue Date
Swinney, Melinda Joyce	1436	02/03/2009

VIII. Old Business

A. Rules and Regulations for HB 708

The Board reviewed and revised Rules and Regulations for the HB 708.

B. Disciplinary Guidelines -- Tabled

IX. Next Meetings

Special Called Meeting of the Board

Tuesday, June 19, 2018 (Teleconference), Time: TBA
Robert E. Lee Building
239 North Lamar Street, Suite 402
Jackson, MS 39201

Regular Meetings of the Board

Tuesday, July 10, 2018, 9:00 a.m.
Robert E. Lee Building
239 North Lamar Street, Suite 402
Jackson, MS 39201

X. Adjourn

It was motioned by Strebeck, seconded by Sallis, and unanimously agreed that the Board meeting adjourn. The meeting was adjourned at 4:39 p.m. by McCormick.

Approved this the 19th day of June, 2018.

/s/

/s/

Board Chair

Board Member