

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
Tuesday, July 10, 2018**

Board Members Present

Dr. Richard Strebeck, Chair, Congressional District-At-Large
Dr. Kimberly Elam Sallis, Congressional District I
Steven Rollins Stafford, Congressional District III

Others Present

Wm. Jeffrey Jernigan, Board Attorney, Special Assistant Attorney General
LeeAnn Mordecai, Board Executive Director
Denise DeRossette, Cornerstone Consulting Group, Inc.

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 9:01 a.m. by Dr. Richard Strebeck, Chair ("Chair") on Tuesday, July 10, 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 Stafford, seconded by Sallis, and unanimously agreed that minutes of the Tuesday, June 19, 2018, Special Called Board meeting for the purpose of discussing and revising Board Rules and Regulations to align with House Bill 708 be approved as amended.

It was motioned by Sallis, seconded by Stafford, and unanimously agreed that the minutes of the Tuesday, June 26, 2018, Special Called Board meeting held via teleconference for the purpose of discussing and revising Board Rules and Regulations to align with House Bill 708 be approved.

It was motioned by Sallis, seconded by Strebeck, and unanimously agreed that the minutes of the Thursday, June 28, 2018, Special Called Board meeting held via

teleconference for the purpose of discussing and revising Board Rules and Regulations to align with House Bill 708 be approved as amended.

It was motioned by Strebeck, seconded by Sallis, and unanimously agreed that the minutes of the Monday, July 2, 2018, Special Called Board meeting held via teleconference for the purpose of discussing and revising Board Rules and Regulations to align with House Bill 708 be approved.

B. Financial Matters

1. Budget

Cornerstone presented the FY 2020 Budget proposal. It was motioned by Stafford, seconded by Sallis, and unanimously agreed to accept the budget as presented by Denise De Rossette from Cornerstone Consulting Group, Inc.

Executive Session

It was motioned by Strebeck, seconded by Stafford, and unanimously agreed to go into closed session to determine the need for Executive Session. The Board determined that an Executive Session was needed to discuss personnel issues.

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

It was motioned by Stafford and seconded by Sallis, and unanimously agreed to enter Executive Session for purpose determine.

The Board entered into Executive Session at 10:12 a.m. Ms. Mordecai was asked to leave during the Executive Session.

It was motioned by Strebeck, seconded by Stafford, and unanimously agreed to exit Executive Session at 10:28 a.m. and return to Regular Session.

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

It was motioned by Strebeck, seconded by Sallis, and unanimously agreed to a 5% raise for the Executive Director for FY 2020.

2. Financial Reports

a. FY18 Year-to-Date Expenditures and Encumbrances to Budget Report

DeRossette presented the LPC Board's *FY18 Year-to-Date Expenditures and Encumbrances to Budget Report*, dated July 10, 2018.

b. Payment of Routine Expenses

DeRossette presented the Routine Expenditures for FY 2018 Chart for the Board to review.

c. Outstanding Invoices for Payment

DeRossette presented Invoice 4704 for professional services performed April 1, 2018, through June 30, 2018 with regard to audit.

d. ProsonITech Contract

The Board requested De Rossette to review the ProsonITech contract regarding the new public website for implementation and payment.

3. Travel Vouchers

It was motioned by Sallis, seconded by Stafford, and unanimously agreed to accept, approve, and pay travel expenses for July as requested.

4. AASCB

It was motioned by Sallis, seconded by Stafford, and unanimously agreed to pay the American Association of State Counseling Board member dues.

5. FY2019 Lease Agreement with Department of Finance Administration

It was motioned by Sallis, seconded by Stafford, and unanimously agreed for Ms. Mordecai to sign the State of MS Department of Finance and Administration Office of Capital Facilities Lease Agreement.

6. Per Diem for Board Members

Jernigan discussed the statutes on Per Diem for Board members and recommended the Board seek an Attorney General Opinion to determine if Board members can elect to receive Per Diem if the specific statute does not address the per diem compensation.

C. Rating of Legal Services

The Board completed the Rating of Legal Services survey from the Attorney General's Office.

The Board recessed for lunch at 11:48 am. The Board ended recess at 12:55 p.m.

III. Old Business

A. Rules and Regulations for House Bill (HB) 708

The proposed Rules and Regulations have been submitted to Secretary of State office for comments. The period for comments ends August 2, 2018.

B. Jurisprudence Exam

The Board held a conference call with Patty Cates, David Whittinghill and Mary Alice Olsan from NBCC regarding the Jurisprudence Exam. The Board was provided an exam for review and comments. The format of the exam was discussed. Feedback from the Board will be submitted to NBCC.

C. MCA Call for Proposals

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. Strebeck submitted the proposal packet to MCA on July 3, 2018.

IV. New Business

A. Letter to Supervisees/Supervisors Regarding Statutes and Rules Revisions

The Board discussed information to include in a notice that will be sent to all LPC supervisees and supervisors. The communication will reference HB 708 and provide updates regarding requirements to obtain a provisional license (P-LPC).

Ms. Mordecai shared with the Board a sample letter which will be auto generated and emailed to new P-LPC applicants when payment is received and to Transitional Cohort applicants when payment is received.

B. LPC-S Required Training Sessions

The Board discussed measures that would require those who hold the LPC-S credential to attend periodic mandatory training sessions. Sessions will serve as a refresher course that outlines current Board policies. Trainings may be presented by either former or current LPC Board members. Attendees will be awarded CEH. Further details will be discussed at a future meeting.

C. P-LPC FAQ

The Board discussed a list of Frequently Asked Questions regarding the P-PLC process and anticipated questions from potential applicants. The Board developed a list of potential questions and answers to be posted on the Board website

D. P-LPC Certificate

The Board discussed the certificate for the P-LPC and determined it should be blue/grey in color with a silver seal.

E. Fingerprint Memo

Ms. Mordecai presented a memo to accompany fingerprint processing card for review and will clarify process with Department of Public Safety.

F. Declaration of Practice Statement

The Board reviewed and approved the bulleted Declaration of Practice Statement.

IV. Review of Licensure Applications / Board Requests – Executive Session

It was motioned by Strebeck, seconded by Sallis, and unanimously agreed that the Board consider a motion to close the regular meeting to determine the necessity of an Executive Session. The Board determined that an Executive Session was needed to sign completed certificates of licenses, review BQS/LPC/Candidacy/Comity applications, review complaints, and review Licensee requests.

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

It was motioned by Stafford and seconded by Sallis, and unanimously agreed to enter Executive Session for the purpose determine.

The Board entered into Executive Session at 3:36 p.m.

It was motioned by Strebeck, seconded by Stafford, and unanimously agreed to exit Executive Session at 4:22 p.m. and return to Regular Session.

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

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/Denied Applications
- D. Reviewed Continued Review Applications

Board Requests

Request for Approval for Continuing Education Credit from M.A.P.T – It was motioned by Strebeck, seconded by Sallis, and unanimously approved to not grant the request to accept continuing education hours from the M.A.P.T conference as the conference did not have an NBCC number and was not NBCC approved for continuing education.

Board Request to Acceptance of Failing Scores on Required Examinations – The Board reviewed a request for special consideration to accept failing scores on the required examination for licensure. It was motioned by Strebeck, seconded by Stafford, and unanimously approved to deny the request for special consideration to accept failing grades on Board approved examinations.

IV. Complaints/Denied Applications

Complaints/Denied Applications

License #1455 – Motioned by Stafford, seconded by Sallis, and unanimously approved not to reinstate licensee with current license number but to issue a new license number

Complaint #2018-13 – It was recommended by Sallis to issue an Agreed Order. Motion by Strebeck, seconded by Stafford, and unanimously approved to accept the recommendation made by Sallis.

Complaint #2018-15 – It was recommended by Sallis to issue an Agreed Order. Motion by Strebeck, seconded by Stafford, and unanimously approved to accept the recommendation made by Sallis.

Complaint #2016-28 – It was recommended by Stafford to issue an Agreed Order. Motion by Sallis, seconded by Strebeck, and unanimously approved to accept the recommendation made by Stafford.

Complaint #2018-11 – It was recommended by Sallis that an informal hearing be held. Motion by Strebeck, seconded by Stafford, and unanimously approved to accept the recommendation made by Sallis.

Complaint #2017-12 – It was recommended by Stafford to take no action on the complaint due to lack of evidence. Motion by Strebeck, seconded by Sallis, and unanimously approved to accept the recommendation made by Stafford.

Complaint #2018-09 - It was recommended by Stafford to issue an Agreed Order. Motion by Sallis, seconded by Strebeck, and unanimously approved to accept the recommendation made by Stafford.

Complaint #2018-03 - It was recommended by Stafford to set for an Administrative Hearing. Motion by Sallis, seconded by Strebeck, and unanimously approved to accept the recommendation made by Stafford.

Review Documentation Requested for Agreed Order 2016-20

No documentation was presented from the LPC regarding this Agreed Order.

MS BOARD OF EXAMINERS FOR LICENSED PROFESSIONAL COUNSELORS				
APPLICATION REVIEW - EXECUTIVE SESSION				
Tuesday, July 10, 2018				
CR or Denied Apps for Candidacy	BOARD DECISION	ABSTENTION	YAYS	NAYS
Porter, Danielle Amanda	Approved		3	0
King, Phasun V.	Approved		3	0
Layton, Allison Boyd (submitted documentation for contingency)	Approved		3	0
CR or Denied Apps for LPC	BOARD DECISION	ABSTENTION	YAYS	NAYS
Gillam, Jr., Frederick	Approved		3	0
New Apps for Candidacy	BOARD DECISION	ABSTENTION	YAYS	NAYS
Edwards, Traci L.	Approved		3	0

Board Requests		ABSTENTION	YAYS	NAYS
Jackson, Kashanta - Renew Lapsed License - submit continuing education hours, current resume and any other renewal documentation for the Board to renew	Reviewed documentation and agreed to reissue a new license number effective 7/01/2018		3	0
Beal, Anetia R. - Board to accept exam results	Reviewed request and denied request		3	0

MS BOARD OF EXAMINERS FOR LICENSED PROFESSIONAL COUNSELORS				
License Report to Board - Friday, July 10, 2018				
Licensed Since Last Meeting - June 19, 2018	Issue Date	Lic Number		
NaMetris N. Blount	6/26/2018	2288		
Sheba Lydia Borden	6/26/2018	2292		
Theresa Denise Breshears	6/20/2018	2287		
Warner E. Buxton	6/26/2018	2289		
Ashley Alvis Lathan	6/26/2018	2291		
Joshua Lane McElroy	7/9/2018	2293		
Leticia Dione Seydel	6/26/2018	2290		

MS BOARD OF EXAMINERS FOR LICENSED PROFESSIONAL COUNSELORS		
Executive Session - Tuesday, July 10, 2018		
COMPLAINTS	BOARD DECISION	Investigating Board Member
2013-02		Update on Appeal
2016-06		J. McCormick
2016-07		J. McCormick
2016-20	Review course description, handouts, and information regarding speaker to Fulfill Agreed Order	J. McCormick
2016-22		S. Stafford
2016-28	Issue Agreed Order	S. Stafford; Sallis motioned, Strebeck seconded
2017-07		W. Frazier
2017-10		J. McCormick
2017-12		S. Stafford; Strebeck motioned, Sallis seconded
2017-20		R. Strebeck
2017-26		J. McCormick
2017-28		R. Strebeck
2017-29	Follow up on Administrative Hearing held April 20, 2018 - LPC did not submit documentation per Order for Board to Review	R. Strebeck
2018-03	Set for Administrative Hearing Date	S. Stafford
2018-06		J. McCormick
2018-09	Issue Agreed Order	S. Stafford; Sallis motioned, Strebeck seconded
2018-11	Set for Administrative Hearing Date	K. Sallis
2018-13	Issue Agreed Order	K. Sallis
2018-15	Issue Agreed Order	K. Sallis
2018-16		J. McCormick
2018-17		J. McCormick
2018-18		J. McCormick
2018-19		R. Strebeck

VI. Next Meeting

Special Called Meeting of the Board

Friday, August 2, 2018 (Teleconference), Time: 9:00 a.m.
Robert E. Lee Building
239 North Lamar Street, Suite 402
Jackson, MS 39201

Regular Meeting of the Board

Thursday, August 16, 2018, 9:00 a.m.
Robert E. Lee Building
239 North Lamar Street, Suite 402
Jackson, MS 38901

VII. Adjourn

It was motioned by Strebeck, seconded by Sallis, and unanimously agreed that the Board meeting adjourn. The meeting was adjourned at 5:19 p.m. by Strebeck.

Approved this the 2nd day of August, 2018.

/s/

/s/

Board Chair

Board Member