

## **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, August 25, 2017**

### **Board Members Present**

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

### **Board Vacancy**

Congressional District-At-Large

### **Others Present**

Wm. Jeffrey Jernigan, Board Attorney, Special Assistant Attorney General  
LeeAnn Mordecai, Board Executive Director  
Alice Gorman, Board CPA, Contract Agent-Cornerstone Consulting, 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 9:32 a.m. by Dr. Juawice McCormick, Chair ("Chair") on Friday, August 25, 2017. 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**

### **Minutes Approval**

It was motioned by Stafford, seconded by Sallis, and unanimously agreed that minutes of the Tuesday, June 27, 2017, Regular Board meeting be approved as amended.

It was motioned by Stafford, seconded by Sallis, and unanimously agreed that minutes of the Wednesday, July 26, 2017, Regular Board meeting be approved as written.

### **III. New Business**

#### **A. Acknowledgement**

The Board acknowledged the passing of Mistie Dawn Barnes, Ed.D., LPC-S, RPT-S, who died on Friday, August 4, 2017. Dr. Barnes served as Associate Professor of Counselor Education in the Department of Counselor Education and Psychology at Delta State University. Her license (#1057) status will be changed from Active to Memorial.

#### **B. Request to Renew Lapsed License and Waiver**

The Board reviewed a request for renewal/waiver, dated July 31, 2017, from a counselor whose license (#0311) lapsed as of June 30, 2016. The counselor provided documentation of continuing education hours garnered during that time. It was motioned by Stafford, seconded by Hargrove-Edwards, and unanimously agreed that the license be changed from Lapsed to Active status, effective July 1, 2017 – June 30, 2018.

#### **C. NBCC Contract/Agreement**

The Board reviewed an email, dated July 14, 2017, from Jolie A. Long at the Center for Credentialing and Education (CCE) addressed to LeeAnn Mordecai. The attached *Test Administration Services Agreement Between National Board for Certified Counselors, Inc. (NBCC) and Mississippi Board of Examiners for Licensed Professional Counselors* was also reviewed.

It was motioned by Stafford, seconded by Sallis, and unanimously agreed to accept the agreement as written and authorize Mordecai to sign the contract.

### **IV. Old Business**

#### **A. Rules and Regulations**

##### **1. Juris Prudence Exam – Focus Area**

The Board discussed focus areas to be included in the Juris Prudence Exam. A conference call will be scheduled for further discussion before the final renewal tutorial is submitted to Dr. David Whittingham (NBCC) for review.

##### **2. Final Rule – 6.2 Continuing Education Requirements**

The Board reviewed *Rule 6.2 Continuing Education Requirements*. It was motioned by Stafford, seconded by Sallis, and unanimously agreed to accept the *Rule* as final.

### 3. Return to Active Status from Inactive and/or Retired Status

Regarding *Rule 5.4.B. Inactive Status*, Stafford suggested that in order for a counselor's license status to be changed from inactive and/or retired back to active, he/she must have been in good standing when their license became inactive.

It was motioned by Stafford, seconded by Sallis, and unanimously agreed to accept those changes to *5.4.B. Inactive Status*.

### **B. Legislative Agenda**

The Board reviewed and edited proposed changes to *Statutes*. It was motioned by Stafford, seconded by Sallis, and unanimously agreed to accept the changes.

### **C. Licensure Portability**

No updates were available for discussion. No action was taken in reference to this agenda item.

### **V. Informal Hearing – Denied Application (2017-15) – Executive Session**

It was motioned by Stafford, 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 conduct informal hearings for denied applications. It was motioned by Hargrove-Edwards, seconded by McCormick, and unanimously agreed that the Board go into Executive Session.

The Board entered into Executive Session at 1:00 p.m.

Regarding 2017-15, it was motioned by Stafford and seconded by McCormick that the applicant be granted licensure. Sallis abstained from voting.

### **VI. Informal Hearing – Denied Application (2017-16) – Executive Session**

Regarding 2017-16, it was motioned by Stafford, seconded by Sallis, and unanimously agreed to approve the applicant to take the National Clinical Mental Health Counseling Exam (NCMHCE) with a contingency.

It was motioned by Stafford, seconded by McCormick, and unanimously agreed that the Board exit Executive Session. The Board exited Executive Session at 2:15 p.m.

## VII. Board Operations

### A. Financial Matters

#### 1. Outstanding Invoices for Payment

There were no outstanding invoices for payment.

#### 2. Payment of Routine Expenditures

Gorman presented the LPC Board's *FY18 Year-to-Date Expenditures and Encumbrances to Budget* report, dated August 25, 2017. The report indicated \$228,542.59 as "available cash on hand".

#### 3. Trip Optimizer Update

Gorman provided updates regarding the Trip Optimizer System.

#### 4. Travel Vouchers

It was motioned by Stafford, seconded by Sallis, and unanimously agreed to pay travel vouchers totaling \$333.23.

#### 5. AASCB Dues

The Board reviewed Invoice #1902, dated July 1, 2017, from the American Association of State Counseling Boards (AASCB) for membership dues from July 1, 2017 – June 30, 2018. It was motioned by Stafford, seconded by McCormick, and unanimously agreed to authorize Mordecai to pay \$2,600.00, the Enhanced Annual Membership rate. Mordecai and Attorney Jernigan will attend the AASCB National Conference, scheduled for January 10-12, 2018, in San Antonio, Texas.

#### 6. Travel VISA Card for Enterprise Billing

Gorman informed the Board that a direct billing account with Enterprise Car Rental has been set up.

#### 7. MCA Travel Expenses

It was motioned by Sallis, seconded by McCormick, and unanimously agreed that the Board pay expenses (hotel, registration, and travel as calculated by the Trip Optimizer System) for members to attend the Mississippi Counseling Association (MCA) Conference, scheduled for November 8-10, 2017 in Tupelo, Mississippi.

8. Federal Association for Regulatory Board (FARB) Meeting

Attorney Jernigan informed the Board that his travel to attend the FARB meeting (October 5-8, 2017, in Savannah, Georgia) will be fully funded by another agency. Therefore, the Board will not have to pay shared travel expenses. The Board voted during its previous meeting (July 26, 2017) to pay up to \$800.00 for partial sponsorship.

**VIII. Review of Licensure Applications - Executive Session**

It was motioned by Stafford, seconded by McCormick, 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 review applications and requests. It was motioned by Stafford, seconded by McCormick, and unanimously agreed that the Board go into Executive Session.

The Board entered into Executive Session at 3:45 p.m.

A. Clarification Request – Continued Review Application

The Board reviewed an email, dated August 21, 2017, from a counselor who sought clarity on the Board's requirement for him to submit to a fitness for practice evaluation. The Board maintained its stance that the requirement be met and will offer suggestions regarding potential agencies in his area who might be willing to conduct an evaluation.

B. Signed Completed Certificates

The Board signed completed Certificates of License and Board Qualified Supervisor (BQS).

C. Review of BQS Applications

Due to time constraints, the Board did not review applications for BQS.

D. Review of LPC Applications

Due to time constraints, the Board did not review applications for LPC.

**VII. Complaints/Denied Applications – Executive Session**

**Review Documentation for Denied Application (2017-08)**

The Board reviewed the documentation as submitted by the Denied Applicant's attorney and set for October 27, 2017, administrative hearing.

It was motioned by Stafford, seconded by McCormick, and unanimously agreed that the Board exit Executive Session. The Board exited Executive Session at 4:30 p.m.

**Next Meetings**

Regular Meetings of the Board

Friday, September 8, 2017, 9:00 a.m.  
Robert E. Lee Building  
239 North Lamar Street, Suite 402  
Jackson, MS 39201

Friday, October 27, 2017, 9:00 a.m.  
Robert E. Lee Building  
239 North Lamar Street, Suite 402  
Jackson, MS 39201

**VIII. Adjourn**

It was motioned by Stafford, seconded by McCormick, and unanimously agreed that the meeting be adjourned.

The meeting was adjourned by McCormick at 4:47 p.m.

Approved this the 8th day of September, 2017.

/s/

/s/

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Board Chair

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Board Member