

## 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  
Monday, October 15, 2018**

### **Board Members Present**

Dr. Richard Strebeck, Chair, Congressional District-At-Large  
Dr. Kimberly Elam Sallis, Congressional District I  
Dr. Lynn Etheridge, Congressional District II  
Steven Rollins Stafford, Congressional District III  
Victoria Williams, Congressional District IV

### **Others Present**

Wm. Jeffrey Jernigan, Board Attorney, Special Assistant Attorney General  
LeeAnn Mordecai, Board Executive Director

### **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 12:02 p.m. by Dr. Richard Strebeck, Chair ("Chair") on Monday, October 15, 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 Williams, and unanimously agreed that minutes of the Monday, September 24, 2018 Regular Board meeting be approved as amended. It was motioned by Strebeck, seconded by Sallis, and unanimously agreed that the minutes of the Tuesday, September 25, 2018 Special Called Board Meeting for the Purpose of Administrative Hearings be approved as amended.

#### **B. Financial Matters**

##### Financial Report

Gorman presented the LPC Board's *FY19 Year-to-Date Expenditures and Encumbrances to Budget Report*, dated October, 2018. It was motioned by Stafford,

seconded by Strebeck, and unanimously agreed to accept the financial report presented by Gorman.

Board requested Gorman to separate license fees into the following categories: P-LPC, LPC, LPC-S, and fingerprint fees.

#### Travel Vouchers

It was motioned by Etheridge, seconded by Sallis, and unanimously agreed to accept and pay travel expenses as requested for the month of October.

#### Scanner Purchase

It was motioned by Sallis, seconded by Stafford, and unanimously agreed to purchase a scanner and subsequent accessories for the Board office not to exceed \$500.00. Mordecai will make the purchase.

#### Board Attorney iPad

It was motioned by Stafford, seconded by Etheridge, and unanimously agreed to purchase an iPad and accessories equivalent to the iPads purchased for the Board members for the Board of Examiners for LPC Board Attorney, Mr. Jernigan.

### **C. Conflict of Interest Clarification**

Mr. Jernigan reviewed the Conflict of Interest Statement and clarified content of the Statement signed by Board Members, including supervising for pay, benefiting from position as an LPC Board member, dual relationships, serving on Boards (exception of AASCB) that have a direct interest in LPC Board business. It was motioned by Williams, seconded by Etheridge and unanimously agreed to consider placing a list of Boards/Committees/Associations in Conflict of Interest Statement to be signed by each Board member upon confirmation and annually thereafter. A draft is to be submitted to the Board for approval.

### **D. Attorney Opinion Regarding Transitional Cohort and Candidates**

The Board reviewed and discussed the Attorney opinion regarding Transitional Cohort Candidates and P-LPC Candidates and LPC Candidates

Mr. Jernigan conducted new member orientation regarding the complaint process, public records, confidential information, meeting and session processes and etiquette, investigation process, and difference in Executive Session and Regular Session.

Mr. Jernigan reviewed the Limited Internal and Compliance Review policy from the State Auditors Office and Board oversight of the policies of the Board.

### **III. Review of Licensure Applications / Board Requests – Executive Session**

It was motioned by Etheridge, seconded by Williams, 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 and to review BQS / LPC / Candidacy / Comity / Continued Review applications, Informal Hearings with Denied Applicants, and to discuss Board requests.

It was motioned by Strebeck, seconded by Stafford, and unanimously agreed that the Board exit the regular session and enter Executive Session. The Board entered Executive Session at 1:52 p.m.

### **IV. Informal Hearings for Denied Applications**

#### **Penick**

It was motioned by Stafford, seconded by Williams, and unanimously agreed to change application status from denied to continue to review. She must take 4 classes, one in each of the following areas: Multicultural, Career, Ethics, and Human Growth and Development as pre-approved by the Board.

#### **Holmes**

It was motioned by Sallis, seconded by Williams, and unanimously agreed to deny Applicant's request to be part of the Transitional Cohort as her degree is not an appropriate degree for licensure and does not meet the educational requirements.

### **V. Complaints / Denied Applications / Board Requests**

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 and to review BQS / LPC / Candidacy / Comity / Continued Review applications, to review complaints, denied applications, and to discuss Board requests.

It was motioned by Stafford, seconded by Sallis, and unanimously agreed that the Board exit the regular session and enter Executive Session. The Board entered Executive Session at 4:03 p.m.

Stafford exited the meeting at 4:33 p.m.

The motion was made by Etheridge, seconded by Williams, and unanimously agreed to continue the meeting on Tuesday, October 16, 2018. The meeting was closed at 6:49 p.m.

**VI. Next Meeting**

**Regular Meeting of the Board**

Tuesday, October 16, 2018, 8:00 a.m.  
Robert E. Lee Building  
239 North Lamar Street, Suite 402  
Jackson, MS 38901

Approved this the 8th day of November, 2018.

/s/

/s/

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Board Chair

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Board Member