

MINUTES

Mississippi State Board of Examiners for Licensed Professional Counselors
Regular Board Meeting
Suite 402; Robert E. Lee Building
239 North Lamar Street; Jackson, Mississippi
February 19, 2015

Board Members Present:

Dr. Walter Frazier, Chair
Dr. Juawice McCormick, Vice-Chair (arrived at 9:20 a.m.)
Dr. Glenn Waller
Dr. Susan Carmichael, Secretary/Treasurer (arrived at 9:20 a.m.)
Dr. Diane Williams

Others Present:

LeeAnn Mordecai, Executive Director
Jeff Jernigan, Attorney General's office
Morgan Bryant, MLPCA representative (departed at 11:06 a.m.)
Alice Gorman, Cornerstone Consulting

Board Members Absent:

I. Call to Order

The Regular Board Meeting of the Mississippi State Board of Examiners for Licensed Professional Counselors ("Board"), held in the Board office at Suite 402 of the Robert E. Lee Building located at 239 North Lamar Street in Jackson, Mississippi, was called to order at 9:11 a.m. by Dr. Walter Frazier, Chair ("Chair") on February 19, 2015. A roll call of members was taken and a quorum was present.

II. Board Operations

A. Update from Board Attorney

Case # 0126-2012, Debra Carr, has filed a motion to appeal. The Board Attorney filed a motion of dismissal on behalf of the Board.

B. Minutes Approval

Minutes were reviewed from the January 22, 2015 meeting. Upon motion by Waller, seconded by McCormick, the Board unanimously agreed to approve the minutes as written.

C. Financial Matters

1. Financial Reports

The Board reviewed “Cash Control Overview Report” to determine Cash on Hand amount and the “Routine Expenditures” presented by Cornerstone Consulting representative Alice Gorman.

2. Outstanding Invoices for Payment

The Board reviewed outstanding invoices submitted for payment by Cornerstone Consulting, Inc., in the “Outstanding Invoices for Payment” Report. Upon motion by Waller, seconded by Williams, the Board unanimously agreed to authorize payment of the outstanding invoices in the amount of \$9,303.25. Gorman requested Jernigan have Keith Investigations bill the MSBELPC instead of the Attorney General’s office prior to paying invoice.

3. License Renewal Fee

Discussion was held regarding potential changes in license renewal fees. After input from Jeff Jernigan, the topic was tabled.

4. Executive Director Contract

The Executive Director Contract was reviewed. Discussion was held regarding the contract’s dependence on legislative approval of budget and fee language statute. Mordecai requested a minimum of a 3% increase. Upon motion by McCormick, seconded by Williams, and unanimously passed, the Board agreed to increase the Executive Director’s salary by 3% and to extend it for one year, March 18, 2015 – March 18, 2016, at a rate of \$32.33 per hour not to exceed \$61,800. The Board discussed and agreed to revisit the contract at a later date after legislative action.

5. Hearing Related Fees

Discussion was held regarding hearing related fees. Mordecai will check into other boards’ statutes for cost recovery of hearing related fees.

Upon motion by Waller, seconded by McCormick, and unanimously passed, the Board authorized to allow a change in the financial policy to state that the Executive Director is authorized to approve payment of hearing related expenses such as court reporter fee and process servers.

D. Setting Future Meetings as Teleconferences

Frazier discussed the potential need for all future meetings to be teleconference eligible. Mordecai reported on other board rules around this issue. Jernigan discussed that teleconference meetings require a 5-day notice. The topic lacked a motion and the Board moved on to New Business.

III. New Business

A. Informal Hearings

Discussion was held regarding the possibility for informal hearings. The topic was tabled for further consideration at a later date should it be needed.

B. Video Conferencing for Supervision and/or Counseling

Discussion was held regarding the possibility for video conferencing. Liability issues and parameters were discussed, benefits were weighed against consequences. Upon motion by Carmichael, seconded by Waller, and unanimously passed, the Board agreed to establish a subcommittee to propose Rules and Regulations language around video conference for counseling and supervision. Frazier, McCormick and a representative from MLPCA will make up the committee.

C. Policy for Investigation Materials Disposition

Waller presented the proposed policy. Jernigan recommended amending the proposed wording to state that "The board attorney will receive ..." the materials rather than the Executive Director. This change should be reflected throughout. Also, the envelope should be sealed with signature and indicate the case number on the outside and state that it is privileged attorney-client information. Upon motion by Waller, seconded by McCormick, and unanimously passed, the Board approved the adoption of policy as amended.

Frazier called for a break at 10:47 a.m.

Frazier reconvened the Board at 10:57 a.m.

III. New Business – (continued)

D. Update Regarding Legislative Action

Frazier updated the Board on legislative actions including the Autism bill (SB 2581), the LPC Board's bill (HB 387), and the Appropriations bill (SB 2876).

E. Information Housed Online

Mordecai raised questions related to what information should be entered and stored online. Login information for the first time was considered with regards to security. Mordecai will work with website developer.

F. Supervisor of Practicum / Internship Form

Discussion was held regarding the supervision verification form and the need for clarity regarding who can sign off on them. Upon motion by McCormick, seconded by Carmichael, and unanimously passed, the Board agreed the practicum and internship supervision verification form would be updated to clarify that only the site supervisor or faculty supervisor can attest to the supervision hours and sign the form.

Frazier called for a lunch recess at 11:39 a.m.

The Board reconvened at 12:15 p.m.

G. Final Draft of Rules and Regulations Update

The Board divided the final draft of Rules and Regulations for proofing purposes. Discussion was held to clarify several points including the jurisprudence exam, the definition of a licensed clinician, course work required, and consideration of CACREP requirements. Add language to reflect the following: "A licensed clinician is a counseling professional that is licensed by a board or agency of the state of Mississippi, the Department of Mental Health or the Department of Education, including but not limited to psychologists, licensed professional counselors, school counselors, applied behavior analysts."

Also add: "Internship" to the course list with a caveat that states "for graduate degree programs begun after July 1, 2015, this course requirement must be met as indicated by transcript." Add the definition of Internship to match that stated in other areas of the Rules and Regulations.

The date for CACREP-accredited counseling program degrees requirement effective July 1, 2017.

Upon motion by Carmichael, seconded by Waller, and unanimously passed, the Board agreed to propose the new compilation of Rules and Regulations as amended and to submit them for notice to the Secretary of State's office.

IV. Executive Session

Upon motion by Waller, the meeting was closed for a determination of the necessity for an executive session. While in closed session, a motion was made by Carmichael, seconded by Williams, and unanimously passed to go into Executive Session at 1:29 p.m. due to consideration of license applications and to discuss matters of potential litigation.

Upon conclusion of the business of the executive session, motion by Carmichael, seconded by McCormick, and unanimously passed, the Board returned to open session.

Upon motion by Waller, seconded by Williams, and unanimously passed, the Board agreed to exit Executive Session at 2:50 p.m. and report out results of the Session and the following list of approved applications..

While in closed session certificates were signed.

Applications were reviewed.

Complaints were reviewed.

MS BOARD OF EXAMINERS FOR LICENSED PROFESSIONAL COUNSELORS
APPLICATION REVIEW
February 19, 2015

CR or Denied Apps for Licensure	BOARD DECISION	ABSTENTION	YAYS	NAYS
Anderson, Dorothy Jefferies	Approved		4	0

CR or Denied Candidacy	BOARD DECISION	ABSTENTION	YAYS	NAYS
Alexander, Mechelle	Continued Review		4	0

New Apps for Licensure	BOARD DECISION	ABSTENTION	YAYS	NAYS
Norfleet, Savanna Mullins	Approved		4	0
Walsh, Melanie Reagan	Approved		4	0
Wells, Willie Johnson	Approved		4	0
Baskett, Jessica Michelle	Approved		4	0

Board Request	BOARD DECISION	ABSTENTION	YAYS	NAYS
Fairman, Erica M. (Request Take Exam 3 rd Time)	Approved		4	0
Williams, Portia (Request Take Exam 3 rd Time)	Approved		4	0

COMPLAINTS	BOARD DECISION	Investigating Board Member	ABSTENTION
2013-06	pending	J. McCormick	
2013-07	March 19-20, 2015 Hearing	G. Waller	
2014-01	pending	S. Carmichael	
2014-02	No Action	J. McCormick	McCormick
2014-03	pending	J. McCormick	
2014-05	Set for April 2015 Hearing	J. McCormick	
2014-09	pending	S. Carmichael	
2014-11	postponed	Board	
2014-12	pending	W. Frazier	
2015-01	No Action	W. Frazier	W. Frazier
2015-02	pending	S. Carmichael	
2015-03	pending	Board	

MS BOARD OF EXAMINERS FOR LICENSED PROFESSIONAL COUNSELORS
License Report to Board – February 19, 2015

Licensed Since Last Meeting - January 22, 2015	Issue Date	Lic Number
Barry James Bouillion	2/10/2015	1970
Kristel Heckman Thrash	2/10/2015	1972
Larry Ray Wills	2/10/2015	1971

III. New Business – (continued)

H. Financial Management - Travel Vouchers

Upon motion by Waller, seconded by Carmichael, the Board unanimously agreed to approve Board travel expenses for Williams (\$98.90), Carmichael (\$110.40), McCormick (\$136.85), Frazier (\$54.05), and Waller (\$186.30) in the total amount of \$586.50 for February 2015.

V. Next Meeting

Special Called Board Meeting - For purpose administrative hearing.

Thursday, March 19, 2015, 9:00 a.m.

Friday, March 20, 2015, 9:00 a.m.

Room 138 North; Woolfolk Building; 501 North West Street; Jackson, Mississippi

Continuation & Relocation of Regular Board Meeting

Friday, March 20, 2015 - (immediately following conclusion of hearing)

239 N Lamar Street; Suite 402; Robert E. Lee Building; Jackson, Mississippi

VI. Adjournment

Upon motion by Waller, seconded by McCormick, the Board unanimously agreed to adjourn the meeting at 2:54 p.m.

Approved this the _____ day of _____, 201_____.

/s/

Chair

/s/

Board Member