

## **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, April 20, 2018**

### **Board Members Present**

Dr. Juawice McCormick, Chair, Congressional District IV  
Dr. Aretha Hargrove-Edwards, Congressional District II  
Dr. Kimberly Elam Sallis, Congressional District I  
Steven Rollins Stafford, Congressional District III (arrived 9:56 a.m.)  
Dr. Richard Strebeck, Congressional District-At-Large

### **Others Present**

Wm. Jeffrey Jernigan, Board Attorney, Special Assistant Attorney General  
LeeAnn Mordecai, Board Executive Director  
Greg Boyette, Office of the Auditor, State of Mississippi  
Alice Gorman, 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 9:08 a.m. by Dr. Juawice McCormick, Chair ("Chair") on Friday, April 20, 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.

McCormick introduced guest, Greg Boyette, of the Office of the State Auditor (OSA). The OSA is conducting a compliance audit of all agencies as a directive of State Auditor Stacey Pickering.

### **II. Board Operations**

#### **A. Minutes Approval**

It was motioned by Strebeck, seconded by McCormick, and unanimously agreed that minutes of the Friday, March 16, 2018 Regular Board Meeting be approved as amended. AYE – 4, NAY - 0

## **B. Financial Matters**

### **1. Outstanding Invoices for Payment**

The Board reviewed an invoice (#4596), dated April 9, 2018, from Cornerstone Consulting Group, in the amount of \$1,250.00 for monthly services.

### **2. Payment of Routine Expenses**

Gorman presented the LPC Board's *FY18 Year-to-Date Expenditures and Encumbrances to Budget Report*, dated April 18, 2018. The report indicated \$176,299.13 as "available cash on hand".

Gorman stated that the budget for the fiscal year 2019 is due on August 1, 2018. She explained that \$7,000 from the previous year (2016-2017) was included in this year's budget (2017-2018). She advised that the budget should be approved during the upcoming July Board meeting.

### **3. Travel Vouchers**

It was motioned by Sallis, seconded by Hargrove-Edwards, and unanimously agreed to pay travel vouchers totaling \$419.83 for April 2018.

### **4. ProsonITech Proposed Contracts**

#### **Contract for Website Redesign**

The proposed contract between ProsonITech and the Board was reviewed. The scope of services includes that the contractor provides the web platform and content management system (CMS) for the new public website, as well as integrate specific pages of the Licensee Management System (LMS) into the new public site. The contract, signed by Jack Noel of ProsonITech, shall begin on the date of approval and shall be in effect until June 30, 2020.

Strebeck asked if funds (\$3,000) were included in this year's budget that can be set aside for the website redesign. Gorman explained that the amount was not included in the current budget. However, she suggested that the contract for the project be approved today. She intends to see if funds could be reallocated to pay the cost for the project.

It was motioned by Sallis, seconded by Strebeck, and unanimously agreed that the contract be approved, contingent upon availability of funds (\$3,000) for the project. Mordecai will sign the contract on behalf of the Board if funds can be reallocated to cover costs.

### Contract for FY 2019

The contract between ProsonITech and the Board was reviewed. The scope of services includes maintenance of the agency's database and backup. The contract, signed by Jack Noel of ProsonITech, shall begin on July 1, 2018, and be in effect until June 30, 2019. It was motioned by Strebeck, seconded by Hargrove-Edwards, and unanimously agreed to accept the contract and authorize Mordecai to sign on behalf of the Board.

### 5. National Board for Certified Counselors, Inc. (NBCC) Proposed Contracts/Center for Credentialing & Education Services (CCE) Update

#### NBCC Test Administration Service Agreement (September 27, 2017)

The enforced contract between NBCC and the Board was reviewed. The scope of services includes a conglomerate of test administration requirements. The Board discussed whether any revisions were necessary. No need for changes were cited. The contract remains in effect for three years.

#### Amendment to NBCC Test Administration Service Agreement

The Board reviewed an email, dated April 16, 2018, and an attached agreement amendment from Jolie A. Long of CCE. The agreement amendment was proposed to reflect that NBCC will administer to eligible candidates the National Counselor Examination for Licensure and Examination (NCE) in addition to the National Clinical Mental Health Counseling Examination (NCMHCE). (NBCC) and the Board was reviewed. It was motioned by Sallis, seconded by Stafford, and unanimously agreed to accept the amended contract and authorize Mordecai to sign on behalf of the Board.

#### CCE Update

The Board reviewed an email, dated April 20, 2018, from Jolie A. Long of CCE. The information was submitted by Ms. Long on behalf of Mary Alice Olsan of CCE. The communication provided an update on the development of the Mississippi jurisprudence tutorial and examination. The contractor is explained that their agency is experiencing unforeseen challenges with a current vendor. Therefore, the jurisprudence exam will be postponed until July 1, 2019. The test will be available for the LPC 2019 renewal cycle.

6. Office of the State Auditor – FY 2017 Audit

a. Board Member Interviews (Fraud)

Boyette attended the Board meeting to conduct a compliance audit. He explained that an audit is required for all State offices. He briefly interviewed each Board member. Members were asked to attest to the fiscal integrity regarding Board operations.

b. Legal Inquiry Form (To be completed by Board Members)

Board members reviewed a letter, dated April 12, 2018, from Stephanie Palmertree, CPA CGMA, in the Office of the State Auditor. The communication described the limited internal control and compliance review process.

Board members completed and signed individual legal inquiry forms. This will be returned to the Office of the State Auditor.

**III. Review of Licensure Applications – Executive Session**

It was motioned by Sallis, 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 sign completed certificates of license, review BQS/LPC applications, review agreed order (2016-20), and conduct informal hearings.

The Board exited closed session, upon motion by Stafford, seconded by Hargrove-Edwards, and unanimously agreed. It was motioned by Sallis, seconded by Stafford, and unanimously agreed to enter Executive Session.

Boyette exited the room. The Board entered Executive Session at 10:14 a.m.

It was motioned by Strebeck, seconded by Stafford, and unanimously agreed that the Board exit Executive Session. The Board exited Executive Session at 10:25 a.m.

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

- A. Sign Completed Certificates of License
- B. Review of BQS Applications
- C. Review of LPC, Candidacy, and Comity Applications
- D. Review Special Request
- E. Review Complaints

### Review of Cause No. 2016-20 – Agreed Order

The Board reviewed and discussed the Agreed Order that was signed and dated (April 19, 2018) by the respondent. It was motioned by Strebeck and seconded by Stafford that this complaint be tabled until after a scheduled hearing.

The Regular Board Meeting was suspended at 10:30 a.m. for a Special Called Board Meeting for the purpose of an administrative hearing (Cause No. 2017-29). The administrative hearing (Cause No. 2016-20), previously scheduled for 9:30 a.m., was postponed at the respondent's request.

Minutes of the Special Called Board Meeting are recorded in a separate document.

The Board returned to Regular Board meeting after Special Called Board meeting for the purpose of an administrative hearing at 2:05 p.m.

It was motioned by Strebeck, seconded by Stafford, and unanimously agreed to consider a motion to determine a need to go into Executive Session. It was determined that an Executive Session was needed to review an Agreed Order. The Board entered into Executive Session at 2:17 p.m.

The Board reviewed an Agreed Order (Cause #2016-20) submitted by Attorney Jernigan. It was motioned by Stafford and seconded by Hargrove-Edwards to approve the Agreed Order as written. Strebeck voted nay.

### **IV. Informal Hearing for Denied Application**

2:30 p.m. – The Board reviewed documents submitted by the applicant. It was motioned by Strebeck, seconded by McCormick, and unanimously agreed to accept a total of 1270 hours toward licensure. Additional hours accrued after a supervision contract was executed will also be accepted.

### **V. Informal Hearing for Denied Renewal of Lapsed License**

3:15 p.m. – The Board reviewed documents submitted by the applicant. It was motioned by Strebeck, seconded by Stafford, and unanimously agreed that the applicant be reinstated licensure as of July 1, 2016, contingent upon credible documentation that payment of renewal fee was mailed in good faith.

### **VI. Complaints/Denied Applications**

The Board reviewed the following complaints/denied applications:

**A. Request to renew lapsed license – LPC # 1291**

It was motioned by Strebeck, seconded by Sallis, and unanimously agreed to deny the request.

**B. Request to renew lapsed license – LPC # 1453**

It was motioned by Stafford, seconded by Strebeck, and unanimously agreed to deny the request.

**C. Request for a six-month extension on expired candidacy application (over four years)**

It was motioned by Stafford, seconded by Strebeck, and unanimously agreed to deny the request.

**D. Request to take examination a fourth time**

It was motioned by Stafford, seconded by McCormick, and unanimously agreed to approve the request.

**E. Request to the Board to accept Supervised Experience from 2004-2006**

It was motioned by Stafford, seconded by McCormick, and unanimously agreed to deny the request.

**MS BOARD OF EXAMINERS FOR LICENSED PROFESSIONAL COUNSELORS  
APPLICATION REVIEW - EXECUTIVE SESSION  
Friday, April 20, 2018**

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<b>CR or Denied Apps for LPC</b>	<b>BOARD DECISION</b>	<b>ABSTENTION</b>	<b>YAYS</b>	<b>NAYS</b>
Cleary, Jessica C.	Approved		5	0
Bonaparte, Vanessa H.	Continued Review		5	0
Gordon, Michael D.	Approved		5	0

<b>New Apps for Licensure</b>	<b>BOARD DECISION</b>	<b>ABSTENTION</b>	<b>YAYS</b>	<b>NAYS</b>
Johnson, Orville W.	Approved		5	0
Phillips, Hayley Pardue	Approved		5	0
Hogue, Jessamyn M. Loomis	Approved	Strebeck	4	0

<b>New Apps for Candidacy</b>	<b>BOARD DECISION</b>	<b>ABSTENTION</b>	<b>YAYS</b>	<b>NAYS</b>
Barnes, Jasmine Lyn	Approved		5	0
Wiley, Anishia Victoria	Approved		5	0
Anderson, Connie L.	Approved		5	0
Culpepper, Erin Thames	Approved		5	0
Stepp, Benjamin David	Approved	Sallis	4	0

<b>New Apps for Comity</b>	<b>BOARD DECISION</b>	<b>ABSTENTION</b>	<b>YAYS</b>	<b>NAYS</b>
Falterman, Kelle O'Berry	Approved		5	0

<b>New Apps for LPC-S</b>	<b>BOARD DECISION</b>	<b>ABSTENTION</b>	<b>YAYS</b>	<b>NAYS</b>
Busby-Robinson, Patricia	Approved		5	0
Coleman, Amanda Foster	Approved Contingent Updated Liability Insurance		5	0
Hamm, Megan Mignon	Approved		5	0
Brooks, Susanna Capri Posey	Approved		5	0
Golson, Angela Cole	Approved		5	0

<b>Board Request</b>		<b>ABSTENTION</b>	<b>YAYS</b>	<b>NAYS</b>
Whitacre, Amanda	Informal Hearing for Denied Application - April 20, 2018 - 2:30p.m.		5	0
Smith, Lisa A.	Informal Hearing for Denied Renewal of Lapsed License - April 20, 2018 - 2:45 p.m. - Approved pending submission of additional documentation		5	0
Lizana, Roni Levelia	Informal Hearing for Denied Application - April 20, 2018 - 3:00 p.m. - requested to reschedule - unable to attend			
McCauley, Sarah	Request to renew lapsed license - Denied		5	0
Thompson, Kristina Marie	Request to take examination a fourth time - Approved		5	0
Wilkins, Deanna S.	Request to Renew Lapsed License - Denied		5	0
Allen, Kimberly Y.	Request a 6-month extension on expired Candidacy application (over 4 years) - Denied		5	0

Jones, Tiffani	Request the Board to accept supervised experience from 2004-2006 - Denied		5	0
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<b>MS BOARD OF EXAMINERS FOR LICENSED PROFESSIONAL COUNSELORS</b> <b>License Report to Board - Friday, April 20, 2018</b>
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<b>Licensed Since Last Meeting - March 16, 2018</b>	<b>Issue Date</b>	<b>Lic Number</b>
Nicole Lindsey Adams	3/20/2018	2262
Emily Grace Ames	3/19/2018	2256
Emily Davis Ashmore	3/19/2018	2259
Whitney Whites Cox	3/19/2018	2260
Stanford Curtis Garrett	3/20/2018	2264
Amanda Danielle Gregory	3/19/2018	2257
Tonya Gayle Grissom-Tatroe	4/10/2018	2268
Kendyl Diane Hensley	3/29/2018	2267
Chelsey Leigh Hess-Holden	3/29/2018	2266
Marquesha C. Lewis	4/12/2018	2270
Ashley Nicole Moss	3/19/2018	2258
Abbie Sightler Robinson	3/20/2018	2265
Lisa Allegrezza Sorey	3/20/2018	2263
Janae Erin Turner	3/19/2018	2261
Charla Ann Wilson	4/12/2018	2269



**MS BOARD OF EXAMINERS FOR LICENSED PROFESSIONAL COUNSELORS**  
**Executive Session - Friday, April 20, 2018**

<b>COMPLAINTS</b>	<b>BOARD DECISION</b>	<b>Investigating Board Member</b>
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
2016-20	Administrative Hearing for April 20, 2018 @ 9:30 a.m.	J. McCormick
2016-22		S. Stafford
2016-25		J. McCormick
2016-28		S. Stafford
2017-07		W. Frazier
2017-10		J. McCormick
2017-12		S. Stafford
2017-18		K. Sallis
2017-20		R. Strebeck
2017-22		A. Hargrove-Edwards
2017-26		J. McCormick
2017-27		A. Hargrove-Edwards
2017-28		R. Strebeck
2017-29	Administrative Hearing for April 20, 2018 @ 10:30 a.m.	R. Strebeck
2018-03		S. Stafford
2018-04		S. Stafford
2018-06		J. McCormick
2018-07		K. Sallis
2018-08		K. Sallis
2018-09		S. Stafford
2018-11		to be assigned
2018-12		to be assigned

**VI. Next Meeting**

Regular Meeting of the Board  
Friday, May 18, 2018, 9:00 a.m.  
Robert E. Lee Building  
239 North Lamar Street, Suite 402  
Jackson, MS 39201

**V. Adjourn**

It was motioned by Strebeck, seconded by Sallis, and unanimously agreed that the meeting be adjourned.

The meeting was adjourned by 5:06 p.m.

Approved this the \_\_\_\_18th\_\_\_\_ day of \_\_\_\_May\_\_\_\_, 2018.

/s/

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Chair

/s/

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Board Member