

**Mississippi Board of Examiners for
Licensed Professional Counselors
Robert E. Lee Building, 239 North Lamar Street, Suite 402
Jackson, Mississippi**

**STRATEGIC PLANNING MEETING
The Alluvian Hotel
Greenwood, Mississippi
MINUTES**

Thursday, September 22, 2022
Implementation of Prior Strategic Plans

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 8:34 a.m. by Dr. Richard Strebeck, Chair (“Chair”) on Thursday September 22, 2022. The Strategic Planning Meeting was held in the Board Room at the Alluvian Hotel, Greenwood, MS. A roll call of Board members was taken, and a quorum was present.

BOARD MEMBERS PRESENT

Dr. Richard Strebeck, Chair, Congressional District-at-Large
Dr. Kimberly Elam Sallis, Vice-Chair Congressional District I
Dr. Lynn Etheridge, Congressional District II
Dr. Melissa Windham, Congressional District III
Mr. Issac Boose, Congressional District IV

OTHERS PRESENT

Ms. LeeAnn Mordecai, Executive Director, LPC Board
Ms. Alexis Morris, Board Attorney, Special Assistant Attorney General
Leyser Hayes, Special Assistant Attorney General

II. Rules and Regulations & Jurisprudence Examination(s)

Dr. Strebeck updated the Board on the Occupational Licensing Review Commission (OLRC) Resolution as a result of the August 17, 2022, meeting and the revisions they recommended. The Board discussed the implementation date for the Rules and Regulations and the discussions with Centers for Credentialing and Education regarding the Pass/Fail Jurisprudence (JP) Exam.

The Board will file final the final Rules and Regulations once the JP Exam is ready for testing and with anticipation of effective date January 1, 2023.

The Board will advise CCE that they prefer a random 35 questions pulled randomly from the bank of questions utilizing CCE’s current built platform.

The JP Exam is required for ALL applicants.

The no fail exam will be reviewed after implementation of the Rules and Regulations and the Pass/Fail JP Exam because this exam is only for renewals and launch date is not until May 1, 2023.

There is a 60-minute time frame for a 35-test bank exam. The Board will follow-up with CCE about Accommodations for ADA requests.

Closed Determination/Executive Session

Upon motion by Dr. Sallis, with a second by Dr. Etheridge, the Board voted to go into a closed determination session to establish the need for an Executive Session. The Chair stated there was sufficient cause to enter Executive Session. The motion to go into a closed determination session was passed unanimously by the Board members present at the meeting.

In the closed determination session, Dr. Etheridge, with a second by Dr. Sallis, determined that the Board had a reason to go into Executive Session, namely for the purpose of writing exam questions for the Pass/Fail Jurisprudence Exam and discussing complaints, a subject which could lead to an appeal of the Board’s decision or litigation against the Board. The motion passed with the following vote:

Aye – Mr. Boose	Aye – Dr. Etheridge	Aye – Dr. Sallis
Aye – Dr. Windham	Aye – Dr. Strebeck	

The Board entered into Executive Session at 9:18 a.m.

Upon conclusion of the Executive Session, the Board voted, upon motion made by Dr. Sallis and seconded by Dr. Etheridge, to come out of Executive Session at 10:36 a.m. The motion carried with the following members voting:

Aye – Mr. Boose	Aye – Dr. Etheridge	Aye – Dr. Sallis
Aye – Dr. Windham	Aye – Dr. Strebeck	

The Board resumed in open meeting at 10:37 a.m. by announcing the described actions taken in Executive Session.

Executive Session

Within the Executive Session, the Board took the following action:

The Board reviewed and discussed the Pass/Fail Jurisprudence Examination questions.

III. Complaint Process

Ms. Morris presented a training with information regarding the Complaint Process as pursuant to Rules and Regulations and Statutes.

The Board recessed for lunch at 11:35 a.m.

The Board returned to open session at 1:37 p.m.

Closed Determination/Executive Session

Upon motion by Dr. Sallis, with a second by Dr. Etheridge, the Board voted to go into a closed determination session to establish the need for an Executive Session. The Chair stated there was sufficient cause to enter Executive Session. The motion to go into a closed determination session was passed unanimously by the Board members present at the meeting.

In the closed determination session, Dr. Etheridge, with a second by Dr. Sallis, determined that the Board had a reason to go into Executive Session, namely for the purpose of writing exam questions for the Pass/Fail Jurisprudence Exam and discussing complaints, a subject which could lead to an appeal of the Board's decision or litigation against the Board. The motion passed with the following vote:

Aye – Mr. Boose

Aye – Dr. Etheridge

Aye – Dr. Sallis

Aye – Dr. Windham

Aye – Dr. Strebeck

The Board entered into Executive Session at 1:38 p.m.

Upon the conclusion of the Executive Session, the Board voted, upon motion made by Dr. Etheridge and seconded by Dr. Windham, to come out of Executive Session at 4:14 p.m. The motion carried with the following members voting for: Strebeck, Windham, Sallis, and Boose.

The Board resumed in open meeting at 4:15 p.m. by announcing the described actions taken in Executive Session. Within the Executive Session, the Board took the following action:

IV. Complaints

A. Outside Investigation Process

The Board reviewed proposed contract requirements for Outside Investigators and discussed the responsibilities and requirements and how to assign investigator.

B. 2022-28

1. The Board discussed a conflict of interest for the Board in investigating Cause #2022-28 and the Board attorney affirmed the need for an outside investigator.
2. Upon motion by Dr. Etheridge, seconded by Mr. Boose, the Board determined Cause #2022-28 should be assigned to an outside investigator. The motion passed with the following vote:

Aye – Mr. Boose
Aye – Dr. Windham

Aye – Dr. Etheridge
Aye – Dr. Strebeck

Aye – Dr. Sallis

C. Outside Investigators

The Board reviewed a proposed contract with an outside investigator.

Upon motion by Dr. Etheridge, seconded by Mr. Boose, the Board agreed to accept presented contract with amendment to remove the “50-mile radius” restriction for Leona Bishop for complaint investigations as an independent contractor for investigations and to assigned Cause #2022-28 to Dr. Bishop.

Upon motion by Dr. Sallis, seconded by Dr. Etheridge, the Board agreed to Continue Complaint assignment process as is. The Board member investigator, Executive Director, and attorney will meet and determine if an outside investigator is needed then it will go before Board as a recommendation and the Board will approve/disapprove (Rule 8.2.B.5. & 8.2.B.6.) If approved, the Board will contract for outside investigator. The Board member and investigator will work together.

The motion passed with the following vote:

Aye – Mr. Boose
Aye – Dr. Windham

Aye – Dr. Etheridge
Aye – Dr. Strebeck

Aye – Dr. Sallis

V. Recess

Dr. Strebeck recessed the meeting at 5:20 p.m. The Board will return to open session at 8:30 a.m. Friday, September 23, 2022.

Friday, September 23, 2022

Development of Strategic Plan for 2024 – 2028

VI. Call to Order

The Special Called Board meeting of the Mississippi State Board of Examiners for Licensed Professional Counselors (“Board”) was called to order at 8:30 a.m. by Dr. Richard Strebeck, Chair (“Chair”) on Friday September 23, 2022 in the Board Room at the Alluvian Hotel, Greenwood, MS. A roll call of Board members was taken, and a quorum was present.

BOARD MEMBERS PRESENT

Dr. Richard Strebeck, Chair, Congressional District-at-Large
Dr. Kimberly Elam Sallis, Vice-Chair Congressional District I
Dr. Lynn Etheridge, Congressional District II
Dr. Melissa Windham, Congressional District III
Mr. Issac Boose, Congressional District IV

OTHERS PRESENT

Ms. LeeAnn Mordecai, Executive Director, LPC Board
Ms. Alexis Morris, Board Attorney, Special Assistant Attorney General
Leyser Hayes, Special Assistant Attorney General

VII. Development of Strategic Plan for 2024 – 2028

A. Increased Access

The Board discussed the Strategic Plan for 2024 – 2028 and the need for increased communication to stakeholders in the manner of

- University packets/visits/videoconference
- Hosting supervision training
- Stream/post video of meetings
- Watson Q/A from IBM for Website
- Instructional Videos and “How To” Videos

B. Website Redesign

1. The Board discussed the need for website redesign from the perspective of the “back office” side to allow for better flow when processing applications and Licensee profiles as well as improving the design of the profiles for the Licensee/Applicant.
2. With the redesign of the website the Board intends to develop instructional videos to navigate the website.

C. Customer Service Representative

Ms. Mordecai updated the Board on the search for a Customer Service Representative for the Board office.

D. Supervision/Supervisor Training

The Board discussed the need to develop supervisor training in person and via instructional videos accessible through the Board's website and different ways to produce.

11:30 a.m. – Recessed

1:30 p.m. – Return to open session

E. Impaired Professional Program

The Board discussed the process for developing an impaired professionals program and the guidelines and peer recovery specialist.

F. Budget FY 2024

The Board discussed the FY2024 Budget which has already been submitted and approved.

VIII. Fingerprint Background Check Results

The Board discussed the need for direction from the Attorney and the FBI on handling and maintaining fingerprint background results. Ms. Hayes informed the Board that fingerprint background check results are deemed accessible to the Board, the Executive Director, and its attorney as part of the application review process when evaluating and determining if individuals applying for professional licensure meet the requisite standards and qualifications as well as when reviewing the results as part of professional licensure renewal.

IX. Investigator Process

The Board revisited the Outside Investigator discussion from the day before and determined there is a need to create a Rubric in selecting which complaints are assigned to outside investigator and the subsequent need for a policy and "boiler plate" contract. Dr. Etheridge will research and provide the information to the Board at the next regularly scheduled meeting.

X. Pass/Fail Jurisprudence Examination (cont'd)

The Board revisited the discussion regarding who is required to take the Pass/Fail Examination and what is meant by "ALL Applicants."

Upon motion by Mr. Boose, seconded by Dr. Sallis, the Board determined that "Any current P-LPC or Candidate who proceeds to apply for the LPC must submit verification of passing score report of the Pass/Fail Jurisprudence Examination." The motion passed with the following vote:

Aye – Mr. Boose
Aye – Dr. Windham

Aye – Dr. Etheridge
Aye – Dr. Strebeck

Aye – Dr. Sallis

XI. Board Composition

Dr. Strebeck informed the Board that Mr. Boose has accepted a position at William Carey University. Dr. Strebeck conferenced with Ms. Morris, Board’s Attorney, about Rule 3.1.B.5. “The Board will consist of three (3) Licensees who are primarily engaged in private or institutional practice in counseling and two (2) Licensees who are primarily engaged in teaching, training, or research in counseling at the corporate or university level. And 3.1.B.6. At the time of appointment, no more than one (1) person employed by or receiving compensation from any one (1) institution, organization, or partnership will be appointed to the Board.” and there is no conflict based on Rule 3.1.B.5.-6.

XII. Travel

Upon motion by Dr. Sallis, seconded by Mr. Boose, the Board approved travel and expenses for the Strategic Planning Meeting.

XIII. Adjournment

Dr. Sallis motioned to adjourn the meeting at 3:28 p.m., Mr. Boose seconded the motion. The motion carried and the meeting was adjourned. The vote was as follows:

Aye– Mr. Boose
Aye – Dr. Windham

Aye– Dr. Etheridge
Aye– Dr. Strebeck

Aye – Dr. Sallis

Approved this the 4th day of October, 2022

/s/
Board Chair

/s/
Board Member

Dates for future meetings:

- November 2022 – Mississippi Counseling Association, Tupelo