

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
Thursday, August 16, 2018**

Board Members Present

Dr. Richard Strebeck, Chair, Congressional District-At-Large
Dr. Kimberly Elam Sallis, Congressional District I
Steven Rollins Stafford, Congressional District III

Others Present

LeeAnn Mordecai, Board Executive Director
Quita Sauerwein
Erin White

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 9:04 a.m. by Dr. Richard Strebeck, Chair ("Chair") on Thursday, August 16, 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 Stafford, seconded by Strebeck, and unanimously agreed that minutes of the Special Called Teleconference Board Meeting of the Mississippi State Board of Examiners for Licensed Professional Counselors on Thursday, August 2, 2018, for the purposes of reviewing the revision of the Rules and Regulations, reviewing the Jurisprudence Examination, discussing the MCA conference presentation, discussing the LPC-S presentation, reviewing the P-LPC questions and concerns, and to conduct general Board operations be approved as amended.

A. Financial Matters

1. Financial Report

Alice Gorman from Cornerstone Consulting, Inc. presented the FY18 Year-to-Date Expenditures and Encumbrances to Budget Report, the FY19 Year-to-Date Expenditures and Encumbrances to Budget Report, and the FY18 Year-to-Date Revenues Report for Board to Review.

Gorman presented Invoice 4711-A for professional services (budget) in the amount of \$2000. The Board agreed to pay the invoice as this is a routine expenditure.

It was motioned by Stafford and seconded by Strebeck, and unanimously agreed to pay invoice #2018-922 to ProsonlTech in the amount of \$990.00 for work performed on the LPC website from the FY18 Budget.

2. Financial Policy

The Board agreed that Department of Finance and Administration needs to be added to the routine payment on the Financial Policy and the UMB Visa travel card needs to be added to the policy as a routine payment. It was motioned by Stafford, seconded by Strebeck, and unanimously agreed to amend the Financial Policy to include DFA and the UMB Travel Visa as routine expenditures.

The process for paying invoices was clarified for Board members. The process is as follows: invoices come to Board office to be presented to the Board for approval. Once approved, the invoices are then sent to Cornerstone for payment. Vendors should not contact Cornerstone directly. All invoices and receipts shall be maintained in the Board office.

3. Travel Vouchers

There is no update on the information regarding per diem for Board member's travel.

It was motioned by Sallis, seconded by Strebeck, and unanimously agreed to accept, approve, and pay travel expenses for August as requested.

III. Old Business

A. Rules and Regulations for House Bill (HB) 708

The proposed Rules and Regulations have been submitted to the OLRC. The Board is waiting for the OLRC to respond and to set a Review date. If no changes are made, the Rules and Regulations for HB 708 will be filed with the Secretary of

States office. After 30 days Rules and Regulations become final.

B. Declaration of Practice Statement Revisions

Agreed upon changes were made to the Declaration of Practice Statement for clarity purposes. The changes will be posted on the LPC website.

C. Jurisprudence Exam

The Board reviewed the sample Jurisprudence Exam provided by NBCC. Comments and suggestions were made which will be relayed to NBCC. No conference call was held.

D. MCA Call for Proposals

The Board intends to meet and present at the Annual MCA Conference, scheduled for November 7-9, 2018 at the Gulf Coast Convention Center in Biloxi, Mississippi. The Board will develop the Powerpoint presentation.

There is space available at the Conference Center for the Board to conduct the Business meeting on Thursday.

IV. New Business

A. P-LPC FAQ

The Board reviewed the Frequently Asked Questions regarding the P-LPC licensure and process. Revisions were made. The FAQs will be posted on the LPC website.

B. Transitional Cohort

The Board determined a clear definition of the Transitional Cohort which consists of the following:

- Active supervision reports to the LPC Board on their application progress over a period of time;
- Were in the LPC reporting system, had supervision agreement and supervision contract on file, and were actively receiving supervision prior to June 30, 2018.
- Must apply for P-LPC by September 30, 2018

If a person has not completed the educational requirements, created a profile in the LPC system, did not have an active supervision agreement and active supervision contract on file, did not log supervision hours, had not given the Board indication he/she was working toward meeting the standards toward licensure prior to July 1, 2018, he/she is NOT in the Transitional Cohort and must meet requirements of the new law, including taking both the NCE and the NCMHCE.

It was motioned by Stafford, seconded by Sallis, that to begin logging supervision hours, all P-LPC Applicants must have a completed application submitted and reviewed by the Board. After discussion, the motion was amended by Strebeck to include the application be approved by the Board and a P-LPC number issued before logging hours. The amended motion was seconded by Sallis. The motion carried unanimously as amended.

The Board recessed for lunch at 12:10 p.m. The Board ended recess at 1:17 p.m.

C. Issuing P-LPC and Renewal Dates for LPC Candidates

The Board discussed the P-LPC issue date, renewal date, current LPC Candidates renewal dates and determined the following schedule:

- If in Candidacy status and application expires between August 16, 2018, and September 30, 2018, the Candidate will pay \$100 Reapplication Fee and be issued a P-LPC that will expire September 30, 2019. If the Candidate fails to pay the Reapplication Fee by September 30, 2018, he/she will be required to pay the \$100 Reapplication Fee and the \$50 P-LPC Application Fee.
- If in Candidacy status and application expires between October 1, 2018, and March 31, 2019, the Candidate will be issued a P-LPC that will expire on his/her application expiration date (noted on the website). Before the expiration date of his/her application, the Candidate must pay the P-LPC \$50 Reapplication Fee to continue in P-LPC status, which will then expire on September 30, 2019, or the Candidate must obtain full licensure by the September 30, 2019, date.
- If in Candidacy status and application expires between April 1, 2019, and September 30, 2019, the Candidate will be issued a P-LPC that will expire on September 30, 2019, with no additional fees assessed. The Candidate must renew the P-LPC or become fully licensed by September 30, 2019.

It was motioned by Stafford, seconded by Sallis, and unanimously agreed to adopt the P-LPC issue date and renewal date as outlined above. The Board authorized Ms. Mordecai to send a letter to each Candidate stating the information.

D. Website Redesign

The Board did not discuss the redesign of the LPC website.

IV. Review of Licensure Applications / Board Requests – Executive Session

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, review BQS/LPC/Candidacy/Comity applications, review complaints, review Licensee requests, and review documentation requested for Agreed Order. It was motioned by Stafford, seconded by Stafford, and unanimously agreed that the Board enter Executive Session. The Board entered Executive Session at 3:00 p.m.

It was motioned by Strebeck, seconded by Stafford, and unanimously agreed to exit Executive Session. The Board exited Executive Session at 6:44 p.m.

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

- A. Signed Completed Certificates of License
- B. Considered Board Requests
- C. Reviewed Board Complaints/Denied Applications

**MS BOARD OF EXAMINERS FOR LICENSED PROFESSIONAL COUNSELORS
APPLICATION REVIEW - EXECUTIVE SESSION
Thursday, August 16, 2018**

CR or Denied Apps for Candidacy	BOARD DECISION	ABSTENTION	YAYS	NAYS
Box, Thomas Michael (review education for contingency)	Continued Review		3	0
Burdett, Bobbi Burns	Approved		3	0

CR or Denied Apps for LPC-S	BOARD DECISION	ABSTENTION	YAYS	NAYS
Kent, Sherri W.	Continued Review		3	0

New Apps for P-LPC	BOARD DECISION	ABSTENTION	YAYS	NAYS
Fort, Chancey Torel	Approved		3	0

New Apps for Comity	BOARD DECISION	ABSTENTION	YAYS	NAYS
King, Yolanda Denise	Approved		3	0
Brutus, Angel Lennice	Approved		3	0
Parker, Jan L.	Approved		3	0
Burnett-Williams, Carol	Approved		3	0
Crosslin, Shannon Lynette	Approved pending receipt of fingerprint background check		3	0

New Apps for Licensure	BOARD DECISION	ABSTENTION	YAYS	NAYS
Harris, Roshell	Approved		3	0
Cook, Diane Elizabeth	Denied		3	0
Jenkins, Carolyn Sue	Approved		3	0
Hamilton, Miriam Jackson	Approved		3	0

New Apps for LPC-S	BOARD DECISION	ABSTENTION	YAYS	NAYS
Beard, Susan Elizabeth	Approved pending updated contract		3	0

New Apps for Candidacy	BOARD DECISION	ABSTENTION	YAYS	NAYS
Cochran, Gina Annette	Approved		3	0
Mallett, Katiea McNeal	Continued Review		3	0
Clark, LaShundra Shanay	Continued Review		3	0
Thorne, Kambria Venika	Continued Review		3	0
Penick, Jennifer Jackson	Denied		3	0
Box, Leigh Aden	not reviewed		3	0
Williams, Portia Q.	Approved with contingency		3	0
Austin, Sarah Annette	Continued Review		3	0
Smith, Taylor Lynn	Approved		3	0

Board Request	ABSTENTION	YAYS	NAYS	
Kostmayer, Sharon M.	Request to renew 2017 Lapsed Lic #0826		3	0
Brown, Cassandra	P-LPC applicant missing coursework		3	0
Fairman, Erica	Next Steps for expired Candidacy - how and what to apply for		3	0
Miles, Craft	retake exam - Approved to take a 3rd time pending payment of reapplication fee		3	0
Giles, Mark	Take Exam Fourth time - Approved to take exam 4th time pending payment of reapplication fee		3	0
Johanssen, Rebecca	Take Exam Third time - Approved to take exam 3rd time		3	0

Johnston, Sonia	review site for P-LPC Experience - LPC-S determine if acceptable. Board does not pre-approve sites, only considers completed applications		3	0
Caviness-Anderson, Nacosha	P-LPC/TC Requirements - *See Notes			
Blackwell, Leslie #2103	license renewal - Approved renewal request	R. Strebeck	2	0

MS BOARD OF EXAMINERS FOR LICENSED PROFESSIONAL COUNSELORS License Report to Board - Thursday, August 26, 2018

Licensed Since Last Meeting - July 10, 2018	Issue Date	Lic Number
Dinah Marie Bufkin	7/24/2018	2295
Fredrick Gillam	7/26/2018	2300
Lindsay Myers Haugen	7/24/2018	2298
Crystal Renee' Jackson	7/27/2018	2297
Lisha Kerr Jacobsen	7/26/2018	2296
Allison Boyd Layton	7/24/2018	2294
Margaret Lane Martin	8/9/2018	2301
Melissa Rena Williams	7/26/2018	2299

MS BOARD OF EXAMINERS FOR LICENSED PROFESSIONAL COUNSELORS Executive Session - Thursday, August 16, 2018

COMPLAINTS	BOARD DECISION	Investigating Board Member
2013-02		Update on Appeal
2016-06		J. McCormick
2016-07		J. McCormick
2016-20	Review course description, handouts, and information regarding speaker to Fulfill Agreed Order	J. McCormick
2016-22		S. Stafford
2016-28	Issue Agreed Order	S. Stafford; Sallis motioned, Strebeck seconded
2017-07		W. Frazier
2017-10		J. McCormick

2017-12		S. Stafford; Strebeck motioned, Sallis seconded
2017-20		R. Strebeck
2017-26		J. McCormick
2017-28		R. Strebeck
2017-29	Follow up on Administrative Hearing held April 20, 2018 - Review July and August Report to Board	R. Strebeck
2018-03	Set for Administrative Hearing Date	S. Stafford
2018-06		J. McCormick
2018-09	Issue Agreed Order	S. Stafford; Sallis motioned, Strebeck seconded
2018-11	Set for Administrative Hearing Date	K. Sallis
2018-13	Issue Agreed Order	K. Sallis
2018-15	Issue Agreed Order	K. Sallis
2018-16		J. McCormick
2018-17		J. McCormick
2018-18		J. McCormick
2018-19		R. Strebeck
2018-20		to be assigned
2018-21		to be assigned
2018-22		to be assigned
2018-23		to be assigned
2018-24		to be assigned
2018-25		to be assigned
2018-26		to be assigned
2018-27		to be assigned
2018-28		to be assigned
2018-29		to be assigned

Board Requests

Board Request for Consideration for Transitional Cohort Status – The Board reviewed a request from a P-LPC Applicant to have her application reviewed to determine if Transitional Cohort status was met. The Board determined the P-LPC Application did not meet the requirements to be a member of the Transitional Cohort. Strebeck recused himself from the discussion It was motioned by Stafford, seconded by Sallis, and unanimously approved to not grant the request to place the Applicant in the Transitional Cohort.

Board Request to Allow Candidate to sit for NCMHCE – The Board reviewed a request for special consideration to sit for the NCMHCE exam for the fourth time. It was motioned by Strebeck, seconded by Sallis, and unanimously approved to grant the request for the Candidate to retake the NCMHCE pending payment of the Reapplication Fee.

The Board reviewed a request for special consideration to sit for the NCMHCE exam for the third time. It was motioned by Sallis, seconded by Stafford, and unanimously approved to grant the request for the Candidate to retake the NCMHCE.

The Board reviewed a request for special consideration to sit for the NCMHCE exam for the third time. It was motioned by Strebeck, seconded by Sallis, and unanimously approved to grant the request for the Candidate to retake the NCMHCE pending payment of the Reapplication Fee and the P-LPC Application fee.

Board Request to Approve Supervision Work Site for P-LPC – The Board does not approve or pre-approve sites for supervision hours.

Board Request for Consideration of Coursework Lacking in Applying for P-LPC – The Board reviewed the request of a potential Applicant lacking two required courses for consideration for Transitional Cohort status. After review, the Board determined the potential Applicant does not meet the requirements of the Transition Cohort due to lacking the required coursework. It was motioned by Stafford, Seconded by Strebeck, and unanimously agreed to inform the Applicant to obtain the needed coursework then apply for the P-LPC.

License #0826 – Motioned by Sallis, seconded by Stafford, and unanimously approved to deny the request to renew the 2017 Lapsed License as Licensee has not met Continuing Education hours (CEH) required from an NBCC approved program. The Licensee was given 30 days from the Board meeting date (August 16, 2018) to receive 2 hours of Ethics and 1.5 hours of Continuing Education from an approved provider and resubmit request along with CEH certificates, renewal application, renewal fee, and reapplication fee to the Board for review.

License #2103 – Motion by Sallis, seconded by Stafford, to renew License contingent on receiving 12 hours of Continuing Education, 3 of which must be in Ethics and all hours must be from an approved provider, by November 30, 2018. These hours will not count toward current Licensure requirements. Strebeck recused himself from the vote and discussion.

Expired Candidacy Status – Board reviewed request from a Candidate whose application has expired regarding next step in the application process with new rules in place. It was motioned by Strebeck, seconded by Sallis, and unanimously agreed the person apply for P-LPC as a Transitional Cohort member and for the Board to approve the individual to retake the examination. Once 3,000 total supervised hours are obtained, the individual can apply for LPC.

IV. Complaints/Denied Applications

Complaints/Denied Applications

Review Documentation Requested for Agreed Order 2016-20

Reviewed documentation regarding this Agreed Order for the months of July and August.

VI. Next Meeting

Regular Meeting of the Board

Monday, September 24, 2018, 12:00 p.m.
Robert E. Lee Building
239 North Lamar Street, Suite 402
Jackson, MS 39201

Special Called Meeting of the Board

Tuesday, September 25, 2018, 8:00 a.m.
Robert E. Lee Building
239 North Lamar Street, Suite 402
Jackson, MS 39201

Purpose of Special Called Meeting of the Board is Administrative Hearings

VII. Adjourn

It was motioned by Sallis, seconded by Stafford, and unanimously agreed that the Board meeting adjourn. The meeting was adjourned at 6:46 p.m. by Strebeck.

Approved this the 25th day of September, 2018.

/s/

/s/

Board Chair

Board Member