



Mississippi State Board of Examiners For Licensed Professional Counselors

Minutes of Special Called Teleconference Meeting March 27, 2013

Board Members Present by Teleconference:

Dr. Glenn Waller, Chair
Dr. Walter Frazier
Dr. Lela Weems
Dr. Kenisha Gordon

Others Present by Teleconference:

Ms. LeeAnn Mordecai, Executive Director
Ms. Denise DeRossette (joined late)

Legal Counsel Present at Physical Location:

Ms. Margarette Meeks, Attorney General's Office

Call to Order

The special called teleconference meeting of the Mississippi State Board of Examiners for Licensed Professional Counselors was called to order by Board Chair, Glenn Waller at 12:35 p.m. Roll call of the board members was taken and all were present. The physical location for the meeting was the 12th Floor; Walter Sellers Building, Jackson, Mississippi.

Upon motion by Frazier, seconded by Gordon, and unanimously passed, the Board moved on without Cornerstone Consulting representation on the teleconference.

Board Operations

A. Bills approved for payment

The Board reviewed items submitted for payment. After amendment, a motion by Frazier, seconded by Weems, and unanimously passed, to approve payment of three bills reviewed, (1.) \$13,760.50 to Attorney General's for legal counsel for the Board; (2.) \$0.91 to AT&T for final bill from previous Board office; (3.) \$9.46 to Centurylink for the 1-800 #. The

Board gave the Board Chair, Glenn Waller, authorization to sign vouchers to pay these bills.

The Board tabled the discussion of disconnecting the 1-800# until the April 26, 2013, Board meeting.

Cornerstone Consulting presented two items for Board to issue purchase orders. (1.) Services pertaining to internet regarding power supply and switch in the amount of \$250; (2.) LPC Board Office Supplies \leq \$500. Motion by Waller, seconded by Weems, and unanimously passed to authorize issuance of purchase orders.

Amended motion made by Frazier, seconded by Gordon, and unanimously passed to approve payment of rent for March in the amount of \$539.50 and April in the amount of \$1079; approve payment of Executive Director payroll for March 18-22 in the amount of \$2410.10 and to approve payment for periods ending April 5 and April 19 for 80 hours at \$30.13/hour; and approve payment of travel voucher for Weems to work with new Executive Director in the LPC Board office in the amount of \$434.79.

Discussion: At this time, Gordon left the call. Gordon had notified Board Chair in writing she would need to leave the Board call early.

B. Temporary help for Transition and Renewal period

After discussion, Motion made by Frazier, seconded by Weems, and unanimously passed to reduce or eliminate purchase orders (#1 – reduce to \$1075, #2 reduce to \$250, #3 to \$450 and \$5 to \$1), and to give authorization to Board Chair, Waller, to sign, in order to free funds to hire temporary LPC Board office help.

C. Office supplies

Motion made by Frazier, seconded by Weems, and unanimously passed to authorize purchase order to Mississippi Prison Industries in the amount of \$464 to order letterhead, envelopes, and business cards and to enter into lease agreement contract with Ricoh for MPC3000 copier at \$136.18/month.

Motion by Weems, seconded by Frazier, and unanimously passed to enter in to lease agreement with Department of Finance & Administration (DFA), Office of Capitol Facilities, for March 22-June 30, 2013, in the amount of \$4316 (\$1079/month).

Motion by Frazier, seconded by Weems, and unanimously passed to designate Board Chair, Glenn Waller, to sign lease agreement with DFA.

Motion by Frazier, seconded by Weems, and unanimously passed to authorize purchase order for two used lateral file cabinets at \$350 each.

Next meeting

The next regular quarterly meeting of the LPC Board is to be April 26, 2013, at 09:00, Room 138 North, Woolfolk Building, 501 North West Street, Jackson, Mississippi.

Adjournment

All of the Board business was finished and a motion made by Frazier, seconded by Weems, and unanimously passed to adjourn. The meeting was adjourned.

Approved this the 27th day of April, 2013.

_____/s/_____
Glenn Waller, Chair

_____/s/_____
Lela Weems, Vice Chair

_____/s/_____
Kenisha Gordon, Secretary-Treasurer

_____/s/_____
Walter Frazier