



Mississippi Board of Examiners for Social Workers and Marriage & Family Therapists

Minutes for February 9, 2024, Board Meeting

In accordance with the Miss. Code Ann. § 73-53-8 and the Open Meetings Act § 25-41-1 and 25-41-17, the Board of Examiners for Social Workers and Marriage & Family Therapists (Board) held a Board meeting on Friday, February 9, 2024, at 10:30 a.m. in Suite 761, on the 1st floor of the Jackson Medical Mall, 350 W. Woodrow Wilson Avenue, Jackson, MS 39213 and through Zoom.

I. CALL TO ORDER

Gerard Tarrant, LMFT, Chairperson, called the meeting to order at 10:32 a.m. A quorum of Board members was present.

Opening Remarks

Roll Call

Members Present: Gerard Tarrant, LMFT, Board Chair
Dr. Valerie Joiner, LCSW, Board Vice-Chair
Catherine Jones, LMFT, Chair of MFTDSC
Dr. Jeff Hinton, LMFT
Bobby Scott, LMFT
Veronica Knowles, LCSW
Valerie Burnett, LSW
Rosalind Yarber, LSW
Carrie Coggins, LMSW

Members Absent: All members were present.

Staff and Guests: Erica Allen, Executive Director, MBOE
Sarah Mann, Special Assistant Attorney General
Gwen Bouie-Haynes, Executive Director NASW-MS
Amanda Cavett
Chanmi Choi

REVIEW AND APPROVAL OF AGENDA AND MINUTES

Carrie Coggins moved and 2nd by Valerie Joiner to approve the agenda. The motion carried unanimously.

Bobby Scott moved and 2nd by Carrie Coggins to approve the January 2024 Board minutes. The motion carried unanimously.

II. LICENSURE VOTES

Social Work

The following candidate(s) were presented for licensure:

LSW Level

Valerie Joiner moved and 2nd by Veronica Knowles to approve the following candidates for licensure at the LSW level. The motion carried unanimously.

Sarah Kidd
Barbara Crutchfield

LSW Level by Reciprocity

There were no candidates presented at this level.

LSW Level by Universal Recognition Reciprocity

Valerie Joiner moved and 2nd by Valerie Burnett to approve the following candidates for licensure at the LSW level. The motion carried with the following members voting aye: Gerard Tarrant, Valerie Burnett, Rosalind Yarber, Carrie Coggins, Bobby Scott, Jeff Hinton, and Catherine Jones; Voting Against: Veronica Knowles; Abstention: None; Recusal: None; Absence: None.

Tiffany Harris

LSW Reinstatement Application

There were no candidates presented at this level.

LMSW Level

Valerie Joiner moved and 2nd by Veronica Knowles to approve the following candidates for licensure at the LMSW level. The motion carried unanimously.

Maggie King
Katherine Mayet
Kurtisha Winstead
Annette Sandifer
Alyssa Ben

LMSW Level by Reciprocity

Valerie Joiner moved and 2nd by Veronia Knowles to approve the following candidates for licensure at the LMSW level. The motion carried unanimously.

Mary Cushing
Katrina Bentley
Tasheena Brown

LMSW Level by Universal Recognition Reciprocity

Valerie Joiner moved and 2nd by Valerie Burnett to approve the following candidates for licensure at the LSW level. The motion carried with the following members voting aye: Gerard Tarrant, Valerie Burnett, Rosalind Yarber, Carrie Coggins, Bobby Scott, Jeff Hinton, and Catherine Jones; Voting Against: Veronica Knowles; Abstention: None; Recusal: None; Absence: None.

*Connie Beverly
Jasmonique Boyd
Marstonya Butler
Tamia Forrest
Marcello Gordon
Shareika Hollins
Michelle Jones*

*Jeanette Lindsey
Martina Martin
Louis McGowan
Kenyatta Moses
Brittany Triplett
Roshonda Jackson*

LMSW Reinstatements

There were no candidates presented at this level.

LCSW Level

There were no candidates presented at this level.

LCSW Level by Reciprocity

Valerie Joiner moved and 2nd by Veronica Knowles to approve the following candidates for licensure at the LCSW level by Reciprocity. The motion carried unanimously.

*John Moreno
Ashley Motes
Monique Heckler
Maritza Robinson
Earl Avant, Jr.
Kelli Dumas
Cynthia Hernandez*

LCSW Level by Universal Recognition Reciprocity

There were no candidates presented at this level.

LCSW Reinstatements

There were no candidates presented for reinstatement.

Marriage and Family Therapy

The following candidate(s) were presented for licensure:

LMFTA Licensure

There were no candidates presented at this level.

LMFT Licensure

There were no candidates presented at this level.

LMFT Licensure by Endorsement

There were no candidates presented at this level.

LMFT Licensure by Universal Recognition

There were no candidates presented at this level.

LMFT Reinstatements

There were no candidates presented for reinstatement.

III. REPORTS

Executive Director – Erica Allen

Office Updates

NASW submitted a request to withdraw their Exhibitor Fee Request.

Financial Report

Erica Allen presented the Expenditure Report. Fiscal Year 2024 Fund Balance as of January 31, 2024 are: Monthly Expenditures - \$17,489.64; Carryover – \$739,915.57; and Ending Balance - \$827,832.72. A copy of the report is attached.

Jeff Hinton moved and 2nd Rosalind Yarber accept the Expenditure Report for January 31, 2024, subject to audit. The motion carried unanimously.

Board Chair – Gerard Tarrant

There was no report given.

Board Vice-chair – Dr. Valerie Joiner

Valerie Joiner moved and 2nd by Veronica Knowles to appoint Rosalind Yarber as the Social Work Discipline Specific Chair. The motion carried unanimously.

Chair of Social Work

There was no report given.

Chair of Marriage & Family Therapy – Catherine Jones

The MAMFT Annual Conference will be held February 14-16, 2024 in Natchez, MS.

Board Member(s)

Veronica Knowles addressed the Board in response to NASW Exhibitor request withdrawal.

Legal Counsel – Sarah Mann

There was no report given.

COMMITTEE REPORT

Social Work CE Report

There was no report given.

MFT CE Report

There was no report given.

IV. PUBLIC COMMENT

Gwen Bouie-Haynes addressed the Board regarding NASW's request to withdraw the Exhibitor fee.

Britney Mangum stated that the MAMFT conference will be held next week.

V. DISCIPLINARY ACTIONS

Reports on New and Current Complaints

Erica Allen discussed the Complaints File Report, updating the Board on the status of pending complaints and investigations. A copy of the report is attached.

Case numbers SW19-194 and SW22-231 will be reassigned to Valerie Joiner.

Case numbers SW23-234 and SW23-235 will be reassigned to Veronica Knowles.

Case number SW24-243/244 has been assigned to Carrie Coggins.

Reports on Disciplined Licensees' Progress

There was no report given.

VI. EXECUTIVE SESSION

Jeff Hinton moved and 2nd by Veronica Knowles to go into a closed determination session to determine if the Board had reason to go into executive session. The motion carried unanimously.

Veronica Knowles moved and 2nd by Rosalind Yarber to exit closed session and enter into open session to explain the reason for going into executive session. The motion carried unanimously.

The Board announced to the public the above desired reason for going into executive session. In open session, Chairman Gerrard Tarrant stated that the Board determined that Executive Session was necessary for the purposes of discussing salary determination regarding the Executive Director, Erica Allen, and for complaint cases SW23-233, SW23-237, SW23-241, and SW19-194.

Carrie Coggins moved and 2nd by Jeff Hinton to enter executive session for the purpose of discussing salary determination regarding the Executive Director, Erica Allen, and complaint cases SW23-233, SW23-237, SW23-241, and SW19-194. The motion carried unanimously.

IN EXECUTIVE SESSION

Valerie Joiner moved and 2nd by Veronica Knowles to prepare advisory letter for SW23-237 and dismiss complaint. The motion passed unanimously.

Valerie Joiner moved and 2nd by Carrie Coggins to dismiss complaint number SW23-233. The motion passed unanimously.

Valerie Joiner moved and 2nd by Veronica Knowles to dismiss complaint number SW23-241. The motion passed unanimously.

Jeff Hinton moved and 2nd by Veronica Knowles to table any increases in the Executive Director's salary until a 3rd party administrative review is conducted and presented to the Board. The motion passed unanimously.

Jeff Hinton moved and 2nd by Valerie Joiner to approve Veronica Knowles the authority to enter into a 3rd party consultation contract on behalf of the board up to a certain monetary amount, effective February 9, 2024. The motion carried unanimously.

Jeff Hinton moved and 2nd by Veronica Knowles to exit executive session. The motion carried unanimously.

The Board resumed in open meeting and announced to the public the above-described action taken by the Board in executive session.

VII. CLOSING COMMENTS AND ADJOURNMENT

Bobby Scott moved and 2nd by Jeff Hinton to adjourn the meeting. The motion carried unanimously.

The next Board meeting will be held March 8, 2024 in Suite 761 on the 1st floor of the Jackson Medical Mall, 350 W. Woodrow Wilson Avenue, Jackson, MS 39213 at 10:30 a.m. The meeting will also be available via Zoom. Please see the website for more information under Board Information.



Chair



Recorder



**Mississippi Board of Examiners for Social Workers and Marriage & Family Therapists
Meeting Agenda**

Friday, February 9, 2024 at 10:30 a.m.

**Jackson Medical Mall, 1st Floor, Suite 761
350 W. Woodrow Wilson Avenue ● Jackson, MS 39213**

I. CALL TO ORDER

- A. Opening Remarks and Roll Call
- B. Vote to Accept the Agenda
- C. Vote to Accept the Board Meeting Minutes for January

II. LICENSURE VOTES

A. Social Work

1. Application for LSW Licensure

Sarah Kidd
Barbara Crutchfield

2. Application for LSW by Universal Recognition Reciprocity

Tiffany Harris

3. Application for LMSW Licensure

Maggie King
Katherine Mayet
Kurtisha Winstead
Annette Sandifer
Alyssa Ben

4. Application for LMSW by Reciprocity

Mary Cushing
Katrina Bentley
Tasheena Brown

All Public Comments Must Be Submitted to the Board Chair for Inclusion in Meeting



**Mississippi Board of Examiners for Social Workers and Marriage & Family Therapists
Meeting Agenda**

5. Application for LMSW by Universal Recognition Reciprocity

Connie Beverly
Jasmonique Boyd
Marstonya Butler
Tamia Forrest
Marcello Gordon
Shareika Hollins
Michelle Jones

Jeanette Lindsey
Martina Martin
Louis McGowan
Kenyatta Moses
Brittany Triplett
Roshanda Jackson

6. Application for LCSW by Reciprocity

John Moreno
Ashley Motes
Monique Heckler
Maritza Robinson
Earl Avant, Jr.
Kelli Dumas
Cynthia Hernandez

III. REPORTS

- A. Executive Director Report
 - 1. Financial Report
 - a. Executive Director Salary and Appropriation Committees
 - 2. NASW Exhibitor Withdrawal Request
 - 3. Upcoming Meeting Dates
- B. Board Chair
- C. Chair of Marriage & Family Therapy
- D. Chair of Social Work
- E. Board Member
- F. Legal Counsel
- G. Committees

IV. PUBLIC COMMENT

V. DISCIPLINARY ACTIONS

- A. Reports on New and Current Complaints
- B. Reports on Disciplined Licensees' Progress

VI. EXECUTIVE SESSION (if needed)

VII. CLOSING COMMENTS AND ADJOURNMENT

All Public Comments Must Be Submitted to the Board Chair for Inclusion in Meeting



STATE OF MISSISSIPPI
Tate Reeves, Governor
Delbert Hosemann, Lt. Governor

BOARD OF EXAMINERS FOR SOCIAL WORKERS AND MARRIAGE & FAMILY THERAPISTS

Executive Director Report For February 2024

I. Office Updates

Recommendation presented for new Board meeting table and chairs, executive director office furniture and video conferencing system.

An email was sent out from CJIS regarding the mandatory training for every staff and board members to complete. Please be sure to complete the training.

I would like the Board to consider combining May with June and November with December. The reason is because of graduation and travel.

II. Financial Report

A. Monthly Expenditures for January 2024 are as follows:

Salary	\$8694.29
Fringes	\$3111.04
(PERS Match, SS, Health and Life Ins, and Unemployment Insur Tax)	
UMB	\$547.02
Jackson Medical Mall	\$3294.50
R J Young	\$358.08
Pitney	\$806.00
Cspire	\$53.09
ITS	\$627.56

B. I would like the Board to consider adding the Executive Director Salary Request to be included in the Appropriations Request. Per MSPB Variable Compensation Plan, I would like to request an increase in salary of \$10,000.00.

III. Reports on New and Current Complaints

Case numbers SW19-194 and SW22-231 will be re-assigned to Valerie Joiner.
Case numbers SW23-234 and SW23-235 will be re-assigned to Veronica Knowles.
Case number SW24-243/244 has been assigned to Carrie Coggins.

IV. Reports on Disciplined Licensees' Progress

No report is given.

COMPLAINT STATUS REPORT AS OF 2/9/2024

CASE #	DATE OF ORIGIN	ASSIGNED TO	DATE ASSIGNED	ASSIGNED TO INVESTIGATOR	INVESTIGATION COMPLETED	REPORT TO BOARD	STATUS/NOTES
SW19-190	4/8/2019	BURNETT	5/24/2019				Reassigned to V. Burnett 02/10/2023 Reassigned to P. Hudson 01/13/2023
SW19-194	6/13/2019	HUDSON	7/12/2019				
SW22-231	10/14/2022	HUDSON	10/14/2022				To Be Reassigned
SW23-233	2/28/2023	JOINER	3/10/2023				
SW23-234	4/7/2023	MCNAMEE	4/14/2023				
SW23-235	5/3/2023	HUDSON	5/12/2023				
SW23-236	6/7/2023	KNOWLES	9/8/2023				
SW23-237	7/18/2023	JOINER	9/8/2023				
SW23-238	8/31/2023	KNOWLES	9/8/2023				
SW23-239	7/18/2023	JOINER	9/8/2023				
SW23-240	10/16/2023	KNOWLES	12/8/2023				
SW23-241	10/17/2023	JOINER	12/8/2023				
SW23-242	11/17/2023	COGGINS	12/8/2023				
SW23-243/244	1/23/2024	COGGINS	2/9/2024				

DISCIPLINED LICENSEES' PROGRESS REPORT AS OF 2/9/2024

Licensee Name, #, Case #	License expiration date	Assigned To	Disciplinary action details	Probationary Period	1 Report completed	2 Report completed	3 Report completed	4 Report completed	Probation Completion Date
Holly Regan, C7870 SW18-183/184	4/30/2024	ED	Stipulation and Consent Order, Probation for a period of thirty-six (36) months, \$3000.00 fine Fine Paid in full on 11/3/2021: 020101796882 10/18/2021	8/13/2021	1/12/22	04/12/2022	2/28/2023	6/2023	08/13/2024
Terrence Skidmore, C8764 SW19-201	4/30/2024	ED	Consent Order, three (3) year probation, \$500.00 fine Fine paid in full on 6/9/2021: CC 0451963312 5/21/2021 His supervision and counseling has been completed.	4/22/2021	11/19/21 12/2022	03/04/2022 4/2/2023	05/16/2022	11/07/2022	04/22/2024
Christopher Lancaster, C5892 SW22-229	4/30/2024	ED	Stipulation and Consent Order, Probation for a period of twenty-four (24) months with supervision, six (6) months of counseling \$500.00 fine Paid fine in full, \$500.00, 7-21-2023	8/11/2023					

MS Board of Examiners for Social Workers/Marriage Family Therapists

FY 2024

AS OF JANUARY 31, 2024

FY 2024 MONTHLY EXPENDITURE REPORT

	July	August	September	October	November	December	January	February	March	April	May	June
PERSONAL SERVICES												
Salaries & Fringe Benefits	\$ 11,808.02	\$ 11,803.12	\$ 11,803.12	\$11,892.12	\$ 12,091.12	\$ 11,846.97	\$ 11,805.33					
Travel		\$ 436.25	\$ 329.37	\$ 308.19		\$ 751.94						
CONTRACTUAL SERVICES												
Employee Training												
Postage, Box Rent				\$ 2,000.00								
Promotional Expenses(Exhibits, Displays)												
Rent	\$ 3,294.50	\$ 1,647.25	\$ 1,647.25	\$1,647.25			\$ 3,294.50					
Office Equipment Rental			\$ 1,162.14	\$ 179.04	\$ 179.04		\$ 1,162.14					
Personnel Service Contracts												
ITS Fees				\$ 1,652.16	\$ 543.87		\$ 627.56					
MMRS Fees/Inter-Agency Fees					\$ 1,506.00							
Court Reporter												
Liability Insurance												
Fidelity Bonds				\$ 350.00								
Membership Dues			\$ 250.00									
Public Network Access Charges												
Celluar			\$ 104.81	\$ 52.98	\$ 106.18		\$ 53.09					
Total Contractual Services	\$ 3,294.50	\$ 1,647.25	\$ 3,164.20	\$ 5,881.43	\$ 2,335.09	\$ -	\$ 5,137.29	\$ -	\$ -	\$ -	\$ -	\$ -
COMMODITIES												
Printing & Binding												
Office Supplies												
Paper Supplies												
Other Supplies												
Other Equipment			\$ 11.99		\$ 23.98		\$ 23.98					
Procurement Card			\$ 283.48	\$ 336.53	\$ 606.57		\$ 489.06					
Food For Board Meetings			\$ 38.97				\$ 33.98					
Total Commodities	\$ -	\$ -	\$ 334.44	\$ 336.53	\$ 630.55	\$ -	\$ 547.02	\$ -	\$ -	\$ -	\$ -	\$ -
EQUIPMENT												
Office Machines/Furniture												
Total Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Monthly Expenditures	\$ 15,102.52	\$ 13,886.62	\$ 15,631.13	\$ 18,418.27	\$ 15,056.76	\$ 12,598.91	\$ 17,489.64	\$ -	\$ -	\$ -	\$ -	\$ -
Monthly Revenue	\$ 50,531.00	\$ 33,327.00	\$ 40,955.00	\$ 37,154.00	\$ 12,675.00	\$ 8,771.00	\$ 12,688.00					
Prior YR Revenue	\$ 43,373.00	\$ 12,135.00	\$ 42,223.00	\$ 44,035.00	\$ 3,500.00	\$ 10,616.00	\$990	\$29,400.00	\$ 47,611.95	\$ 62,826.00	\$ 42,930.00	\$12,052.00

Board of Examiners Cumulative Report

FY 2024

AS OF JANUARY 31, 2024

	Actual	Projected	Difference	Percent
PERSONAL SERVICES				
Salaries & Fringe Benefits	\$ 83,049.80	\$ 171,560.00	\$ 88,510.20	48%
Travel	\$ 1,825.75	\$ 12,000.00	\$ 10,174.25	15%
CONTRACTUAL SERVICES				
Employee Training	\$ -	\$ 500.00	\$ 500.00	0%
Postage, box rent	\$ 2,000.00	\$ 3,000.00	\$ 1,000.00	67%
Promotional Expenses (exhibits,displays)	\$ -	\$ 5,000.00	\$ 5,000.00	0%
Rent	\$ 11,530.75	\$ 31,300.00	\$ 19,769.25	37%
Office Equipment Rental	\$ 2,682.36	\$ 1.00	\$ (2,681.36)	268236%
Personnel Service Contracts	\$ -	\$ 7,713.00	\$ 7,713.00	0%
ITS Fees	\$ 2,823.59	\$ 6,850.00	\$ 4,026.41	41%
MMRS Fees	\$ 1,506.00	\$ 6,024.00	\$ 4,518.00	
Court Reporter	\$ -	\$ 1,500.00	\$ 1,500.00	0%
Liability Insurance	\$ -	\$ 250.00	\$ 250.00	0%
Fidelity Bonds	\$ 350.00	\$ 250.00	\$ (100.00)	140%
Membership Dues	\$ 250.00	\$ 1,540.00	\$ 1,290.00	16%
Public Network Access Charges	\$ -	\$ 5,750.00	\$ 2,000.00	0%
Celluar	\$ 317.06	\$ 650.00	\$ 332.94	49%
Total Contractual Services	\$ 21,459.76	\$ 70,328.00	\$ 48,868.24	31%
COMMODITIES				
Printing & Binding		\$ 1.00	\$ 1.00	0%
Office Supplies	\$ -	\$ 650.00	\$ 650.00	0%
Paper Supplies	\$ -	\$ 1.00	\$ 1.00	0%
Other Supplies	\$ -	\$ 1.00	\$ 1.00	0%
Other Equipment	\$ 59.95	\$ 8,000.00	\$ 7,940.05	1%
Procument Card	\$ 1,715.64	\$ 3,000.00	\$ 1,284.36	57%
Food For Board Meetings	\$ 72.95	\$ 1,497.00	\$ 1,424.05	5%
Total Commodities	\$ 1,848.54	\$ 13,150.00	\$ 11,301.46	14%
EQUIPMENT				
Office Machines/Furniture	\$ -	\$ 2,650.00	\$ 2,650.00	0%
Total Equipment	\$ -	\$ 2,650.00	\$ 2,650.00	0%
Total Expenditures	\$ 108,183.85	\$ 269,688.00	\$ 161,504.15	40%

FUND BALANCE	
Caryover funds from prior FY2023	\$ 739,915.57
(from current FY rev ZFI Cash Rpt transfer)	
Revenue	\$ 196,101.00
Cummulative Expenditures	\$ 108,183.85
Ending Balance	\$ 827,832.72
Unencumbered Revenue	\$ 783,684.00
(Unencumbered is what is reflected on the agency source revenue document submitted from previous FY)	