



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

## Minutes for June 9, 2023 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, June 9, 2023, 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.

### I. CALL TO ORDER

Gerard Tarrant, LMFT, Chairperson, called the meeting to order at 10:47 a.m. A quorum of Board members was present.

#### **Opening Remarks**

#### **Roll Call**

**Members Present:** Dr. Jamie Williams, LMFT, Chair of MFTDSC  
Elizabeth "Beth" McNamee, LCSW, Chair of SWDSC  
Dr. Jeff Hinton, LMFT  
Phylandria Hudson, LCSW  
Dr. Valerie Joiner, LCSW  
Krista Guynes, LCSW  
Catherine Jones, LMFT  
Rosalind Yarber, LSW  
Valerie Burnett, LSW

**Members Absent:** Gerard Tarrant, LMFT, Board Chair

**Staff and Guests:** Erica Allen, Executive Director  
Sarah Mann, Special Assistant Attorney General  
Gwen Bouie-Haynes, Executive Director NASW-MS  
Britney Mangum, Executive Director, MAMFT  
Virginia Adolph

### II. REVIEW AND APPROVAL OF AGENDA AND MINUTES

A motion was made by Beth McNamee and 2<sup>nd</sup> by Rosalind Yarber to approve the agenda and May 2023 minutes. The motion carried unanimously.

### III. LICENSURE VOTES

#### **APPLICATION FOR SOCIAL WORK UNIVERSAL RECOGNITION**

The following Social Work Candidates were presented for Universal Recognition licensure:

**LSW Level by Universal Recognition Reciprocity**

A motion was made by Beth McNamee and 2<sup>nd</sup> by Valerie Burnett to approve these candidates for licensure by universal recognition reciprocity at the LSW level. The motion carried unanimously.

*Latonya Sanders  
Keyla O'Quinn  
Shannon Burks*

**LMSW Level by Universal Recognition Reciprocity**

There were no candidates presented at this level.

**LCSW Level by Universal Recognition Reciprocity**

There were no candidates presented at this level.

**APPLICATION FOR SOCIAL WORK REINSTATEMENTS**

**LSW Reinstatements**

There were no candidates presented for reinstatement.

**LMSW Reinstatements**

There were no candidates presented for reinstatement.

**LCSW Reinstatements**

There were no candidates presented for reinstatement.

**RATIFICATION OF SOCIAL WORK APPLICANTS APPROVED FOR LICENSURE**

**LSW Level**

The staff has recommended the following candidates for licensure at the LSW level on June 9, 2023. A motion was made by Beth McNamee and 2<sup>nd</sup> by Rosalind Yarber to approve these candidates for licensure at the LSW level. The motion carried unanimously.

*Patricia Hayes  
Kathryn Hintz  
Sandra Janes*

**LSW Level by Reciprocity**

There were no candidates presented at this level.

**LMSW Level**

The staff has recommended the following candidates for licensure at the LMSW level on June 9, 2023. A motion was made by Beth McNamee and 2<sup>nd</sup> by Krista Guynes to approve these candidates for licensure at the LMSW level. The motion carried unanimously.

*Raevin Wade  
Joshua Ward  
Berlisa Harris  
Abigail Alford  
Madeline Nielsen*

*Rachel Burns  
Tyler Roberson  
Natasha Rayford  
Kiara Collier  
James Lawrence*

*Veronica Foerg  
Marisa Saunders  
Abbe Bates  
Rebecca Bain*

**LMSW Level by Reciprocity**

The staff has recommended the following candidates for licensure at the LMSW level by Reciprocity on June 9, 2023. A motion was made by Beth McNamee and 2<sup>nd</sup> by Krista Guynes to approve these candidates for licensure at the LMSW level by Reciprocity. The motion carried unanimously.

*Natalia Martinez  
Siera Lindo  
Willimae Fulton*

**LCSW Level**

The staff has recommended the following candidates for licensure at the LCSW level on June 9, 2023. A motion was made by Beth McNamee and 2<sup>nd</sup> by Rosalind Yarber to approve these candidates for licensure at the LMSW level. The motion carried unanimously.

*Charlesia Means  
Ja'Lise Brown*

**LCSW Level by Reciprocity**

The staff has recommended the following candidates for licensure at the LCSW level by Reciprocity on June 9, 2023. A motion was made by Beth McNamee and 2<sup>nd</sup> by Rosalind Yarber to approve these candidates for licensure at the LCSW level by Reciprocity. The motion carried unanimously.

*Shaylee Graham  
Brenda Carter-King  
Katina Mitchell  
Christine Martin  
Nina Seneca*

*Lawana Mabry  
Ashley Jones  
Shelby White  
Tania Bailon-Lobo  
Susan Mah*

**Marriage and Family Therapy**

The following candidate(s) were presented for licensure:

**LMFTA Licensure**

There were no candidates presented at this level.

**LMFT Licensure**

A motion was made by Jamie Williams and 2<sup>nd</sup> by Beth McNamee to approve the following candidate for licensure at the LMFT level. The motion carried unanimously.

*Heather Stehberg*

**LMFT Licensure by Endorsement**

There were no candidates presented at this level.

**LMFT Licensure by Universal Recognition Reciprocity**

There were no candidates presented at this level.

**LMFT Reinstatements**

There were no candidates presented at this level.

**IV. REPORTS**

**Executive Director – Erica Allen**

**Office Updates**

- Erica Allen requested a salary increase.
- Current office lease is up in November; therefore, new office space is being taken into consideration.
- Microsoft tablets have arrived and will be issued to all Board members.

**Financial Report**

Erica Allen reviewed the Expenditure Report. Fiscal Year 2023 Fund Balances as of May 31, 2023 are: Monthly Expenditures - \$14,361.25; Carryover – \$377,005.00; and Ending Balance - \$604,608.94. A copy of the report is attached.

A motion was made by Beth McNamee and 2<sup>nd</sup> by Valerie Burnett to accept the Expenditure Report for May 31, 2023. The motion carried unanimously.

**Board Chair – Gerard Tarrant**

Jamie Williams gave a Board Chair update.

Jamie Williams discussed the complaints process detailed out. The report is attached to the minutes.

**Chair of Social Work – Elizabeth “Beth” McNamee**

A motion was made by Rosalind Yarber and 2<sup>nd</sup> by Valerie Burnett to appoint Phylandria Hudson as the new Chair of Social Work. The motion carried unanimously.

## **Chair of Marriage & Family Therapy – Dr. Jamie Williams**

A motion was made by Jeff Hinton and 2<sup>nd</sup> by Beth McNamee to appoint Catherine Jones as the new Chair of Marriage & Family Therapy. The motion carried unanimously.

### **Board Member**

There was no report given.

### **Legal Counsel – Sarah Mann**

There was no report given.

### **Committees**

Continuing Education Committee Update

- There was no report given.

## **V. RULES DISCUSSION**

A letter was submitted requesting a review of the supervision face-to-face hours. A copy of the letter is attached.

## **VI. PUBLIC COMMENT**

### **Report from NASW-MS Chapter**

Gwen Bouie-Haynes gave an update regarding NASW.

Britney Mangum gave a brief update regarding the new Board appointment.

### **Other Public Comments**

There was no report given.

## **VII. 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.

SW23-235 has been assigned to Phylandria Hudson.

SW23-234 has been reassigned to Krista Guynes.

### **Reports on Disciplined Licensees' Progress**

A copy of the Reports on Disciplined Licensees' Progress is attached.

## VIII. EXECUTIVE SESSION

A motion was made by Beth McNamee and 2<sup>nd</sup> by Krista Guynes to go into a closed determination session to determine if the Board had reason to go into executive session. The motion carried unanimously.

A motion was made by Beth McNamee and 2<sup>nd</sup> by Valerie Burnett to go 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.

A motion was made by Krista Guynes and 2<sup>nd</sup> by Rosalind Yarber that the Board had reason to go into executive session for the purpose of deliberating and discussing case number SW23-232 and SW18-171, the order of discipline for violation of social work laws, rules, and regulations, which deliberation could lead to appeal of the Board's order or litigation against the Board. The motion carried unanimously.

### IN EXECUTIVE SESSION

A motion was made by Valerie Joiner and 2<sup>nd</sup> by Beth McNamee to reinstate the subject of SW18-171 back to active status as the licensee has completed all of the stipulations outlined in the Consent Order. The motion carried unanimously.

A motion was made by Krista Guynes and 2<sup>nd</sup> by Beth McNamee to dismiss case number SW23-232 as the licensee has not violated any rules, regulations, and statutes pertaining to social work. The motion carried unanimously.

A motion was made by Beth McNamee and 2<sup>nd</sup> by Valerie Burnett for the board to come out of 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.

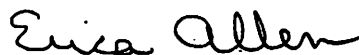
## IX. CLOSING COMMENTS AND ADJOURN TO COMMITTEE WORK

A motion was made by Beth McNamee and 2<sup>nd</sup> by Rosalind Yarber to adjourn the meeting. The motion carried unanimously.

The next Board meeting will be held July 14, 2023 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.



Chair



Recorder



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

**Friday, June 9, 2023, 10:30 a.m.**

**Jackson Medical Mall, 1<sup>st</sup> Floor, Suite 761  
350 W. Woodrow Wilson Avenue  
Jackson, MS 39213**

**AGENDA**

- I. CALL TO ORDER**
  - Opening Remarks and Roll Call
- II. REVIEW AND APPROVAL OF AGENDA AND MINUTES**
- III. LICENSURE VOTES**
  - A. Social Work
    - i. Application for Universal Recognition and Reinstatements
    - ii. Ratification List for LSW, LMSW, LCSW
  - B. Marriage & Family Therapy
    - i. Application for Licensure, Reinstatements, and Universal Recognition
- IV. REPORTS**
  - A. Executive Director
    - i. Office Updates
      - 1. CSRI – Applicant Recommendation for Hire
      - 2. Executive Director Salary
      - 3. Microsoft Surface Tablets
      - 4. Office Space Update
    - ii. Financial Report
      - 1. Strategic Planning and FY2025 Budget Recommendation
      - 2. New IT Managed Services Search
  - B. Board Chair
  - C. Chair of Marriage & Family Therapy
  - D. Chair of Social Work
  - E. Board Member
  - F. Legal Counsel
  - G. Committees
    - i. Continuing Education Committee Update
- V. RULES DISCUSSION**
- VI. PUBLIC COMMENT**
- VII. DISCIPLINARY ACTIONS**
  - A. Reports on New and Current Complaints
  - B. Reports on Disciplined Licensees' Progress
- VIII. EXECUTIVE SESSION (if needed)**
- IX. CLOSING COMMENTS AND ADJOURN TO COMMITTEE WORK**

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

**COMPLAINT STATUS REPORT AS OF 06/09/2023**

<b>CASE #</b>	<b>DATE OF ORIGIN</b>	<b>ASSIGNED TO</b>	<b>DATE ASSIGNED</b>	<b>ASSIGNED TO INVESTIGATOR</b>	<b>INVESTIGATION COMPLETED</b>	<b>REPORT TO BOARD</b>	<b>STATUS/NOTES</b>
SW19-190	4/8/2019	FULCHER	5/24/2019				Reassigned to V. Burnett 02/10/2023
SW19-194	6/13/2019	HUDSON	7/12/2019				Reassigned to P. Hudson 01/13/2023
SW20-212	7/31/2020	FULCHER	8/14/2020				Reassigned to R. Yarber 02/10/2023
SW21-216	1/21/2021	RIDDLEY	2/12/2021				Reassigned to V. Joiner 02/10/2023
SW21-218	3/3/2021	RIDDLEY	3/12/2021				Reassigned to V. Joiner 02/10/2023
SW21-219	5/3/2021	GUYNES	5/14/2021				Submitted CE Hour for review
SW22-229	7/12/2022	MCNAMEE	8/12/2022				Accepted Informal Offer
SW22-231	10/14/2022	HUDSON	10/14/2022				
SW23-232	1/30/2023	GUYNES	2/10/2023				
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				



## DISCIPLINED LICENSEES' PROGRESS REPORT AS OF 06/09/2023

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
Shirley Falvey, C6791 SW17-168	4/30/2023	McNamece	Stipulation and Consent Order, Probation for a period of thirty-six (36) months, \$1,000.00 fine	10/21/2020	9/1/2022				10/21/2023
Melissa Ratliff, C5772 SW18-171	4/30/2024	Burnett	Probation for a period of twenty-four (24) months. Supervision privileges revoked, \$458.00 administrative fine Fine paid in full on 6/9/2021: \$458.00 fine CK 3173 6/14/2021	5/12/2021	11/11/21	03/09/2022	09/08/2022		05/12/2023
Holly Regan, C7870 SW18-183/184	4/30/2024	Yarber	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	04/13/2023		08/13/2024
Terrence Skidmore, C8764 SW19-201	4/30/2024	McNamece	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	05/16/2022	11/07/2022	04/22/2024
Nicholas Tew, C6882 SW20-211	04/30/2024	Guynes	Stipulation and Consent Order, Probation for a period of twelve (12) months, 20 additional hours professional ethics, \$500.00 fine – paid 9/23/2022	08/12/2022					08/12/2023

MS Board of Examiners for Social Workers/Marriage Family Therapists FY 2023 MONTHLY EXPENDITURE REPORT	FY 2023						AS OF May 31, 2023					
	July	August	September	October	November	December	January	February	March	April	May	June
<b>PERSONAL SERVICES</b>												
Salaries & Fringe Benefits	\$ 8,947.16	\$ 8,947.16	\$ 8,947.16	\$9,025.16	\$ 9,232.16	\$ 8,998.42	\$ 9,271.81	\$ 9,271.81	\$ 9,271.81	\$ 9,271.81	\$ 9,271.81	\$ 9,271.81
Travel		\$ 450.00			\$ 831.25	\$ 832.50		\$ 436.23	\$ 1,099.18	\$ 436.23	\$ 436.23	
<b>CONTRACTUAL SERVICES</b>												
Employee Training												
Postage, Box Rent		\$ 2,000.00							\$ 354.00			
Promotional Expenses(Exhibits, Displays)						\$ 3,500.00	\$ 1,200.00					
Rent	\$ 3,294.50	\$ 1,647.25	\$ 1,647.25		\$ 3,294.50		\$ 3,294.50	\$ 1,647.25	\$ 1,647.25	\$ 1,647.25	\$ 1,647.25	\$ 1,647.25
Office Equipment Rental		\$ 179.71	\$ 187.71	\$ 991.77	\$ 187.71	\$ 991.77	\$ 187.71	\$ 187.71	\$ 991.77	\$ 187.71	\$ 179.04	
Personnel Service Contracts	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00		
ITS Fees			\$ 145.57	\$ 74.57	\$ 74.58		\$ 1,012.90	\$ 948.63	\$ 474.37	\$ 474.37		
MMRS Fees/Inter-Agency Fees							\$ 2,871.50			\$ 1,435.75		
Court Reporter												
Liability Insurance			\$ 134.00									
Fidelity Bonds					\$ 350.00							
Membership Dues	\$ 250.00						\$ 250.00	\$ 500.00				
Public Network Access Charges	\$ 133.30	\$ 133.30	\$ 133.30	\$ 133.30	\$ 133.30							
Celluar		\$ 51.69	\$ 51.75	\$ 51.75	\$ 51.77	\$ 51.77	\$ 51.77	\$ 51.80	\$ 51.80	\$ 103.62		
<b>Total Contractual Services</b>	<b>\$ 3,977.80</b>	<b>\$ 4,311.95</b>	<b>\$ 2,599.58</b>	<b>\$ 1,551.39</b>	<b>\$ 4,391.86</b>	<b>\$ 4,843.54</b>	<b>\$ 9,168.38</b>	<b>\$ 3,635.39</b>	<b>\$ 3,819.19</b>	<b>\$ 3,848.70</b>	<b>\$ 1,826.29</b>	<b>\$ -</b>
<b>COMMODITIES</b>												
Printing & Binding												
Office Supplies												
Paper Supplies												
Other Supplies												
Other Equipment		\$ 11.75	\$ 11.75	\$ 23.50			\$ 11.75	\$ 11.75	\$ 11.75		\$ 2,390.00	
Procument Card			\$ 267.54	\$ 141.98	\$ 339.55	\$ 278.06	\$ 322.73	\$ 15.99	\$ 1,743.50	\$ 23.50	\$ 436.92	
Food For Board Meetings		\$ 24.44	\$ 55.63	\$ 116.05	\$ 6.54		\$ 63.71	\$ 25.98	\$ 25.98	\$ 64.95		
<b>Total Commodities</b>	<b>\$ -</b>	<b>\$ 36.19</b>	<b>\$ 334.92</b>	<b>\$ 281.53</b>	<b>\$ 346.09</b>	<b>\$ 278.06</b>	<b>\$ 398.19</b>	<b>\$ 53.72</b>	<b>\$ 1,781.23</b>	<b>\$ 88.45</b>	<b>\$ 2,826.92</b>	<b>\$ -</b>
<b>EQUIPMENT</b>												
Office Machines/Furniture							\$ 562.49					
<b>Total Equipment</b>							<b>\$ 562.49</b>					
<b>Total Monthly Expenditures</b>	<b>\$ 12,924.96</b>	<b>\$ 13,745.30</b>	<b>\$ 11,881.66</b>	<b>\$ 10,858.08</b>	<b>\$ 14,801.36</b>	<b>\$ 14,952.52</b>	<b>\$ 19,400.87</b>	<b>\$ 13,397.15</b>	<b>\$ 15,971.41</b>	<b>\$ 13,645.19</b>	<b>\$ 14,361.25</b>	<b>\$ -</b>
<b>Monthly Revenue</b>	<b>\$ 43,373.00</b>	<b>\$ 12,135.00</b>	<b>\$ 42,223.00</b>	<b>\$ 44,035.00</b>	<b>\$ 3,500.00</b>	<b>\$ 10,616.00</b>	<b>\$ 990.00</b>	<b>\$ 29,400.00</b>	<b>\$ 47,611.95</b>	<b>\$ 62,826.00</b>	<b>\$ 42,930.00</b>	<b>\$ -</b>
<b>Prior YR Revenue</b>	<b>\$ 36,678.00</b>	<b>\$ 36,331.85</b>	<b>\$ 50,840.90</b>	<b>\$ 10,610.00</b>	<b>\$ 27,125.90</b>	<b>\$ 12,920.95</b>	<b>\$ 0</b>	<b>\$ 18,047.95</b>	<b>\$ 64,161.80</b>	<b>\$ 67,424.95</b>	<b>\$ 8,580.00</b>	<b>\$ 50,258.90</b>

**Board of Examiners Cumulative Report**

**FY 2023**

**AS OF May 31, 2023**

	Actual	Projected	Difference	Percent		
<b>PERSONAL SERVICES</b>					<b>FUND BALANCE</b>	
Salaries & Fringe Benefits	\$ 100,456.27	\$ 165,376.00	\$ 64,919.73	61%	Carryover funds from prior FY2022	\$ 377,005.00
Travel	\$ 4,521.62	\$ 12,000.00	\$ 7,478.38	38%	Revenue	\$ 382,981.20
<b>CONTRACTUAL SERVICES</b>					Cummulative Expenditures	\$ 155,377.26
Employee Training	\$ -	\$ 500.00	\$ 500.00	0%	Ending Balance	\$ 604,608.94
Postage, box rent	\$ 2,354.00	\$ 4,450.00	\$ 2,096.00	53%	Unencumbered Revenue	\$ 346,070.00
Promotional Expenses ( exhibits, displays)	\$ 4,700.00	\$ 2,500.00	\$ (2,200.00)	188%		
Rent	\$ 19,767.00	\$ 24,894.00	\$ 5,127.00	79%		
Office Equipment Rental	\$ 4,272.61	\$ 1.00	\$ (4,271.61)	427261%		
Personnel Service Contracts	\$ 2,700.00	\$ 31,915.00	\$ 29,215.00	8%		
ITS Fees	\$ 3,204.99	\$ 1,375.00	\$ (1,829.99)	233%		
MMRS Fees	\$ 4,307.25	\$ 6,138.00	\$ 1,830.75			
Court Reporter	\$ -	\$ 1,400.00	\$ 1,400.00	0%		
Liability Insurance	\$ 134.00	\$ 350.00	\$ 216.00	38%		
Fidelity Bonds	\$ 350.00	\$ 345.00	\$ (5.00)	101%		
Membership Dues	\$ 1,000.00	\$ 1,889.00	\$ 889.00	53%		
Public Network Access Charges	\$ 666.50	\$ 1,574.00	\$ 2,000.00	42%		
Celluar	\$ 517.72	\$ 650.00	\$ 132.28	80%		
<b>Total Contractual Services</b>	\$ 43,974.07	\$ 77,981.00	\$ 34,006.93	56%		
			\$ -			
<b>COMMODITIES</b>						
Printing & Binding		\$ 1.00	\$ 1.00	0%		
Office Supplies	\$ -	\$ 1,000.00	\$ 1,000.00	0%		
Paper Supplies	\$ -	\$ 1.00	\$ 1.00	0%		
Other Supplies	\$ -	\$ 1.00	\$ 1.00	0%		
Other Equipment	\$ 2,472.25	\$ 624.00	\$ (1,848.25)	396%		
Procurement Card	\$ 3,569.77	\$ 2,750.00	\$ (819.77)	130%		
Food For Board Meetings	\$ 383.28	\$ 1,500.00	\$ 1,116.72	26%		
<b>Total Commodities</b>	\$ 6,425.30	\$ 5,877.00	\$ (548.30)	109%		
<b>EQUIPMENT</b>						
Office Machines/Furniture	\$ 562.49	\$ 2,270.00	\$ 1,707.51	25%		
<b>Total Equipment</b>	\$ 562.49	\$ 2,270.00	\$ 1,707.51	25%		
<b>Total Expenditures</b>	\$ 155,377.26	\$ 263,504.00	\$ 108,126.74	59%		