

1 **Board of Psychology**

2 March 9, 2018
3 Woolfolk Building
4 Jackson, Mississippi

5
6 **Board Attendance**

Present Absent

7

Patricia Alexander, Ph.D., Executive Secretary	2013-2018	X	
John Askew, Ph.D., Chair and Continuing Education Coordinator	2013-2018	X	
Steve Ellis, Ph.D., Civil Commitment Coordinator	2016-2021		X
Natalie Gaughf, Ph.D., Credentialing Coordinator	2016-2021	X	
Patrick Phelan, O.D., Public Member	2017-2022		X
Monica Sutton, Ph.D., Treasurer	2017-2022	X	
Lisa Yazdani, Ph.D., Recording Secretary	2014-2019		X

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9
10 **Also Present:**

11 Denise DeRossette

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14 **Oral Examination Conducted:**

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16 Committee members: Dr. Alexander, Dr. Gaughf and Dr. Askew

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18 **Call to Order:**

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20 Dr. Askew called the meeting to order at 9:50 a.m. Amendments to the agenda were requested. Dr.
21 Alexander asked that tour of the new office space be moved to 1:30 p.m. rather than 2:45 p.m. Dr.
22 Gaughf requested that communication with ASPPB be added to Old Business.

23
24 Dr. Alexander reported that 3 candidates for the Board Administrator position are scheduled for
25 10:30 a.m., 11:00 a.m. and 11:30 a.m.

28 **Approval of minutes:**

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30 Dr. Gaughf made a motion to approve the minutes from the February 2, 2018 meeting with an
31 amendment to add the specific vote of each Board Member regarding termination of the Board
32 Administrator's contract. Dr. Askew seconded the motion. The motion passed unanimously by
33 those in attendance.

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35 **Updates from Personitech:**

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37 Dr. Askew gave the following updates on the Board's website and Personitech:

38 -Personitech will post minutes on the Board's website.

39 -The survey for new licensees has been added to the website.

40 -Dr. Askew and Dr. Alexander have access to the Board's website and the e-mail address

41 Admin@msbop.ms.gov has been added to the website for general communications.

42 -New modules to accommodate the Autism Board will have to be developed. No cost for this task
43 was discussed.

44 -New modules for the jurisprudence has been developed. The exam will be completed and graded
45 online. The final exam questions and answer key is needed to complete this task.

46 The board members present agreed that miscellaneous tasks such as posting minutes and general
47 updates can be done by Personitech for a monthly fee of \$50.

48

49 **Autism Board:**

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51 Autism Board members will attend the April 2018 Board Meeting and the MOU will be discussed.

52

53 **ASPPB communication:**

54 Dr. Gaughf reported on recent contact with ASPPB. 1) Board Administrator for Wyoming inquired
55 if MS was in favor PsyPACT. Agreed response – the Board has not addressed the issue. 2)

56 ASPPB is working on a document for supervision guidelines. The Board was asked for examples
57 of how supervision for non-licensed and master's level practitioners is handled. Dr. Gaughf will
58 respond to the second issue with a reference to Rule 11.2.

59

60 **Candidate interviews:**

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62 Interviews for the open Board Administrator position were conducted. Sue Whittington, Dorothy
63 Singleton and Jaime Christian were interviewed.

64

65 **Cornerstone's report:**

66

67 -The Board's procurement card was sent via certified mail by Helen Crocker and Dr. Alexander
68 signed for the card.

69 -A letter indicating the Board's address and other general information is needed to complete the --
70 Board's new telephone services with C-Spire. Dr. Askew will send a document on Board's
71 letterhead.

72 -The Board's cell phone will be delivered to Dr. Gaughf until a Board Administrator is hired.

- 73 -Items that require a purchase order include any new developments to the website aside from
74 maintenance and repairs.
75 -Personitech is 75% done with making updates to the website. The Board agreed to pay
76 Personitech \$500 for previous updates completed.
77 -Bank deposits and balance were discussed. A \$25 check for license verification will be deposited
78 to the bank account.
79 -Bank statements will be ordered for all the months not received from the previous Board
80 Administrator.
81 -The process for completing the trip optimizer and travel voucher were discussed. Board members
82 can register for ASPPB using the following: PO 03092018 and ASPPB will invoice the Board.
83 Business cards for Board members will be ordered. Denise will explore how to get cards ordered.
84 -It was recommended that each Board member obtain a state badge to enter state offices.
85 -Rental agreement for new office space was discussed.
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87 Dr. Gaughf made a motion that the rental agreement for office space be accepted. Dr. Askew
88 seconded the motion. The motion passed unanimously by those in attendance.
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90 **New Business:**

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92 Tour of new office space and assignment of badges. Office room number: 205 and Conference
93 room number: 204. Four Board members received badges: Drs. Askew, Sutton, Gaughf and
94 Alexander.

95 1 parking space will be reserved permanently for the Board and other parking will be reserved for
96 meeting dates.
97

98 Applicants for Board Administrator position was discussed and expectations for temporary and
99 long-term personnel was discussed.
100

101 Dr. Gaughf made a motion to enter into agreement for an independent contractor with Sandra
102 Lohrisch for temporary services. Dr. Alexander seconded the motion. The motion passed
103 unanimously by those in attendance.
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105 Long-term services contract with Jamie Christian or Sue Whittington will be discussed at the April
106 2018 board meeting.
107

108 Board members agreed that any new hires and sub-contractors should sign a confidentiality
109 agreement.
110

111 The Board agreed to pay \$25/hr for 20 hours/week for temporary services.
112

113 Dr. Alexander agreed to contact DFA regarding the missing laptop.
114

115 Dr. Alexander made a motion to go into executive session to discuss status of applicants and
116 complaints. Dr. Askew seconded the motion. The motion passed unanimously by those in
117 attendance.
118

119 **Actions Taken in Executive Session:**

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121 Dr. Gaughf made a motion to close the complaint/case reviewed by Dr. Phalen and to contact all
122 parties as appropriate. Dr. Askew seconded the motion. The motion passed unanimously by those
123 in attendance.

124
125 Dr. Gaughf made a motion that the Board grant a temporary license to Sue Jones until she takes the
126 oral examination. D. Sutton seconded the motion. The motion passed unanimously by those in
127 attendance.

128
129 It was discussed that the Board needs to identify a pool of psychologists to complete investigations
130 and oral examinations as needed by the Board.

131
132 Dr. Alexander made a motion to exit executive session. Dr. Gaughf seconded the motion. The
133 motion passed unanimously by those in attendance.

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135 **Adjournment**

136
137 Dr. Gaughf made a motion that the meeting be adjourned. Dr. Alexander seconded the motion
138 which passed unanimously by those in attendance.

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140 The meeting was adjourned at 4:30 p.m.

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142
143 _____
144 Recording Secretary

Date

145
146 (Minutes were taken by Dr. Monica Sutton.)