

MS Board of Psychology

October 12, 2018
Woolfolk Annex Building, Room 205
Jackson, MS

Board Attendance		Present	Absent
John Askew, Ph.D., Continuing Education Coordinator	2013-2018	X	
Molly Clark, Ph.D. , Recording Secretary	2018- 2023		X
Steve Ellis, Ph.D., Chair & 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., Executive Secretary	2014-2019	X	

Also Present:

Cheryl Carr, Board Administrator
Onetta Whitley, Esq., Deputy Attorney General

The following joined the meeting at 11:45 a.m. for working lunch and left immediately afterward:

Amy Mason, DFA
Tina Carter, DFA
Amanda Grieco, DFA

Oral Examiner of one candidate: Committee included Drs. Ellis, Gaughf, and Yazdani

Call to Order:

Dr. Ellis called the meeting to order at 10:21 a.m. Dr. Ellis called for amendments to the agenda. Aside from minor changes in time of various topics, there were no substantial changes to the agenda.

Approval of September 13 Minutes:

Dr. Yazdani moved to approve the minutes of the September 13 open and executive session meetings. The motion was seconded by Dr. Gaughf. The motion passed unanimously.

Continuing Education Coordinator Report:

Dr. Askew moved, Dr. Gaughf seconded approval of Dr. Thomas Mosley's request for approval for a Human Anyloid Imaging Conference scheduled for 2019. The motion passed unanimously.

Dr. Askew reported that he is handling all requests for mailing lists.

Board Administrator Report:

Ms. Carr presented a report.

- She has had training with each Board member.
- DFA informed her that she requires 2½ day training on purchasing.
- I.T. came to disable the prior administrator's personal e-mails that were coming into the laptop.
- Letter from bond company for "Margaret Edwards and Company" renewing bond, but when Ms. Carr contacted the bond company about it, they canceled the renewal. Ms. Carr asked if she needed to be bonded. Ms. Whitley stated that it may not be necessary, but is not a bad idea. Dr. Yazdani moved, Dr. Askew seconded, that Ms. Carr be bonded.
- Requested purchases: Label-maker; sticky notes; desk top computer. Dr. Askew moved, Dr. Yazdani seconded, that Ms. Carr be able to make purchases under \$500 for the office as needed without prior Board approval. The motion passed unanimously.
- Andy from Prosonitech will train her regarding use of databases/website.
- Dr. Gaughf brought up that the Board needs new letterhead and envelopes.

Treasurer's Report:

Dr. Sutton reported that she, Ms. Carr, and Dr. Ellis met with DFA recently to review expectations regarding finances. Dr. Sutton will send her list of the Treasurer's duties to the Board. In the meeting, they were informed that anyone who makes purchases for the Board, needs to attend a 2 ½ day training. The dates of the training have not been provided.

There is a Board credit card bearing the Board and Dr. Sutton's name. It may be helpful to have a credit card made with Ms. Carr's name on it. Dr. Phelan moved, Dr. Gaughf seconded, that the Board obtain a second copy of the credit card with Ms. Carr's name on it.

Internal Control Assessment will need to be completed and filed with a letter by December 1st. That will further be discussed at lunch with DFA.

Dr. Sutton presented the monthly financial report.

Civil Commitment Coordinator Report:

Dr. Ellis reported that he conducted the annual Civil Commitment training and seven attended and participated in the training. After reviewing the Rules & Regulations, he updated the written exam and work sample. He reported that of the current trainees, five passed: Drs. Tonya Hays,

LaShun Young, Kathleen Patterson, Lacey Herrington, Danielle Maack. Two additional trainees are being asked to re-write the work sample.

In addition, Dr. Sutton took the training last year and passed the written exam, but was not able to complete the external work sample due to barriers out of her control. He recommends that Dr. Sutton also complete the work sample at this time to be able to become certified.

Dr. Ellis moved, Dr. Gaughf seconded, that the above actions be approved. The motion passed unanimously.

Chair Report:

Dr. Ellis reported that the Board needs to be enrolled as an E-Verify provider so that Ms. Carr can be enrolled in the DFA system. He will complete the process so that the Board will be enrolled in E-Verify from now on.

Review and Update of Rules and Regulations:

Dr. Gaughf gave a brief overview of the current status of the Rules and Regulations. The prior changes were not made in track changes and the new rules were posted incorrectly. It is Dr. Gaughf's suggestion that we spend one hour of each Board meeting updating the Rules and Regulations correctly. Dr. Askew suggested that we take a two-step approach that first we make changes to match the current statutes; then make any new changes. The goal would be to have it completed by the end of the current fiscal year in June. Dr. Askew will find the most recent version of the Rule and Regulations and send it to Ms. Carr to distribute to the Board. Dr. Gaughf will work on making the tract changes. Ms. Carr will provide a hard copy of the current statute as updated for us to work on next meeting.

Working Lunch with the Department of Finance Administration (DFA) representatives:

- a. Internal Assessment Controls come from the Board. They have answered to the best of their ability, so they are asking that we review and complete. The letter is due the Bureau of Financial Control in DFA no later than December 31st.
- b. Things to consider: Emergency plan, i.e. how to continue to operate if we are without power.
- c. DFA will send the internal assessment control survey to the Board electronically.
- d. Follow-up on the Quarterly Distribution Security Verification Report (a SPARS form). Amy Mason will look into what exactly this is and will send an e-mail to Ms. Carr.
- e. The need to develop a master list of who does what, DFA, Board Administrator, Board.

Dr. Yazdani moved, Dr. Sutton seconded a motion to consider the need to go into Executive Session in order to review applications and complaints. The motion passed unanimously with Drs. Gaughf and Phelan out of the meeting.

Dr. Yazdani, moved, Dr. Askew seconded that the Board go into Executive Session. The motion passed unanimously with Drs. Gaughf and Phelan out of the Room.

Dr. Yazdani reported that the following actions were taken during executive session:

Complaints/Investigations:

Case 07162018: The entire case has been reviewed. Dr. Ellis also reviewed the case materials. Dr. Yazdani finds no ethical violations or grounds for the Board to take action against the psychologists. She recommended taking no action and closing the case. Dr. Askew moved, Dr. Sutton seconded, to accept the recommendation of the investigation committee. The motion passed with all those in attendance voting unanimously.

Case 05112018 and 09182018 regarding psychometrists. Ms. Whitley will check to determine what has been done thus far and alternative routes.

Applicants:

Two persons have withdrawn their applications: 09122017 and 04272018.

Josh Fulwiler (01262018)- passed his oral and juris-prudence examinations. Dr. Gaughf motioned to approve him for licensure. Dr. Ellis seconded. The motion passed unanimously.

Dr. Gaughf recommended the following candidates for orals and juris-prudence exam: 12022017; 103020107; 08022017; 06202017. Dr. Yazdani moved, Dr. Ellis seconded, the above persons for oral examination and juris-prudence examination. The motion passed unanimously.

Dr. Gaughf stated that Christopher John Fisher (10102018)- requested a Temporary Practice Certificate. He is currently licensed in California and Washington. He would like to perform a forensic evaluation of one individual for an upcoming hearing. Dr. Yazdani moved, and Dr. Ellis seconded that Dr. Fisher be approved for TPC pending his passing of the juris-prudence examination. The motion passed unanimously.

Applicant 01182018 has completed her application and background check. Dr. Gaughf recommended she sit for EPPP. Dr. Phelan moved, Dr. Sutton seconded, that this candidate be approved to sit for the EPPP. The motion passed with Dr. Askew abstaining and all others in attendance voting in favor of the motion.

Candidate 05162018 was approved for an abbreviated oral and juris-prudence at the September meeting. She has CPQ. Dr. Gaughf brought up the possibility of conducting an abbreviated oral examination via electronic means. This has not been requested by the applicant. At this time, she is already approved to take the oral and will be given options for the date she takes the oral.

Regarding applicant 06012018- At the September meeting the Board decided to consult with an academic psychologist outside of the Board to review her credentials. An academic psychologist has agreed. Dr. Gaughf will work with Ms. Whitley regarding the contract with this psychologist at a rate of \$125.00 per hour not to exceed 5 hours without prior approval of the Board. Dr. Askew moved, Dr. Sutton seconded, to approve this contact with the consulting psychologist.

Dr. Phelan moved to end Executive Session, Dr. Gaughf seconded. The motion passed unanimously.

The Board returned to open session.

Old Business:

Dr. Gaughf brought up the issue of the cell phone. It has not been activated. Dr. Askew agreed to take the phone and attempt to activate it and will carry it while Ms. Carr attends ASPPB meeting.

Dr. Gaughf presented an e-mail regarding The National Practitioner Databank. Ms. Carr will investigate what to do regarding this.

Dr. Gaughf brought up posting disciplinary actions on the website. Ms. Whitley had taken issue with this in the past, but no decision was made.

Dr. Gaughf brought up whether we need to draft legislation regarding the Autism Board.

New Business:

Dr. Yazdani recommended that we invite Dr. Alexander to the next Board lunch and present her with a token of our appreciation for all of her service.

Board Dates for Next Year:

January 11th

February 1st

March 2nd

April 5th

May 10th

June 14th

July 12th

Aug 16th

Sept 26th

-Ms. Carr will have cataract surgery the week after the November Board meeting.

-Dr. Askew reported that PESI has requested to be a CE provider. However, they don't meet the criteria, so he will send them a letter indicating this.

-Dr. Yazdani moved to adjourn the meeting. The motion was seconded by Dr. Phelan. The motion passed unanimously. The meeting was adjourned at 2:15 p.m.

Recording Secretary
Lisa B. Yazdani, Ph.D.

Date