

## Board of Psychology

Board Planning Meeting  
March 2 -3, 2018  
Eagle Ridge Conference Center, Rm 200  
Raymond, Mississippi

### Board Attendance

**Present    Absent**

John Askew, Ph.D., Chair and Continuing Education Coordinator	2013-2018	X	
Patricia Alexander, Ph.D., Executive Secretary	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	

### Also Present

Dr. Beverly Smallwood (On March 2<sup>nd</sup>)

At 9:10 a.m. Dr. Askew called the meeting to order.

Dr. Smallwood facilitated discussion to assist the Board in planning and prioritizing tasks. During the day, the Board identified the following considerations and goals:

#### Oral Exams

- a. In future, consider doing away with orals (EPPP-2). Consider general license and implications for oral exams.
- b. Meet minimum criteria for exams and base need for extra administrations on data from previous year
- c. Re-write, format oral exam questions and materials
- d. Consider how we choose vignettes. Consider general areas of diagnosis (depression, anxiety, though disorder, etc.)
- e. Reduce wait time by offering orals frequently

- f. Have simple, working recorders
- g. Clarify how we rate candidates
- h. Greet candidates, be organized, come across professionally from start to finish
- i. Written criteria for pass/fail/retake

#### Review Records

- a. CE- Currently review ALL records
- b. Need to educate about “appropriate” CE’s: MPA presentation; trends and patterns
- c. Review records between meetings for organized, efficient meeting
- d. Receive records well in advance of meetings whenever possible
- e. Write process and pass along consistent processes across time (Board Binder)
- f. Have tracking system to make sure nothing falls through the cracks
- g. Spreadsheet of all contacts (emails, phone calls) and reports of Board meeting agenda.  
Administrator should maintain spread sheet of all Board business and outcomes.

#### Educate Public/Licensees

- a. Continually update website
- b. CE offering at MPA meeting or other
- c. Bring to licensees information regarding national trends/regulations
- d. Create standard education letters
- e. Consider establishing social media presence or push notifications from website
- f. Disseminate information to public about what psychologists are and do.

#### Update Rules and Regulations

- a. Have clean updated copy of R & R’s available on-line and at all Board meetings
- b. Review R & R’s on a regular basis and keep current
- c. Identify inconsistencies between rules and statutes and address these
- d. Recommend statutory changes and address
- e. Recommend statutory changes to reflect best practices.
- f. Add statute changes to Board calendar for consideration each year
- g. Review and update of materials, exams, R & R, statutes as needed.

#### Maintain Records

- a. Have data base on-line/electronic that is backed up
- b. Establish routine communication with database developers
- c. Ensure multiple Board members should have access
- d. Written process for adding, updating records
- e. Set up purge intervals with aged records
- f. MS Department of Archives as resource- # of years to retain records
- g. Cloud storage- should contain all Board business and be accessible by all Board members.

#### Board Orientation

- a. Complete Board training manual; perhaps put on flash drive

- b. Update manual annually
- c. Schedule Board orientation/training each time new members are appointed to Board; make sure to welcome new members; consider mentoring
- d. Calendar of Events; reviewed at each meeting
- e. Emphasize Board education/growth
- f. Identify talents of each Board member and attempt to assign Board assignments based on talents/strengths
- g. Specify process for: How applicants apply for MS licensure, oral examinations, ASPPB training, conducting investigations, keeping minutes, open vs. executive session, rules regarding outside communications, ethics statement on state website, how to complete mileage and expense reimbursement forms, how meetings are conducted
- h. Include Dr. Smallwood's material on providing feedback, Performance Problem Discussion, and Disciplinary Discussion as a resource/appendix to Board training

#### Collaborate with other Agencies (MPA, APA, ASPPB)

- a. Routine communication based on legislative calendar with MPA and ASPPB meetings
- b. Have Board attend annual and semi-annual MPA and ASPPB meetings
- c. Identify areas of mutual interest/concern for collaboration
- d. Continually educate/cross-educate on what each organization does
- e. Educate Board- orientation, communication outside of meetings, Ethics
- f. Work in a proactive manner to keep up with national standards

#### Administer Autism Board

- a. Develop vision for administering the Autism Board
- b. Communicate vision to Autism Board
- c. Identify/Define responsibilities of the Board of Psychology concerning administration of Autism Board
- d. Centralized office in Jackson for Board of Psychology
- e. Establish data base for Autism Board
- f. Establish Memorandum of Understanding with Autism Board
- g. Board Administrator should have clear expectations- work hours, vacation, holidays

#### Board Meetings

- a. Establish calendar and schedule 1 year of meetings at same time every year
- b. Meet as often as necessary to meet responsibilities of Board
- c. Meet 6 hours instead of 8- More EFFICIENT MEETINGS
  - a. Fully complete agenda
  - b. Have goals for each meeting that are printed on the agenda
  - c. During meeting, incorporate small group work as needed for certain projects

#### Communicate with Applicants and Psychologists

- a. Answer e-mails, phone calls, and mail in a timely manner
- b. Professional and standard response to phone and e-mail questions
- c. Have consistent plan for referral to Board members and Board meetings

- d. Provide consistent responses to specific questions/inquiries
- e. Communicate national trends and regulations at least once per year

#### Track Continuing Education and Maintain Standards

- a. Ensure that data base on-line is user friendly and backed up
- b. Educate psychologists on using website to upload certificates, etc.
- c. Improve CE error rate from 21% to 10%
- d. Improve communication regarding what counts toward CE
- e. Make CE decisions and reflect those in the Rules & Regs
- f. Develop a FAQ's sheet on website
- g. Develop flow chart for CE's (i.e. conference attendance = 3 hours)

#### Certify Civil Commitment Examiners

- a. Hold at least one C.C. training per year (with exam)
- b. Produce at least 3 C.C. certified psychologists per year
- c. Evaluate exam/work sample results
- d. Revise certification process info. Exam and work sample in training workshop
- e. Educate psychologists about need for examiners and statute
- f. No unnecessary barriers
- g. Notify public at competency via certification/website
- h. Evaluate cost as a possible barrier
- i. Develop a list of certified psychologists
- j. Communicate to public the advantages of using psychologists for civil commitment

#### Investigate Complaints

- a. Have 2 person working subcommittee to review complaints
- b. Have subcommittee report at each board meeting
- c. Educate Board regarding investigation process
- d. Have a written process
- e. Review website to ensure that process is clear
- f. Record all cases clearly and thoroughly
- g. Look for patterns and trends once per year and take action if there is a trend

#### Other Business:

Dr. Ellis moved and Dr. Alexander seconded the motion to grant Dr. Mallory Malkin a civil commitment certificate. The motion carried with all in attendance voting unanimously.

At 5:45 p.m. The Board recessed until the next day.

**Board Attendance on March 3rd****Present    Absent**

John Askew, Ph.D., Chair and Continuing Education Coordinator	2013-2018	X	
Patricia Alexander, Ph.D., Executive Secretary	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	

**Also present:**

Dr. Mardi Allen

Ms. Georgia Sckiets

Ms. Sandra Lohrish

Ms. Denise De Rosette

Ms. Gloria Green, Esq.            Attorney General's office

Dr. Askew reconvened the meeting at 9:00 a.m.

At 9:15 a.m. The Board conducted an interview of Dr. Mardi Allen for the position of Board Administrator. Dr. Alexander was not present.

10:15 a.m. The Board took a break

10:30 a.m. There was follow-up discussion from the prior day's planning session.  
(Ms. Gloria Green from the Attorney General's office entered the meeting at 10:44 a.m.)

Noon- Working lunch with Ms. Denise De Rosette

1:00 p.m. The Board conducted an interview of Ms. Georgia Sckiets for the position of Board Administrator.

2:30 p.m. The Board conducted an interview of Ms. Sandra Lohrish for the position of Board Administrator.

(Ms. Green and Dr. Ellis exited the meeting at 3:15 p.m.)

3:30 p.m. The Board discussed actions needed in order to be prepared to administer the oral examination at the next Board meeting. The Board also discussed how to handle phone calls, mail, and other logistics in the interim before a new Board Administrator is hired.

Dr. Yazdani motioned to adjourn the meeting. Dr. Alexander seconded the motion. The motion passed with all those in attendance voting unanimously. The meeting adjourned at 4:20 p.m.

*Lisa B. Yazdani, Ph.D.*  
Recording Secretary

March 3, 2018  
Date