

**ALABAMA BOARD OF EXAMINERS IN COUNSELING**

2777 Zelda Rd  
Montgomery, AL 36106  
334/240-7229 Fax: 334/263-6115  
www.abec.alabama.gov

**MINUTES**

Board Meeting  
March 19, 2021

A meeting of the Alabama Board of Examiners in Counseling (ABEC) was held on Friday, March 19, 2021, at the Board's office located at 2777 Zelda Road in Montgomery, Alabama. Board members in attendance were Mrs. Anna Barksdale (Board Chair), Dr. Latofia Parker (Vice-Chair), Dr. Debra Atchison (member), Dr. Jennifer Brown (member), Ms. Karole Ohme (member), and participating by conference call was Dr. Sheila Webb (member). Also in attendance were Dr. Keith Cates (Executive Director), Mrs. Hendon Coody (Board Counsel), Mr. Keith Warren (Administrative Director), Mrs. Cindy Edgar (Assistant Director), Mr. Mike James (Investigator) and Mrs. Karen Harlow (Legal Assistant).

CALL TO ORDER: Board Chair, Mrs. Barksdale, called the meeting to order at 9:00 a.m., with a quorum of the members present to conduct business. Ms. Barksdale welcomed all participants. The regularly scheduled meeting was advertised to the public on the Board's website, ([www.abec.alabama.gov](http://www.abec.alabama.gov)), as well as the Secretary of State's website, ([www.sos.alabama.gov](http://www.sos.alabama.gov)), in accordance with the Alabama Open Meetings Act.

APPROVAL OF MEETING AGENDA: Mrs. Barksdale presented for the Board's approval the Board meeting agenda. A copy of the agenda was provided to the Board members prior to the meeting for their review. Dr. Brown made a motion to approve the agenda as presented. The motion was seconded by Ms. Ohme and unanimously approved by the Board.

APPROVAL OF MINUTES: Mrs. Barksdale presented for the Board's approval the Board meeting minutes from the January 15, 2021, meeting of the Board. A copy of the minutes was provided to the Board members prior to the meeting for their review. Dr. Parker made a motion to approve the January minutes as presented. The motion was seconded by Dr. Atchison and unanimously approved by the Board.

EXECUTIVE DIRECTOR'S REPORT: Dr. Cates introduced the newest member of the staff, Mrs. Cindy Edgar, who will serve as the Assistant Director for the Board. Dr. Cates also introduced the Board's new Legal Counsel, Mrs. Hendon Coody. Dr. Cates reported that Ms. Coody, along with ABEC staff, had made tremendous progress, from the previous administration, addressing the past pending complaints, and looked forward to complaints being handled in a more timely manner.

Dr. Cates also reported on progress with digitalizing licensing files, redesigning the license certificates and reporting on the progress with iGov to implement online licensing and application management. Dr. Cates turned the Board's attention to several licensure requests.

An ALC submitted a request regarding clarification in Administrative Rule 255-X-3-.01 (2)(a) and 2(b) regarding 48 graduate semester hours or 72 graduate quarter hours from a CACREP or CORE equipment master's program. After discussion, Dr. Brown made a motion to interpret the rule as 48 graduate semester hours from a regionally accredited college. The motion was seconded by Dr. Atchison and passed with a vote of Four (4) Yea's and 1 Nay. Dr. Cates will contact University of West Alabama for clarification regarding the Board's decision.

Dr. Cates presented a request to reduce the number of ALC professional experience hours. After discussion, Dr. Brown made a motion to authorize the Executive Director and the Academic Reviewer to determine what was acceptable and related to the field of professional counseling. The motion was seconded by Dr. Parker and unanimously approved by the Board.

Dr. Cates, along with Chair Barksdale, discussed the need for a Wellness Program for licensees. After discussion, Dr. Cates and Chair Barksdale would report back at the next meeting to discuss implementing a program and Ms. Coody would discuss any statutory changes that would be necessary.

Dr. Cates also reminded the Board of the Ethics Commission deadline of April 30, 2021, for filing a Statement of Economic Interest Form for calendar year 2020.

ADMINISTRATIVE DIRECTOR'S REPORT: Mr. Warren presented financial reports and activities to the Board. Mr. Warren provided STAARS reports regarding the Board's budget, revenue, expenditures, and fund balance as of February 28, 2021. Mr. Warren also reported on the new applications received, new licenses issued, and renewals processed for both ALC and LPC's, as well as endorsement applications and new LPC Supervisor applications. Mr. Warren also updated the Board on complaints received, pending, and closed for fiscal years 2018 through 2021. Mr. Warren reported on the tremendous amount of work that had been done by the Staff, Investigative Committee and Legal Counsel to bring complaints current. He indicated that hopefully by the end of the year, all complaints previously received would either be closed or resolved and only current complaints would be active. Mr. Warren also updated the Board on the following:

- 1) BJCC Office Complex had received notice of non-renewal for the office space in Birmingham.
- 2) Remaining inventory would be moved and transferred to State Surplus for disposition.
- 3) Copier would be returned and the lease ends at the end of 2021.
- 4) Postage Machine would be returned to Pitney Bowes and the lease ends at the end of 2021.
- 5) MS Access database was being updated with the Cabinet System data in preparation for the data transfer to the iGov System.
- 6) All Licensure Verifications had been processed and were up-to-date.
- 7) Board Member Training and Review would be conducted soon by Mr. Warren and Mrs. Coody.

## LEGAL COUNSEL REPORT:

Ms. Coody presented a report from the Investigative Committee meeting held on Thursday, March 18, 2021, and presented the following cases:

Dr. Brown made a motion to approve the recommendation for Cases 2018-017 and 2018-018. The motion was seconded by Dr. Atchison and unanimously approved by the Board.

Dr. Parker made a motion to approve the recommendation for Case 2019-006. The motion was seconded by Mrs. Ohme and unanimously approved by the Board.

Dr. Brown made a motion to approve the recommendation for Cases 2020-004 and 2020-006. The motion was seconded by Dr. Atchison and unanimously approved by the Board.

Dr. Brown made a motion to approve the recommendation for Case 2020-008. The motion was seconded by Dr. Atchison and unanimously approved by the Board.

Dr. Brown made a motion to approve the recommendation for Case 2021-006. The motion was seconded by Dr. Atchison and unanimously approved by the Board.

Dr. Brown made a motion to approve the recommendation for Case 2021-010. The motion was seconded by Dr. Parker and unanimously approved by the Board.

Mrs. Ohme made a motion to approve the recommendation for Case 2021-012. The motion was seconded by Dr. Parker and unanimously approved by the Board.

As mentioned during an above case discussion, Mrs. Coody brought up the Board's jurisdiction of a licensee that was employed by a non-profit. Dr. Cates stated the Board had operated with the understanding that it does not have the jurisdiction or any authority over a licensee that was employed by a non-profit entity providing counseling services. Mrs. Coody would draft the appropriate opinion request to present to the Attorney General for their review and provide a legal guidance. Dr. Brown made a motion to authorize Mrs. Coody to prepare an Attorney General's Opinion Request pertaining to this matter. The motion was seconded by Dr. Webb and unanimously approved by the Board.

Dr. Cates requested ratification of the five Executive Orders issued by Chair Barksdale since the last meeting. Dr. Brown made a motion to approve the Executive Orders as issued. The motion was seconded by Dr. Parker and unanimously approved by the Board.

Dr. Cates presented a provisional license request from Mr. Jason Reasor. After review and discussion, Dr. Brown made a motion to approve Mr. Reasor's Provisional ALC License. The motion was seconded by Dr. Atchison and unanimously approved by the Board.

Dr. Cates presented a request from Mike Jeppsen to accept supervision hours for licensure that were accrued in the State of Arkansas for his Alabama License. After review and discussion, Dr. Brown made a motion to deny the request and inform Mr. Jeppsen to submit a plan to obtain those hours of supervision for his Alabama license for the Board's review and approval. The motion was seconded by Mrs. Ohme and unanimously approved by the Board.

Dr. Cates presented NCE Accommodations requests from Jennifer Griffith and Shannon Brown. After review and discussion, Dr. Parker made a motion to approve the requests as presented. The motion was seconded by Dr. Atchison and unanimously approved by the Board.

Dr. Cates presented a request from Mary Wright regarding approval of supervision hours provided by Glenn Magargee in the form of logs without any further confirmation due to Mr. Magargee's death. After review and discussion, Dr. Brown made a motion to approve the hours documented on the logs presented from Mr. Magaree's files. The motion was presented by Mrs. Ohme and unanimously approved by the Board.

REVIEW OF APPLICATIONS: Dr. Cates presented applications for the Board's approval (list available in the Board's official Book of Minutes).

Initial ALCs: Dr. Brown made a motion to approve the initial ALC applications as recommended by Dr. Cates. The motion was seconded by Dr. Atchison and unanimously approved by the Board.

ALC Renewals: Mrs. Ohme made a motion to approve the ALC Renewals as recommended by Dr. Cates. The motion was seconded by Dr. Webb and unanimously approved by the Board.

LPC Lapsed Renewal: Dr. Atchison made a motion to approve the LPC Lapse Renewal as recommended by Dr. Cates. The motion was seconded by Dr. Parker and unanimously approved by the Board.

ALC to LPC: Dr. Parker made a motion to approve the ALC to LPC Applications as recommended by Dr. Cates. The motion was seconded by Dr. Webb and unanimously approved by the Board.

Inactive Status: Dr. Brown made a motion to approve the Inactive Status requests as recommended by Dr. Cates. The motion was seconded by Dr. Parker and unanimously approved by the Board.

Reactivation: Dr. Atchison made a motion to approve the Reactivation requests as recommended by Dr. Cates. The motion was seconded by Dr. Webb and unanimously approved by the Board.

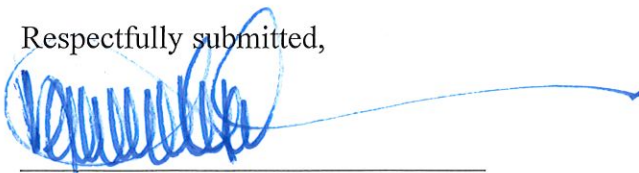
LPC Endorsement: Dr. Parker made a motion to approve the LPC Endorsements as recommended by Dr. Cates. The motion was seconded by Dr. Brown and unanimously approved by the Board.

LPC's: Dr. Brown made a motion to approve the LPC's as recommended by Dr. Cates. The motion was seconded by Dr. Atchison and unanimously approved by the Board.

Ms. Barksdale announced that the Board's next meeting was scheduled for May 14, 2021, at 9:00 a.m. at the Board's office in Montgomery.

There being no further business of the Board, Dr. Brown made a motion that the meeting be adjourned at 12:08 p.m. The motion was seconded by Mrs. Ohme and unanimously approved by the Board.

Respectfully submitted,



---

Keith E. Warren, Recording Secretary



---

Anna Barksdale, Board Chair