

ALABAMA BOARD OF EXAMINERS IN COUNSELING

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MINUTES

Special/Called Board Meeting
August 22, 2025

The Alabama Board of Examiners in Counseling (ABEC) held a special/called meeting Friday, August 22, 2025, to discuss RFP specifications for Administrative Services. The meeting was held at the Board's office located at 2740 Zelda Road in Montgomery, Alabama. Members in attendance were Ms. Anjanette Robinson (Board Chair), Dr. Glenn Hollingsworth (Board Vice Chair), Ms. Jessie Bowie (member), Dr. Sherrionda Crawford (member), Ms. DeAnna Tidwell (member), Ms. Jessie Bowie (member) and Mr. Jacques Austin (member). Also in attendance were Mr. Keith Warren (Executive Director), Mrs. Vania Hosea (Board Legal Counsel), and Ms. Renee' Reames (recording secretary).

CALL TO ORDER

Ms. Robinson, Board Chair, called the meeting to order at 10:13 a.m. The special/called meeting was advertised to the public on the Board's website, (www.abec.alabama.gov), as well as the Secretary of State's website, (www.sos.alabama.gov), in accordance with the Alabama Open Meetings Act. Mr. Warren read aloud the opening statement regarding the meeting adhering to the Robert's Rules of Order and Alabama Administrative Procedures Act. He called the official member roll and announced that a quorum of the members was in attendance. Chairperson Robinson welcomed attendees.

ADOPTION OF MEETING AGENDA

Chairperson Robinson presented a copy of the agenda for the August 22, 2025 Special Board meeting. A copy of the agenda was provided to the members before the meeting. The Board discussed adding to the agenda the Wellness Program Contract and requests from the Executive Director, Mr. Warren.

MOTION: Ms. Tidwell made the motion to amend the August meeting agenda and add the Wellness Program Contract and the requests from the Executive Director. The motion was seconded by Mr. Hollingsworth and unanimously approved by the Board.

NEW BUSINESS

A. Administrative Management Services

1. Status of RFP for Administrative and Logistical Services – Mr. Warren reported that through further review of an October 1, 2025 interagency agreement with an anchor state board, it was not fiscally feasible to proceed at the beginning of fiscal year 2026. He explained that this decision had been reached after discussions with state department involved in the process. He provided an overview of the components of a transition and cost and indicated that the process would take longer to work out the details. In consideration of cost and the Board's finances, the Board discussed previous conversation about the cost of licensure fees and investment projects such as the CE program.

2. Status of Emergency Contract – Mr. Warren reminded the Board that the current emergency contract with Smith Warren would expire upon entering a new contract and the Board was being pressured to resolve the emergency contract.

Mr. Warren reminded the Board that a new template for RFP for Administrative Management and Logistical Services was available, he recommended that the Board give authority to the Board Chair and Legal Counsel to include any variable-specific concerning the operations of the Board and release the RFP specifications for Administrative Management and Logistical Services.

- B. Wellness Program Contract – Mr. Warren reminded the Board that the Wellness Program contract with MASA would expire September 30, 2025, and the new contract had been amended to include evaluation services available to Board applicants pending licensure. MOTION: Dr. Crawford made the motion to approve the amended contract with the Medical Association of Alabama as discussed. The motion was seconded by Ms. Bowie and unanimously approved by the Board.

MOTION: Mr. Austin made the motion to carry the agenda item, Requests from Executive Director, to the next Board meeting agenda. The motion was seconded by Dr. Crawford and unanimously approved by the Board.

The Smith Warren and Board staff left the meeting at 10:48 a.m. during the Board's review and discussion of the RFP for Administrative Management and Logistical Services specifications. The Smith Warren staff joined the Board meeting at 12:25 p.m.

MOTION: Dr. Crawford made the motion to delegate to the Chairperson Robinson and Ms. Hosea as Board Counsel the authority to implement changes to the RFP for Administrative Management and Logistical Services specifications as discuss. The motion was seconded by Ms. Tidwell and unanimously approved by the Board.

MOTION: Dr. Crawford made the motion to request an extension to the Emergency Contract with Smith Warren Management Services with consideration of the RFP specifications approval and release and seek an extension through December 31, 2025. The motion was seconded by Dr. Hollingsworth and unanimously approved by the Board.

The Board continued discussions about the Wellness Program contract and previous motion to approve the contract.

MOTION: Ms. Tidwell made the motion to modify the contract as a two year contract, and page 5, item 10, be corrected to read total amount not to exceed \$50,000 per year. The motion was seconded by Ms. Bowie and unanimously approved by the Board.

OTHER BUSINESS AND ADJOURNMENT

Chairperson Robinson reminded the members that the Board was scheduled to meet on September 19, 2025 at 10:00 a.m. to conduct regular business.

There being no further business, Ms. Tidwell made a motion that the meeting be adjourned. The motion was seconded by Dr. Crawford and unanimously approved by the Board. Chairperson Robinson adjourned the meeting at 12:25 p.m.

Respectfully Submitted,


Anjanette B. Robinson
Board Chair


Keith E. Warren
Executive Director

/rr  Board approved on: September 19, 2025