

## **ALABAMA BOARD OF EXAMINERS IN COUNSELING**

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### **Board Meeting November 14, 2025 Minutes**

The Alabama Board of Examiners in Counseling held its regularly scheduled meeting on Friday, November 14, 2025 at the Board's office located on the third floor at 2740 Zelda Road in Montgomery, AL.

#### **CALL TO ORDER**

The meeting was called to order at 10:02 a.m. by Chairperson Robinson. Mr. Warren read aloud the opening statement concerning Robert's Rules of Order and the Alabama Open Meetings Act and called the official member roll. The following members were present: Ms. Anjanetta R. Robinson (Board Chair), Dr. Glenn Hollingsworth (Board Vice Chair), Dr. Sherrionda Crawford, Mr. Jacques Austin, Ms. Jessie Bowie, and Ms. DeAnna Tidwell. Member absent was Ms. Cynthia Hooper. Mr. Warren reported that a quorum of the members was present to conduct the meeting. Chairperson Robinson welcomed everyone attending the meeting. Others present were Mr. Keith Warren (Executive Director), Ms. Vania Hosea (Board Legal Counsel), Ms. Deborah Whitman (Board Administrator), Ms. Dawn Durick (Licensing Specialist), Ms. Karen Harlow (Legal Assistant), and Ms. Karen Entriken (Investigator) and Ms. Renee' Reames (recording secretary) and guests Dr. Raven Livingston (ABSOPP-ADYS), Ms. Uzoechi Precious Nwadiaro (ABSOPP-ADYS), Ms. Dorles Archibald, and other guests attending virtually.

#### **APPROVAL OF MEETING AGENDA**

Chairperson Robinson presented the meeting agenda for the Board's approval. A copy of the agenda for the November 14, 2025 meeting was provided to the Board members prior to the meeting for their review.

**MOTION:** Dr. Crawford made the motion to accept the November meeting agenda as presented. The motion was seconded by Ms. Tidwell and unanimously approved by the Board.

#### **APPROVAL OF MEETING MINUTES**

Chairperson Robinson presented a copy of the minutes of the September 19, 2025 regular Board meeting, and minutes of the October 6, 2025 special meeting for the Board's approval.

**MOTION:** Dr. Hollingsworth made the motion to approve the September and October meeting minutes as presented. The motion was seconded by Mr. Austin and unanimously approved by the Board.

## REPORTS

### Executive Director's Report

Mr. Warren presented the Executive Director report to include the current number of licensees and the number of complaints received by the Board in FY 2025 as of October 31, 2025. A summary of closed complaint cases from FY 2021 through FY 2025 was also provided (copy of report available in the Board's official Book of Minutes). He reported that the file scanning project, as previously discussed with the Board, had not yet begun and no one had been hired to-date.

Mr. Warren reported that the Wellness Program Contract had been signed by Governor Ivey and would expire in September 2027.

He presented information on changes to the medical age of consent law, Act 2025-455, which raised the age from 14 to 16 and would become effective October 1, 2025 (summary articles available in the Board's official Book of Minutes).

The Board discussed the volume of complaints received in FY 2025 and requested an analysis of complaints annually by licensing designation. The analysis would assist the Board in identifying future continuing education topics and any rule changes concerning ethics, supervision, etc. Mr. Warren reported that a CE provider had offered to provide a free seminar to licensees concerning testifying in courts and he would have more information at a future meeting. Mr. Warren reported that the licensing type of the complaint, e.g., LPC, ALC, LPC-S, etc., would be added to future Executive Director's reports.

Mr. Warren reported that Mr. Greg Surles, Counseling Compact Executive Director, planned to participate in the ALCA annual meeting in November. He indicated that the Compact would require criminal background histories as part of the licensure process and legislative changes were required to the Board's statute.

**MOTION:** Dr. Crawford made the motion to authorize the Executive Director to pursue sponsors of the Board's proposed legislation concerning criminal background checks. The motion was seconded by Mr. Austin. The Board discussed requiring background checks for all licensees or specific to LPCs.

**AMENDED MOTION:** Dr. Crawford amended the motion to seek sponsors for the Board's proposed legislation to require background checks for all LPCs in accordance with the Board's participation in the compact. The amended motion was seconded by Mr. Austin and unanimously approved by the Board. Mr. Warren commented on a vendor for background checks.

### Financial Report

Mr. Warren presented to the Board the financial report for the period covering fiscal year 2025

(October 1, 2024 through September 30, 2025) and October 2025 (copy of financial report available in the Board's official Book of Minutes). He reported on the cash flow analysis that included revenue and expenses for this period, along with expenses by category compared to budget. He reported a positive cash balance for the end of FY 2025 and the month of October.

MOTION: Dr. Crawford made the motion to accept the financial report as presented. The motion was seconded by Dr. Hollingsworth and unanimously approved by the Board.

#### Legal Counsel's Report

Ms. Hosea presented the recommendations of the Investigative Committee (report available in the Board's official Book of Minutes):

- Cases 2025-077, 2025-080, 2025-090, 2025-092.01, 2025-097, 2025-098, 2025-099, 2025-100 – close case as unfounded.
- Case 2025-072 – close as no jurisdiction.
- Cases 2025-092.02 and 2025-093 as founded with a letter of concern issued concerning advertising practices.

Ms. Hosea presented the following cases for the Board to ratify the action taken:

- Case 2025-058 joint stipulation and consent signed by the respondent that included a \$250 fine, and additional continuing education courses.
- Case 2025-089 joint stipulation and consent signed by the respondent that included a \$250 fine.

The Board discussed further Board action when respondents failed to payment disciplinary fines and Ms. Hosea reported that the consent agreement could be revoked and other action taken by the Board. The Board commented on rule changes if needed to address failure to comply and holding renewal of license until in compliance, etc.

MOTION: Dr. Hollingsworth made the motion to approve the recommendations of the Investigative Committee as presented. The motion was seconded by Ms. Tidwell and unanimously approved by the Board.

#### Counseling Compact Update

Dr. Crawford, compact liaison, reported on the number of states active in the counseling compact. She asked the Board to consider whether a privilege fee would be added in the future to the licensure process for licensees applying to the Board through the compact, along with charging a fee for criminal background checks. Mr. Warren indicated that he would work on a rule change for the Board to consider.

#### Academia Rule Revision Committee Report

Dr. Hollingsworth indicated that there was no report at this time from the Academia Rule Revision Committee.

### Supervision Committee Report

Dr. Crawford reported that there was no report at this time from the Supervision Committee.

### ALCA Update

Mr. Warren reported on the Board's participating in a Question & Answer Panel Roundup Session at the annual Association meeting. The Board asked that the licensees be notified of Roundup Session and request the licensees submit questions in advance (submit by Tuesday prior to the Thursday session). Mr. Warren reported that the Board members could not claim travel when attending the Association's Annual meeting when also obtaining CE credits.

### OLD BUSINESS

#### Update on Act 2025-455 regarding Age of Consent

Chairperson Robinson indicated that Mr. Warren had reported earlier in the meeting on the changes to age of consent requirements and there was no further discussion.

#### Update on Administrative Management Services Contract and Interagency Agreement

Dr. Crawford reported that the Board's subcommittee, comprised of Mr. Austin, Chairperson Robinson and herself, had met to contemplate new administrative management services proposals and interagency agreements. She reported that the Committee had met with Ms. Elizabeth Sheehan, Esq., concerning an Interagency Agreement and introduced Ms. Sheehan to the Board. Ms. Sheehan addressed the Board about an Interagency Agreement with the Board of Examiners for Dietetic and Nutrition Practice. A copy of the agreement was provided to the Board for consideration. Dr. Crawford reported that the Committee had discussed with Ms. Sheehan key components of Board management, counseling compact, finances, etc. Ms. Sheehan reported that she currently directed oversight of three boards and commented on her Board management experience and employment with the Attorney General's office.

Dr. Crawford commented on the Committee's priority considerations: transition to paperless process, consideration of compact privilege fee assessment, opportunities for CE training and completion of outstanding administrative tasks. Ms. Robinson summarized the Board's process to seek administrative management services and the Board's options of (1) releasing a new RFP for services which may take too long, (2) consider an interagency agreement, which had been presented by Ms. Elizabeth Sheehan or (3) employing staff and becoming self-sustaining, with the Governor's approval, which Mr. Warren was developing a proposed plan.

The Board thanked Ms. Sheehan for her presentation and Ms. Sheehan left the meeting.

Ms. Hosea reminded the Board that the contract with Smith Warren was an emergency contract with no notice of an end-date and an extension of contract had not been signed by the State Procurement Officer.

Mr. Warren commented on the option of self-sustaining by hiring an interim director and staff. The Board asked Mr. Warren to prepare a budget and timeline for the Board's consideration.

It was the consensus of the Board to hold a special meeting on November 25, 2025 at 2:00 p.m. to consider the self-sustaining plan prepared by Mr. Warren and vote conclusively on the best plan. Chairperson Robinson asked Mr. Warren to present the written plan to the Board no later than November 20, 2025 and any questions from individual Board members would be specifically addressed to Mr. Warren to avoid discussion of topics outside of an official meeting. She indicated that, in the interim, the Committee members would explore with the Governor's office the option of employing staff.

#### NEW BUSINESS

##### Public Hearing and Adoption of Final Rule 255-X-3-.02

Mr. Warren reported that amended Rule 255-X-3-.02 had been published for public comments and no comments were received prior nor during the meeting.

MOTION: Dr. Crawford made the motion to approve Final Rule 255-X-3-02 as presented. The motion was seconded by Dr. Austin and unanimously approved by the Board.

Chairperson Robinson called a five-minute recess at 11:40 a.m.

Chairperson Robinson reconvened the meeting at 11:46 a.m.

##### Review Proposals for Academic Reviewer Consultant

Mr. Warren reported that the initial RFP for Academic Reviewer had been released and no responses had been received. He explained that the specifications were then released to the licensees to solicit responses and three proposals were received. The Board reviewed the three responses, Candidates A through C. Mr. Warren explained that if no candidate was found qualified under the Academic Reviewer specifications, then a new RFP would be released. A formal score sheet was provided to the Board to evaluate the three candidates.

The Board determined that Candidate B did not submit enough information to determine eligibility and no resume was provided by Candidate B.

The Board determined that Candidate C did not meet the educational requirements for an Academic Reviewer.

The Board determined that Candidate A did meet the education and other qualifications for an Academic Reviewer. The Board was concerned about the Candidate's proposal to work remotely and not physically in the Board's office to review files onsite.

MOTION: Dr. Hollingsworth made the motion to accept candidate A as a qualified Academic Reviewer. The motion was seconded by Ms. Bowie.

AMENDED MOTION: Dr. Hollingsworth amended the motion to request letters of reference and a committee created to interview the candidate via Zoom to obtain additional information. The amended motion was seconded by Ms. Bowie and the motion did not pass.

MOTION: Dr. Hollingsworth made the motion to create a search committee comprised of Mr. Austin, Ms. Bowie and himself to interview candidate A or any others that submitted a proposal for Academic Reviewer, request three (3) letters of recommendation, and the committee recommend a candidate to the Board to approve. The motion was seconded by Mr. Austin and unanimously approved by the Board.

#### LPC-Supervisor Responsibilities and Liabilities

Dr. Raven Livingston with Auburn University, providing ABSOPP contracted services at the ADYS Mt. Meigs facility, addressed the Board concerning supervision difficulties at the ADYS Program and in accordance with the Board's rules. She reported that ADYS did not currently have an LPC-S inside the program. She explained that LPC-S outside the ADYS program were not allowed by ADYS and access to patient records was not allowed unless employed by ADYS. She reported that the Board did not have a provision for dual supervision of ALCs and to allow external supervision outside of the Board's licensure of LPC-Ss. The Board indicated that they would consider her concerns and review further the Board's statute on this matter and would contact Dr. Livingston if they needed further information for the Board's consideration at a future Board meeting.

#### Proposed 2026 Board Meeting Calendar

Chairperson Robinson presented a list of dates in 2026 for the Board to conduct meetings.

MOTION: Dr. Crawford made a motion to modify the list of meeting dates and approve January 30, March 13, May 29, July 10, September 18 and November 13, 2026 for the Board to conduct regular meetings. The motion was seconded by Ms. Bowie and unanimously approved by the Board.

#### Annual Election of Board Officers

Chairperson Robinson reported that annual election of Board officers was due. Dr. Crawford nominated Dr. Hollingsworth as Board Chair. There were no additional nominations from the members.

MOTION: Dr. Crawford made the motion to election Dr. Hollingsworth as Board Chair. The motion was seconded by Mr. Austin and unanimously approved by the Board.

Ms. Tidwell nominated Dr. Crawford for Board Vice Chair. Chairperson Robinson nominated Mr. Austin for Board Vice Chair. There were no further nominations from the members.

MOTION: Dr. Crawford made a motion to elect Mr. Austin as Board Vice Chair. The motion was seconded by Ms. Bowie and unanimously approved by the Board.

### Review and Approval of Applications

Mr. Warren presented a list of applicants for the Board's approval (copy available in the Board's official Book of Minutes) and indicated that the applications had been reviewed by Dr. Daughhetee.

Initial ALC: Dr. Crawford made the motion to approve the ALC requests for initial issuance of license. The motion was seconded by Ms. Bowie and unanimously approved by the Board.

ALC to LPC: Ms. Tidwell made the motion to approve the requests from ALC to be licensed as LPC. The motion was seconded by Dr. Crawford and unanimously approved by the Board.

Provisional: Dr. Hollingsworth made the motion to approve the requests for Provisional licensure. The motion was seconded by Dr. Crawford and unanimously approved by the Board.

LPC by Endorsement: Dr. Crawford made the motion to approve the LPC applications by endorsement. The motion was seconded by Ms. Bowie and unanimously approved by the Board.

Reduction in Hours: Ms. Bowie made the motion to approve the requests for a reduction in supervision hours. The motion was seconded by Dr. Crawford and unanimously approved by the Board.

LPC-Supervisor: Dr. Crawford made the motion to approve the LPC-Supervisor applications for licensure. The motion was seconded by Ms. Tidwell and unanimously approved by the Board.

Inactive: Dr. Hollingsworth made the motion to approve the requests for inactive licensure. The motion was seconded by Ms. Tidwell and unanimously approved by the Board.

Reactivation: Dr. Crawford made the motion to approve the requests for reactivation of licensure. The motion was seconded by Ms. Tidwell and unanimously approved by the Board.

NCE Accommodations: Dr. Crawford made the motion to approve the requests for NCE accommodations. The motion was seconded by Ms. Tidwell and unanimously approved by the Board.

### Applications for Special Review

Mr. Warren asked the Board for guidance regarding a NCE accommodations request and whether an LPC-S was allowed to request the accommodation or should the request come from a medical provider. Following a review of the NCE accommodations request form, the Board reported that the assessment should be from a qualified professional who had recently evaluated the candidate with respect to the identified disability(s) and section B of the NCE form indicated a credentialed professional as a qualified professional.

Mr. Warren presented an email from applicant HH requesting to renew their LPC license based on the Board's 15-year rule (copy of the request available in the Board's official Book of Minutes). The applicant attended the meeting virtually and responded to questions from the Board to determine eligibility for licensure based on the 8-year requirement for continuous practice. In conclusion, the Board recommended to the applicant that she consider licensure in Mississippi as a path of licensure by reciprocity with the Board. The Board thanked applicant HH for responding to questions regarding her application.

#### OTHER BUSINESS AND ANNOUNCEMENTS

Chairperson Robinson announced that the next regularly scheduled Board meeting would be held on January 30, 2026 at 10:00 a.m.

She reminded the members to attend the Special Board meeting scheduled Tuesday, November 25, 2025 at 2:00 p.m. to consider options for Administrative Management Services.

The Board approved the travel and compensation forms submitted by the members for attending the meeting.

#### ADJOURNMENT

There being no further business, Ms. Tidwell made a motion to adjourn the meeting. The motion was seconded by Mr. Austin and unanimously approved by the Board. Chairperson Robinson adjourned the meeting at 1:05 p.m.

Respectfully Submitted,

  
Jacques L. Austin  
Board Vice Chair

/r/  Minutes approved on: January 30, 2026