

ALABAMA BOARD OF EXAMINERS IN COUNSELING

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Board Meeting September 19, 2025 Minutes

The Alabama Board of Examiners in Counseling held its regularly scheduled meeting on Friday, September 19, 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 10:05 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, Ms. Cynthia Hooper, and Mr. Jacques L. Austin. Members absent were Ms. DeAnna Tidwell and Ms. Jessie Bowie. 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 attending virtually) and 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 September 19, 2025 meeting was provided to the Board members prior to the meeting for their review.

MOTION: Dr. Crawford made the motion to accept the September meeting agenda. The motion was seconded by Dr. Hollingsworth and unanimously approved by the Board.

APPROVAL OF MEETING MINUTES

Chairperson Robinson presented a copy of the minutes of the July 18, 2025 regular Board Meeting, and the minutes of the August 22, 2025 Special Meeting for the Board's approval. Mr. Austin made the motion to approve the July and August meeting minutes as presented. The motion was seconded by Dr. Crawford and unanimously approved by the Board.

MOTION: Mr. Austin made the motion to approve the July meeting minutes with the correction that Mr. Matt Bledsoe served as legal counsel at the meeting. The motion was seconded by Dr. Hollingsworth and unanimously approved by the Board.

EXECUTIVE DIRECTOR REPORT

Mr. Warren presented the Executive Director report to include a list of action items (copy available in the Board's official Book of Minutes). He reported on the current number of licensees and the number of complaints received by the Board in FY 2025 as of August 31, 2025.

Financial Report

Mr. Warren presented to the Board the financial report for the period of July through August. He reported on the cash flow analysis that included revenue and expenses for July and August and for the fiscal year. He reported on line item expenses for the fiscal year compared to budget and reported a projected positive cash balance for the end of FY 2025.

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

Correction to Rule 255-X-3-.02

Mr. Warren reported on corrections to Rule 255-X-3-.02(4)(b) 2. to replace "week" with "year" concerning the average total hours of supervision for an ALC.

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

Hire Board Investigator

Mr. Warren recommended that Ms. Karen Entrekin be employed as the Board's full-time investigator at a rate of \$41.96 per hour. Mr. Warren commented on the increase in complaint cases and reported that Ms. Entrikin was currently employed part-time with the Board and as full-time employee, she would take care of all the ABEC cases and the Wellness Program overview and cases.

MOTION: Dr. Crawford made a motion to change Ms. Entrekin's employment to full-time as discussed. The motion was seconded by Dr. Hollingsworth and unanimously approved by the Board.

Board Records Disposition Authority (RDA) and Scanning of Records

Mr. Warren reported that he was meeting with State Archives staff regarding the Board's Records Disposition Authority process and plans to pursue paperless records, which would require scanning of records and archiving records as needed. Mr. Warren reported that hard copies of records can be accessed from archived records up through a determined destroy date.

Mr. Warren recommended that a retired state employee be employed for approximately 6 months to complete scanning of files and the salary would be at the Retired State Employee rate, which was capped around \$39,500 per year.

MOTION: Dr. Hollingsworth made the motion to approve the employment of a retired state employee as discussed. The motion was seconded by Mr. Austin and unanimously approved by the Board.

LPC-Supervisor Responsibilities and Liabilities at Clinics

Mr. Warren reported on an email inquiry from a LPC-S about their responsibilities extending through the ALC being supervised and the ALC's role as clinical supervisor at a substance abuse outpatient clinic over master's level licensed and non-licensed clinicians. The inquiry involved what liability falls under the LPC-S for the people that the ALC supervises.

The Board considered the matter through a complaint to the Board vs. the liability for the employer. The Board discussed jurisdiction limited to licensees and the LPC-S supervision of the ALC with clients. The Board commented on the LPC-S and ALC should be fully aware of their responsibilities under the Board's statute and rules and the Board could not give legal advice. Mr. Warren reported that the ALCA may have resources for legal advice. Ms. Hosea advised that the LPC-S should seek legal advice concerning the interpretation of the Board's statute and liability in this matter.

Act 2025-455 Act of Consent

Mr. Warren reported on Act 2025-455, changing the age of consent from 14 year of age to age 16. The Board discussed posting information on the Board's website about the new law. Mr. Warren indicated that Senator Stutts, sponsor of the legislative bill, may be able to assist with a summary, as well as the Board of Education. Chairperson Robinson deferred the matter to the next Board meeting so that Mr. Warren could obtain additional information concerning the law and the Board consider the subject matter and a speaker for a future conference.

Update of Wellness Contract – Contract Review Committee Meeting

Mr. Warren reported that the Wellness Contract would be considered at the Contract Review Committee meeting scheduled October 2, 2025. He reported that the contract was not a sole source contract.

Dr. Crawford registered as new Counseling Compact Liaison:

Mr. Warren reported that registration forms had been submitted to the Counseling Compact naming Dr. Crawford as Board Liaison and replacing Dr. Parker.

Future CE Programs

Mr. Warren inquired about the Board's interest in an online virtual program concerning Ethics continuing education (CE). The Board discussed scheduling a CE program in December, separate

from the ALCA annual meeting scheduled in November. Mr. Warren asked for recommendations from the members concerning future CE topics.

Audit and Sunset Committee Meeting

Mr. Warren reported that the Board was scheduled to meet with the Sunset Committee on September 25, 2025 and he encouraged attendance by all Board members. He reported that the Board had no new findings during the recent audit and five of the six prior findings had been resolved. Mr. Warren suggested that the members carpool from the Board's office due to downtown parking difficulties. The members agreed to meet at the Board office at 8:30 AM and the following members indicated that they plan to attend: Chairperson Robinson, Ms. Hooper, Mr. Austin, Dr. Hollingsworth and Ms. Tidwell. Dr Crawford and Ms. Bowie had scheduling conflicts.

LEGAL COUNSEL REPORT

Ms. Hosea presented the recommendations of the Investigative Committee:

- Cases 2025-035, 2025-061, 2025-067, 2025-069 (Ms. Hosea was recused from the IC deliberations), 2025-071, 2025-075, 2025-076, 2025-079, 2025-081, 2025-087, 2025-088, and 2025-091 – close case as unfounded.
- Cases 2025-065, 2025-073 and 2025-074 – close as no jurisdiction.
- Case 2025-066 – founded and letter of concern issued for providing counseling services without a license; license expired in 2022.
- Case 2025-040 – founded and emergency suspension of license for 120 days for failing to comply with Wellness Program.
- Case 2025-054 and 2025-055 same respondent – founded and settlement offered, referral to Wellness Program (quarterly Wellness Program report), additional 6 CE hours to include boundaries, ethics and dual relationships (client related) and assessed \$250 fine.
- Case 2025-058 – founded and counter-offer by respondent's attorney. Accept IC's amended recommendation to reduce fine to \$250, remove probation and continuing additional 6 CE hours regarding supervision.
- Case 2025-089 – founded and settlement offered with \$250 fine assessed and payable within 90 days and present evidence of completing Wellness Program within 90 days.
- Case 2025-015 –Accept surrender of license as IC's amended recommendation.
- LPC self-admitted to Wellness Program and notified by APHP that licensee is non-compliant and licensee requests that license be placed on inactive. Action may be avoidance of discipline and IC recommends establishing formal terms and conditions if reactivation of license is requested.
- ALC in Wellness Program and license is invalid with no LPC-S and license expired in August, 2025. IC agrees with APHP recommendations early termination from Wellness Program.

MOTION: Dr. Crawford made a motion to approve the recommendations of the Investigative Committee. The motion was seconded by Dr. Hollingsworth and unanimously approved by the Board.

Mrs. Harlow commented on an error in the IC report concerning case 2025-040 to indicate 120 days emergency suspension of license instead of 90 days.

MOTION: Mr. Austin made a motion to accept the amended Investigative Committee report as corrected. The motion was seconded by Dr. Hollingsworth and unanimously approved by the Board.

RFP for Administrative Management and Logistical Support Services

Ms. Hosea reported that the RFP for Administrative Management and Logistical Support Services was scheduled to close on September 26, 2025, and a special meeting of the Board would be needed to consider the proposals. It was the consensus of the Board to schedule a special meeting on Monday, October 6, 2025, at 10:00 AM. Ms. Hosea explained that the special meeting would allow the contract to be submitted for the October 23rd deadline for the November Contract Review Committee meeting.

Chairperson Robinson called a ten-minute recess at 11:20 a.m.

Chairperson Robinson reconvened the meeting at 11:30 AM.

Report from Academia Rule Revision Committee

Dr. Hollingsworth indicated that there was no report at this time.

Report from Supervision Committee

Dr. Crawford reported that there was no report at this time.

ALCA UPDATE

Dr. Coleman, attending virtually, gave the ALCA update on behalf of Dr. Driver. She commented on the upcoming annual conference scheduled November 19-21, 2025 in Birmingham. She commented on the Board changing the November meeting to Friday, November 21, at the conference.

OLD BUSINESS

Use of Ketamine

The Board discussed the use of Ketamine and it was the consensus of the Board post information on the Board's website and future inquiries referred to the Alabama Board of Medical Examiners.

NEW BUSINESS

Responses to RFP Academic Review

Mr. Warren reported that the RFP for Academic Reviewer had been posted and not yet closed. He reported that the RFP specifications for the Academic Reviewer could be viewed on the State's Division of Procurement website under the RFP information.

Proposed Rule Changes

Chairperson Robinson reported that the proposed rule change was addressed earlier in the meeting.

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. Hollingsworth made the motion to approve the ALC requests for initial issuance of license. The motion was seconded by Ms. Hooper and unanimously approved by the Board.

ALC to LPC: Mr. Austin made the motion to approve the requests from ALC to be licensed as LPC. The motion was seconded by Dr. Hollingsworth and unanimously approved by the Board.

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

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

LPC-Supervisor: Dr. Hollingsworth made the motion to approve the LPC-Supervisor applications for licensure. The motion was seconded by Mr. Austin and unanimously approved by the Board.

Inactive: Ms. Hooper made the motion to approve the requests for inactive licensure. The motion was seconded by Mr. Austin 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 Mr. Austin and unanimously approved by the Board.

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

Application Special Reviews

Request by HSH to reactivate license. Applicant was initially licensed by endorsement and license was lapsed for several years. The Board reviewed the reactivation requirements that 8 years' experience include counseling as part of daily routine. The Board had additional questions for the applicant, and the Chairperson Robinson deferred the matter to the next Board meeting.

KME requested an appeal of the Board's denial decision concerning clinical psychology degree. The Board discussed the degree not from a CACREP program but was a core equivalent program, which the current Board rule allowed non-CACREP degrees from equivalent core coursework.

MOTION: Dr. Hollingsworth moved to accept Dr. Daughhetee's review and approve KME application for licensure. The motion was seconded by Mr. Austin and passed by majority vote, with Dr. Crawford abstained from voting.

MEG requested an appeal of the Board's denial decision concerning psychology degree. The Board noted from Dr. Daughhetee's review that the core coursework was equivalent.

MOTION: Dr. Hollingsworth made the motion to approve MEG's application for licensure. The motion was seconded by Mr. Austin and passed by majority vote, with Dr. Crawford abstained from voting.

CCP requested licensure with a counseling psychology degree.

MOTION: Mr. Austin made the motion to approve CCP's request for licensure. The motion was seconded by Dr. Hollingsworth and unanimously approved by the Board.

BLR requested licensure as ALC and disclosed a youthful offender status on the application.

MOTION: Dr. Crawford made the motion to approve BLR's application for licensure. The motion was seconded by Dr. Hollingsworth and unanimously approved by the Board.

OTHER BUSINESS AND ANNOUNCEMENTS

Mr. Warren reminded the Board of the Sunset Committee meeting on September 25, 2025.

Chairperson Robinson announced that the next regularly scheduled Board meeting would be held on November 21, 2025 at the ALCA conference in Birmingham.

Chairperson Robinson reminded the members to attend the Special Board meeting scheduled Monday, October 6, 2025 at 10:00 a.m., to consider the responses to the RFP for Administrative Management Services.

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

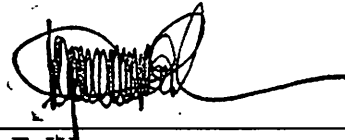
ADJOURNMENT

There being no further business, Dr. Crawford 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 12:10 p.m.

Respectfully Submitted,



Anjanette B. Robinson
Board Chair



Keith E. Warren
Executive Director

/r/ RA Minutes approved on: November 14, 2025