

MINUTES

South Carolina Board of Examiners for the Licensure of Professional Counselors, Marriage and Family Therapists, Addiction Counselors and Psycho-Educational Specialists

February 18, 2025 – 10:00 a.m.

Synergy Business Park – Kingstree Building

Midlands Conference Room

110 Centerview Drive, Columbia, SC 29210

Board Members Present

Dr. Jennifer C. L. Jordan, Chairperson

Robert B. Carter

Patrice Felder

Arvilla Ann Kirven – Departed at 2:45 p.m.

Dr. Sandra Manning

James W. Pruett

Nikita M. Smith

Absent Members

Dr. Markesha Miller, Vice Chair

Staff Members Present

Mary League, Advice Counsel

Sherrie Butterbaugh, Office of Disciplinary Counsel

Roxane Tran, Office of Disciplinary Counsel

Amelia Leaks, Office of Investigations

April Howe, Office of Investigations

Renee Dash, Office of Investigations

Stephen Hoage, Office of Investigations

Courtney Lopez, Office of Investigations

Jon Rayle, Office of Investigations

Pam Dunkin, Board Executive

Shaun Strother, Program Coordinator

Other

Creel Court Reporter

Public Notice of this meeting was properly posted at the office of the South Carolina Board of Examiners for the Licensure of Professional Counselors, Marriage and Family Therapists, Addiction Counselors and Psycho-Educational Specialists, Synergy Business Park, Kingstree Building, 110 Centerview Drive in Columbia, South Carolina was posted on the Board website and provided to any requesting persons, organizations, or news media in compliance with Section 30-4-80 of the 1976 South Carolina Code, as amended, relating to the Freedom of Information Act. A quorum is noted as present. All votes referenced herein were unanimous unless otherwise indicated.

NOTE: These Minutes are a record of the motions and official actions taken by the Board and a brief summary of the meeting.

Meeting Called to Order

Dr. Jordan, Chairperson, called the meeting to order at 10:03 a.m.

Approval of the Agenda

MOTION

On the motion of Mrs. Kirven, seconded by Mr. Carter, the board voted unanimously to approve the agenda. The motion passed.

Approval/Disapproval of Absent Members

MOTION

On the motion of Mrs. Smith, seconded by Mr. Pruett, the board voted unanimously to approve the absence of Dr. Markesha Miller. The motion passed.

Approval of the Minutes – September 16, 2024 and October 8, 2024

MOTION

On the motion of Mrs. Smith, seconded by Ms. Felder, the board voted to approve the September 16, 2024 and October 8, 2024 minutes. The motion passed.

Chairperson Remarks

Dr. Jordan addressed the board.

Disciplinary Hearings – [Closed]

Case#: 2022-81 - This is a closed hearing in accordance with the state and federal confidentiality laws.

Mr. Carter recused himself from all board proceedings regarding Case#2022-26.

Case#: 2022-26 - This is a closed hearing in accordance with the state and federal confidentiality laws.

The board returned to open session.

Board Member Training – Sherri Butterbaugh, Office of Disciplinary Counsel, April Howe, Office of Investigations and Enforcement, Mary League, Advice Counsel and Pam Dunkin, Board Executive

Ms. Butterbaugh, Ms. Howe, Mrs. League and Mrs. Dunkin presented the Board Member Training.

Lunch Break – No Motions

Administrative Reports

Office of Investigations and Enforcement Reports (OIE - Information Only) – April Howe, Office of Investigations addressed the board.

The board reviewed the Statistical Report as information only.

Investigative Review Committee (IRC Information) – April Howe

April Howe, Office of Investigations presented the board with fourteen (14) dismissals, three (3) formal complaints and six (6) letters of caution.

Dismissals

MOTION

On the motion of Mrs. Kirven, seconded by Dr. Manning, the board voted unanimously in favor to accept the IRC recommendations for dismissal of the fourteen (14) cases. The motion passed.

Formal Complaints

MOTION

On the motion of Mrs. Smith and seconded by Mrs. Kirven, the board voted unanimously in favor to accept the IRC recommendations for the three (3) formal complaints. The motion passed.

Letters of Caution

MOTION

On the motion of Mr. Carter and seconded by Mrs. Smith, the board voted unanimously in favor to accept the IRC recommendations for the six (6) letters of caution. The motion passed.

Office of Disciplinary Counsel Report (ODC – Information Only) – Sherrie Butterbaugh,
Office of Disciplinary Counsel

Ms. Butterbaugh, presented the “ODC” report as information only.

Board Executive Reports/Remarks - Pam Dunkin

Mrs. Dunkin presented the following items below as information only.

- Finance Report
- 2025 New Mileage Rate
- Statement of Economic Interest Reports - Due by March 30, 2025
- Expert Reviewer Nominations Reminder
- New CE Requirement on Suicide Assessment, Treatment and Management Treatment
- Review List of New Licensees: 9/13/2024 – 2/10/2025
- Number of Active Credentials as of 2/10/2025
- Number of Continuing Education Providers Approved: 9/13/24 – 2/10/2025
- Ratification of New Licenses and Continuing Education Sponsors Vote: 9/13/24 – 2/10/2025

MOTION

On the motion of Ms. Felder and seconded by Dr. Manning, the board voted unanimously in favor to ratify the New Licenses and Continuing Education Sponsors. The motion passed.

- Application Review Committee: Applications Reviewed: 9/13/24 – 2/10/2025

New Business

a. Board Member Reports – Conference or Meetings Attended

- 2024 Southern Association for Counselor Education and Supervision (SACES) Conference: Dallas, Texas – Dr. Jordan

Dr. Jordan addressed the board.

- American Association of State Counseling Boards (AASCB) 2025 Conference: Myrtle Beach, South Carolina - Dr. Jordan, Dr. Miller and Dr. Pruett

Dr. Jordan and Dr. Pruett addressed the board.

b. Upcoming Travel Meetings – Discussion, Vote and Attendees

- The National Board for Certified Counselors (NBCC) – 2025 CCE & NBCC Counseling Regulatory Boards Annual Summit (CRBS) Meeting: June 25-27, 2025, Austin, Texas
- 2025 American Mental Health Counselors Association Annual Conference (AMHCA): June 24-27, 2025, Las Vegas, Nevada
- The Association of Marriage and Family Therapy Regulatory Boards (AMFTRB) 39th Annual Meeting of State Delegates 2025 and Clear’s Annual Education Conference: 39th Annual Conference: September 15-18, 2025, Chicago, Illinois
- 2025 National Association for Alcoholism and Drug Abuse Counselors (NAADAC) Annual Conference: October 11-13, 2025, Seattle, Washington

MOTION

On the motion of Mrs. Kirven, seconded by Dr. Pruett, the board voted unanimously in favor to approve two (2) Board members and two (2) staff members to attend the 2025 travel meetings. The motion passed.

c. Review and Discussion: LPCA’s and Continuing Education – Dr. Jordan

Dr. Jordan addressed the board on LPCA’s and Continuing Education.

d. Review and Discussion: LPCA’s Not Recommended by Supervisors – Dr. Jordan and Pam Dunkin

MOTION

On the motion of Ms. Patrice, seconded by Dr. Pruett, the board voted unanimously that LPCA’s “Not Recommended” by Supervisors make a Board appearance. The motion passed.

Board Member Arvilla Ann Kirven Departed the Board Meeting at 2:45 p.m.

Old Business

a. Artificial Intelligence (AI): Dr. Jennifer Jordan

Dr. Jordan addressed the board regarding Artificial Intelligence (AI).

Reminder of 2025 Board Meeting Dates

- April 8, 2025
- July 8, 2025
- October 14, 2025

The board reviewed the 2025 Board Meeting Dates as a reminder.

Public Comments: There were no public comments presented.

Adjournment

MOTION

Dr. Pruett moved to adjourn, seconded by Ms. Felder. All were in favor. There being no other business, the meeting was adjourned at 3:13 p.m.