MINUTES

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

July 8, 2025 – 10:00 a.m.
Synergy Business Park – Kingstree Building
Lowcountry Conference Room
110 Centerview Drive, Columbia, SC 29210

Board Members Present
Dr. Jennifer C. L. Jordan, Chairperson
Dr. Markesha Miller, Vice-Chair
Kelly Bollinger
Robert B. Carter
Patrice Felder
Arvilla Ann Kirven
Dr. Sandra Manning
Dr. James W. Pruett
Nikita M. Smith

Absent Members - None

Staff Members Present
Mary League, Advice Counsel
Sherrie Butterbaugh, Office of Disciplinary Counsel
Yarikza Alexander, Office of Investigations
Renee Dash, 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 10:08 a.m.

Approval of the Amended Agenda

MOTION

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

Approval/Disapproval of Absent Members - None

Chairperson Remarks

Dr. Jordan addressed the board and introduced Kelly Bollinger as the newest board member.

Approval of the Minutes – April 8, 2025

MOTION

On the motion of Dr. Manning, seconded by Mrs. Kirven, the board voted to approve the April 8, 2025 minutes. The motion passed.

Application Hearing

RECUSAL (See attached): Dr. Jordan recused herself in all proceedings in Brynton Lett's application hearing. The Board Vice President, Dr. Markesha Miller, handled this hearing.

Brynton Lett: Mr. Lett requested to appear before the Board. The purpose of this hearing was to determine if his partial LPC Hours of Clinical Supervision of Post-Master's Clinical Experience accumulated could be accepted by the Board toward LPC licensure. Mr. Lett appeared before the board and was not represented by legal counsel.

MOTION

On the motion of Mrs. Kirven, seconded by Dr. Pruett, the board voted unanimously to go into executive session to receive legal advice in regards to Brynton Lett's application. The motion passed.

MOTION

On the motion of Mrs. Kirven, seconded by Dr. Pruett, the board voted unanimously to come out of executive session and reconvene in public session. The motion passed.

MOTION

On the motion of Mrs. Smith, seconded by Dr. Pruett, the board voted unanimously to accept Brynton Lett's partial clinical and supervision hours. The motion passed.

Disciplinary Hearings – [All Closed]

Case#: 2024-62 - This is a closed hearing in compliance with the State and Board's confidentiality laws. Respondent appeared before the Board to determine disciplinary action.

MOTION

On the motion of Dr. Miller, seconded by Ms. Bollinger the motion was read by Advice Counsel, Mary League as follows: The Board accepts the Memorandum of Agreement (MOA) for Case#2024-62 with conditions. The motion passed.

<u>Case#: 2023-59</u> - This is a closed hearing in compliance with the State and Board's confidentiality laws. Respondent appeared before the Board to determine disciplinary action.

<u>MOTION</u>
On the motion of Dr. Miller, seconded by Mrs. Kirven the board voted unanimously to accept the Stipulations of Facts (SOF). The burden of proof was not met and Case# 2023-59 is dismissed. The motion passed.

<u>Case#: 2023-105</u> - This is a closed hearing in compliance with the State and Board's confidentiality laws. Respondent appeared before the Board to determine disciplinary action.

<u>MOTION</u>
On the motion of Dr. Pruett, seconded by Ms. Bollinger the motion was read by Advice Counsel, Mary League as follows: The Board accepts the Stipulations of Facts (SOF). The burden of proof was not met and Case#2023-105 is dismissed. The motion passed.

<u>The Board returned to open session.</u>

<u>Administrative Reports</u>

<u>Office of Investigations and Enforcement Reports (OIE - Information Only)</u>
Yarikza Alexander, Office of Investigations addressed the board.

The board reviewed the Statistical Report as information only.

<u>Investigative Review Committee (IRC Information)</u>
Yarikza Alexander, Office of Investigations presented the board with nineteen (19) dismissals, one (1) formal complaint and four (4) letters of caution.

<u>MOTION</u>
On the motion of Dr. Pruett, seconded by Mrs. Kirven, the board voted unanimously in favor to accept the IRC recommendations for the nineteen (19) dismissals, one (1) formal complaint and four (4) letters of caution. The motion passed.

<u>Office of Disciplinary Counsel Report (ODC – Information Only)</u>
Sherrie Butterbaugh, Office of Disciplinary Counsel presented the "ODC" report as information only.

<u>Board Executive Reports/Remarks</u> - Pam Dunkin

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

- Finance Report
- CE Broker Report
- Review List of New Licensees: 3/27/2025 – 6/12/2025
- Number of Active Credentials as of 6/12/2025
- Number of Continuing Education Providers Approved: 3/27/2025 – 6/12/2025
- Ratification of New Continuing Education Sponsors Vote: 3/27/2025 – 6/12/2025

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

- Application Review Committee: Applications Reviewed: 3/27/2025 – 6/12/2025

New Business

a. Board Member Reports – Conference or Meetings Attended

- 2025 South Carolina Association for Marriage and Family Therapy (SCAMFT) Annual Conference: June 6-7, 2025, North Charleston, SC – Nikita Smith

  Mrs. Smith addressed the Board and provided information on some of the topics discussed at the conference, such as on supervisors and sexual diversity.

- 2025 American Mental Health Counselors Association Annual Conference (AMHCA): June 24-27, 2025, Las Vegas, Nevada – Patrice Felder

  Ms. Felder addressed the Board and provided some information on topics discussed at the conference such as how Artificial Intelligence (A.I.) is emerging and how useful it is and helpful when streamlining documentation.

- The National Board for Certified Counselors (NBCC) – 2025 CCE & NBCC Counseling Regulatory Boards Annual Summit (CRBS) Meeting: June 25-27, 2025, Austin, Texas – Dr. Jordan, Dr. Miller and Mrs. Dunkin

  Dr. Jordan, Dr. Miller and Mrs. Dunkin addressed the Board.

  Mrs. Dunkin expressed that she enjoyed the conference. She talked about how "Telehealth Reimbursement" is ending at the end of September 2025 for Medicaid however, she will need to do more research on it to provide additional information. After a few questions from the Board, Mrs. Dunkin mentioned about updates for the website being done to include the "Frequently Asked Questions (FAQ's) being added, and that Dr. Jordan has updated the Continuing Education Units (CEU's) questions for FAQ's and but it will need Advice Counsel review before posting it to the website.

  Dr. Miller agreed with some of the information Mrs. Dunkin provided that was discussed at the conference. Dr. Miller also stated how South Carolina is a good place to be and it is a lot more that the Board can do, such as going to the schools and also going out and finding out what people need then being more active.

  Dr. Jordan addressed the board and spoke about the discussions regarding the Compact and the launching of the system (registration). She mentioned that South Carolina is targeted to be one of the first states to have this implemented. Dr. Jordan also expressed that South Carolina needs a Jurisprudence exam and that she knows of a company that would do implement it. She also mentioned that she had spoken to Ms. Dunkin previously however, she stated that the Agency has an eternal system that could be used.

b. Review and Discussion: Jurisprudence Exam: Dr. Jordan

Dr. Jordan, discussed the Jurisprudence Exam with the Board. She mentioned that a quiz can be created by using Artificial Intelligence (AI). The exam will have a “No Fail” criteria, which means that you keep taking it until you pass and consist of twenty-five (25) questions.

After further discussions the following was discussed and decided:

A committee will need to be created so that one person from each profession on the board will have input and volunteers are welcomed. The following board members volunteered: Dr. Jordan (LPC), Dr. Manning (LPES), Mrs. Kirven (LAC), Ms. Bollinger (LAC), and Mr. Carter (LMFT) volunteered.

A special called meeting will be scheduled to officially make a motion to appoint members that will be on the Jurisprudence exam committee. The meeting will be held by WebEx/Teleconference.

Mrs. Dunkin will need to quickly contact the IT department to do the development piece and setting up the Jurisprudence exam component.

After discussions on the jurisprudence exam Dr. Pruett requested if the board could do a newsletter similar to the North Carolina Board. Dr. Manning suggested a weekly update or reminders to be sent. Mrs. Dunkin mentioned that a newsletter was something that was previously done and that she was sure it could be done. She suggested that the content in the first newsletter sent to licensees should have a “Meet the Board” section. Dr. Jordan then stated that she would develop the newsletter and will revisit with Mrs. Dunkin.

c. Review and Vote on PES FAQ’s for Board Website: Dr. Jordan and Dr. Manning

Dr. Jordan and Dr. Manning addressed the Board about the review of the Psycho-Educational Specialist (PES), Frequently Asked Questions (FAQ’s). This is just an explanation.

MOTION
On the motion of Mrs. Kirven, and seconded by Dr. Pruett and Mrs. Smith, the board voted unanimously in favor to approve the “Psycho-Educational Specialist Frequently Asked Questions” to be placed on the board’s website. The motion passed.

d. Review and Vote on Guidance for the Use of AI in Counseling:
Dr. Jordan and Advice Counsel, Mary League

Dr. Jordan and Mrs. League addressed the Board. Dr. Manning expressed her concerns on informed consent and the confidentiality. Then suggested a “Frequently Asked Questions (FAQ’s)” be created for anyone using AI. Dr. Jordan agreed and stated a HIPPA compliant platform will also be needed when using AI.

After further discussions Dr. Jordan stated that either a Eblast or something in a newsletter will need to be sent to licensees and expressed her concerns about them not receiving the emails. Mrs. Dunkin mentioned that if the licensee has not kept a updated email address then that would happen but stated that sending Eblast is the normal process in getting information out to licensees.

MOTION
On the motion of Ms. Bollinger, and seconded by Dr. Pruett, the board voted unanimously in favor that a E-blast will be sent to licensees. The motion passed.

e. Discussion and Vote: Expert Reviewers – Pam Dunkin

Ms. Dunkin addressed the board and provided the following update: Since the last board meeting we only received two (2) resumes. She provided the board with information on the definition of a Expert Reviewer and that "OIE" is trying to be proactive and have two (2) people listed as expert reviewers. At this time Ms. Dunkin provided the board with the names of one LPES and a LPC for board discussion and vote. This was carried over from the last board meeting to this meeting.

MOTION
On the motion of Mr. Carter, and seconded by Dr. Manning, the board voted unanimously in favor to approve Elizabeth M. Hiller (LPES) and Kimberly Lewis (LPC) to serve as Expert Reviewers.. The motion passed.

f. Discussion and Vote: 2026 Board Meeting Dates

- February 10, 2026
- May 5, 2026
- August 4, 2026
- November 17, 2026

MOTION
On the motion of Ms. Bollinger, and seconded by Mrs. Smith, the board voted unanimously in favor to approve the 2026 Board Meeting Dates. The motion passed.

10. Lunch (Time of Lunch will be the discretion of the Board Chair)

11. Public Comments

12. Adjournment

MOTION
Mr. Carter moved to adjourn, seconded by Ms. Bollinger. All were in favor. There being no other business, the meeting was adjourned at 3:15 p.m.