

MINUTES

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

October 14, 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, President
Dr. Markesha Miller, Vice-President
Patrice Felder
Arvilla Ann Kirven – Departed Early
Dr. Sandra Manning
Dr. James W. Pruett
Nikita M. Smith

Absent Members

Kelly Bollinger

Staff Members Present

Virginia Wetzel, LLR Office of Communications and Governmental Affairs
Mary League, Advice Counsel
Sherrie Butterbaugh, Office of Disciplinary Counsel
Roxane Tran, Office of Disciplinary Counsel
Yarikza Alexander, Office of Investigations
Renee Dash, Office of Investigations
Stephen Hoage, 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 10:00 a.m.

Approval of the Amended Agenda

MOTION

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

Approval/Disapproval of Absent Members

MOTION

On the motion of Mrs. Kirven, seconded by Ms. Felder, the board voted unanimously to approve the absence of Kelly Bollinger. The motion passed.

Approval of Minutes: July 8, 2025 and July 16, 2025

On the motion of Mrs. Kirven, seconded by Ms. Smith, the board voted unanimously to approve the July 8, 2025 and July 16, 2025, Special Called meeting minutes. The motion passed.

President Remarks: Dr. Jennifer Jordan

Dr. Jordan, addressed the board and informed them of Robert “Bob” Carter’s resignation. She expressed great appreciation for the years that Mr. Carter served on the board.

Legislative Update: Virginia Wetzel, LLR Office of Communications and Governmental Affairs

Virginia Wetzel, addressed the board and provided information on topics such as, upcoming Senate bills that impact the board and the new “Oath of Office” process.

Application Hearings

Alicia Lightbourne (Closed Session):

MOTION

On the motion of Mrs. Kirven, seconded Mrs. Smith, the board voted unanimously in favor to go into closed session to be in compliance with the State and Board’s confidentiality laws. The motion passed.

MOTION

On the motion of Dr. Miller, seconded Dr. Pruett, the board voted unanimously in favor to approve Ms. Lightbourne to move forward in the LPC Associate licensure process.

Joseph Mounts (Closed Session):

MOTION

On the motion of Mrs. Kirven, seconded Mrs. Smith, the board voted unanimously in favor to go into closed session to be in compliance with the State and Board’s confidentiality laws. The motion passed.

MOTION

On the motion of Dr. Miller, seconded Dr. Pruett, the board voted unanimously in favor to approve Mr. Mounts to move forward in the LPC licensure process.

MOTION

On the motion of Ms. Felder, seconded Mrs. Kirven, the board voted unanimously in favor to come out of closed session. The motion passed.

Marina Mazer: The purpose of this hearing was to determine if Ms. Mazer should be granted approval to move forward in the LPC Associate licensure process. Ms. Mazer appeared before the board and was not represented by legal counsel.

MOTION

On the motion of Dr. Pruett, seconded by Ms. Smith, the board voted unanimously to go into executive session to receive legal advice in regards to Marina Mazer’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 Dr. Miller, seconded by Ms. Felder, the board voted unanimously to deny Marina Mazer to move forward in the LPC Associate licensure process. The motion passed.

Lunch – No votes were taken during this period.

Mrs. Kirven – Departed the board meeting early.

Disciplinary Hearings – (All Closed)

The board went into closed session to discuss the disciplinary hearings.

NOH-MOA: Case# 2024-41

MOTION

On the motion of Dr. Miller, seconded by Dr. Pruett, the board voted unanimously to accept the MOA, Case #2024-41. The motion passed.

Break – No votes were taken during this period.

NOH-SOF: Case #2021-24, 2023-29, and 2023-33

MOTION

On the motion of Dr. Miller, seconded by Ms. Felder, the board voted unanimously that Advice Counsel will read the motion as follows: The board voted unanimously to accept the SOF, Case #2021-24, 2023-29 and 2023-33. The motion passed.

The board came out of closed session and reconvened in public session.

Administrative Reports

Office of Investigations and Enforcement (OIE) Report – Yarikza Alexander

The board reviewed the Statistical Report as information only.

Investigative Review Conference (IRC) Report – Yarikza Alexander

Ms. Alexander, presented nine (9) dismissals, six (6) formal complaints and three (3) letters of caution to the board.

MOTION

On the motion of Dr. Miller, seconded by Ms. Felder, the board voted unanimously in favor to accept the IRC recommendations for the nine (9) dismissals. The motion passed.

MOTION

On the motion of Ms. Felder, seconded by Dr. Miller, the board voted unanimously in favor to accept the IRC recommendations for the six (6) formal complaints. The motion passed.

MOTION

On the motion of Dr. Miller, seconded by Mrs. Smith, the board voted unanimously in favor to accept the IRC recommendations for the three (3) letters of caution. The motion passed.

Office of Disciplinary Counsel (ODC) Report – Sherrie Butterbaugh

Sherrie Butterbaugh, Office of Disciplinary Counsel presented the “ODC” report as information only.

Board Executive Reports/Remarks – Pam Dunkin

Mrs. Dunkin presented the below as information only.

- Finance Report
Ms. Dunkin, reviewed the finance report through August 31, 2025.
- CE Broker Report
- 2025-2027 Renewals and Audit – Update
Ms. Dunkin, informed the board that she has already been in contact with CE Broker regarding the implementation of the audit and will keep them updated through the process.
- Review List of New Licensees: 6/13/2025 – 9/22/2025
- Number of Active Credentials as of 9/22/2025
- Number of Continuing Education Providers Approved: 6/13/2025 – 9/22/2025
- Ratification of New Continuing Education Sponsors Vote: 6/13/2025 – 9/22/2025

MOTION

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

- Application Review Committee: Applications Reviewed: 6/13/2025 – 9/22/2025

New Business

a. Board Member Reports – Conference or Meetings Attended

- 2025 National Association for Alcoholism and Drug Abuse Counselors (NAADAC) Annual Conference: October 11-13, 2025, Seattle, Washington

The board discussed the NAADAC conference. This topic will be deferred to the next upcoming board meeting being held February 10, 2026, and Ms. Bollinger and Mrs. Kirven will provide a update.

b. Upcoming Travel Meetings – Discussion, Vote and Attendees

- Laws in Ethics in Counseling Conference 2026 – New Orleans, Louisiana, January 27-30, 2026 (Virtual and In-Person)
- 62nd Annual South Carolina Counseling Association (SCCA) Annual Conference 2026: Myrtle Beach, South Carolina, February 18-20, 2026
- American Association of State Counseling Boards (AASCB) 2026 Conference: Orlando, Florida, February 22-24, 2026
- 2026 National Association of School Psychologists (NASP): Chicago, Illinois, February 24-27, 2026
- 2026 American Counseling Association (ACA) Conference and Expo: Columbus, Ohio, April 9-11, 2026
- American Association for Marriage and Family Therapy (AAMFT) 2026 Leadership Symposium: Atlanta, Georgia, April 16-18, 2026

MOTION

On the motion of Dr. Pruett, and seconded by Ms. Felder, the board voted unanimously in favor to approve two (2) board members and two (2) staff members to attend the conferences. The motion passed.

c. Discussion and Vote: Legislative Liaison Contact and Co-Contact

MOTION

On the motion of Ms. Felder, and seconded by Dr. Pruett, the board voted unanimously in favor to approve Dr. Markesha Miller as Legislative Liaison and Dr. Jennifer Jordan as Co-Contact. The motion passed.

d. Discussion and Vote: Expert Reviewer

MOTION

On the motion of Ms. Felder, and seconded by Dr. Pruett, the board voted unanimously in favor to approve Jennifer Bennett, LPC7040 as expert reviewer. The motion passed.

Old Business

a. Jurisprudence Exam Update: Dr. Jennifer Jordan

Dr. Jordan provided the board with a update on the Jurisprudence Exam and discussed topics such as possibly creating a power point presentation, discussions held with CCE regarding them administering the exam on the behalf of the board, when the exam should be taken by potential licensees or existing licensees, and the exam being free of charge. After, board discussions, Dr. Manning addressed some issues with calling the exam “Jurisprudence”. Advice Council, Mary League will review the statutes and see if she can provide some alternative names that the exam can be called in lieu of “Jurisprudence Exam”.

b. Compact Commission Update: Dr. Markesha Miller

Dr. Miller provided the board with a update on the compact. After board discussions, Mrs. Dunkin, informed the board that the FBI portion for the compact has been completed however, the contract regarding data sharing is still under review.

Discussion and Vote: 2026 President and Vice-President

MOTION

On the motion of Ms. Felder, and seconded by Dr. Pruett, the board voted unanimously in favor to nominate and approve the Dr. Jennifer Jordan as President and Dr. Markesha Miller as Vice President for 2026. The motion passed.

Lunch (Time of Lunch will be the discretion of the Board Chair

During lunch no votes were taken.

Public Comments: None

Adjournment

MOTION

Dr. Jordan moved to adjourn, seconded by Mrs. Smith. All were in favor. There being no other business, the meeting was adjourned at 4:35 p.m.