# MINUTES

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

**February 10, 2026 – 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
Kelly Bollinger
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 10:00 a.m.

**Approval of the 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 -** None

**Approval of Minutes:** October 14, 2025

**MOTION**

On the motion of Dr. Manning seconded by Ms. Bollinger, the board voted unanimously to approve the October 14, 2025, minutes. The motion passed.

**President Remarks: Dr. Jennifer Jordan**

Dr. Jordan, addressed the board by welcoming everyone.

**Request for Expungement:** Whitney Windham, LPC7197

Ms. Windham, appeared before the board to request an expungement 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 Whitney Windham's expungement request. The motion passed.

**MOTION**

On the motion of Mrs. Kirven and Dr. Pruett, seconded by Mrs. Smith and Ms. Bollinger, the board voted unanimously to come out of executive session. The motion passed.

**MOTION**

On the motion of Dr. Pruett, seconded by Ms. Bollinger and Ms. Felder, the board voted unanimously to approve Whitney Windham's request for expungement. The motion passed.

**Disciplinary Hearing – (Closed)**

**The board went into closed session to discuss the disciplinary hearing.**

**NOH-MOA: Case# 2023-100**

**MOTION**

On the motion of Dr. Miller, seconded by Mrs. Kirven, the board voted unanimously to accept and dismiss the MOA, Case #2023-100. The motion passed.

**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 eleven (11) dismissals, seven (7) formal complaints and three (3) letters of caution to the board.

**MOTION**
On the motion of Ms. Bollinger, seconded by Mrs. Kirven, the board voted unanimously in favor to accept the IRC recommendations for the eleven (11) dismissals, seven (7) formal complaints and 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.

**The board is in public session.**

**Board Executive Reports/Remarks – Pam Dunkin**

Mrs. Dunkin presented the below as information only.

- Finance Report
  Ms. Dunkin, reviewed the finance report through December 31, 2025.

- CE Broker Report
  Ms. Dunkin, reviewed the January 15, 2025, CE Broker report.

- 2026 New Mileage Rate
  Mrs. Dunkin, informed the board that the 2026 mileage rate will be 72 ½ percent per mile for reimbursement purposes.

- Statement of Economic Interest Reports – Due by noon on March 30, 2026
  Mrs. Dunkin, reminded the board of the deadline to file the statement of economic interest reports. Furthermore, Ms. Strother has sent out notices to all of the board members and will continue to send reminders to those who have not filed in the next upcoming weeks.

- 2025-2027 CE Audit – Update
  Ms. Dunkin, informed the board that a meeting has already taken place with CE Broker to discuss the "CE Audit" and that she is currently reviewing the notice that will be sent to licensees selected. By the next scheduled board meeting being held, May 5, 2026 everyone selected will have received the notice.

- Review List of New Licensees: 9/23/2025 – 1/15/2026 (Information Only)
- Number of Active Credentials as of 1/15/2026 (Information Only)
- Number of Continuing Education Providers Approved: 9/23/2025 – 1/15/2026 (Information Only)
- Ratification of New Continuing Education Sponsors Vote: 9/23/2025 – 1/15/2026 (Information Only)

**MOTION**
On the motion of Mrs. Kirven, 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: 9/23/2025 – 1/15/2026 (Information Only)

**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:
  Arvilla "Ann" Kirven and Kelly Bollinger

  Mrs. Kirven and Ms. Bollinger addressed the board. Both, mentioned topics discussed at the "NAADAC" conference such as on ethics, detoxing/self-care, and gambling.

- 2025 South Carolina Association of School Psychologists (SCASP) Fall Conference:
  October 15, 2025, Florence, South Carolina: Dr. Sandra Manning

  Dr. Manning addressed the board. She mentioned that one topic discussed at the "SCASP" conference was regarding, Gmail and artificial intelligence (AI) usage/process. The board had a brief discussion about chat generative pre-trained transformer (ChatGPT) usage within the profession.

- Laws in Ethics in Counseling Conference 2026 – New Orleans, Louisiana,
  January 27-30, 2026 (Virtual and In-Person): Dr. Jennifer Jordan and
  Dr. Markesha Miller

  Dr. Jordan addressed the board. She stated that she received some good information from attending the "Laws in Ethics in Counseling" conference regarding artificial intelligence (AI) and violations. These topics could assist with the boards ethics tutorial that is currently being drafted.

**b. Upcoming Travel Meetings – Discussion, Vote and Attendees**

- 2026 South Carolina Association of School Psychologists (SCASP) Spring Conference: Columbia, South Carolina, March 12-13, 2026
- 2026 American Mental Health Counselors Association Annual Conference (AMHCA): Portland, Oregon, June 23-26, 2026

- The National Board for Certified Counselors (NBCC) – 2026 CCE & NBCC Counseling Regulatory Boards Annual Summit (CRBS) Meeting: CRBS, Dearborn, Michigan,
  June 23-25, 2026

**MOTION**
On the motion of Ms. Bollinger, and seconded by Dr. Miller, the board voted unanimously in favor to add the 2026 American College Counseling Association (ACCA) conference. Two (2) board members and two (2) staff members were approved to attend all of the conferences. The motion passed.

The board discussed the upcoming 2026 NAADAC and Clear conferences. Ms. Dunkin, expressed that both conferences will be added to the upcoming board meeting Agenda in May.

**Old Business**

**a. Jurisprudence Exam Update: Dr. Jennifer Jordan – (Closed Session)**

**MOTION**
On the motion of Dr. Miller, seconded by Ms. Bollinger and Dr. Pruett, the board voted unanimously in favor to go into closed session to protect the confidentiality of the jurisprudence exam and mark content to be discussed as "Confidential". The motion passed.

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

The board had a brief discussion on content that could be added in the quarterly newsletter on the behalf of the board and reviewing/updating the "Laws/Policies" posted on the website.

**b. Compact Commission Update: Dr. Markesha Miller and Pam Dunkin**

Dr. Miller and Ms. Dunkin provided the board with a update on the compact. Dr. Miller, mentioned that she serves on the compact compliance committee and that compliance will be crucial in tracking licensees from state to state, time sensitive in reporting once South Carolina has it fully implemented/operational, and it may be a huge volume of applicants expected to apply through the compact. She also mentioned that her understanding, from the compliance committee meetings, that the Occupational Therapy (OT) board is one of the boards that has made a lot of process in the compact process and maybe the Counselors board can get some assistance from the OT board.

Ms. Dunkin, insured the board that from the board that from her knowledge the OT board is not further along in the implementation/process than the Counselors board. She stated that the FBI portion for the compact has been completed as mentioned previously, however, the contract regarding data sharing is still under review.

After further board discussions, Dr. Jordan and Dr. Miller expressed how they would like to see progress and inquired if there will be a fee and if the application has already been created. Mrs. Dunkin, informed the board that an application has not been created and there will not be an application fee. Dr. Jordan then suggested that the board hire another staff member that is designated for only processing compact license applications, etc. due to the expected volume or possibly outsourcing to another Agency/Company. Mrs. Dunkin, agreed with the outsourcing being a good idea and will check into the options in the future.

**Lunch (Time of Lunch will be the discretion of the Board Chair** – No lunch taken.

**Public Comments: None**

**Dr. Pruett, requested that the board go into executive session to discuss a email sent to Mrs. Dunkin. Mrs. Kirven withdrew her motion for adjournment.**

**MOTION**
On the motion of Dr. Pruett, seconded by Ms. Bollinger, the board voted unanimously in favor to go into executive session. The motion passed.

**MOTION**
On the motion of Mrs. Kirven, seconded by Dr. Pruett, the board voted unanimously in favor to come out of closed session. The motion passed.

**Adjournment**

**MOTION**
On the motion of Mrs. Kirven, and seconded by Ms. Bollinger, the board moved to adjourn. All were in favor. There being no other business, the meeting was adjourned at 12:45 pm.