

State of Alaska
DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT DIVISION OF
CORPORATION, BUSINESS, AND PROFESSIONAL LICENSING

BOARD OF PROFESSIONAL COUNSELORS
Minutes of the meeting November 14, 2025

By the authority of AS 08.01.070(2) and in compliance with the provisions of AS 44.62, Article 6, a scheduled meeting of the Board of Professional Counselors, originated virtually via Zoom.

Agenda Item – Call to Order/Roll Call

The board chair called the meeting to order at 10:01 am.

Board Members Present Constituting a Quorum

Crystal Herring, Chair, Licensed Professional Counselor

Carrie Elaine Border, Licensed Professional Counselor

Ashley Martin, Licensed Professional Counselor

Staff Members Present

Lacey Derr, Program Coordinator II

Jeanne Pace, Program Coordinator I

Miriam Honea, Licensing Examiner III

Marlo Adams, Licensing Examiner III

Melissa Dumas, Administrative Operations Manager

Jasmin Bautista, Investigator III

Public Members Present

Terrence Simpson

Agenda Item - Ethics Disclosure

The board had no ethics disclosures to report.

Agenda Item - Review/Approve Agenda

In a motion duly made by Carrie Elaine Border, seconded by Ashley Martin with unanimous consent, it was resolved to approve the November 14, 2025, agenda as presented.

Board Member	Approve	Deny	Recuse	Absent
Crystal Herring, Chair	X			
Carrie Elaine Border	X			
Ashley Martin	X			

Agenda Item - Public Comment

There were no comments from the public.

Agenda Item - Investigations

Jasmin Bautista, Investigator III, shared the investigative report for period August 5, 2025, to November 3, 2025. There are 23 open cases, no old cases, and 3 closed cases.

Agenda Item - Consent Agreements

In accordance with the provisions of Alaska Statute 44.62.310(c) and Alaska Constitutional Right to Privacy Provisions, Ashley Martin, moved that the Alaska State Board of Professional Counselors enter into executive session for the purpose of matters which by law municipal, charter or ordinance, are requested to be confidential. The board staff to remain during the session are Lacey Derr, Jeanne Pace, Miriam Honea, and Marlo Adams. Carrie Elaine Border seconded the motion. Passed by unanimous consent.

Board Member	Approve	Deny	Recuse	Absent
Crystal Herring, Chair	X			
Carrie Elaine Border	X			
Ashley Martin	X			

Off record 10:10 am

On record 10:18 am

In a motion duly made by Carrie Elaine Border, seconded by Ashley Martin with unanimous consent, it was resolved to approve the consent agreement for case number #2024-001109.

Board Member	Approve	Deny	Recuse	Absent
Crystal Herring, Chair	X			
Carrie Elaine Border	X			
Ashley Martin	X			

Crystal Herring, board chair, was the reviewing member for case 2024-001156 and recused herself from discussion and voting involving this case.

In accordance with the provisions of Alaska Statute 44.62.310(c) and Alaska Constitutional Right to Privacy Provisions, Ashley Martin, moved that the Alaska State Board of Professional Counselors enter into executive session for the purpose of matters which by law municipal, charter or ordinance, are requested to be confidential. The board staff to remain during the session are Lacey Derr, Jeanne Pace, Miriam Honea, and Marlo Adams. Carrie Elaine Border seconded the motion. Passed by unanimous consent.

Board Member	Approve	Deny	Recuse	Absent
Crystal Herring, Chair	X			
Carrie Elaine Border	X			
Ashley Martin	X			

Off record 10:20 am

On record 10:28 am

In a motion duly made by Ashley Martin, seconded by Carrie Elaine Border with unanimous consent, it was resolved to approve the consent agreement for case number #2024-001156.

Board Member	Approve	Deny	Recuse	Absent
Crystal Herring, Chair			X	
Carrie Elaine Border	X			
Ashley Martin	X			

Off record 10:34 am

On record 10:40 am

Agenda Item - Division Updates

Melissa Dumas, Administrative Operations Manager, presented the fiscal year 2025, fourth quarter financial report to the board.

Fee regulations and proposed fee increases were shared with the board in response to the professional counselor program's fiscal deficit.

Off record 11:05 am

On record 11:09 am

Agenda Item – Regulations/Administrative Order 360

Jeanne Pace, Program Coordinator I, presented the draft edits to the regulations in response to Administrative Order 360. Compliance with the administrative order requires a 25% reduction in regulation and a decrease to administrative burden by the end of December 2027. The goal is to reduce by 15% in the first year and go up to 25% by the end of the second year. The full plan must be to the director by February 13, 2026.

Agenda Item – Regulations/Associate License

Jeanne Pace, Program Coordinator I, presented the proposed regulation changes surrounding the new license type for associate professional counselor. The associate professional counselor license is for those applicants who are obtaining supervision toward full licensure. Board questions and discussion regarding the proposed associate professional counselor license ensued during the program coordinator's presentation. A tentative date of October 31, 2026, was agreed upon as the starting date that any supervision hours received outside of an associate counselor license will not be accepted towards the total supervision hours.

Agenda Item – Lunch

Off record 12:07 pm

On record 12:43 pm

Agenda Item – Regulations/Associate License Continued

Review and discussion of proposed regulation changes continued.

Off record 2:29 pm

On record 2:35 pm

Agenda Item – Regulations/Associate License Continued

The board agreed to a preliminary list of regulation changes that will be modified or removed.

In a motion duly made by Ashley Martin, seconded by Carrie Elaine Boarder with unanimous consent, it was resolved to accept the agreed upon reform plan and decisional document template.

Board Member	Approve	Deny	Recuse	Absent
Crystal Herring, Chair	X			
Carrie Elaine Border	X			
Ashley Martin	X			

The board wants the agreed upon items completed as soon as possible.

In a motion duly made by Carrie Elaine Boarder, seconded by Ashley Martin with unanimous consent, it was resolved to approve the following language for public comment for project 2024200515 unless substantive changes are made by the regulation specialist or Department of Law. The updated draft may be sent to law for preliminary review:

The addition of the Associate Counselor license type in 12 AAC 62.145, Amendments to 12 AAC 62.200 regarding supervisor certification requirements, Amendments to language in 12 AAC 62.220 regarding language consistency with statute, and requiring experience be obtained with a license, Addition of section 12 AAC 62.225 regarding a supervision plan, Amendments to section 12 AAC 62.300 to include renewal requirements for supervisor certifications, and Moving 12 AAC 62.350(b) to definitions.

Board Member	Approve	Deny	Recuse	Absent
Crystal Herring, Chair	X			
Carrie Elaine Border	X			
Ashley Martin	X			

Agenda Item – New Business

The board had no new business to discuss.

Agenda Item – Customer Correspondence

The board cannot decide until the application, applicable fees, and supporting documentation have been received. The board needs to see the full application to ensure the application in its entirety meets regulation requirements. The board generally agrees that music therapy does fall under the broader definition of professional counseling if the music therapy degree meets the degree requirements in regulation.

Agenda Item - Sunset Audit Results

The final Sunset Audit results were shared with the board. The results show that the professional counselor board is performing as it should. There were findings in the areas of timely suggestions to update fees and the filling of board member seats that counted in the decision on when this board is audited again. The two findings are not within the purview of the board but are division responsibilities. The board chair did submit her disagreement with the findings as these findings were not within the board's control. The board should elect a delegate to speak on behalf of the board when the audit is discussed at the legislative level.

In a motion duly made by Carrie Elaine Border, seconded by Ashley Martin with unanimous consent, it was resolved to approve Crystal Herring to speak on behalf of the board at the legislative level.

Board Member	Approve	Deny	Recuse	Absent
Crystal Herring, Chair	X			
Carrie Elaine Border	X			
Ashley Martin	X			

Agenda Item - Position Statement

In a motion duly made by Ashley Martin, seconded by Carrie Elaine Border with unanimous consent, it was resolved to remove 730 days from the position statement.

Board Member	Approve	Deny	Recuse	Absent
Crystal Herring, Chair	X			
Carrie Elaine Border	X			
Ashley Martin	X			

Agenda Item - Reinstatement Delegation

In a motion duly made by Ashley Martin, seconded by Carrie Elaine border with unanimous consent, it was resolved to delegate authority to the department to approve a reinstatement application under 12AAC 62.340 if the licensee meets all applicable requirements.

Board Member	Approve	Deny	Recuse	Absent
Crystal Herring, Chair	X			
Carrie Elaine Border	X			
Ashley Martin	X			

Agenda Item – Oral Comment

Jeanne Pace read the telehealth oral comment into the record. The business license division handles the telemedicine business registry licensure.

Agenda Item - Random Audit Form

Jeanne shared the random audit form with the board, so the board is aware of the form as audits come through for their review.

Agenda Item - Future Board Meetings

The previously scheduled board meeting for Friday, January 16, 2026, was rescheduled to January 29, 2026. The meeting time is to be determined by division staff.

Agenda Item – Adjournment

In a motion duly made by Ashley Martin, seconded by Carrie Elaine Border with unanimous consent, it was resolved to adjourn the November 14, 2025, meeting at 4:16 pm.

Board Member	Approve	Deny	Recuse	Absent
Crystal Herring, Chair	X			
Carrie Elaine Border	X			
Ashley Martin	X			

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Date final minutes approved by the board: Board Meeting ✓ Onboard	12.12.2025
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