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

6 **BOARD OF PROFESSIONAL COUNSELORS**
7 **Minutes of the meeting January 29, 2026**
8

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

11
12 **Agenda Item – Call to Order/Roll Call**

13 The board chair called the meeting to order at 10:00 am.
14

15 **Board Members Present Constituting a Quorum**

16 Crystal Herring, Chair, Licensed Professional Counselor

17 Carrie Elaine Border, Licensed Professional Counselor

18 Ashley Martin, Licensed Professional Counselor
19

20 **Staff Members Present**

21 Miriam Honea, Licensing Examiner III

22 Marlo Adams, Licensing Examiner III

23 Melissa Dumas, Administrative Operations Manager

24 Jasmin Bautista, Investigator III

25 Kim Lily, Paralegal II
26

27 **Public Members Present**

28 There were no members of the public in attendance.
29

30 **Agenda Item - Ethics Disclosure**

31 The board had no ethics disclosures to report.
32

33 **Agenda Item - Review/Approve Agenda**

34 **In a motion duly made by Ashley Martin, seconded by Carrie Elaine Border with unanimous**
35 **consent, it was resolved to approve the January 29, 2026, agenda as presented.**

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

36
37 **Agenda Item - Public Comment**

38 Public comment opened at 10:05 am. No members of the public were in attendance.

39 Public comment closed at 10:05 am.
40

41 **Agenda Item - Investigations**

42 Jasmin Bautista, Investigator III, shared the investigative report for the period of November 4, 2025,
43 to January 21, 2026. There are 19 open cases including continuing education and license
44 application matters. There are 5 closed cases for this period.

45 **Agenda Item - Consent Agreement**

46 Crystal Herring recused herself from the discussion and vote of consent agreement #2024-0826 as
47 she was the reviewing board member.

48
49 **In accordance with the provisions of Alaska Statute 44.62.310(c) and Alaska Constitutional**
50 **Right to Privacy Provisions, Ashley Martin, moved that the Alaska State Board of Professional**
51 **Counselors enter into executive session for the purpose of subjects that tend to prejudice the**
52 **reputation and character of any person, provided the person may request a public discussion.**
53 **The board staff to remain during the session are Kim Lily, Miriam Honea, and Marlo Adams.**
54 **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			

55
56 10:12 am off record
57 10:15 am on record

58
59 **In a motion duly made by Carrie Elaine Border, seconded by Ashley Martin with unanimous**
60 **consent, it was resolved to approve the consent agreement for case number #2024-0826.**

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

62
63 **Agenda Item - Division Update**

64 Melissa Dumas Administrative Operations Manager gave the 2nd quarter FY 2026 financial report to
65 the board. Fee changes are still with the department of law for review.

66
67 **Agenda Item - New Business/Inquiry from Marital and Family Therapy (MFT) Board**

68 A question from the MFT board chair was presented regarding combining all the mental health
69 boards. The board discussed the topic briefly but ultimately decided they need more information.

70
71 **Agenda Item - Future Board Meetings**

72 The next PCO board meeting will be April 17, 2026. If there is a lot to discuss the meeting will start
73 at 9:00 am. If the agenda is short, the meeting will start at 10:00 am. The division can let the board

74 know of the definitive start time 3 weeks in advance so board members can schedule their clients
75 accordingly.

76

77 **Agenda Item - Annual Report**

78 The annual report template was shared with the board. The completed annual report is due to the
79 division by May. Carrie Elaine took the needs section, Crystal took the accomplishments section,
80 and Ashley will work on the activities section. Drafts of the annual report sections are due to the
81 division April 10th.

82

83 There was a question put forth by the board pertaining to recruitment of board members. How is
84 recruitment handled for someone without professional credentials (public member)? The answer
85 presented was that Boards and Commissions recruit for these positions. The board asked for a
86 description of the public member position.

87 **Agenda Item – Adjournment**

88 **In a motion duly made by Ashley Martin, seconded by Carrie Elaine Border with unanimous**
89 **consent, it was resolved to adjourn the January 29, 2026, meeting at 10:47 am.**

90

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: <input type="checkbox"/> Board Meeting <input checked="" type="checkbox"/> Onboard	03.06.2026
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