

ALABAMA BOARD OF EXAMINERS IN MARRIAGE AND FAMILY THERAPY
POST OFFICE BOX 240216 • MONTGOMERY, ALABAMA 36124-0216
PHONE: (334) 395-7455 • FAX: (334) 409-9232
WWW.MFT.ALABAMA.GOV

Board Meeting Minutes
January 27, 2017

The Alabama Board of Examiners in Marriage and Family Therapy met on Friday, January 27, 2017, at the Board office in Montgomery for the purpose of conducting Board business. Members present were as follows: Mr. Jeremy Blair, Board Chair; Ms. Belinda Mitchell, member and Dr. Scott Ketring, member. Board member absent were Mr. Bobby Malone and Susan Goertz. Also present were: Mr. Keith E. Warren (Executive Director), Mr. Todd Hughes (Assistant Attorney General), Ms. Hope Childers (Administrator), and Ms. Renee' Reames (Executive Secretary to Mr. Warren and recording secretary).

The regularly scheduled meeting was advertised on the Board's website, www.mft.alabama.gov, and the Secretary of State's website, www.sos.alabama.gov, in accordance with the Alabama Open Meetings Act.

The meeting was called to order by Mr. Blair at approximately 10:00 a.m. with a quorum of the members present.

Mr. Blair presented the minutes from the last Board meeting for the Board's approval. A motion was made by Dr. Ketring to approve the minutes from September 23, 2016 meeting as presented. The motion was seconded by Ms. Mitchell and unanimously approved by the Board, with none voting "nay".

Mr. Blair reported that he had contacted the Association about the filling the Board vacancy due to Ms. Goertz's resignation and nominations were forthcoming.

Mr. Blair also presented to the Board, for their consideration, a letter from the TeleHealth Certification Institute about participating in an upcoming conference call.

Mr. Warren presented the Board the financial activities as of December 31, 2016, to include a line item financial summary. He also reported on the number of licensees (320 total), along with number of expired licenses that are eligible to renew by March 1, 2017, subject to paying a late fee. He reported that some licensees had inquired about seeking new designations rather than renewing their current license. Mr. Warren included in his Executive Director Report to the Board information about the number of complaints received during FY 2016, as well as FY 2017. Dr. Ketring made a motion to accept the financial report as presented. The motion was seconded by Ms. Mitchell and unanimously approved by the Board, with none voting "nay".

Ms. Childers presented the Administrator's Report to include a list of administrative, financial and complaint investigations performed by the staff, since the date that the Board became affiliated with Warren & Company, Inc. The Board members supported the Administrator's efforts to re-organization the licensee files in accordance with best administrative procedures.

During the Legal Counsel report by Mr. Hughes, the Board was advised that attempts were made to serve a disciplinary letter to a respondent in an open complaint case; however, the letter was returned

Dr. Ketring presented a draft of modified Rules and Regulations for the Board's review and approval. He indicated that he would prepare talking points with corresponding pages to simplify the Board's review. The members thanked Dr. Ketring for his efforts and Mr. Blair indicated that discussion of the modified Rules would be continued into the next meeting to allow time for the members to submit comments and present for approve at the next meeting.

Dr. Ketring also recommended that application forms and alike be posted on the Board's website that are formatted to complete electronically. Mr. Warren reported that he was working with the IT vendor in completing this process.

Mr. Warren presented to the Board an email from AMFTRB about establishing a process for Special Arrangements Requests for non-English Language candidates for taking the MFT National Examination. Dr. Ketring made a motion to approve Alabama participation in the English Language Learner-Special Arrangements Request process. The motion was seconded by Ms. Mitchell and unanimously approved by the Board, with none voting "nay".

Mr. Blair presented for the Board's approval 2 additional dates in 2017 for the Board to conduct business meetings. Following some discussion, the Board members unanimously agreed to hold meetings on April 21, 2017 and July 28, 2017.

Mr. Blair reported that election of Board officers was due. Dr. Ketring nominated Mr. Blair as Board Chair and Ms. Mitchell seconded the motion. There were no other nominations from the floor and the members unanimously agreed to elect Mr. Blair as Board Chair. There were no members voting "nay".

Mr. Blair made the motion to nominate Dr. Ketring as Board Vice Chair and Ms. Mitchell seconded the motion. There were no other nominations from the floor and the members unanimously agreed to elect Mr. Ketring as Board Vice Chair. There were no members voting "nay".

Ms. Paulene presented applications for the Board's approval, noting that one signature by a Board member was sufficient. Mr. Ketring made a motion to approve the applications as presented. The motion was seconded by Ms. Mitchell and unanimously approved by the Board, with none voting "nay".

Mr. Blair announced that the next meeting of the Board was scheduled April 21, 2017 at 10:00 a.m.

There was no further business of the Board and Mr. Blair adjourned the meeting at 11:24 a.m.

Respectfully submitted,


Jeremy Blair, Chair


Keith E. Warren, Executive Director

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