

**TEXAS STATE BOARD OF EXAMINERS OF PROFESSIONAL COUNSELORS**  
**Administration & Finance Committee**  
**Friday, October 19, 2007**  
**Amarillo College**  
**College Union Bldg.**  
**2011 S. Washington Street, Rm 106**  
**Amarillo, TX 79109**

**MINUTES**

**Committee Members Present:**

Judith Powell, Chair  
Ana Bergh  
James Castro

**DSHS Staff Present:**

Dan Meador  
Bobbe Alexander  
Stephen Mills  
Carolyn Samples

**Guests Present:**

Kim Hatley  
Richard Watts

**Agenda Item 1** was the call to order at 9:00 am by Ms. Powell.

**Agenda Item 2** was the introduction of members, staff and guests.

**Agenda Item 3** was to review and accept committee minutes from the June 23, 2007 meeting. The minutes were approved by acclamation.

**Agenda Item 4** was the committee chair report concerning issues affecting the board. Ms. Powell reported on her participation in a meeting with state boards in August, and various presentations in different locations.

**Agenda Item 5** was the executive director's report. Ms. Alexander reported on the application processing status, her work on agreed orders and scheduling informal conferences, and her participation in a Texas Counseling Association presentation for school counselors.

**Agenda Item 6** was the Professional Licensing and Certification Unit report. Mr. Mills reported on the new unit manager, mileage reimbursement changes, the unit workload, the impact of the building flood, and unit resources.

**Agenda Item 7** was the discussion and possible action concerning the PLC Unit Report. No action was taken.

**Agenda Item 8** was the discussion and possible action concerning conference attendance. No action was taken.

**Agenda Item 9** was the report from Texas Counseling Association's (TCA) Executive Director. Kim Hatley, TCA Liaison, reported on dual goals between the board and TCA, concerns regarding customer service, the upcoming TCA Conference in Corpus Christi, and introduced Richard Watts from TCA.

**Agenda Item 10** was public comment. There was none.

**Agenda Item 11** was the adjournment of the meeting. Ms. Powell adjourned the meeting at 9:50 am.

Approved by the committee on February 22, 2008.  
Judith Powell, Chair