

KENTUCKY BOARD OF LICENSED PROFESSIONAL COUNSELORS
MEETING MINUTES
March 15, 2024

A meeting of the Kentucky Board of Licensed Professional Counselors was held via teleconference on March 15, 2024.

MEMBERS PRESENT

Dr. Hannah Coyt
Dr. Andrea Brooks
Beverly Martin
Denise Hutchins
Dr. Charles Pemberton
R. Kyle May

DPL STAFF

Kristen Lawson, Commissioner
Lyndsay Sipple, Admin Section Supervisor
Courtney Cook, Admin Section Supervisor
Stephanie Hilson-Robinson, Board Administrator
Robert Brossart, Board Administrator

MEMBERS ABSENT

W. Jake Roberts

LEGAL COUNSEL

Sara Janes, OLS

OTHER

Dawn Hinton, KCA
Marisa Neal, MMN Consulting
Sheila Kleiser, KMHCA
Rebecca Bowling
Julie M.

CALL TO ORDER

Chair Coyt called the meeting to order at 10:05 a.m.

MINUTES

Ms. Hutchins made a motion to approve the February 16, 2024, meeting minutes. Dr. Pemberton seconded the motion. Motion carried.

Ms. Hutchins made a motion to approve the March 1, 2024, meeting minutes. Mr. May seconded the motion. Motion carried.

MONTHLY FINANCIAL REPORT

The Board reviewed the February 2024 financial reports. No action is needed.

DPL REPORT

Nothing new to report.

NEW BUSINESS

Discussion for rescheduling complaints committee deferred to April.

The Board discussed the returned CRBS TA-37 Memo. Chair Coyt and additional members spoke of the importance of being at the national conferences. KY is a leading member of many counseling

organizations due to attending, engaging, and educating at the conferences they attend. Board Counsel submitted a proposed update to the original memo for Board review and discussion. After additional edits by the Board, it will be resubmitted for approval.

The Board reviewed the Department for Medicaid Services' comments and revisions to 907 KAR 15:005 and 907 KAR 1:044, regarding the definition of a MHA and defining their role. Department for Medicaid Services will be holding a public hearing on April 9, 2024, at 10:00, which Vice Chair Brooks has requested to speak. The Board agreed she will speak on their behalf. Dr. Pemberton made a motion to allow Vice Chair Brooks to attend the public hearing on April 9, 2024, and make comments on behalf of the Board. Motion seconded by Mr. May, which carried.

Board Counsel and the Board discussed the statutes and regulations relating to Written Reprimands and Written Admonishments. Counsel stated the Complaints Committee has historically used a Written Reprimand as a less serious and private means of issuing a reprimand, however, according to the Statutes and Regulations, a Written Reprimand is a more serious, public reprimand, including conducting a hearing. Board Counsel recommends rescinding all Written Reprimands since 2022 and revising. Counsel expects there to be 20 Written Reprimands to rescind. Additional discussion to take place in Complaints Committee.

The Board asked for the Updated Regulations Memo that was emailed on March 13, 2024, to be placed on the website. Board Counsel relayed that updated Regulations have been posted online, except for Continuing Education Requirements. Counsel will email LRC requesting the Regulation be updated.

Ms. Hutchins submitted, and the Board reviewed, a draft of the Revised FAQs and a draft for Proposed additional FAQs. After discussion, the Board asked for additional bullet points. Ms. Hutchins will revise the FAQs. The updated FAQs will be placed on the Agenda for the Special Meeting on March 29, 2024, for approval. Dr. Pemberton made a motion to remove the current FAQs from the Board website and replace with the new FAQs upon a vote by the Board on March 29. Motion seconded by Vice Chair Brooks, which carried.

APPLICATIONS COMMITTEE

Vice Chair Brooks made a motion to enter closed session at 11:48 a.m., pursuant to KRS 61.810(1)(c); (1)(j) and (1)(k) regarding deliberations of quasi-judicial bodies at which information protected by federal and state law may be discussed, to discuss applications and pending litigation/complaints. Ms. Martin seconded the motion, which carried, and the board entered closed session.

Dr. Pemberton motioned to come out of the closed session at 12:51 p.m. Ms. Martin seconded the motion, which carried. No action was taken during the closed session.

Dr. Pemberton made a motion to refund \$360.00 to *Be Heroes in the Stories of Our Children*, for a denied CEU application, which the Applicant overpaid. Motion seconded by Ms. Martin, which carried.

Vice Chair Brooks presented the motion to accept the Applications Committee's recommendation for approvals and denials. Motion seconded by Ms. Martin, which carried.

Licensed Professional Counselor Associate (LPCA)

Brittany Banks, Faye Brock, Sydney Floyd, Danielle Gibbs, Cynthia Head, Ashley Luttrell, Deborah Lynerd, Jamie Madden, Kayla Norfleet, Selena Parker, Brittany Ritchie, Renee Shelburne, Kevin Strasser, Shelby Sullivan, Benjamin Turner, Charles Walters, Cora Willis-King

Licensed Professional Clinical Counselor (LPCC)

Hadley Adcock, Latasha Allen, Kacie Altizer, Allison Apprill, Jennifer Ballman, Daniel Bassman, Adam Berry, Rebecca Bowling, Lauren Browning, Laurie Cross, Rachael Demir, Anissa Doan, Elishia Durrett Johnson, Yumaika Estrada Jimenez, Sara Fry, Jennifer Kaiser, Garrick Kreitzer, Justin McGee, Kristina Middleton, Lynn Nagorski, Nerissa Pratt Franklin, Crystal Smith, William Summay, Heather Thornberry, Chelsea Wenning, Berry Williams, Bethany Witcher

COMPLAINTS COMMITTEE

Complaints Committee makes the following recommendations:

2021LPC-00031: Private Admonishment.
2021LPC-00034: Dismiss.
2021LPC-00039: Dismiss.
2021LPC-00041: Private Admonishment.
2022LPC-00008: Hold in Obedance.
2023LPC-00029: Private Admonishment.
2024LPC-00002: Dismiss.
2024LPC-00005: Private Admonishment.
2022LPC-00010: Progress Report Accepted by Committee.
2023LPC-00028: Progress Report Accepted by Committee.
2022LPC-00043: Final Report Accepted by Committee.
GH Self Report: Hold in Obedance.
KS Assessment: Follow Recommendations and Submit Report in Six Months.
SB Self Report: Obtain Substance Abuse Assessment and Submit to Board in 60 Days.

Mr. May seconded the Committee's recommendations. Motion carried.

LEGAL COUNSEL

Ms. Hutchins motioned the Board to approve 2022LPC-00001 Accepted Agreed Order. Ms. Martin seconded the motion, which carried.

Ms. Hutchins motioned the Board to approve 2023LPC-00032 Accepted Agreed Order. Vice Chair Brooks seconded the motion, which carried.

ADMINISTRATIVE HEARINGS

Ms. Martin made a motion to accept 2023-KBLPC-00005 Agreed Order Recommending Dismissal and 2023-KBLPC-00005 Order of Dismissal. Motion seconded by Mr. May, which carried.

OLD BUSINESS

KCA Update deferred to April.

PR/ Ad Council discussion deferred to April.

Vice Chair Brooks gave an update about the Counseling Compact: The Executive Committee members were re-elected to a rolling term, and the Executive Director is recruiting committee members for the Compliance Committee, Election Committee, Rules Committee, and Finance Committee. Vice Chair Brooks reiterated the need to be proactive about the merging databases that are required for the Compact. The Full Commission will meet again in the Fall.

Board-Produced Required Training discussion deferred to April.

The Scoring Committee for a 2nd Investigator shared they received and reviewed the two bids received. The Committee requested an interview with both companies to gather further information.

Ms. Hutchins submitted the revised Online Supervision List memo for review and discussion. Mr. May motioned the Board to update the LPCC-S Application Request to include a box for their information to be made public to LPCAs. Ms. Martin seconded the motion, which carried. Ms. Hutchins made a motion to accept the proposed Online Supervision List memo. Dr. Pemberton seconded the motion, which carried.

The Board Administrator and Ms. Hutchins will draft a memo to all licensees regarding the enforcement of the Renewal Regulation, specifically as it relates to Continuing Education. The memo will be submitted to the Board for review in April.

Ms. Hutchins submitted, and the Board reviewed the Medicare Enrollment Verification form. Dr. Pemberton made a motion to accept the Medicare Enrollment Verification form with the following edit to the first line: ~~Kentucky Board of Professional Licensed Counselors~~ *Kentucky Board Licensed Professional Counselors*. Ms. Martin seconded the motion, which carried.

PER DIEM

Ms. Martin made a motion to pay per diem for today's meeting as well as the following days:


- Dr. Hannah Coyt: 2/21/2024 (Scoring Committee Meeting), 2/28/2024 (Meeting with Board Counsel and Board Administrator), 3/1/2024 (Special Meeting), 3/6/2024 (Meeting with Board Counsel and Board Administrator), 3/13/2024 (Meeting with Board Counsel and Board Administrator), 3/15/2024 (Regular Meeting)
- Dr. Andrea Brooks: 2/23/2024 (Applications training with R. Kyle May), 3/1/2024 (Applications training with R. Kyle May and Special Meeting), 3/13/2024 (Applications Review), 3/14/2024 (Applications Committee Meeting), 3/15/2024 (Regular Meeting)
- Denise Hutchins: 2/21/2024 (Scoring Committee Meeting), 3/1/2024 (Special Meeting), 3/6/2024 (Work on Medicare Letter and Supervisor Email Message), 3/13/2024 (Work on FAQs), 3/14/2024 (Complaints Review), 3/15/2024 (Complaints Committee and Regular Meeting)
- Beverly Martin: 2/21/2024 (Scoring Committee Meeting), 3/1/2024 (Special Meeting), 3/12/2024 (Complaints Review), 3/13/2024 (Complaints Review), 3/15/2024 (Complaints Committee and Regular Meeting)
- Dr. Charles Pemberton: 3/1/2024 (Special Meeting), 3/8/2024 (Meeting with Board Counsel for FFD Evaluator RFP), 3/13/2024 (Applications Review), 3/14/2024 (Applications Committee Meeting), 3/15/2024 (Regular Meeting)
- W. Jake Roberts: 3/1/2024 (Special Meeting)

- R. Kyle May: 2/23/2024 (Applications training with Dr. Brooks), 3/1/2024 (Applications training with Dr. Brooks and Special Meeting), 3/2/2024 (Applications Review), 3/10/2024 (Applications Review), 3/15/2024 (Regular Meeting)

Dr. Pemberton seconded the motion, which carried.

ADJOURN

Ms. Hutchins motioned to adjourn at 1:40 p.m. Second by Dr. Pemberton and carried.

A handwritten signature in cursive script that reads "Hannah M. Coyt". The signature is written in black ink and is positioned above a horizontal line.

Dr. Hannah Coyt, Board Chair