

**KENTUCKY BOARD OF LICENSED PROFESSIONAL COUNSELORS
COMPLAINTS COMMITTEE MINUTES
November 20, 2025**

A meeting of the Kentucky Board of Licensed Professional Counselors was held via teleconference on November 20, 2025.

MEMBERS PRESENT

Kyle May
Jake Roberts
Charles Pemberton

DPL STAFF

Robert Brossart, Board Administrator

MEMBERS ABSENT

LEGAL COUNSEL

Sara Janes, OLS

OTHER

CALL TO ORDER

Charles Pemberton called the meeting to order at 3:01p.m.

APPROVAL OF MINUTES

Jake Roberts moved for the approval of the October 16, 2025, with correction to closes session language to reflect KRS 61.810 (c) (f) (j), and (k). Charles Pemberton seconded motion. Kyle May abstained. Motion carried.

LPC INVESTIGATIONS – See Below

COMPLAINTS COMMITTEE

Sara Janes requested the Board enter closed session, pursuant to KRS 61.810(c) (f), (j) and (k) regarding deliberations of quasi-judicial bodies at which information protected by federal and state law may be discussed, to discuss complaints. So moved by Jake Roberts at 3:03pm, seconded by Kyle May, which carried. The board entered closed session at 3:03p.m.

Kyle May made a motion to leave closed session at 4:50p.m. The second by Jake Roberts was carried. No action was taken during closed session.

LPC INVESTIGATIONS / COMPLAINTS

Kyle May made motion to approve the following recommendations to present to full board at the regular board meeting on 11/21/2025. Seconded by Jake Roberts. Motion carried.

- 2020LPC-00007 / 2025LPC-00051 - Combine the 2 complaints into one offer of informal settlement with the following terms:
 - 2020LPC-00007: Offer of informal settlement allowing Respondent to retain license under supervision with a board-approved supervisor; Provide the board with acknowledgement of the agreed order by the supervisor with the submittal of the supervision agreement offered for Board approval; Supervision shall extend for a period of one (1) year and supervision terms must follow the same requirements as LPCA under 201 KAR 36:060; The supervisor shall submit quarterly reports to the Board on all supervision topics; and, Respondent will remain active but will be ineligible to practice until a supervision agreement is approved by the Board.

- 2025LPC-00051 – Offer of informal settlement terms: Respondent shall comply with the terms of diversion agreement in 25-M-00060 in Perry County, KY and provide notice of successful completion of diversion to the Board when the case is dismissed as diverted; or, provide notice to the Board if the diversion is not successfully completed.
- Take the 3-hour KY LPC law class, synchronous or in-person, w/n the next 6 months with proof of completion to the Board.
- 2024-LPC-00034 - Offer of voluntary suspension until Respondent can produce proof of an assessment by a QMHP that Respondent is fit for duty. The Board may require an assessment by the board's contracted QMHP before reinstatement; OR, if the offer of informal settlement is not accepted, Counsel to file a formal administrative complaint.
- 2025LPC-00057 - Defer and ask complainant to produce evidence (photo's, witnesses, etc.) and advise of the client's willingness to participate or make a statement.
- 2025LPC-00058 - Refer for investigation to determine what the Respondent's source was for the social media comment made to the Complainant (e.g. where did Respondent find the information).
- 2025LPC-00060 - Dismiss. The Respondent was not licensed at the time of the allegations. Include statement in dismissal letter warning of use of names and/or protected health information in texts or other communications could be a violation of the Code of Ethics now that the respondent is licensed.
- 2025LPC-00062 - Private admonishment and recommendation that Respondent take the KY Law class synchronous or in-person and provide proof of completion to the board.
- 2025LPC-00061 - Offer of informal settlement with the following terms:
 - Written assurance that the Respondent will comply with all supervision requirements established in 201 KAR 36:060 and 36:065; and
 - Written proof the Respondent has reported the entry of this Agreed Order to all of the Respondent's supervisees; and
 - Report whether each of the Respondent's supervisees is in compliance with their respective Supervision Agreement(s), including whether there is an approved Supervision Agreement for every job placement location the supervisee is working, or has worked, for which the supervisee has or will include for purposes of gaining hours of experience as required by KRS 335.525(1)(e). The report shall delineate any remediation required to ensure compliance with the Verification terms in the Supervision Agreement and 201 KAR 36:060. Section 3.(2), and the expected timeline for correction, if any; and
 - Completion of the 15-hour LPCC-S Supervision Training, synchronous or in-person, with proof of completion to the board within six (6) months.
- 2025LPC-00066 - Dismiss with a warning that under any other circumstances Respondent would be disciplined for signing off on treatment plans of a family member as evidenced by her own admission in the CSA notes and treatment plan submitted with the response; and, to cease and desist signing the notes of Respondent's family members forthwith.
- 2025LPC-00067 - Dismiss for lack of proof of a dual relationship in violation of 201 KAR 36:040 and that the notice of termination of the therapeutic relationship was a sufficient transition under the Code of Conduct.

Quarterly Reports / Self-Reports / Correspondence

- DP – Self Report – Letter advising the Board appreciates DP's report of the charge in a timely manner and requests that DP advise board of the final outcome of the criminal case for the board to determine whether any further action is needed. Report to be made w/n 15 days pursuant to 201 KAR 36:040.
- AM – Self Report – Letter thanking AM for the report and no further action is required.
- 2025LPC-00044 – Approve due to the CEU being a recommendation only.
- 2023LPC-00049 – Approve what has been submitted for the 3 hours on best practice in distance counseling and maintaining confidentiality but must still provide proof of 3 hours of CEUs on KY laws and professional counseling by January 20, 2026.

ADJOURN

Kyle May made motioned to adjourn at 5:02pm., seconded by Jake Roberts. Motion carried.