

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

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

**MEMBERS PRESENT**

Beverly Martin  
Jake Roberts  
Denise Hutchins

**DPL STAFF**

Robert Brossart, Board Administrator

**MEMBERS ABSENT**

**LEGAL COUNSEL**

Sara Janes, OLS

**OTHER**

Kim Shepard (Clinton Investigations)

---

**CALL TO ORDER**

Beverly Martin called the meeting to order at 3:02p.m.

**APPROVAL OF MINUTES**

Full board to review the December minutes due to board chair and only one complaints committee member in attendance in Dec 2024.

Denise Hutchins moved for the approval of the Jan. 2025, minutes. Jake Roberts seconded motion. Motion carried.

Questions for Clinton Investigations – Kim Sheppard reported having a handful of reports to be submitted soon and inquired whether there was anything the Board would like to change about the final reports (based on what they'd seen in the interim report).

Ms. Shepherd inquired about investigations and potential HIPAA violations and how to approach. Board counsel reviewed upcoming changes to complaints management process and HIPAA Waiver/release of information that will be requested on the front end or later by the Board Administrator.

Board support introduced discussion to change June 19<sup>th</sup> Complaints Committee meeting to June 18<sup>th</sup> due to June 19<sup>th</sup> being a state holiday. Jake Roberts made the motion to move the June 19<sup>th</sup>, 2025, complaints committee to June 18<sup>th</sup> in observation of the Juneteenth holiday. Seconded by Denise Hutchings. Motion carried.

**LPC INVESTIGATIONS – See Below**

**COMPLAINTS COMMITTEE**

Sara Janes requested the Board enter closed session, pursuant to KRS 61.810(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 complaints. So moved by Jake Roberts, seconded by Denise Hutchins, which carried. The board entered closed session at 3:21p.m.

Denise Hutchins made a motion to leave closed session at 4:46p.m. The second by Jake Roberts was carried. No action was taken during closed session.

## **INVESTIGATIONS**

- None

## **COMPLAINTS COMMITTEE**

Denise Hutchins made motion to approve the following Complaints Committee recommendations to the full board at the regular board meeting on 2/21/2025. Seconded by Beverly Martin. Jake Roberts recused in 2025LPC-00002 and abstained from the vote on that case only. Motion carried.

- 2021LPC-00032 –Dismiss for lack of evidence to support the claim made in the complaint.
  - The Board received notice from Respondent of a plea in 3 circuit criminal cases - File board-initiated complaint based on the felony convictions in January 2025.
- 2024LPC-00009 / 2024LPC-00035 - Board lost jurisdiction due to license expiration. Respondent does not have a license to practice. Complaint will be held open pending any attempt for reinstatement.
- 2024LPC-00013 / 2024LPC- 00019 - Board lost jurisdiction due to license expiration. Respondent does not have a license to practice. Complaint will be held open pending any attempt for reinstatement.
- 2024LPC-00049 - Refer to Clinton Investigations for investigation.
- 2024LPC-00053 - Private admonishment for providing services at an unapproved location with 3 hours CEUs on KY LPC law within three (3) months with proof to the Board.
- 2024LPC-00058 – Refer to Clinton Investigations to investigate to whether Complainant has evidence the Respondent is not fit for duty and obtain said evidence to present to the board.
- 2025LPC-00001- Accept notice of relinquishment of license and keep the complaint open pending any attempt for reinstatement.
- 2025LPC-00002 - Dismiss. The board has no jurisdiction over private employment matters. (Jake Roberts recused.)
- 2025LPC-00003 - Private admonishment for unprofessional behavior w/ 3 hours of CEUs on professionalism and use of professional language w/n 3 months with proof to the Board. Recommend Respondent refrain from further use of expletive language with clients.
- 2025LPC-00004- Refer to Clinton Investigations for investigation with a note that the Board’s Code of Ethics is 201 KAR 36:040 and the board does not have the authority to enforce the ACA Code of Ethics.
- 2025LPC-00005 – Refer to Clinton Investigations for investigation with a note that the Board’s Code of Ethics is 201 KAR 36:040 and the board does not have the authority to enforce the ACA Code of Ethics.
- 2022LPC-00001 – Approved as final completion of terms.
- 2023LPC-00053 – Approved as final completion of terms.
- 2024LPC-00041 – Approved as final completion of terms.

## **ADJOURN**

Denise Hutchins motioned to adjourn at 4:57pm., seconded by Beverly Marin. Motion carried.