

KENTUCKY BOARD OF LICENSED PROFESSIONAL COUNSELORS
COMPLAINTS COMMITTEE MINUTES
July 17, 2025.

A meeting of the Kentucky Board of Licensed Professional Counselors was held via teleconference on July 17, 2025.

MEMBERS PRESENT

Denise Hutchins
Jake Roberts
Charles Pemberton

DPL STAFF

Robert Brossart, Board Administrator

MEMBERS ABSENT

LEGAL COUNSEL

Sara Janes, OLS

OTHER

Kristy Powers
Missy Stephans
Joy

CALL TO ORDER

Denise Hutchins called the meeting to order at 3:01p.m.

APPROVAL OF MINUTES

Jake Roberts moved for the approval of the May 22, 2025. Denise Hutchins seconded motion. Charles Pemberton abstained. Motion carried.

Charles Pemberton moved for the approval of the June 18, 2025. Denise Hutchins seconded motion. Jake Roberts abstained. Motion carried.

Charles Pemberton made motion to move the August 14, 2025, complaints committee meeting to August 21, 2025, at 3:30pm. Jake Roberts seconded. 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 Charles Pemberton, which carried. The board entered closed session at 3:05 p.m.

Charles Pemberton made a motion to leave closed session at 5:04p.m. The second by Jake Roberts was carried. No action was taken during closed session.

LPC INVESTIGATIONS / COMPLAINTS

Charles Pemberton made motion to approve the following recommendations to present to full board at the regular board meeting on 7/18/2025. Seconded by Jake Roberts. Motion carried.

- 2024LPC-00029 - File formal administrative complaint with 2024LPC00030 with 5-year revocation.

- 2024LPC-00030 – Recommended penalty for formal administrative complaint is 5-year revocation.
- 2021LPC-00024 & 00025 - Withdraw February 18, 2022, Motion for an Agreed Order in 2021LPC00024 and to dispose of complaint numbers 2021LPC00024 and 2021LPC00025 by issuing a private admonishment.
- 2020LPC-00007 – Request an AOC Background Check and a CHFS CAN check to obtain the official record on any criminal and domestic violence history. If there is a diversion from a 2025 criminal case, file board complaint for Licensee’s failure to report the diversion w/n 15 days pursuant to 201 KAR 36:040. Section 5.(26). Supplement the August 18, 2023, FFD evaluation ordered with the following: all case information from 2020LPC-00007; the new board complaint, if any; the AOC background check and CHFS CAN check; and, the licensee’s entire complaint history file, for a full FFD evaluation.
- 2025LPC-00015 - Refer for investigation.
- 2025LPC-00026 - Refer for investigation.
- 2025LPC-00027 - Dismiss for lack of evidence of a violation of KY statutes and regulations governing professional counseling.

Jake Roberts made motion to approve the following recommendations to present to full board at the regular board meeting on 7/18/2025. Seconded by Denise Hutchins. Charles Pemberton abstained. Motion carried.

- 2025LPC-00029 - Private admonishment and recommendation that licensee takes the KY Law class synchronous or in-person and provide proof of completion to the board.
- 2025LPC-00031 - Private admonishment and recommendation that licensee takes the KY Law class synchronous or in-person and provide proof of completion to the board.
- 2025LPC-00032 - Offer of informal settlement with the following terms:
 1. Written assurance of voluntary compliance with the supervision requirements of 201 KAR 36:060 and 36:065, and written proof the licensee has reported the entry of this Agreed Order to all other supervisees and that each supervisee is in compliance with their respective supervision agreement. Written assurance of voluntary compliance with supervision requirements and proof of reports to supervisees who are compliant with appropriate job placements within an approved supervision agreement shall be provided within thirty (30) days of approval of the Agree Order or the licensee shall lose their “S” for six (6) months; and,
 2. Completion of the 15-hour LPCC-S Supervision Training, synchronous or in-person, with proof of completion to the board w/n 6 months.
- 2025LPC-00034 - Offer of informal settlement with the following terms:
 1. Written assurance of voluntary compliance with the supervision requirements of 201 KAR 36:060 and 36:065, and written proof the licensee has reported the entry of this Agreed Order to all other supervisees and that each supervisee is in compliance with their respective supervision agreement. Written assurance of voluntary compliance with supervision requirements and proof of reports to

supervisees who are compliant with appropriate job placements within an approved supervision agreement shall be provided within thirty (30) days of approval of the Agree Order or the licensee shall lose their "S" for six (6) months; and,

2. Completion of the 15-hour LPCC-S Supervision Training, synchronous or in-person, with proof of completion to the board w/n 6 months.

- 2025LPC-00035 - Private admonishment and recommendation that licensee takes the KY Law class synchronous or in-person and provide proof of completion to the board.
- 2025LPC-00036 - Offer of informal settlement with the following terms:
 1. Written assurance of voluntary compliance with the supervision requirements of 201 KAR 36:060 and 36:065, and written proof the licensee has reported the entry of this Agreed Order to all other supervisees and that each supervisee is in compliance with their respective supervision agreement. Written assurance of voluntary compliance with supervision requirements and proof of reports to supervisees who are compliant with appropriate job placements within an approved supervision agreement shall be provided within thirty (30) days of approval of the Agree Order or the licensee shall lose their "S" for six (6) months; and,
 2. Accept the completion of the 15-hour LPCC-S Supervision Training to fulfill the CEU requirement.

Quarterly Reports / Self-Reports / Correspondence

- 2023LPC52 – Deferred to August meeting

ADJOURN

Charles Pemberton motioned to adjourn at 5:17pm., seconded by Jake Roberts. Motion carried.