

**KENTUCKY BOARD OF LICENSED PROFESSIONAL COUNSELORS  
MEETING MINUTES  
January 16, 2026**

A Regular Meeting of the Kentucky Board of Licensed Professional Counselors was held in-person in Room 127CW, 500 Mero Street, Frankfort, KY and via teleconference on January 16, 2026.

**MEMBERS PRESENT**

Denise Hutchins, Chair  
Dr. Charles Pemberton, Vice Chair  
Joellen Marion  
Dr. Hannah Coyt (off camera at 1:47 p.m.)  
R. Kyle May  
Lauren Muir

**DPL STAFF**

Stephanie Hilson, Administrative Specialist Senior  
Robert Brossart, Administrative Specialist Senior  
Chasity Wray, Administrative Specialist Senior  
Kristen Lawson, DPL Commissioner  
Jason Feddersen, PPC Budget Manager

**MEMBERS ABSENT**

Wm. Jake Roberts

**LEGAL COUNSEL**

Sara Janes, OLS

**OTHER**

Cheyenne H.  
Sara Zimmerman  
Anthony Stevens  
Quinn Hunt

Chris Evans  
Marissa Walker  
Asley Moore

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**CALL TO ORDER**

Chair Hutchins called the meeting to order at 10:01 a.m.

**MINUTES**

Dr. Pemberton made a motion to accept the November 14, 2025, Fall Workday Meeting Minutes. Mr. May seconded the motion, and with Ms. Marion and Ms. Muir abstaining, the motion carried.

Dr. Pemberton made a motion to accept the November 21, 2025, Regular Board Meeting Minutes. Dr. Coyt seconded the motion, which carried.

Dr. Pemberton made a motion to rescind his motion to accept November 21, 2025, Regular Board Meeting Minutes. Dr. Coyt rescinded her second of the original motion and seconded the motion. Motion carried.

Dr. Pemberton made a motion to accept the November 21, 2025, Regular Board Meeting minutes with removal of Complaints Committee recommendation for 2025LPC-00066. Motion seconded by Dr. Coyt and carried.

Dr. Coyt made a motion to accept the December 19, 2025, Regular Board Meeting Minutes. Dr. Pemberton seconded the motion which carried.

**MONTHLY FINANCIAL REPORT**

The Board reviewed the December 2025 financials. Ms. Wray discussed the current standing of the Board financials. She explained allotment renewed in January 2026 and fiscal is now paying December 2025 items. Dr. Coyt asked if AASCB can invoice DPL directly or if attendees will need to submit receipts for reimbursement. Ms. Wray will follow up with attendees Tuesday, January

20, 2026. No further action required.

**Committee Meeting Attendees** – Dr. Pemberton spoke of being mindful of OLS attending all Committee meetings. OLS will attend Committee meetings if requested.

### **DPL REPORT**

**DPL Administrative Support** – Commissioner Lawson discussed long-term staffing for KBLPC. DPL is in the works to hire a temp through Adecco. DPL is looking to acquire additional workspaces. There are two open Board Administrator positions open that will require space, along with the temp employee. Commissioner Lawson noted the budget in the 2026 legislative session will show the separate position for OLS.

Mr. Feddersen relayed FY27-28 budget will likely be approved the end of April. Adding additional funding to support permanent staff to the 27-28 budget may difficult and is dependent on language included within the budget. If additional funding is allowed, the Board will need to make sure the position is fully funded. The average cost of a Board Administrator is \$98,000, which includes salary and benefits. Mr. Feddersen relayed hiring through Adecco is available but recommends waiting until the end of April. There will be wiggle room in the new budget, with the ability to recategorize items to meet budget needs. Commissioner Lawson relayed if the Board decided to operate independently, their budget would still stay under the finance cabinet and approved by the legislator. The cost of an employee through Adecco is approx. \$900.00-\$950.00 a week. Chair Hutchins to contact Tina Howard with the Finance Cabinet. DPL Contract will likely be presented to KBLPC in March. The contract will define organization of Communications.

### **NEW BUSINESS**

**KCA Update** – KCA will be hosting a virtual conference on March 6, 2026. Spring virtual trainings have been scheduled.

**Counseling Compact Update** – Dr. Coyt relayed The Counseling Compact continues to appoint members to committees. She reported OH is the 3<sup>rd</sup> state to go “live”. The Executive Committee will meet February 4, 2026, at 10:00est. The Full Commission meeting will be held on February 25, 2026. Chair Hutchins was appointed to the Rules Committee.

### **OLD BUSINESS**

**NBCC/ Jurisprudence Exam** – Ms. Janes is reviewing the contract presented to KBLPC and has noted items to discuss with NBCC. PPC General Counsel confirmed an RFP will not be necessary.

**Scope of Practice Relating to Assessments** – The Board discussed the addition of a Standards of Practice regulation, as KRS 335.515 Powers and Duties, references. Members agree a scope of practice should be drafted. The regulation may reference assessments, specialties, and qualifications. The Board agrees a statement should be released referencing **Scope of Practice Relating to Assessments**. Ms. Marion will draft a statement with assistance of a Board member and Board counsel. A draft will be presented to the Board on February 20, 2026.

**AI Statement** – Chair Hutchins shared revisions were made to the AI statement based on PPC Communication’s suggestions.

Dr. Coyt made a motion to accept the AI Statement. Dr. Pemberton seconded the motion, which carried.

The AI Statement will be presented to PPC Communication's for approval before going out to licensees via an email blast.

**Board Chair Newsletter** – Communications reviewed and suggested edits to the newsletter that was presented to approved by the Board in December. The Board suggested additional edits and Ms. Janes suggested the addition of KAR 36:030 Section 10.

Dr. Pemberton made a motion to approve the Chair Newsletter with amendments. Motion seconded by Mr. May, which carried.

**Notice of Supervision Remediation Opportunity** – tabled to closed session.

**AASCB Conference** – Chair Hutchins, Dr. Coyt, Dr. Pemberton, and Ms. Muir were approved to travel to AASCB.

Dr. Pemberton made a motion to enter closed session at 11:14 a.m., pursuant to KRS 61.810(1)(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 applications, complaints and legal matters/litigation. Dr. Coyt seconded the motion, which carried, and the board entered closed session at 11:15 a.m.

BREAK 11:16 a.m.  
RESUMED 11:27 a.m.

LUNCH 12:15  
RESUMED 12:41

Dr. Pemberton made motion to come out of closed session at 2:19 p.m. Mr. May seconded the motion, which carried. Chair Hutchins announced the Board was back in open session at 2:20 p.m. No action was taken during the closed session.

### **APPLICATIONS COMMITTEE**

The Applications Committee makes the following recommendations as its motion for approval:

#### **Licensed Professional Counselor Associate (LPCA)**

*Ashley L Alexander-Rose, Abigail Head Asfahl, Brooklyn F Atherton, Michael Gordon Bjoralt, Ellie Alyssa Breeze, Maria Bruce, Savanna Lee Butler, Linda T Carman, Ruth Suk Yee Chieng, Chrystal Combs, Melissa Lea Cowles, Sarah Marie Denunzio, Aricca Lynn Ferlicka, Matthew Scott Freeman, Caitlin Sue Dobson Goodan, Mary Patricia Jarnagin, Karringtyn Nicole Jarvis, Kasie Lynn Jones, George Alexander Marrin, Tanner Douglas Mills, Tiffany Brooke Mitchell, Ashley Bryanna Moore, Valerie Najwa, April Lee Napier Combs, Ambrya Parton, Noah Phelps, Kyle Derrick Poston, Cameron Kumar Sarin, Reagan Elizabeth Sauve, Brittany Scott, Mujahid Issa Shalash, Whitney Nicole Sheriff, Alison Renee Smith, Amy Noelle Smith, Sharon Lynn Stackpole, Anthony Wayne Stevens, Sarah Ann Surace, Jeffrey Michael Tomczek, Afton Deann Trett, Shelby Nicole Vinsand, Latara R Woods, Natosha Danielle Young, Sara Zimmerman*

#### **Licensed Professional Clinical Counselor (LPCC)**

*Braiden Lynn Abbott, Carla Renee Adkison-Johnson, Sarah Nicole Allemon, Emily Anne Bennings, Virginia Bizzell, Guadalupe Blas, Jeffrey L Devine, Cheryl L Eresman, Nathan Scott Fuhriman, Sandra Gandy Graham, Elizabeth D Harles, Charles Cody Hester, Cheyenne D Hubbard, Andrea Jordan, Jessica M Kilgore, Shelby N Knowles, Daniel McCarthy, Hilary Goodwin*

*Neff Miles, Victoria Naginsky, Amelia Nance, Shannon Delaney Price, Carolyn Renee Shaw, Heather Leann Stallard, Ariel Lea Stokes, Michala Tyann Teelucksingh, Jessica Joy Turner, Emily Nicole Turvey, Marissa Kaye Walker, Aaron Welch*

Applications Committee makes the following recommendations as its Motion for **denial**:

**Licensed Professional Counselor Associate (LPCA)**

MS supervision agreement, AW supervision agreement, HC, KB

**Licensed Professional Clinical Counselor (LPCC)**

Mr. May seconded the Applications Committee's recommendation, and with Dr. Coyt abstaining, the motion carried.

Dr. Pemberton made a motion to deny TS's refund request. Motion seconded by Ms. Marion, and with Dr. Coyt abstaining, the motion carried.

Dr. Pemberton made a motion to approve DB's refund request for the application fee that came 2<sup>nd</sup> chronologically. Motion seconded by Ms. Marion and with Dr. Coyt abstaining, the motion carried.

Dr. Pemberton made a motion to reverse the December 16, 2025, Denial of NSF's application. Motion seconded by Mr. May, and with Dr. Coyt abstaining, the motion carried.

Dr. Pemberton made a motion for Board counsel to negotiate settlement in 2024KBLPP00012 to agree that the applicant will not need a 600-hour practicum/internship for licensure by endorsement after all other conditions have been met for licensure. Motion seconded by Mr. May, and with Dr. Coyt abstaining, the motion carried.

Dr. Pemberton made a motion to reverse December 16, 2025, Denial of LC's application with advice they must get at least 600 hours in a practicum/internship at a CACREP accredited program before an LPCC license can be awarded and flag the license to review for completion when a LPCC application. Motion seconded by Mr. May, and with Dr. Coyt abstaining, the motion carried.

Dr. Pemberton made a motion to authorize legal counsel to pursue a formalized agreement with the Office of the Attorney General for hearing officer services on behalf of the Board Office of Attorney General. Motion seconded by Mr. May, and with Dr. Coyt abstaining, the motion carried.

Dr. Pemberton made a motion to authorize legal counsel to proceed with legal review of the proposed draft and notice relating to the remediation of supervision agreements. Motion seconded by Ms. Muir, and with Dr. Coyt abstaining, the motion carried.

**CEU APPLICATIONS COMMITTEE**

Dr. Pemberton made a motion to accept the CEU Applications Committee's recommendations of approvals. Motion seconded by Ms. Muir, and with Dr. Coyt abstaining, the motion carried.

**COMPLAINTS COMMITTEE**

The Complaints Committee makes the following recommendations:

- 2025LPC00066 – Amend recommendation from 12/16/2026 meeting to issue a Cease-and-Desist Letter instead of an order and maintain all other recommendations made for that case.
- 2025LPC-00049: Board counsel to contact attorney for Respondent with a request that documentation for supervision (e.g. supervision logs and notes, or any other documentation.) be provided to the Board no later than February 1, 2026. If counsel advises they have nothing further to produce and/or fails to respond on or before February 1, 2026, refer for investigation, including interviews.
- 2025LPC-00064: Dismiss. The Board appreciates her acknowledgement and willingness to work with supervisor on boundaries but offers that this may not a boundary issue as was described in the complaint and as clarified in the response considering the ACA Code of Ethics. A.10.F regarding acceptance of gifts.
- 2025LPC-00065: Defer until February meeting.
- 2025LPC-00069: Dismiss due to no evidence of a violation of KY LPC laws.
- 2025LPC-00072: Refer for investigation to determine whether the Respondent was acting in the capacity as a professional counselor for the clients of the business mentioned in the allegations, and if so, in what capacity. Report findings to the Committee for a determination whether to expand the investigation further.
- 2025LPC-00073: Refer for investigation for the Reintegration and Reunification Therapy with the Mother Program requirements, any signed informed consent, any related court orders other than the August 28, 2025, Order to Comply with Treatment, any Authorization for Release of Information (ROI) signed by the Complainant, with a release of said documents to the Board and requiring no formal report at this time.

#### Quarterly Reports / Self-Reports / Correspondence

- 2023-LPC-00049: Accepted and AO is complete.
- D.P. Self-report: Take no action at this time and advise DP to report any violation of probation to the Board. Letter to supervisor that if this ever creates an impairment for LPCA's practice there is a duty to report.
- Report of M.L. having no LPC License: Refer to the Board of Pastoral Counselors
- 2023LPC-00027: Accept documentation as complete.

Ms. Marion seconded the Committee's recommendations, and with Dr. Coyt abstaining, the motion carried.

The Complaints Committee makes the following recommendation:

- 2025LPC-00075 – Dismiss for lack of evidence of a violation of 201 KAR 36:040. Code of Ethics.

Ms. Muir seconded the committee's recommendation, and with Mr. May and Dr. Coyt abstaining, the motion carried.

### **LEGAL COUNSEL**

#### **ADMINISTRATIVE HEARINGS**

Dr. Pemberton made a motion to accept 2024KBLPC-00009 Final Order of Dismissal. Motion seconded by Ms. Marion, and with Dr. Coyt abstaining, the motion carried.

#### **PER DIEM**

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

- Denise Hutchins: 1/7/2026 (Meeting with Board Counsel and Board Administrator), 1/14/2026 (Meeting with Board Counsel and Board Administrator), 1/16/2026 (Board Meeting)
- Charles Pemberton: 1/8/2026 (CEU Review), 1/9/2026 (CEU Committee Meeting), 1/14/2026 (Meeting with Board Counsel), 1/15/2026 (Complaints Committee Meeting), 1/16/2026 (Board Meeting)
- Robert May: 1/9/2026 (CEU Committee Meeting), 1/15/2026 (Complaints Committee Meeting), 1/16/2026 (Board Meeting)
- Hannah Coyt: 1/8/2026 (Applications Committee Meeting), 1/13/2026 (Training with New Board member, Lauren Muir), 1/15/2026 (Applications Committee Meeting), 1/16/2026 (Board Meeting), 1/22/2026 (Meeting with Board Administrator)
- Joellen Marion: 1/7/2026 (Applications Review), 1/8/2026 (Applications Committee Meeting), 1/9/2026 (Applications Review), 1/12/2026 (Applications Review), 1/14/2026 (Applications Review), 1/15/2026 (Applications Committee Meeting), 1/16/2026 (Board Meeting), 1/2026 (Applications Review), 1/20/2026 (Applications Review),
- Lauren Muir: 1/13/2026 (Training with Applications Chair, Hannah Coyt), 1/15/2026 (Applications Committee Meeting), 1/16/2026 (Board Meeting)

Ms. Marion seconded the motion, and with Dr. Coyt abstaining, the motion carried.

#### **ADJOURN**

Dr. Pemberton made a motion to adjourn the meeting at 2:35 p.m. Motion seconded by Ms. Marion, and with Dr. Coyt abstaining, the motion carried.

*Denise Hutchins, LPCC-S*

Ms. Denise Hutchins, LPCC-S  
Board Chair  
Kentucky Board of Professional Counselors