

KENTUCKY BOARD OF LICENSED PROFESSIONAL COUNSELORS
MEETING MINUTES
May 15, 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 May 15, 2026.

MEMBERS PRESENT

Denise Hutchins, Chair
Lauren Muir
R. Kyle May
Joellen Marion
Dr. Hannah Coyt
Wm. Jake Roberts
Charles Pemberton

DPL STAFF

Robert Brossart, Administrative Specialist Senior
Kristen Lawson, DPL Commissioner
Gabe Dent, Administrative Section Supervisor
Chasity Wray, Administrative Specialist Senior

MEMBERS ABSENT

LEGAL COUNSEL

Sara Janes, OLS

OTHER

Patrick W., Cynthia Garrett, Dawn Hinton (KCA), Britt Lavassaur, Ronnie Coffie, Antonio Melton

CALL TO ORDER

Chair Hutchins called the meeting to order at 10:01am

MINUTES

Charles made motion for the approval of the April 17, 2026 minutes. Kyle May seconded motion. Motion carried.

MONTHLY FINANCIAL REPORT

The Board reviewed the April 2026 financials. Chasity Wray discussed the current standing of the Board financials and remaining breakdown throughout the fiscal year. Question on a line item. Fiscal provided update on line item amount and reasons for uneven numbers per month.

MOA between DPL & Professional Counselors – Motion by Hannah Coyt to defer to June 2026 meeting, Kyle May second, discussion on price and how that compares to last year. Commissioner Lawson provided update that the price remains the same from last year. Inquiry about 30-day notice, which is standard on all MOA contacts. Vote held, 7- 0, motion carries, deferred to June 2026.

FY27 – Operating Budget – Chasity Wray provided update and discussion on legal fees increase.

DPL REPORT

Commissioner Lawson provided update on new hire for LPC, starting date set for June 1. Explained process for new initiative on good news stories regarding licensees and other positive stories coming out of Department of Professional Licensing (DPL). Any positive news stories can be sent to the Board Specialist or Commissioner to be sent up the PPC chain for review and sharing.

NEW BUSINESS

KCA Update – Dawn Hinton provided update on Fall webinar schedule.

SACES (Southern Association for Counselor Education and Supervision) Conference and KCA Conference overlap this year. Both SACES and KCA are working together for possible discounts for attending both conferences.

- Dr. Hannah Coyt provided update on what SACES provides primarily for Counselor/educators but also now include supervision.
 - Discussion on structure of conferences overlapping.

Open vs Closed Session - Charles Pemberton inquired about when committees should go into closed session to follow protocol. Can the board go into closed session during committee meetings without legal counsel in attendance? Sara Janes, legal counsel provided that Boards and Committees should enter closed session when discussing/mentioning names, applicant information, issues or concerns, CEU applications, complaints and sensitive information.

RFP for Legal Services - Due to the board's current commitment to the compact, other duties and recent denial of dedicated staff attorney for the LPC board a discussion on RFP for legal services was held.

- Motion by Charles Pemberton to proceed with preparing, filing, and publishing RFP for additional legal counsel, second by Kyle May. Motion carries.
 - Scoring committee discussion.
 - Members consist of Charles Pemberton, Hannah Coyt, and Joellen Marion.
- Charles Pemberton made motion to rename the RFP for Jurisprudence exam to be renamed as the "Standing RFP Scoring Committee".

ORI Number Application – Update - ORI number will not be granted until the law passes on July 15th. Letter is ready to be submitted before the July 15th law change.

Chair Newsletter – Update from Denise on the newsletter covering applications errors and upcoming events. Next newsletter to include LPCA application errors.

- Charles Pemberton made motion to approve the KBLPC newsletter for publication. Joellen Marion second. All in favor. Motion carries.

ADA Accommodations – Deferred to closed session.

CRBS (Counseling Regulatory Board Summit) Agenda – No update on travel, still being reviewed per communication with fiscal.

- Charles Pemberton made motion if not approved for all five board members that he will be the 5th, Joellen second motion. Motion carries.

Discussion on applications in limbo due to applications unable to complete or continuing to submit information being requested. Discussion on interviews or providing information on application process through walkthrough images/video of application. Dawn Hinton shared that town halls can be provided though KCA and two/three board members can rotate.

BREAK: 11:53

RETURN: 12:56

OLD BUSINESS

NBCC Jurisprudence Exam – Final changes, has been returned for Board chair to sign contract. Helping dovetail for counseling compact readiness.

Research regarding administrative independence – Denise provided update, Tyler Kentucky company (same licensure management system for social work board). Tyler Kentucky turned over the board's technical request to their parent company to help guide for the needs/wants of the board. A first round of LMS has been provided to the Board chair as example of what is available. A demo may be presented in the June board meeting of the LMS.

Supervision Agreement Remediation – No update

Supervision Agreement form – No update

Jake Roberts made a motion to enter closed session at 12:18p.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. Hannah Coyt seconded the motion which carried, and the board entered closed session at 12:18p.m.

Charles Pemberton made motion to come out of closed session at 1:06 p.m. Hannah Coyt second motion, which carried. Chair Denise Hutchins announced the Board was back in open session at 1:06 p.m. No action was taken during the closed session.

APPLICATIONS COMMITTEE

The Applications Committee (Dr. Hannah Coyt) makes the following recommendations as its motion for approval. Kyle second. Motion carries.

Recommended for approval:

Licensed Professional Counselor Associate (LPCA)

Linda Asher, Patricia Ann Banks Engle, Jessica Barron, Asher Blankenship, Danielle Bohmer, Payton Bunting, Harper Carfa, Jordan Collins, McKenzie Connor, Robert Deason Jr., Natese Dockery, Tiffany Drake, Alexis Dunham, Cynthia Garrett, Chelsey Gilbert, Heather Grimes, Kenra Henry, Andrea Hoskins, Christina Jones, Tessa King, Savannah Koeller, Brianna Lancaster, Alysha Lesshafft, McKenzie Lyle, Karen Monter Holm, Ashley Moon, McKenna Patterson, Helvetica Ratliff, Joseph Ray, Brittany Richardson, Sophia Richey, Danique Robbins, Allison Scott, Landon Standish, Tatianna Timberlake, Nickolas Turpen, Tessa Wilson, Hassah Woods

Licensed Professional Clinical Counselor (LPCC)

Brittany Adams, Rebecca Allen, Brittney Benningfield, Mikayla Bodenheimer, Eden Butler, Kathina Conley, Sharon Conley, Valerie Ernstberger, Mychaela Helton, Casey Johns, Jennie Keller, Brittanni McManaway, Madison Overwein, Charla Quinn, Lindsey Redoutey, Angela Riddle, Aysha Tariq, and Patrick Warf

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

Licensed Professional Counselor Associate (LPCA)

LJH – No qualifying degree.

Licensed Professional Clinical Counselor (LPCC)

LH – Endorsement – Not enough years.

Dr. Hannah Coyt made motion to initiate Board complaint on NK related to information submitted by supervisor on application. Second by Kyle May. Motion carries.

CEU APPLICATIONS COMMITTEE

Kyle May made motion to accept the CEU applications Committee's recommendations for approvals and denials. Second by Dr. Hannah Coyt. Motion carries.

#42 -Denial – All areas need to be updated.

#69 – Denial – Not clinical

#83-#94 Denied – Incomplete information submitted.

REGULATIONS COMMITTEE

No update.

COMPLAINTS COMMITTEE

The Complaints Committee makes the following recommendations as its motion:

Motion by Kyle May for the Committee to make the following recommendations.

- **In the matter of J.B.** – That the Board issue an Order to J.B. to complete the fitness for duty evaluation, including all supportive testing requested by the evaluator within 30 days, and to include the evaluator conducting a collateral interview with the employer. Failure of J.B. to comply with the Board's Order will result in a formal administrative complaint to revoke or suspend the license.
- **2025LPC-00073** - Dismiss for lack of evidence of a violation of KY LPC law.
- **Anonymous Correspondence C.W.** – File board complaint against C.W. for failure to report 2024 DUI conviction and 2025 Diversion, in violation of 201 KAR 36:040. Section 5(26).
- **Correspondence J.G.** – Recommend no action be taken.
- **Correspondence M.W.** – Place letter in licensure file as requested by licensee.

Recommendation from 5/4/2026 Special meeting:

- **2025LPC-00015** –
 - (1) Refer respondent for an examination by a mental health professional pursuant to 201 KAR 36:050, Section 6, to determine whether the respondent has the judgment and impulse control to maintain professional boundaries and meet other ethical standards set forth in 201 KAR 36:050, Section 1(2)(b), (c), (d), (e), and (j); and
 - (2) Refer the complaint back to the investigator to answer additional questions posed by the Committee

Second by Dr. Hannah Coyt. All in favor. Carries.

LEGAL COUNSEL

ADMINISTRATIVE HEARINGS

ACCOMODATIONS

PER DIEM

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

- Denise Hutchins: 4/22/2026 – Meeting with Board Admin. & Counsel, 4/23/2026 – Rules Committee, 4/29/2026 - Meeting with Board Admin. & Counsel, 5/4/2026 – Meeting with Board Admin. & Counsel, 5/6/2026 – Board Retreat, 5/7/2026 – Board Retreat, 5/12/2026 – Meeting with LMS with Tyler Technologies, 5/15/2026 – Board Meeting.
- Charles Pemberton: 4/27/2026 – Regulations, 5/4/2026 – Complaints Special Meeting, 5/6/2026 – Board Retreat, 5/7/2026 – Board Retreat, 5/8/2026 – CEU Committee, 5/14/2026 – Complaints Committee, 5/15/2026 – Board Meeting.
- Robert May: 5/6/2026 – LPC Board Retreat, 5/7/2026 – Board Retreat, 5/8/2026 – CEU Applications and CEU Committee Meeting, 5/13/2026 Reviewed Complaints, 5/14/2026 – Complaints Committee Meeting, 5/15/2026 – Board Meeting.
- Hannah Coyt:
- Joellen Marion: 4/20/2026, 4/24/2026 – Review Applications, 4/27/2026 – Regulations Committee, 4/30/2026, 5/4/2026, 5/5/2026, 5/11/2026, 5/13/2026, - Review Applications 5/14/2026 – Application Committee meeting, 5/6/2026, 5/7/2026 – Board Retreat, 5/15/2026 – Board Meeting.
- Lauren Muir: 5/5/2026 – Application reviews, 5/6/2026 – Board Retreat, 5/7/2026 – Board Retreat, 5/13/2026 – Applications review, 5/14/2026 – Applications Committee meeting, 5/15/2026 – Board Meeting.
- Jake Roberts:

Joellen seconded the motion, the motion carried.

ADJOURN

Charles Pemberton made motion to adjourn, second by Kyle May motion carried at 1:12 p.m.



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