

KENTUCKY BOARD OF LICENSED PROFESSIONAL COUNSELORS MEETING MINUTES

November 21, 2025

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 November 21, 2025

MEMBERS PRESENT

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

DPL STAFF

Stephanie Hilson, Administrative Specialist Senior
Robert Brossart, Administrative Specialist Senior
Chasity Wray, Administrative Specialist Senior
Commissioner Lawson

MEMBERS ABSENT

LEGAL COUNSEL

Sara Janes, OLS

OTHER

Dawn Hinton, KCA
Tammi Lee, NBCC
Winifert Lawson-Graves
Dennis Seale
Laquisha Moore

Cheyenne H.
Rebecca Bowling
Jay Ingram
Graicine

CALL TO ORDER

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

Ms. Lauren Muir was sworn in as the newest Board member of KBLPC.

MINUTES

Dr. Pemberton made a motion to approve the October 10, 2025, CEU Committee Meeting minutes. Ms. Hutchins seconded and with Mr. May, Dr. Coyt, Mr. Roberts, Ms. Marion, and Ms. Muir abstaining, the motion carried

Dr. Coyt made a motion to approve the October 17, 2025, Board Meeting minutes. Dr. Pemberton seconded, with Ms. Muir abstaining, the motion carried.

MONTHLY FINANCIAL REPORT

The Board reviewed the October 2025 financials. Ms. Wray discussed the current standing of the Board financials. No further action required.

DPL REPORT

Two supervisor positions are open within DPL with interviews being completed this week. The new supervisor should be in place by January 1, 2026.

Staff attorney that is dedicated to KBLPC was approved by PPC, the Governor and the state budget director. The position will be included in the proposed budget bill and, if approved by the legislature, the job will be posted when the bill becomes effective in July 2026.

NEW BUSINESS

NBCC/CCE Representative – Tammi Lee and Winifert Lawson-Graves joined the Board meeting to discuss the production and issuance of the jurisprudence exam. CCE is delivering the jurisprudence exam to five states: AZ, AR, MD, TN, MS.

Ms. Lee relayed the different models that are offered. The models offered are Item Bank Model (no-fail), Grading Model (no-fail), Curriculum Model (no-fail), and Pass/Fail Model.

NBCC can write the questions based on KY regulations and send to the Board for approval. NBCC already includes a bank of ACA ethics questions. KBLPC can suggest revisions to the test questions and submit to the IT manager at NBCC. Once the Board approves the bank of questions, the exam can be uploaded to CCE Academy and a link sent to the Board for testing. Board members are encouraged to take the exam. After review and approval by the Board, the jurisprudence exam can be available to the public. NBCC will cover the cost of development, and licensees would pay a fee of \$25.00 for the exam. There is a dedicated IT person to assist with troubleshooting during the exam. Licensees can take the exam at any time.

The 2026 CRBS Conference will be June 23-25, 2026, in Dearborn, MI.

KCA Update – Ms. Hinton joined the Board and spoke on the recent conference. She relayed the conference was at a new location and it worked well for their needs. KCA has contracted with the venue for 2026. Although there were many last minutes changes, the keynote speakers were well received, and they a lot of good comments regarding the food.

KCA will host a virtual one-day conference on March 6, 2026. There are multiple virtual trainings available on their website.

Counseling Compact Update –Appointment of Ms. Hutchins was completed as the delegate and she intends to attend as many committee meetings as possible to relay the information to the Board. The next committee meeting is a Compliance Committee Meeting on December 1, 2025, at 12:00 p.m.

Renewal Late Fee Refunds – Board Administrator will prepare spreadsheet of any late fee refund requests based on technology issues in late October.

Recessed for 10 minutes 11:15-11:25

Out of Date CEUs on Renewals – Discussion on licensees who are attempting to renew with CEUs dated after 10/31/2025. Deadline for renewal and CEUs was October 31, 2025, with a grace period from 11/1/2025 to 12/31/2025. The Board issued a statement in 2024 concerning the enforcement of the CEU regulation, which states the grace period does not pertain the CEUs, and they must be earned 11/1/24-10/31/25.

Dr. Coyt made a motion to follow the boards statement from 2024. Dr. Pemberton seconded the motion. Board discussed. Dr. Coyt rescinded her motion.

Dr. Coyt made a motion to extend the exception to the grace period for the 2025-26 renewal period and authorizing licensees to use CEUs acquired between 11/1/25 and 12/31/25 for renewal. Motion seconded by Mr. May and carries.

AASCB Travel – PPC authorized four Board members for travel and attendance to the AASCB

Conference February 22-25, 2026. Dr. Pemberton made a motion approving Dr. Coyt, Ms. Muir, Ms. Hutchins, and Dr. Pemberton to attend the AASCB Conference. Motion seconded by Ms. Muir and carries.

Regulations Committee Outline – An outline was given to the Regulations Committee, generated from the Board Workday on November 14, 2025. The regulations Committee is comprised of Ms. Hutchins, Dr. Pemberton, Ms. Marion, and Dr. Coyt as alternate

Service Award for Former Board Member – Dr. Pemberton made a motion to order a service award/plaque for outgoing Board member, Dr. Andrea Brooks. Motion seconded by Dr. Coyt and carries.

AI Statement – Ms. Hutchins introduced an AI statement for the Board for review. Topic was tabled to December for further review.

Recessed at 12:30 for a 30-minute lunch and resumed at 1:01.

OLD BUSINESS

Jurisprudence Exam / Invitation for CCE/NBCC to attend Board Meeting – See New Business. The Board discussed information given from NBCC/CCE. Many Board members expected higher costs. The Board also discussed the different models and inquired if an RFP would be necessary to enter into an agreement with NBCC/CCE. Topic was tabled to December for more information.

Applications Consultant – Discussion of an applications consultant from September was discussed. The Board previously asked if a contracted worker would have access to the states database. It was confirmed they would not have access to state records. The Board asked what protections a consultant would have as a contracted employee. The Board tabled the topic to closed session.

Scope of Practice Relating to Assessments – Topic was tabled to December for Ms. Marion's participation.

Workday Follow Up – Ms. Hutchins relayed the one-day workday was easier to manage vs Board retreat. Dr. Pemberton stated the Workday was beneficial, but also thinks the retreats are great for the bigger picture ideas.

Mr. Roberts made a motion to enter closed session at 1:22 pm., 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 1:22 pm.

Dr. Coyt made motion to come out of closed session at 3:08 p.m. Dr. Pemberton seconded the motion, which carried. Chair Hutchins announced the Board was back in open session at 3:08 p.m. No action was taken during the closed session.

APPLICATIONS COMMITTEE

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

Licensed Professional Counselor Associate (LPCA)

Hunter Redmon Botz, Shelby Nichole Campbell, Jessica N Crabtree, Bennett E Glass, Benjamin J Goldman, Darrell Alexander Goodlett, Abigail Joelle Handy, Megan Nikole Hill, Kendal Madison Hooper, Trista Jynon Huddleston, Jason Lowell Ray, Samantha Riddle, Danielle Nicole Sharp, Joshua Alex Stafford, Tiffany R Stevens, Jacob Matthew Vittitow, Riley E Weiter

Licensed Professional Clinical Counselor (LPCC)

Mary Elizabeth Adams, Elzaba Anderson, Kelly Rae Burton, Jennifer Lin Campbell, Christine Elizabeth Cauwels, Jacob Dalton Durham, Lucy Greisner, Tamika Tyrau January, Irene L Jones, Jennifer Kim, Morgan Taylor Knott, Katherine R Pettaway, Breanna Madison Rhodes, Madalin Marie Roach, Stephanie L. Seibert, Anya Marie Terry, Taylor Michelle Turner, Tamika Yolanda Waddy, Lisa A Wines

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

Licensed Professional Counselor Associate (LPCA)

MS

Licensed Professional Clinical Counselor (LPCC)

SS, AR, CS, DK, JC, MA

Dr. Pemberton seconded committee's recommendation, and the motion carried.

Dr. Pemberton made a motion to approve a refund for EC. Dr. Coyt seconded and the motion carries.

Dr. Pemberton made a motion to approve the accommodation requests for SC and KN and deny the request for CA. Motion seconded by Mr. May and carries.

Dr. Pemberton made a motion to deny LS refund request. Motion seconded by Ms. Muir and carries.

The Applications Committee recommends the Board find reasonable cause to believe that an LPCA applicant, A.T. is physically or mentally incapable of practicing professional counseling with reasonable skill and safety to clients and should therefore order the applicant to submit to an examination by a mental health professional to determine the applicant's status to practice professional counseling. This recommendation is based on A.T.'s perceived incapacitation due to potential substance use during the interview, as well as the applicant's extensive criminal history involving substance use. This recommendation is being made pursuant to 201 KAR 36:050. Section 6. Motion seconded by Dr. Pemberton and carries.

CEU APPLICATIONS COMMITTEE

Mr. May made a motion to accept the CEU Applications Committee's recommendations of approvals. Motion seconded by Dr. Coyt and carries.

COMPLAINTS COMMITTEE

The Complaints Committee makes the following recommendations for motion for approval:

Dr. Coyt made a motion to refer complaint 2025LPC00066 back to the Complaints Committee. Motion seconded by Ms. Muir and carries.

The Complaints Committee makes the following recommendations:

- 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.

Ms. Marion seconded the committee's motion. Motion carried.

LEGAL COUNSEL

Dr. Coyt made a motion to accept agreed order for 2022LPC-00029, Ms. Marion seconded the motion, which carried.

Dr. Coyt made a motion to accept agreed order for 2025LPC-00036, Ms. Marion seconded the motion, which carried.

ADMINISTRATIVE HEARINGS

PER DIEM

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

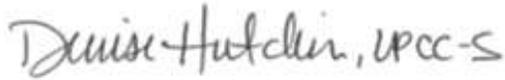
- Denise Hutchins: 10/22/2025 (Meeting with Board Counsel and Board Administrator), 10/29/2025 (Meeting with Board Counsel and Board Administrator), 11/5/2025 (Meeting with Board Counsel and Board Administrator), 11/6/2025 (KCA presentation), 11/12/2025 (Meeting with Board Counsel and Board Administrator), 11/14/2025 (Board Workday), 11/19/2025 (Meeting with Board Counsel and Board Administrator), 11/20/2025 (Applications Committee Meeting), 11/21/2025 (Board Meeting)
- Charles Pemberton: 11/13/2025 (CEU Committee Meeting), 11/14/2025 (Board Workday), 11/19/2025 (Complaints Review), 11/20/2025 (Complaints Committee Meeting), 11/21/2025 (Board Meeting)
- Robert May: 11/13/2025 (CEU Committee Meeting), 11/14/2025 (Board Workday), 11/19/2025 (Complaints Review), 11/20/2025 (Complaints Committee Meeting), 11/21/2025 (Board Meeting)
- William Roberts: 11/20/2025 (Complaints Committee Meeting), 11/21/2025 (Board Meeting)
- Hannah Coyt: 11/14/2025 (Board Workday), //2025 (Applications Workshop with Board Administrator), 9/29/2025 (Applications Review), 11/20/2025 (Applications Committee Meeting), 11/21/2025 (Board Meeting)
- Joellen Marion: 11/12/2025 (Applications Review), 11/17/2025 (Applications Review), 11/18/2025 (Applications Review), 11/20/2025 (Applications Committee Meeting), 11/21/2025 (Board Meeting)

- Lauren Muir: 11/21/2025 (Board Meeting)

Ms. Marion seconded the motion, which carried.

ADJOURN

Dr. Pemberton motioned to adjourn the meeting at 3:23 p.m. Motion seconded by Dr. Coyt, which carried.

A handwritten signature in black ink that reads "Denise Hutchins, LPCC-S". The signature is written in a cursive style and is positioned above a horizontal line.

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