

KENTUCKY BOARD OF LICENSED PROFESSIONAL COUNSELORS
MEETING MINUTES
October 17, 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 October 17, 2025.

MEMBERS PRESENT

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

DPL STAFF

Lyndsay Sipple, Board Section Supervisor
Robert Brossart, Administrative Specialist Senior
Chasity Wray, Administrative Specialist Senior

MEMBERS ABSENT

LEGAL COUNSEL

Sara Janes, OLS

OTHER

CALL TO ORDER

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

MINUTES

Dr. Pemberton presented a need to correct the May 23, 2025, Special Board meeting minutes to correctly reflect motion by Dr. Pemberton for complaints filed on EL, CD, SS, and WH, that was seconded by Ms. Hutchins. Dr. Brooks made motion to accept the corrections, seconded by Mr. May. The motion carried.

Dr. Pemberton presented a need to correct the June 20, 2025 Regular Board meeting minutes on a motion made to file a complaint against "JC" where the initials should have been listed as "JP". Mr. May made motion to accept the correction of "JC" to "JP", Dr. Brooks seconded, with Dr. Coyt and Dr. Pemberton abstaining. The motion carried.

Dr. Brooks made a motion to approve the September 19, 2025, Board Meeting minutes. Mr. May seconded. The motion carried. After further review, Dr. Brooks made motion to remove per diem for Dr. Brooks from the September 19, 2025, Board Meeting minutes due to failure to list the dates of service and to add Dr. Brooks' September per diem to the October meeting per diem motion. Seconded by Mr. May. Motion carries.

MONTHLY FINANCIAL REPORT

DPL Chasity Wray reported all invoices from MMN Investigations have been paid. No other action.

DPL REPORT

No update.

NEW BUSINESS

KCA Update – Ms. Hinton reported registration for the Annual Conference (November 5th and 6th) has been strong, showing increase in numbers. She reported they are still registering exhibitors, sponsors, and attendees. Ms. Hinton stated they will have the affidavit completed and notarized soon and will provide to LPC board administrator.

Planning for virtual conference on March 6, 2026, is underway.

Counseling Compact Update – Dr. Brooks reported that September 30 was the official roll out date for the database, Compact Connect. The first two states were Arizona and Minnesota with roughly 150 privileges to practice sold between the two states. Compact Connect only accepts the SSN for the applicant's identification information, but the NPI number will be added to the system in a future rollout. Further, the Counseling Compact amended Rule 4. relating to the data requirements and struck Section 4.3. relating to data ownership. Therefore, the current rule fails to specifically address ownership of the national database data/information but it has been stated each state owns its own data. Board counsel advised this is why Kentucky will require a Data Sharing Agreement.

EReg and OReg – Since the Counseling Compact Commission amended the rule relating to data system requirement on October 14, 2025, the date clock started on the Board's duty to file an emergency and ordinary regulation incorporating the amended rule. Board Counsel drafted these regulations which are in the Board Meeting packet for review, and provided a timeline for filing by December 12, 2025. **Dr. Pemberton made motion to submit EReg and OReg as presented in the packet and allow any technical changes needed to be made by counsel. Mr. May seconded, motion carries.**

Communication to Licensees - Ms. Hutchins provided a draft Update on Kentucky's Counseling Compact Status for posting on the website (LPC.ky.gov) and to email to all licensees. **Dr. Pemberton made motion to accept the status update notice, as amended in the meeting., Dr. Coyt seconded, motion carries.**

Committee Regulation Recommendations – Ms. Hutchins discussed that since committees are subject matter experts by virtue of the work being done they often have recommended regulation revisions. She suggested the working committees submit these suggestions to the regulation committee for processing and presentation to the full board. Example provided: Applications committee sees a regulation that could/needs the regulation change/want would be sent to counsel and the "Chair" of the regulations committee. No motion was required. No further discussion.

Spring 2026 Board Retreat, April 23-24, 2026. Dr. Pemberton made motion to have the spring Board retreat at Butler State Resort, seconded by Dr. Coyt, motion carried.

2026 Board Meeting Dates – Historically Regular Board meeting has been held on the 3rd Friday of the month. Dr. Coyt made motion to accept the 3rd Friday of each month, Jan. 16, Feb. 20, March 20, April 17, May 15, July 17, August 21, September 18, October 16, November 20, and

December 18, with June being moved to the second Friday of the month, June 12th, due to a holiday. Ms. Marion seconded. Motion carried.

2026 AASCB Annual Conference, February 22-24, 2026 – Dr. Coyt provided update, more information next meeting on proposals. Ms. Hutchins entertained motion to have the full board attend the AASCB Annual Conference. Dr. Coyt suggested adding DPL board counsel and Board administrators to attend. Dr. Brooks made motion to submit a proposal for all board members, counsel, and two staff members to attend AASCB Conference in February 2026. Dr. Pemberton seconded. Motion carried.

Board Website Updates (Stay Up To Date Addition) – Ms. Hutchins advised she discovered other organizations have a “Keep up to date” email box on their website that allows the public and licenses to enter an email address to register to receive email notice when there are any changes to the website. She thought that would be a good way for licensees to get notice of important changes and has asked the Board Specialist to make an inquiry to IT if this would be an available feature on the LPC website.

Applications Committee / Board Initiated Complaints – Board counsel explained process of not tainting possible complaints when sharing information in closed session. Committees will now make recommendations in committee meeting and present that as a committee recommendation during the full board meeting for a full board vote. Information necessary for the complaint will be provided by the recommending committee directly to the Board Administrator assigned to handle complaints for processing and submittal to the complaints committee.

New Committee Roles – Ms. Hutchins indicated she had been trying to wait to appoint committees until the new board member was appointed, however, due to concerns with potential conflicts of interest when the chair serves on a committee, starting in November, the committee assignments will be as follows, with the new board member appointment replacing Dr. Brooks’ on her assigned committee:

CEU Applications Committee – Dr. Pemberton (chair), & Mr. May
Applications Committee – Dr. Coyt (chair), Joellen Marion, & Dr. Brooks
Complaints Committee – Dr. Pemberton (chair), Mr. May, & Wm. Jake Roberts.

Applications Consultant Role Discussion – Ms. Hutchins presented idea of an RFP to help reduce the workload for applications committee, Tennessee has a similar position; however, consultant would need access to back office data system. **Tabled for Old Business in November Regular Board Meeting** following response from DPL on allowance of data system access by a vendor.

OLD BUSINESS

Jurisprudence Exam / Invitation for CCE/NBCC to attend Board Meeting – Dr. Pemberton provided update. He reached out to NBCC to gather further information but has received no response at this time. Board Administrator will extend an invite for a representative from CCE to attend the November Board meeting to answer questions on potentially hosting Jurisprudence exam. Other ideas for hosting exam discussed, such as AI exam, other agency, or DPL.

AASCB From Gravel to Greatness Takeaways – Board members who attended mini AASCB conference regarding leadership and leadership on boards provided feedback and what was beneficial.

KSP – ORI Number -Email from N. Wilinson, stated the KSP-311 form was not received as needed to process for an ORI number. The form will be submitted.

For next month to be placed under New Business – KY Regulations relating to autism and IQ assessments Does Medicaid have regulations related to reimbursement or restrictions relating to service providers? Is there a scope of practice issue on the administration of certain types of assessments? Question relating to topics for open versus closed session was referred to board counsel for a legal opinion.

THE BOARD ENTERED CLOSED SESSION

Mr. Roberts made a motion to enter closed session at 12:46 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 12:46 pm.

Dr. Pemberton made motion to come out of closed session at 2:05 p.m. Mr. May seconded the motion, which carried. Chair Hutchins announced the Board was back in open session at 2:07 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)

Isis Marlene Balico, Justin Ray Bates, Tyler Riggs Burger, Kori Ellen Calvert, Jessica Dawn Campbell, Shelbi Dawn Campbell, Michelle Kay Caudill, Dustin Michael Cawood, Rachel C. Cress, Ashley Jordan Detering, Heaven Leigh Angel Glispie, Tammy Lee Hopkins, Becca Marie Hutchens, Mary Taylor Johnson, Natasha Ann Kloeker, Makalee Nicole Lambert, Hannah N Lyon, Ariana Antionette Marshall, Bridget Noel McGinnis, Sophia Nguyen, Asia Jenay Nichols, Diana Perkinson, Rhonda Sue Petrey Collins, Raegan M Raines, Natasha Elle Rose, Grace Ann Rowe, Wesley Joseph Shelton, Tristen Cheyenne Skinner, Brandon Sufronko, Edna Renee Taylor, Zachery Charles Tracy, Daniel Robert Tremblay, Eneshia Latiya Turner, Lakesha Washington, Elizabeth Wright

Licensed Professional Clinical Counselor (LPCC)

Rachel Lynn Abend, Kristen Berry Dowell Arguedas, Jessica Bartkowski, Emily Michelle Black, Sandy Frye Boone, David A Bryant, Amanda Faye Clark, Carmen Hope Eby, Joshua Michael Edwards, Courtney Nicole Jackson, Becki Grace Livingston, Esther Jean McCall, Megan D Owens, Hetal Patel, Jill M Powell, Jessica Faye Starcher, Brittanie Renee Washington, Jocelyn Yates Westerman, Elijah Thomas James Young

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

Licensed Professional Counselor Associate (LPCA)

Licensed Professional Clinical Counselor (LPCC)
EN, JS

Mr. May seconded committee's recommendation, and the motion carried.

Dr. Brooks made motion to approve the application for SN based on documentation received from the degree granting institution that stated this transcript represented a degree that was equivalent to the 60-credit hour CACREP accredited degree intended to be granted by this institution. Charles seconded, all in favor, motion carries.

Dr. Brooks made motion that the board informs CACREP about a situation that may lead to institutions granting CACREP accredited degrees for less than 60-credit hours earned. Joellen Marion seconded, motion carries.

CEU APPLICATIONS COMMITTEE

Dr. Pemberton made a motion to accept the CEU Applications Committee's recommendations of approvals. Seconded by Mr. May, which carried.

COMPLAINTS COMMITTEE

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

- **2025LPC-00047** - Dismiss for no evidence of a violation of KY LPC laws and regulations.
- **2025LPC-00048** - Dismiss for no evidence of a violation of KY LPC laws and regulations. The Board has no jurisdiction related to private legal disputes or business and employment matters, including employment contract disputes where there is no evidence of harm to a client, or the investigation of Medicaid or insurance allegations of improper billing unless there is a finding of improper billing by the appropriate entity or a court of law, nor the authority to enforce the ACA Code of Ethics.
- **2025LPC-00049** – The Complaints Committee requests that the Complainant and Respondent provide supporting documentation for supervision (e.g. supervision logs and notes, or any other documentation) for the Committee's review.
- **2025LPC-00054** – Dismiss for no evidence of a violation of KY LPC laws and regulations.
- **2025LPC-00055** - Dismiss for no evidence of a violation of KY LPC laws and regulations.
- **2025LPC-00056** - Dismiss for no evidence of a violation of KY LPC laws and regulations.
- **2025LPC-00059** - Dismiss for no evidence of a violation KY LPC laws and regulations, nor evidence of police or CPS involvement related to allegations of illegal substances, with a warning to use caution with regard protected health information.
- **2025LPC-00063** - Dismiss for no evidence of a violation of KY LPC laws and regulations.

Quarterly Reports / Self-Reports / Correspondence

- **2025LPC-00029** - Approval of submitted CEUs
- **2025LPC-00031** – Approval of submitted CEUs
- **RTW Renewal** - Recommend that Board Administrator request that RTW send proof of 10 CEUs for 11/1/24 through present for renewal purposes.
- **Self-Report A.M.** - Request proof A.M. has advised A.M.'s clinical supervisor of the guilty plea and provide proof of completion of the DUI class along with proof of completion of any other conditions placed upon them by the court and thank A.M. for giving the proper notice.
- **2024LPC-00033** – Authorize board counsel to negotiate amending the original offer of informal settlement by amending certain terms as agreed to by the committee.

Mr. May seconded the committee's motion. Motion carried.

LEGAL COUNSEL

Dr. Pemberton made a motion to accept agreed order for 2024LPC-00044, Dr. Brooks seconded the motion, which carried.

ADMINISTRATIVE HEARINGS

None

PER DIEM

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

- Denise Hutchins: 9/24/2025 (Meeting with Board Counsel and Board Administrator), 9/26/2025 (Board Training), 10/1/2025 (Meeting with Board Counsel and Board Administrator), 10/8/2025 (Meeting with Board Counsel and Board Administrator), 10/10/2025 (CEU Committee Meeting), 10/13/2025 (Meeting with Board Counsel and Board Administrator), 10/15/25 (Meeting with Board Counsel and Board Administrator), and 10/17/2025 (Board Meeting)
- Charles Pemberton: 10/10/2025 (CEU Committee Meeting), 10/15/2025 (Complaints Review), 10/16/2025 (Complaints Committee Meeting), 10/17/2025 (Board Meeting)
- Robert May: 10/02/2025 (Applications Committee Meeting), 10/6/2025 (Applications Review), 10/13/2025 (Applications Review), 10/15/2025 (Applications Review), 10/16/2025 (Applications Committee Meeting), 10/17/2025 (Applications Committee Workshop/ Board Meeting)
- William Roberts: 10/16/2025 (Complaints Committee Meeting), 10/17/2025 (Board Meeting)
- Hannah Coyt: 9/25/2025 (Applications Workshop with Board Administrator), 9/29/2025 (Applications Review), 10/2/2025 (Applications Committee Meeting), 10/16/2025 (Applications Committee Meeting), 10/17/2025 (Applications Committee Workshop/ Board Meeting)
- Joellen Marion: 10/02/2025 (Applications Committee Meeting), 10/06/2025 (Applications Review), 10/13/2025 (Applications Review), 10/14/2025 (Applications Review), 10/16/2025 (Applications Committee Meeting), 10/17/2025 (Applications Committee Workshop/ Board Meeting)

Dr. Brooks seconded the motion, which carried.

Dr. Pemberton made motion to amend motion for per diem to approve Andrea Brooks per diem between August and September and be reflected on next months meeting minutes. Seconded by Mr. May, motion carried.

ADJOURN

Mr. May made motioned to adjourn the meeting at 2:16 p.m. Motion seconded by Dr. Pemberton, which carried.



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