

KENTUCKY BOARD OF LICENSED PROFESSIONAL COUNSELORS
MEETING MINUTES
September 19, 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 September 19, 2025.

MEMBERS PRESENT

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

DPL STAFF

Kristen Lawson, Commissioner
Lyndsay Sipple, Board Section Supervisor
Stephanie Hilson, Administrative Specialist Senior
Robert Brossart, Administrative Specialist Senior
Chasity Wray, Administrative Specialist Senior

MEMBERS ABSENT

LEGAL COUNSEL

Sara Janes, OLS

OTHER

Molly Halpin Techau, KCA	Amber
Dawn Hinton, KCA	Brooklynn
Amanda King	Kealey Couch
Kyon Poynter	Sam Embry
Jerry	Berlyn Uken
Kendra Thomas	Bailey Miller

CALL TO ORDER

Chair Brooks called the meeting to order at 10:00 a.m.

MINUTES

Dr. Pemberton made a motion to accept the July 8, 2025, Special Board Meeting Minutes. Motion seconded by Ms. Marion. With Ms. Hutchins, Dr. Coyt, and Mr. May abstaining, the motion carried.

Dr. Coyt made a motion to accept the July 10, 2025, FBI Criminal Background Check Committee Meeting Minutes. Motion seconded by Dr. Pemberton. With Ms. Hutchins, Mr. Roberts, Ms. Marion and Mr. May abstaining, the motion carried.

Ms. Hutchins made a motion to accept the August 22, 2025, Board Meeting, with an addition to who seconded the motion for KM's Refund Request. Motion seconded by Dr. Coyt. With Mr. Roberts and Ms. Marion abstaining, the motion carried.

MONTHLY FINANCIAL REPORT

The Board reviewed and discussed the August 2025 financial report. No further action is required.

KCA to submit invoice for Conference Sponsorship.

Kentucky Counseling Association will be submitting an official invoice for the 2025 Annual Conference Sponsorship.

The Board questioned if the final payments and invoices have been processed for MMN Consulting. Ms. Wray stated she would research and confirm.

DPL presented an updated contract for MOA/OLS which includes an increase for services.

Ms. Hutchins made a motion to accept the contract as presented. Dr. Coyt seconded the motion, which carried.

DPL REPORT

Commissioner Lawson reported that Ms. Lyndsay Sipple has been promoted to Executive Staff Advisor, which will leave DPL with two open supervisor positions. Ms. Sipple will work closely with Commissioner Lawson on special projects, supervision trainings, etc.

Commissioner Lawson reported PPC's request was approved to add a new staff attorney, who will assist with KBLPC legal matters.

NEW BUSINESS

KCA Update – Ms. Hinton reported registration for the Annual Conference has been strong, showing good numbers. She reported they are still registering exhibitors, sponsors, and attendees. Ms. Hinton stated KCA will be presenting mandated training webinars in the next several weeks.

Ms. Halpin stated KCA is planning a spring virtual conference on March 6, 2026.

Ms. Hutchins reported that as of September 2025 application approvals, KBLPC now has more than 5,000 licensed counselors in KY.

Jurisprudence Exam discussion was tabled.

Counseling Compact Update – Dr. Brooks reported that September 30 is the official roll out date for the database, CompactConnect, with AZ being the only state ready to transmit data.

KY will need ORI number for FBI Criminal Background Check. KBLPC is in the process of applying for an ORI number through KSP in addition to finding a sponsor to file a new statute requiring a biometrics background check. KBLPC has partnered with Children's Alliance to aid in legislative efforts during the next Legislative session beginning January 6, 2026.

KSP responded to KBLPC's application for an ORI number and is requesting additional information.

Regulations Committee – Mr. May made a motion to create a standing Regulations Committee. The Committee will include the Chair and two Committee Members. Dr. Pemberton

seconded the motion, which carried. Chair Brooks appointed Ms. Denise Hutchins, Dr. Charles Pemberton, and Ms. Marion to the Regulations Committee, with Dr. Hannah Coyt being an alternate.

Fall Board Retreat After Action Report – Board Chair, Vice Chair, and Board Counsel began working on an action report, and determined the report will be given to Regulations Committee for review and updating before it is presented to the Board.

Fall 2025 Workday (October/November) – Ms. Hutchins made a motion for a KBLPC Fall Workday on Friday, November 14, 2025. The Workday will be held in-person. Motion seconded by Dr. Pemberton and carried.

Spring 2026 Board Retreat – KBLPC discussed two dates for the Spring 2026 Board Retreat: April 23-24 or April 30-May 1, 2026

The Board took a 10-minute break at 10:57.

Jurisprudence Exam – The Board discussed the requirement for an exam on state LPC laws. The Scoring Committee for the RFP for Training Series reported the proposals were extremely pricey which makes that option financially unfeasible. The Board has researched other states with the exams to determine method of examinations. Ms. Hutchins submitted survey to AASCB and shared results with the Board.

Dr. Pemberton reported he spoke w NBCC and stated the cost would be \$100.00 per exam if CCE develops and hosts the exam. However, if the Board creates the questions for the exam, the cost per examination would drop.

Ms. Hutchins searched online test taking with test bank and discovered software using AI where you drop in the regulation, and they create test questions.

KBLPC will connect with states that answered the AASCB survey and inquire specifically about internal creation vs. outside creation and housing.

Dr. Pemberton and Dr. Coyt will reach out to NBCC to gather more information, and to present at the October Board meeting.

Election for Compact Delegate – KBLPC will need to appoint a new delegate and alternate in preparation of when Dr. Brooks' replacement has been appointed.

Election for Board Leadership – Nominations and appointments to take place after ADMINISTRATIVE HEARINGS.

OLD BUSINESS

RFP for Training Series – The Scoring Committee met August 1, 2025, with the two companies that met the requirements. Based on the work product and cost, the recommendation of the Committee is to reject all bids, Ms. Hutchins seconds the recommendation with all in favor. Motion carried.

Distance Counseling Definition - Big Picture and Regulation – Dr. Brooks relayed the current definition is different than intended. She noted there it was intended to include video and audio,

not either or. Chair Brooks recommends the Regulations Committee make this a priority to edit and update. Topic was tabled to Regulations Committee.

THE BOARD ENETRED CLOSED SESSION

Mr. Roberts made a motion to enter closed session at 12:13 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. Pemberton seconded the motion, which carried, and the board entered closed session at 12:15 pm.

Mr. Roberts made motion to come out of closed session at 2:29 p.m. Ms. Marion seconded the motion, which carried. Chair Brooks announced the Board was back in open session at 2:29 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)

Shalyn Marie Song Adams, Lauren Elyse Ammerman, Adrianna Nickole Bartley, Nathan Philip Bir, Rebekah Brooks, Elyse Rose Brumfield, Cassia James Cairell, Bailey Ann Canchola, Kendra Paige Cole, Stacyia Nicole Dillard, Kelly Elizabeth Dugger, Candace Lee-Ann Duncan, Sean Michael Farrington, Katherine Braswell Fisher, Jamie Danielle Garner, Samantha Suzanne Grothaus, Romeo K. Gulefua, Alyssa Marie Harlan, Vanessa Nicole Hartman, Sasha Elizabeth Hearn, Hadley Highbaugh, Jennifer Ann Jeffers, Amber L Kinast, Whitney Elizabeth Logan, Bailey Dozier Miller, Zachary Harrison Mitchell, Deborah Devona Parks, Rachel Grace Parrish, Hannah Grace Phelps, Courtney Taylor Prater, Miranda Railey, Sadie Rogers, Makayla Simon, Chance C Stayton, Kristy L. Stratton, Abigail Ashley Sweeney, Kendra Leigh Thomas, Mackenzie Treadway, Patience M Vaughn, Tamara Lea Walls, Ashley Pritchett Wells, Courtney Widener, Courtney Marie Williams, Caroline Elizabeth Wilson, Robyn Ann Wilson, Ryan Chad Witt, Tiana Shanae Woodard

Licensed Professional Clinical Counselor (LPCC)

Weston H Beaven, Megan Cathers, Robert F. Delap, Casey N. Dungan, Sarah Dunn, Samantha Jo Embry, Emily Beth Lawhorn Fouch, Holly Hane, Benjamin Marshall Hart, Kelsey Taylor Heckel, Jessica Nicole Hummel, Rachael Katina Keeling, Kelly Celeste Kerr, Ashlie N Manuel, Angelina Marie Masters, Mariana Valentina Mirasolo, Anessia Devon-Pearl Nutter, Alexandra Jolyn Phelps, K'Yon Ter-Rel Poynter, Dana Marie Ripley, Rebecca Lea Robinson, Emily Santry, Jennifer Marie Schoepp, Hillary Seymour, Raven Michaela Shields, Jessica Danielle Smith, Malissa Stephens, Brianna Michelle Thomas, Kielee Sue Thompson, Afton Leigh Turner, Amber Waddleton, Alisha R Ward, James Kenneth Williams, Dericka Lea Young, Sofia N Zulli

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

Licensed Professional Counselor Associate (LPCA)

LP, MM

Licensed Professional Clinical Counselor (LPCC)

KK, JD

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

The Board took a 10-minutes break at 2:30 p.m.

Dr. Coyt made a motion to refund SR for an open LPCC-S payment that was received. Ms. Hutchins seconded the motion, which carried.

Dr. Coyt made a motion on behalf of the Application's Committee to file a complaint against BD and JB. Ms. Hutchins seconded the motion, which carried.

Ms. Hutchins made a motion to submit information obtained during the investigation of 2025LPC00005 to the proper authority for investigation of possible insurance-related violations. Dr. Coyt seconded the motion, which carried.

CEU APPLICATIONS COMMITTEE

Ms. Hutchins made a motion to accept the CEU Applications Committee's recommendations of approvals and denials. Seconded by Mr. May, which carried.

COMPLAINTS COMMITTEE

The Complaints Committee separated its recommendation due to one member's abstention on several complaints, and makes the following recommendations as its first Motion for approval:

1. For 2025LPC-00030, 2025LPC-00040, 2025LPC-00042, 2025LPC-00043, and 2025LPC-00045:

Offer of informal settlement with the following terms:

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

2. For 2025LPC-00033, 2025LPC-00039, 2025LPC-00041, and 2025LPC-00044 – Private admonishment and recommendation that licensee takes the KY Law class synchronous or in-person and provide proof of completion to the board.

Mr. May seconded the recommendation. With Dr. Pemberton abstaining, the motion carried.

The Complaints Committee makes the following recommendations as its 2nd Motion for approval on the remaining complaints:

3. 2025LPC-00005 – Dismiss due to retaliatory nature of the complaint with a warning from the Board that the licensee should use caution when using unencrypted messaging and lack of professionalism by texting during a session.
4. 2025LPC-00004 – Dismiss due to retaliatory nature of the complaint with a warning from the Board that the licensee should use caution when using unencrypted messaging.
5. 2024LPC-00048 – Dismiss with no evidence of a violation of KY LPC law.
6. 2024LPC-00045 – Dismiss for no evidence of violation of KY LPC laws.

7. 2024LPC-00058 – Dismiss for lack of evidence of incapacity of licensee.
8. 2023LPC-00023 – Dismiss.
9. 2025LPC-00016 – Dismiss as there is no evidence of a violation of KY LPC laws.
10. 2025LPC-00037 – Dismiss with no evidence of violation of KY LPC laws.
11. 2025LPC-00046 – Refer for investigation to include specific questions posed by the Committee.
12. 2025LPC-00050 – Dismiss.
13. 2025LPC-00051 – Defer pending outcome of fitness for duty evaluation.
14. 2025LPC-00052 – Refer to Clinton for Complainant's clinical file and all related billing documentation for October board mtg, if possible, w/o interviews at this time. Submit this info to board to determine if interviews are needed.
15. 2025LPC-00053 – Refer for investigation to interview the clinical supervisor only at this time. Committee seeks information on composition of supervision sessions and supervision logs, as well as supervisor's general comments on the allegations in the complaint relating to documentation.

Quarterly Reports / Self-Reports / Correspondence

16. Information on K.T. from CHFS: File Board complaint based on information in possession.
17. 2025LPC-00003 – CEU Completion - Approve.
18. 2022LPC-00031 Request for early reinstatement not approved.
19. Board of Nursing forwarded complaint: No action with response to the Board of Nursing that this is the proper board but there is no evidence the licensee was acting in their capacity as a licensed professional counselor, that the complainant is a client, or that the licensee violated any other KY LPC law.

Dr. Coyt seconded the committee's motion. Motion carried.

LEGAL COUNSEL

Dr. Pemberton made a motion allowing Board Counsel to request AOC Background Checks in connection to legal matters as deemed necessary. Dr. Coyt seconded the motion, which carried.

ADMINISTRATIVE HEARINGS

Dr. Pemberton made a motion to approve the following Orders of Dismissal, to be signed by current Chair. Motion seconded by Dr. Coyt, which carried.

2024-KBLPC-00005 Order of Dismissal
2024-KBLPC-00006 Order of Dismissal
2024-KBLPC-00010 Order of Dismissal
2024-KBLPC-00011 Order of Dismissal
2025-KBLPC-00002 Order of Dismissal

Election for Board Leadership – Election Results were presented. Dr. Pemberton is elected as Vice Chair.

Election for Compact Delegate – Dr. Pemberton made a Motion for the sitting Chair to be the Compact Delegate, with Dr. Hannah Coyt remaining the Compact Delegate Alternate. Mr. May seconded the motion, which carried.

Exchange of Chair from Dr. Brooks to Ms. Hutchins.

PER DIEM

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

- Ms. Denise Hutchins: 9/3/2025 (Meeting with Board Counsel and Board Administrator), 9/10/2025 (Meeting with Board Counsel and Board Administrator), 9/11/2025 (Meeting with Board Administrator), 9/12/2025 (CEU Applications Committee Meeting), 9/17/2025 (Meeting with Board Counsel and Board Administrator), 9/18/2025 (Complaints Committee Meetings), 9/19/2025 (Board Meeting)
- Dr. Charles Pemberton: 9/5/2025 (Scoring Committee Meeting), 9/12/2025 (CEU Applications Committee Meeting), 9/17/2025 (Complaints Review), 9/18/2025 (Complaints Committee Meetings), 9/19/2025 (Board Meeting)
- Dr. Hannah Coyt: 9/4/2025 (Applications Workshop with Board Administrator), 9/5/2025 (Scoring Committee Meeting), 9/16/2025 (Applications Review), 9/17/2025 (Applications Review), 9/18/2025 (Applications Committee Meeting), 9/19/2025 (Applications Committee Workshop/ Board Meeting)
- Mr. Wm. Jake Roberts: 9/19/2025 (Board Meeting)
- Mr. R. Kyle May: 9/5/2025 (Scoring Committee Meeting), 9/13/2025 (Applications Review), 9/16/2025 (Applications Review), 9/17/2025 (Applications Review), 9/18/2025 (Applications Committee Meeting), 9/19/2025 (Applications Committee Workshop/ Board Meeting)
- Ms. Joellen Marion: 9/18/2025 (Applications Committee Meeting), 9/19/2025 (Applications Committee Workshop/ Board Meeting)

Dr. Brooks seconded the motion, which carried.

ADJOURN

Dr. Coyt motioned to adjourn the meeting at 3:02 p.m. Motion seconded by Dr. Pemberton, which carried.

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