

COMMONWEALTH OF KENTUCKY
KENTUCKY BOARD OF LICENSED PROFESSIONAL COUNSELORS
CASE NO. 2022-LPC-00055

KENTUCKY BOARD OF LICENSED
PROFESSIONAL COUNSELORS

PETITIONER

v.

KAYLA MICHELLE HOWARD,
LPCA, License No. 268938

RESPONDENT

AGREED ORDER

The Kentucky Board of Licensed Professional Counselors (the "Board"), and Cordie Wilson, LPCA, License Number 268938, ("Respondent") hereby agree as follows:

1. On December 13, 2022, the Board received Complaint No. 2022-LPC-00055 from Jamie Wilkinson. The complainant made allegations relating to client abandonment, among other things
2. The Board notified the Respondent of the complaint. Thereafter, Respondent submitted a response to the complaint wherein Respondent makes acknowledgments that indicate an abandonment of a client(s) in treatment without making arrangements for the continuation of treatment.
3. Based on the Respondent's response, at its regularly scheduled meeting of December 16, 2022, the Board voted that the matter warranted a formal complaint, but Board Counsel was authorized to make an offer of informal settlement in lieu of referral for an investigation into the allegations in the complaint, as authorized by KRS

335.540(4) and 201 KAR 36:050. Section 4. (Settlement by Informal Proceedings). which may be entered into at any time during the complaint management process.

4. The Board has determined that disciplinary action under the following statutes and regulations is appropriate: KRS 335.540(1)(g); 201 KAR 36:040 Section 1 (1)(a), (b) and (c), 201 KAR 36:040 Section 1 (2) (b), (g) and (h), and 201 KAR 36:040 Section 2(19). Respondent agrees the Board may take disciplinary action against her for the above-described violations.

5. Respondent recognizes that if this matter were to proceed to an Administrative Hearing, there may exist sufficient evidence to sustain a disciplinary action against her. The Board and Respondent nevertheless desire to settle this matter in an expeditious manner without resorting to an administrative hearing, as is authorized by 201 KAR 36:050. Section 4.

6. Instead of pursuing a disciplinary hearing, the parties have mutually decided to resolve any potential disciplinary action through an informal settlement, authorized by means of this Agreed Order.

The Board and Respondent now therefore agree to this Agreed Order, which resolves Complaint No. 2022-LPC-00055 on the following terms and conditions:

7. Respondent shall execute and return a copy of this Agreed Order to the Board within thirty (30) days of receipt of the Agreed Order or it shall be null and void, and the Board may institute further disciplinary action.

8. The Board is appreciative of the Respondent's honesty and taking responsibility for her actions or inactions and offers the following disciplinary sanctions, which are hereby agreed to by the Respondent, as follows:

- a. The Respondent shall obtain three (3) hours of continuing education (CE) in ethics that includes training on abandonment and termination of services, if available.
- b. The Respondent shall submit proof of completion of all continuing education requirements to the Board within six (6) months of entry of the Agreed Order.
- c. The Respondent shall be responsible for any costs associated with continuing education that are not covered by any place of employment.

9. Respondent agrees to commit no further violations of statutes and regulations governing her license to practice as a Licensed Professional Counselor Associate.

10. Respondent acknowledges the seriousness of the allegations contained within Complaint No. 2022-LPC-00055 and agrees that the allegations contained in the complaint may be a violation of the Code of Ethics.

11. Respondent understands that by signing this Agreed Order she has waived her hearing rights, which specifically include any right to a hearing, including the right to be present with counsel, to subpoena witnesses and to confront those against her, and the right to appeal the Board's decision as entered in this Agreed Order and the full panoply of rights of hearing and appeal related to her mandatory certificate and as authorized by statute, regulation, and court decision.

12. Respondent acknowledges that this Agreed Order, after her execution of same, shall be presented to the Board with a recommendation for approval from the Board's Counsel at the next regularly scheduled meeting of the Board following receipt of the executed agreement.

13. The Agreed Order shall not become effective until it has been approved by the Board and endorsed by the Chair of the Board.

14. Respondent understands the Board is under no obligation to accept or reject this Agreed Order, and hereby waives any right she may have had to challenge, based upon the presentation of this Agreed Order to the Board, the impartiality of the Board to hear an administrative action if this Agreed Order is rejected.

15. If this Agreed Order is rejected by the Board, it shall be regarded as null and void, and of no effect. No statement or term contained in this Agreed Order will be regarded as evidence in any subsequent disciplinary hearing, nor shall any inference be taken from Respondent's willingness to enter into this Agreed Order.

16. Upon approval of this Agreed Order by the Board, the Board shall dismiss Complaint No. 2022-LPC-00055. Any violation by Respondent of the terms of this agreement shall be grounds for further action by the Board, including but not limited to the reopening of this complaint.

17. Respondent recognizes that if this matter were to proceed to an Administrative Hearing, there may exist sufficient evidence to sustain a disciplinary action against her. Respondent nevertheless desires to settle this matter in an expeditious manner without resorting to an administrative hearing, as is authorized by 201 KAR 36:050. Section 4.

18. Respondent acknowledges that at all times she has had the opportunity to obtain legal counsel of her choosing.

19. Respondent acknowledges, once adopted by the Board, this Agreed Order is considered a public document, available for inspection at any time by any member of the public under the Kentucky Open Records Act. Further, Respondent understands the Board is free to make any use it deems appropriate of the contents of this Agreed Order,

which shall include the Board's ability to share the content of this Agreed Order with any governmental or professional board or organization, publication of a summary in the Board's newsletter, reporting under federal law, and availability via the Board's web site.

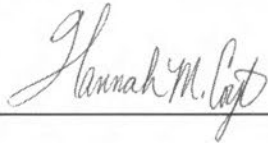
20. All parties and their undersigned representatives warrant and represent that they have the requisite power and authority to enter into this Agreed Order and to effectuate the purposes herein, and that this Agreed Order shall be legally binding and enforceable against each party in accordance with terms of the Agreed Order.

21. This Agreed Order shall be governed in all respects by the laws of the Commonwealth of Kentucky. Any disputes arising under this Agreed Order shall be resolved in the Circuit Court of Franklin County, Kentucky; and the parties' consent and agree to the *in personam* jurisdiction of such Court.

22. This Agreed Order may not be modified except by a written agreement executed by all parties.

HAVE SEEN AND AGREED:

Kayla Michelle Howard
LPCA, License # 268938
Respondent



Chair
Kentucky Board of Licensed
Professional Counselors

Date

3/17/2023

Date

which shall include the Board's ability to share the content of this Agreed Order with any governmental or professional board or organization, publication of a summary in the Board's newsletter, reporting under federal law, and availability via the Board's web site.

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HAVE SEEN AND AGREED:

Kayla Michelle Howard
Kayla Michelle Howard
LPCA, License # 268938
Respondent

3/7/23
Date

Chair
Kentucky Board of Licensed
Professional Counselors

Date

CERTIFICATE OF SERVICE

I hereby certify that a copy of the Agreed Order was mailed this 21 day of ~~February~~ ^{March} 2023 by electronic mail, and by regular first-class mail and to:

Kayla Michelle Howard



Respondent

And via electronic mail to:

Sara Boswell Janes, Staff Attorney III
Department of Professional Licensing
Public Protection Cabinet
Office of Legal Services
500 Mero Street
Frankfort, Kentucky 40601
Sara.janes@ky.gov
Board Counsel

A handwritten signature in black ink, appearing to be 'Sara Janes', written over a horizontal line.

Board Administrator