



Andy Beshear
GOVERNOR

Jacqueline Coleman
LIEUTENANT GOVERNOR

PUBLIC PROTECTION CABINET

**Kentucky Department of Professional
Licensing**

Kentucky Board of Licensed Professional
Counselors

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Brian Raley
DEPUTY SECRETARY

Kristen Lawson
EXECUTIVE DIRECTOR

Board Meeting Minutes for July 17, 2026

Board Members and Staff Present

- Denise Hutchins, Chair
- W. Jake Roberts
- Hannah Coyt
- Joellen Marion
- Lauren Muir
- R. Kyle May
- Sara Janes, OLS
- Gabe Dent, Administrative Section Supervisor
- Chasity Wray, Administrative Specialist Senior
- Aleena Russell, Administrative Specialist Senior

Call to Order

Chair Hutchins called the meeting to order at 10:02 A.M.

Approval of Minutes

Motion by Hannah Coyt to approve June 18, 2026, Special Board Meeting minutes with the amendment to change the time Hannah Coyt joined from a.m. to p.m. Seconded by Joellen Marion, Jake Roberts abstained, carried.

Financial Report

June FY26 Financial report was reviewed by the Board members. No update.

DPL Report

Gabriel Dent reported there were no updates.

New Business

- ***KCA Update***

There was no representative from KCA in attendance to provide an update. Chair Hutchins mentioned there are two (2) board member terms expiring in September and KCA has facilitated the nomination process with KMHCA in the past. Hannah Coyt has been the Board liaison for KMHCA in the past and will make an inquiry about KMHCA's needs from the Board for making its recommendations to the Governor since the Board has a statutory duty to enforce the statutes and regulations and KMHCA has the statutory duty to make the recommendations. Ms. Coyt received a response from KMHCA that they wanted a job description. Chair Hutchins advised the job description should include full disclosure about the time commitment involved since this is a working board. The Board agreed that Chair Hutchins and Ms. Coyt should work together with Counsel to develop a job description to send to KMHCA.

- ***RFP for Legal Services – Update***

The RFP closed on June 30, 2026, with no bids. Additional marketing options were discussed by the Board Members. Motion by Kyle May to repost the RFP with additional marketing efforts as decided by the Board. Seconded by Hannah Coyt, carried.

- ***ORI Number Application – Update***

Gabriel Dent provided update to the Board. The application for an ORI number was made to the Kentucky State Police but has not yet been approved. There was extensive Board discussion about the anticipated delay in getting the ORI number. Mr. Dent advised:

1. Notice has been placed on the Board's website under Latest News.
2. Applications in the cue prior to July 15d will be processed under the prior law.
3. eServices applications have been updated to no longer allow upload of background checks from the applicant.

Hannah Coyt made a motion to install a banner on the Board's website home page to ensure applicants have notice of the requirement and the status of the ORI application, which is pending. 2nd by Joellen Marion. All in favor. Carries.

Hannah Coyt will send Gabe Dent, the Section Supervisor, a list of emails for CACREP-accredited programs so a notice regarding the new FBI background check requirement can be distributed to the schools for new graduates.

- ***FAQ on Accommodations***

Board reviewed the FAQ update on ADA Accommodations. Motion by Kyle May to approve and post on the Board's website. Seconded by Hannah Coyt, carried.

Chair Hutchins announced to newly arrived guests that the names of approved applicants are not announced during the meeting and that licensees get 3 hours of CEUs for attending a meeting.

- ***AASCB Webinar: From Gavel to Greatness, September 25, 1pm to 4pm***

Board members discussed the webinar and decided to pass to the August meeting. Motion made by Kyle Mayo to pay AASCB annual membership dues. Seconded by Joellen Marion, carried.

Old Business

- ***NBCC Jurisprudence Exam – Regulation highlighting***

The Board decided to pass this discussion to the Special Meeting date.

- ***Compact Data Sharing – Discussion***

Chair Hutchins reminded the Board there are decisions that must be made regarding Compact data sharing. After review of notes from prior board meetings, part of the decision relates to what data the Board will share, including one of the following options:

1. Send all LPCCs (This would include those who may not be eligible for the PTP)
2. Send only LPCCs who are eligible to participate
3. Create an opt-in form for those who are eligible and opt to have their data shared.

At the August 2025 meeting, the Board was leaning toward Option 3. Kyle Mayo suggested Option 3 may be the best way to send because it also denotes the licensee's consent. Chair Hutchins said this will also ensure those who want to participate will do the residence verification and FBI Background check.

Members suggested setting a special meeting on Compact Data Sharing. The Board decided to pass this to the July 31, 2026, Special Meeting to schedule the meeting date on data sharing.

- ***Administrative Independence***

Denise Hutchins will invite Tiler Technologies to conduct a demo of their eServices platform at a Special Meeting and will work with Kristen Lawson and Gabe Dent to have someone from the Finance and Administration Cabinet and the PPC Budget Office attend the meeting to discuss options. All questions from the Board to Budget Office are to be submitted to the Board Specialist by July 24, 2026.

- ***Supervision Agreement Remediation***

Gabe Dent updated the Board that the remediation email is set up, and the remediation email has been sent out to the affected licensees.

Joellen Marion suggested that for applications already pending, any applicants falling into the category should be sent the information sheet and advised they must submit the required affidavits for consideration of hours at unapproved locations.

The Applications Committee will create a spreadsheet to review the submitted affidavits for review and approval and make a determination about how to log and place the

documentation and board decision in the applicant or licensee file for current and future use.

- ***New Supervision Agreement Form***

The Board has decided to pass this to the August meeting.

- ***Town Hall Discussion***

The committee chair, Charles Pemberton, advised there was not much movement on this issue since the last meeting. The Ad Hoc Committee consists of Charles Pemberton (Chair), Lauren Muir and Joellen Marion. They will schedule a meeting.

Chair Hutchins advised the Counseling Compact had new rules that remain pending. The Executive Committee met July 1. The Rules Committee will meet next week to consider public comments on the proposed rules.

An attendee asked a question in the Teams Chat whether they must still be in attendance after closed session for purposes of claiming the 3 hours of CEUs. The Chair advised staying until closed session began was sufficient to claim the 3 hours.

Hannah Coyt made a motion to enter closed session at 11:45a.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. Kyle May seconded the motion which carried.

Kyle May made motion to come out of closed session at 1:24 p.m. Hannah Coyt second motion, which carried. Chair Denise Hutchins announced the Board was back in open session at 1:24 p.m. No action was taken during the closed session.

Kyle May made a motion to amend the 3/19/26 Complaints Committee Plan for Dispensing with Board Initiated Complaint due to Supervision Agreement Violations to only set aside the prior decisions if the licensee agrees to the Plan requirements for the listed complaints and as set forth below. 2nd by Hannah Coyt. All in favor. Carries. Upon agreement of the Licensee/Respondent, set aside the prior decision by the Board for Complaint Nos. 2025LPC-00029, 2025LPC-00030, 2025LPC-00031, 2025LPC-00032, 2025LPC-00033, 2025LPC-00034, 2025LPC-00035, 2025LPC-00036, 2025LPC-00039, 2025LPC-00040, 2025LPC-00041, 2025LPC-00042, 2025LPC-00043, 2025LPC-00044, 2025LPC-00045, 2025LPC-00061 and 2025LPC-00062 upon the licensee's agreement to the 3/19/2026 Plan for Dispensing with Board-Initiated Complaints due to Supervision Agreement Violations, as amended below:

FOR COMPLAINTS AGAINST AN LPCC-S, Upon agreement of the Licensee/Respondent:

1. Any Agreed Order already entered in one of these complaints shall be set aside by the Board and the complaint shall be resubmitted to the board with the recommendation set forth in 3.

Below.

2. Any pending Board recommendation pending in one of these complaints shall be set aside and the complaint shall be resubmitted to the Board with a recommendation set forth in 3. below.
3. The terms for the settlement agreement are as follows:
 - a. Within thirty (30) days of entry of the proposed Settlement Agreement, the Respondent shall provide the Board with the following:
 - i. Written assurance that the Respondent will comply with all supervision requirements established in 201 KAR 36:060 and 36:065; and
 - ii. Written proof the Respondent has reported the entry of this Agreed Order to all of the Respondent's supervisees; and
 - iii. 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
 - iv. Agreement to complete the 15-hour LPCC-S Supervision Training, synchronous or in-person, with proof of completion to the board within six (6) months.
4. Upon receipt of the signed Settlement Agreement and completion of all terms, the Board agrees to dismiss the underlying complaint, and the Settlement Agreement shall not constitute disciplinary action against the Respondent.
5. The Board will accept any terms already completed for purposes of Item 4.

FOR COMPLAINTS AGAINST AN LPCA Upon agreement of the Licensee/Respondent:

1. Any disposition (e.g. private admonishment) already entered in one of these complaints shall be set aside by the Board and the complaint shall be resubmitted to the board with the recommendation set forth in 3. Below.
2. Any pending Board recommendation in one of these complaints shall be set aside and the complaint shall be resubmitted to the Board with a recommendation set forth in 3. Below.
3. The terms for the settlement agreement are as follows:
 - a. Within thirty (30) days of entry of the proposed Settlement Agreement, the Respondent agrees to provide to the Board with the following:
 - i. Agreement to complete the 3-hour KY LPC Law Training, synchronous or in-person, with proof of completion to the board within six (6) months; and
 - ii. Submit a new Supervision Agreement for approval by the Board prior to any change in (1) Supervisor, (2) Job placement (setting), (3) Job title, or (4) Job description.
4. Upon receipt of the signed Settlement Agreement and completion of all terms, the Board agrees to dismiss the underlying complaint, and the Settlement Agreement shall not constitute disciplinary action against the Respondent.
5. The Board will accept any terms already completed for purposes of Item 4.

Continuing Education Applications Committee

Applications Committee

Licensed Professional Counselor Associate (LPCA)

Derrick Arthur, Sherri Baptiste, Alexandria Blas, Kelsey Connelly, Savannah Corbitt, Ian Dennis, Jessika Elkins, Shawn Gardner, Tawanda Hewitt, Monique Holmes, Lindsey Howard, Emily Loreda, Angie Morroquin Garcia, Lyndsey Mayberry, Andrea O'Dell, Kenneth Olsen Jr., Jennifer Rock, Isabel Smith, Kenneth Taylor, Miriam Zaiger

Licensed Professional Clinical Counselor (LPCC)

Cynthia Bennett, Melissa Brown, Hannah Carpenter, Jennifer Casey, Audree Caswell, Vanessa Collier, Mary Conlee-Smith, Jessica Corkery, Shelby Dennis, Teresa Evans, Bethany Farley, Destin Fouche, David Gamble, Tara Hammonds, Amber Millay, Victoria Motter, Crystal Mullins, Mistie Price, Jessica Puckett, Tracy Russell, Alejandra Saavedra, Norma Thomas, Deanna Wathen, Laura Welp, Olivia Williams, Amanda Wilson

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

Licensed Professional Counselor Associate (LPCA)

AB, PP

Licensed Professional Clinical Counselor (LPCC)

CC, KM, VR

After review by the Board, Kyle May made a motion to adopt the Applications Committee recommendations for the approval and denial of license issuance to the applicants listed below. 2nd by Hannah Coyt. All in favor. Carries.

Joellen Marion made a motion to refund the application fees for L.B. and J.C. due to the military service exemption. 2nd by Kyle May. Carries.

Motion by Hannah Coyt to set aside prior Board initiated complaint recommended by the Applications Committee for N.K., 2nd by Kyle May. All in favor. Carries.

Motion by Hannah Coyt to set aside prior board-initiated complaint recommended by the Applications Committee on N.D. and approve the application. 2nd by Kyle May. All in favor, carries.

Complaints Committee

Motion by Hannah Coyt to adopt the recommendations made by the Complaints Committee set forth below. 2nd by Kyle May. All in favor. Carries.

Complaint Committee Recommendations:

- 2024-LPC-00044 –Request verification from Respondent of date treatment was initiated.

- 2026-LPC-00011 – Offer to Respondent to accept an assurance of voluntary compliance pursuant to KRS 335.540(3), for her compliance with the Board’s request that she take a 3-hour in-person or synchronous ethics course w/n 3 months and send proof of completion to the board; and that she will comply with the requirements of 201 KAR 36:040. Section 5(5) and that she does not use designations or credentials that are not active or consistent with requirements for usage in her advertising, or otherwise, in her role as an LPCA; and that she voluntarily submit proof from her current supervisor and any future supervisors that the supervisor has been put on notice of this complaint and her assurance of voluntary compliance.
- 2026-LPC-00014 - Dismiss for failure to provide evidence of a violation of KY LPC Laws over which the Board has jurisdiction or authority.
- 2026-LPC-00016 -Request verification from the school principal, or their designee, of stated boundary precautions that were put in place to avoid a conflict of interest as it relates to the Complaint’s child and the professional services provided by Respondent at the school.
- Self-report. C.W. – That the Board initiated complaint ordered at the May 15, 2026 meeting be filed as the self-report came too late.
- Self-report – DG. That the Board-initiated complaint for her failure to report from the June 17, 2026 meeting be set aside and that the Board accept the self-report from 11/25/2025 as being timely. Thank DG for the report and request DG update the Board on the status of the criminal matter by the next meeting.
- Self-report – J.A. Thanks for report and provide the board with updates on any court action taken relating to the IPO.
- Self-report – L.P. (aka L.F.) Send L.P. for a FFD evaluation to include any collateral interviews necessary, including with the employer, to include verification that she has suspended her practice as reported to the board.
- Self-report – R.S. Thank her for the report. Request 3rd party verification from R.S. that she is in compliance with all court orders and is following all treatment recommendations.
- Self-report – B.H Thank him for the timely report. Provide the board with updates on any court action taken relating to the EPO and the misdemeanor case for violation of the EPO.
- Correspondence – J.A. Advise T.S. he is welcome to file a formal complaint (send a link) and provide any proof or verification of the conduct he reports in the email for board consideration.

Legal Counsel

Discussed in closed session.

Administrative Hearings

Motion by Hannah Coyt to adopt the Hearing Officer’s Recommended Order of Summary Disposition and Dismissal in 2024-KBLPC00013. 2nd by Kyle May. Carries.

Approval of Per Diem

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

- Denise Hutchins: 6/29 Teams Meeting with Tyler Technologies; 7/1 & 7/8 KBLPC Chair, BA, Counsel Meeting
- Charles Pemberton: 7/9 Complaints Committee; 7/10 CEU Committee
- Robert May: 6/12 CEU Committee Meeting; 6/15, 7/7 Complaints Review; 6/18 Full Board Meeting; 7/8 CEU Applications Review; 7/9 Complaints Committee Meeting; 7/10 CEU Applications Committee Meeting
- Hannah Coyt: 6/11 – Application Meeting, 6/18 full board meeting.
- Joellen Marion: 6/22, 6/29, 7/6, 7/9, 7/13, 7/15 Applications Review 7/16 Applications Meeting, 6/23, 6/24, 6/25 CRBS
- Lauren Muir: 7/14, 7/15, 7/16 Applications Review & Meeting
- Jake Roberts:

Joellen seconded the motion, the motion carried.

Adjournment of Meeting

Motion made by Joellen Marion to adjourn the meeting at 1:39p.m. Second by, Kyle May, carried.