



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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SECRETARY

Brian Raley
DEPUTY SECRETARY

Kristen Lawson
EXECUTIVE DIRECTOR

Board Meeting Minutes for August 21, 2026

Board Members and Staff Present

- Denise Hutchins, Chair
- Charles Pemberton, Vice 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
- Beverly Dearborn, PPC Budget Department
- Jason Feddersen, PPC Budget Department

Call to Order

Chair Hutchins called the meeting to order at 10:04 A.M.

Approval of Minutes

Motion by Kyle May to approve July 17, 2026, Board Meeting minutes. Second, Hannah Coyt, Jake Roberts and Charles Pemberton abstained, carried.

Motion by Charles Pemberton to approve July 31, 2026, Special Board Meeting minutes. Second, Kyle May, motion carries.

Financial Report

July FY26 Financial report was reviewed by the Board members. Chasity Wray answered a few questions by the Board to clarify any financial questions they had.

DPL Report

Kristen Lawson reported there were no updates.

New Business

- ***KCA Update***

There was no representative from KCA in attendance to provide an update.

- ***September Board Meeting Special Meeting Date***

Due to several scheduling conflicts of several individuals on the date of the regularly scheduled meeting, Charles Pemberton motions to have a Special Meeting for the September meeting on September 25, 2026, from 9a.m.-12p.m. Second, Kyle May, motion carries.

- ***RFP for Paralegal Services – Update***

Counsel provided the draft for the Board to review. The Board approved and Counsel will get RFP posted.

- ***Board Positions Upcoming Votes***

- The Board discussed KMHCA and the ballots that were sent out to licensees regarding board member nominations. KMCHA has Hannah Coyt listed on its website as the Board liaison. Motion by Charles Pemberton for Hannah Coyt to act as the Board's KMHCA liaison and to advise KMHCA of the vetting and requirements for board membership. 2nd by Kyle May. All in favor. Carries.

The Board will vote at the September Board Meeting for Chair and Vice Chair positions.

Charles Pemberton motions Hannah Coyt to inform KHMCA of the requirements needed for a Board member. Second by Kyle May, carried

- ***Correspondence from D.C. at KWC***

The Board reviewed the correspondence regarding a CACREP program at KWC. Board Administrator will provide D.C. with a copy of 201 KAR 36:070, Section 2(2) which requires CACREP-accreditation and further respond with information to contact Sylvia Hernandez with CACREP for additional information about how the accreditation process works.

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

Motion by Denise Hutchins to pay and have the Board attend the virtual webinar. Second by Kyle May, carried.

- ***Follow Up Questions For Budget Department***

Charles Pemberton asked for clarification from the Budget Department about the support that can be provided. Beverly Dearborn provided insight into how things would work. The Board was informed that the OIT services currently provided are wrapped up in the contract with DPL and were provided with a look of what that would cost the Board to keep those services if the Board elects to terminate services with DPL. It was reported that for the size and number of licensees – they estimate a cost of \$48,000/year to host plus 1000-1500 hours per year for updates and maintenance at \$80/hour. A total \$128,000 -168,000/year is estimated for BackOffice, DPL Production, and the Website. The contract would include what level of services an Executive Director would have access to.

Denise requested to have OIT and HR attend a meeting to answer questions the Board has regarding questions that came up during this discussion.

The Board discussed the presentation by Tiler Technologies and had questions about the proposal not listing complaints management, administrative hearings, inactive status, LPCC-S tracking, Active-Ineligible to Practice status, renewals, tracking CEUs and ability to upload them into the system for tracking purposes, verification of hours annually with ability for the supervisor to sign off, and supervision agreements with download and print capability after approval.

Hannah Coyt made a motion for Charles Pemberton to represent the Board in the request for an interview made by Indiana University as it relates to Kentucky's mandatory suicide prevention training and completion of the survey after consultation with Board counsel and Board supervisor. 2nd by Kyle May. All in favor, Carries.

Old Business

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

The Board has moved this discussion to the end of the October Board meeting

- ***Administrative Independence***

The Board reviewed the price quote provided by Tyler Tech and came up with some follow-up questions regarding what the quote includes and the possibility of staying with DPL while also implementing Tyler Tech as an option. Follow-up questions relate to complaints management, administrative hearings, inactive status, LPCC-S tracking, Active-Ineligible to Practice status, renewals, tracking CEUs and ability to upload them into the system for tracking purposes, verification of hours annually with ability for the supervisor to sign off, and supervision agreements with download and print capability after approval.

- ***Supervision Agreement Remediation - Update***

Denise Hutchins asked how many Remediation applications are coming through since this has gone into effect. Board Administrator informed the Board there was one (1) on for review this month by the Applications Committee.

- ***New Supervision Agreement Form***

No update at this time.

- ***Town Hall Discussion***

Counsel suggested offering this in a Special Meeting with the Agenda item as Town Hall Discussion to stay in compliance with the Open Meetings Act.

Joellen Marion motions to create a Communications Committee to include Charles Pemberton, Lauren Muir and Joellen Marion. Motion seconded by Hannah Coyt, carried.

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

Counsel states it has been posted and sent to the Board to share with anyone they know that may be interested. Denise Hutchins asked Counsel when the RFP closes and Counsel states it will close on September 9, 2026, at 2 p.m.

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

No update at this time.

Jake Roberts made a motion to enter closed session at 12:44p.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.

Charles Pemberton made motion to come out of closed session at 2:03 p.m. Hannah Coyt second motion, which carried. Chair Denise Hutchins announced the Board was back in open session. No action was taken during the closed session.

Accommodations Request

Charles Pemberton motions to approve the accommodations requests. Seconded by Hannah Coyt, carried.

Continuing Education Applications Committee

Charles Pemberton motions to approve the recommendations brought forth by the CEU Applications Committee. Seconded by Hannah Coyt, carried.

Applications Committee

Joellen Marion motions that the board administrator can approve reviewed status of eligible pending clean background checks applications until the ORI operations fixed and there will be a banner on e-services, the website and any automatic replies to the constituents. Second, Charles Pemberton. Carries.

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

Licensed Professional Counselor Associate (LPCA)

James Brewer, Sesiley Daugherty, Joshua Hicks, Allyson Jones, Kara Lairson, Leanna Lewis, Amber Mccoy, Shannon Moeller, Peace Popoola, Julia Ryan, Barry Spradlin, Yolanda Stoner, Lindsey Umstead

Licensed Professional Clinical Counselor (LPCC)

Lexus Carr, Eden Coleman, Chelsea Haley, Christopher Hon, Lacey Koa, Frederick Marino, Tamara Miller, Brynn Reese, Malinda Rose, Megan Taylor, Brittany White

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

Licensed Professional Counselor Associate (LPCA)

DT

Licensed Professional Clinical Counselor (LPCC)

CK, SM

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

Regulations Committee

For purposes of open meetings, the Regulations Committee will meet on Friday, August 28, 2026, from 9 – 11 AM to review statutes and regulations to highlight for jurisprudence exam question consideration as requested by NBCC/CCE.

Complaints Committee

Charles Pemberton motions to move the regular Complaints Committee meeting for September to Friday September 11, 2026, from 11am-1pm EST Second, Kyle May, carried.

Charles Pemberton motions moving all future Complaints Committee meetings from 3 p.m.- 5 p.m. to 2 p.m. – 4 p.m. EST. Second, Kyle May, carried

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

Complaint Committee Recommendations:

- 2026-LPC-00015 Dismiss for lack of evidence of a violation of KY LPC laws and regulations.
- 2026-LPC-00023 Refer for investigation.
- In the matter of J.B. – (1) Refer to investigator for interview with the supervisor of J.B. and (2) File formal complaint for license revocation based on failure to cooperate with a board investigation and violation of 201 KAR 36:040.
- Appeal in 2025-LPC-00057 and C&D for M.W. – Refer for investigation of attendees/witnesses of the CEU programs.

Legal Counsel

Charles Pemberton motions that regarding 2024-LPC-00039 they are to submit an application for the S credential. Second, Hannah Coyt, carried.

The Board established a plan for review of applications pending receipt of the ORI number for background checks from the FBI as follows: *Board staff will load a placeholder for the pending background check to trigger a Committee review of the application to determine if it otherwise meets criteria for licensure in all ways other than the background check. (placeholder for FBI background check) If otherwise eligible, the Committee will mark as “Reviewed – Eligible pending background checks” For those applications deficient in some other way, they will be marked “incomplete” (which will go back to the applicant for remediating the deficiency and once it is complete it will be marked, “Reviewed – Eligible pending background check” and if it comes back with a clean background check the Board moved for the Board Specialist to issue the license. Board supervisor will get with IT to update the correspondence language when an application is sent for board review and get with PPC Communications about updating the Website banner and email correspondence response.*

Administrative Hearings

Hannah Coyt motions to adopt the Hearing Officer’s Recommendations in 2024-KBLPC-00012 . Second, Joellen Marion, carried.

Approval of Per Diem

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

- Denise Hutchins: 7/23 Counseling Compact Meeting, 7/28 Meeting with Tyler Technologies, 7/29 Chair Counsel BA Meeting, 7/31 KBLPC Special Meeting, 8/5 Chair Counsel BA Meeting & Meeting with Tyler Technologies, 8/12 & 8/19 Chair Counsel BA meeting

- Charles Pemberton: 5/28 Regulations Committee, 6/16 Complaints Review with Counsel, 6/18 Board Meeting, 7/10 Complaints Committee, 7/31 Special Meeting, 8/12 Meeting with Counsel, 8/14 CEU Committee, 8/18 Meeting with Counsel, 8/20 Complaints Committee
- Kyle May: 8/13 CEU Application Review, 8/14 CEU Committee, 8/19 Complaints Review, 8/20 Complaints Committee
- Hannah Coyt: 7/31 LPC Special Meeting, 8/11 Answer emails and review of applications, 8/20 Board application review for issues and consultations with Board Counsel and Board Administrator, 8/25 Meeting with Board Administrator for Applications follow up
- Joellen Marion: 7/20, 7/22, 7/24, 7/27, 7/28, 8/10, 8/11, 8,17, 8/18, 8/19, 8/20
- Lauren Muir: 7/31 Special Board meeting, 8/17 Applications Review, 8/18 Applications Review, 8/20 Applications Review
- Jake Roberts:

Charles Pemberton seconded the motion, the motion carried.

Adjournment of Meeting

Motion made by Charles Pemberton to adjourn the meeting at 2:14p.m. Second by, Hannah Coyt, carried.