

KENTUCKY BOARD OF LICENSED PROFESSIONAL COUNSELORS

MEETING MINUTES

August 22, 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 August 22, 2025.

MEMBERS PRESENT

Dr. Andrea Brooks, Chair
Denise Hutchins, Vice Chair
R. Kyle May
Dr. Hannah Coyt
Dr. Charles Pemberton

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

Joellen Marion
Wm. Jake Roberts

LEGAL COUNSEL

Sara Janes, OLS

OTHER

Dawn Hinton, KCA
Angi Rosselli

CALL TO ORDER

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

MINUTES

July 8, 2025, Special Board Meeting Minutes tabled to September 2025 Board Meeting.

Dr. Pemberton made a motion to accept the July 18, 2025, Regular Board Meeting Minutes with an amendment to Page 4 – CRBS - Dr. Pemberton’s suggestion, remove NEW “Dr. Pemberton suggested having a session where one or two Board members would meet with a new CACREP program to gather questions and present to the full Board for review and response.” Motion seconded by Mr. May and carried.

Dr. Pemberton made a motion to accept the August 13 & 14, 2025, Board Retreat Meeting Minutes, with proposed amendments to Page 3 – 335:510 .510 Kentucky Board of Licensed Professional Counselors– update statute conversation, update last section pertaining to 9 core classes/areas and what is required. Page 4 – change “must have ACA” to “must have focus on ACA Code of Ethics”. Last page: Add the idea about the required courses that must be in the degree and the balance that it can be remediated. Edited minutes reviewed with Board via Teams. Motion seconded by Mr. May and carried.

MONTHLY FINANCIAL REPORT

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

DPL REPORT

Commissioner Lawson reported PPC has undergone position changes over the summer. Additional information will be relayed once available.

NEW BUSINESS

KCA Update – Ms. Hinton reported conference registration is underway, with breakout session presenters to be registered by August 31. If not registered, sessions will be removed and filled from the waitlist. Super early bird registration is open through August 21. There are several webinars scheduled between now and the conference. Ms. Hinton sent leadership program applications August 22, 2025, with the application process closing September 15, 2025. Board will vote on member attendance at the September meeting. Invoice for sponsorship was requested.

Fall Board Retreat – Chair Brooks reported a successful retreat, with a lot of work completed. This retreat was more big picture conversations vs work product. Dr Pemberton suggested a follow up report, with Ms. Hutchins suggesting the Board continue having bi-annual Board Retreats.

Chair Brooks suggested creating a committee that would meet monthly, to review and propose language, and report information to the Board in a Special Meeting. Chair Brooks and Board Counsel will create an after-action report and will present to the Board in September before a committee is officially created.

Counseling Compact Update – Chair Brooks relayed the Compact is on schedule to open in late August or September. The database is ready and waiting on state data.

Board counsel reported that a data sharing agreement is recommended with the Compact Commission prior to any release of data.

KBLPC will need to file a statute change to be in compliance with Compact law. It will likely be February 2026 for KY to be eligible for participation. The Board reviewed the onboarding information supplied by the Counseling Compact:

What is your state's fee for a compact privilege? KBLPC is still researching the best cost.

Will your state offer discounts for those with active-duty military affiliation? KBLPC will discuss further once a state fee is established.

Will you upload to the data system all licensees or just those who are eligible to purchase privileges? INFO: uploading all licensees improves public protection, as licensees with discipline will be prevented from participating (according to the terms of the compact). However, some states want to share only the information of licensees who opt into the compact, as they believe this is the limit of their authority. KBLPC will only share data for licensees who have opted in and are eligible. KBLPC discussed sharing the least amount of information as possible, preparing an informed consent form, creating a new form and/or process for the licensees who want to participate, giving the licensee the option to send their SSN or NPI.

Will your state submit data via API (automated process) or CSV (manual upload)? CSV

What license statuses does your state have? Can you categorize each of these statuses as “active” or “inactive”? Chair Brooks suggested we may want to create a new

status of Active-Eligible for compact. Dr. Pemberton suggested we may want to list status types in regulations.

Who in your state will have administrative responsibilities? There may be more than one person. INFO: This includes receiving privilege purchase reports, adverse action reports, and system operation notifications. Administrative, privilege purchase reports, and system operation notifications will go to Stephanie Hilson, and adverse action reports will go to Robert Brossart.

If you have a jurisprudence exam, how will you enable privilege holder access to that exam? The Board discussed embedding the exam in eServices and placing a link on the Board's website. KBLPC suggested the licensee print or download completion certificate.

Does your state need a data sharing agreement even with the CCC being classified as a governmental agency? Yes.

Does your state plan to be a part of the initial launch at the end of the summer 2025 or will you come onboard later? KBLPC is expecting to onboard in February 2026.

Who will be the customer support person for CCC to refer questions to when a licensee from your state has problems creating their user account? Stephanie Hilson.

Has your state developed the application to convert a P2P to a Home State License? Application is still being created.

From the above discussions, KBLPC has the following suggestions, questions, and comments for IT:

- Create a new status for licensees who are approved to participate in Compact.
- Create an opt in checkbox, agreement, etc. for licensees who want to participate
- Send database weekly.
- **Question:** Will licensee information be sent each time or just once? (Will the weekly database include all records or those from that specific week?)
- Create a checkbox for Board administrator to mark once a licensee/member has submitted all required information and can be included in data transfer.
- Per initial discussion, fields to share: Name, SSN **OR** NPI (licensee discretion), Date of Birth, Address Line 1, Address Line 2, City, State, Home Number as Primary, business email, NPI.

Chair Brooks is doing a pre-session at KCA and will inquire about a full session for Counseling Compact information, in addition to KBLPC's information sharing session. The Board discussed hosting an informational session before the KCA Conference and potentially recording the session for posting on the website.

The Board discussed the Counseling Compact Delegate position. Chair Brooks will remain as delegate until she is replaced by the Governor. Currently, there is not a term limit on this elected position.

LUNCH BREAK UNTIL 12:29

Upon reconvening, Dr. Pemberton had a compact question relating to the adverse action report and language in the FAQ about when a violation occurs in a PTP state (not the home state). He asks if someone has an adverse action in a PTP state, will they be allowed to continue to practice, but then the PTP not be allowed to be renewed. He indicated the FAQ was in an email sent by the Compact Administrator and Dr. Pemberton asked for clarification as the FAQ response didn't sound correct. Chair Brooks said she would check on this as the Compact Representative.

ORI Application – Application was submitted and deferred for more information, asking for law/statute that states the Board can require the FBI background check. The bullet list created by the FBI Background Check Committee was shared with Children's Alliance, along with statute requirements. The Board agreed that Dr. Brooks will provide a response that the Board does not have a specific statute addressing this at this time so the Board can get an official denial.

Jurisprudence Exam – The Committee relayed basic information at the Board retreat regarding the high cost expected. There were suggestions of going through NBCC for the exam. The Board would then need to figure out how to issue the jurisprudence exam on the renewal application. Through research of the states with a jurisprudence exam, Mississippi went through NBCC but created 2/3 of the questions for quicker processing. There are 18 states with an existing jurisprudence exam. Ms. Hutchins will submit survey questions through AASCB's listserv and report back in September. It was suggested to invite NBCC to a Board Meeting, as they have attended in the past, and gather specific information on services offered, the cost, process, etc. Dr. Pemberton will discuss options with NBCC and report back to the Board in September. KBLPC is focused on what is most cost-effective.

Supervised Experience – Cap in hours for specialized areas – MAT, SUD, and/ or singular population experiences should include broad exposure with diagnosing, assessing, and treating. Subject will be added to the after-action report and the Committee will determine if it requires statute vs regulation changes.

Applications Complaint Form – If the Applications Committee has identified a potential violation that requires a Board-initiated complaint, the Committee will draft the complaint and complete the complaint form before it is presented to the Board. It was suggested the complaint go from the Applications directly to the Complaints Committee for processing.

Dr. Pemberton made a motion to accept LPC Apps complaint form draft.2. Motion seconded by Mr. May. Following discussions on editing the form, Dr. Pemberton amends motion for the Application Committee to utilize and modify if required. Motion seconded by Mr. May and carried.

Election Process for Board Leadership – Leadership elections will take place in September. Historically, the Vice Chair is selected as Chair, leaving an opening for Vice Chair. KBLPC will have an anonymous vote in September for Vice Chair.

Distance Counseling Definition – KBLPC discussed the definition of Distance Counseling Definition. Chair Brooks relayed her understanding of the regulation, which requires both audio and video for distance counseling; however, the definition in 201 KAR 36:005(9) which uses "or". Current definition states "(9) "Distance counseling" means the practice of professional counseling as defined by KRS 335.500(5) between the professional counselor and the client using:

- (a) An electronic communication technology; or
- (b) Two (2) way, interactive, simultaneous audio and video."

The Board discussed the definition further and agreed to table the discussion to the September meeting.

Ms. Hutchins made a motion to approve all KBLPC Board Member's attendance at the 2025 KCA Conference in November 2025. Motion seconded by Dr. Coyt and carries.

OLD BUSINESS

Dr. Pemberton made a motion to enter closed session at 1:27 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. Ms. Hutchins seconded the motion, which carried, and the board entered closed session at 1:27 pm.

Dr. Pemberton made motion to come out of closed session at 3:25 p.m. Mr. May seconded the motion, which carried. Chair Brooks announced the Board was back in open session at 3:30 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)

Kim Akers, Taylor Anise Baker, Ian James Barbour, Sophia Alaine Baumgarten, Sarah Margaret Bewley, Kallie Bohannon, Christopher Paul Caddell, Heidi Kristin Colony, Crissy Ann Cumbee, Christen Nicole Cummings, Anas El-Halawany, Stevie J Flener, Samantha Lynn Hall, John Christopher Holt, Christa Luran Hopper, Nick Carter Hovan, Laura Janel Johnson, Haley Nicole Kelly, Amanda Lynn Laws, Sydney Abigail Littleton, Hanna Major, Ian Joseph McGrew, Stephanie Marie Mills, Kacie Lynn Moss, Jessica Marie Nelson, Cody Aaron Odom, Emily Pifer, Graciela Ines Robinson, Lauren Nicole Robinson, Piper Kelli Scannell, Erica Nicole Vanover, Leslie Langley Wood

Licensed Professional Clinical Counselor (LPCC)

Jessica Keirsten Ashwill, Shaniece Austin, Michelle Pamela Benver, Zanda Jonneatha Boggs, Gerri Lyn Brown, Christina G Buckner, Tyler Ross Burns, Bethany Clayton, Alyxander Rowan Jude Clifford, Anna Glenn Coward, Kerri Nicole Dixon, Marcy Drake, Ka'Tora D Dunn, Dominique Jainay Elie, Daniel Richard Ellenberg, Zachary Kevin Fannin, Esther Inez Felt, Jenifer Ferren, Elizabeth Anne Fitch, Amy Hancock Flowers, Raymond F Gannon, Hannah Marie Harmon, Jennifer Lee Hartman, Megan Elizabeth Higashimura, Jetona Lavonne Hudson, Judite Maria Jepsen, Rachel Ann Knuehl, Danika Helene Lippert, Angie Marie Luttrell, Cortland Mazzotta, Robert Gene Muncy, Kisha Danielle Norman, Amanda Parmley, Krystal Renee Pfeiffer, Christina Pershad Powell, Melissa Annette Roach, Rannen Juan Roberson, Breea' Smith, Megan Rayeanna Sponcil, James Anthony Taylor, Margaret Joyce Thompson, Hayley Brooke Torgersen, Maurey Lynnenell Walker

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

Licensed Professional Counselor Associate (LPCA)

RT, KS, CW, MM

Licensed Professional Clinical Counselor (LPCC)
JC, BD, MM, KK, CR, SW, AD

ACCOMMODATION REQUESTS—

CA – deferred for more information
JG – approved

REFUND REQUEST

KM – approved

Dr. Pemberton made a motion to accept the Applications Committee's recommendations. Ms. Hutchins seconded the Committee's recommendations and the motion carries

Dr. Coyt made a motion to approve JG's accommodation request, With Dr. Pemberton abstaining, the motion carries.

Dr. Pemberton made a motion for Board Chair and Board Administrator to draft a memo to licensees explaining the appropriate method of contact with the Board and to place information on the website that people should not contact board members directly since the Open Meetings Act requires all board business to be conducted in an open meeting, and therefore, members cannot respond to emails or other communications . Mr. May seconded the motion, which carried.

KM Application Refund Request – Since KM's application has never been reviewed by the board, Dr. Pemberton made a motion to approve refund. Ms. Hutchins seconded the motion, which carries.

CEU APPLICATIONS COMMITTEE

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

COMPLAINTS COMMITTEE

Complaints Committee makes the following recommendations as its Motion for approval:

INVESTIGATIONS

1. None

COMPLAINTS

2. 2023LPC-00023 - Defer to September.
3. 2025LPC-00016 - Defer to September for information on prior complaint.
4. 2025LPC-00028 - Dismiss.
5. 2025LPC-00030 - Defer to September.
6. 2025LPC-00033 - Defer to September.
7. 2025LPC-00039 - Defer to September.
8. 2025LPC-00040 - Defer to September.
9. 2025LPC-00041 – Defer to September.
10. 2025LPC-00042 - Defer to September.
11. 2025LPC-00043 - Defer to September.
12. 2025LPC-00044 - Defer to September.
13. 2025LPC-00045 - Defer to September.
14. 2025LPC-00046 - Defer to September.

Quarterly Reports / Self-Reports / Correspondence

15. 2025LPC-00052 – CEUs approved.
16. JK - Self Report - Send licensee reporter letter advising it appears she is doing her due diligence based on what she has advised in her correspondence and the board is taking no action at this time based on the self-report. However, since this was a self-report for licensee's own actions, if licensee is aware there is an ethical breach by another licensee, she has a duty to file a complaint and name the offending licensee, as well as any potential ethical violations by said licensee.
17. IS – Self Report - Initiate a board complaint based on IS's self-report in order to launch an investigation for telehealth/distance counseling violations (unsecure unencrypted text message), as well as other possible ethical violation which may be referenced in the supervisor's termination letter of the self-reporter as a supervisee, and which is information in the board's possession).
18. 18. 2025LPC-000035 - Approve since the class was taken before the letter of admonishment and recommended CEU was delivered to the Respondent and also due to Respondent's proactive approach in taking the CEU and in keeping with the Board's acceptance of a similar situation in a similar complaint.

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

LEGAL COUNSEL

1. 2022-LPC-00039 & 2023-LPC-00011 – Request for extension to pay fine per AO. Ms. Hutchins made a motion to approve the second addendum with a payment deadline of September 30, 2025. Motion seconded by Dr. Pemberton. All in favor. Motion carries.
2. 2023-LPC-00049 – Ms. Hutchins made a motion to approve the signed Agreed Order. Motion seconded by Dr. Pemberton, and carries
3. 2021-LPC-00032 - Ms. Hutchins made a motion to pay vendor invoice for investigation. Motion seconded by Mr. May and carried.

ADMINISTRATIVE HEARINGS

OAH/OAG – Board Counsel discussed the established hearing officer calendar. OAH will be able to move forward with certain actions.

PER DIEM

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

- Dr. Andrea Brooks: 7/23/2025 (Meeting with Board Counsel and Board Administrator), 7/30/2025 (Meeting with Board Counsel and Board Administrator), 8/6/2025 (Meeting with Board Counsel and Board Administrator), 8/12/2025 (Curriculum Committee Meeting), 8/13/2025 (Board Retreat), 8/14/2025 (Board Retreat), 8/20/2025 (Meeting with Board Counsel and Board Administrator), 8/21/2025 (Complaints Committee Meeting), 8/22/2025 (Board Meeting)
- Ms. Denise Hutchins: 7/30/2025 (Meeting with Board Counsel and Board Administrator), 8/6/2025 (Meeting with Board Counsel and Board Administrator), 8/8/2025 (CEU Applications Committee Meeting), 8/13/2025 (Board Retreat), 8/14/2025 (Board Retreat), 8/21/2025 (Complaints Committee Meetings), 8/22/2025 (Board Meeting)
- Dr. Charles Pemberton: 8/1/2025 (Scoring Committee Meeting), 8/8/2025 (CEU Applications Committee Meeting), 8/12/2025 (Curriculum Committee Meeting), 8/13/2025 (Board Retreat), 8/14/2025 (Board Retreat), 8/20/2025 (Complaints Review), 8/21/2025 (Complaints Committee Meetings), 8/22/2025 (Board Meeting)

- Dr. Hannah Coyt: 7/23/2025 (Applications Workshop with Board Administrator), 7/31/2025 (Applications Workshop with Board Administrator), 8/1/2025 (Scoring Committee Meeting), 8/2/2025 (), 8/2/2025 (Applications Review), 8/13/2025 (Board Retreat), 8/14/2025 (Board Retreat), 8/15/2025 (Applications Committee Meeting), 8/22/2025 (Applications Committee Workshop/ Board Meeting)
- Mr. Wm. Jake Roberts: 8/13/2025 (Board Retreat)
- Mr. R. Kyle May: 8/1/2025 (Scoring Committee Meeting), 8/2/2025 (Applications Review), 8/11/2025 (Applications Review), 8/12/2025 (Applications Review), 8/13/2025 (Board Retreat), 8/14/2025 (Board Retreat), 8/15/2025 (Applications Committee Meeting), 8/21/2025 (Applications Review), 8/22/2025 (Applications Committee Workshop/ Board Meeting)
- Ms. Joellen Marion:

Mr. May seconded the motion, which carried.

ADJOURN

Dr. Pemberton motioned to adjourn the meeting at 3:55 p.m. Motion seconded by Mr. May, which carried.

Andrea Brooks
Dr. Andrea Brooks
Board Chair
Kentucky Board of Professional Counselors