

**KENTUCKY BOARD OF LICENSED PROFESSIONAL COUNSELORS**  
**MEETING MINUTES**  
**July 18, 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 July 18, 2025.

**MEMBERS PRESENT**

Dr. Andrea Brooks, Chair  
Denise Hutchins, Vice Chair  
Wm. Jake Roberts  
R. Kyle May  
Joellen Marion  
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**

**LEGAL COUNSEL**

Sara Janes, OLS

**OTHER**

Molly Halpin, KCA  
Kendra Maxwell  
Sheila Kleiser, KMHCA President

Tiara Armstrong  
Tracy, KVC

---

**CALL TO ORDER**

Chair Brooks called the meeting to order at 10:01 a.m.

**MINUTES**

Dr. Pemberton made a motion to accept the May 15 & 16, 2025 (2), Board Retreat Meeting Minutes. Motion seconded by Ms. Hutchins and carried.

Ms. Hutchins made a motion to accept the May 23, 2025, Regular Board Meeting Minutes, with the following edits – under **OTHER** Holly **Halpin** and add **KCA** to Dawn Hinton. Motion seconded by Mr. May and carried.

Mr. May made a motion to accept the June 13, 2025, CEU Committee Meeting Minutes. Motion seconded by Ms. Hutchins. With Chair Brooks, Mr. Roberts, Ms. Marion, Dr. Coyt, and Dr. Pemberton abstaining, motion carried.

Dr. Pemberton made a motion to accept the June 18, 2025, Applications Committee Meeting Minutes. Motion seconded by Ms. Marion. With Chair Brooks, Mr. Roberts, Mr. May, Ms. Hutchins, and Dr. Coyt abstaining, the motion carried.

Mr. May made a motion to accept the June 20, 2025, Regular Board Meeting Minutes, with an edit to the first sentence under **New Business, COMPACT** missing “p”. Motion seconded by Ms. Hutchins, which carried.

## **MONTHLY FINANCIAL REPORT**

The Board reviewed and discussed the June 2025 financial reports. KBLPC's fiscal year renewed July 1, 2025, which included an increase in allotment and will remedy going over budget in 24-25FY.

## **DPL REPORT**

Commissioner Lawson reported PPC has a new General Counsel, Chad Thompson.

Cathy Faulconer reported there is a backlog of appeals and proposed going outside of PPC for a hearing officer. Due to the Right of First Refusal, KBLPC will need to request permission through the AG office. If they do refuse, then the Board will do an RFP for a hearing officer.

Dr. Coyt made a motion for DPL General Counsel to draft letter to refer services for administrative hearings to the AG's Office, and if rejected, DPL to draft an RFP for Hearing Officer Services for Board review. Mr. May seconded the motion, which carried.

## **NEW BUSINESS**

**Counseling Compact Update** – Chair Brooks reported that the Executive Committee met and approved the database rule requiring members to provide their Social Security Number. The ability to provide an NPI number instead of an SSN will roll out at a later date. Public comment is open through August 4, 2025. The next rule to be constructed is the conversion of a privilege to practice to a home state license, and how many supervised hours will be required.

**KCA Update** – Ms. Halpin reports KCA conference speakers have been notified and fall webinars are scheduled.

**KMHCA Request** – Sheila Kleiser, KMHCA President, reported KMHCA is updating their bylaws and adding a rule on the KMHCA election process for nominating board members to the Governor as required by KRS 335.510(2). KMHCA has historically requested the database from KCA to send the Call for Board nominations, but many are worried that not all licensees are being reached. Therefore, KMHCA is asking KBLPC for access to the email database for the sole purpose of notifying licensees of the call for Board nominations.

KRS 335.510(2) states vacancies of counselor members of the Board shall be filled by the Governor from a list of three (3) names for each position to be filed by the KMHCA.

The Board discussed sending out an email blast to all licensees that business email addresses are public and let licensees know if they don't have a business email address listed, they will not receive notice relating to the call for nominations for an upcoming Board vacancy and encouraging licensees to update their business email address in eServices before August 1.

Board counsel will conduct research about the Board's ability to share a licensee roster containing all email addresses with KMHCA for purposes of notice of the nomination process for board member vacancies.

Ms. Hutchins suggested adding a regulation pertaining to the Board providing a licensee roster containing all email addresses to KMHCA since it is obligated to provide the list of names of nominees for counselor members of the board to the Governor.

Dr. Coyt made a motion for Ms. Hutchins to draft an email memo to all licensees to educate on the election process, how to update email addresses, and how the addresses will be used. Mr. May seconded the motion, which carried.

**AASCB Annual Membership** –Ms. Hutchins made a motion to pay \$1,050,00 for the annual membership fee for AASCB, Mr. May seconded the motion. Motion carried.

**AASCB Fall Conference** – AASCB will be hosting a fall webinar workshop, **From Gavel to Greatness: Mastering Board Governance**, on September 26, 2025. Pricing is individual or group. Dr. Coyt recommends group rate as its most cost effective. Ms. Hutchins made a motion for Dr. Pemberton, Mr. Roberts (Dr. Coyt), Ms. Marion, Mr. Brossart, and Ms. Hutchins to attend **From Gavel to Greatness: Mastering Board Governance**, on September 26, 2025. Mr. May seconded the motion, which carried.

**Fall Board Retreat Update** – The retreat will be August 13-14, 2025, at Natural Bridge State Resort.

#### 10 MINUTE BREAK

#### OLD BUSINESS

**RFP for Training Series** – Dr. Coyt, Mr. May, and Dr. Pemberton to meet with Courtney Cook on Friday, August 1, 2025, 9:30-11:30 EST. The Scoring Committee will update the Board at the next Board meeting.

**FBI Background Check Committee** – Chair Brooks and Dr. Pemberton met with Children's Alliance for guidance on submitting the new statute requiring an FBI background check, and they suggested Senator Julie Raque Adams. The FBI Background Check Committee completed the ORI application and cover letter, which was submitted to KSP on Thursday, July 10, 2025.

Chair Brooks will create a bullet point list that will be provided to potential sponsors highlighting the required statute. Dr. Pemberton recommended emailing the bullet point list to the Children's Alliance for assistance in setting a meeting with Senator Adams and/or Senator Stivers.

**FAQ – LPCA Work Experience Under Supervision (for Board approval)** – Dr. Pemberton made a motion to accept the addition of **LPCA Work Experience Under Supervision** to the FAQs. Motion seconded by Dr. Coyt, which carried.

**Board Website – Disciplinary Action** – Commissioner Lawson suggested placing a timeline on how long disciplinary action is on the website. Louisiana and Missouri publicly report disciplinary action indefinitely. DPL General Counsel is recommending 5 years. KBLPC prefers all actions be kept on the website and suggested ways for it to be placed on the website.

**CRBS** – Dr.'s Coyt, Pemberton, and Brooks attended the CRBS Summit. Chair Brooks relayed there were a lot of great sessions. From sessions to conversations, she noted KY isn't experiencing anything out of the realm and mirrors what other states are experiencing.

Dr. Coyt noted state Boards who are receiving less negative feedback are providing education sessions/luncheons, offering more transparency, and hosting "Lunch-and-Learns". Other states are producing newsletters and have a social media presence that is controlled by the Board Administrator. Dr. Coyt noted state Boards are meeting with university students to offer education sessions in hopes it will decrease issues/problems. She also noted some state Board websites

highlight a member of the Board.

Dr. Pemberton suggested having a session where one or two Board members would meet with a CACREP program to gather questions and present to the full Board for review and response.

In discussions with the Physical Therapy (PT) Compact Administrator, it is encouraged that states have a separate exam for those coming in under privilege to practice vs full state licensure.

Mr. Roberts made a motion to enter closed session at 12:25 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. Dr. Coyt seconded the motion, which carried, and the board entered closed session at 12:26m.

Ms. Hutchins made motion to come out of closed session at 2:20 p.m. Dr. Pemberton seconded the motion, which carried. 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)**

*Jeremy Clark Arnold, Darrell Nathaniel Dean, Ethan Nathaniel Grimes, Theresa M Grissom, Destiny Elaine Hoehler, Kelli Johnson, Justin King, Eszter Julianna Landerholm, Brandy Ann Lantz, Jessica Lynn Leverock, Jessica Ann May, Sarah McMaine-Render, Kathryn Ping, Matthew Polk, Laura Lynn Richardson, Ashley Marie Robinson, Ellen Huntington Sawyer, Angela K. Sullivan, Mickey J. Turner, Andrew Scott Vincent, Brandi Leigh Webb, Hannah Louise Welling*

#### **Licensed Professional Clinical Counselor (LPCC)**

*Alyssa Michelle Clary-Sanchez, Brandon Joel Coots, Kaitlyn Elaine Dickinson, Lauri Ann Doepke, Melody May George, Jacob Glaser, Diondrea Nicole Griffin, Tonya Lashaun Johnson, Veronica Mae Johnson, Miranda Chyanne Lowery, April E Munson, Avery Kendall Rich, Elliot Sanchez, Itoro Udoeyop, Hydee Nasiya Warren, Camron L Whitacre, Krystyn D'Ann Youngs*

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

Ms. Marion made a motion to file a Board initiated complaint against CG. Ms. Hutchins seconded the motion, which carried.

Ms. Marion made a motion to file a Board initiated complaint against HV. Ms. Hutchins seconded the motion, which carried.

### **CEU APPLICATIONS COMMITTEE**

Mr. May made a motion to accept the CEU Applications Committee's recommendations. Seconded by Dr. Pemberton, which carried.

### **COMPLAINTS COMMITTEE**

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

#### **INVESTIGATIONS:**

- 2024LPC-00029 - File formal administrative complaint with 2024LPC00030 with 5-year revocation.
- 2024LPC-00030 – Recommended penalty for formal administrative complaint with 5-year revocation.
- 2021LPC-00024 & 00025 - Withdraw February 18, 2022, Motion for an Agreed Order in 2021LPC00024 and dispose of complaint numbers 2021LPC00024 and 2021LPC00025 by issuing a private admonishment.
- 2020LPC-00007 – Request an AOC Background Check and a CHFS CANS check to obtain the official record on any criminal and domestic violence history. If there is a diversion from a 2025 criminal case, file board complaint for Licensee's failure to report the diversion w/n 15 days pursuant to 201 KAR 36:040. Section 5.(26). Supplement the August 18, 2023, FFD evaluation ordered with the following: all case information from 2020LPC-00007; the new board complaint, if any; the AOC background check and CHFS CANS check; and, the licensee's entire complaint history file, for a full FFD evaluation.

#### COMPLAINTS:

- 2025LPC-00015 - Refer for investigation.
- 2025LPC-00026 - Refer for investigation.
- 2025LPC-00027 - Dismiss for lack of evidence of a violation of KY statutes and regulations governing professional counseling.

Dr. Coyt seconded the committee's motion. No abstentions. Motion carried.

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

- 2025LPC-00029 - Private admonishment and recommendation that licensee takes the KY Law class synchronous or in-person and provide proof of completion to the board.
- 2025LPC-00031 - Private admonishment and recommendation that licensee takes the KY Law class synchronous or in-person and provide proof of completion to the board.
- 2025LPC-00035 - Private admonishment and recommendation that licensee takes the KY Law class synchronous or in-person and provide proof of completion to the board.
- 2025LPC-00032 - Offer of informal settlement with the following terms:
  - 1. 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. 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,
  - 2. Completion of the 15-hour LPCC-S Supervision Training, synchronous or in-person, with proof of completion to the board w/n 6 months.
- 2025LPC-00034 - Offer of informal settlement with the following terms:
  - 1. 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. 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,
  - 2. Completion of the 15-hour LPCC-S Supervision Training, synchronous or in-person, with proof of completion to the board w/n 6 months.
- 2025LPC-00036 - Offer of informal settlement with the following terms:
  - 1. 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. 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,
  - 2. Accept the completion of the 15-hour LPCC-S Supervision Training to fulfill the CEU requirement.

Dr. Coyt seconded the committee’s motion. With Dr. Pemberton abstaining, motion carried.

### **LEGAL COUNSEL**

Board Counsel requested the Applications Committee use the checklist drafted for denials.

### **ADMINISTRATIVE HEARINGS**

Nothing to report.

### **PER DIEM**

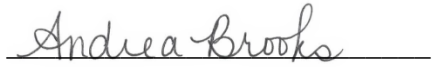
Ms. Hutchins made a motion to pay per diem for today’s meeting as well as the following days:

- Dr. Andrea Brooks: 6/24/2025 (FBI Background Check Committee Meeting), July 1, 2025 (Meeting with Board Administrator and Children’s Alliance), 7/9/2025 (Meeting with Board Counsel and Board Administrator), 7/10/2025 (FBI Background Check Committee), (Meeting with Board Counsel and Board Administrator), 7/16/2025 (Board Meeting)
- Ms. Denise Hutchins: 6/24/2025 (Meeting with Board Counsel and Board Administrator), Meeting), 7/9/2025 (Meeting with Board Counsel and Board Administrator), 7/11/2025 (CEU Applications Committee Meeting), 7/16/2025 ((Meeting with Board Counsel and Board Administrator & Complaints Review), 7/17/2025 (Complaints Committee Meetings), 7/18/2025 (Regular Meeting),
- Dr. Charles Pemberton: 6/24/2025 (FBI Background Check Committee Meeting and Application Complaints Meeting with Board Administrator), 6/27/2025 (Applications Review), 6/30/2025 (Application Complaints Meeting with Board Administrator), 7/7/2025 (Meeting with Board Chair re: FBI Bullet Point List), 7/8/2025 (CEU Applications Committee Meeting), 7/17/2025 (Complaints Committee Meetings), 7/18/2025 (Board Meeting)
- Dr. Hannah Coyt: 7/10/2025 (FBI Background Check Committee), 7/16/2025 (Applications Review), 7/17/2025 (Applications Committee Meeting), 7/18/2025 (Regular Meeting)
- Mr. Wm. Jake Roberts: 7/18/2025 (Regular Meeting)
- Mr. R. Kyle May: 7/16/2025 (Applications Review), 7/17/2025 (Applications Committee Meeting), 7/18/2025 (Board Meeting)
- Ms. Joellen Marion: 7/16/2025 (Applications Review), 7/17/2025 (Applications Committee Meeting), 7/18/2025 (Board Meeting)

Ms. Marion seconded the motion, which carried.

**ADJOURN**

Ms. Hutchins motioned to adjourn the meeting at 2:42 p.m. Motion seconded by Dr. Pemberton, which carried.

A handwritten signature in cursive script, reading "Andrea Brooks", is written over a horizontal line.

Dr. Andrea Brooks

Board Chair

Kentucky Board of Professional Counselors