

**KENTUCKY BOARD OF LICENSED PROFESSIONAL COUNSELORS**  
**MEETING MINUTES**  
**December 20, 2024**

A 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 December 20, 2024.

**MEMBERS PRESENT**

Dr. Andrea Brooks, Chair  
R. Kyle May  
Wm. Jake Roberts  
Beverly Martin  
Dr. Hannah Coyt  
Dr. Charles Pemberton

**DPL STAFF**

Commissioner Lawson  
Lyndsay Sipple, Board Section Supervisor  
Stephanie Hilson, Administrative Specialist Senior  
Robert Brossart, Administrative Specialist Senior  
Courtney Cook, Administrative Section Supervisor

**MEMBERS ABSENT**

Denise Hutchins, Vice Chair

**LEGAL COUNSEL**

Daniel Leffel, OLS

**OTHER**

Elizabeth Curry	John S.
Sheila Kieser	Shelbie Wiles
Oddette Parker-Chiero	Jana Wilson

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**CALL TO ORDER**

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

**MINUTES**

Dr. Pemberton made a motion to approve the November 15, 2024, Board Meeting Minutes. Ms. Martin seconded the motion, which carried.

Dr. Pemberton made a motion to approve the November 22, 2024, Board Meeting Minutes. Mr. Roberts abstains. Ms. Martin seconded the motion, which carried.

**MONTHLY FINANCIAL REPORT**

The Board reviewed the November 2024 financial reports. No action is needed.

**DPL REPORT**

Commissioner Lawson introduced a new Attorney that has been hired with OLS. She will continue to train for a couple of months before Boards are assigned. KBLPC will retain Ms. Janes as Board counsel. Commissioner Lawson also reported a misc. position within DPL will be reassigned as a Staff Attorney position. It was reported Ms. Cook has filled the open position in Operation, fully staffing the section.

**NEW BUSINESS**

**Minute Corrections:** Dr. Pemberton made a motion to approve a change to the September 20, 2024, minutes. Ms. Martin seconds. Motion carries.

**Jurisprudence Exam Committee:** The Board reviewed revised regulations for required FBI background check and discussed what happens in the event fingerprints are rejected. Dr. Pemberton introduced the idea of requiring a CANS check in addition to the FBI report. Time frame for CANS would be required. Reviewed examination verbiage change.

Ms. Martin made a motion to extend their scope to review all regulations as it relates to the jurisprudence exam. Mr. May seconded the motion. Motion carries.

Next Committee meeting will be January 22, 2025, at 9:00 a.m.

**2025 AASCB:** The Secretary's Office rejected the TA37 for all Board members to attend the AASCB Conference. Three- four members will have permission to go. It was noted Dr. Coyt is President elect of AASCB, Dr. Brooks is on the ballot for President elect next year, and Ms. Hutchins is on the AI Committee. It was relayed AASCB does not cover the cost for Board members, as other organizations do. Mr. Roberts will be an alternate if Dr. Coyt were unable to attend.

Dr. Pemberton made a motion to approve updated TA37, reducing the number of Board members attending the conference, and reflect attendance by Dr. Coyt, Dr. Brooks, and Ms. Hutchins, with Mr. Roberts being an alternate. the number of Board members attending the AASCB conference in February 2025. Motion seconded by Mr. May. Motion carries.

**ACA 2025 Conference:** March 27-29, 2025. Dr. Brooks and Dr. Coyt will be presenters at the conference. Mr. May, Dr. Pemberton, and Ms. Hutchins will be added to TA37. Ms. Martin will be added as an alternate.

Ms. Martin made a motion to update the TA37 for the 2025 ACA Conference. reflecting attendance by Mr. May, Dr. Pemberton, and Ms. Hutchins, and Ms. Martin as an alternate. Dr. Pemberton seconded the motion, which carried.

**Counseling Compact Update:** Dr. Brooks relayed public comment is open for proposed Rule on Fees. The rule will encompass Administrative Fees, State Fees, Delegation of Collection and Disbursement of Fees, and Insufficient Funds/ Failed Payments. The Rules Committee is discussing the minimum number of hours of professional experience under supervision that will be necessary for states to participate in the Compact. The number of hours can only be as high as the lowest number allowed by a state. It was relayed the hotel for AASCB is selling quickly, and that the hotel will not offer the special rate when the block of rooms is sold out.

**KCA UPDATE:** Ms. Hinton reported the December e-newsletter will be coming out today, December 20, 2024, or Monday, December 23, 2024. Spring seminars have been finalized. Two members of KCA will be attending AASCB. It was reported KCA is finalizing keynote speakers for the 2025 Annual Conference. Ms. Hinton stated comments from the 2024 Conference were reviewed and overall, the comments are favorable.

Mr. May made a motion to refund SP and JM per submitted requests. Dr. Pemberton seconded the motion, which carried.

Mr. Roberts made a motion to enter closed session at 10:55 a.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. Dr. Coyt seconded the motion, which carried, and the board entered closed session at 10:55 a.m.

Ms. Martin made motion to come out of closed session at 11:48 a.m. Mr. May 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)**

*Allison Hope Anderson, Alana Barnett, Amanda Michelle Blair, Kayte Lynn Blandford, Gloria Elizabeth Curry, Leann Henderson, Carissa Danielle Hobdy, Joshua Michael Hudson, Tonya Marie Jones, Shawna M Kidd, Jessica Sue Martin, Jennifer E. Martinez, Jenna E Patton, Stephanie Shirley, Catherine Smith, Nichole Lei Zuger*

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

*Tonia Marie Adams, Jessica Renee Back, Lindsay Bartos, Anna Lou Bevins, Kelsey Lynn Blaha, Charlene Cosgriff, Lainey Elizabeth Crown, Richard Wallace Evans, Jamie Leigh Ford, Tyler Nash Fouts, Whitney Payge Fouts, Haley Renee Gilbert, Emma Nicole Hoganfurr, Erica Lynise Jackson, Jordan Shelby Jeffries, Sheila A. Kleiser, Douglas McDonald, Antonio Franchot Melton, Claire Elizabeth Norris, M. Ann Pearson, Sarah Richardson, Adriana Marie Roaden, Amanda Rae Salyers, John Kevin Schmidt, Amanda C Smith, Ashley R Tarrence, Raegan Paige Thompson, Grace Underwood, Bentley Renee Vandever, Leah Jael Vanzant, Adrienne Warner, Hunter Catherine Willis*

Dr. Pemberton made a motion to accept the Applications Committee's recommendation for approvals and denials, and to initiate a Board complaint as reported. Motion seconded by Ms. Hutchins, which carried.

Dr. Pemberton made a motion from the Applications Committee to approve and initiate Board complaints as discussed in closed session. Motion seconded by Ms. Martin, which carried.

### **COMPLAINTS COMMITTEE**

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

#### **INVESTIGATIONS**

- 2022LPC-00002 – Dismiss.

#### **COMPLAINTS**

- 2024LPC-00042 – Private Admonishment, with three hours of CEUs on ethics regarding practicing while impaired and to obtain a Substance Use Evaluation before returning to practice.
- 2024LPC-00046 – Defer to Jan. 2025- Need clarification on law regarding only one parent needed to enroll child in treatment services.
- 2024LPC-00048 – Refer for investigation to Clinton Investigations.
- 2024LPC-00043 – Refer for investigation to Clinton Investigations for proof of Documentation/abandonment.
- 2021LPC-00032 – Defer until after sentencing date. Withdraw investigations from MMN investigations.
- 2023LPC-00053 – Approved.
- Anonymous Complaint – To initiate a Board complaint and refer for investigation to Clinton Investigations.
- 2024LPC-00050 – Dismiss.
- 2022LPC-00025 – Dismiss. Withdraw complaint from MMN investigations.

Motion seconded by Dr. Pemberton, which carried.

### **LEGAL COUNSEL**

Mr. Leffel reported 201 KAR 36:100E and 36:100O were filed and will be on the ARRS Agenda for Monday, February 10, 2025 at 1:00p.m. and Monday, March 10, 2025 at 1:00p.m., respectively.

**2024LPC-00012 Agreed Order:** Dr. Pemberton made a motion to accept the amended and executed Agreed Order 2024LPC-00012. Motion seconded by Ms. Martin, which carried.

### **ADMINISTRATIVE HEARINGS**

The Applications Committee was asked to review the current Administrative Hearings and determine if there is any room for a settlement. The Applications Committee will review NOAH 2024-KBLPC-00012 and NOAH 2024-KBLPC-00013 during the January 2025 Applications Committee.

**MC Order of dismissal.** Mr. May made a motion to accept the amended order, setting aside the previous order. Motion seconded by Ms. Martin, which carried.

### **OLD BUSINESS**

The RFP for FFD will be posted in January 2025.

The RFP for a Training series will be posted in January 2025 as well. A Scoring Committee will be appointed in January 2025 for the training series.

### **PER DIEM**

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

- Dr. Andrea Brooks: 11/20/2024 (Meeting with Board Administrator), 11/22/2024 (Special Meeting), 12/4/2024 (Meeting with Board Administrator), 12/9/2024 (Meeting with Board Administrator), 12/20/2024 (Board Meeting)
- Denise Hutchins: n/a
- Beverly Martin: 12/17/2024 (Complaints Review), 12/19/2024 (Complaints Committee Meeting), 12/20/2024 (Regular Meeting)
- Dr. Charles Pemberton: 11/22/2024 (Jurisprudence Exam Committee Meeting), 12/3/2024 (Jurisprudence Exam Committee Meeting), 12/8/2024 (Applications Review), 12/17/2024 (Applications Review), 12/18/2024 (Applications Review), 12/19/2024 (Applications Committee Meeting), 12/20/2024 (Board Meeting)
- Dr. Hannah Coyt: 11/22/2024 (Jurisprudence Exam Committee Meeting), 12/3/2024 (Jurisprudence Exam Committee Meeting), 12/5/2024 (Statute Meeting), 12/18/2024 (Applications Review), 12/19/2024 (Applications Committee Meeting), 12/20/2024 (Regular Meeting)
- Wm. Jake Roberts: 12/20/2024 (Regular Meeting)
- R. Kyle May: 11/22/2024 (Jurisprudence Exam Committee Meeting), 12/3/2024 (Jurisprudence Exam Committee Meeting), 12/17/2024 (Applications Review), 12/18/2024 (Applications Review), 12/19/2024 (Applications Committee Meeting), 12/20/2024 (Regular Meeting)

Mr. May seconded the motion, which carried.

### **ADJOURN**

Dr. Pemberton motioned to adjourn at 12:10 p.m. Motion seconded by Mr. May, which carried.

*Andrea Brooks*

Dr. Andrea Brooks, Board Chair