

**KENTUCKY BOARD OF LICENSED PROFESSIONAL COUNSELORS**  
**MEETING MINUTES**  
**May 17, 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 May 17, 2024.

**MEMBERS PRESENT**

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

**DPL STAFF**

Kristen Lawson, Commissioner  
Lyndsay Sipple, Admin Section Supervisor  
Courtney Cook, Admin Section Supervisor  
Stephanie Hilson-Robinson, Board Administrator  
Robert Brossart, Board Administrator

**MEMBERS ABSENT**

**LEGAL COUNSEL**

Sara Janes, OLS

**OTHER**

Dawn Hinton, KCA  
James Brewer  
Cynthia Jacobi

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**CALL TO ORDER**

Chair Coyt called the meeting to order at 10:02 a.m.

**MINUTES**

Ms. Hutchins made a motion to approve the April 19, 2024, with the following amendments: Add procurement to closed session memo, change spelling of obeyance to abeyance, edit the word Chair under DPL report, and update Complaints Committee time to 3:00 p.m. Dr. Pemberton seconded the motion, which carried.

**MONTHLY FINANCIAL REPORT**

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

Ms. Cook reported the TA37 was approved for all Board members to attend the 2024 CRBS Summit in June.

**DPL REPORT**

Commissioner Lawson reported of a new supervisor to DPL. There are no expected changes to KBLPC.

**NEW BUSINESS**

AASCB Annual Membership fees invoice was received. Dr. Pemberton made a motion to pay the invoice of \$1,050.00. Ms. Hutchins seconded the motion, which carried.

As amended July 21, 2024

The contract for a 2<sup>nd</sup> investigator has been completed by fiscal. Chair Coyt reported Clinton Investigations (“CI”) was chosen as the 2<sup>nd</sup> investigator. CI has a database for staff and board members to access. Ms. Hutchins made a motion to accept the contract between Clinton Investigations and KBLPC. Dr. Brooks seconded the motion, which carried.

Board Administrator shared an update to the complaint system. Suspended/ revoked licensees and those with an open complaint are unable to apply for reinstatement or initial licensure.

Dr. Brooks gave an update to the proposed changes to 907 KAR 1:044 and 15:005. It was reported DBHDID filed for an extension with the Administrative Regulation Review Subcommittee (“ARRS”), allowing for additional comments. Dr. Brooks sent comments on April 23, 2024, regarding the need for a definition of Scope of Practice, ensuring a Licensed Professional meet with the client before the BHA to establish a diagnosis and treatment plan, the need for BHA’s to be subject to a regulatory board, and how the position is intended to be used. The proposed changes will be on the Agenda for ARRS in June. HB505 was brought to the attention of the Board. HB505 relating to Drug and Alcohol Peer Support Specialist Associates. Discussion of HB505 was tabled to the end of the meeting.

Board Counsel researched the use of a Legal name vs. current name. Real Estate has a statute that requires individuals give notice to the Board through a designated form. The Board discussed the requirement of legal documents vs a notary for name change. DPL doesn’t have a set policy regarding licensee name changes. The Board determined the Applications Committee can accept applications with different names on a case-by-case basis.

Board Counsel discussed the NBCC Contract. The contract was adopted in 2017 for a three-year term, to renew year to year. It is the state’s responsibility to evaluate candidates that are requesting special accommodations for testing. The state is required to send any new or updated regulations in relation to testing. NBCC will provide score results to the Board. It is at the state’s discretion to disperse reports automatically or by request only. The Board is to instruct licensee’s on how to apply and provide fees associated with testing. The Board shall review any accommodation request along with documentation to approve or deny. The accommodation request is sent to NBCC where they have 14 days to approve or deny the request. Documentation must meet ADA requirements. Board Counsel will follow up in June regarding ADA Requirements.

Chair Coyt will send the CRBS Agenda to Board members.

The Board discussed online supervision agreements. The supervision form should only require Agency Authorization if the LPCA is receiving supervision from an off-site supervisor. The Board discussed removing the third open response since the Agency Supervisor needs to only agree. The Board requests to see forms before final approval as there are a few errors to the form, including the number of supervisees a supervisor can have. The Board requests the addition of “clinical supervisor” to the 1<sup>st</sup> supervisor section, and “agency supervisor” to 2<sup>nd</sup> entry. Dr. Brooks offered to re-organize the layout of the supervision agreement. Dr. Pemberton made a motion to allow Dr. Brooks to make edits per the previous discussion on the supervisory agreement for off-site supervision and other technical errors. Ms Hutchins seconded the motion, which carried. Board Counsel advised she would inquire whether LRC would approve edits as a technical amendment or whether a full regulation amendment would be required to revise the form and report on same at the June meeting.

As amended July 21, 2024

The Board reviewed a request for placing CEU applications online. The Board agrees it would be beneficial, but they don't have capacity to do so at this time.

### **OLD BUSINESS**

Ms. Hinton reported they are working on the KCA Conference location for next year. KCA has looked at the Marriott East in Louisville and should have contract next month. Ms. Hinton reported on the 2024 KCA Conference. The sponsorship contract will be submitted, and breakout proposals are open through June 10, 2024. It was reported KCA is finalizing the preconference details and Carrie is finalizing the summer 2024 newsletter. Ms. Hinton offered to insert FAQ highlights and the Safe Storage Act. KCA reported they would like to connect with AASCB for networking.

### **APPLICATIONS COMMITTEE**

Mr. Roberts made a motion to enter closed session at 12:09 a.m., pursuant to KRS 61.810(1)(c); (1)(j) and (1)(k) regarding deliberations of quasi-judicial bodies at which information protected by federal and state law may be discussed, to discuss applications, pending litigation/complaints, and procurement. Vice Chair Brooks seconded the motion, which carried, and the board entered closed session at 12:10 PM.

Dr. Pemberton motioned to come out of the closed session at 1:45p.m. Ms. Hutchins seconded the motion, which carried. No action was taken during the closed session.

Vice Chair Brooks made a motion to accept the Applications Committee's recommendation for approvals and denials and that the Board allow movement on those applications that are only incomplete pending receipt of the final transcript. Motion seconded by Denise Hutchins, which carried.

The CEU Enforcement memo was reviewed by the Board. Dr. Pemberton motioned to approve the CEU Enforcement Memo with the noted edits and to email the memo to licensees. Ms. Hutchins seconded the motion, which carried.

### **Licensed Professional Counselor Associate (LPCA)**

*Kevin Derick Adams, Michelle Barnett, Rebecca Anita Bishop, Yasmi T Blue, Audree Karleese Caswell, Mary M Conlee-Smith, Asteria Danielle Cook, Gavin Wayne Cypret, Sesiley Grace Daugherty, Olivia Kay Ellis, Shakira Lee Goldsmith-Mason, Toni Goode, Wallace Lee Huff, Nitya Kumar, Shelley Dawn Lemaster, Charlotte Louise Marlow, James Philip McCombs, Hannah Robertson Miracle, Lauren Danielle Moore, Elizabeth Rosanna Muncy, Rebecca Whitney Raleigh, Olivia Brooke Robison, Carolyn Rodriguez, Janet Rodriguez, Samantha Haley Shemwell, Molly J Slusher, Latasha Renee' Smith, Maddie Waltman, Deanna Brandon Wathen, Amanda Wilson*

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

*Shana Joyce Adams, Yasmin Asad, Marilyn Bielinski, Brook Whitney Blair, Caitlin Bloom, Ashley Leann Caldwell, Katherine Brooke Clevenger, Angela Michelle Cornett, Sarah Elizabeth Cummins, Holly Gehlhausen, Beverley Diane Gray, Analisa Gabrielle Hagstrom, Jessi Grey Jones, Kelly Danielle Jones, Ashley Martin, Victoria Colheen May, Joshua Byron McClanahan, Allie Morris, Angela Danielle Null, Nicholas Alexander Rives, Benjamin Taylor Roof, Amber Lynne Smith, Gregory Lee Stewart, Dariann Nicole Updike, Priscilla Beth Westfield, James Edward Williams*

As amended July 21, 2024

## **COMPLAINTS COMMITTEE**

Complaints Committee makes the following recommendations:

2022LPC-00030 – Dismiss

2024LPC-00008 – Private Admonishment with acceptance of CEUs completed.

2024LPC-00009 – Defer until court case is finalized.

2024LPC-00012 – Deferred in Committee for full board discussion. Recommendation from full board in closed session was to refer the Respondent to Dr. Shelton for a fitness for duty evaluation if the cost will not exceed procurement spending limits.

2024LPC-00013 – Informal Settlement with 6 hours CEUs in Ethics and Professionalism; Communication and Technology w/Clients. Licensee needs to complete Substance Abuse Assessment and follow treatment recommendations, if any. Quarterly reports on progress in these areas for 12 months from board approved supervisor.

2024LPC-00014 – Dismiss. Board has no jurisdiction in these matters based on the complaint.

2024LPC-00018 – Private Admonishment with 6 hours CEUs in dual relationships and professionalism and board to copy supervisor on the admonishment.

2019LPC-00001 – Quarterly Report – Accepted by Committee for approval.

2023LPC-00027 – Quarterly Report – Accepted by Committee for approval.

R.C. Correspondence – No action recommended.

S.B. Self-Report – Accepted by Committee for approval and no action to be taken.

C.D. Cease and Desist – No action recommended.

Mr. May seconded the Committee's recommendations. Jake Roberts was absent from the vote. Motion carried.

## **LEGAL COUNSEL**

Board Counsel reported she will be covering for several additional boards while OLS hires an attorney to replace Barry Sullivan. Additionally, Board Counsel reported requesting a release of medical records from a complainant for BetterHelp records since issuing a subpoena out of state is presenting some difficulties.

## **ADMINISTRATIVE HEARINGS**

and as amended on July 19, 2024:

*Dr. Pemberton made a motion to approve 2024KBLPC-00002 Order of Dismissal and 2024KBLPC-00007 Order of Dismissal. Ms. Hutchins seconded the motion, which carried.*

2024-KBLPC-00002 - Recommended Order of Dismissal

2024-KBLPC-00007 – Recommended Order of Dismissal

## **OLD BUSINESS**

Dr. Brooks updated the Board on the Counseling Compact. She reported the Commission gave approval this month for work to begin on the database.

Dr. Pemberton made a motion to accept the RFP for a FFD Evaluator and send to Courtney for processing. Motion seconded by Ms. Martin, which carried.

Dr. Pemberton made a motion to create sub-committee, consisting of himself, Dr. Brooks, and Ms. Hutchins, to meet to discuss HB 505. Motion seconded by Mr. May, which carried. The Committee will meet on 5/22/24 at 2:00 p.m.

As amended July 21, 2024

**PER DIEM**

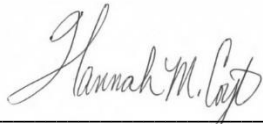
Ms. Martin made a motion to pay per diem for today's meeting as well as the following days:

- Dr. Hannah Coyt: 5/1/2024 (Meeting with Board Counsel and Board Administrator), 5/8/2024 (Meeting with Board Counsel and Board Administrator), 5/15/2024 (Meeting with Board Counsel and Board Administrator), 5/17/2024 (Regular Meeting)
- Dr. Andrea Brooks: 4/25/2024 (Meeting with Board Administrator), 5/16/2024 (Applications Committee Meeting), 5/17/2024 (Regular Meeting)
- Denise Hutchins: 5/16/2024 (Complaints Committee Meeting), 5/17/2024 (Regular Meeting)
- Beverly Martin: 5/14/2024 (Complaints Review), 5/15/2024 (Complaints Review), 5/16/2024 (Complaints Committee Meeting), 5/17/2024 (Regular Meeting)
- Dr. Charles Pemberton: 5/15/2024 (Applications Review), 5/16/2024 (Applications Committee Meeting), 5/17/2024 (Regular Meeting)
- Wm. Jake Roberts: 5/17/2024 (Regular Meeting)
- R. Kyle May: 4/25/2024 (Applications Review), 5/15/2024 (Applications review), 5/16/2024 (Applications review), 5/17/2024 (Regular Meeting)

Ms. Hutchins seconded the motion, which carried.

**ADJOURN**

Dr. Pemberton motioned to adjourn at 2:08 p.m. Second by Mr. May and carried.



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Dr. Hannah Coyt, Board Chair