

KENTUCKY BOARD OF LICENSED PROFESSIONAL COUNSELORS
MEETING MINUTES
November 15, 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 November 15, 2024.

MEMBERS PRESENT

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

DPL STAFF

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

MEMBERS ABSENT

LEGAL COUNSEL

Sara Janes, OLS

OTHER

Dawn Hinton (KCA),
Oddette Parker-Chieco

CALL TO ORDER

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

MINUTES

Dr. Pemberton made a motion to approve the October 18, 2024, Board Meeting Minutes. Mr. May seconded the motion, which carried.

MONTHLY FINANCIAL REPORT

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

DPL REPORT

In Commissioner Lawson's absence, Board Section Supervisor Lyndsay Sipple stated there was nothing new to share.

NEW BUSINESS

Board Vacancies: No updates to Board appointments.

KCA Conference Report: The Board discussed their KCA Conference Takeaways. Dr. Pemberton relayed the Board's educational session was well attended and received. He suggests a longer session. Ms. Hinton will investigate the possibility of additional time. During the session, Board members discussed regulation updates, denials, and supervision agreement language, and reviewed the FAQs. The Board discussed that the session is meant to be educational and not a Q&A session.

Ms. Hinton said many attendees expressed gratitude for the information shared at lunch.

Dr. Coyt asked if the evaluations are reviewed, and Ms. Hinton relayed they do. She stated the evaluations hold great weight when deciding the following years presenters, keynotes, etc. Dr. Coyt said she received thanks from attendees about the education session as well.

Dr. Brooks gave thanks to Ms. Hinton and KCA for all their work in planning and hosting the conference. Dr. Brooks also thanked KCA for their continued appearance at KBLPC Board meetings.

KCA Report (taken out of order from Old Business due to Ms. Hinton's schedule) Ms. Hinton relayed KCA is finalizing the December newsletter, which will include highlights from the 2024 conference, professional articles, and webinar information. Ms. Hinton relayed KCA is securing spring webinar and that KCA leadership has a meeting coming up. KCA will be sending 6-7 members to the 2025 AASCB Conference and the 2025 ACA Conference.

2025 Board Meeting Dates: Meeting dates – 3rd Friday of the month except April will be held on April 25 due to the 1/2-day spring holiday.

Dr. Pemberton made a motion to approve 2025 Board meeting dates as the 3rd Friday of every month, with the exception of April (Board meeting will be April 25, 2025). Dr. Coyt seconded the motion, which carried.

Committee Structuring: Dr. Brooks discussed Committee structuring, which will change upon new appointees. Dr. Pemberton will be taking point on the Applications Committee and Ms. Hutchins is taking point on Complaints.

Renewal Issues: The Board discussed different problems with the Renewal process. The Board reiterated that the renewal date is October 31 of each year, with a 60-day grace period through December 31 of each year. CEUs must be obtained between 11/1 and 10/31 of each year. The grace period does not apply to CEUs. The Board discussed the reminder email sent to licensees in June explaining the regulation relating to Continuing education requirements. eServices will not allow licensees to move forward if CEUs submitted are after 10/31. Since licensees cannot move forward with the renewal, many have changed the date, falsifying the information, to process the renewal. Board Counsel opined these licensees could be allowed a one-time pass on the falsification since this is a transition year. Counsel also suggested KCA place an article in the newsletter regarding KBLPC renewals. DPL will send a message to those who changed the date admonishing them for falsifying their renewal application. For the licensees that did not complete their CEUs on time, the board will authorize a one-time exception to the annual CEU accrual requirement for completion during the 11/1 – 10/31 renewal period and they will be allowed to use CEUs earned during the grace period. Those licensees will be required to file a paper renewal application which DPL will supply for completion.

Unapproved mandatory CEU classes: The Board discussed licensees who took a course on Kentucky counseling statutes and regulations that was not board-approved. This course is mandatory every three (3) years. This was discussed at the last meeting and Ms. Sipple reported there were approximately ten (10) licensees who were granted an extension to obtain their mandatory CEUs through an approved program.

Dr. Pemberton made a motion for Board Counsel, Board Administrator, Board Chair, and himself to draft an email memo to send to all licensees who have yet to renew and those who have reached out unable to renew explaining the requirements and the one (1) time exception. Motion seconded by Mr. May, which carried.

Dr. Pemberton made a motion for the online renewal application be updated to match the paper renewal application, by removing the option for supervisees to remove their supervisor. Motion seconded by Dr. Coyt which carried.

There was discussion about processing supervisee/supervisor removals and how supervisees without a supervisor show “active eligible to practice”. He recommended we revisit this item at the January meeting.

Ms. Hinton with coordinate with Board Counsel to review the newsletter article that highlights the renewal process. Ms. Hinton mentioned the KCA FB page receives licensure, complaints, and CEU questions. There have been many instances where licensees are receiving the incorrect answers. It was recommended to redirect licensees to the FAQs.

Updated FAQs: Ms. Hutchins presented updated FAQs – the update refers to the Verification of Professional Experience form, contacting past supervisors, etc.

Dr. Coyt made a motion to accept the updated FAQs. Motion seconded by Mr. May, which carried.

Email about Supervision Agreements: Ms. Hutchins and Board counsel presented the supervision agreement memo reminding LPCAs and LPCC-Ss that any change in job placement must be submitted for approval by the board before a change in job placement occurs. This memo will be sent to all KBLPC licensees. Ms. Hutchins made a motion to accept the email and to send to all KBLPC licensees, with the following edit – “and employment sites”. Motion seconded by Ms. Martin, which carried.

2025 ACA Conference: The 2025 ACA Conference and Expo will be held March 27-29 in Orlando, FL. Mr. May made a motion to include all Board members and support staff to the TA37. Motion seconded by Ms. Hutchins, which carried.

Counseling Compact Update: Chair Brooks reported on the Counseling Compact. The Executive Committee met recently, with no updates to report. The Rules Committee comment period opens soon for proposed rules on how many hours of Professional Experience are required to become fully licensed. If a member state only requires 2,000 hours to become fully licensed, they cannot be excluded. The Rules Committee discussed the bylaws and determined there should be 7-9 members per committee and the benefits of allowing alternate delegates to be voting members. Based on the number of committees and members, there is a need of 42 members. They discussed a \$30.00 fee per state to join. It was reported this can change based on membership. A travel policy was created for the Executive Director, allowing for travel to member states without prior authorization. If travel is to a non-member state, the Executive Director must receive approval from the Board Chair and Board Treasurer.

Board Counsel reiterated the Compact adopted two news rules in October. The E and O regulations were filed, and the Governor’s Office approved them. The Board discussed the need to change and/or update the statutes to be compliant with the Compact for purposes of obtaining an FBI criminal background check directly from the FBI. DPL has been advised the statute must specifically require the FBI background check in order for the board to be issued an ORI number. Board Counsel confirmed OLS cannot provide legal representation or otherwise facilitate the revision of a statute but can provide assistance in a preliminary draft of revised language. Ms. Hutchins made a motion to create an Ad Hoc Statutes Committee to discuss the process of finding a sponsor and/or seeking assistance from the association for this and to create a plan of action. Motion seconded by Dr. Coyt, which carried. The Committee will be comprised of Mr. Roberts, Ms. Hutchins, and Dr. Hannah Coyt, and will meet on Thursday, December 5, 2024, at 3:00pm est.

OLD BUSINESS

Mr. Roberts made a motion to enter closed session at 12:29 p.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 12:20 p.m.

Ms. Hutchins made motion to come out of closed session at 2:10 p.m. Dr. Pemberton seconded the motion, which carried. No action was taken during the closed session.

APPLICATIONS COMMITTEE

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

Dr. Pemberton made a motion to initiate complaints against CF, DL, DW, KG, SM, TA, AL. Motion seconded by Ms. Hutchins, which carried.

Licensed Professional Counselor Associate (LPCA)

Marlon Bray, Abigale Cantrell, Abigail Corder, Brittany Dawn Cornett, Mary Kaitlyn Davis, Tamara Lenasue Dewees, Jonathan David Eppley, Tina Gilvary-Yost, Christine Megan Gullett, Christon Faith Hill, Emilia Allen Judd, Hailey McGough, Juanya E. Moss, Hannah Lee Newton, Jerry G Nunn, James Edwin Petry, Onyx Oakley Raiden, Paige Alyssa Scarboro, Megan Elizabeth Schnupp Hyatt, Chasity Bowlin Van Winkle, Brittany Nicole Whitt, Brittany Wise

Licensed Professional Clinical Counselor (LPCC)

Amal Anwar Bernal, Christian Mercedes Boggs, Haley Elizabeth Caldwell, Jennifer Cooley, Clarissa Davis, Robin Louise Day, Rachael Desaussure, Bethany Engler, Madeleine English, Daniel L. Fleischer, Shawn Foster, Daniel Lynn Free, April Celeste Gaskey, Kevilynn Lafaye Gatson, Bradley Taylor Ginn, Ginamarie Guarino, Nicholas Antonio Inclan, Feryal Khan Katsikas, Luisha Ann Mcardle, Colin Joseph Mong, Candace Miracle Newville, Jolene R. Poteet, Callie Elizabeth Quillen, Marina Read, Lauryn Ann Reckner, Deandra Ross, Sydney Tamara Rouse, Emma Jane Uhls

COMPLAINTS COMMITTEE

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

- 2024LPC-00032 – Recommend refer for investigation to Clinton.
- A.M. Emails – Recommend material be referred to the existing open complaint file and held for submittal to FFD evaluator who is awarded the contract.
- M.W. Board Complaint – Recommend counsel correct errors in the complaint and submit for the chair's signature in compliance with the October 20, 2024, Board vote to file the complaint with co-chair to sign complaint due to chair having a conflict.
- Complaint Committee recommends a C&D be sent to M.W. to cease providing mandatory trainings until they are current and board-approved after counsel determines whether the board is authorized to do so under these circumstances.
- Applications Committee Complaints
 - CF Complaint
 - DL Complaint
 - DW Complaint
 - KG Complaint
 - SM Complaint
 - TA Complaint

RECOMMENDATION: Complaints should be revised to be consistent with prior board complaints with similar allegations. Committee cannot recommend the complaints, as drafted, be approved. Committee suggests Application's Committee make a motion for board complaints be filed against C.F., D.L., D.W., K.G., S.M., and T.A. and if the motion has a 2nd and passes, board counsel make the

appropriate revisions to the complaints and submit for the chair's signature to proceed with the complaint.

2022-LPC-00002 SS v JB - RECOMMENDATION: Hold for receipt of Investigation Report and if received within 24 hours reconvene. If received: Dismiss; private admonishment, informal settlement, written reprimand or file formal administrative hearing.

Motion seconded by Dr. Pemberton, which carried.

LEGAL COUNSEL

Ms. Hutchins made a motion to accept 2024-LPC-00038 Agreed Order. Motion seconded by Ms. Martin, which carried.

Board Counsel presented the O-Reg (201 KAR 36:100) and E-Reg for the October 2024 newly adopted rules. Dr. Pemberton made a motion to approve the O-Reg and E-Reg. Motion seconded by Ms. Hutchins, which carried.

ADMINISTRATIVE HEARINGS

OLD BUSINESS

Mr. May made a motion to create a Scoring Committee for the FFD RFP, consisting of Ms. Hutchins, Chair Brooks, and Dr. Coyt. Motion seconded by Dr. Pemberton, which carried. Ms/ Cook will facilitate the meeting and contact each member.

The RFP Training Series was submitted to Ms. Cook on November 14, 2024.

PER DIEM

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

- Dr. Andrea Brooks: 11/1/2024 (Meeting with Board Administrator), 11/13/2024 (Meeting with Board Counsel and Board Administrator), 11/15/2024 (Regular Meeting)
- Denise Hutchins: 11/11/2024 (Work on FAQs and email draft), 11/14/2024 (Complaints Committee Meeting), 11/15/2024 (Regular Meeting)
- Beverly Martin: 11/13/2024 (Complaints Review), 11/14/2024 (Complaints Committee Meeting), 11/15/2024 (Regular Meeting)
- Dr. Charles Pemberton: 10/25/2024 (Apps Review with BA), 11/1/2024 (Applications Review), 11/10/2024 (Applications Review), 11/14/2024 (Applications Committee Meeting), 11/15/2024 (Regular Meeting)
- Dr. Hannah Coyt: 11/10/2024 (Applications Review), 11/14/2024 (Applications Review), 11/15/2024 (Regular Meeting)
- Wm. Jake Roberts: 11/15/2024 (Regular Meeting)
- R. Kyle May: 10/31/2024 (Meeting with Dr. Pemberton regarding Applications), 11/8/2024 (Applications Review), 11/13/2024 (Applications Review), 11/14/2024 (Applications Committee Meeting), 11/15/2024 (Regular Meeting)

Mr. May seconded the motion, which carried.

ADJOURN

Dr. Pemberton motioned to adjourn at 2:35 p.m. Motion seconded by Ms. Hutchins, which carried.

Dr. Andrea Brooks, Board Chair