

**KENTUCKY BOARD OF LICENSED PROFESSIONAL COUNSELORS**  
**MEETING MINUTES**  
**November 17, 2023**

A meeting of the Kentucky Board of Licensed Professional Counselors was held via teleconference on November 17, 2023.

**MEMBERS PRESENT**

Dr. Hannah Coyt  
Amanda Grigsby  
Beverly Martin  
Denise Hutchins  
Dr. Charles Pemberton  
Dr. Andrea Brooks

**DPL STAFF**

Lyndsay Sipple, Admin Section Supervisor  
Stephanie Hilson-Robinson, Board Administrator  
Kristen Lawson, Commissioner

**MEMBERS ABSENT**

Jake Roberts

**LEGAL COUNSEL**

Sara Janes, OLS

**OTHER**

Dawn Hinton, KCA  
Thaddius Barker  
Jessica Pipalski

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**CALL TO ORDER**

Chair Coyt called the meeting to order at 10:04 a.m.

**MINUTES**

Ms. Hutchins made a motion to approve the October 20, 2023, minutes. Ms. Martin seconded the motion, while Dr.'s Pemberton and Brooks abstained. Motion carried.

**MONTHLY FINANCIAL REPORT**

The Board reviewed the October 2023 financial reports. No action is needed.

**DPL REPORT**

Commissioner Lawson reported there wasn't any information to share at this time.

**NEW BUSINESS**

Vice Chair Brooks reported on the CLEAR (Council on Licensure Enforcement and Regulations) Conference. Topics included what to look for in an investigator, how to send reports to an investigator, complaint processes, how to pick the right exams, and background checks. The conference included international and national attendees from all occupations. Vice Chair Brooks shared that Louisiana's counseling board purchased a billboard to help educate the public on professional counselor identity. The Board discussed membership to CLEAR for \$260.00 a year. Ms. Hutchins motioned to pay for and submit for Board membership to CLEAR. Motion seconded by Dr. Pemberton, which carried.

Chair Coyt reported that the ACES Conference was very busy and that she networked with a lot of attendees. She shared there were several colleges in attendance and several breakout sessions were focused on supervision.

Ms. Hinton shared the KCA Conference went smoothly with 92 Sessions and pre-conferences. She received great feedback on keynote speakers. Ms. Hinton shared KCA has several online Webinars scheduled, including Self-care through Financial Wellness. She stated LPC required trainings will be available in Spring and Fall 2024. Ms. Hinton reported KCA is updated their handbook.

The Board discussed meeting dates for 2024. Board Meetings will be held the 3<sup>rd</sup> Friday of every month. Vice Chair Brooks motioned the Board to accept the meeting dates for 2024. Ms. Martin seconded the motion, which carried.

The Board discussed forming a Scoring Committee to assist with RFPs. Dr. Pemberton motioned the Board to appoint Chair Coyt, Ms. Hutchins, and Ms. Martin to the Scoring Committee with Vice Chair Brooks as an alternate. Ms. Hutchins seconded the motion, which carried.

Chair Coyt and the Board discussed appointing Board Members to the Complaints and Applications Committees. Vice Chair Brooks, Dr. Pemberton, and the newly elected Board Member (to be named and sworn in) are appointed to Applications Committee. Ms. Hutchins, Ms. Martin, and Mr. Roberts are appointed to the Complaints Committee.

### **OLD BUSINESS**

Vice Chair Brooks reported the Counseling Compact Rules Committee held a meeting to pass rules for the database to be used. She reported interviews for an Executive Director are being held on November 29<sup>th</sup> and 30<sup>th</sup>. Ms. Hutchins motioned the Board to approve EREGs and OREGs for Compact rules adopted as an administration regulation to be filed by December 25, 2023. Public Hearings for comments are scheduled for January 23, 2024, and February 27, 2024. Motion seconded by Vice Chair Brooks, which carried.

Ms. Hutchins and Ms. Janes have nothing new to report on Board-Produced Trainings. They have a meeting scheduled to discuss further.

Chair Coyt reported she has access to AASCB Board Member Trainings, which she will watch this month and relay to the Board in December.

Ms. Janes reported on public comments received and recommended setting a Special Meeting early December for consideration of public comments received by November 30 since the Statement of Consideration of public comments is due by noon on December 15. Ms. Martin made a motion to schedule a Special Meeting on Thursday, December 7, 2023, at 1:00 p.m. for the following agenda items: Consideration of Public Comments and Discussion Regarding Background Checks. Motioned seconded by Ms. Hutchins, which carried.

Discussion of RFP for 2<sup>nd</sup> Investigator deferred to closed session.

Ms. Janes reported the Regulations would need to be updated to reflect a required Jurisprudence Exam.

Discussion of M.C.S. Cease and Desist Status deferred to closed session.

Vice Chair Brooks made a motion to enter closed session at 12:12 p.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 and pending litigation/complaints. Ms. Hutchins seconded the motion, which carried, and the board entered closed session.

Ms. Hutchins motioned to come out of the closed session at 2:15 p.m. Vice Chair Brooks seconded the motion, which carried. No action was taken during the closed session.

### **APPLICATIONS COMMITTEE**

Vice Chair Brooks made a motion to accept the Applications Committee's recommendation for approvals and denials. Motion seconded by Ms. Martin, which carried.

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

The applications committee made a recommendation to approve the following applications: *Bagwell, Erin M, Brown, Mackenzie, Hall, Olivia Mae, Hester, Charles Cody, Hill, Angel Lynn, Hill, Isolde Marie, Husk, Bethany Nicole, Johnson, Kathleen Elisabeth, Latham, Teresa Maxcine, Price Jr., Michael Edward, Shelby, Earlene, Stanley, Valentina, Stivers, Angelica Hope, Ward, Jenna Mae*

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

The applications committee made a recommendation to approve the following LPCC applications: *Bartleman, Dawn, Black, Sara R, Bradley, Angelica Faith, Coyle, Amber D, Crockett, Robert Keith, Dillon, Christina Lynn, Howard, Kayla Michelle, Hubbs, Keisha Cheyenne, Kline, Jennifer M, Marshall, Virginia N, Meyer, Aryn Elizabeth, Miller, Lindsay C, Mondie, Junior Ray, Morgan, Crystal Lynn, Pipalski, Jessica Lauren, Reynolds, Stephanie Noel, Riddick Sr., Andre, Rowlands, Elizabeth D., Rumbaugh Crawford, Tera, Tackett, Teresa Michele, Tyson, April Michelle, Williams, Amanda E, Williford, Savannah Rachelle, Wimsett, Maria Cambron*

### **LEGAL COUNSEL**

#### **ADMINISTRATIVE HEARINGS**

Vice Chair Brooks motioned the Board to add discussion of RFP for a 2<sup>nd</sup> Investigator to the Special Meeting scheduled for December 7, 2023. Ms. Martin seconded the motion, which carried.

Vice Chair Brooks motioned the Board to reimburse Board Members for KCA travel expenses, conference fees, and hotel expenses. Ms. Hutchins seconded the motion, which carried.

Ms. Martin motioned the Board to accept 2023LPC-00003 Order of Dismissal and 2023LPC-00003 Agreed Order Recommending Dismissal. Motion seconded by Ms. Hutchins, which carried.

### **COMPLAINTS COMMITTEE**

Complaints Committee makes the following recommendations:

- 2022LPC-00001 – Defer to December
- 2022LPC-00026 – Dismiss due to insufficient evidence.
- 2023LPC-00018 FFD Report – Determined to be fit for duty. Dismiss.
- 2022LPC-00021 – Offer of Informal Settlement.
- 2023LPC-00004 & 2023LPC-00006 – Approved counteroffer of Private Reprimand.
- 2023LPC-00034 – Questions submitted by Board Counsel in lieu of interview. Answers to be submitted to the Board prior to December 2023 meeting. Defer to December.

- 2023LPC-00039 – Written reprimand and cease-and-desist.
- ESL Self Report – Board Complaint; Informal Settlement.
- 2023LPC-00045 – Dismiss for lack of evidence.
- 2023LPC-00046 – Written Reprimand.
- 2023LPC-00049 – Refer to Investigation.
- 2021LPC-00042 – Progress Report Accepted.
- 2021LPC-00003 – Progress Report incomplete; noncompliance letter to be sent.
- 2023LPC-00028 – Progress Report Accepted.
- 2022LPC-00043 – Progress Report Accepted. Ask for proof of CE completion and if incomplete 30 days for proof.

Vice Chair Brooks seconded the Committee's recommendations. Motion carried.

Ms. Hutchins seconded the Committee's acceptance of counteroffer to reduce informal settlement offer to a written reprimand and accept the CE taken as completion of recommended CE in informal settlement offer for 2023LPC-00004 and 2023LPC-00006. Dr. Pemberton abstains. Motion carried.

### **PER DIEM**

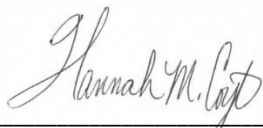
Ms. Martin made a motion to pay per diem for today's meeting as well as the following days:

- Dr. Hannah Coyt: 11/9/2023 (Discussion on Board Updates), 11/15/2023 (Meeting with Ms. Sipple, Ms. Hilson-Robinson, and Board Counsel), 11/17/2023 (Regular Meeting)
- Dr. Andrea Brooks: 11/16/2023 (Applications Committee), 11/17/2023 (Regular Meeting)
- Amanda Grigsby: 11/16/2023 (Complaints Review), 11/17/2023 (Complaints Committee)
- Denise Hutchins: 11/15/2023 (Review Applications), 11/16/2023 (Applications Committee), 11/17/2023 (Regular Meeting)
- Beverly Martin: 11/15/2023 (Complaints Review), 11/16/2023 (Complaints Review), 11/17/2023 (Complaints Committee & Regular Board Meeting)
- Dr. Charles Pemberton: 11/16/2023 (Applications Committee), 11/17/2023 (Regular Meeting)

Ms. Hutchins seconded the motion, which carried.

### **ADJOURN**

Dr. Pemberton motioned to adjourn at 2:30 p.m. Second by Ms. Hutchins and carried.




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Dr. Hannah Coyt, Board Chair