

KENTUCKY BOARD OF LICENSED PROFESSIONAL COUNSELORS
MEETING MINUTES
April 25, 2025

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 April 25, 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

MEMBERS ABSENT

LEGAL COUNSEL

Sara Janes, OLS

OTHER

Molly Ann Halpin, KCA	Cheyenne
Emily Locke	BP
Payton Rodgers	Linda Chaplin
Whitney Bland	

CALL TO ORDER

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

MINUTES

Dr. Pemberton made a motion to accept the February 21, 2025, Board Meeting Minutes. Motion seconded by Ms. Hutchins. Ms. Marion abstains, and the motion carried.

Dr. Coyt made a motion to accept the March 21, 2025, Board Meeting Minutes. Motion seconded by Mr. May, and the motion carried.

MONTHLY FINANCIAL REPORT

The Board reviewed and discussed the March 2025 financial reports.

DPL REPORT

DPL had their quarterly budget meeting. There was no mention of issues with KBLPC. Work on the budget will begin later this year, contract to renew/resign in 2026.

Legislative session to begin regular session in January 2026.

NEW BUSINESS

Counseling Compact Update: Chair Brooks reported on updates from the Compact. The annual business meeting was held in February. The Rules Committee will meet in May – top

rules to be discussed are adding language if someone wants to transfer their home state, rules on complaint process, and discussion of expediting the privilege to practice.

Chair Brooks to represent AASCB at CACREP Headquarters. Kim Speakman will be going on behalf of Compact. Discussions about paid internships for master's students. The idea stems from budget cuts and lack of internship opportunities for students. KBLPC has talked about this in this past. Chair Brooks to relay information from meeting.

Dr. Coyt reported the Compliance Committee hasn't been able to meet due to lack of quorum, FBI background check will be discussed as states are struggling to be in compliance.

KCA Update: KCA will be at the Capitol for the signing of Counselor Awareness Month in April. The last spring webinar will be Friday, May 2, 2025. KCA will be in attendance at the luncheon for Mental Health of America on May 16, 2025. KCA will have change in leadership in July.

Retreat Daily Schedule: Tabled to after administrative matters.

Refund Request:

Dr. Pemberton made a motion to refund \$50.00 for an LPCA application to AT. Ms. Hutchins seconded the motion, and the motion carried.

Ms. Hutchins made a motion to deny CR's request for a refund as the application was submitted and reviewed by the Board. Motion seconded by Dr. Pemberton, and the motion carried.

Dr. Pemberton made a motion to approve RD's request as the application remains pending. Motion seconded by Dr. Coyt, which carried.

Dr. Pemberton made a motion to deny TJ's request for a refund as the application was submitted and reviewed by the Board. Motion seconded by Dr. Coyt and carried.

Accommodation Requests:

Motion by Dr. Pemberton to approve accommodation request for JM. Motion seconded by Ms. Hutchins and carried.

Motion by Ms. Hutchins to approve accommodation request for JY. Motion seconded by Mr. May and carried.

Motion by Ms. Hutchins to approve accommodation request for LR. Motion seconded by Dr. Coyt. With Ms. Marion and Dr. Pemberton abstaining, the motion carried.

CRBS 2025 Annual Conference: CRBS will hold their annual conference in Austin, TX June 25-27. The four attendees will be Dr. Pemberton, Ms. Hutchins, Dr. Coyt, Chair Brooks, with Mr. May as alternate. Dr. Pemberton made a motion for the four names members to attend the conference with Mr. May as the alternate. Seconded by Ms. Hutchins, which carried. CRBS will cover two (2) attendees with the balance to be covered by the Board, if approved.

Retreat Schedule: The Board will have a working retreat May 15-16, 2025, at the Rough River Dam State Resort Park in Falls of Rough, KY 40119. Members and staff will arrive on Wednesday, May 14, 2025, with work beginning at 9:00 a.m. CST on May 15, 2025 until 5:00 PM CST. Members and staff will meet Friday, May 16, 2025, 8:00 a.m. – 12:00 p.m. CST.

Dr. Pemberton suggests compiling groups by necessity and highlighting the regulations that need to be amended to comply with Compact.

Board Counsel relayed the passage of House Bill 6. As interpreted, it restricts regulatory changes when it impacts a budget over/under \$500,000 over two years, among other things. It's unknown what the Counseling Compact impact will be.

Dr. Pemberton made a motion for the Chair, Vice Chair, and Board Counsel to make the agenda with regards to priority. Mr. May seconds the motion, and it carried.

Mr. Roberts made a motion to enter closed session at 11:25 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 agreed order and applications, and litigation. Ms. Hutchins seconded the motion, which carried, and the board entered closed session at 11:25 a.m.

Ms. Hutchins made motion to come out of closed session at 12:39. Dr. Coyt 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)

John B Adkins, Jessica Dianne Cannada, Denice M Catlin, Sarah Anna Catherine Cowan, Melissa Diane Curtis, Endora Lanita Davis, Elizabeth Ann Dick, Cheyenne Starr Doyen, Bridgett Nichole Duvall, Cissy Coronica Fox, Shelby Weakley Gonia, Katharine Hanrahan, Breanna Maynard, Hannah Paige Myers, Alexa Payton Rodgers, Ryan Matthew Sweet, Michelle Darlene Waford

Licensed Professional Clinical Counselor (LPCC)

Maisha Z. Anderson, Russell Alan Ball, Casey Marie Burch, Sara Anna Carey, Donta Duwan Colbert, Mary Beth England, Trista Gottwalt, Brittany Blackman Greer, Pamala Lynne Holland, Keara Renee Jones, Emily Kurtzhals, Emily Marie Lacy, Brandy Renea McCord, Kayellen McKenzie, Christinia Nicole Melton, Leigha Danielle Miller, Emily B Moore, Scott Michael Rush, Cassandra Rebecca Lois Sexton, Stacy M Sowell, Kayla Noel Terrill, Jessica Thomas, Monica Vanderheiden

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

Dr. Pemberton made a motion to initiate a Board Complaint against KC and their supervisor (LB), GB and their supervisor (RR), SS and their supervisor (LR), and MS and their supervisor (KP). Motion seconded by Ms. Hutchins, and motion carried.

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

Ms. Hutchins made a motion to issue a "Cease and Desist" order from Board Counsel against TJ. Mr. May seconded the motion, which carried.

Ms. Hutchins made a motion to approve the amendments to 2024LPC00039 Agreed Order, and to authorize Board Chair to approve the Agreed Order if accepted by the licensee. Dr. Pemberton seconded the motion, which carried.

COMPLAINTS COMMITTEE

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

Investigations:

- **2024LPC-00024:** Dismiss. There was no counselor/client relationship and no proof to support the allegation that Respondent held herself out as representing the agency.
- **2024LPC00029 and 2024LPC-00030:** Board Counsel to reach out to Respondent's attorney to see if they still represents respondent and if they do, refer cases back to Clinton if I can get a commitment for the interview.
- **2022LPC-00018 / 2022LPC-00019:** Private admonishment for terminating service w/o proper transition of care which must be considered despite workplace/employment issues or advice rendered by HR, with 3 hours of CEUs on client abandonment and proof of completion w/n 3 months

Complaints:

- **2025LPC-00009:** Private admonishment for publicly disrespecting diversity. Board accepts the 7.5 of CEUs and appreciates his taking responsibility and being proactive in acquiring the CEUs.
- **2025LPC-00010:** Dismiss for lack of evidence of a counselor-client relationship or a dual relationship.
- **2025LPC-00012:** Dismiss for lack of evidence of a violation of KRS Chapter 335 or 201 KAR Title 36.
- **2025LPC-00013:** Refer to Clinton for investigation.
- **2025LPC-00014:** Refer to Clinton for investigation which should include an inquiry of specific questions set by the committee.
- **2025LPC-00017:** Accept the surrender of license effective the date of approval by the Board with notice to the Respondent the complaint will be held open and must be disposed of prior to any attempt to reinstate.

Quarterly Reports / Self-Reports / Correspondence

- **2024LPC-00020:** Approve CEUs and notice the terms are completed.
- **2025LPC-00003:** Broaden the CEU topic to Professionalism only.
- **Correspondence about KW:** Defer for recommendation on board complaint based on outcome of criminal case. (Allow licensee 15 days to report themselves)

Motion seconded by Dr. Coyt, which carried.

LEGAL COUNSEL

FFD contract will be effective active 5/1/2025.

Dr. Pemberton made a motion to amend the agenda to remove private admonishment appeal for 2024LPC-00057 and replace with agreed order, seconded by Ms. Hutchins, which carries.

ADMINISTRATIVE HEARINGS

OLD BUSINESS

FFD Finalized Contract: Discussed under Legal Counsel report.

RFP for Training Series:

Scoring Committee: Dr. Pemberton made a motion for Mr. May, Dr. Coyt, and Dr. Pemberton to serve on the scoring committee for the RFP for Training Series. Motion seconded by Ms. Hutchins. Motion carried.

SA Approval Letter:

The Board reviewed newly drafted language in LPCA Approval Letter o which includes notice that only the specific location listed in the Supervision Agreement is approved and a new Supervision Agreement must be submitted for any other locations before counseling may begin at a new location. The letter was accepted as drafted.

PER DIEM

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

- Dr. Andrea Brooks: //2025 (Meeting with Board Counsel and Board Administrator), //2025 (ARRS Committee Meeting), //2025 (Meeting with Board Counsel and Board Administrator), //2025 (Meeting with Board Counsel and Board Administrator), //2025 (Board Meeting)
- Ms. Denise Hutchins: 4/3/2025 (CEU Applications Committee Meeting), 4/17/2025 (CEU Applications Committee Meeting/ Complaints Committee Meeting), 4/23/2025 (Meeting with Board Counsel and Board Administrator), 4/25/2025 (Regular Meeting)
- Dr. Charles Pemberton: 3/24/2025 (Board Member Training), 4/11/2025 (Applications Review/Training), 4/17/2025 (Applications Review/Training), 4/20/2025 (Applications Review), 4/21/2025 (Applications Review), 4/22/2025 (Applications Review), 4/23/2025 (Applications Review), 4/24/2025 (Applications Committee Meeting), 4/25/2025 (Board Meeting)
- Dr. Hannah Coyt: 4/22/2025 (Applications Review), 4/23/2025 (Applications Review), 4/24/2025 (Applications Committee Meeting), 4/25/2025 (Regular Meeting)
- Mr. Wm. Jake Roberts: 4/25/2025 (Regular Meeting)
- Mr. R. Kyle May: 3/24/2025 (Board Member Training), 4/3/2025 (CEU Applications Committee Meeting), 4/17/2025 (CEU Applications Committee Meeting/ Complaints Committee Meeting), 4/25/2025 (Board Meeting)
- Ms. Joellen Marion: 4/11/2025 (Applications Review/Training), 4/17/2025 (Applications Review/Training), 4/20/2025 (Applications Review), 4/21/2025 (Applications Review), 4/22/2025 (Applications Review), 4/23/2025 (Applications Review), 4/24/2025 (Applications Committee Meeting), 4/25/2025 (Board Meeting), 4/25/2025 (Board Meeting)

Ms. Hutchins seconded the motion, which carried.

ADJOURN

Dr. Pemberton motioned to adjourn at 1:15 p.m. Motion seconded by Mr. May which carried.



Dr. Andrea Brooks, Board Chair