

**KENTUCKY BOARD OF LICENSED PROFESSIONAL COUNSELORS**  
**MEETING MINUTES**  
**June 20, 2025**

A Regular 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 June 20, 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  
Robert Brossart, Administrative Specialist Senior

**MEMBERS ABSENT**

**LEGAL COUNSEL**

Sara Janes, OLS

**OTHER**

|                      |                 |
|----------------------|-----------------|
| Dawn Hinton, KCA     |                 |
| Brittanie Washington | Brandon Dunn    |
| Travis Drake         | Natalie Dev     |
| Laura Reed           | Samantha Saling |
| St.                  | John Anderson   |

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**CALL TO ORDER**

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

**MINUTES**

Dr. Pemberton made a motion to accept the April 25, 2025, Board Meeting Minutes, with an amendment to KCA representative MOLLY HALPIN. Motion seconded by Mr. May. With Dr. Coyt absent from the vote, the motion carried.

Dr. Pemberton made a motion to accept the May 15 & 16, 2025, Board Retreat Meeting Minutes, *AMENDED to ONLY REGULATION NUMBERS, NO DISCUSSION POINTS*. Motion seconded by Chair Brooks, and the motion was discussed. Dr. Pemberton rescinded his motion. Motion failed.

Dr. Pemberton made a motion to table Board retreat minutes to July 18, 2025 Regular Board meeting for further review and discussion. Motion seconded by Chair Brooks. Motion carries.

May 23, 2025, Board Meeting Minutes tabled to July 18, 2025 Regular Board meeting.

Dr. Pemberton made a motion to amend the September 20, 2024, Board Meeting Minutes, 2024LPC00004 Order of Dismissal to 2023LPC00004 *Order of Dismissal*. Motion seconded by Mr. May. With Ms. Marion abstaining, the motion carried.

### **MONTHLY FINANCIAL REPORT**

The Board reviewed and discussed the May 2025 financial reports.

### **DPL REPORT**

Commissioner Lawson recommended website updates and asked the board to consider a policy to include length of time disciplinary actions should remain posted on the website; and requested the Board consider reorganizing links to documents since the current locations seem random, i.e. reciprocity agreements, FAQs, etc. The location of documents will be streamlined as agreed, however establishing the length of time for disciplinary actions to remain on the website was tabled to the July 18, 2025, Board Meeting so members can research how long other states maintain that information on websites.

### **NEW BUSINESS**

**Counseling Compact Update** – Chair Brooks reported the Compact is on track for the database to be finished in August/September 2025. Ohio and Louisiana are slated to be the first states to roll out privileges.

The next Executive Committee meeting will be July 2, 2025, where four (4) rules will be introduced for approval.

The Board discussed the Compact Commission's current plan to use SSNs in the database to identify those with the privilege to practice (PTP) instead of using NPI numbers. The statute provides the licensee shall have either the SSN or the NPI number to obtain the PTP so there was discussion about requiring an applicant to supply the SSN. Chair Brooks relayed the addition of NPI numbers to the database will take approx. 3 months to produce.

KY is receiving some pushback for not setting the state fee for privileges to practice. The Board agreed to wait to set the state fee until they know what the cost of the jurisprudence exam will be. Seventeen (17) states are working on initiating a jurisprudence exam. Board members will discuss the fee with other counseling Boards at the CRBS Summit in Texas in July. Further discussion and decision for state fees tabled to July 18, 2025, Board meeting.

**Conversion of Privilege to Home State License** – One of the rules the Rules committee prioritized is the Conversion of Privilege to Home State License. The Counseling Compact law requires an expedited process for conversions of home state license. Board members are concerned since the Compact isn't supposed to eliminate state autonomy. Chair Brooks will provide an updated draft of the rule in July. The rule will not be ripe for passage in July to allow for ongoing discussion. Board Counsel noted it's easier to revoke a privilege to practice vs. revoking home state licensure.

The Compact fails to address supervision credentialing, which therefore leaves that issue to the states. The Board agreed if supervision privileges are to be issued, the Supervision Jurisprudence Exam is paramount. The Board Administrator will email members the rule drafts as they become available and copy Board Counsel.

**KCA Update** – KCA submitted a request for Board sponsorship. The KCA Executive Board meeting is August 1, 2025. Leadership groups will do presentations to include specifics in

rebuilding chapters. KCA is currently mapping out breakout sessions for the 2025 Conference. They will have presenters registered before the public. The Board's informational session is after the Board luncheon.

**2025 Conference Proposal** – Dr. Pemberton made a motion to approve the KCA sponsorship request. Motion seconded by Ms. Marion, which carried.

**Regulation amendments** – Tabled to Old Business

**201 KAR 36:075**

**Other regulations as time permit**

**Remediation of 9 core areas** – Dr. Pemberton pointed out that 201 KAR 36:070. Section 1 states that in order for a “related degree” to be a qualifying degree, the degree must include the nine (9) core curriculum components, and that the Board has allowed applicants to remediate missing curriculum by completing courses at a CACREP-accredited program. There was discussion relating to consistency between KRS 335.525 and 335.527, and 201 KAR 36:070. The Applications Committee will continue with current practices until the issue can be discussed at the August Board retreat.

Dr. Pemberton made a motion to defer the topic to the August Board Retreat, making it a priority. Motion seconded by Chair Brooks, and motion carries.

**Authority for Practicum/Internship** – Chair Brooks introduced the discussion of internships and practicums. KRS 335.525(2) does not require the practicum or internship for LPCA licensure; however, 201 KAR 36:070. Section 4, does. Therefore, the Board may need to reconsider whether it can deny an LPCA application based on the lack of a clinical practicum or internship. Dr. Pemberton pointed out the statute says the Board “may” issue the LPCA based on stated qualifications. Additionally, KRS 335.527(1)(e) provides the practicum or internship shall consist of at least 400 hours, and 201 KAR 36:070. Section 4(1)(a)4.j. requires at least 600 hours of experience. Chair Brooks noted two issues, 1. how to move forward, and 2. guidance for the Applications Committee right now.

Dr. Pemberton made a motion for the Applications Committee to maintain the status quo requiring the practicum/internship, with further discussion on the topic at the August Board retreat. Motion seconded by Mr. May. Dr. Pemberton amended the motion to table the matter for further discussion in closed session in order to obtain legal advice from Board counsel. Amended motion seconded by Ms. Marion and carried.

CACREP Committee to work on revision to language in 201 KAR 36:070 before the August Board retreat. Members to work on the issue included Dr.'s Brooks, Coyt, and Pemberton.

**FAQ – LPCA Work Experience Under Supervision (for Board approval)** – Ms. Hutchins presented an updated FAQ relating to work experience under supervision for the Board to review. Members asked for edits, and Ms. Hutchins will revise and present at July's Board meeting.

Mr. Roberts made a motion to enter closed session at 12:15 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, complaints and legal matters/litigation. Chair Brooks seconded the motion, which carried, and the board entered closed session at 12:15 p.m.

Dr. Pemberton made motion to come out of closed session at 2:53 p.m. Ms. Marion seconded the motion, which carried. No action was taken during the closed session.

Dr. Coyt had to leave the meeting and did not participate in any of the remaining votes.

Dr. Pemberton made a motion to rescind his prior motion relating to internship/practicum. Motion seconded by Ms. Marion. No discussion. No abstention. Dr. Coyt was absent. Motion carried.

**APPLICATIONS COMMITTEE** *(As amended October 17, 2025)*

**Minute Correction:** Ms. Marion made a motion on behalf of the Applications Committee to file a complaint against ER, PB, and JC JP. Motion seconded by Chair Brooks. With Dr. Pemberton abstaining, and Dr. Coyt absent for the vote, the motion carried.

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

**Licensed Professional Counselor Associate (LPCA)**

*Jewel Nicole Adkins, Hannah Elizabeth Akin, Tiara Victoria Bell, Bethany Botzet, Leslie Ann Caldwell, Kyle Daniel Cates, Allen Quinn Clark, Rebecca Darling, Katherine Leora Delancey, Natalie Dev, Ashley Dutton, Heather Paige Evans, Felsha Ruth Foster, Carlecia Yazzmean Gambrell, Desiree Griffith, Champagne Gulley, Savannah Leigh Ann Hallman, Ambria Hardison, Melinda Marie Haynes, Sarah Michelle Hensley, Vanna Rose Hobbs, Briana Michelle Larkins, Ronald Luttrell, Autumn Jordan Lynn, Latoya Mahogany Marks, Kelsey Cheyenne Mason, Maggie Joelle McGlone, Victoria Eileen Minter, Kelsey T Oneal, Melanie Karla Perez Avalo, Abby Lynn Pike, Katherine Reynolds Prewitt, Paul Gregory Quertermous, Grace Anne Ray, Toria Hope Holland Ritchie, Nathaniel Sames, Julia Elizabeth Schwender, Elizabeth Ashley Slaven, Ashley Kay Smith, Lauren Marie Stull, Nanci Ann Sutton, Andre' Wodia Teague, Erica Thielemann, Lily Marie Vossekuil, Seth C Walker, Adam Wink*

**Licensed Professional Clinical Counselor (LPCC)**

*Tasha Latil Burnette, Daniel Lewis Carter, Kortney Broussard Chevalier, Jeremy S Coleman, Kenneth Lucas Essex, Shelby Lynn Folkerts, Mary Alysia Foster, Kamay Hyder Gaboda, Emily Paige Haynes Gordon, Kimberly Alane Gose, Colleen Juanita Gray, Ian Bradley Hall, Paula Hampton-Wilson, Lauren Elizabeth Hoskins, Ginger R Hunt, Shelby Kempf, Rebeca Lau Kovar, Dinter Diane Lynda, Brandi Dawn Marshall, Isabella McCall, Emily McGee, Michelle M Murtagh Alexander, Lisa Marie Owsley, Crystal Gail Ridlon, Ashley Carolyn Tilley, Denisha White, Laurel O Yoder*

Ms. Marion made a motion to accept the Applications Committee's recommendations. Dr. Pemberton seconded the Committee's recommendation. With Dr. Coyt absent for the vote, the motion carries.

**OTHER MOTIONS:**

Dr. Pemberton made a motion to approve the Agreed Order for 2024LPC00009 and 2024LPC00035. Mr. May seconded the motion. With Dr. Coyt absent for the vote, the motion carried.

Dr. Pemberton made a motion to send a letter to MMN Investigations requesting information/work product on work invoiced for 2021-LPC-00032 prior to paying the invoice, with the information to be provided within two (2) weeks, in order for payment to be processed. Motion seconded by Mr. May. With Dr. Coyt absent for the vote, the motion carried.

Dr. Pemberton made a motion to set aside the private admonishment in 2024KBLPC00057. Motion seconded by Ms. Marion. With Chair Brooks abstaining and Dr. Coyt absent for the vote, the motion carried.

Dr. Pemberton made a motion for the Board Chair to sign Orders of Dismissal in 2023KBLPC00004 and 2024KBLPC00001, previously approved at the September 20, 2024, regular Board meeting. Motion seconded by Mr. May. With Dr. Coyt absent for the vote, the motion carried.

Mr. May made a motion to approve the results of the transcript audit for DP in Appeal No. 2025KBLPC00001. Motion seconded by Ms. Marion, and with Dr. Coyt absent for the vote, the motion carried.

### **CEU APPLICATIONS COMMITTEE**

Dr. Pemberton made a motion to sit on the CEU Applications Committee, replacing Mr. May. Motion seconded by Mr. May, and with Dr. Coyt absent for the vote, the motion carried.

Motion by Mr. May to approve the recommendations made by the CEU Applications Committee regarding the approved and deferred CEU Applications. There were no applications denied. Motion seconded by Dr. Pemberton. With Dr. Coyt absent for the vote, the motion carried.

### **COMPLAINTS COMMITTEE**

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

NBCC Email - Take no action.

### **INVESTIGATIONS:**

**2024LPC-00030** - Refer for formal administrative hearing.

**2024LPC-00029** - Defer for addendum from Clinton Investigations.

**2021LPC-00005** - Dismiss for lack of evidence.

**2021LPC-00008** - Dismiss & state appreciation for Respondent being proactive in taking the CEU course.

**2022LPC-00005** - Dismiss for lack of witnesses

**2022LPC-00007** - Dismiss for lack of evidence of a violation of LPC statutes and regulations.

**2022LPC00014** - Dismiss for lack of evidence of a violation of the KY LPC laws.

**2022LPC-00035** - Dismiss as private employment matter with no allegations of a violation of KY LPC laws.

**2022LPC-00037** - Dismiss.

**2023LPC-00007** - Dismiss.

**2021LPC00024 and 2021LPC00025** – Defer to July meeting.

#### COMPLAINTS:

**2025LPC-00019/2025LPC-00020/2025LPC-00021** - Merge and refer for investigation

**2025LPC-00022** - Dismiss with notation referencing 201 KAR 36:040. Section 1(2)(d), Section 2(24) and (32), Section 3(25), and Section (6).

**2025LPC-00023** - Dismiss as a private employment matter over which the board has no authority.

**2025LPC-00024** - Dismiss as a private employment issue over which the board has no authority.

**2025LPC-00025** - Dismiss as a private employment issue over which the board has no authority.

#### QUARTERLY REPORTS/OTHER REQUIRED ACTIONS:

**2024LPC-00055** – Accept CEUs as complete.

**2025LPC-00003** – Accept 1.5 clock hours of CEUs submitted and advise Respondent needs an additional 1.5-hour clock hours to fulfill requirement with proof to the Board within 3 months

Mr. May seconded the committee's recommendations. With Dr. Coyt absent for the vote, the motion carried.

#### LEGAL COUNSEL

**2021LPC00032 Invoice** – discussed in closed session and action taken out of order in open session.

**2024LPC00009 and 2024LPC00035 Agreed Order** – discussed in closed session and action taken out of order in open session.

**2024LPC00057** – discussed in closed session and action taken out of order in open session.

**Applications Committee Checklist** – Board members reviewed and discussed the checklist created by Board Counsel. The Applications Committee will test the checklist to determine if it needs revision and Board counsel will send the form to the Commissioner to create a smart form for online or use via Teams.

#### ADMINISTRATIVE HEARINGS

**2024KBLPC00011 - D.P. Transcript Audit Request** - discussed in closed session and action taken out of order in open session.

#### OLD BUSINESS

**RFP for Training Series** - Scoring Committee is currently scheduling a meeting.

**Board Retreat** – Dr. Pemberton made a motion for the Board Retreat to take place at Natural Bridge State Resort Park on August 4 and 5, 2025. Motion was seconded by Mr. May. With Dr. Coyt absent, remaining members were in favor. Carried.

**FBI Background Check Committee** - Chair Brooks advised the committee meeting scheduled with Nahale Kalfas for May 24 was canceled due to inability to comply with the Open Meetings Act. However, Chair Brooks met with Ms. Kalfas and another individual named Grant from CSG for input on Kentucky's application for an ORI number which is needed for criminal background

checks to be delivered directly to the Board by the FBI. They recommended the Board submit an application for the ORI, and even if it's denied, the attempt to obtain the ORI shows the good faith efforts being made by the KBLPC to comply with Compact requirements and thus maintain its status as a member state of the Compact. They further recommended adoption of a new statute or adding it to KRS 335.515, the statute granting the Board's powers and duties. . Chair Brooks prefers the adoption of a new statute and not opening KRS 335.515. Grant with CSG is checking with other occupations on their ORI approvals. Once the Board has filled out the application for an ORI number, DPL will review before submission.

Mr. May made a motion for the FBI Background Check committee to meet on June 24, 2025, at 2:00, to complete the application and file it. Motion seconded by Chair Brooks, and with Dr. Coyt absent for the vote, the motion carried.

Chair Brooks made a motion for the CACREP Degree Committee to meet at a mutually agreed upon time before the July 18, 2025, Board meeting, to work on revisions to 201 KAR 36:070. Motion seconded by Mr. May, and with Dr. Coyt absent for the vote, the motion carried.

Motion to table the discussion on 201 KAR 35:075, which was moved from New Business under "Regulation amendment". Motion seconded by Mr. May, and with Dr. Coyt absent for the vote, the motion carried.

### **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 (Meeting with Board Counsel and Board Administrator), //2025 (Meeting with Board Counsel and Board Administrator), //2025 (Meeting with Board Counsel and Board Administrator), 6/20/2025 (Board Meeting)
- Ms. Denise Hutchins: 6/4/2025 (Meeting with Board Counsel and Board Administrator), Meeting), 6/11/2025 (Meeting with Board Counsel and Board Administrator), 6/13/2025 (CEU Applications Committee Meeting), 6/17/2025 (Complaints Review), 6/18/2025 (Complaints Committee, 6/20/2025 (Regular Meeting)
- Dr. Charles Pemberton: 5/27/2025 (Applications Review), 6/16/2025 (Complaints Review), 6/18/2025 (Applications & Complaints Committee Meetings), 6/20/2025 (Board Meeting)
- Dr. Hannah Coyt: //2025 (Applications Committee Meeting), 6/20/2025 (Regular Meeting)
- Mr. Wm. Jake Roberts: 6/20/2025 (Regular Meeting)
- Mr. R. Kyle May: 6/13/2025 (CEU Applications Committee Meeting), 6/15/2025 (Applications Review), 6/16/2025 (Applications Review), 6/17/2025 (Meeting with Board Counsel), 6/18/2025 (Joint Committee Meeting), 6/20/2025 (Board Meeting)
- Ms. Joellen Marion: 6/6/2025 (Applications Review), 6/9/2025 (Applications Review), 6/11/2025 (Applications Review), 6/18/2025 (Applications Committee Meeting), 6/20/2025 (Board Meeting)

Ms. Marion seconded the motion, and with Dr. Coyt absent for the vote, the motion carried. which carried.

### **ADJOURN**

Dr. Pemberton motioned to adjourn the meeting at 3:39 p.m. Motion seconded by Mr. May, and with Dr. Coyt absent for the vote, the motion carried.

Andrea Brooks

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Dr. Andrea Brooks, Board Chair