

KENTUCKY BOARD OF LICENSED PROFESSIONAL COUNSELORS
MEETING MINUTES
March 21, 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 March 21, 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
Chasity Wray, Administrative Specialist Senior

MEMBERS ABSENT

LEGAL COUNSEL

Sara Janes, OLS

OTHER

Dawn Hinton, KCA Payton Rodgers
Molly, KCA Jose
Elizabeth Dick
LaTonya Hocker

CALL TO ORDER

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

NEW BOARD MEMBER INTSALLATION:

Ms. Joellen Marion was sworn in as a new Board member.

MINUTES

Ms. Hutchins made a motion to accept the December 5, 2024, Statutes Committee Meeting Minutes, with the following edit: add Ms. Hutchins' name as the mover for the vote "to submit the draft to full Board". Motion seconded by Mr. Roberts. Ms. Hutchins, Mr. Roberts, and Dr. Coyt voted favorably, with Chair Brooks, Mr. May, Dr. Pemberton, and Ms. Marion abstaining, the motion carried.

Dr. Pemberton made a motion to accept the February 4, 2025, Special Meeting Minutes, with the following edits: 1. Ms. Hutchins was *Present*, 2. Rephrase of sentence: 2nd page, 4th paragraph- the Board suggested the *Board not approve a full 4000 and earn a max of 500, as an example. Further discussion to be had and exact numbers to be discussed at a later date.* 3. Ms. Hutchins seconded into closed session. Motion seconded by Ms. Hutchins, with Mr. Roberts, Ms. Marion, and Mr. May abstaining, the motion carried.

February 21, 2025, Meeting Minutes were tabled to the April 25, 2025, Board Meeting.

Dr. Pemberton made a motion to accept the February 3, 2025, Jurisprudence Exam Committee Meeting Minutes. Motion seconded by Mr. May. Dr. Pemberton, Dr. Coyt and Mr. May voted favorably, and with Ms. Hutchins, Mr. Roberts, Ms. Marion, and Chair Brooks abstaining, the motion carried.

Mr. May made a motion to accept the February 24, 2025, Jurisprudence Exam Committee Meeting Minutes. Motion seconded by Dr. Pemberton. Dr. Pemberton, and Mr. May voted favorably, and with Dr. Coyt, Ms. Hutchins, Mr. Roberts, Ms. Marion, and Chair Brooks abstaining, the motion carried.

Dr. Pemberton made a motion to amend the December 20, 2024, Meeting Minutes under NEW BUSINESS as follows: to clarify that Ms. Hutchins' abstained from voting on Complaint Number 2024LPC00037–Dr. Coyt seconded. Ms. Hutchins and Ms. Marion abstained. Motion carried.

MONTHLY FINANCIAL REPORT

The Board reviewed and discussed the February 2025 financial reports. There were additional questions about legal billing, budget, and no action is needed.

Mr. May inquired about per diem direct deposit payments. Ms. Wray replied they would research the issue and will respond.

DPL REPORT

Commissioner Lawson reported the 1st Board member training went well, with the next one on Monday, March 24, 2025. There will be dates for additional trainings in the fall released at a later time. Commissioner Lawson stated building attorney billing system for fees into Back Office has been discussed before, and relayed they would place it on the working task list for IT.

NEW BUSINESS

Plaque for Ms. Martin: Board spoke of Ms. Martin's long service to the Board, Applications Committee, and Complaints Committee, and noted the additional months of work she performed for the Complaints Committee and the Board through February 2025 until new Board member was appointed. Dr. Pemberton made a motion to order a plaque for Ms. Beverly Martin in recognition of her service. Motion seconded by Dr. Coyt, which carried.

Committee Appointments: Chair Brooks appointed Committee members:

- Applications Committee – Dr. Pemberton (Chair), Dr. Coyt, and Ms. Marion
- Complaints Committee – Ms. Hutchins (Chair), Mr. Roberts, and Mr. May
 - Dr. Pemberton and Mr. May will switch committees after three months

Counseling Compact Update: Chair Brooks hosted a Counseling Compact 3-hour webinar through KCA. There were approx. sixty (60) people in attendance. There were questions about regulations, state fees, supervision,

- Regulations: When practicing with the Compact, the Counselor must be licensed WHERE the client is located (not domiciled), which differs from KY law. It was noted the Complaint process/system will start at the state level. The Complaints Committee and Board will need to create a system for best practices for handling complaints.
- State Fees: The Board discussed the state fee for KY. They discussed expenses they will incur with the creation of a new Jurisprudence Exam, the cost maintaining the exam, and of additional training series they've discussed (Supervision). The Board

talked about starting with a higher fee the 1st year and then reduce the amount the after, if warranted. They discussed how many sessions it would take a Counselor to recoup the fee investment. Board members will inquire with other states about how they decided on their state fee. State fees are currently ranging from \$0.00 to \$400.00.

- Supervision: Each state will decide if the person practicing under a privilege to practice can become a supervisor. For many states, it's dependent on their operating systems.

KCA Update: A team of five executives are going to the ACA Conference in Orlando, FL. Ms. Hinton spoke of contracting with the 3rd Keynote speaker for the 2025 KCA Conference in Louisville, KY. She stated preconference sessions are scheduled and a call for presenters will be out soon. KCA Handbook is updating and in the works.

NBCC Summit Follow Up: NBCC had to cancel the Fellowship Conference due to recent Executive Orders. NBCC hosted a summit that was attended by national leaders, including Chair Brooks and Dr. Coyt, with many discussions on the executive order and budget cuts. There were conversations surrounding licensure and supervision i.e. are states creating barriers with imposition the of best practice standards for licensure and supervision agreement statutes and regulations instead of using minimal qualification standards to approve licensure. AASCB is hosting a meeting in April on supervision. There were discussions on what the profession will look like in the future.

LK Transcript Audit Refund: Ms. Hutchins made a motion to refund LK for a submitted Transcript Audit Application payment. Motion seconded by Dr. Pemberton, which carried.

SUD Supervision Agreements: The Board had ongoing conversations about job placements that treat a specific population and specific diagnoses. The Board is concerned LPCAs will not acquire the skills required of an LPCC by statute and regulation. It was asked, if a TCADC meets the requirements of the job, would an LPCA be overqualified? The Board discussed avenues to take as to not limit LPCAs in their ability to work.

There was discussion about adding information to the approval letter. Ms. Sipple stated if changes to the letter is approved, it will have to go on the task list for IT to add to the auto-generated approval letter which will take time. The Applications Committee discussed placing the language in the comments in the applicant/licensee's eService's account until the updated letter can be auto generated. There was also discussion about adding information in the FAQ.

Motion by Dr. Pemberton for Ms. Hutchins to draft paragraph for the LPCA approval letters to reiterate statutory and regulatory clinical experience requirements for independent licensure to be had under supervision which will be sent to the chair for final approval, and the paragraph will be added to all LPCA approval letters. Further, that paragraph will be sent to all LPCAs and supervisors after approval. Seconded by Dr. Coyt and carried.

Dr. Coyt requested that board counsel add requirement for "job description" to the Regulations To Be Discussed chart for consideration at the Retreat.

At the February 20, 2025, meeting a Board Retreat was tentatively scheduled for April 6-8, however this date no longer works for some members. Alternate dates were discussed.

Motion by Dr. Pemberton, for the working retreat be scheduled for May 15 – May 16, 2025. Seconded by Dr. Coyt and carried.

Motion by Dr. Pemberton to move the May 16, 2025, Board meeting to May 23, 2025, which will become a SPECIAL MEETING. Seconded by Dr. Coyt. Motion carried.

The Applications Committee will meet May 20, 2025.

Mr. Roberts made a motion to enter closed session at 12:37 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 complaints and applications, and litigation. Ms. Hutchins seconded the motion, which carried, and the board entered closed session at 12:38 a.m.

Ms. Hutchins made motion to come out of closed session at 2:37p.m. 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)

Dakota Lane Burrell, Elizabeth Rose Carraway, Kaitlyn Siera Craft, Avery Lee Depaso, Robert Lynn Elrod, Ashley Renee Evans, Miranda Yvonne Hamilton, Teshan Lenae Henry, Leighann Rebecca King, Katherine Anne Knight, Marian Holloway Mason, Cheyenne Jade Nicole Norris, Kaison R Osborne, Regina Mae Padilla, Mariathina Antonis Panayi, Annaleise Mariah Pence, Mary A Poston, Kiesha Michelle Quinonez, Jacob Rand, Jennifer Lynn Rayburn, Joshua Paul Reeves, Haley Blair Sizemore, Chuck Anthony Smith, Timothy Smith, Emily Spradling, Bailey Ullah

Licensed Professional Clinical Counselor (LPCC)

Erin Nichole Arney, Chad Atchley, Morgan Fayth Basham, Brittany Michelle Blevins, Akhilah Valerie Cherry, Emily Erin Cimala, Kara Cliffe, Bill David Cunigan, Jonathan Douglas Edwards, Samantha Jude Gatlin, Jason David Hart, Claudia Lynn Hempill, Kaitlyn Elizabeth Hines, Anthony Nathaniel Jackson, Danesha Shayne Muncy, Melissa O'Neill, Tracy M Oliver, Holly Carol Osterman, Alexzandria Grace Potts, Summer Raegan Russell, Michaela Jordan White, Kanise R Williams

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

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

Ms. Hutchins made a motion to remove Continuing Education Applications from the Applications Committee workload and to create a subcommittee for CEU review. Motion seconded by Dr. Pemberton and carried. Mr. May and Ms. Hutchins were appointed,

Motion by Ms. Hutchins to inform contract holder of 30 day notice to end contract relationship, as discussed in closed session. Motion seconded by Dr. Coyt, and motion carried.

COMPLAINTS COMMITTEE

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

Investigations:

- 2022LPC-00033 – Based on additional information provided by the Respondent, that the private admonishment be set aside and the complaint be dismissed.
- 2024LPC-00024 – Based on Mr. Roberts' recusal, defer to next month for new committee member to be appointed.

Complaints:

- 2024LPC-00054 – Private admonishment for failure to provide proof of supervision from May 2024 through August 2024, with 3 hours CE on Clinical Supervision and Documentation and proof of completion to the Board w/n 3 months.
- 2025LPC-00006 – Dismiss with a letter to Complainant that the Respondent's cancellation due to illness was unfortunate and acknowledge the Respondent expressed sincere remorse for cancelling.
- 2025LPC-00007 - Refer for investigation.
- 2025LPC-00008 – Dismiss.
- 2025LPC-00011 – Dismiss for lack of evidence of a dual relationship.

Quarterly Reports / Self-Reports / Correspondence

- 2025LPC-00051 – Approve proof of CEUs required under private admonishment.
- Anonymous Mail x2 for T.B. - This licensee was not licensed at the time of allegations in the newspaper article and committee recommends no action be taken absent additional proof or evidence of violation of the LPC laws.
- Acceptance of the response from Board of Examiners of Psychology on KBLPC's report to that board of Respondent in 2023LPC-00023 using the title "counseling psychologist". PSY provided an affidavit and assurance the Respondent will no longer use that title.

Motion seconded by Dr. Coyt which carried.

LEGAL COUNSEL

FFD Evaluator Contract: The Board reviewed the contract for a new FFD Evaluator, noting the large amount of money budgeted for travel across the state.

Motion by Ms. Hutchins to accept contract with Abundant Living Psychological & Coaching Services, with an amendment relating to requirement of travel to interview or investigate at the request of the board if the amendment is authorized by FAC. Dr. Coyt seconded the motion, which carried.

Board Counsel relayed the next step in the regulations process for 201 KAR 36:050, 36:100E and 36:100 will be the Health Services Committee which may be scheduled for March 27 or 28, 2025. There is a possibility of the regulations being placed on the agenda. If they are not on the agenda, the Interim Joint Committee on Health Services will not begin meeting until June 2025, and she is unsure if the regulations will become effective until then under KRS Chapter 13A.

OLD BUSINESS

RFP for Training Series:

Scoring Committee: The RFP was pulled for edits.

PER DIEM

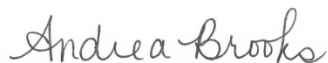
Ms. Hutchins made a motion to pay per diem for today's meeting as well as the following days:

- Dr. Andrea Brooks: 3/5/2025 (Meeting with Board Counsel and Board Administrator), 3/10/2025 (ARRS Committee Meeting), 3/14/2025 (Meeting with Board Counsel and Board Administrator), 3/19/2025 (Meeting with Board Counsel and Board Administrator), 3/21/2025 (Board Meeting)
- Ms. Denise Hutchins: 3/3/2025 (RFP Scoring Committee), 3/13/2025 (RFP Scoring Committee), 3/19/2025 (Review Board Complaints), 3/20/2025 (Complaints Committee Meeting), 3/21/2025 (Regular Meeting)
- Dr. Charles Pemberton: 2/24/2025 (Jurisprudence Exam Committee Meeting), 2/26/2025 (Applications Review) 2/28/2024 (Meeting with Board Administrator re. Applications); 3/15/2025 (Applications Review), 3/19/2025 (Applications Review), 3/20/2025 (Applications Committee Meeting), 3/21/2025 (Board Meeting)
- Dr. Hannah Coyt: 3/18/2024 (Applications Review), 3/19/2024 (Applications Review), 3/20/2025 (Applications Committee Meeting), 3/21/2025 (Regular Meeting)
- Mr. Wm. Jake Roberts: 3/21/2025 (Regular Meeting)
- Mr. R. Kyle May: 2/23/2025 (Applications Review), 2/24/2025 (Jurisprudence Exam Committee Meeting), 3/3/2025 (Jurisprudence Exam Committee Meeting), 3/15/2025 (Applications Review), 3/16/2025 (Applications Review), 3/17/2025 (Applications Review), 3/19/2025 (Applications Review), 3/20/2025 (Applications Committee Meeting), 3/21/2025 (Board Meeting)
- Ms. Joellen Marion: 3/21/2025 (Board Meeting)

Mr. May seconded the motion, which carried.

ADJOURN

Dr. Pemberton motioned to adjourn at 2:51 p.m. Motion seconded by Ms. Hutchins which carried.



Dr. Andrea Brooks, Board Chair