

KENTUCKY BOARD OF LICENSED PROFESSIONAL COUNSELORS
MEETING MINUTES
May 23, 2025

A Special 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 May 23, 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

Molly Ann Halpin, KCA Cheyenne
Dawn Hinton, KCA
Payton Rodgers

CALL TO ORDER

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

MINUTES

Ms. Hutchins made a motion to accept the April 25, 2025, Board Meeting Minutes, pending Ms. Janes review for needed edits. Dr. Pemberton abstains. Motion seconded by Mr. May and the motion carried. Any changes will be brought to the Board at the June 20, 2025, regular meeting.

MONTHLY FINANCIAL REPORT

The Board reviewed and discussed the April 2025 financial reports.

Out of state travel has been processed.

Ms. Cook reported KBLPC is over its budgeted allotment, and that fiscal will work on increasing allotment. FY2026 begins July 1, 2025, and it will cover April and May 2025 per diem.

Outstanding invoices:

Board Counsel reminded the Board of a contract that will be terminated effective June 1, 2025. The termination was approved at the March 2025 Board meeting. Invoices were submitted under the vendor's prior contract beginning March 2, 2023 and ending June 30, 2024, which are over the contract amount. Also, this vendor has submitted invoices for a period of time for services provided after the vendor's contract expired on June 30, 2022, and before the effective date of

the March 2023 contract which cannot be paid since there was no contract during the invoice period. Since the invoices are outside contract terms, the Board would need to file a legislative claim and submit a correction action plan under KRS Chapter 45A.

Mr. Roberts made a motion to enter closed session at 10:17 a.m., pursuant to KRS 61.810(1)(c), regarding discussions of proposed or pending litigation against or on behalf of a public agency at which information protected by federal and state law may be discussed. Dr. Pemberton seconded the motion, which carried, and the board entered closed session at 10:18 a.m.

Dr. Coyt made motion to come out of closed session at 11:26 p.m. Ms. Hutchins seconded the motion, which carried. No action was taken during the closed session.

Dr. Coyt made a motion to approve the six (6) submitted invoices dated July 1, 2022- March 2, 2023, to MMN Consulting, Ms. Hutchins seconded the motion, which carried.

Dr. Coyt made a motion to decline payment of submitted invoices that exceed the stated contract amount for MMN Consulting. Ms. Hutchins seconded the motion. With Dr. Pemberton abstaining, motion carried.

Catherine Falconer introduced herself as general counsel for PPC DPL.

DPL REPORT

Commissioner Lawson reported DPL is fully staffed and welcomed Ms. Falconer as the new general counsel.

NEW BUSINESS

Counseling Compact Update: Chair Brooks reported the Rules Committee met May 22, 2025, and began work on four (4) rules:

- Required Experience (direct time, supervised time, etc.) as defined in rules. The Committee is discussing timeframes and primary focus.
- Database rules – some states have asked for additional cells for practice addresses.
- Ownership of Data
- Rule for conversion of home state– The Compact wants an expedited process for a person to change the home state.

Executive director has drafted the rules for the Rules Committee to build from and will post for review on the website. The Executive Committee met May 20, 2025, to determine who gets the trademark for the database.

Compliance Committee has not met since the Compact has not gone live.

FBI Background Check Committee:

Dr. Pemberton made a motion for Chair Brooks, Dr. Pemberton, and Dr. Coyt to create an FBI Background Check Committee, and to meet with the Compact's legal counsel, Nahale Kalfas, on Tuesday, May 27, 2025, at 2:00 p.m. est. to discuss what KY can do to get approved by the FBI to receive a criminal background checks. Motion seconded by Mr. May and carried.

KCA Update: Ms. Hinton reported breakout session proposals for the annual conference are due by May 30, 2025. She stated the process is more competitive because they are changing

the number of sessions. The 2025 preconference and keynote speakers have been finalized. Ms. Hinton reported the 2026 conference location has been set at the Marriott East in Louisville, KY. She reported membership is increasing, with webinars driving memberships.

Chair Brooks inquired about a Board education session, to review proposed regulations changes. Ms. Hinton stated the Board can have a session similar to last year, and no proposal is required.

Retreat Debrief: Board retreat was held at Rough River for two days in May. The Board reviewed and discussed regulations with multiple recommended changes.

Chair Brooks relayed the Board's recommended changes to regulations was focused on obtaining required Counseling Compact data elements, the FBI criminal background check, and the jurisprudence exam.

Supervision agreements will be reformatted to be made more concise. It was reiterated nothing has been voted on and all amendments are tentative. In addition to the aforementioned focuses, the Board discussed changing the renewal date. Currently, licenses should be renewed by 10/31, with an expiration of 12/31, creating a hardship for counselors during the holiday season. The Board discussed moving the renewal date to March 31, with the grace period ending on May 31.

Additional edits included requiring a jurisprudence exam for supervisors.

All discussion on regulatory amendments were tentative and when drafts are agreed upon, a vote will be required. Any amendments will be published along with dates for a public hearing and public comment period.

Mr. May made a motion for KBLPC to hold another Board Retreat, with members coming in on the evening of August 4, for an open meeting to be held August 5 & 6, 2025, to continue work on the regulations. Dr. Pemberton seconded the motion, which carried.

Regulation amendments: tabled

201 KAR 36:075: tabled

Other regulations as time permits: tabled

Out of State Professional Hours – Addition to FAQ: Add an FAQ for how to transfer out of state hours to KY. Ms. Hutchins volunteered to draft the FAQ for the Board's review and consideration.

NBCC Email: Board reviewed email received by NBCC alerting them of an infraction committed by an LPCA during a testing session. KBLPC reviewed the consequences established by NBCC and found it sufficient for the information received. Any further notices should go to the Complaints Committee for review and action, if applicable.

Mr. Roberts made a motion to enter closed session at 12:24 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 pending litigation, if any. Dr. Coyt seconded the motion, which carried, and the board entered closed session at 12:25 p.m.

Ms. Hutchins made motion to come out of closed session at 1:47 p.m. Ms. Marion 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)

Joseph M Casebolt, Aaron Combs, Ashley N Combs, Baili Alexis Diefenbach, Alexandra Do Couto, Adesuwa Omolara Falade, Abigail Mei Lee Graham, Jessica Ashley Rhea Halcomb, Dennis Robert Haysley, Rachel Jillian Henry, Amanda Elizabeth Jones, Marzia Josephson, Andrew Loyal Kiteck, Kristen Melissa Millay, Sandra Miracle, Kyleigh G. Roberts, Lyric Jesse Schmidt, Megan Elayne Valjien, Laurna Adriana Verbrugghen, Susan Willis, Sibo Zhao

Licensed Professional Clinical Counselor (LPCC)

Tamara Boone, Jessica Leigh Bowser, Michaela Lorene Cole, William Edward Derenge, Corey Douglas, Emily Grace Griffin, Denayia Mone' Holmes, Jessica Lauren Huddleston, Heather C Knight, Alesha Marie McDowell, Jill Renee Pawlowski, Leslie Anne Porter, Leah Marie Puryear, Tara Michelle Ray, Kimani Chante' Lucinda Seryby, Iesha Smith, Catherine Tourangeau

Dr. Pemberton made a motion to accept the Applications Committee's recommendations. Mr. May seconded the Committee's recommendation, and the motion carries.

Ms. Hutchins made a motion to accept the CEU Committee's recommendation. Motion seconded by Dr. Coyt and carried.

COMPLAINTS COMMITTEE

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

INVESTIGATIONS:

2022LPC-00004 – Dismiss for failure to provide evidence of a violation of KRS 335.500 through .599 and 201 KAR Chapter 36.

2023LPC-00049 - Offer of informal settlement with three (3) hours CEUs on KY Law and three (3) hours of CEUs in best practices in distance counseling which shall include maintaining confidentiality; a \$400 fine (the amount which was determined by taking into consideration the average hourly fee in the industry in KY of \$80/hour X 5, which was the number of hours of counseling Respondent spent with the Complainant as a client).

2023LPC-00052 –Private admonishment with 3 hours of CEUs in dual relationships and conflicts of interest w/n 3 months.

2024LPC-00033 - Offer of informal settlement with a public reprimand for: a) conducting counseling sessions in a non-confidential setting, b) lack of professionalism, and c) failure to properly transition care of clients, and with the following conditions: 1. Six (6) months of supervision by a board-approved supervisor, and submission of a Supervision Report on Respondent's progress to the board at the end of the 6-month period, 2. Ten (10) hours of CEUs on dual relationships, confidentiality, and transition of care in addition to the regular annual CEU requirements, and 3. To refer the matter back to Clinton to continue the investigation to locate potential witnesses if informal settlement is not accepted.

COMPLAINTS:

2025LPC-00015 – Issuance of board subpoena to the Complainant for the text messages that are the subject of the complaint, and which are referenced in the Complaint as being held by the Complainant.

2025LPC-00018 – Dismiss.

Quarterly Reports / Self-Reports / Correspondence

2022LPC-00018 & 00019 - Approval of hours for completion of requirements.

2024LPC-00055 - Approval of hours for completion of requirements.

2025LPC-00009 - Response to admonishment to be placed in the file.

2024LPC-00053 - Approval of hours for completion of requirements.

Complaints Committee recommendations seconded by Dr. Coyt, which carried.

2023LPC-00052 – Committee motion to approve issuance of a private admonishment with 3 hours of CEUs in dual relationships and conflicts of interest w/n proof to the board w/n 3 months. Ms. Hutchins seconded the motion, Ms. Marion abstains. All others in favor. Motion carries.

LEGAL COUNSEL

Contract Termination Status was discussed in closed session under Financial Statements.

ADMINISTRATIVE HEARINGS

Clay Patrick will not be the hearing officer for the Board due to his prior role as OLS General Counsel.

OLD BUSINESS

RFP for Training Series: Dr. Pemberton made a motion to remove Mr. May from the Scoring Committee for the training series and to add Ms. Hutchins to the Committee. Motion seconded by Dr. Coyt. With Ms. Hutchins abstaining, the motion carried.

PER DIEM

- Dr. Andrea Brooks: 5/7/2025 (Meeting with Board Counsel and Board Administrator), 5/14/2025 (Board Retreat), 5/15/2025 (Board Retreat), 5/16/2025 (Board Retreat), 5/21/2025 (Meeting with Board Counsel and Board Administrator), 5/21/2025 (Meeting with Board Counsel and Board Administrator), 5/22/2025 (Meeting with Board Counsel and Board Administrator), 5/23/2025 (Board Meeting)
- Ms. Denise Hutchins: 5/14/2025 (Board Retreat), 5/15/2025 (Board Retreat), 5/16/2025 (Board Retreat), 5/21/2025 (Meeting with Board Counsel and Board Administrator), 5/22/2025 (Complaints Committee Meeting), 5/23/2025 (Regular Meeting)
- Dr. Charles Pemberton: 5/2/2024 (Meeting w Board Admin), 5/9/2024 (Meeting w Board Chair), 5/14/2025 (Board Retreat), 5/15/2025 (Board Retreat), 5/16/2025 (Board Retreat), 5/19/2025 (Applications Review), 5/20/2025 (Applications Committee Meeting), 5/21/2025 (Applications Review), 5/22/2025 (Applications Committee Meeting), 5/23/2025 (Board Meeting)
- Dr. Hannah Coyt: 5/15/2025 (Board Retreat), 5/16/2025 (Board Retreat), 5/20/2025 (Applications Committee Meeting), 5/23/2025 (Regular Meeting)

- Mr. Wm. Jake Roberts: 5/15/2025 (Board Retreat), 5/16/2025 (Board Retreat), 5/23/2025 (Regular Meeting)
- Mr. R. Kyle May: 5/14/2025 (Board Retreat), 5/15/2025 (Board Retreat), 5/16/2025 (Board Retreat), 5/20/2025 (Board Member Training), 5/8/2025 (CEU Application Review), 5/9/2025 (CEU Applications Committee Meeting), 5/22/2025 (Complaints Committee Meeting), 5/23/2025 (Board Meeting)
- Ms. Joellen Marion: 5/12/2025, 5/13/2025, 5/14/2025 (Board Retreat), 5/15/2025 (Board Retreat), 5/16/2025 (Board Retreat), 5/20/2025 (Applications Committee Meeting), 5/23/2025 (Board Meeting)

Ms. Hutchins seconded the motion, which carried.

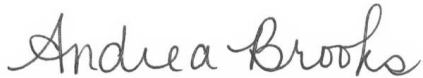
ADJOURN

Dr. Pemberton motioned to adjourn at 2:02 p.m. Motion seconded by Ms. Hutchins, which carried.

Dr. Pemberton made a motion to set aside the adjournment. Motion seconded by Dr. Coyt, which carried.

Dr. Pemberton made a motion to rescind the updated RFP Scoring Committee. Motion seconded by Dr. Coyt, which carried.

Dr. Pemberton motioned to adjourn at 2:07 p.m. Motion seconded by Mr. May, which carried.



Dr. Andrea Brooks, Board Chair