

KENTUCKY BOARD OF LICENSED PROFESSIONAL COUNSELORS MEETING MINUTES

December 19, 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 December 19, 2025.

MEMBERS PRESENT

Denise Hutchins, Chair
Dr. Charles Pemberton, Vice Chair
Dr. Hannah Coyt
R. Kyle May
Lauren Muir
Joellen Marion
Wm. Jake Roberts

DPL STAFF

Stephanie Hilson, Administrative Specialist Senior
Chasity Wray, Administrative Specialist Senior
Courtney Parker, Administrative Supervisor
Gabe Dent, Administrative Section Supervisor
Lyndsay Sipple, Executive Director
Kristen Lawson, DPL Commissioner
Beverly Dearborn, PPC Deputy Executive Director
Jason Feddersen, PPC Budget Manager

MEMBERS ABSENT

LEGAL COUNSEL

Sara Janes, OLS

OTHER

Dawn Hinton, KCA
Devan Slone
279-465-1071
Aleshia Marcum
859-322-2784

CALL TO ORDER

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

MINUTES

Dr. Pemberton made a motion to table the November 21, 2025, Regular Board Meeting Minutes until the January Board meeting. Mr. May seconded the motion, which carried.

MONTHLY FINANCIAL REPORT

The Board reviewed the November 2025 financials. Ms. Wray discussed the current standing of the Board financials. No further action required.

Jason Feddersen, Courtney Parker, and Chasity Wray joined the Board meeting to discuss the monthly financials and budget. The Board asked questions regarding how the budget is created, who created it, and what information/data is used to create a budget. Jason Feddersen, PPC Budget Manager, reported the budget is set by the Legislature and the upcoming Session will include the budget for FY27-28. He stated budgets don't change that much year to year and originates from DPL with Ms. Parker's assistance. KBLPC is concerned they are close to using 100% of its current budget. It was noted KBLPC's workload has doubled in recent years, but the budget has not reflected the increase. Mr. Feddersen relayed budget line-item amounts can be changed to meet the Board's needs, but the total budgeted allotment cannot be changed.

DPL REPORT

Commissioner Lawson reported Lyndsay Sipple was promoted to Executive Staff Advisor, and Gabe Dent and Jeff Bardroff have been promoted to Administrative Section Supervisor.

The Commissioner and Board discussed three options for additional Administrative Support: 1. Hire a temporary staff member through Adecco as a short-term solution; 2. Opening an RFP for contracted support; 3. KBLPC leaving PPC and becoming independent; and 4. Creating a permanent position to take on more of the tasks the board does as a long-term solution – like the staff attorney position that has been proposed for KBLPC. The additional staff member would be funded by KBLPC.

Mr. May made a motion for DPL investigate hiring a temp for administrative duties through Adecco. Motion seconded by Dr. Pemberton, which carries.

Commissioner Lawson will follow up in January 2026 with additional information obtained through the Secretary's Office. Dr. Pemberton asked if DPL could begin investigating what being an independent entity would entail. Commissioner Lawson to research if DPL can assist.

Dr. Pemberton made a motion to authorize Board Chair or Chair designee to pursue discovery of additional options other than DPL. Motion seconded by Mr. May, which carried.

NEW BUSINESS

KCA Update – Ms. Dawn Hinton was not in attendance, and in lieu sent a report to Chair Hutchins to share. Chair Hutchins relayed the KCA leadership team will be going to Houston, TX in February 2026 for the Southern Region ILT Conference. The 2025 KCA conference evaluations are being reviewed. Ms. Hinton and Ms. Halpin Techau will be at the Annual AASCB Conference in Orlando, FL, February 22-24, 2026. KCA is planning several webinars and will be holding a virtual conference in the spring. Deadline for the next newsletter is February 1, 2026.

Counseling Compact Update –Dr. Coyt relayed the Compliance Committee doesn't have any meetings scheduled until February 2026. She reported The Full Commission Meeting will be on February 25, 2026, at 9:00a, following the AASCB Conference, in Orlando, FL. It was reported the Rules Committee still looking for members. Dr. Coyt has been elected to the Elections Committee. Dr. Coyt encourages members to attend all meetings via Zoom if not in person. Chair Hutchins relayed she applied to Rules Committee and is awaiting a response.

2026 FARB Summit – OLS staff is attending the Federation of Associations of Regulatory Boards 2026 Summit on Regulatory Excellence. PPC General Counsel stated staff may attend if funded by their respective Boards. The conference fee is \$900.00 and \$150.00 for the preconference. Mr. Roberts made a motion for Ms. Janes to attend FARB 2026 Summit. Motion seconded by Dr. Pemberton, and motion carried.

Break from 11:33-11:40

Resumed at 11:41

Board Chair Newsletter – Chair Hutchins created a newsletter for Board members to review. Commissioner Lawson suggested using the full name of KBLPC and adding the Board's website. The Board would like the Newsletter posted to the Board's website and emailed directly to all counselors.

Dr. Pemberton made a motion to release inaugural newsletter with appropriate edits, Mr. May seconded the motion, which carried.

OLD BUSINESS

NBCC/ Jurisprudence Exam – KBLPC hosted Ms. Tammi Lee and Dr. Winifert Lawson-Graves from CCE/NBCC in November 2025. While in attendance they proposed an offer to develop, administer and update the Jurisprudence Exam as the laws change at no cost to the Board, with a \$25 fee to those taking the exam (applicants or licensees). The fee would be paid directly to CCE/NBCC. Ms. Janes is researching whether there are any state procurement issues that would limit the Board entering into a service agreement with NCB/CCE. CCE/NBCC sent a draft service agreement for review by legal. Ms. Janes noted needed changes pertaining to fee increases and propriety rights. It was noted the contract will be for three years and then renew automatically every year, and with a 180-day termination notice. Due to needed statute changes for participation in the Counseling Compact, there is no rush for the Board to enter into an agreement and this was tabled to the January meeting.

Scope of Practice Relating to Assessments – The Board discussed Scope of Practice relating to assessments. The Board discussed that Professional Counselors can bill insurance for assessments. However, KBLPC has not established a specific regulation on Scope of Practice for Professional Counselors. The Board will place an article in the next Newsletter as a reminder to make certain the licensee is practicing within their scope of practice when conducting an assessment.

AI Statement – Chair Hutchins presented an AI Statement to the Board for review. The Board discussed and suggested releasing information to licensee's regarding the use of AI. Dr. Pemberton reported that research conducted by NBCC found that use of AI is not generational (new counselors vs veteran counselors). The statement the Board wants to release is for informational purposes only and would be based primarily on the Code of Ethics. Dr. Pemberton requested a couple of edits to the statement and Ms. Janes requested PPC General Counsel review the article before it's published. The AI statement will be updated and presented in January 2026.

Mr. Roberts made a motion to enter closed session at 12:38 pm., 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, accommodation requests, complaints and legal matters/litigation. Dr. Coyt seconded the motion, which carried, and the board entered closed session at 12:39 pm.

Dr. Pemberton made motion to come out of closed session at 2:39 p.m. Dr. Coyt seconded the motion, which carried. Chair Hutchins announced the Board was back in open session at 2:39 p.m. No action was taken during the closed session.

APPLICATIONS COMMITTEE

The Applications Committee makes the following recommendations as its motion for approval and to approve December 2025 graduates upon receipt of a conferred transcript:

Licensed Professional Counselor Associate (LPCA)

Elizabeth Cortlyn Anderson, Autumn Grace Brown, Miranda Brown, Alexa Breann Caldwell, Stacy Louise Dowdy, Darby Leigh Dugger, Abigail Lauren Emerson, Lynn Farmer, Allison Ann Lenoir Gaertner, Nastassia T Gay, Harold Gilmore, Elizabeth Rebecca Greiner, Erin Ruth Gullett, Kennedy Beth Gumm, Chamanna Shakara Hall, Anna Jones, Curtis Lee Lynn, Abigail Paige

Matthews, Emily Grace Maynard, Kattiana Maria Miller, Graicine Riley Miller- Bates, Katherine Leigh Nagaraj, Kimberly Palmore, Ariana Payne, Brittany Ann Rose, Tiffany Roundtree, Angela Lynn Shaver, Kaitlyn Briana Smith, Katasha Fawn Smith, Jaine Aileen Stephens, Jonathan Tyler Stephens, Sabrina Marie Sutton, Kathleen Michelle Thornberry, Gwendolyn Ann Tyrie, Lucas Chance Wagers, Jessie Daniel Ward

Licensed Professional Clinical Counselor (LPCC)

Kathryn Rachel Adams, Jonathan Patrick Behler, Brooke Lynn Ewert, Megan Elizabeth Farrar, Bert Fox, Julie Gould, Emily Anne Greene, Kyleigh Cheyanne Howard, Royce Lashon Jones, Liz Landers, Jaleesa Blair Linton, Cassidy Shenea Mahan, Aleshia Lynne Marcum, Hailey Dawn Martin, David Wayne Meggitt, Jennifer N Murphy, Taylor Gardea Purcell, Joshua Dean Shaw, Ann Maria St. Clair, Chatia Warrick, Kiarra Williams

Applications Committee makes the following recommendations as its Motion for **denial**:

Licensed Professional Counselor Associate (LPCA)

LTC, LE

Licensed Professional Clinical Counselor (LPCC)

NSF, MTS, JZ, CU, BW, APH, EG, PAO, PC, MA

Dr. Pemberton seconded the Applications Committee's recommendation, and the motion carried.

Dr. Pemberton made a motion to approve administrative review by board specialist to approve ADA accommodation requests using the 2024 NBCC Special Examination Accommodation Policy with ratification by the Board at the meeting following any administrative decision. Dr. Coyt seconded the motion, which carried.

Dr. Pemberton made a motion to approve the accommodation requests for SB, TC, MK, and LP. Motion seconded by Mr. May, which carried.

CEU APPLICATIONS COMMITTEE

Mr. May made a motion to accept the CEU Applications Committee's recommendations of approvals. Motion seconded by Dr. Coyt, which carried.

Dr. Pemberton made a motion for the CEU Committee to compile a list of all approved LPCC-S Supervision trainings and KY Law for Professional Counselors trainings which have been approved over the last year and contact the providers with the Board's request that they amend programs to reflect current law. Dr. Coyt seconded the motion, which carried.

COMPLAINTS COMMITTEE

The Complaints Committee makes the following recommendations:

- 2025LPC-00057 – Dismiss for lack of evidence that the Respondent violated KY LPC Laws.
- 2025LPC-00065 – Defer to January Complaints meeting.
- 2025LPC-00066 – Dismiss the due to the complaint being a violation of a domestic violence order. Issue a Cease & Desist order to the licensee to cease and desist from signing clinical documentation as a provider for family members. This order is based on information the licensee provided to the Board. Request proof of the following be provided to the Board: (1) That the family member has been transitioned outside the practice, including a discharge note from the practice; and (2) A copy of the intake paperwork on the family member by the new provider.

- 2025LPC-000068 – Dismiss based on a lack of evidence that the Respondent violated KY LPC laws.
- 2025LPC-00070 – Dismiss. The board has no jurisdiction over private employment or business-related matters and supervision did not fall under the KY LPC statutes or regulations.
- 2025LPC-00071 – Dismiss based on a lack of evidence that the Respondent breached confidentiality requirements of KY LPC laws.

Quarterly Reports / Self-Reports / Correspondence

2025LPC-00041 – Accept

2025LPC-00036 Agreed Order – Accept the terms completed as submitted, final completion pending the LPCC-S training.

Ms. Marion seconded the Committee's recommendations, and the motion carried.

The Complaints Committee makes the following recommendation:

- 2025LPC-00074 – Dismiss. The board has no jurisdiction over private employment matters and there was no evidence submitted of a violation of KY LPC laws.

Dr. Coyt seconded the committee's motion, and with Mr. May abstaining, the motion carried.

LEGAL COUNSEL

Dr. Pemberton made a motion to accept the Agreed Order for 2025KBLPC-00003. Dr. Coyt seconded the motion, which carried.

ADMINISTRATIVE HEARINGS

Dr. Pemberton made a motion to table the counteroffer to 2025LPC-00061 to the January 16, 2026, Regular Board Meeting for further consideration. Motion seconded by Ms. Marion, which carried.

Dr. Pemberton made a motion for the appropriate committees to reconsider cases similar to 2025LPC-00061 after further discussion. Motion seconded by Dr. Coyt, which carried.

Mr. May made a motion to accept the Order of Dismissal of 2025LPC-00003 and the Order of Dismissal of 2025LPC-00001. Dr. Coyt seconded the motion, which carried.

The Applications Committee re-reviewed 2024-KBLPC-00012 and determined all four (4) areas listed in the denial letter will be required for LPCC licensure.

PER DIEM

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

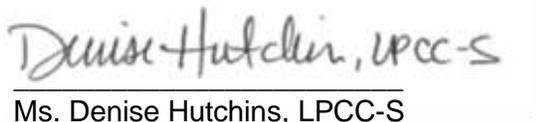
- Denise Hutchins: 11/26/2025 (Meeting with Board Counsel and Board Administrator), 12/3/2025 (Meeting with Board Counsel and Board Administrator), 12/10/2025 (Meeting with Board Counsel and Board Administrator), 12/15/2025 (Work on LPC Newsletter), 12/17/2025 (Meeting with Board Counsel and Board Administrator), 12/19/2025 (Board Meeting)
- Charles Pemberton: 12/12/2025 (CEU Committee Meeting), 12/17/2025 (Complaints Review), 12/18/2025 (Complaints Committee Meeting), 12/19/2025 (Board Meeting)
- Robert May: 12/12/2025 (CEU Committee Meeting), 12/18/2025 (Complaints Committee Meeting), 12/19/2025 (Board Meeting)

- William Roberts: 12/19/2025 (Board Meeting)
- Hannah Coyt: 12/5/2025 (Meeting with Board Administrator), 12/11/2025 (Applications Committee Meeting), 12/16/2025 (Applications Review), 12/18/2025 (Applications Committee Meeting), 12/19/2025 (Board Meeting), 12/23/2025 (Meeting with Board Administrator)
- Joellen Marion: 12/8/2025 (Applications Review), 12/9/2025 (Applications Review), 12/10/2025 (Applications Review), 12/11/2025 (Applications Committee Meeting), 12/16/2025 (Applications Review), 12/17/2025 (Applications Review), 12/18/2025 (Applications Committee Meeting), 12/19/2025 (Board Meeting)
- Lauren Muir: 12/18/2025 (Applications Committee Meeting), 12/19/2025 (Board Meeting)

Ms. Marion seconded the motion, which carried.

ADJOURN

Dr. Pemberton motioned to adjourn the meeting at 2:52 p.m. Motion seconded by Dr. Coyt, which carried.

A handwritten signature in cursive script that reads "Denise Hutchins, LPCC-S". The signature is written in black ink on a white background.

Ms. Denise Hutchins, LPCC-S
Board Chair
Kentucky Board of Professional Counselors