

**KENTUCKY BOARD OF LICENSURE FOR MARRIAGE AND FAMILY
THERAPISTS
MEETING MINUTES
December 21, 2023**

A meeting of the Kentucky Board of Licensure for Marriage and Family Therapists held In-Person/virtually through Zoom on December 21, 2023.

MEMBERS PRESENT

Michelle Oak, *Chair*
Jennifer Kendrick
Nicole Ward, *Secretary/Treasurer*
Amanda Villaveces
Karen Sheets-Mobley
Michelle Stillwagon

MEMBERS NOT PRESENT

Lili Williams

DEPARTMENT OF PROFESSIONAL LICENSING

Aleena Russell, Board Administrator
Jamar Carter, Admin. Section Supervisor
Daniel Leffel, Board Counsel
Kristen Lawson, Commissioner

GUESTS

Janice Schofield, Dale Bertram, Allison Howell, Laura Frey, Meghan Knoll, Northstar Counseling

CALL TO ORDER

Michelle Oak called the meeting to order at 12:04 p.m.

MINUTES

A motion made by Amanda Villaveces to approve the November 16, 2023, Board Meeting minutes. Motion, seconded by Jennifer Kendrick, carried.

A motion made by Jennifer Kendrick to approve the December 14, 2023, Applications Committee minutes. Motion, seconded by Amanda Villaveces, carried.

MONTHLY FINANCIAL REPORT

The financial statement for November 2023 was presented to the Board for review. Courtney Cook clarified financial questions regarding the Board's expenses. No further action is required.

DPL UPDATE

No DPL update for the month of December.

LICENSURE STATUS REPORT

The Licensure Status Report for the month of December 2023 was presented to the Board for review. No further action is required.

KENTUCKY BOARD OF LICENSURE FOR MARRIAGE AND FAMILY THERAPISTS

LICENSURE STATUS REPORT December 13, 2023

MARRIAGE AND FAMILY THERAPISTS	631
MARRIAGE AND FAMILY THERAPY ASSOCIATES	179
TOTAL ACTIVE LICENSES AND PERMITS	810
TOTAL INACTIVE LICENSES	10

FROM LAST MONTH

THERAPISTS: Up 3

ASSOCIATES: Down 5

INACTIVE STATUS: No change

LEGAL

Board Counsel informed the Board that the regulations are drafted and pending review. The regulations will be presented and ready to vote on at the January Board meeting.

Board Counsel went over how the Proposed Changes to Kentucky Rules of Evidence would affect Marriage and Family Therapist Associates and answered any questions the Board had for clarification. Dr. Dale Bertram also provided the Board with more information along with a links to current Rules for more information. The Board will table this and vote on their response at the January Board meeting.

Rule 506:

<https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=43273#:~:text=A%20client%20has%20a%20privilege,members%20of%20the%20client's%20family.>

Rule 507:

<https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=20381>

NEW BUSINESS

A motion made by Jennifer Kendrick to accept the referral from the Complaints Committee. Motion, seconded by Michelle Stillwagon, carried.

A motion made by Amanda Villaveces to enter into closed session at 12:24 pm, pursuant to KRS 61.810(1)(j) for deliberations of quasi-judicial bodies regarding applications at which information protected by KRS 61.810(1)(k) may be discussed. Motion, seconded by Jennifer Kendrick, carried.

A motion made by Jennifer Kendrick to return to open session at 1:47 pm. Motion, seconded by Michelle Stillwagon, carried. No final action was taken in closed session.

A motion made by Michelle Stillwagon to request certain documents from a Provider to ensure compliance with the regulations. Motion, seconded by Jennifer Kendrick, carried.

A motion made by Jennifer Kendrick to schedule a special Applications meeting for training following the January 18, 2024, Board meeting. Motion, seconded by Michelle Stillwagon, carried.

The Board reviewed R.S. AAMFT Supervisor Status Request. A motion was made by Jennifer Kendrick, to approve the request. Motion, seconded by Amanda Villaveces, carried.

OLD BUSINESS

The Application Committee Handbook will be used at the January Applications Committee meeting and tabled until then.

APPLICATIONS COMMITTEE

Committee members discussed and reviewed outstanding pending applications along with the review of eServices online renewals. Members started review on pending licensure and CE applications but were unable to complete review in the allotted time frame. Remaining applications will be reviewed offline and completed by the upcoming Board meeting.

Associate Applications - To be Reviewed Between Now and December Board Meeting

- Approved: 0
- Deferred: 0
- Denied: 0

Licensure Applications - To be Reviewed Between Now and December Board Meeting

- Approved: 0
- Deferred: 0
- Denied: 0

Reinstatement Applications - To be Reviewed Between Now and December Board Meeting

- Approved: 0
- Deferred: 0
- Denied: 0

Provider Applications – To be Reviewed Between Now and December Board Meeting

- Approved: 0
- Deferred: 0
- Denied: 0

Post-Approval Applications – To be Reviewed Between Now and December Board Meeting

- Approved: 0
- Deferred: 0
- Denied: 0

Sponsor Applications – To be Reviewed Between Now and December Board Meeting

- Approved: 0
- Deferred: 0
- Denied: 0

A motion made by Jennifer Kendrick to approve all applications, renewals, audits, inactive requests, and CE provider applications as reviewed by the applications committee prior to this meeting. Motion, seconded by Amanda Villaveces, carried.

A motion made by Jennifer Kendrick to approve the ratifications of applications, renewals, audits, and CE provider applications reviewed and issued following the last meeting and prior to this meeting. Motion, seconded by Amanda Villaveces, carried.

COMPLAINTS COMMITTEE

The Complaints Committee made the following recommendations:

- 2022MFT00007 – Forward recently received documents to complainants’ attorney. Response by 1/17/24.
- 2023MFT00002 – Refer for investigation.
- 2023MFT00006 – Refer for investigation.
- 2023MFT00008 – Refer for investigation.
- Refer Sponsor audit to full Board.

A motion made by Jennifer Kendrick to accept the recommendations of the Complaints Committee. Motion, seconded by Amanda Villaveces, carried.

PER DIEM

Motion made by Jennifer Kendrick to approve today’s meeting and Per Diem for the following:

- 11/19/2023 – Nicole Ward, eServices applications
- 11/29/2023 – Jennifer Kendrick, Applications review
- 11/21/2023 – Nicole Ward, eServices applications
- 12/6/2023 – Nicole Ward, eServices applications
- 12/14/2023 – Nicole Ward, Applications Committee Meeting

- 12/19/2023 – Jennifer Kendrick, Applications review
- 12/20/2023 – Nicole Ward, eServices applications
- 12/21/2023 – Lili Williams, Complaints Committee Meeting

Some Members may have been in person & filled out the paper forms for per diem dates

Motion, seconded by Amanda Villaveces, carried.

ADJOURN

A motion made by Jennifer Kendrick to adjourn the meeting at 1:53 p.m. Motion, seconded by Amanda Villaveces, carried.

A handwritten signature in black ink, appearing to be 'MI' with a flourish extending to the right.

Michelle Ivy Oak, MEd, MMFT, LMFT, CHPS®

Chair