

**KENTUCKY BOARD OF LICENSURE FOR MARRIAGE AND FAMILY THERAPISTS
MEETING MINUTES
February 15, 2024**

A meeting of the Kentucky Board of Licensure for Marriage and Family Therapists held In-Person/virtually through Zoom on February 15, 2024.

MEMBERS PRESENT

Michelle Oak, *Chair*
Nicole Ward, *Treasurer*
Jennifer Kendrick
Lilian Williams
Karen Sheets-Mobley

MEMBERS NOT PRESENT

Michelle Stillwagon, *Vice Chair*
Amanda Villaveces

DEPARTMENT OF PROFESSIONAL LICENSING

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

GUESTS

Tera Buerkle, Lacy Hunt, Allison Howell

CALL TO ORDER

Michelle Oak called the meeting to order at 12:00 p.m.

MINUTES

A motion made by Jennifer Kendrick to approve the January 18, 2024, Complaints Committee minutes. Motion, seconded by Karen Sheets-Mobley, carried.

A motion made by Karen Sheets-Mobley to approve the January 18, 2024, Board Meeting minutes. Motion, seconded by Jennifer Kendrick, carried.

A motion made by Jennifer Kendrick to approve the February 8, 2024, Applications Committee minutes. Motion, seconded by Lilian Williams, carried.

MONTHLY FINANCIAL REPORT

The financial statement for FY24 January was presented to the Board for review. No further action is required.

DPL UPDATE

Commissioner Lawson informed both the Board and public that DPL is moving from Zoom to Teams Meetings to conduct Board meetings and asked for patience during the transition as things are worked out.

LICENSURE STATUS REPORT

The Licensure Status Report for the month of February 2024 was presented to the Board for review. No further action is required.

KENTUCKY BOARD OF LICENSURE FOR MARRIAGE AND FAMILY THERAPISTS

LICENSURE STATUS REPORT February 7, 2024

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| MARRIAGE AND FAMILY THERAPISTS | 634 |
| MARRIAGE AND FAMILY THERAPY ASSOCIATES | 179 |
| TOTAL ACTIVE LICENSES AND PERMITS | 813 |
| TOTAL INACTIVE LICENSES | 10 |

FROM LAST MONTH
THERAPISTS: Up 4
ASSOCIATES: No Change
INACTIVE STATUS: No change

LEGAL

Board Counsel informed the Board that the regulations will be presented and ready to vote on at the March Board meeting.

Board Counsel informed the Board that it is time to renew contracts between DPL, Office of Legal Services, MFT and any Personal Service Contracts with Investigators and that those will be presented at the March meeting for voting.

NEW BUSINESS

A motion made by Jennifer Kendrick to enter into closed session at 12:09 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 Nicole Ward, carried.

A motion made by Lilian Williams to return to open session at 1:05 pm. Motion, seconded by Karen Sheets-Mobley, carried. No final action was taken in closed session.

The Board discussed the importance of Associates communicating their supervisors to their clients. A motion made by Lilian Williams to approve adding additional information regarding associates' supervisors into the new regulations. Motion, seconded by Nicole Ward, carried.

The Board was informed and reviewed an email from ZeroV regarding EACP (BIP). The Board suggested that ZeroV purchase a mailing list if they wish to provide information to licensees in Kentucky.

The Board went over their AMFTRB membership renewal. A motion made by Jennifer Kendrick to approve the membership renewal for the year. Motion, seconded by Nicole Ward, carried.

OLD BUSINESS

The Application Committee Handbook is still being used at Applications Committee meetings and being updated as needed.

APPLICATIONS COMMITTEE

Committee members discussed and reviewed pending applications along with the review of eServices online renewals. Review of all pending licensure applications, CE applications and eServices were unable to be completed in the allotted time frame. Remaining applications will be reviewed offline and completed by the upcoming Board meeting.

The Board makes the following recommendations:

Associate Applications – Remaining To be Reviewed Between Now and February Board Meeting

- Approved: 0
- Deferred: 1
- Denied: 0

Licensure Applications – Remaining To be Reviewed Between Now and February Board Meeting

- Approved: 0
- Deferred: 2
- Denied: 0

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

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

Provider Applications – Remaining To be Reviewed Between Now and February Board Meeting

- Approved: 1
- Deferred: 3
- Denied: 1

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

- Approved: 0
- Deferred: 7
- Denied: 0

Sponsor Applications – Remaining To be Reviewed Between Now and February 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 Karen Sheets-Mobley, carried.

A motion made by Nicole Ward 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 Jennifer Kendrick, carried.

COMPLAINTS COMMITTEE

The Complaints Committee made the following recommendations:

- 2022MFT00007 – Dismissed
- H.T. – Counsel to follow up with relevant authority
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A motion made by Jennifer Kendrick to accept the recommendations. Motion, seconded by Nicole Ward, carried.

PER DIEM

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

- 1/19/2024 – Jennifer Kendrick, Applications Review
- 1/26/2024 - Jennifer Kendrick, Applications Review
- 2/2/2024 - Jennifer Kendrick, Applications Review
- 2/8/2024 – Karen Sheets-Mobley, Jennifer Kendrick, Amanda Villaveces, Applications Committee
- 2/9/2024 - Jennifer Kendrick, Applications Review
- 2/10/2024 – Karen Sheets-Mobley, Amanda Villaveces, Applications Review
- 2/11/2024 – Karen Sheets-Mobley, Applications Review
- 2/12/2024 – Nicole Ward, eServices
- 2/14/2024 – Nicole Ward, eServices

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

Motion, seconded by Lilian Williams, carried.

ADJOURN

A motion made by Jennifer Kendrick to adjourn the meeting at 1:28 p.m. Motion, seconded by Amanda Villaveces, carried.



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

Chair