

**KENTUCKY BOARD OF LICENSURE FOR MARRIAGE AND FAMILY THERAPISTS**  
**MEETING MINUTES**  
**April 18, 2024**

A meeting of the Kentucky Board of Licensure for Marriage and Family Therapists held In-Person/virtually through Teams on April 18, 2024.

**MEMBERS PRESENT**

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

**MEMBERS NOT PRESENT**

**DEPARTMENT OF PROFESSIONAL LICENSING**

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

**GUESTS**

Briana Davis, Tonisha Palmer, Natasha Janes, Jamie Whitney, Michael May, Amanda Brown

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**CALL TO ORDER**

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

**MINUTES**

A motion made by Lilian Williams to approve the March 21, 2024, Complaints Committee minutes. Motion, seconded by Jennifer Kendrick, carried.

A motion made by Jennifer Kendrick to approve the March 21, 2024, Board Meeting minutes. Motion, seconded by Karen Sheets-Mobley, carried.

A motion made by Jennifer Kendrick to approve the April 11, 2024, Applications Committee minutes. Motion, seconded by Amanda Villaveces, carried.

**MONTHLY FINANCIAL REPORT**

The financial statement for FY24 March was presented to the Board for review. The Board Chair asked for clarification regarding the 3<sup>rd</sup> quarter finances. Courtney Cook with the fiscal department clarified how this works. No further action is required.

**DPL UPDATE**

No DPL update.

## LICENSURE STATUS REPORT

The Licensure Status Report for the month of April 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 April 10, 2024

<b>MARRIAGE AND FAMILY THERAPISTS</b>	639
<b>MARRIAGE AND FAMILY THERAPY ASSOCIATES</b>	178
<b>TOTAL ACTIVE LICENSES AND PERMITS</b>	817
<b>TOTAL INACTIVE LICENSES</b>	10

### FROM LAST MONTH

**THERAPISTS: Up 4**

**ASSOCIATES: Down 2**

**INACTIVE STATUS: Down 1**

## LEGAL

Board Counsel set the previously voted on Regulations Committee meeting for May 7, 2024, at 9:30am-11am EST based on majority of availability. This will be an open meeting.

The Board was informed that they can renew the contract between the Board and Investigative Services and initiating RFP is not necessary. A motion made by Jennifer Kendrick to approve the contract between the Board and Investigative Services. Motion, seconded by Lilian Williams, carried.

## NEW BUSINESS

A motion made by Jennifer Kendrick to approve C.K. Request for AAMFT Supervisor Candidate. Motion, seconded by Amanda Villaveces, carried.

A motion made by Lilian Williams to approve CLEAR membership renewal. Motion, seconded by Jennifer Kendrick, carried.

The Board discussed sending a member to the 2024 AMFTRB 38<sup>th</sup> Annual Meeting on September 16, 2024. This is tabled to next meeting.

The Board Chair went over what documents need to be uploaded through Supervisory Documents on eServices. Board Chair informed the group that only documents requesting to add or change a supervisor should be uploaded. Renewal documents should not be uploaded due to this can cause confusion for the Board and Licensees based on how the system works on their end. Amanda Villaveces and the Board Administrator will work on adding this information to the updated FAQs.

The SARA Requirements request is tabled until there is follow up from an attorney or proper request for legal information is sent.

A motion made by Jennifer Kendrick to enter into closed session at 12:30 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 Lilian Williams, carried.

The Board took a recess from 1:18pm – 1:25pm. Michelle Oak called the closed session back to order at 1:28pm.

A motion made by Jennifer Kendrick to return to open session at 1525 pm. Motion, seconded by Lilian Williams, carried. No final action was taken in closed session.

The Board discussed system theories regarding CEs during closed session. A motion made by Jennifer Kendrick to approve Counsel to draft the letter regarding this update. Motion, seconded by Lilian Williams, carried.

## **OLD BUSINESS**

No old business to discuss.

## **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

- Approved: 3
- Deferred: 2
- Denied: 0

### Licensure Applications

- Approved: 3
- Deferred: 0
- Denied: 0

### Reinstatement Applications

- Approved: 2
- Deferred: 1
- Denied: 0

### Provider Applications

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

### Post-Approval Applications

- Approved: 0
- Deferred: 0
- Denied: 9

### Sponsor Applications

- 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 Lilian Williams, carried.

A motion made by Michelle Stillwagon 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.

The Board was informed there are remaining applications to be reviewed.

### **COMPLAINTS COMMITTEE**

The Complaints Committee made the following recommendations:

- R & M.L. matter – Administrative subpoena for certain records

A motion made by Amanda Villaveces to accept the recommendations. Motion, seconded by Karen Sheets-Mobley, carried.

### **PER DIEM**

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

- 3/26/24 – Nicole Ward, eServices
- 3/29/24 – Jennifer Kendrick, Applications Review
- 4/2/24 – Jennifer Kendrick, Applications Review
- 4/3/24 – Nicole Ward, eServices
- 4/11/24 – Jennifer Kendrick, Karen Sheets-Mobley, Nicole Ward, Application Committee
- 4/15/24 – Nicole Ward, eServices
- 4/16/24 – Nicole Ward, eServices

- 4/17/24 – Jennifer Kendrick, Applications Review

\*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 Karen Sheets-Mobley to adjourn the meeting at 1:58 p.m. Motion, seconded by Amanda Villaveces, carried.

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

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

Chair