

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

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

**MEMBERS PRESENT**

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

**MEMBERS NOT PRESENT**

Lilian Williams

**DEPARTMENT OF PROFESSIONAL LICENSING**

Aleena Russell, Board Administrator  
April Alsabrook, Admin. Section Supervisor  
Daniel Leffel, Board Counsel  
Kristen Lawson, Commissioner

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**GUESTS**

Allison Howell, Melinda Wilson, Sheri Puckett

**CALL TO ORDER**

Michelle Oak called the meeting to order at 12:01 p.m.

**MINUTES**

A motion made by Nicole Ward to approve the July 18, 2024, Complaints Committee Meeting minutes. Motion, seconded by Michelle Stillwagon, carried. Jennifer Kendrick abstained.

A motion made by Michelle Stillwagon to approve the July 18, 2024, Board Meeting minutes as amended. Motion, seconded by Jennifer Kendrick, carried.

A motion made by Michelle Stillwagon to approve the July 29, 2024, Special Meeting minutes. Motion, seconded by Jennifer Kendrick, carried.

A motion made by Jennifer Kendrick to approve the August 8, 2024, Applications Committee minutes. Motion, seconded by Karen Sheets-Mobley, carried.

**MONTHLY FINANCIAL REPORT**

The financial statement for FY25 July was presented to the Board for review. No further action is required.

## **DPL UPDATE**

The Commissioner informed the Board that after two years DPL is fully staffed with administrators and only our fiscal department is needing to fill one more position to be fully staffed.

The Board asked if there was any update on CE Broker and the Commissioner stated there is no update as of now and she is trying to connect CE Broker to the correct people in IT.

## **LICENSURE STATUS REPORT**

The Licensure Status Report for the month of August 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 August 8, 2024**

<b>LICENSED MARRIAGE AND FAMILY THERAPISTS</b>	<b>658</b>
<b>MARRIAGE AND FAMILY THERAPY ASSOCIATES</b>	<b>187</b>
<b>TOTAL ACTIVE LICENSES AND PERMITS</b>	<b>845</b>
<b>TOTAL INACTIVE LICENSES</b>	<b>9</b>
<b>TOTAL NOT ACTIVE-EXPIRED LICENSES SINCE JANUARY</b>	<b>27</b>

**FROM LAST MONTH**  
**THERAPISTS: Up 10**  
**ASSOCIATES: Up 1**  
**INACTIVE STATUS: No Change**  
**NOT ACTIVE-EXPIRED: Up 2**

## **LEGAL**

Board Counsel informed the Board that the regulations are still under review and things are moving along.

## **NEW BUSINESS**

A motion made by Michelle Stillwagon to approve K.M. Board Approved Supervisor Request. Motion, seconded by Jennifer Kendrick, carried.

A motion made by Jennifer Kendrick to approve K.R. AAMFT Supervisor Candidate Request. Motion, seconded by Nicole Ward, carried.

The Chair stated the EMDR discussion will be tabled to a future meeting.

A motion was made by Jennifer Kendrick to enter into closed session at 12:12 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 was made by Jennifer Kendrick to return to open at 12:23 pm. Motion, seconded by Karen Sheets-Mobley, carried. No final action was taken in closed session.

## **OLD BUSINESS**

The Board members tabled the issue of Permit holders applying 90 days before the renewal date to another meeting.

The Board Chair informed the members she has opened a ticket with IT regarding issues and the Board members can send any issues they may have to the Board Administrator to pass on to the Chair.

## **APPLICATIONS COMMITTEE**

The Committee makes the following recommendations:

Associate Applications – Remaining reviewed at Board meeting.

- Approved: 7
- Deferred: 2
- Denied: 0

Licensure Applications – Remaining reviewed by Board meeting.

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

Reinstatement Applications – Remaining reviewed by Board meeting.

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

Provider Applications – Remaining reviewed by Board meeting.

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

Post-Approval Applications – Remaining reviewed by Board meeting.

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

Sponsor Applications – Remaining reviewed by Board meeting.

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

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 Nicole Ward, 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.

## **COMPLAINTS COMMITTEE**

The Complaints Committee makes the following recommendations:

- D.F. – Counsel to draft agreed order.
- 2023MFT00001 – Investigator to make 2<sup>nd</sup> attempt.
- 2023MFT00008 – Dismiss
- 2023MFT00002 – Refer to investigator.
- 2023MFT00003 - Dismiss

A motion made by Nicole Ward to accept the recommendations. Motion, seconded by Michelle Stillwagon, carried. Jennifer Kendrick Abstained.

## **PER DIEM**

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

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

Motion, seconded by Nicole Ward, carried.

## **ADJOURN**

A motion made by Jennifer Kendrick to adjourn the meeting at 12:29 p.m. Motion, seconded by Karen Sheets-Mobley carried.

A handwritten signature in black ink, appearing to be a stylized 'J' or 'K' followed by a flourish.

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

Chair