

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

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

**MEMBERS PRESENT**

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

**MEMBERS NOT PRESENT**

**DEPARTMENT OF PROFESSIONAL LICENSING**

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

**GUESTS**

Briania Davis, Angela Mullins, Chad Elder, Dale Bertram, Jim Clines, Sheri Puckett, Amanda Driggs

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**CALL TO ORDER**

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

**MINUTES**

A motion made by Lilian Williams to approve the December 21, 2023, Complaints Committee minutes. Motion, seconded by Jennifer Kendrick, carried.

A motion made by Jennifer Kendrick to approve the December 21, 2023, Board Meeting minutes. Motion, seconded by Lilian Williams, carried.

A motion made by Jennifer Kendrick to approve the January 11, 2024, Applications Committee minutes. Motion, seconded by Karen Sheets-Mobley, carried.

**MONTHLY FINANCIAL REPORT**

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

## **DPL UPDATE**

Commissioner Lawson made the Board aware that we are now in 2024 Legislative Session, and she will be receiving information and updates on newly filed bills related to DPL Boards. She made the Board aware of HB 34 and provided a link in the chat for more information. You can find the link here: <https://apps.legislature.ky.gov/record/24rs/hb34.html>

## **LICENSURE STATUS REPORT**

The Licensure Status Report for the month of January 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 January 10, 2024**

<b>MARRIAGE AND FAMILY THERAPISTS</b>	630
<b>MARRIAGE AND FAMILY THERAPY ASSOCIATES</b>	179
<b>TOTAL ACTIVE LICENSES AND PERMITS</b>	809
<b>TOTAL INACTIVE LICENSES</b>	10

### **FROM LAST MONTH**

**THERAPISTS: Down 1**

**ASSOCIATES: No Change**

**INACTIVE STATUS: No change**

## **LEGAL**

Board Counsel informed the Board that the regulations are drafted and currently waiting on final sign off. The regulations will be presented and ready to vote on at the February Board meeting.

A motion made by Jennifer Kendrick to approve the drafting and sending of response letter regarding proposed changes to Kentucky rules of evidence. Motion, seconded by Lilian Williams. Michelle Stillwagon abstained, carried.

Board Counsel went over the letter from Cabinet for Health and Family Services Re: Behavioral Health Associates. Counsel answered any questions and informed the Board the comment period had passed and this is more to make them aware of changes.

## **NEW BUSINESS**

A motion made by Jennifer Kendrick to enter into closed session at 12:28 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.

A motion made by Lilian Williams to return to open session at 1:20 pm. Motion, seconded by Jennifer Kendrick, carried. No final action was taken in closed session.

A motion made by Jennifer Kendrick to authorize Board Counsel to provide the needed letter to Medicare for a licensee regarding their requirement. Motion, seconded by Amanda Villaveces, carried.

## **OLD BUSINESS**

The Application Committee Handbook was used during the Applications Committee meeting and was updated to reflect needed changes.

## **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 due to training of a new committee member. Remaining applications will be reviewed offline and completed by the upcoming Board meeting.

### Associate Applications - To be Reviewed Between Now and January Board Meeting

- Approved: 5
- Deferred: 0
- Denied: 0

### Licensure Applications - To be Reviewed Between Now and January Board Meeting

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

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

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

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

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

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

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

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

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

A motion made by Michelle Stillwagon 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 Jennifer Kendrick, 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 made the following recommendations:

- Sponsor Audit to be conducted.

A motion made by Jennifer Kendrick to authorize Counsel, if necessary, to use administrative subpoena to request documents from sponsor. Motion, seconded by Lilian Williams, carried.

## **PER DIEM**

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

- 12/27/2023 – Jennifer Kendrick, Applications Review
- 12/29/2023 – Jennifer Kendrick, Applications Review
- 1/3/2024 – Nicole Ward, eServices
- 1/9/2024 – Nicole Ward, eServices
- 1/5/2024 – Jennifer Kendrick, Applications Review
- 1/11/2024 – Karen Sheets-Mobley, Nicole Ward, Applications Committee
- 1/12/2024 – Jennifer Kendrick, Applications Review

- 1/16/2024 – Nicole Ward, eServices
- 1/17/2024 – Jennifer Kendrick, Nicole Ward, Applications Review

\*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.

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