

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

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

MEMBERS PRESENT

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

MEMBERS NOT PRESENT

Michelle Stillwagon, *Vice Chair*
Amanda Villaveces
Lilian Williams

DEPARTMENT OF PROFESSIONAL LICENSING

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

GUESTS

Chris Bush, Mike Clark, Jim Peters, Briania Davis, Natalie Warren, Allison Howell, Allison Leip, Carol Ann Isbel

CALL TO ORDER

Michelle Oak called the meeting to order at 12:11 p.m.

MINUTES

A motion made by Jennifer Kendrick to approve the June 20, 2024, Complaints Committee Meeting minutes. Motion, seconded by Karen Sheets-Mobley, carried.

A motion made by Nicole Ward to approve the June 20, 2024, Board Meeting minutes. Motion, seconded by Jennifer Kendrick, carried.

A motion made by Jennifer Kendrick to approve the July 8, 2024, Special Meeting minutes. Motion, seconded by Nicole Ward, carried.

A motion made by Jennifer Kendrick to approve the July 11, 2024, Applications Committee minutes. Motion, seconded by Nicole Ward, carried.

MONTHLY FINANCIAL REPORT

The financial statement for FY24 June and FY24 Final Report was presented to the Board for review. No further action is required.

DPL UPDATE

The Commissioner informed the Board that DPL has hired 3 new employees and DPL will be fully staffed soon. Two new employees were introduced to the Board members.

Jennifer Kendrick asked the Commissioner about the annual report from AMFTRB regarding the school State reports. The Board Administrator stated she will look further into this and send it to the Board members.

LICENSURE STATUS REPORT

The Licensure Status Report for the month of June 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 July 11, 2024

LICENSED MARRIAGE AND FAMILY THERAPISTS	648
MARRIAGE AND FAMILY THERAPY ASSOCIATES	186
TOTAL ACTIVE LICENSES AND PERMITS	834
TOTAL INACTIVE LICENSES	9
TOTAL NOT ACTIVE-EXPIRED LICENSES SINCE JANUARY	25

FROM LAST MONTH
THERAPISTS: Down 1
ASSOCIATES: Up 12
INACTIVE STATUS: No Change
NOT ACTIVE-EXPIRED: Up 3

LEGAL

Board Counsel informed the Board that the regulations are still under review and that on news is good news.

Board Counsel informed the Board that the expired Associate Regulation is still progressing and that should be recertified within the next few weeks.

Counsel informed the Board that the Code of Ethics regulation was recertified.

Counsel also informed the Board that all forms that are needing updated will be able to be completed once we reach that point in the Regulation update process.

NEW BUSINESS

A motion was made by Jennifer Kendrick to enter into closed session at 12:43 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 Karen Sheet Mobley, carried.

A motion was not made to return to open session due to loss of quorum from technical difficulties. No final action was taken in closed session.

Board reached quorum once in open session at 2:20 p.m.

A motion was made by Jennifer Kendrick to finish the closed session meeting at the 7/29 Special Meeting @ 9am. Motion, seconded by, Karen Sheets-Mobley, carried.

A motion was made by Jennifer Kendrick to ratify the decision that was agreed on in closed session regarding T.H. refund. Motion, seconded by Karen Sheets-Mobley, carried.

The Board Chair informed the Board due to Jennifer Kendrick stepping down from the Applications and Complaints Committee that we need to vote on a replacement. Nicole Ward agreed to step in as a permanent member of the Applications and Complaints Committees. Karen Sheets-Mobley agreed to become an alternate for the Complaints Committee. A motion was made by Jennifer Kendrick to approve these changes. Motion, seconded by Nicole Ward, carried.

OLD BUSINESS

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

Board Counsel weighed in on the public protection regarding lapse in licenses after reinstatement and stated there may not be much that can be done regarding that. The Board Chair stated to remove it from the agenda.

A motion was made by Jennifer Kendrick to approve Michelle Oak attending the AMFTRB 38th Annual Meeting being held on September 16, 2024. Motion, seconded by Karen Sheets-Mobley, carried.

APPLICATIONS COMMITTEE

The Committee makes the following recommendations:

Associate Applications – Remaining reviewed by Board meeting

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

Licensure Applications

- Approved: 7
- Deferred: 1
- Denied: 0

Reinstatement Applications – Remaining reviewed by Board meeting

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

Sponsor Applications – Remaining reviewed by 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 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 Karen Sheets-Mobley, carried.

COMPLAINTS COMMITTEE

The Complaints Committee makes the following recommendations:

- D.F. – Board Complaint
- 2024MFT00001- Refer to Investigation
- 2023MFT00006 – Counsel to draft and send letter outlining the status of the complaint following expiration of the individual’s credential

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:

- 6/21/2024 – Jennifer Kendrick, Applications and Renewals
- 6/28/2024 – Jennifer Kendrick, Applications and Renewals

- 7/2/2024 – Jennifer Kendrick, Applications and Renewals
- 7/5/2024 – Jennifer Kendrick, Applications and Renewals
- 7/8/2024 – Karen Sheets-Mobley, Nicole Ward, Jennifer Kendrick, Special Meeting
- 7/9/2024 – Karen Sheets-Mobley, Applications
- 7/10/2024 – Nicole Ward, eServices
- 7/11/2024 – Nicole Ward, Applications Committee
- 7/12/2024 – Jennifer Kendrick, Applications and Renewals
- 7/15/2024 – Nicole Ward, eServices
- 7/17/2024 – Nicole Ward, eServices

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 Nicole Ward to adjourn the meeting at 2:33 p.m. Motion, seconded by Jennifer Kendrick, carried.



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

Chair