

KENTUCKY BOARD OF LICENSURE FOR MARRIAGE AND FAMILY THERAPISTS
MEETING MINUTES
June 20, 2024

A meeting of the Kentucky Board of Licensure for Marriage and Family Therapists held In-Person/virtually through Teams on June 20, 2024.

MEMBERS PRESENT

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

MEMBERS NOT PRESENT

Michelle Stillwagon, *Vice Chair*

DEPARTMENT OF PROFESSIONAL LICENSING

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

GUESTS

Robert Ott, Jeffrey Herron, Amanda Brown, Briannia Davis, Allison Howell, Sherri Puckett, Dale Bertram

CALL TO ORDER

Michelle Oak called the meeting to order at 12:03 p.m.

MINUTES

A motion made by Amanda Villaveces to approve the May 16, 2024, Board Meeting minutes. Motion, seconded by Nicole Ward, carried.

A motion made by Amanda Villaveces to approve the June 13, 2024, Applications Committee minutes. Motion, seconded by Lilian Williams, carried.

MONTHLY FINANCIAL REPORT

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

DPL UPDATE

No DPL update.

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 June 12, 2024

LICENSED MARRIAGE AND FAMILY THERAPISTS	649
MARRIAGE AND FAMILY THERAPY ASSOCIATES	174
TOTAL ACTIVE LICENSES AND PERMITS	823
TOTAL INACTIVE LICENSES	9
TOTAL NOT ACTIVE-EXPIRED LICENSES SINCE JANUARY	22

FROM LAST MONTH

THERAPISTS: Up 7

ASSOCIATES: Down 5

INACTIVE STATUS: Up 1

NOT ACTIVE-EXPIRED:

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 should be done by the next Board meeting.

Counsel also informed the Board of a couple Associate forms that do not match the regulations regarding fees and need to be updated to once regulations are approved.

NEW BUSINESS

A motion was made by Lilian Williams to enter into closed session at 12:10 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 Amanda Villaveces, carried.

A motion made by Amanda Villaveces to return to open session at 12:29 pm. Motion, seconded by Lilian Williams, carried. No final action was taken in closed session.

Jennifer Kendrick brought to the Board's attention that she thinks it would be good to layout the obligations of a supervisor so that supervisees know what to expect of their supervisors. The Board discussed different options like providing an example Supervision Contract or updating the current Supervision Contract to reflect changes to provide more verification and information once the regulations are approved.

The Board also discussed creating an informative meeting/video on the expectations of supervisors. A motion made by Jennifer Kendrick to schedule a special meeting on July 8, 2024, at 9am for 90 minutes to create a curriculum to provide to Counsel for review. Motion, seconded by Lilian Williams, carried.

A motion made by Amanda Villaveces to approve J.P. Request for Board Approved Supervisor. Motion, seconded by Jennifer Kendrick, carried.

The Board reviewed the annual report submitted by Academy of Integrative Mental Health. No further action is required.

The Board members discussed renewal issues for Associates who utilize early renewal and may not meet the required hours since they cannot provide a full year of logs. The Board could not reach a decision on how to make this better and will discuss at next meeting.

OLD BUSINESS

The Board was informed that the number of expired licenses has been added to the monthly Licensure Report and that the Board Administrator will be adding date of reinstatement to comments in the system on their end to better track expired licenses.

There is still no updated information on the 2024 AMFTRB 38th Annual Meeting on September 16, 2024.

The Board members will review email sent by IT regarding eServices and discuss at next meeting.

APPLICATIONS COMMITTEE

Committee members discussed and reviewed pending applications. 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 Committee makes the following recommendations:

Associate Applications – Remaining reviewed by Board meeting

- Approved: 8
- Deferred: 6
- Denied: 0

Licensure Applications – Remaining reviewed by Board meeting

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

Reinstatement Applications – Remaining reviewed by Board meeting

- Approved: 0
- 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 Nicole Ward, 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 Lilian Williams, carried.

COMPLAINTS COMMITTEE

The Complaints Committee makes the following recommendations:

- 2023MFT0004 - Dismiss
- 2024MFT0001- Refer to Investigation
- Matter involving N.P. - Dismiss

A motion made by Jennifer Kendrick to accept the recommendations. Motion, seconded by Amanda Villaveces, carried.

PER DIEM

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

- 5/20/2024 – Nicole Ward, eServices
- 5/23/2024 – Nicole Ward, eServices
- 5/24/2024 – Jennifer Kendrick, Applications Review
- 5/31/2024 – Jennifer Kendrick, Applications Review
- 6/7/2024 – Jennifer Kendrick, Applications Review
- 6/12/2024 – Nicole Ward, eServices
- 6/13/2024 – Nicole Ward, Applications Committee

- 6/14/2024 – Jennifer Kendrick, Applications Review
- 6/16/2024 – Nicole Ward, eServices
- 6/19/2024 – Jennifer Kendrick, Applications Review

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

Motion, seconded by Jennifer Kendrick, carried.

ADJOURN

A motion made by Amanda Villaveces to adjourn the meeting at 12:58 p.m. Motion, seconded by Jennifer Kendrick, carried.

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

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

Chair