

KENTUCKY BOARD OF LICENSURE FOR MARRIAGE AND FAMILY THERAPISTS
MEETING MINUTES
March 21, 2024

A meeting of the Kentucky Board of Licensure for Marriage and Family Therapists held In-Person/virtually through Teams on March 21, 2024.

MEMBERS PRESENT

Michelle Oak, *Chair*
Michelle Stillwagon, *Vice Chair*
Karen Sheets-Mobley
Amanda Villaveces

MEMBERS NOT PRESENT

Nicole Ward, *Treasurer*
Jennifer Kendrick
Lilian Williams

DEPARTMENT OF PROFESSIONAL LICENSING

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

GUESTS

Allison Howell, Cole Tolbert, Deborah Edington, Eli Karam, Mike Clark, Aubrea Dennen

CALL TO ORDER

Michelle Oak called the meeting to order at 12:26 p.m.

MINUTES

A motion made by Michelle Stillwagon to approve the February 15, 2024, Complaints Committee minutes. Motion, seconded by Karen Sheets-Mobley, carried.

A motion made by Amanda Villaveces to approve the February 15, 2024, Board Meeting minutes. Motion, seconded by Karen Sheets-Mobley, carried.

A motion made by Amanda Villaveces to approve the March 14, 2024, Applications Committee minutes. Motion, seconded by Karen Sheets-Mobley, carried.

MONTHLY FINANCIAL REPORT

The financial statement for FY24 February 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 March 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 March 13, 2024

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|---|------------|
| MARRIAGE AND FAMILY THERAPISTS | 635 |
| MARRIAGE AND FAMILY THERAPY ASSOCIATES | 180 |
| TOTAL ACTIVE LICENSES AND PERMITS | 815 |
| TOTAL INACTIVE LICENSES | 11 |

FROM LAST MONTH

THERAPISTS: Up 1

ASSOCIATES: Up 1

INACTIVE STATUS: Up 1

LEGAL

Board Counsel informed the Board that the regulations have ran into a few issues and the Board will need to hold a special meeting to discuss these things. A motion made by Amanda Villaveces to set a special meeting date by poll or email. Motion, seconded by Karen Sheets-Mobley, carried.

A motion made by Michelle Stillwagon to approve the contract between the Board and DPL. Motion, seconded by Amanda Villaveces, carried.

A motion made by Amanda Villaveces to approve the contract between the Board and Legal Services. Motion, seconded by Karen Sheets-Mobley, carried.

A motion made by Amanda Villaveces to initiate RFP for investigators. Motion, seconded by Michelle Stillwagon, carried.

NEW BUSINESS

A motion made by Amanda Villaveces to approve A.H. Request for Supervisor Candidate. Motion, seconded by Michelle Stillwagon, carried.

A motion made by Amanda Villaveces to approve J.R. Request for AAMFT Board Approved Supervisor. Motion, seconded by Michelle Stillwagon, carried.

A motion made by Karen Sheets-Mobley to approve M.M. Request for Supervisor Candidate. Motion, seconded by Amanda Villaveces, carried.

A motion made by Michelle Stillwagon to enter into closed session at 12:41 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 1:25 pm. Motion, seconded by Karen Sheets-Mobley, carried. No final action was taken in closed session.

A motion made by Amanda Villaveces to grant request for 1 month extension in D.E. matter. Motion, seconded by Michelle Stillwagon, 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: 5
- Deferred: 2
- Denied: 0

Licensure Applications

- Approved: 5
- Deferred: 3
- Denied: 0

Reinstatement Applications

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

Provider Applications

- Approved: 17
- Deferred: 0
- Denied: 3

Post-Approval Applications

- Approved: 4
- Deferred: 8
- Denied: 3

Sponsor Applications

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

A motion made by Amanda Villaveces 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 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 Amanda Villaveces, carried.

COMPLAINTS COMMITTEE

The Complaints Committee made the following recommendations:

- H.T. matter – Dismiss.

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

PER DIEM

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

- 2/23/24 – Jennifer Kendrick, Application Review
- 2/28/24 – Nicole Ward, eServices
- 3/1/24 – Jennifer Kendrick, Application Review
- 3/5/24 – Nicole Ward, eServices
- 3/6/24 – Amanda Villaveces, Renewals
- 3/7/24 – Nicole Ward, eServices
- 3/8/24 – Jennifer Kendrick. Application Review
- 3/12/24 – Amanda Villaveces, Renewals
- 3/14/24 – Karen Sheets-Mobley, Jennifer Kendrick, Applications Committee
- 3/15/24 – Nicole Ward, eServices
- 3/17/24 – Nicole Ward, eServices
- 3/21/24 – Jennifer Kendrick, Complaints Committee

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

Motion, seconded by Karen Sheets-Mobley, carried.

ADJOURN

A motion made by Michelle Stillwagon to adjourn the meeting at 1:30 p.m. Motion, seconded by Karen Sheets-Mobley, carried.

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

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

Chair