

KENTUCKY BOARD OF LICENSURE FOR MARRIAGE AND FAMILY THERAPISTS
MEETING MINUTES
October 19, 2023

A meeting of the Kentucky Board of Licensure for Marriage and Family Therapists held In-Person/virtually through Zoom on October 19, 2023.

MEMBERS PRESENT

Michelle Oak, *Chair*
Jennifer Kendrick
Nicole Ward, *Secretary/Treasurer*
Amanda Villaveces
Michelle Stillwagon
Lili 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

Dale Bertram, Matthew Rule, Melissa Smith, Allison Howell, Jim Clines, Briania Davis, Mike Rankin, Amanda Driggs, Northstar Counseling

CALL TO ORDER

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

MINUTES

A motion made by Jennifer Kendrick to approve the September 14, 2023, Applications Committee meeting minutes. Motion, seconded by Lilian Williams, carried.

A motion made by Amanda Villaveces to approve the September 21, 2023, Board Meeting minutes. Motion, seconded by Jennifer Kendrick, carried.

A motion made by Jennifer Kendrick to approve the October 12, 2023, Applications Committee meeting minutes. Motion, seconded by Amanda Villaveces, carried.

MONTHLY FINANCIAL REPORT

The financial statement for September 2023 was presented to the Board for review. No further action is required.

DPL UPDATE

Commissioner Lawson informed the Board ICC has been presented to the legislator and there are no other updates at this time. Jennifer Kendrick chimed in and provided additional information that can be found on the AAMFT website.

LICENSURE STATUS REPORT

The Licensure Status Report for the month of October 2023 was presented to the Board for review. No further action is required.

LEGAL

No regulations were discussed at this meeting. The Board members and Board's Counsel discussed the need for the Regulation Committee to meet. A motion was made by Jennifer Kendrick for the next Regulations Committee meeting to be held on November 8, 2023, at 10 a.m. for 90 minutes. Motion, seconded by Lilian Williams, carried.

NEW BUSINESS

Michelle Oak went over a guidebook for applications. A motion made by Michelle Stillwagon to do a trial run with the guidebook at the next Applications Committee meeting and bring back to the Board to vote on implementing the guidebook going forward. Motion, seconded by Jennifer Kendrick, carried.

The Board discussed 2024 Complaint Committee meeting dates. A motion made by Jennifer Kendrick for the Complaints Committee to meet the third Thursday of every month at 10 a.m. Motion, seconded by Lilian Williams, carried.

The Board held their annual vote for Board positions.

- Michelle Oak self-nominated herself for Board Chair. A motion made by Jennifer Kendrick to accept the self-nomination for Board Chair. Motion, seconded by Lilian Williams, carried.
- Jennifer Kendrick recommended Nicole Ward for Vice Chair in which Nicole Ward denied. Michelle Oak recommended each remaining Board members and Michelle Stillwagon accepted the recommendation for Vice Chair.
- Nicole Ward accepted the recommendation for Secretary/Treasurer.

A motion made by Jennifer Kendrick to approve the recommendations for Vice Chair and Secretary/Treasurer. Motion, seconded by Lilian Williams, carried.

The Board held their annual vote for Committee Members.

- The Complaints Committee with all self-nominated votes is made up of Michelle Oak, Lilian Williams, Jennifer Kendrick, and Nicole Ward as the alternate.
- The Applications Committee with 3 self-nominations and 1 recommendation is made up of Michelle Oak, Jennifer Kendrick, Karen Sheets-Mobley, and Michelle Stillwagon as the alternate.
- The Regulations Committee with all self-nominated votes is made up of Amanda Villaveces, Lilian Williams, Michelle Oak, and Michelle Stillwagon as the alternate.

A motion made by Jennifer Kendrick to approve all Committee Members as stated. Motion, seconded by Lilian Williams, carried.

Training for Online work will be discussed after the next Applications Committee meeting after the trial run of the Applications Guidebook.

A motion was made by Jennifer Kendrick to enter into closed session at 1:15 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 was made by Jennifer Kendrick to return to open session at 1:50 pm. Motion, seconded by Michelle Stillwagon, carried. No final action was taken in closed session.

OLD BUSINESS

The Board Administrator and Amanda Villaveces will meet to finalize FAQs and present to the Board at the next Board meeting.

APPLICATIONS COMMITTEE

Associate Applications

- Approved: 5
- Deferred: 2
- Denied: 0

Licensure Applications

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

Reinstatement Applications

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

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

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

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

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

Sponsor Applications – To be Reviewed Between Now and October 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 Michelle Stillwagon, 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

Committee members and Board counsel discussed open complaints. The following was recommended by the committee:

- 2023MFT00005 – Dismissed.

A motion made by Jennifer Kendrick to accept the recommendations. Motion, seconded by Lilian Williams, carried.

PER DIEM

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

- 8/17/23 – Michelle Stillwagon
- 9/26/23 – Nicole Ward
- 9/27/23 – Nicole Ward
- 10/3/23 – Nicole Ward
- 10/4/23 – Jennifer Kendrick
- 10/10/23 – Nicole Ward
- 10/12/23 – Jennifer Kendrick
- 10/16/23 – Nicole Ward

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 Jennifer Kendrick to adjourn the meeting at 2:01 p.m. Motion, seconded by Lilian Williams, carried.



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

