

**KENTUCKY BOARD OF LICENSURE FOR MARRIAGE AND FAMILY THERAPISTS**  
**MEETING MINUTES**  
**September 21, 2023**

A meeting of the Kentucky Board of Licensure for Marriage and Family Therapists held In-Person/virtually through Zoom on September 21, 2023.

**MEMBERS PRESENT**

Michelle Oak, *Chair*  
Jennifer Kendrick  
Nicole Ward, *Secretary/Treasurer/Sargent at Arms*  
Amanda Villaveces

**MEMBERS NOT PRESENT**

Michelle Stillwagon  
Lili Williams  
Karen Sheets-Mobley

**DEPARTMENT OF PROFESSIONAL LICENSING**

Aleena Russell, Board Administrator  
Jamar Carter, Admin. Section Supervisor  
Sara Janes, Board Counsel  
Kristen Lawson, Commissioner

**GUESTS**

Dale Bertram, Allison Howell, Miranda Gill, Jim Clines, Spechelle Goodwin, Mckenna Fey, Cheryl Elam, Amanda Brown, Angela Mullins

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**CALL TO ORDER**

Michelle Oak called the meeting to order at 12:05 p.m.

**MINUTES**

A motion made by Jennifer Kendrick to approve the July 20, 2023, Complaint meeting minutes. Motion, seconded by Amanda Villaveces, carried.

A motion made by Amanda Villaveces to approve the July 20, 2023, Board Meeting minutes. Motion, seconded by Jennifer Kendrick, carried.

A motion made by Jennifer Kendrick to approve the August 3, 2023, Regulations Committee meeting minutes with the acknowledgement to the fact the Board did not meet the month of August and could not present a clean version of the regulation changes. Motion, seconded by Amanda Villaveces, carried.

A motion made by Jennifer Kendrick to approve the August 10, 2023, Applications Committee meeting minutes. Motion, seconded by Amanda Villaveces, carried.

**MONTHLY FINANCIAL REPORT**

The financial statement for the end of the 2023 fiscal year and the months of July and August 2023 were presented to the Board for review. No further action is required.

## **DPL UPDATE**

Commissioner Lawson informed the Board that there have been promotions within DPL with two employees and that DPL is currently interviewing for an open supervisor position. The Commissioner also provided information regarding the Safe Storage of Medication and Firearms for the Board's convenience.

## **LICENSURE STATUS REPORT**

The Licensure Status Reports for the months of July and August 2023 presented to the Board for review. No further action is required.

## **LEGAL**

Board Counsel will discuss updates from the Regulations Committee meetings on July 11, 2023, and August 3, 2023, at the next Board meeting.

## **NEW BUSINESS**

A motion was made by Jennifer Kendrick to enter into closed session at 12:15 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 12:27 pm. Motion, seconded by Amanda Villaveces, carried. No final action was taken in closed session.

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A motion was made by Amanda Villaveces to return to open session at 12:47 pm. Motion, seconded by Jennifer Kendrick, carried. No final action was taken in closed session.

The Board discussed P.P.'s Transferring associate permit questions and concluded that according to the statutes the Board cannot issue advisory opinions. The Board stated P.P. will need to submit an application in order for the Board to review and weigh in on any earned experience.

The Board reviewed Relias' Annual Sponsor Report. No further action is required.

The Board reviewed R.H. AAMFT Supervisor Candidate Status Request. A motion was made by Jennifer Kendrick, to approve the request. Motion, seconded by Amanda Villaveces, carried.

The Board reviewed S.G. Board Approved Supervisor Request. A motion was made by Jennifer Kendrick, to approve the request. Motion, seconded by Amanda Villaveces, carried.

The Board reviewed T.B. Board Approved Supervisor Request. A motion was made by Jennifer Kendrick, to approve the request. Motion, seconded by Amanda Villaveces, carried.

The Board reviewed T.F. Board Approved Supervisor Request. A motion was made by Jennifer Kendrick, to approve the request. Motion, seconded by Amanda Villaveces, carried.

The Board reviewed D.B. AAMFT Supervisor Request. A motion was made by Jennifer Kendrick, to approve the request. Motion, seconded by Amanda Villaveces, carried.

The Board discussed 2024 Board meeting dates. A motion was made by Amanda Villaveces, to approve Board meetings to be held every third Thursday of the month at noon. Motion, seconded by Nicole Ward, carried.

The Board discussed 2024 Applications Committee meeting dates. A motion was made by Jennifer Kendrick to approve Applications Committee meetings to be held every second Thursday of the month from 8:30am-11am. Motion, seconded by Amanda Villaveces, carried.

The Board was informed of an eServices update allowing licensees to put earned CE hours in one place on their eServices account to help keep track of completed CE hours.

Michelle Oak went over updated CE spreadsheet with the Board members. A motion was made by Jennifer Kendrick to approve and adopt new spreadsheet. Motion, seconded by Amanda Villaveces, carried.

Training for online work is tabled to next Board meeting due to new members being appointed to the Board.

The Board reviewed the updated FAQs and suggested adding information regarding a supervisor's duties. Additions will be tabled until the next Regulations Committee meeting.

## **OLD BUSINESS**

M.R. Application follow up is tabled to the next Board meeting.

A motion was made by Jennifer Kendrick to enter into closed session at 1:10 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 was made by Jennifer Kendrick to return to open session at 1:20 pm. Motion, seconded by Amanda Villaveces, carried. No final action was taken in closed session.

A motion was made by Amanda Villaveces to approve the recommendations made in closed session. Motion, seconded by Jennifer Kendrick, carried.

## **APPLICATIONS COMMITTEE**

### Associate Applications

- Approved: 6
- Deferred: 3
- Denied: 0

### Licensure Applications

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

### Reinstatement Applications

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

### Provider Applications

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

### Post-Approval Applications

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

### Sponsor Applications

- Approved: 1
- 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 Amanda Villaveces, 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 Amanda Villaveces, carried.

## **COMPLAINTS COMMITTEE**

The Complaints Committee did not meet during the months of August and September, therefore, has no recommendations.

## **PER DIEM**

Motion made by Jennifer Kendrick to approve Per Diem for the following:

**7/25/23** – Nicole Ward, Jennifer Kendrick

**7/26/23** – Nicole Ward

**7/31/23** – Nicole Ward

**8/10/23** – Jennifer Kendrick

**8/15/23** – Nicole Ward

**8/17/23** – Jennifer Kendrick

**8/20/23** – Nicole Ward

**8/21/23** – Nicole Ward

**8/30/23** – Nicole Ward

**9/5/23** – Jennifer Kendrick

**9/12/23** – Nicole Ward

**9/14/23** – Jennifer Kendrick

**9/15/23** – Jennifer Kendrick

**9/20/23** – Jennifer Kendrick

**9/21/23** – Jennifer Kendrick, Nicole Ward, Amanda Villaveces

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

Motion, seconded by Amanda Villaveces, carried.

## **ADJOURN**

A motion made by Nicole Ward to adjourn the meeting at 1:25 p.m. Motion, seconded by Jennifer Kendrick, carried.

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

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

Chair