

KENTUCKY BOARD OF LICENSURE FOR MARRIAGE AND FAMILY THERAPISTS
MEETING MINUTES
December 18, 2025

A meeting of the Kentucky Board of Licensure for Marriage and Family Therapists was held at the Department of Professional Licensing located at 500 Mero Street, Frankfort, KY 40601 on December 18, 2025.

MEMBERS PRESENT

Michelle Oak
Susan Smith
Karen Sheets-Mobley
Amanda B. Villaveces
Jane Alexander

DEPARTMENT OF PROFESSIONAL LICENSING

Jolene Shearer, Board Administrator
Kristen Lawson, Commissioner
Jeff Bardroff, Administrative Supervisor
Chasity Wray, Finance

MEMBERS NOT PRESENT

Allison Hock Howell

OTHERS

Cathy Falconer, General Counsel
Daniel Leffel, Board Counsel

GUESTS

Sara Schuhmann
Laura Frey
Eli Karam

Geoff Wilson
Sheri Puckett

CALL TO ORDER

Michelle Oak called the meeting to order at 12:01 p.m.

MINUTES

A motion was made by Karen Sheets-Mobley to approve the minutes of the November 20, 2025, Complaints Committee Meeting. Motion, seconded Amanda B. Villaveces, carried.

A motion was made Jane Alexander to approve the minutes of the November 20, 2025, Board Meeting. Motion, seconded Susan Smith, carried.

A motion was made by Amanda B. Villaveces to approve the minutes with changes of the December 11, 2025, Board Meeting. Motion, seconded by Susan Smith, carried.

A motion was made by Amanda B. Villaveces to approve the minutes of the December 15, 2025, Regulations Committee Meeting. Motion, seconded by Karne Sheets-Mobley, carried.

MONTHLY FINANCIAL REPORT

The financial statements for the months ending November 30, 2025, was presented to the Board for review. No further action as required.

DPL UPDATE

Commissioner Lawson announced the Jeff Bardroff and Gabe Dent have been appointed to the DPL supervisor positions.

Commissioner Lawson reminded the Board that legislation session starts in January.

LEGAL COUNSEL REPORT

Legal Counsel reported that the “Sample Documents” should go up on the website in January.

LICENSURE STATUS REPORT

A Licensure Status Report dated December 16, 2025, was presented to the Board for review. The report showed there are currently 698 active licensed Marriage and Family Therapists along with 198 active licensed Marriage and Family Therapy Associates. No further action was required.

NEW BUSINESS

The Board discussed having a standing New Business Item regarding anything the Board sees during review of applications; renewals and emails. This months items include:

- CEU certificates need to have your name on them.
- Applications need to have your name on them on all pages that requires.
- Licensure application – all supervision logs from your associate permit must be included.
- Do not start supervision until your have received approval directly from the Board.

The Board discussed the request from K. H. to become a Board Approved Supervisor. A motion was made by Amanda B. Villaveces to approve the request. Motion seconded by Jane Alexander, carried.

The Board discussed the request from R. C. to become a Board Approved Supervisor. A motion was made by Amanda B. Villaveces to approve the request. Motion seconded by Jane Alexander, carried.

The Board discussed the request from S. P. to become a Board Approved Supervisor. The Board moved this discussion to closed session.

A motion was made by Susan Smith to enter into closed sessions at 12:22 p.m., 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 B. Villaveces, carried.

A motion was made by Jane Alexander to return to open session at 1:15 p.m.. Motion, seconded by Karen Sheets-Mobley, carried. No final action was taken in closed session.

A motion was made by Karen Sheets-Mobley to approve the decisions made during closed session. Motion, seconded by Susan Smith, carried.

OLD BUISNESS

The Board tabled the discussion for limit for per diem for the December meeting for the Commissioner to gather information regarding other Board’s per diem limits.

APPLICATIONS COMMITTEE

Motion was made by Amanda B. Villaveces to approve all applications, renewals, audits, inactive requests, denials and CE provider applications as reviewed by the applications committee. Motion, seconded by Karen Sheets-Mobley, carried.

Motion made by Jane Alexander to approve the ratifications of applications, renewals, audits and CE provider applications reviewed and issued following the last meeting by the Board and the Board Administrator and prior to this meeting. Motion, seconded by Amanda B. Villaveces, carried.

COMPLAINT COMMITTEE

2025MFT00007 – Dismiss

2025MFT00008 – Board Counsel to reach out to Complainant attorney.

Motion made by Amanda B. Villaveces to approve the Complaints Committee recommendations for the stated complaints presented by Legal Counsel. Motion, seconded by Jane Alexander, carried.

TRAVEL AND PER DIEM

A motion was made Jane Alexander to approve travel and per diem for Susan Smith for December 11, 2025. Motion seconded by Karen Sheets-Mobley, carried.

Motion was made by Susan Smith to approve Travel and Per Diem. Motion, seconded by Karen Sheet-Mobley, carried.

Michelle Oak – Travel for 12/18/25; per diem for 12/11/25; 12/15/25; 12/18/25

Amanda Villaveces –per diem for 12/11/2025; 12/15/2025; 12/18/2025

Allison Hock Howell – per diem for 12/11/25; 12/18/25

Jane Alexander –per diem for 12/18/25

Susan Smith – Travel for 12/11/25; 12/18/25; per diem for 12/11/25; 12/18/25

Karen Sheets-Mobley – per diem for 12/11/25; 12/18/25

ADJOURN

Motion was made by Susan Smith to adjourn the meeting at 1:20 p.m. Motion, seconded by Karen Sheets-Mobley, carried.



Michelle Ivy Oak, Chair