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Kristen Lawson
COMMISSIONER

Board Meeting Minutes

August 20, 2026

A meeting of the Kentucky Board of Licensure for Marriage and Family Therapists – Complaints Committee was held at the Department of Professional Licensing located at 500 Mero Street, Frankfort, KY 40601 on August 20, 2026.

Members Present

Amanda Bommer-Villaveces
Allison Hock Howell
Michelle Oak
Karen Sheets-Mobley
Jane Alexander
Susan Smith
Trisha Jarnagin

Department of Professional Licensing

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

Members Not Present

Public Protection Cabinet

Matthew Ellison, Legal Counsel

Guests

Dale Bertram
Chris Bush
Tina Hacker

Gretchen Watson
Amanda Driggs

Call to Order

Amanda B. Villaveces called the meeting to order at 12:04 p.m.

Minutes

A motion was made by Michelle Oak to approve the minutes for the July 16, 2026, Applications Committee Meeting. Motion, seconded by Trisha Jarnagin, carried.

A motion was made by Michelle Oak to approve the minutes for the July 16, 2026, Complaints Committee Meeting. Motion, seconded by Trisha Jarnagin, carried.

A motion was made by Michelle Oak to approve the minutes for the July 16, 2026, Board Meeting. Motion, seconded by Allison Hock Howell, carried.

A motion was made by Allison Hock Howell to approve the minutes of the June 29, 2026, Regulations Committee Meeting. Motion, seconded by Susan Smith, carried.

A motion was made by Michelle Oak to approve the minutes with changes for the August 10, 2026, Regulations Committee Meeting. Motion, seconded by Trisha Jarnagin, carried.

Monthly Financial Report

The financial statements for the months ending July 31, 2026, were presented to the Board for review. No further action is required.

DPL Update

Commissioner Lawson stated there was no DPL update at this time.

Legal Counsel

Legal Counsel reviewed the recommended changes for 201 KAR 32:035; 201 KAR 32:101; and the new Revoked License Reinstatement Form with the Board. The Board discussed these recommendations.

A motion was made by Michelle Oak to approve the recommended changes for 201 KAR 32:035 and to have Legal Counsel submit regulation to PPC Cabinet for the next step in promulgation. Motion, seconded by Trisha Jarnagin, carried.

A motion was made by Michelle Oak to approve the recommended changes for 201 KAR 32:101 and incorporated form Revoked License Reinstatement and to have Legal Counsel submit regulation to PPC Cabinet for the next step in promulgation. Motion, seconded by Trisha Jarnagin, carried.

A motion was made by Michelle Oak to enter into closed sessions at 12:27 p.m., pursuant to KRS 61.810(1)(j) and (k) for deliberations of quasi-judicial bodies regarding discussion of information on a pending Board Administrative Hearing concerning a former associate permit holder at which information also protected by KRS 61.810(1)(k) may be discussed. Motion seconded by Susan Smith, carried.

A motion was made by Trisha Jarnagin to return to open session at 12:51 p.m.. Motion, seconded by Allison Hock Howell, carried. No final action was taken in closed session.

A motion was made by Susan Smith to approve extending the proposal discussed during closed session. Motion, seconded by Trisha Jarnagin, carried.

Licensure Status Report

A Licensure Status Report dated August 12, 2026, was presented to the Board for review. The report showed there are currently 727 active licensed Marriage and Family Therapists along with 191 active licensed Marriage and Family Therapy Associates. No further action was required.

New Business

Inaccuracies seen in licensees/permit holders emails, applications or supervision contracts (Michelle's Corner). This month's items include:

- When submitting applications for post approval – do not send multiple applications with multiple documents individually in one email. If you do that, make sure each application is a complete document (that means the document includes the application, course description, presenter bios, timed agenda and certification of completion), or 1 email per application that only has that applications documents attached. Sending multiple individual files for multiple applications will be sent back and delay your review process.
- If you submitted and were approved for post approval, please include screenshot of approval sheet with renewal. This will help your renewal/application go more smoothly. This sheet is how feedback is provided to applicants. The instructions for this are also at the top of the post approval review sheet.
- Pre-approved providers and sponsors are available on the website under the continuing education tab. There are some courses that are approved for both ethics and TH; If dually approved; eservices can't deduct hours so will need to be at least 2 over 15 required. You can upload the course twice one for each requirement, but the hours cannot count twice. You will only get credit for 1 certificate towards your CEU requirements (i.e. a 3 hour course will be uploaded to have the system count a total of 6 hours, the Board will subtract that second 3 hours from the CEU total).
- Individual post approval is not transferrable; each individual must apply for their specific course even if it has been approved for another applicant. The instructions for this are also at the top of the post approval review sheet.
- The Board requires a 30-day supervision termination notice. We are getting a lot of same day termination notices.
- Use dark/black font; please check PDFs to ensure they can be read
- Services log upload - upload with supervision plan. If previous supervisor has been terminated, upload with current supervisor
- Signed logs; dates; reminder for supervisors AND supervisees to maintain logs.
- Meet the requirements before sending application/doing renewal in eservices.

The Board opened the floor to a marriage and family therapist associate who requested to speak to the Board. The Board listened to the concerns the associate had regarding the history her associate permit, prior efforts to obtain licensure and issues preventing this, and her current path and plan to obtain full licensure.

A motion was made by Michelle Oak to enter into closed sessions at 1:26 p.m., pursuant to KRS 61.810(1)(k) for discussion regarding information provided by the marriage and family therapist associate who spoke to the Board during today's meeting, at which information and communications protected by KRS 61.810(1)(k) may be discussed. Motion, seconded by Allison Hock Howell, carried.

A motion was made by Allison Hock Howell to return to open session at 1:46 p.m.. Motion, seconded by Michelle Oak, carried. No final action was taken in closed session.

The Board brought back in the marriage and family therapist associate to ask some follow up raised during closed session.

A motion was made by Jane Alexander to enter into closed sessions at 1:26 p.m., pursuant to KRS 61.810(1)(k) for discussion regarding information provided by the marriage and family therapist associate who spoke to the Board during today's meeting, at which information and communications protected by KRS 61.810(1)(k) may be discussed. Motion, seconded by Michelle Oak, carried.

A motion was made by Michelle Oak to return to open session at 2:03 p.m.. Motion, seconded by Trisha Jarnagin, carried. No final action was taken in closed session.

The Board brought the marriage and family therapist associate back into the meeting. Legal Counsel, on behalf of the Board, advised the marriage and family therapist that while it could not provide prospective advice on an application that had not yet been filed, that based upon the individual's explanation of circumstances and provided that all statutory requirements for licensure could be demonstrated, that it would permit her to seek full licensure at any point during the remaining approximately three-month term of her current marriage and family therapist associate permit.

A motion was made by Michelle Oak to enter into closed sessions at 2:10 p.m., pursuant to KRS 61.810(1)(j) and (k) for deliberations of quasi-judicial bodies regarding discussion of a request by a licensee for clarification on an inquiry relating to supervision hours; a request by a licensee for additional time to complete associate permit requirements required prior to seeking full licensure; and a request for additional information regarding a previous board disciplinary inquiry, also at which information protected by KRS 61.810(1)(k) may be discussed in all described matters. Motion seconded by Susan Smith, carried.

A motion was made by Michelle Oak to return to open session at 2:26 p.m.. Motion, seconded by Trisha Jarnagin, carried. No final action was taken in closed session.

A motion was made by Michelle Oak to approve the actions discussed closed session. Motion, seconded by Jane Alexander, carried.

Old Business

There is no Old Business for the Board to discuss.

Applications Committee

Motion was made by Michelle Oak to approve all applications, renewals, audits, inactive requests, denials and CE provider applications as reviewed by the applications committee. Motion, seconded by Trisha Jarnagin, carried.

Licensure/Permit Applications:

Approved: 10

Deferred: 4

Denied: 0

Continuing Education Applications:

Approved: 16

Deferred: 0

Denied: 4

Complaints Committee

2026MFT00003 – Legal Counsel submitting proposed Agreed Order to licensee for review and acceptance.

2026MFT00009 – Dismiss

In the matters regarding B.D.; M.S.; and C.G., the Complaints Committee found that there were reasonable grounds for a notice of admonishment. Legal Counsel was asked to issue admonishment notice to licensees.

In the matter of M.J., the Committee found no cause for any further action based on the response of the licensee. The Committee recommended closure of the matter.

A motion was made by Michelle Oak to accept the recommendations from the Complaints Committee presented to the Board. Motion, seconded by Trisha Jarnagin, carried.

Travel and Per Diem

Motion was made by Michelle Oak to approve Travel and Per Diem. Motion, seconded by Trisha Jarnagin, carried.

Michelle Oak – Travel for 08/20/26; and per diem 08/10/26; 08/19/26; 08/20/26

Amanda Villaveces – Travel for 08/20/26; and per diem for 08/10/26; 08/20/26

Allison Hock Howell –per diem for 08/10/26; 08/18/26; 08/20/26

Susan Smith – Travel for 08/20/26; per diem for 08/19/26; 08/20/26

Karen Sheets-Mobley – per diem for 08/14/26; 08/19/26; 08/20/26

Jane Alexander – per diem for 08/20/26

Trisha Jarnagin – Travel for 08/20/26; and per diem for 08/10/26; 08/20/26

Adjourn

A motion was made by Michelle Oak to adjourn the Board meeting at 2:30 p.m..

Motion, seconded by Susan Smith, carried.



Amanda B. Villaveces, LMFT, Chair