

**KENTUCKY BOARD OF LICENSURE FOR MARRIAGE AND FAMILY THERAPISTS
MEETING MINUTES
January 15, 2026**

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 January 15, 2026.

MEMBERS PRESENT

Michelle Oak
Susan Smith
Karen Sheets-Mobley
Amanda B. Villaveces
Allison Hock Howell

DEPARTMENT OF PROFESSIONAL LICENSING

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

MEMBERS NOT PRESENT

Jane Alexander

OTHERS

Catherine Falconer, General Counsel
Daniel Leffel, Board Counsel

GUESTS

Kim Hamilton

Audrey Bennett

CALL TO ORDER

Michelle Oak called the meeting to order at 12:02 p.m.

MINUTES

A motion was made by Susan Smith to approve the minutes of the December 18, 2025, Complaints Committee Meeting. Motion, seconded Amanda B. Villaveces, carried.

A motion was made Amanda B. Villaveces to approve the minutes with changes of the December 18, 2025, Board Meeting. Motion, seconded Susan Smith, 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 officially moved into their supervisor roles on January 1, 2026.

Commissioner Lawson reminded the Board that the legislation session started and that she would let the Board know if anything is filed regarding the Board.

LEGAL COUNSEL REPORT

The Regulation Committee scheduled their next meeting for February 9, 2026, at 9:30 a.m. to 11:00 a.m..

A motion was made by Amanda B. Villaveces to allow Legal Services to move on updating regulations. Motion, seconded by Susan Smith, carried.

A motion was made by Amanda B. Villaveces to approve the Regulations Committee to allow Legal Services to file regulations when ready. Motion, seconded by Allison Hock Howell, carried.

LICENSURE STATUS REPORT

A Licensure Status Report dated January 14, 2026, was presented to the Board for review. The report showed there are currently 704 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 month's items include:

- Supervision Plan for Clinical Experience – please submit only current yearly supervision.
- Supervision Pla for Clinical Experience – if your plan is deferred, please submit a new complete plan with the updated information, and not just the deferred portion.
- Ethics & Telehealth courses – while this is 3 hours, you must upload it twice to count towards both requirements. When you do this, the Board subtracts the extra 3 hours from your total. Make sure that you have the full required CEU hours per your licensure type without that extra 3 hours.
- Health Insurance Portability and Accountability Act is HIPAA not HIPPA.

A motion was made by Amanda B. Villaveces to enter in to closed session at 12:20 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 Karen Sheets-Mobley, carried.

A motion was made by Karen Sheets-Mobley to return to open session at 12:46 p.m.. Motion, seconded by Amanda B. Villaveces, carried. No final action was taken in closed session.

A motion was made by Amanda B. Villaveces to authorize Legal Counsel to offer settlement agreement as discussed during the closed session. Motion, second by Allison Hock Howell, carried.

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 discussed the limit for per diem as they have been conscious of their time and moving to just one full day of meeting believe this will help control that.

APPLICATIONS COMMITTEE

Motion was made by Allison Hock Howell to approve all applications, renewals, audits, inactive requests, denials and CE provider applications as reviewed by the applications committee. Motion, seconded by Amanda B. Villaveces, carried.

Motion made by Amanda B. Villaveces 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 Allison Hock Howell, carried.

COMPLAINT COMMITTEE

Motion made by Amanda B. Villaveces to approve the Complaints Committee recommendations regarding E.A. and R.M. to issue cease and desist letters and other recommendations presented by Legal Counsel. Motion, seconded by Susan Smith, carried.

TRAVEL AND PER DIEM

Motion was made by Amanda B. Villaveces to approve Travel and Per Diem. Motion, seconded by Susan Smith, carried.

Michelle Oak – Travel for 01/15/26; per diem for 01/13/26; 01/15/26

Amanda Villaveces – Travel for 01/15/26; per diem for 01/15/26

Allison Hock Howell – per diem for 01/15/26

Susan Smith – Travel for 01/15/26; per diem for 01/13/26; 01/15/26

Karen Sheets-Mobley – per diem for 01/15/26

ADJOURN

Motion was made by Allison Hock Howell to adjourn the meeting at 12:47 p.m. Motion, seconded by Karen Sheets-Mobley, carried.



Michelle Ivy Oak, Chair