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Kristen Lawson
COMMISSIONER

Board Meeting Minutes

July 16, 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 July 16, 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

Members Not Present

Public Protection Cabinet

Catherine Falconer, General Counsel
Matthew Ellison, Legal Counsel

Guests

Call to Order

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

Minutes

A motion was made by Karen Sheets-Mobley to approve the minutes of the June 18, 2026, Applications Committee Meeting. Motion, seconded Susan Smith, carried.

A motion was made by Allison Hock Howell to approve the minutes of the June 18, 2026, Complaints Committee Meeting. Motion, seconded by Karen Sheets-Mobley, carried.

A motion was made by Jane Alexander to approve the minutes of the June 18, 2026, Board Meeting. Motion, seconded Susan Smith, 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 Susan Smith to approve the minutes of July 6, 2026, Regulations Committee Meeting. Motion, seconded by Trisha Jarnagin, carried.

Monthly Financial Report

The financial statements for the months ending June 30, 2026, was presented to the Board for review. No further action is required.

DPL Update

Jeff Bardroff introduced the Board's new Legal Counsel, Matthew Ellison.

Jeff Bardroff said the Commissioner is still looking for "Good News" stories to share with the Cabinet.

Legal Counsel

Matthew Ellison introduced himself to the Board.

The Board reviewed the recommended technical change to 201 KAR 32:020 and to recertify regulation. The Board discussed the recommendations.

The Board reviewed the recommended changes to 201 KAR 32:070 and the incorporated form. The Board discussed the recommendations.

The Board reviewed the recommendation to recertify 201 KAR 32:081. The Board discussed the recommendation.

The Board discussed all recommendations for recertification and changes presented. A motion was made by Jane Alexander to approve the proposed regulations to be filed. Motion, seconded by Karen Sheets-Mobley, carried.

The Board and Legal Counsel discussed setting a regular Regulation Committee meeting schedule. The Board discussed the dates and times that had worked best in previous meetings and set a schedule for the second Monday of the month, with a time of 9:00 a.m. to 11:00 a.m.. The meetings will begin at this new schedule on August 10, 2026.

A motion was made by Allison Hock Howell to approve this new schedule. Motion, seconded by Trisha Jarnagin, carried.

The Board discussed adding an additional member to the regulations meeting. Trisha Jarnagin was nominated to be the new Regulation Committee Member. The Board discussed the nomination, and Trisha Jarnagin accepted the nomination.

A motion was made by Allison Hock Howell to approve Trisha Jarnagin as the new Regulation Committee member. Motion, seconded by Amanda B. Villaveces, carried.

Licensure Status Report

A Licensure Status Report dated July 13, 2026, was presented to the Board for review. The report showed there are currently 714 active licensed Marriage and Family Therapists along with 189 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:

- PDF upload – please make sure when you upload your PDF documents that the images are clear and all information is visible. This will help keep your renewals being processed in a timely manner.
- When submitting applications to the Board, make sure that all required documents are completed and signed before submitting. Associates, this includes making sure that you are submitting the completed Marriage and Family Therapist Associate Permit application, and the Supervision Plan for Clinical Experience at the same time.
- Supervision Plan for Clinical Experience – the “Estimated End Date” has to be an actual date. MM/DD/YYYY, not “two years from beginning date”.
- CEU providers – applications for CEUs have to be submitted 60 days prior to the event. Make sure you are giving yourself plenty of time to be received by the Board for that 60 day deadline.
- Ethics Requirement – The Boards regulations state ethics must be in the practice of Marriage and Family Therapy. If you are submitting an ethics outside of that, it can count towards the general CEU requirement, but not ethics.
- Meeting minutes are posted on the Board's website after being approved after the next Board meeting.

The Board reviewed the contract presented for Clinton Investigations. The Board discussed the contract. A motion was made by Susan Smith to approve the contract with Clinton Investigations. Motion, seconded by Jane Alexander, carried.

The Board discussed adding an additional Board Member to the Complaints Committee to prevent any situation where more than one committee member has to recuse themselves from complaints. The Board discussed and a recommendation/nomination to have Karen Sheets-Mobley be added, instead of just the alternate. The Board

discussed the recommendation/nomination and Karen Sheets-Mobley accepted the nomination.

A motion was made by Amanda B. Villaveces to approve Karen Sheets-Mobley as the new Complaints Committee Member. Motion, seconded by Susan Smith, carried.

A motion was made by Amanda B. Villaveces to approve E.G. as a Board Approved Supervisor as an AAMFT Candidate. Motion, seconded by Trisha Jarnagin, carried.

A motion was made by Trisha Jarnagin to enter into closed sessions at 12:45 p.m., pursuant to KRS 61.810(1)(j) for deliberations of quasi-judicial bodies regarding discussion regarding information sent from legal counsel regarding associate renewal 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 Susan Smith to return to open session at 12:58 p.m.. Motion, seconded by Trisha Jarnagin, carried. No final action was taken in closed session.

The Board's Legal Counsel to follow up with Licensee Legal Counsel regarding the Board's discussion during closed session. The Board has requested a new Supervision Plan of Clinical Experience to be submitted within seven (7) days before the request can be granted.

Old Business

There is no Old Business for the Board to discuss.

Applications Committee

Motion was made by Susan Smith to approve all applications, renewals, audits, inactive requests, denials and CE provider applications as reviewed by the applications committee. Motion, seconded by Jane Alexander, carried.

Licensure/Permit Applications:

Approved: 16

Deferred: 3

Denied: 0

Continuing Education Applications:

Approved: 40

Deferred: 1

Denied: 12

Complaints Committee

2026MFT00001 – Dismissed

2026MFT00003 – Legal to propose terms for an Agreed Order

2026MFT00005 – Dismissed, belongs to the Alcohol and Drug Counselors Board

2026MFT00006 – Dismissed

2026MFT00007 – Dismissed

2026MFT00008 – Requesting additional information

In the matters regarding B.D.; M.S.; and C.G. to send communication regarding concerns the Complaints Committee is seeing and give them a chance to respond.

In the matter of J.C. Legal Counsel will send communication to M.J., supervisor of J.C., regarding concerns the Complaints Committee is seeing and give them a chance to respond.

A motion was made by Jane Alexander to accept the recommendations from the Complaints Committee presented to the Board. Motion, seconded by Karen Sheets-Mobley, carried.

Travel and Per Diem

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

Michelle Oak – Travel for 07/16/26; and per diem 07/16/26

Amanda Villaveces – Travel for 07/16/26; and per diem for 06/29/26; 07/06/26; 07/15/26; 07/16/26

Allison Hock Howell –per diem for 06/29/26; 07/06/26; 07/14/26; 07/16/26

Susan Smith – Travel for 07/16/26; per diem for 07/14/26; 07/16/26

Karen Sheets-Mobley – per diem for 07/16/26

Jane Alexander – per diem for 07/16/26

Trisha Jarnagin – Travel for 07/16/16; Food Expense for 07/16/26; and per diem for 07/16/26

Adjourn

A motion was made by Susan Smith to adjourn the Board meeting at 1:10 p.m.. Motion, seconded by Amanda B. Villaveces, carried.



Michelle Ivy Oak, Chair