

KENTUCKY BOARD OF LICENSURE FOR MARRIAGE AND FAMILY THERAPISTS
MEETING MINUTES
June 18, 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 June 18, 2026.

MEMBERS PRESENT

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

DEPARTMENT OF PROFESSIONAL LICENSING

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

MEMBERS NOT PRESENT

OTHERS

Catherine Falconer, General Counsel
Bonnie Potter, Legal Counsel

GUESTS

Dale Bertram
Amanda Driggs

Tiffany Keith

CALL TO ORDER

Amanda B. Villaveces called the meeting to order at 12:03 p.m.

MINUTES

A motion was made by Allison Hock Howell to approve the minutes of the May 20, 2026, Regulations Committee Meeting. Motion, seconded Karen Sheets-Mobley, carried.

A motion was made by Susan Smith to approve the minutes of the May 21, 2026, Applications Committee Meeting. Motion, seconded Allison Hock Howell, carried.

A motion was made by Jane Alexander to approve the minutes of the May 21, 2026, Board Meeting. Motion, seconded Susan Smith, carried.

MONTHLY FINANCIAL REPORT

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

DPL UPDATE

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

LEGAL COUNSEL REPORT

Legal Counsel stated that the regulations that were approved at the May 21, 2026 meeting are in the review process at Cabinet Level.

LICENSURE STATUS REPORT

A Licensure Status Report dated June 12, 2026, was presented to the Board for review. The report showed there are currently 712 active licensed Marriage and Family Therapists along with 195 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:

- If you are seeking post approval, these can be submitted at any time to mft@ky.gov. Doing it before your renewal date makes it easier during your renewal time to be reviewed in a timely manner.
- Make sure that your certificate of completions have all provider information and logo on them. The Board cannot approve renewals with certificates that cannot be verified.
- Associate renewals/applications for licensure – Associate, when renewing please remember to only submit the logs for the current renewal cycle. You will need to hold onto your logs and submit all of them with your licensure application.
- Licensees/Permit Holders – it is your responsibility to make sure all information regarding your renewal is uploaded. If you have submitted post approval before or during your renewal cycle, you must upload the required information for the Board to review. The instructions on how to proceed if your post approval is approved can be found on the Post Approval Review Sheet posted on the website within 10 business days after the Board Meeting.

Michelle Oak stated her decision to step down as Board Chair beginning August 1, 2026. A motion was made by Karen Sheets-Mobley to accept Michelle Oak's resignation of Board Chair. Motion seconded by, Jane Alexander, carried.

A motion was made by Michelle Oak to nominate Amanda B. Villaveces as Board Chair. The Board discussed the nomination and Amanda B. Villaveces accepted the nomination. Motion, seconded Karen Sheets-Mobley, carried.

Amanda B. Villaveces stated since she accepted the Board Chair position, she has to resign as Vice Chair beginning August 1, 2026. A motion was made by Allison Hock Howell to accept Amanda B. Villaveces resignation as Vice Chair. Motion, seconded by Karen Sheets-Mobley, carried.

A motion was made by Amanda B. Villaveces to nominate Allison Hock Howell as Vice Chair. The Board discussed the nomination and Allison Hock Howell accepted the nomination. Motion, seconded by Jane Alexander, carried.

Allison Hock Howell stated since she accepted the Vice Chair position, she has to resign as Secretary/Treasurer beginning August 1, 2026. A motion was made by Michelle Oak to accept Allison Hock Howell's resignation as Secretary/Treasurer. Motion, seconded by Amanda B. Villaveces, carried.

A motion was made by Amanda B. Villaveces to nominate Susan Smith as Secretary/Treasurer. The Board discussed the nomination and Susan Smith accepted the nomination. Motion, seconded by Karen Sheets-Mobley, carried.

The Board restated that all Board positions changes will take effect August 1, 2026.

OLD BUISNESS

The Board discussed the CLEAR membership invoice. After research done by Michelle Oak and Amanda B. Villaveces, the Board decided not to renew the CLEAR membership.

A motion was made by Jane Alexander to cancel the CLEAR Membership. Motion, seconded by Karen Sheets-Mobley, carried.

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 Susan Smith, carried.

Licensure/Permit Applications:

Approved: 10

Deferred: 7

Denied: 0

Continuing Education Applications:

Approved: 42

Deferred: 1

Denied: 8

COMPLAINT COMMITTEE

2026MFT00004 – Dismiss due to lack of jurisdiction.

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 Jane Alexander to approve Travel and Per Diem. Motion, seconded by Karen Sheets-Mobley, carried.

Michelle Oak – per diem 06/18/26

Amanda Villaveces – per diem for 06/17/26; 06/18/26

Allison Hock Howell – Travel for 06/18/26; per diem for 06/16/26; 06/18/26

Susan Smith – Travel for 06/18/26; per diem for 06/16/26; 06/18/26

Karen Sheets-Mobley – per diem for 06/16/26; 06/17/26; 06/18/26

Jane Alexander – per diem for 06/18/26

ADJOURN

Motion was made by Allison Hock Howell to adjourn the meeting at 12:36 p.m. Motion, seconded by Susan Smith, carried.



Michelle Ivy Oak, Chair