

**KENTUCKY BOARD OF LICENSURE FOR MARRIAGE AND FAMILY THERAPISTS
MEETING MINUTES
May 21, 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 May 21, 2026.

MEMBERS PRESENT

Jane Alexander
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
Courtney Parker, Finance Supervisor
Joseph Carey, DPL Intern

MEMBERS NOT PRESENT

Michelle Oak

OTHERS

Lilly Coiner, Board Counsel

CALL TO ORDER

Amanda B. Villaveces called the meeting to order at 12:00 p.m.

MINUTES

A motion was made by Susan Smith to approve the minutes of the April 16, 2026, Applications Committee Meeting. Motion, seconded Allison Hock Howell, carried.

A motion was made by Allison Hock Howell to approve the minutes of the April 16, 2026, Complaints Committee Meeting. Motion, seconded Allison Hock Howell, carried.

A motion was made by Allison Hock Howell to approve the minutes with changes of the April 16, 2026, Board Meeting. Motion, seconded Susan Smith, carried.

A motion was made by Allison Hock Howell to approve the minutes of the May 18, 2026, Regulation Meeting. Motion, seconded Susan Smith, carried.

MONTHLY FINANCIAL REPORT

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

The Board reviewed FY27 Operating Budget. No further action is required.

DPL UPDATE

Commissioner Lawson introduced the Department of Professional Licensing Intern, Joseph Carey.

Commissioner Lawson would like the Board Members to send good news stories about things licensees are doing out in the state for the DPL update to other Cabinets.

Commissioner Lawson has met with Boards and Commissions regarding Board vacancies.

LEGAL COUNSEL REPORT

Legal Counsel announced that they have accepted another position and will be leaving the Board. Catherine Falconer will be stepping in as Legal Counsel.

Legal Counsel went over the proposed regulations to be filed. A motion was made by Allison Hock Howell to approve the proposed regulations to be filed with any amendments found by Legal Counsel for June 1, 2026. Motion, seconded by Susan Smith, carried.

A motion was made by Allison Hock Howell to authorize Amanda B. Villaveces to work with Legal Counsel for any additional reviews needed. Motion, seconded by Susan Smith, carried.

Motion was made by Karen Sheets-Mobley to enter into closed session at 12:45 p.m. pursuant to KRS 61.810(1)(j), for deliberations of quasi-judicial bodies regarding potential applicant adjudications at which information protected by KRS 61.810(1)(k) may be discussed. Motion, seconded by Susan Smith, carried.

A motion was made by Karen Sheets-Mobley to return to open session at 12:57 p.m.. Motion, seconded by Allison Hock Howell, carried. No final action was taken in closed session.

A motion was made by Karen Sheets-Mobley to sent letters to all out-of-state applicants. Motion, seconded by Susan Smith, carried.

A motion was made by Jane Alexander to authorize Legal Counsel to speak with K.H. attorney regarding their inquiry. Motion, seconded by Karen Sheets-Mobley, carried.

LICENSURE STATUS REPORT

A Licensure Status Report dated May 15, 2026, was presented to the Board for review. The report showed there are currently 708 active licensed Marriage and Family Therapists along with 190 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:

- Associate renewal – make sure you are uploading all supervision logs for renewal, reaffirmation letter signed by both associate and supervisor, and if you are doing a new supervision plan it has to be for no less than 1 year.
- When uploading CEU certificates, remember that the certificates have to show the CEU provider information on the certificate.

The Board review E.G. request to become a Board Approved Supervisor. A motion was made by Allison Hock Howell to provisionally approve the request once corrected certificate has been provided to the Board Administrator. Motion, seconded by Susan Smith, carried.

OLD BUSINESS

The Board discussed the CLEAR membership invoice. The Board agreed to table this discussion until Michelle Oak returns.

The Board reviewed the Newsletter. A motion was made by Allison Hock Howell to approve the Newsletter. Motion, seconded by Susan Smith, carried.

APPLICATIONS COMMITTEE

Motion was made by Karen Sheets-Mobley 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

2021MFT00002 – (2023MFT00007 incorporated in this complaint) - dismiss due to age of complaint

2026MFT00001 – request additional information from complainant

2026MFT00002 – dismiss

Regards of M.S. to send for further investigation

TRAVEL AND PER DIEM

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

Amanda Villaveces – Travel for 05/21/26; per diem for 05/18/26; 05/19/26; 05/20/26; 05/21/26

Allison Hock Howell – per diem for 05/18/26; 05/19/26; 05/20/26; 05/21/26

Susan Smith – Travel for 05/21/26; per diem for 05/19/26; 05/21/26

Karen Sheets-Mobley – per diem for 05/17/26; 05/18/26; 05/21/26

Jane Alexander – per diem for 05/21/26

ADJOURN

Motion was made by Karen Sheets-Mobley to adjourn the meeting at 1:10 p.m. Motion, seconded by Susan Smith, carried.



Michelle Ivy Oak, Chair