

**KENTUCKY BOARD OF LICENSURE FOR MARRIAGE AND FAMILY THERAPISTS  
MEETING MINUTES  
February 16, 2023**

A meeting of the Kentucky Board of Licensure for Marriage and Family Therapists held In-Person/virtually through Zoom on February 16, 2023.

**MEMBERS PRESENT**

Scott Kaminsky, *Vice Chair*  
Nicole Ward, *Secretary/Treasurer/Sargent at Arms*  
Michelle Oak  
Amanda Villaveces  
Michelle Stillwagon

**MEMBERS NOT PRESENT**

Jennifer Kendrick, *Chair*  
Lillian Williams

**DEPARTMENT OF PROFESSIONAL LICENSING**

Tiler Deaton Board Administrator  
Jamar Carter, Admin. Section Supervisor  
Daniel Leffel, Board Counsel  
Kristen Lawson, Commissioner

**GUESTS**

Chris Brody, Dale Bertram, Allison Howell, Mike Rankin, Sheri Puckett

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**CALL TO ORDER**

Nicole Ward, as acting chair, called the meeting to order at 12:04 p.m.

**MINUTES**

A motion made by Amanda Villaveces to approve the December 15, 2022, meeting minutes. Motion, seconded by Scott Kaminsky, carried.

A motion made by Scott Kaminsky to approve the January 19, 2023, meeting minutes. Motion, seconded by Amanda Villaveces, carried. Michelle Stillwagon abstained from voting.

The Board reviewed February 2, 2023, regulations committee meeting minutes. Michelle Oak stated amending “Out of State Committee” to “procedures on Permits Committee” & amending “report” to “Marriage and Family Therapy Licensure Requirements by Jurisdiction report”.

A motion made by Scott Kaminsky to approve the amended minutes from February 2, 2023 Regulations committee meeting minutes. Motion, seconded by Amanda Villaveces, carried.

**MONTHLY FINANCIAL REPORT**

The financial statement for the month of January 2023 presented to the Board for review. No further action is required.

## **DPL UPDATE**

Kristen Lawson presented the Board with a document from the Child Fatality & Near Fatality External Review Panel. Commissioner Lawson would like the Boards input on the report she will be sending back. Amanda Villaveces & Michelle Stillwagon volunteered to make a report and forward to the Board & Commissioner. Board requested item be placed on next month's agenda as well.

## **LICENSURE STATUS REPORT**

A Licensure Status Report was presented to the Board for review. The report showed there are currently **624** active licensed Marriage and Family Therapists along with **166** active licensed Marriage and Family Therapy Associates. No further action was required.

## **LEGAL**

Board Counsel discussed the meeting of the Regulations Committee on February 2, 2023. The Committee will meet again on March 8<sup>th</sup>, 2023.

A motion made by Scott Kaminsky to appoint Lillian Williams to the Regulations Committee. Motion, seconded by Michelle Oak, carried.

Board Counsel presented an updated drafted letter to send to licensees on if they want to be removed from B.H. website. A motion made by Scott Kaminsky to approve the updated drafted letter and have it sent out to licensees. Motion, seconded by Amanda Villaveces, carried.

Board Counsel will get an update, this afternoon, on service by local sheriff to serve licensee B. H. due to previous certified mail was returned.

## **NEW BUSINESS**

Nicole Ward wanted clarity on what the Boards role is with CLEAR. Board counsel stated that board members as individuals can attend CLEAR events but making it clear that you aren't representing the Board. If multiple members are attending, then notice to the public may be needed due to open meeting laws.

Nicole Ward wanted to know about professional organization being included in approved CE Providers. Board counsel informed the Board that it is due to be discussed by the Regulations Committee at their next meeting.

Michelle Oak stated she had concerns on multiple members having 1p.m. stop times because we serve the public and need to be able to give agenda items and such adequate time to be discussed. The Board discussed having a 1-hour time limit on meetings. Board Counsel advised against having a hard & fast out on meetings.

The Board reviewed two CE Sponsors end of the year annual reports. The Sponsors were North Star Counseling Center & ICE-T. No further action was needed. Board Administrator will reach out to Heisel & Associates on receiving their report.

## **OLD BUSINESS**

Board discussed two associates not having supervision. A motion made by Michelle Stillwagon to have Board counsel draft and send a Cease & Desist letter to S.P. & J.E. associates. Motion, seconded by Amanda Villaveces, carried. This item to be placed on next agenda for an update.

## **APPLICATIONS COMMITTEE**

The Board discussed Applications Committee members. Michelle Oak will serve as an alternative when needed. A motion made by Scott Kaminsky to have Michelle Stillwagon serve on the Applications Committee. Motion, seconded by Michelle Oak, carried.

The Applications Committee discussed procedures and requested a meeting to go over such so all members know how to review. Board Administrator will contact members for dates.

- 7 Approved Licensure/permit applications
- 2 Deferred Licensure/permit application
- 3 Approved Post-approval Applications
- 5 Deferred Post-Approval Application
- 7 Approved Provider Course Applications
- 2 Deferred Provider Course Applications
- 1 Deferred Sponsor Provider Application

A motion made by Amanda Villaveces to approve all applications, renewals, audits, inactive requests, and CE provider applications as reviewed by the applications committee prior to this meeting. Motion, seconded by Michelle Stillwagon, carried

A motion made by Amanda Villaveces to approve the ratifications of applications, renewals, audits, and CE provider applications reviewed and issued following the last meeting and prior to this meeting. Motion, seconded by Michelle Oak, carried

## **COMPLAINTS COMMITTEE**

The Complaints Committee did not meet this month.

## **PER DIEM**

Motion made by Michelle Oak to approve Per Diem for the following:

- 1/23: Michelle Oak- Committee research
- 2/2: Michelle Oak, Amanda Villaveces, Lillian Williams- Regs. Committee meeting
- 2/3: Amanda Villaveces, Michelle Oak- Regs. Committee Research
- 2/6: Michelle Oak- Regs Committee Research
- 2/8: Nicole Ward- Applications/Renewal Reviews
- 2/9: Michelle Oak- Renewals Review
- 2/11: Nicole Ward- Applications/Renewal Reviews
- 2/14: Nicole Ward- Applications/Renewal Reviews
- 2/16: Michelle Oak, Nicole Ward, Scott Kaminsky, Michelle Stillwagon, Amanda Villaveces

\*Some Members may have been in person & filled out the paper forms for per diem dates\*

Motion, seconded by Amanda Villaveces, carried.

**ADJOURN**

A motion made by Michelle Stillwagon to adjourn the meeting at 1:19 p.m. Motion, seconded by Amanda Villaveces, carried.

A handwritten signature in cursive script that reads "Jennifer Kendrick".

Jennifer Kendrick, LCSW, LMFT

Chair