

**KENTUCKY BOARD OF LICENSURE FOR MARRIAGE AND FAMILY THERAPISTS**  
**BOARD MEETING MINUTES**  
**March 20, 2025**

A meeting of the Kentucky Board of Licensure for Marriage and Family Therapists was held in person and virtual through Microsoft Teams on March 20, 2025.

**MEMBERS PRESENT**

Michelle Oak, *Chair*

Nicole Ward, *Treasurer*

Karen Sheets-Mobley

Jennifer Kendrick

**MEMBERS NOT PRESENT**

Amanda Bommer-Villaveces, *Vice-Chair*

**DEPARTMENT OF PROFESSIONAL LICENSING**

April Alsabrook, Administrative Supervisor

Jolene Shearer, Administrative Specialist Senior

Kristen Lawson, Commissioner

Chasity Wray, Fiscal

Daniel Leffel, Board Counsel

**GUESTS**

Shawn Oak, Allison Howell, Sierra Briscoe, Briania Davis, Dale Bertram, Carol Ann Isbell,  
Mark Slaughter

**CALL TO ORDER**

Michelle Oak called the MFT Board meeting to order at 12:00 pm.

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**MINUTES**

A motion made by Jennifer Kendrick to approve the 2/20/25 Applications Committee meeting minutes. Motion, seconded by Karen Sheets-Mobley, carried.

A motion made by Jennifer Kendrick to approve the 2/20/25 Complaints Committee meeting minutes. Motion, seconded by Nicole Ward, carried.

A motion made by Nicole Ward to approve the 2/20/25 Board Meeting minutes as amended. Motion, seconded by Jennifer Kendrick, carried.

A motion made by Nicole Ward to approve the 3/10/25 Special Meeting minutes. Motion, seconded by Karen Sheets-Mobley, carried.

A motion made by Nicole Ward to approve the 3/13/25 Applications Committee meeting minutes. Motion, seconded by Jennifer Kendrick, carried.

**MONTHLY FINANCIAL REPORT**

The financial statement for FY25 February was presented to the Board review. No further action required.

**DPL UPDATE**

Commissioner Lawson introduced the newest DPL staff member, Jolene Shearer. Commissioner Lawson informed the Board that Ms. Shearer has had previously worked for DPL and has experience with the MFT Board.

Commissioner Lawson reminded the Board that Monday, March 24, 2025, is the next opportunity to take the PPC Board Member training and to sign up if they haven't already. There will be additional dates in the fall, to be determined.

The Licensure Status Report was read by Michelle Oak. As of March 18, 2025:

Licensed Marriage and Family Therapists – 657

Marriage and Family Therapist Associates – 189

Total Active Licenses and Permits – 846

Total Inactive Licenses – 18

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**LEGAL**

Board Counsel informed the Board that the Member at Large, Lillian Ball, stepped down from her position. Counsel reminded the Board Members the importance of showing up for quorum purposes. Michelle Oak encourages every MFT in the state to apply to be on the Board, and the Member at Large does not have to be a MFT.

Board Counsel informed the Board that the regulations are still moving forward.

**OLD BUSINESS**

At February's Board meeting, a letter to the community was introduced. The Board discussed the value of the letter and amended the existing letter.

A motion by Jennifer Kendrick to send a letter to the community by email blast, as amended. Motion, seconded by Nicole Ward, carried.

**NEW BUSINESS**

The first quarterly newsletter has received positive feedback from the MFT community. The second quarterly newsletter was presented to the Board. Michelle Oak requested all members take time before April's meeting to think about improvements or additions. The newsletter will be voted on next month.

Michelle Oak informed the Board that a technical issue has been reported, causing a disconnect between some supervisors and supervisees. Michelle Oak suggested that the Administrative Specialist send out an email blast to all MFT supervisors to check their eServices for errors.

A motion by Karen Sheets-Mobley to send the email blast. Motion, seconded by Jennifer Kendrick, carried.

Michelle Oak reminded the Board and MFT community of the deadline for Continuing Education Applications. The Board must receive the application 60 days prior to the class date. Any applications coming in after the 60-day deadline will be denied due to the regulations. Michelle Oak also informed everyone that the forward-facing (i.e. public) spreadsheet is currently inaccurate. It does not contain all the information needed, or post-approvals.

Jolene Shearer shared an example Excel spreadsheet from 2019, citing the former standard of the CE spreadsheet, including deferrals and denials and the reasoning behind each. The Board agreed that the former template should be put back in place. This task will be worked on over the next few weeks. Michelle Oak explained that if a post-approval is given for a specific individual, that

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does not automatically approve that class for anyone else in attendance. Each person must submit a post-approval to receive credit.

Michelle Oak introduced an example Supervision Plan to the Board.

A motion by Jennifer Kendrick to approve the Supervision Plan example sheet and post to the Board website, as amended. Motion, seconded by Nicole Ward, carried.

A motion was made by Jennifer Kendrick to enter into closed session at 12:22 pm. Motion, seconded by Nicole Ward, carried.

A motion was made by Jennifer Kendrick to enter back into open session at 12:42 pm. Motion, seconded by Karen Sheets-Mobley, carried.

A motion made by Jennifer Kendrick to approve the request by M.Y. as discussed. Motion, seconded by Michelle Stillwagon, carried.

## **APPLICATIONS COMMITTEE**

The Committee makes the following recommendations:

### **Associate Applications**

- Approved: 1
- Deferred: 2
- Denied: 0

### **Licensure Applications**

- Approved: 4
- Deferred: 1
- Denied: 0

### **Reinstatement Applications**

- Approved: 2
- Deferred: 2
- Denied: 0

### **Post-Approval Applications**

- Approved: 0
- Deferred: 0
- Denied: 1

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Sponsor Applications

- Approved: 0
- Deferred: 0
- Denied: 0

Provider Applications:

- Approved: 1
- Deferred: 0
- Denied: 6

A motion made by Jennifer Kendrick to approve all applications, renewals, audits, inactive requests, and CE Provider applications as reviewed by the Applications Committee days prior. Motion, seconded by Karen Sheets-Mobley, carried.

A motion by Jennifer Kendrick to approve the ratifications of applications, renewals, audits, and CE Provider applications reviewed and issued from 2/20/25 to 3/19/25. Motion, seconded by Nicole Ward, carried.

**COMPLAINTS COMMITTEE**

The Committee makes the following recommendations:

- In the matter of B. H. – issue a letter on the terms discussed.

A motion made by Nicole Ward to accept the recommendations. Motion, seconded by Karen Sheets-Mobley, carried, with Jennifer Kendrick abstaining.

**PER DIEM**

Motion made by Jennifer Kendrick to approve today's meeting and Per Diem for the following:

- 2/28/25, eServices, Nicole Ward
- 3/10/25, Special Meeting, Nicole Ward
- 3/13/25, eServices, Nicole Ward
- 3/17/25, eServices, Nicole Ward
- 2/26/25, eServices, Amanda Bommer-Villaveces
- 3/3/25, eServices, Amanda Bommer-Villaveces
- 3/4/25, eServices, Amanda Bommer-Villaveces
- 3/10/25, Special Meeting, Amanda Bommer-Villaveces

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- 3/13/25, Applications Meeting, Amanda Bommer-Villaveces
- 3/14/25, eServices, Amanda Bommer-Villaveces
- 3/18/25, eServices, Amanda Bommer-Villaveces

\*Some members may have been in persona and filled out the paper forms for per diem dates.

Motion, seconded by Karen Sheets-Mobley, carried.

**ADJOURN**

A motion made by Jennifer Kendrick to adjourn the meeting at 12:46 pm. Motion, seconded by Nicole Ward, carried.