

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

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 November 20, 2025.

**MEMBERS PRESENT**

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

**DEPARTMENT OF PROFESSIONAL LICENSING**

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

**MEMBERS NOT PRESENT**

**OTHERS**

Cathy Falconer, General Counsel  
Daniel Leffel, Board Counsel

**GUESTS**

Amanda Driggs  
Jessica Seelinger  
Shawn Oak

Dale Bertram  
Sheri Puckett  
Emily Fitzpatrick

---

**CALL TO ORDER**

Michelle Oak called the meeting to order at 12:04 p.m.

**MINUTES**

A motion was made by Allison Howell to approve the minutes of the October 16, 2025, Applications Committee Meeting. Motion, seconded Amanda B. Villaveces, carried.

A motion was made Amanda B. Villaveces to approve the minutes of the October 16, 2025, Complaints Committee Meeting. Motion, seconded Susan Smith, carried.

A motion was made by Jane Alexander to approve the minutes of the October 16, 2025, Board Meeting. Motion, seconded by Amanda B. Villaveces, carried.

A motion was made by Amanda B. Villaveces to approve the minutes of the October 9, 2025, Applications Committee Meeting. Motion, seconded by Allison Howell, carried.

A motion was made by Amanda B. Villaveces to approve the minutes of the November 3, 2025, Regulation Meeting. Motion, seconded by Allison Howell, carried.

A motion was made by Allison Howell to approve the minutes of the November 13, 2025, Application Committee Meeting. Motion, seconded by Susan Smith, carried.

## **MONTHLY FINANCIAL REPORT**

The financial statements for the months ending October 31, 2025, was presented to the Board for review. No further action as required.

## **DPL UPDATE**

Commissioner Lawson discussed the interviews for the two open supervisor positions. Hope to have them filled by December 16, 2025.

Commissioner Lawson discussing the open Board position with Boards and Commissions.

## **LEGAL COUNSEL REPORT**

Legal Counsel discussed that we had received a request for information from Kentucky Representative.

Legal Counsel and the Board scheduled the next Regulations Committee meeting for Monday, December 15, 2025 from 9:30 a.m. to 11:00 a.m..

Legal Counsel discussed the Sample Documents the Board wanted to put on the website. Will be looking at only highlighting some problem parts instead of the whole document. Will work with the Board to address those areas.

Legal Counsel discussed the phone call held on Monday, November 17, 2025 with AAMFT, Legal Counsel, Board Chair and Board Administrator. Advised the discussion was positive and AAMFT will be putting legislation up for reciprocity.

## **LICENSURE STATUS REPORT**

A Licensure Status Report dated November 14, 2025, was presented to the Board for review. The report showed there are currently 696 active licensed Marriage and Family Therapists along with 193 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 months items include:

- Post-Approval process. These need to be emailed (mft@ky.gov) or mailed into the Board with all documentation (application, course description, presenter bio(s), timed agenda, and certificate of completion). These do not go in with your renewal.
- Make sure you are checking the Board's website for Board minutes, Statutes and Regulations, and updated information.
- All Continuing Education Application decisions are posted on the Board's website under the Continuing Education section within 10 business days after each Board meeting.
- Associates – supervision starts when your permit is issued, not when you start seeing clients.

The Board discussed the exam information on the website being out of date. A motion was made by Jane Alexander to remove the document on the website and replace it with the link to AMFTRB and statement on how to receive the exam code. Motion, seconded by Amanda B. Villaveces, carried.

The Board discussed the request from G. W. to become a Board Approved Supervisor. A motion was made by Allison Howell to defer the request as the supervision course was not Marriage and Family Therapist specific and not Board Approved. Motion, seconded by Susan Smith, carried.

The Board discussed the request from K. H. to become a Board Approve Supervisor. A motion was made by Amanda B. Villaveces to defer the request as the Kentucky Law Course taken is not currently a Board Approved Course. Motion, seconded by Susan Smith, carried.

The Board discussed the request from S.P. to become a Board Approve Supervisor. A motion was made by Amanda B. Villaveces to defer this request to give the Board time to request information regarding one of the courses submitted. Motion, seconded by Susan Smith, carried.

The Board discussed electing the next Board Chair to assume the role effective January 1, 2026. A motion was made by Amanda B. Villaveces to nominate Michelle Oak as Board Chair. Motion, seconded by Allison Howell, carried.

The Board discussed electing the next Vice Chair to assume the role effective January 1, 2026. A motion was made by Allison Howell to nominate Amanda B. Villaveces as Vice Chair. Motion, seconded by Karen Sheets-Mobley, carried.

The Board discussed electing the next Secretary/Treasurer to assume the role effective January 1, 2026. A motion was made by Karen Sheets-Mobley to nominate Allison Howell as Secretary/Treasurer. Motion, seconded by Amanda B. Villaveces, carried.

A motion was made by Amanda Bommer-Villaveces to enter into closed sessions at 12:33 p.m., pursuant to KRS 61.810(1)(j) for deliberations of quasi-judicial bodies regarding applications at which information protected by KRS 61.810(1)(k) may be discussed. Motion seconded by Jane Alexander, carried.

A motion was made by Jane Alexander to return to open session at 12:59 p.m.. Motion, seconded by Amanda Bommer-Villaveces, carried. No final action was taken in closed session.

A motion was made by Jane Alexander to approve the decisions made during closed session. Motion, seconded by Susan Smith, carried.

## **OLD BUISNESS**

The Board tabled the discussion for limit for per diem for the December meeting for the Commissioner to gather information regarding other Board's per diem limits.

## **APPLICATIONS COMMITTEE**

Motion was made by Amanda B. Villaveces to approve all applications, renewals, audits, inactive requests and CE provider applications as reviewed by the applications committee with the suggested changes recommended by the Complaints Committee. Motion, seconded by Jane Alexander, carried.

Motion made by Jane Alexander to approve the ratifications of applications, renewals, audits and CE provider applications reviewed and issued following the last meeting by the Board and the Board Administrator and prior to this meeting. Motion, seconded by Susan Smith, carried.

## **COMPLAINT COMMITTEE**

2025MFT00009 – Dismiss

2023MFT00002 – Dismiss

2024MFT00001 - Dismiss

Motion made by Amanda B. Villaveces to approve the Complaints Committee recommendations for the stated complaints presented by Legal Counsel. Motion, seconded by Jane Alexander, carried.

## **TRAVEL AND PER DIEM**

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

Michelle Oak – Travel for 11/20/25; per diem for 11/13/25; 11/14/25; 11/17/25; 11/20/25

Amanda Villaveces – Travel for 11/20/25; per diem for 11/13/25; 11/20/25

Allison Hock Howell – Travel for 10/27/25; 11/13/25; per diem for 10/27/25; 11/3/25; 11/13/25; 11/20/25

Jane Alexander –per diem for 11/20/25

Susan Smith – Travel for 11/13/25; 11/20/25; per diem for 11/13/25; 11/20/25

Karen Sheets-Mobley – Travel for 11/20/25; per diem for 11/13/25; 11/20/25

## **ADJOURN**

Motion was made by Susan Smith to adjourn the meeting at 1:02 p.m. Motion, seconded by Amanda B. Villaveces, carried.



---

Michelle Ivy Oak, Chair