

**KENTUCKY BOARD OF LICENSURE FOR MARRIAGE AND FAMILY THERAPISTS  
MEETING MINUTES  
December 15, 2022**

A meeting of the Kentucky Board of Licensure for Marriage and Family Therapists held In-Person/virtually through Zoom on December 15, 2022.

**MEMBERS PRESENT**

Jennifer Kendrick, *Chair*  
Scott Kaminsky, *Vice Chair*  
Nicole Ward, *Secretary/Treasurer/Sargent at Arms*  
Michelle Oak  
Lillian Williams  
Amanda Villaveces

**MEMBERS NOT PRESENT**

Michelle Stillwagon

**DEPARTMENT OF PROFESSIONAL LICENSING**

Miranda Guarnieri, Covering Board Administrator  
Jamar Carter, Admin. Section Supervisor  
Daniel Leffel, Board Counsel  
Kristen Lawson, Commissioner

**GUESTS**

Emily Adkins, Chris Brody, Dale Bertram, Shawn Stinson, Andy Thomas, Briana Davis, Allison Howell, Sharekia Tunstull, Rachel Eichberger, Natalie Warren, Erin Hightower

**CALL TO ORDER**

---

Jennifer Kendrick called the meeting to order at 12:02 p.m.

**MINUTES**

The Board reviewed the minutes from the November 17, 2022, meeting.

A motion made by Nicole ward to amend the November 17, 2022, minutes to add the exact quote that was stated in the chat to add more context to the minutes. Motion, seconded by Amanda Villaveces, carried.

A motion made by Scott Kaminsky to accept the amended minutes from November 17, 2022, meeting. Motion, seconded by Lillian Williams, carried.

**MONTHLY FINANCIAL REPORT**

The financial statement for the month of November 2022 presented to the Board for review. No further action is required.

**DPL UPDATE**

Kristen Lawson informed the Board beginning in January, we will no longer be using google drive, we will be using teams. Board members must contact COT to set up their ky.gov address.

**LICENSURE STATUS REPORT**

A Licensure Status Report was presented to the Board for review. The report showed there are currently **616** active licensed Marriage and Family Therapists along with **168** active licensed Marriage and Family Therapy Associates. No further action was required.

## **LEGAL**

Board Counsel discussed Regulations. The main concern brought up was how the report from the Out of State Research Committee came about & its accuracy. Michelle Oak will review and present a report or findings on accuracy of that committees' report.

Board Counsel gave an update on getting service by local sheriff to serve B. H. due to previous certified mail was returned. The service has not been made yet but will be wrapped up by next meeting.

## **NEW BUSINESS**

Michelle Oak wanted clarity on what parliamentary rules the Board will be following for the meetings. Jennifer Kendrick stated she wants the Board will follow the Roberts Rules of order. The Chair needs to recognize people to speak & the chair does not vote unless there is a tie breaker.

The Board reviewed a supervisor status request from K.W. A motion made by Scott Kaminsky to approve K.W. request. Motion, seconded by Lillian Williams, carried.

The Board reviewed a supervisor status request from A.E. A motion made by Scott Kaminsky to approved A.E. request. Motion, seconded by Michelle Oak, carried.

The Board reviewed a supervisor AAMFT candidate status request from E.A. A motion made by Scott Kaminsky to approved E.A. request. Motion, seconded by Michelle Oak, carried.

The Board reviewed documentation of S.P. not having a supervisor over 30 days. A motion made by Michelle Oak to have Board counsel to draft and send a letter requesting information on their work status. Motion, seconded by Lillian Williams, carried.

The Board needed clarity on if a Post-approval Application is approved for a licensee, then is that CEU approved for all attendees after that point. The course is only approved for the licensee that applied for post-approval.

Additionally, the Board wanted clarity on if there was a list of the CEU post-approvals that have been approved. There is but the list is provided to the applicant, and it states to provide the approval section when applying for renewal.

## **APPLICATIONS COMMITTEE**

A motion made by Scott Kaminsky to enter closed session at 12:43pm, 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 Nicole Ward, carried.

A motion made by Michelle Oak to return to open session at 1:01pm. Motion, seconded by Scott Kaminsky, carried. No action was taken in closed session.

A motion made by Amanda Villaveces to appoint Michelle Oak to the Applications Committee to help review applications until a more permanent member can be placed on it. Motion, seconded by Scott Kaminsky, carried.

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

A motion made by Scott Kaminsky to approve all applications, renewals, audits, inactive requests, and CE provider applications as reviewed by the applications committee that will meet after this meeting. Motion, seconded by Amanda Villaveces, carried

A motion made by Scott Kaminsky 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 Lillian Williams, carried

### **COMPLAINTS COMMITTEE**

The Complaints Committee did not meet this month.

### **PER DIEM**

Motion made by Scott Kaminsky to approve Per Diem for the following:

- 11/22: Nicole Ward- Renewals
- 11/23: Nicole Ward- Renewals
- 12/5: Nicole Ward- Applications Review
- 12/8: Nicole Ward- Applications Review
- 12/11: Scott Kaminsky- Renewals
- 12/13: Nicole Ward- Applications Review
- 12/15: Michelle Oak, Nicole Ward, Jennifer Kendrick, Scott Kaminsky, Lillian Williams, & Amanda Villaveces

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

Motion, seconded by Lillian Williams, carried.

### **ADJOURN**

A motion made by Scott Kaminsky to adjourn the meeting at 1:09 p.m. Motion, seconded by Michelle Oak, carried.



Jennifer Kendrick, LCSW, LMFT

Chair