

KENTUCKY BOARD OF LICENSURE FOR MARRIAGE AND FAMILY THERAPISTS

MEETING MINUTES

December 19, 2024

A meeting of the Kentucky Board of Licensure for Marriage and Family Therapists held in-person and virtually through teams on December 19, 2024.

MEMBERS PRESENT

Michelle Oak, *Chair*

Nicole Ward, *Secretary*

Jennifer Kendrick

Amanda Bommer-Villaveces

Karen Sheets-Mobley

MEMBERS NOT PRESENT

Michelle Stillwagon

Lilian Williams

DEPARTMENT OF PROFESSIONAL LICENSING

April Alsabrook, Administrative Supervisor

Daniel Leffel, Board Counsel

Kristen Lawson, Commissioner

GUESTS

Emily Adkins, William McBride, Michael Boutet, Dale Bertram, Eli Karam, Melissa Smith, Lisa Cardwell, Laura Frey, Britt Riddle, Shawn Oak, Allison Howell, Tiffany Farmer, Katy Anderson, Christian Halbert, Ester Nethery, Hillary Hicks, Robert Thomas

CALL TO ORDER

Michelle Oak called the meeting to order at 12:11 p.m.

MINUTES

A motion was made by Nicole Ward to approve the October 17, 2024, Board Meeting minutes. Motion, seconded by Karen Sheets-Mobley, carried.

A motion was made by Jennifer Kendrick to approve the October 17, 2024, Complaints Committee minutes. Motion, seconded by Nicole Ward, carried.

A motion was made by Jennifer Kendrick to approve the November 14, 2024, Applications Committee minutes. Motion, seconded by Karen Sheets-Mobley, carried.

A motion was made by Nicole Ward to approve the December 12, 2024, Applications Committee minutes. Motion, seconded by Jennifer Kendrick, carried.

MONTHLY FINANCIAL REPORT

The financial statements for FY24 October and FY24 November were presented to the Board for review. No further action is required.

DPL UPDATE

The Commissioner informed the Board that the vacant Administrative Specialist Senior position should be posted in January and elaborated on the hiring process. Generally, the position is listed on the website for 5 to 10 days, then the interview process begins. It will be at least February or later before the position is filled. Additionally, a new attorney started this week for DPL, which will increase the current Board Counsel's bandwidth. OLS and DPL had a vacant miscellaneous position and are in the process of converting it to a staff attorney position. This will be pursued after the Administrative Senior position is filled.

LICENSURE STATUS REPORT

The Licensure Status Report for the month of November 2024 was presented to the Board for review. No further action is required.

KENTUCKY BOARD OF LICENSURE FOR MARRIAGE AND FAMILY THERAPISTS

LICENSURE STATUS REPORT

December 18, 2024 LICENSED 668
MARRIAGE AND FAMILY THERAPISTS

MARRIAGE AND FAMILY THERAPY 190
ASSOCIATES

TOTAL ACTIVE LICENSES AND PERMITS 858

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FROM LAST MONTH
THERAPISTS: down 4
ASSOCIATES: Up 5
TOTAL: up 4
INACTIVE STATUS: up 1

LEGAL

Board Counsel informed the Board that the regulations are still under review and that, “no news is good news.” We are looking for them to be in place by next summer, as a general timeline. One regulation is listed as expired on the website, but he is currently working with LRC to fix this issue.

Board Counsel informed the Board that with more lawyer hands in the mix (referring to the new attorney on staff), they will have more bandwidth to get things turned around. Board Counsel elaborated that reviews could get backlogged and attorney oversights become legal issues down the line. The DPL attorneys (only three attorneys on staff until this week) have 21 boards, and Board Counsel has four himself, with additional work quarterly and biannually as other attorneys need assistance. Denial letters need to come from Legal, and there is frustration at the timeline, but with current workload, the delays are inevitable.

Jennifer Kendrick added that not all mental health boards are the same. The Social Work Board is independent and has a full-time staff, unlike MFT. Board members for MFT are volunteers, appointed by the Governor. They are not paid positions. Per juris prudence and legal proceeding should not happen quickly, for due diligence. The Board is here to protect the public.

Michelle Oak asked April Alsabrook to explain her role for the Board and her position at DPL. Ms. Alsabrook explained that she is the Administrative Supervisor filling in for the “Board Administrator” role for MFT and another Board. She has four employees she supervises; with six additional boards she oversees. She has to divide her time between the seven boards, four employees, and daily DPL duties in-office, hence the delays being seen in the MFT email and voicemail box.

NEW BUSINESS

Michelle Oak voiced a response to a letter received from AAMFT. Mrs. Oak thanked them for the letter, and stated the Board values the input from industry leaders. Additionally, Mrs. Oak informed the Board that complaints regarding the inadequacy of the board are being received at Board member private practices, administrative emails, and social media platforms. Mrs. Oak encouraged all MFTs to apply for a Board member position through the Governor's office. The Board is made up of seven members – six MFTs and one community member.

Michelle Oak continued, letting the public know that Board members are unable to respond to inquiries received to their personal and business email addresses and phone numbers. All inquiries must be forwarded to the Board Administrator for response.

Board members are volunteers, and per regulations, are only required to meet twice a year. The Board decided for the best interest of MFTs in the state to meet twice a month, every month. On the 2nd Thursday of each month and the day of the Board meeting on the 3rd Thursday of each month, the Board's Application Committee reviews paper applications – initial permit applications including transcripts and supervision contracts, license applications including supervision logs, provider programs and sponsorship applications for continuing education, post-approval applications for continuing education courses that have not already been approved, and other correspondence. All information reviewed must be submitted 10 days prior to the scheduled Board meeting to be reviewed at that month's meeting. Any paper application received after the 10-day deadline will not be reviewed until the following month. Applications and other mailed or hand-delivered correspondence are date stamped in the mail room when received, delivered via internal DPL mail, sorted, and filed by the Administrator. The Administrator adds the information received into a spreadsheet for review by the Board members at the Application Committee meetings. Renewals and supervision contracts uploaded to eServices are reviewed at least twice each month as Board members have access to eServices 24/7. Reminder, all Board members are volunteers and are only required to review applications twice per month, the 2nd and 3rd Thursdays, when the Application Committee is in session.

To meet regulations, the Board must have a quorum to hold an official meeting. A quorum is a minimum of four Board members, Board Counsel, and an Administrator. All applications and decisions made at Application Committee meetings must be ratified and approved at the monthly Board meeting and do not go into effect until ratified. The Board wants to approve applications, etc. in a timely manner. Michelle Oak encourages MFTs to follow the regulations as written, and make sure CEUs are systemic per 201 KRS 32:060. Post-Approval instructions are in Section 4 and Ms. Oak encouraged required information be submitted well before renewal dates. If documentation is missing, it cannot be approved. The Board is bound by the regulations and does not want to deny applications but sometimes must. When an MFT applicant submits an application, renewal, CEUs for audit, please only submit the information requested. The Board members must look through every page and every item submitted, and unnecessary information increases the time spent on every application. As for renewals, please only submit the logs for that permit year. The Board members have to manually count every hour logged on every page (50 hours per permit year for Supervision). Additionally, if a permit renewal is submitted via

eServices too early, the Associate is likely to have too few hours to meet the 50 hour supervision permit year requirement and the permit cannot be renewed.

Nicole Ward added that applicants need to proofread their applications and not to leave anything blank. Use the “N/A” or not applicable if needed.

Jennifer Kendrick added to only use the forms on the website. Do not create your own forms. The MFT Supervisors should know the regulations and be teaching them to the Supervisees. You (the MFT) can take any CE you want, as long as you also meet the Board’s preapproved courses and requirements. The Regulations require certain CE classes to protect the public. Although the Regulations can be confusing, the Board cannot interpret the Regulations for you.

Michelle Oak clarified that LPC or Social Work Ethics classes do not meet the MFT ethics regulation requirements. She reminded the Board and guests that the Suicide class is required every six years and will be only be counted toward the Suicide CE requirement unless the class has been pre-approved as a program by the Board.

Michelle Oak specified that the Complaints Committee meetings are closed by default, and guests cannot gain access to those meetings. If you (MFTs, the public) want to make complaints about the Board, those can be directed to the Governor’s office.

A motion was made by Jennifer Kendrick to enter closed session at 1:05 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 Karen Sheets-Mobley, carried.

A motion was made by Nicole Ward to return to open session at 1:36 p.m. Motion, seconded by Jennifer Kendrick, carried. No final action was taken during closed session.

A motion was made by Jennifer Kendrick to ratify the decisions agreed on in closed session regarding WM, MB, KH, HS, and AS. Motion, seconded by Nicole Ward, carried.

The question of “is motivational interviewing systemic,” led to the decision that unless the class is specific to MFT, it isn’t inherently systemic and must be decided case by case.

Michelle Oak reminded the Board that eServices and online renewals can be done at any time, and the Applications Committee will log in on the 2nd Thursday of every month and during the allotted time on the Board meeting day at 8:30 a.m.

A discussion between Board members about the forms on the website led to the conclusion that Board members will work on examples of properly completed forms to put on the website and will be brought to the Applications meeting for review next month.

April Alsabrook will post the 2025 Board meeting schedule to the MFT website after the meeting.

OLD BUSINESS

The Board will remove the CE Broker from the agenda moving forward.

The Board recognizes there are no current open tickets for IT Issues.

The Board will keep ICE-T email on the agenda, holding for the public comment period.

APPLICATIONS COMMITTEE

The Committee makes the following recommendations:

Associate Applications

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

Licensure Applications.

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

Reinstatement Applications

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

Post-Approval Applications

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

Sponsor Applications

- Approved: 6
- Deferred: 0
- Denied: 7

A motion was made by Jennifer Kendrick 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 Karen Sheets-Mobley, carried.

A motion made by Jennifer Kendrick 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 Karen Sheets-Mobley, carried.

COMPLAINTS COMMITTEE

The Complaints Committee makes the following recommendations:

- 2023MFT00007 – draft notice of administrative hearing.
- 2024MFT00006 – table. Board Counsel to send another letter.
- 24MFT00007 – table.
- T.D. – follow up with G.W. for validity.

A motion made by Nicole Ward to accept recommendations. Motion, seconded by Jennifer Kendrick, carried.

PER DIEM

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

- 12/12/24 – Karen Sheets-Mobley, Applications Meeting
- 12/16/24 – Karen Sheets-Mobley, eServices
- 12/18/24 – Karen Sheets-Mobley, eServices
- 12/5/24 – Nicole Ward, eServices
- 12/7/24 – Nicole Ward, eServices
- 12/12/24 – Nicole Ward, Applications Meeting
- 12/16/24 – Nicole Ward, eServices
- 12/18/24 – Nicole Ward, eServices
- 12/19/24 – Nicole Ward, Complaints Committee
- 12/19/24 - Lilian Williams, Complaints Committee

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

Motion, seconded by Nicole Ward, carried.

ADJOURN

A motion made by Jennifer Kendrick to adjourn the meeting at 2:18 p.m. Motion, seconded by Nicole Ward, carried.