

**KENTUCKY BOARD OF LICENSURE FOR MARRIAGE AND FAMILY THERAPISTS  
MEETING MINUTES  
April 17, 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 April 17, 2025.

**MEMBERS PRESENT**

Michelle Oak  
Nicole Ward  
Karen Sheets-Mobley  
Amanda B. Villaveces  
Jennifer Kendrick

**DEPARTMENT OF PROFESSIONAL LICENSING**

Jolene Shearer, Board Administrator  
Kristen Lawson, Commissioner  
April Alsabrook, Administrative Supervisor  
Chasity Wray, Finance

**MEMBERS NOT PRESENT**

Michelle Stillwagon

**OTHERS**

Lilly Coiner, Legal Counsel

**GUESTS**

Audrey B.  
Dale Bertram  
Allison Howell  
Mike Rankin  
Anthony Watkins

Kim Hamilton  
Audrea Dennen  
Allison Allen  
Carol Ann Isbell

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**CALL TO ORDER**

Michelle Oak called the meeting to order at 12:01 p.m.

**MINUTES**

A motion was made by Jennifer Kendrick to approve the minutes of the March 20, 2025, Board Meeting. Motion, seconded by Nicole Ward, carried.

A motion was made by Amanda Villaveces to approve the minutes of the March 20, 2025, Complaint Committee. Motion, seconded by Karen Sheets-Mobley, carried.

A motion was made by Jennifer Kendrick to approve the minutes of the April 10, 2025, Application Committee. Motion, seconded by Amanda Villaveces, carried.

**MONTHLY FINANCIAL REPORT**

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

**LEGAL COUNSEL REPORT**

Legal Counsel had nothing to report.

**DPL UPDATE**

Commissioner Lawson had nothing new to report.

## **LICENSURE STATUS REPORT**

A Licensure Status Report dated April 11, 2025, was presented to the Board for review. The report showed there are currently 667 active licensed Marriage and Family Therapists along with 185 active licensed Marriage and Family Therapy Associates. No further action was required.

## **NEW BUSINESS**

The Board discussed an email regarding utilizing graduate courses are CEU. How would they go about doing that? Those wishing to do this can find the information in 201 KAR 32:010 Section 6. They would also have to submit the course description to verify that it meets all Board requirements for continuing education hours.

The Board reviewed and discussed the request to be a Board Approved Supervisor. A motion was made by Jennifer Kendrick to deny this request as the requestor does not meet all requirements to become a Board Approved Supervisor. Motion, seconded by Nicole Ward, carried.

The Board discussed an email regarding the telehealth CEU requirement and students. The Board decided to update the Associate Application to include this with the new regulation update and to get with Legal Counsel how the best course of action for that. A motion was made by Jennifer Kendrick to continue with allowing students to use courses for telehealth as the required 15-hour training and have them submit a certificate of completion with application. Motion, seconded by Amanda Villaveces, carried.

The Board discussed the question about May graduates submitting applications with unofficial transcripts now due to the Board not meeting in June. A motion was made by Jennifer Kendrick to call a special meeting on June 30, 2025, at 1:00 pm, for the Board to review and approval all applications that would be submitted by new graduates with official transcripts. Motion, seconded by Amanda Villaveces, carried.

A motion was made by Jennifer Kendrick to approve the payment for the AMFTRB 2025 Dues. Motion, seconded by Karen Sheets-Mobley, carried. Nicole Ward abstained.

A motion was made by Amanda Villaveces to approve the payment for the CLEAR 2025 Dues. Motion, seconded by Jennifer Kendrick, carried. Nicole Ward abstained.

The Board discussed drafting a letter to Sponsors about the approval for the 4 required yearly courses to go from their 2-year inclusion to 1 year approvals. Legal is working on this and the Board will review at the May Board Meeting.

The Board discussed having the Regulation Committee schedule some meetings to start drafting new application forms for non-systemic courses. A motion was made by Jennifer Kendrick to the first meeting to follow the Special Meeting on June 30, 2025, following the Applications Meeting. Motion, seconded by Amanda Villaveces, carried.

The Board discussed the newsletter that was submitted in March's Board meeting for review. All agreed there were no changes need. A motion was made by Jennifer Kendrick to send out the newsletter. Motion, seconded by Karen Sheets-Mobley, carried.

The Board discussed the gift for Lillian Williams who resigned from the Board. A motion was made to approve the gift purchase by Amanda Villaveces. Motion, seconded by Jennifer Kendrick, carried.

A motion was made by Jennifer Kendrick to enter into closed sessions at 12.45 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 Amanda Villaveces, carried.

A motion was made by Jennifer Kendrick to return to open session at 1:00 p.m. Motion, seconded by Amanda Villaveces, carried. No final action was taken in closed session.

A motion was made by Jennifer Kendrick to approve the decisions regarding the three associate permit that were discussed during closed session. Motion, seconded by Nicole Ward, carried. No final action was taken in closed session. Jennifer Kendrick recused herself from one discussion.

### **OLD BUISNESS**

The tabled the discussion for limit for per diem for Board Administrator to gather more details on how other Boards handle this.

### **APPLICATIONS COMMITTEE**

Motion was made by Nicole Ward to approve all applications, renewals, audits, inactive requests and CE provider applications as reviewed by the applications committee. Motion, seconded by Jennifer Kendrick, carried.

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 Amanda Villaveces, carried.

### **COMPLAINT COMMITTEE**

No action was taken by the Complaint Committee to vote on

### **TRAVEL AND PER DIEM**

Motion was made by Jennifer Kendrick to approve Travel and Per Diem. Motion, seconded by Karen Sheets-Mobley, carried.

Michelle Oak – Travel for 4/17/25; per diem for 3/21/25; 4/1/25; 4/10/25; 4/15/25; 4/16/25; 4/17/25.

Amanda Villaveces – per diem for 4/8/25; 4/10/25; 4/11/25; 4/14/25; 4/17/25

Jennifer Kendrick – Travel for 4/17/25; per diem for 4/16/25; 4/17/25.

Nicole Ward – Travel for 4/17/25; per diem for 4/9/25; 4/11/25; 4/16/25; 4/17/25,

Karen Sheets-Mobley – per diem for 4/17/25

### **ADJOURN**

Motion was made by Jennifer Kendrick to adjourn the meeting at 1:16 p.m. Motion, seconded by Amanda Villaveces, carried.