

**KENTUCKY BOARD OF LICENSURE FOR MARRIAGE AND FAMILY THERAPISTS**  
**MEETING MINUTES**  
**August 21, 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 August 21, 2025.

**MEMBERS PRESENT**

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

**DEPARTMENT OF PROFESSIONAL LICENSING**

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

**MEMBERS NOT PRESENT**

**GUESTS**

Karyn Stute  
Laura Frey  
Briana Davis  
Ian McDermott  
Katherine Sappington

**OTHERS**

Cathy Falconer, General Counsel

Audrey B  
Amanda Brown  
Dale Bertram  
Trisha Jarngin

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**CALL TO ORDER**

Michelle Oak called the meeting to order at 12:03 p.m.

**MINUTES**

A motion was made by Amanda B. Villaveces to approve the minutes of the July 17, 2025, Complaints Committee Meeting. Motion, seconded Karen Sheets-Mobley, carried. Allison Hock Howell; Jane Alexander, Susan Smith abstained.

A motion was made Amanda B. Villaveces to approve the minutes with corrections of the July 17, 2025, Board Meeting. Motion, seconded Michelle Oak, carried. Karen Sheets-Mobley; Allison Hock Howell; Jane Alexander, Susan Smith abstained.

A motion was made by Amanda B. Villaveces to approve the minutes with changes of the August 14, 2025, Applications Committee. Motion, seconded by Karen Sheets-Mobley, carried. Allison Hock Howell; Jane Alexander, Susan Smith abstained.

**MONTHLY FINANCIAL REPORT**

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

**DPL UPDATE**

Commissioner Lawson reported the appointment of Jeff Bardroff as the interim supervisor and introduced him to the Board.

## **LEGAL COUNSEL REPORT**

Legal Counsel had nothing to report.

The Board scheduled a new Board Member training for new and existing Board Members to be held on September 5, 2025 from 12:00 p.m. to 2:00 p.m..

## **LICENSURE STATUS REPORT**

A Licensure Status Report dated August 19, 2025, was presented to the Board for review. The report showed there are currently 680 active licensed Marriage and Family Therapists along with 178 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 applications should only be submitted through the Board's inbox or mail for the Board Administrator to process and submit to the Applications Committee for review. These do not go into your renewal for review. They should already be approved before your renewal and the approval documentation attached when renewing.
- Supervision Logs – supervisees and supervisors should not white out or cross out information on these logs. If it is necessary to do so then the supervisor needs to initial the change so the Board knows the supervisor is aware of the change. Otherwise, the Board has to request this information from supervisor which can hold up the review process.
- When additional information on supervision contracts is requested – please send back a new complete supervision contract instead of just the section that is being requested. This is a contract between the supervisee and supervisor and needs to be a complete contract with the application.
- 10-day prior rule and Mail – When mail is delivered to the Board's building, it does not go directly to the Board, regardless of if you hand-deliver, priority mail, etc. The building has mailroom protocols they have to follow. It could take 5-15 business days (or longer) before the Board Administrator receives the information. The date it is stamped by the Department of Professional Licensing is the date the Board goes by.

The Board discussed a gift for Board Member Nicole Ward whose term ended July 15, 2025. A motion was made by Amanda B. Villaveces to purchase a gift for Ms Ward. Motion seconded by Karen Sheets-Mobley, carried.

The Board discussed the request from an LMFT requesting to be a Board Approved Supervisor. A motion was made by Amanda B. Villaveces to defer T.G. as a Board Approved Supervisor for proof of the 6 hour supervisor training. Motion seconded by Jane Alexander, carried.

The Board discussed the request from an LMFT requesting to be a Board Approved Supervisor. A motion was made by Amanda B. Villaveces to defer C.F. as a Board Approved Supervisor for proof of the 6 hour supervisor training. Motion seconded by Michelle Stillwagon, carried.

The Board discussed moving the applications back to just meeting before the Board meeting and having the full board review at that time. Time frame is looking to start in November to but no later than January, 2026.

### **OLD BUISNESS**

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

The Board tabled the discussion for the letter to Sponsors regarding the 4 required yearly courses.

### **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 Michelle Stillwagon, carried. Jane Alexander abstained.

Motion made by Amanda B. Villaveces 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 Allison Hock Howell, carried.

### **COMPLAINT COMMITTEE**

The complaints committee did not meet before the Board meeting this month. Nothing to report.

### **TRAVEL AND PER DIEM**

Motion was made by Michelle Stillwagon to approve Travel and Per Diem. Motion, seconded by Amand B. Villaveces, carried.

Michelle Oak – Travel for 8/21/25; per diem for 8/14/25; 8/19/25; 8/20/25; 8/21/25

Amanda Villaveces – per diem for 8/4/25; 8/14/25; 8/16/25; 8/17/25; 8/19/25; 8/21/25

Michelle Stillwagon – per diem for 8/21/25

Allison Hock Howell – Travel for 8/21/25; per diem for 8/21/25

Jane Alexander – Travel for 8/21/25; per diem for 8/21/25

Susan Smith – Travel for 8/21/25; per diem for 8/21/25

Karen Sheets-Mobley – per diem for 8/20/25; 8/21/25

### **ADJOURN**

Motion was made by Amanda B. Villaveces to adjourn the meeting at 1:00 p.m. Motion, seconded by Karen Sheets-Mobley, carried.