

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

**MEMBERS PRESENT**

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

**DEPARTMENT OF PROFESSIONAL LICENSING**

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

**MEMBERS NOT PRESENT**

**GUESTS**

Alejandro Bianchi de Carcano  
Amanda Brown  
Jane Alexandar  
Amber Morton Stout  
Eli Karam  
Melissa Smith  
Kathryn Sappington

**OTHERS**

Daniel Leffel, Legal Counsel  
Cathy Falconer, General Counsel

Allison Howell  
Becca Jagers  
Sheri Puckett  
Mike Clark  
Amanda Driggs  
Katie Hockenberry

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**CALL TO ORDER**

Michelle Oak called the meeting to order at 12:07 p.m.

**MINUTES**

A motion was made by Amanda B. Villaveces to approve the minutes of the May 15, 2025, Complaints Committee Meeting. Motion, seconded Nicole Ward, carried.

A motion was made Nicole Ward to approve the minutes of the May 15, 2025, Board Meeting. Motion, seconded Amanda B. Villaveces, carried.

A motion was made by Nicole Ward to approve the minutes of the June 30, Special Board Meeting. Motion, seconded Amanda B. Villaveces, carried.

A motion was made by Amanda B. Villaveces to approve the minutes with changes of the June 30, 2025, Regulation Meeting. Motion, seconded Nicole Ward, carried.

A motion was made by Nicole Ward to approve the minutes with changes of the July 10, 2025, Applications Committee. Motion, seconded by Amanda B. Villaveces, carried.

**MONTHLY FINANCIAL REPORT**

The financial statements for the months ending May 31, 2025 and June 30, 2025, was presented to the Board for review. No further action as required.

## **DPL UPDATE**

Commissioner Lawson reported Department of Professional Licensing office had moved within the building at the beginning of July and staff was getting back on track from the move.

Commissioner Lawson also reported that she was working with Boards and Commissions on getting new Board Members appointed.

## **LEGAL COUNSEL REPORT**

Legal Counsel reported that a new General Counsel had been placed and they are working on getting any backlog documents out.

Legal Counsel also reported that they are looking at LRC giving some feedback on the regulations update that is being submitted.

Legal Counsel and the Board discussed the next regulation meeting and set a date and time for August 4, 2025, from 12:00 pm to 1:30 pm.

## **LICENSURE STATUS REPORT**

A Licensure Status Report dated July 15, 2025, was presented to the Board for review. The report showed there are currently 674 active licensed Marriage and Family Therapists along with 184 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:

- Supervision starts at the time the associate permit is issued regardless of when the associate starts seeing clients;
- Post-Approval – only submit 1 PDF document
- 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.
- Marriage and Family Therapist Associates can only use “Marriage and Family Therapist Associate” when referring to their title. There is no abbreviation for this.
- Supervisor annual documents should be uploaded with your renewal only. Do not upload these into the Supervisor Section of your eServices account.

The Board discussed the upcoming AMFTRB Conference in Chicago in September. A motion was made by Karen Sheets-Mobley to approve two Board Members to attend this conference this year. Motion seconded by Nicole Ward, carried.

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

A motion was made by Nicole Ward to enter into closed sessions at 12:34 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 1:24 p.m. Motion, seconded by Karen Sheets-Mobley, carried. No final action was taken in closed session.

The Board spoke with an applicant that had been denied a license during closed session. Applicant will send in additional information requested.

The Board spoke with a CEU sponsor regarding some clarification on what they need to submit and when.

During closed session, the Board discussed Board Member expectations and attendance and streamlining the processes of their duties for the public.

The Board discussed the request from an LMFT requesting to be a Board Approved Supervisor. A motion was made by to approve K. M. as a Board Approved Supervisor. Motion seconded by Karen Sheets-Mobley, carried. Nicole Ward and Michelle Stillwagon abstained.

The Board discussed the request from Colorado Christian University regarding their Marriage and Family Therapist Program. The Board cannot give advisory opinions. Colorado Christian will need to refer to the regulations.

The Board discussed the request from an LMFT requesting to be a Board Approved Supervisor. A motion was made by Amanda B. Villaveces to approve L. S. as a Board Approved Supervisor. Motion was seconded by Karen Sheets-Mobley, carried. Nicole Ward and Michelle Stillwagon abstained.

The Board discussed the request from an LMFT requesting to be a Board Approved Supervisor. A motion was made by Karen Sheets-Mobley to approve V. A. as a Board Approved Supervisor. Motion seconded by Amanda B. Villaveces, carried. Nicole Ward and Michelle Stillwagon abstained.

## **OLD BUSINESS**

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

## **APPLICATIONS COMMITTEE**

Motion was made by Michelle Stillwagon 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 Nicole Ward, carried.

Motion made by Nicole Ward 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 Michelle Stillwagon, carried.

## **COMPLAINT COMMITTEE**

2022MFT00003 – draft an agreed order with the terms outlined during the complaints meeting for the licensee to review

2023MFT00001 – dismiss

2025MFT00001 – dismiss

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

## **TRAVEL AND PER DIEM**

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

Michelle Oak – Travel for 7/17/25; per diem for 6/30/25; 07/10/25 .

Amanda Villaveces – per diem for 6/30/25; 7/10/25; 7/16/25; 7/17/25

Jennifer Kendrick –per diem for 6/30/25.

Nicole Ward – Travel for 7/17/25; per diem for 5/27/25; 6/18/25; 7/17/25,

Karen Sheets-Mobley – per diem for 7/10/2025; 7/17/25

Michelle Stillwagon – per diem for 7/17/2025

## **ADJOURN**

Motion was made by Jennifer Kendrick to adjourn the meeting at 12:58 p.m. Motion, seconded by Amanda Villaveces, carried.