

KENTUCKY BOARD OF LICENSURE FOR MARRIAGE AND FAMILY THERAPISTS
MEETING MINUTES
May 15, 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 May 15, 2025.

MEMBERS PRESENT

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

DEPARTMENT OF PROFESSIONAL LICENSING

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

MEMBERS NOT PRESENT

Michelle Stillwagon
Nicole Ward

OTHERS

Daneil Leffel, Legal Counsel
Kathy Falconer, General Counsel

GUESTS

Allison Howell	Eli Karam
Sheri Puckett	Briana Davis

CALL TO ORDER

Michelle Oak called the meeting to order at 12:02 p.m.

MINUTES

A motion was made by Jennifer Kendrick to approve the minutes with changes reflecting the times set for the June 30, 2025, Special Meeting of the April 17, 2025, Board Meeting. Motion, seconded Karen Sheets-Mobley, carried.

A motion was made by Jennifer Kendrick to approve the minutes of the April 17, 2025, Complaint Committee. Motion, seconded by Amanda Villaveces, carried.

A motion was made by Jennifer Kendrick to approve the minutes of the May 8, 2025, Application Committee. Motion, seconded by Amanda Villaveces, carried.

MONTHLY FINANCIAL REPORT

The financial statement for the months ending April 30, 2025, was presented to the Board for review. No further action as required.

DPL UPDATE

Commissioner Lawson reported beginning May 16, 2025, Department of Professional Licensing would be fully staffed again.

Commissioner Lawson also reported Legal Services had a new General Counsel to oversee the Legal Department.

LEGAL COUNSEL REPORT

Legal Counsel had nothing to report.

LICENSURE STATUS REPORT

A Licensure Status Report dated May 14, 2025, was presented to the Board for review. The report showed there are currently 671 active licensed Marriage and Family Therapists along with 185 active licensed Marriage and Family Therapy Associates. No further action was required.

NEW BUSINESS

A motion was made by Jennifer Kendrick to enter into closed sessions at 12.13 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 12:41 p.m. Motion, seconded by Amanda Villaveces, carried. No final action was taken in closed session.

The Board discussed the request from the CEU provider. Legal Counsel discovered a conflict of interest, and the Board decided to push this meeting to the July meeting where they could have a different Legal Counsel sit in on the discussion.

The Board discussed the request from a licensee to be a Board Approved Supervisor. Motion made by Jennifer Kendrick to approve the request for Board Approved Supervisor. Motion, seconded by Amanda Villaveces, carried.

The Board discussed the request from a Board Approved Supervisor regarding Associates and their hours after termination. Legal Counsel would like to look into this and put on the July agenda under Old Business.

OLD BUISNESS

The tabled the discussion for limit for per diem for Board Administrator to gather more details on how other Boards handle this. Will make a discuss at July meeting regardless of additional information.

Legal Counsel advised that they were working on the letter to Sponsors regarding the 1-year approval for the 4 required yearly courses.

APPLICATIONS COMMITTEE

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

Motion made by Amanda 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 Jennifer Kendrick, carried.

COMPLAINT COMMITTEE

2021MFT00007 – referring for investigation
2022MFT00001 – referring for investigation

2022MFT00002 – referring for investigation
2022MFT00004 – cease and desist letter
2022MFT00005 – cease and desist letter
2022MFT00006 – cease and desist letter
2023MFT00002 – letter requiring additional training and dismissal
2023MFT00006 – informal dismissal
2024MFT00001 – referring for investigation
2024MFT00003 – dismiss
2024MFT00006 – dismiss
2024MFT00007 – dismiss
2025MFT00002 – dismiss
2025MFT00003 – dismiss

B.H. – send cease and desist letter
B.D. – send cease and desist letter
B.R. – send letter requesting some clarification on supervisory documents.

Motion made by Amanda Villaveces to approve the Complaints Committee recommendations for the stated complaints presented by Legal Counsel. Motion, seconded by Karen Sheets-Mobley, carried.

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 4/15/25; per diem for 4/21/25; 5/8/25; 5/13/25; 5/15/25.
Amanda Villaveces – per diem for 5/8/25; 5/14/25; 5/15/25
Jennifer Kendrick –per diem for 5/15/25.
Nicole Ward –per diem for 4/30/25; 5/5/25; 5/13/25,
Karen Sheets-Mobley – per diem for 5/15/25

ADJOURN

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