

KENTUCKY BOARD OF LICENSURE FOR MARRIAGE AND FAMILY THERAPISTS
MEETING MINUTES
September 18, 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 September 18, 2025.

MEMBERS PRESENT

Michelle Oak
Allison Hock Howell
Karen Sheets-Mobley
Amanda B. Villaveces
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

Michelle Stillwagon

OTHERS

Cathy Falconer, General Counsel
Daniel Leffel, Board Counsel

GUESTS

Janet Cabral
Laura Frey
Amanda Brown
Dale Bertram
Shawn Oak

Jessica Seelinger
Briana Davis
Patricia Barton
Lauren Connors

CALL TO ORDER

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

MINUTES

A motion was made by Allison Howell to approve the minutes of the August 21, 2025, Board Meeting. Motion, seconded Karen Sheets-Mobley, carried.

A motion was made Jane Alexander to approve the minutes with corrections of the September 5, 2025, Special Meeting. Motion, seconded Amanda B. Villaveces, carried.

A motion was made by Allison Howell to approve the minutes with correction of the September 11, 2025, Applications Committee. Motion, seconded by Karen Sheets-Mobley, carried.

MONTHLY FINANCIAL REPORT

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

DPL UPDATE

Commissioner Lawson reported the appointment of Lyndsay Sipple as the Executive Staff Advisor.

Commissioner Lawson also updated that the Department of Professional Licensing will be hosting a fall New Board Member training and would be sending out dates for that soon.

LEGAL COUNSEL REPORT

Legal Counsel discussed with the Board to add a third person to the Regulation Committee as there was a vacant spot left by a previous Board Member. A motion was made by Amanda B. Villaveces to appoint Allison Howell to the Regulations Committee with Amanda B. Villaveces and Michelle Oak. Motion, seconded by Karen Sheets-Mobley, carried.

Legal Counsel and the Board scheduled the next Regulations Committee meeting for Monday, October 13, 2025 from 9:30 a.m. to 11:00 a.m..

LICENSURE STATUS REPORT

A Licensure Status Report dated September 12, 2025, was presented to the Board for review. The report showed there are currently 682 active licensed Marriage and Family Therapists along with 189 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 of an Associate starts from the date Associate Permit is issued, not when they start seeing clients.
- When uploading documents to your eServices account, please name them as to what they are i.e. *Ethics CEU*, not *XYC*, *ScreenShot 1*, etc.
- Supervision Logs: Please use the date format MM/DD/YYYY so the Board knows when supervision hours are being completed.
- Supervision Logs: Please only total per page.
- All Associate Permits are reviewed regardless of if they are audited or not. The Board only reviews audited Licensed MFTs.

The Board discussed examples of Associate Permit Forms to be published on the website under Forms and Documents. A motion was made by Susan Smith to accept the forms presented and have the placed on the website. 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 approve T.G. as a Board Approved. Motion, seconded by Allison Howell, carried.

The Board discussed the CE Broker and its benefits. Commissioner Lawson spoke regarding how the IT Department with the Department of Professional Licensing built a CE Tracker within eServices that would perform the same functions. Michelle Oak stated that she had used it with her renewal and found it fairly easy to use. The Board tabled the discussion to gather more information from CE Broker and what they offer that isn't in eServices.

The Board discussed the request from an LMFT requesting to be a Board Approved Supervisor. A motion was made by Allison Howell to approve C.F. as a Board Approved. Motion, seconded by Amanda B. Villaveces, carried.

A motion was made by Allison Howell to enter into closed sessions at 12:48 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 B. Villaveces, carried.

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

The Board discussed letting the Board Administrator review and approve applications as the Board Administrator felt comfortable. A motion was made by Amanda B. Villaveces to approve the Board Administrator to start approving applications. Motion, seconded by Susan Smith, carried.

A motion was made by Jane Alexander to approve the 2026 meeting dates of January 15; February 19; March 19; April 16; May 21; June 18; July 16; August 20; September 17; October 15; November 19; and December 17. Motion, seconded by Susan Smith, carried

OLD BUISNESS

The Board tabled the discussion for limit for per diem for Board Counsel to vote on this during the October meeting.

The Board discussed for the letter to Sponsors regarding the 4 required yearly courses and Board Counsel said they would work on drafting that.

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 Allison Howell, carried.

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 Susan Smith, carried.

COMPLAINT COMMITTEE

2021MFT0002 & 2023MFT00007 – Board moving forward to Administrative Hearings.

2021MFT00007 – Dismiss

2022MFT00001 – Dismiss

2022MFT00002 – Dismiss

2022MFT00004 – Dismiss

2022MFT00005 – Dismiss

2022MFT00006 – Dismiss

2023MFT00002 – Requesting additional documentation

2023MFT00006 – Dismiss

2024MFT00001 – Requesting additional documentation

2025MFT00004 – Dismiss

2025MFT00005 – Dismiss

2025MFT00006 – Dismiss

B.H. – Recommended letter

M.S. – Recommended letter

C.G. – Recommended letter

TRAVEL AND PER DIEM

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

Michelle Oak – Travel for 9/5/25; 9/11/25; 9/18/25; per diem for 8/25/25; 9/5/25; 9/11/25; 9/18/25

Amanda Villaveces – Travel for 9/11/25; per diem for 9/5/25; 9/11/25; 9/15/25; 9/18/25

Michelle Stillwagon – per diem for 9/5/25; 9/11/25

Allison Hock Howell – Travel for 9/11/25; per diem for 9/5/25; 9/11/25; 9/18/25

Jane Alexander –per diem for 9/5/25; 9/18/25

Susan Smith – Travel for 9/11/25; 9/18/25; per diem for 9/5/25; 9/11/25; 9/18/25

Karen Sheets-Mobley – Travel for 9/11/25; per diem for 9/5/25; 9/11/25; 9/18/25

ADJOURN

Motion was made by Jane Alexander to adjourn the meeting at 1:09 p.m. Motion, seconded by Karen Sheets-Mobley, carried.



Michelle Ivy Oak, Chair