

KENTUCKY BOARD OF LICENSURE FOR MARRIAGE AND FAMILY THERAPISTS
MEETING MINUTES
October 16, 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 October 16, 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
Chasity Wray, Finance
Jeff Bardroff, Administrative Supervisor

MEMBERS NOT PRESENT

OTHERS

Cathy Falconer, General Counsel
Daniel Leffel, Board Counsel

GUESTS

Andy	Brenna Teegarden
Shawn Oak	Laura Frey
Caitlyn Kidd-Bunch	Briana Davis
Amanda Driggs	Jessica Seelinger

CALL TO ORDER

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

MINUTES

A motion was made by Allison Howell to approve the minutes of the September 18, 2025, Applications Committee Meeting. Motion, seconded Amanda B. Villaveces, carried.

A motion was made Amanda B. Villaveces to approve the minutes of the September 18, 2025, Complaints Committee Meeting. Motion, seconded Karen Sheets-Mobley, carried.

A motion was made by Jane Alexander to approve the minutes of the September 18, 2025, Board Meeting. Motion, seconded by Amanda B. Villaveces, carried.

A motion was made by Amanda B. Villaveces to approve the minutes of the October 9, 2025, Applications Committee Meeting. Motion, seconded by Allison Howell, carried.

A motion was made by Jane Alexander to approve the minutes of the October 13, 2025, Regulation Meeting. Motion, seconded by Amanda B. Villaveces, carried.

MONTHLY FINANCIAL REPORT

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

DPL UPDATE

No update from DPL

LEGAL COUNSEL REPORT

Legal Counsel discussed with the Board adding the definition of “systemic” to the Board’s definition regulation. The Board discussed and decided to come back to this at the next Board meeting after the regulations committee meets.

Legal Counsel and the Board scheduled the next Regulations Committee meeting for Monday, November 3, 2025 from 9:30 a.m. to 11:00 a.m..

LICENSURE STATUS REPORT

A Licensure Status Report dated October 14, 2025, was presented to the Board for review. The report showed there are currently 685 active licensed Marriage and Family Therapists along with 196 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:

- Documents uploaded to eServices, please use PDF if possible.
- Documents uploaded to eServices, name them what they are, i.e. “Ethics in MFT”.
- Sign all documents were indicated
- Associate renewals – only submit logs for that renewal year, and not all supervision logs since permit issued.
- Associate renewals – either a new supervision plan or reaffirmation for the current year is required. Uploading your original supervision plan from when your permit was issued is not accepted as the dates are from that time.
- Associates applying for full licensure – submit all supervision logs with your application.

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 E.G. as a Board Approved Supervisor for additional information. Motion, seconded by Susan Smith, carried.

The Board discussed a gift for Board Member Michelle Stillwagon who resigned from the Board. A motion was made by Karen Sheets-Mobley to purchase a gift for Ms. Stillwagon. Motion seconded by Amanda B. Villaveces, carried.

OLD BUISNESS

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

APPLICATIONS COMMITTEE

Motion was made by Allison Howell 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 Karen Sheets-Mobley, 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 by the Board and the Board Administrator and prior to this meeting. Motion, seconded by Jane Alexander, carried.

COMPLAINT COMMITTEE

2022MFT0003 – Modify the agreed order as proposed.

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

TRAVEL AND PER DIEM

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

Michelle Oak – Travel for 10/16/25; per diem for 10/9/25; 10/12/25; 10/13/25; 10/16/25

Amanda Villaveces – Travel for 10/16/25; per diem for 10/9/25; 10/13/25; 10/16/25

Allison Hock Howell – Travel for 10/9/25; per diem for 10/9/25; 10/13/25; 10/16/25

Jane Alexander –per diem for 10/16/25

Susan Smith – Travel for 10/9/25; 10/16/25; per diem for 10/7/25; 10/9/25; 10/16/25

Karen Sheets-Mobley – Travel for 10/16/25; per diem for 10/16/25

ADJOURN

Motion was made by Allison Howell to adjourn the meeting at 12:42 p.m. Motion, seconded by Susan Smith, carried.



Michelle Ivy Oak, Chair