

**KENTUCKY BOARD OF  
LICENSURE OF MARRIAGE AND FAMILY THERAPISTS  
BOARD MEETING MINUTES  
June 23, 2011**

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**GENERAL BOARD MEETING – June 23, 2011**

The regular scheduled meeting of the Kentucky Board of Licensure of Marriage and Family Therapists was held at the Office of Occupations and Professions, 911 Leaward Drive, Frankfort, Kentucky on June 23, 2011. Chair Tony Watkins called the meeting to order at 10:15 a.m.

**Board Members Present:**

Ms. Sandy Miller  
Ms. Carolyn Miller-Cooper  
Ms. Stephanie Head  
Dr. Tom Robbins  
Mr. Tony Watkins  
Ms. Jane Prouty  
Dr. Richard Harmon

**Occupations and Professions:**

Carolyn Benedict, Board Administrator

**Office of the Attorney General:**

Angela Evans

**Visitors**

Emily Phan

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**Call to Order**

Mr. Watkins called the meeting to order at 10:00 a.m.

**Approval of Minutes**

Approval of the minutes from the May 26, 2011 meeting were passed to the July 28, 2011 board meeting.

**Approval of Financial Statement – July 1, 2010 – May 31, 2011**

Ms. Head moved to approve the Financial Statement for July 1, 2010 – May 31, 2011. Ms. Miller seconded the motion. The motion carried.

**Executive Director Report**

Ms. Tivitt informed the board that she and Jeremy Horton would be participating in the budget preparation for the upcoming fiscal year. She reiterated that the 1.5% budget cuts for boards was not just for the ones being provided administrative services by the Office of Occupations and Professions. She said that no additional policy decisions with regard to the upcoming budget had been made by the administration at this time.

Ms. Tivitt stated the board would notice a change in the formatting of the financial statements hopefully by August. The new format would be printed directly from the state's accounting system and would provide the board with side by side figures from month to month for comparison. She also announced that the websites were being revised and that she hoped to have those changes in place by the fall.

Based upon a recent open record request, Ms. Tivitt reported that she will be working to develop a policy with regard to obtaining transcripts of hearings, either written or recorded, as part of the initial services the court reporter offers. Following discussion Mr. Robbins made a motion that the board pay \$1552.50 to Terri Pelosi, Capitol City Court Reporting for preparation of a transcript necessary to comply with an open record request. Ms. Miller-Cooper seconded the motion. During discussion Ms. Tivitt agreed that the Office of Occupations and Professions would pay half of the cost. Based upon that Mr. Robbins amended his motion to state that the board would pay half and the Office of Occupations and Professions would pay half. Ms. Head seconded the amendment to the original motion. The motion passed with 6 members in favor and 1 opposed.

**Visitor**

Emily Phan was in attendance at the Board meeting to discuss the matter of having failed to cease and desist practicing as a Marriage and Family Therapist Associate. Ms. Phan didn't renew in a timely manner and was sent a cease and desist letter via certified mail. After signing for the letter she failed to open and read it and continued practicing. Ms. Phan addressed the Board regarding the matter and Board members had the opportunity to ask her questions. Following the discussion Ms. Prouty made a motion that Ms. Phan be required to reapply for Marriage and Family Therapist Associate

meeting all requirements. And that Ms. Phan informed that no clinical or supervision hours earned between February 1, 2011 and June 23, 2011 be allowed to count toward the amount required for independent licensing. Ms. Miller seconded the motion. The motion carried.

#### **OLD BUSINESS**

- **Regulation Changes** – Ms. Evans has the regulation changes complete. However, until the applications and form revisions are complete she is unable to file them.
- **Review of Application and Forms for changes** – Board members were asked to submit any changes to the forms to Ms. Egbert so she could incorporate them into the forms for review at the July meeting.
- **Background Checks for new Associates to be submitted with application for licensure** – Tabled until the July meeting
- **Universities to develop online training that relates to Kentucky Law in our regulations** – This discussion continues to be ongoing.
- **Meet with directors of the three COAMFTE programs to discuss COAMFTE changes to standards to insure curriculum guidelines mandated in our Regulations are still being met** - Tony is going to ask the directors to come to the July meeting and talk with the Board.

#### **NEW BUSINESS**

- **Approval of Invoice from Professional Examination Service for Special Accommodations** – Ms. Head made a motion that the Board pay \$225.00 to PES for special accommodations provided to an examinee during the January - February, 2011 Testing Window. Ms. Prouty seconded the motion. The motion carried.
- **Email correspondence from Alyssa Hatem** – This was reviewed for informational purposes.
- **Email correspondence from John W. Morrison, Jr.** – Mr. Morrison sent a letter notifying the board that he would be reducing the number of supervisees he is currently supervising, through attrition.

#### **COMPLAINTS/COMPLIANCE/OTHER LEGAL MATTERS**

Ms. Head moved that the Board go into Executive Session at 11:35 a.m. pursuant to KRS 61.810 (1) to discuss complaints. Ms. Miller seconded the motion. The motion carried.

At 12:07 p.m. Ms. Head made a motion to come out of Executive Session. Ms. Miller seconded the motion. The motion carried.

Following Executive Session, the complaint committee made the following motions and recommendations:

- 07-003 – Pending – No Action – Attorney Angela Evans is going to contact LPC Board to see where this complaint stands.
- 09-005 – Ongoing - No action taken
- 2010-001 – Committee made a recommendation to have the Jefferson County Sheriff serve.
- 2011-001 – Ongoing
- 2011-005 – Ongoing

Ms. Head made a motion to accept the Committee's recommendations on the position of each of the complaints. The motion was seconded by Dr. Robbins. The motion carried.

#### **APPLICATION REVIEW**

Ms. Miller-Cooper made a motion that the Board ratify all of the renewals, audits, and applications that were reviewed by the Application Committee. Ms. Miller seconded the motion. The motion carried.

#### **Associates:**

The following applications for Marriage and Family Therapist Associate were approved: *Amy Beth K. Lockwood, Laura Compton, Fatimah M. Shalash, Jo Anne Morris, Ann Armstrong Davis, Emily Ann Phan, Allison Christine Hock*

The following applications for Marriage and Family Therapist Associate were denied: *None*

The following contracts for Marriage and Family Therapist Associates Plan of Supervision were approved: *James M. Peters, Kara Fresh McDonald, Michelle Weaver*

The following contracts for Marriage and Family Therapist Associates Plan of Supervision were denied: *None*

The following Renewals for Marriage and Family Therapist Associates were approved: *Karen Baker, Laurie Palagye, Mary Reed, Paul Barth, Kelly Turner, Lacey Ryan, Kimberly Bailey, Melinda Smith, Carolyn Altman, Brittney Dawn Preston*

The following Renewals for Marriage and Family Therapist Associates were deferred: *None*

**LMFT:**

The following applications for licensed Marriage and Family Therapist were approved: *Sonnee Stanley, Daniel F. Mansfield*

The following application for licensed Marriage and Family Therapist was deferred: *None*

The following application for licensed Marriage and Family Therapist was denied: *Kristi Michelle Young*

The following application for licensed Marriage and Family Therapist by endorsement was approved: *Kristine Waters*

The following Renewal Audits for Marriage and Family Therapist were approved: *Walter Rickard, Janice Haddoway, Laurice Rogers, Tom Robbins, Joseph Seaver, Jodi Allen, Janet Hodge, Diana Delp, John Turner*

The following Renewal Audits for Marriage and Family Therapist were approved with provisions: *None*

The following Reinstatements for Marriage and Family Therapist were approved: *None*

The following Reinstatements for Marriage and Family Therapist were approved with provisions: *None*

**Provider Applications Deferred**

*None*

**Provider Applications Approved**

- **KY Domestic Violence Association**
  - o Strategies for Addressing Domestic Violence – 3.0 Hours
- **NorthKey Community Care**
  - o Dual Diagnosis: Practical Treatment Ideas for Children and Adults with Both Intellectual Delays and Mental Health Concerns – 2.0 Hours

**Provider Applications Approved with provisions**

*None*

**Provider Applications Denied**

- **Heisel Associates –**
  - o Clinical Supervision: We Are More Than Bosses...We Are Leaders – 6.0 Hours
  - o Ethics Made Easy – 3.0 Hours
  - o

**SCHEDULED MEETINGS**

July 28, 2011 – Committee Meetings – 8:30 AM

July 28, 2011 – Regular Board Meeting – 9:30 AM

Meetings held at 911 Leawood Drive, Frankfort, Kentucky

**TRAVEL AND PER DIEM**

Ms. Miller moved that the travel and per diem be paid for those who attended the Board regular meeting. Ms. Miller-Cooper seconded the motion. The motion carried.

**ADJOURNMENT**

Tony Watkins adjourned the meeting at 12:15 p.m.