

**KENTUCKY BOARD OF LICENSURE FOR PASTORAL COUNSELORS**  
**Special Board Meeting**  
**October 27, 2023**  
**1:00 pm**

A Special Board meeting of the Kentucky Board of Licensure for Pastoral Counselors was held on October 27, 2023, via Zoom Conference call.

**Members Present**

Crystal Shepherd, Chair  
Margaret Brooks  
Lisa Nisbet  
Frank Stillwell

**Members Absent**

Andrew Cole

**Dept Of Professional Licensing**

Jamar Carter, Administrative Section Supervisor  
Kristen Lawson, Commissioner  
Tiler Deaton, Board Administrator

**Others**

Daniel Leffel, Board Counsel

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**Call To Order**

Crystal Shepherd called the meeting to order at 1:04 p.m.

**Minutes**

A motion was made by Margaret Brooks to accept the minutes from August 25, 2023, special Board meetings as written. Motion, seconded by Lisa Nisbet, carried.

**Financials**

The Board reviewed financial statements from August 2023 & September 2023. No further action required.

**Department Of Professional Licensing Report**

No Report

**Board Counsel**

No Report

**Board Chair Report**

No Report. Crystal Shepherd did remind board members to review board meeting documents ahead of time so that the meeting runs smoothly.

### **Licensure Report**

The Board reviewed a licensure report. No further action required.

### **Old Business**

Board Counsel presented drafted regulation changes. Board counsel had a clarity question on a term. A motion made by Lisa Nisbet to authorize Board Counsel to update references in 201 KAR 38:030 and send to Board Chair for final approval. Motion, seconded by Frank Stillwell, carried.

### **New Business**

No new business

### **Applications**

A motion made by Margaret Brooks to enter closed session at 1:17p.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 Lisa Nisbet, carried.

A motion made by Frank Stillwell to enter open session at 1:21 p.m. Motion, seconded by Lisa Nisbet, carried. No final action taken in closed session.

A motion made by Lisa Nisbet to defer C.V. application due to the following:

- Section 4 of application under Clinical Supervision. He will need to have verification of supervision filled out by his supervisors who are licensed clinical professionals per 201 KAR 38:020 Section 1(n) (2) (c) and (d).
- Some counseling hours will not count as he were not under supervision of a mental health provider as required by 201 KAR 38:020 Section 1(n) (2) (c) and (d). Specifically, his hours as a chaplain and pastorate would not.  
If the mental health provider, that supervised him while at the Kensington counseling center and at the Mission Society, verifies he were under supervision at that time then those hours could count.
- The Endorsing Body form needs to be filled out so that we know he is in good standing with his endorsing body.

Motion, seconded by Margaret Brooks, carried.

### **Adjournment**

A motion made by Margaret Brooks to adjourn the meeting at 1:23 p.m. Motion, seconded by Frank Stillwell, carried.



Crystal Shepherd, Board Chair