



KENTUCKY BOARD OF LICENSURE FOR PASTORAL COUNSELORS

MEETING MINUTES

Friday, August 8, 2025, at 1:00 p.m. ET via Microsoft Teams
and at 500 Mero Street, Frankfort, KY 40601

Board Members Present

Margaret Brooks, Board Chair
Crystal Shepherd
James Stillwell
Lisa Nisbet

Dept of Professional Licensing

Miranda Guarnieri, Board Specialist Senior
Kristen Lawson, Commissioner
Catherine Falconer, Board Counsel
Lyndsay Sipple, Administrative Supervisor
Daniel Leffel, Board Counselor

Board Members Absent

Andrew Cole

Others in Attendance

Patrick Argiro

Call To Order

Margaret Brooks called the meeting to order at 1:08 p.m. ET.

Minutes

The Board reviewed the meeting minutes from the February 14, 2025, Board Meeting. A motion was made by Lisa Nisbet to approve the minutes as presented, Crystal Shepherd seconded the motion, and the motion carried.

Financials

The Board reviewed financial statements from February 2025, March 2025, April 2025, May 2025, June 2025, and July 2025 with no questions or concerns at this time.

Department Of Professional Licensing Report

Commissioner Lawson stated that we will have new staff changes with DPL. Catherine Falconer, General Counsel, was also introduced.

Board Counsel

Daniel Leffel did not have any news to report.

Board Chair Report

Margaret Brooks says she has been advised that new members for the Board are completing applications and sending them to KAPC.

Licensure Report

The Board reviewed a licensure report with no further action required.

Old Business

- It is unlikely that we will have a statute change needed to create an associate pastoral counselor designation.

New Business

- A motion was made by Lisa Nisbett to remove the Covid Memorandum on the website due to it being outdated. James Stillwell seconded the motion, and the motion carried.
- The Board will need a transcript from a master's program, credentials of their supervisors, supervision log (that captures both their supervision), and clinical hours for applications.
- Board Counsel will research if we can we make applicants specify what they are using as a PME (equivalent course of study).

A motion was made by Crystal Shepherd to enter closed session, pursuant to KRS 61.810(1)(j) for deliberations of quasi-judicial bodies regarding the applications and complaints at which information protected by KRS 61.810(k) may be discussed. The motion was seconded by James Stillwell and the Board moved into closed session at 1:19 p.m.

A motion was made by Crystal Shepherd to enter an open session at 1:29 p.m. with the recommendations below. The motion was seconded by James Stillwell. The motion carried.

Application Review

- T.Z. – Application approved for examination.
- B.E. – Application cannot be approved without further documentation.

Complaints

- 2024–KLPC–0001: dismissed.
- 2024–KLPC–0002: dismissed.

Next Meeting

November 14, 2026

Adjournment

A motion was made by Lisa Nisbet to adjourn the meeting at 1:32 p.m. and was seconded by James Stillwell. The motion carried.



MARGARET BROOKS, Board Chair