



KENTUCKY BOARD OF LICENSURE FOR
PASTORAL COUNSELORS

SPECIAL MEETING AGENDA

Friday, May 15, 2026, at 11:00 a.m. ET via Microsoft Teams
and at 500 Mero Street, Room 127 CW, Frankfort, KY 40601

Board Members Present

Margaret Brooks, Board Chair
Crystal Shepherd
James Stillwell
Lisa Nisbet

Dept of Professional Licensing

Miranda Guarnieri, Board Specialist
Chasity Wray, Administrative Specialist
Gabe Dent, Administrative Supervisor
Cathy Falconer, General Counsel

Members Absent

Andrew Cole

Others in Attendance

Call To Order

Margaret Brooks called the meeting to order at 11:02 a.m. ET

Minutes

The Board reviewed the meeting minutes from February 13, 2026, Board Meeting. A motion was made by Lisa Nisbet to approve the minutes as presented. James Stillwell seconded the motion, and the motion carried.

Financials

The Board reviewed financial statements from February, March, and April 2026, with explanation. No further questions or concerns currently.

DPL Report

Gabe Dent, on behalf of Commissioner Lawson asked the Board to send good stories from their field.

Board Counsel

General Counsel, Cathy Falconer, stated that she will be the new acting attorney for the Board as our previous attorney is no longer with our department.

Lisa Nisbet made a motion to establish a Regulations Committee. The motion was seconded by Crystal Shepherd and the motion carried. The Regulations Committee is Margaret Brooks and James Stillwell. Crystal Shepherd made a motion to set the dates as June 18 and July 13, 2026. The motion was seconded by James Stillwell and the motion carried.

Board Chair Report

No Board Chair report this month.

Licensure Report

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

New Business

- A motion was made by Crystal Shepherd to approve the MOA DPL Contract, and the motion was seconded by Lisa Nisbet. The motion carried.
- A motion was made by Crystal Shepherd to approve the MOA OLS Contract, and the motion was seconded by James Stillwell. The motion carried.

Crystal Shepherd made a motion to enter closed session, pursuant to KRS 61.810(1)(j) or deliberations of quasi-judicial bodies regarding the applications and complaints at which information protected by KRS 61.810(k) may be discussed. James Stillwell seconded the motion, and the Board entered a closed session at 11:33 a.m.

Application Review

- D.H. Application – approved
- M.I. Application – need transcript, deferred for further information, need proof that supervisors are listed, they must be approved to meet the regulations, no religious endorsement body
- S.J. Application - approved
- T.M. Application – deferred because – he needs core counseling courses, contact Margaret, he needs a one year post educational requirements, hours for supervision do not match, which hours are relevant?

Crystal Shepherd made a motion to go into open session at 11:48 a.m. and the motion was seconded by Lisa Nisbet. The motion carried with the following information:

A motion was made by Lisa Nisbet to approve D.H. to sit for examination. The motion was seconded by Crystal Shepherd and the motion carried.

A motion was made by James Stillwell to approve S.J. to sit for examination. The motion was seconded by Crystal Shepherd and the motion carried.

A motion was made by Crystal Shepherd to send a letter to the complainant. The motion was seconded by James Stillwell and the motion carried.

A motion was made by James Stillwell to defer the application of M.I. and T.M. as discussed in closed session. The motion was seconded by Crystal Shepherd and the motion carried.

Adjournment

A motion was made by Lisa Nisbet to adjourn the meeting at 11:53 a.m. ET. Crystal Shepherd seconded the motion and the motion carried. The meeting was adjourned.



MARGARET BROOKS, Board Chair