

THE KENTUCKY BOARD OF EXAMINERS OF PSYCHOLOGY MINUTES
October 6, 2025

A regular meeting of the Board of Examiners of Psychology was held on October 6, 2025 at 10:00 a.m. via Microsoft Teams video teleconference and in-person at 500 Mero St, Frankfort, KY 40601, the Mayo-Underwood Building, PPC Conference Room, 127CW.

MEMBERS PRESENT

Jeff Hicks, Ph.D.
Emily Skaggs, Psy.D.
Lisa Bond M.S.
Harwell Smith, Ph.D. - Chair
Lorilea Conyer M.A.
Jamie Hopkins, Ph.D.
Eva Markham, Ed.D.
Jay Prather-Citizen at Large
Dennis J. Buchholz, Ph.D.

DEPARTMENT OF PROFESSIONAL LICENSING STAFF

Kristen Lawson, Commissioner
Lyndsay Sipple, Administrative Supervisor
Jenna Wells, Fiscal Support Specialist
Trish Provence, Administrative Specialist Senior
Staci Taylor, Administrative Specialist Senior

OTHER

Mark Brengelman, Board Counsel
Micheal Nickles, Assistant to Board Counsel

MEMBERS ABSENT

GUEST

Eric Russ, KPA

CALL TO ORDER

Board Chair, Dr. Smith called the meeting to order at 10:00 a.m.

MINUTES

The Board reviewed the minutes from the Board Retreat held August 21 - 22, 2025. Mr. Prather clarified that under "Regulations CR," the third bullet point defines "agency" as community mental health, not all practices. Motion by Mr. Prather, second by Dr. Hopkins to define "agency" as an entity supervising others.

Dr. Buchholz made a motion to approve the meeting minutes with amendments. Dr. Smith second the motion and the motion carried.

DPL REPORT

Commissioner Lawson reported that Lyndsay Sipple has been awarded the Executive Staff Advisor position. Two supervisor positions will be posted soon, allowing additional focus on psychology operations. Board training will be rescheduled; an email will be sent this week with details.

FINANCIAL REPORT

The Board reviewed August 2025 report. No further comments. No other discussion or questions.

LICENSURE STATUS REPORT

The Board reviewed the licensure status report as of October 2, 2025.

ATTORNEY UPDATE

Board Counsel provided updates on regulations, complaints, and thoughts on updating the board training.

COMPLAINTS/OTHER LEGAL MATTER

Dr. Buchholz made a motion to enter closed session at 10:50 a.m. pursuant to KRS 61.810(1)(j) for deliberation of quasi-judicial bodies regarding complaints at which information protected by KRS 61.810(k) may be discussed. The motion was second by Dr. Smith and it carried.

Dr. Buchholz made a motion to return to open session, Dr. Smith second the motion, and it carried.

Dr. Smith announced 11:17 a.m. as the time returned from closed session.

The Committee presented the following recommendations to the Board:

- 2025PSY-00012 – Dismissed
- 2025PSY-00009 – Dismissed

Dr. Buchholz made a motion to accept the committee's recommendations, Ms. Bond second the motion and the motion carried. Correspondences to be drafted by Board Counsel.

OLD BUSINESS

Board Consultant RFP Update:

- Proposal period has closed; two submissions received (one in-state, one out-of-state).
- One proposal was nonconforming and could not be scored, leaving one viable firm.
- Discussion focused on negotiating fee structure before recommending approval.
 - Proposal rate: \$275/hour, with a 200-hour limit.
 - Board discussed financial feasibility and value.
 - Members agreed the consultant could help improve efficiency, processes, and IT infrastructure.

Motion by Mr. Prather to negotiate the contract with a cap of \$275/hour, second by Ms. Conyer. Motion carried.

NEW BUSINESS

- Legislative Claim – Legal Fees: Discussion regarding unpaid invoices (October–December). Motion by Dr. Buchholz to file the legislative claim as recommended by Commissioner Lawson. Second by Dr. Hicks. Motion carried.
- Board Procedures Manual: Discussion on developing a comprehensive plan moving forward.

MONTHLY REPORTS

Supervision Report:

Dr. Hopkins notified the board that (10) ten supervision forms were reviewed, and the Excel sheet is up to date. Dr. Hopkins also reviewed all supervision files in eServices (including older records from 2022) with 79 files approved and 17 marked incomplete.

Continuing Education Report:

Dr. Buchholz notified the board that (12) twelve Continuing Education applications were reviewed, approved and the Excel sheet has been updated.

Credentials Review Committee:

The Committee provided the following recommendations to the Board:

62 applications reviewed:

- 45 Approved Renewals, Initial Applications, Post – Doc/HSP Hours & Nonresident Hours
- 16 Deferred
- 1 Denied

Examination Report

Ms. Bond notified the board that (7) seven applications were reviewed, and the Excel sheet is up to date. We had (4) four EPPP approvals, (1) one deferred, and (2) two structured exam approvals.

Motion by Dr. Smith to move exam administration to a date separate from the board meeting; second by Dr. Hicks.
Motion carried.

Finance Ad-Hoc Committee

- Regulations to increase fees in process.
- Committee renamed "Finance Committee" (no longer Ad Hoc).

Disciplined Psychologist Report:

No Report

Newsletter Report:

Mr. Prather and Ms. Bond presented a draft of the newsletter. Dr. Smith provided edits with an emphasis on communicating fee changes promptly. Motion by Dr. Smith to publish newsletter once edits are made by Mr. Prather; second by Dr. Hicks. Motion carried.

Regulations Committee Report:

- Psypact regulation now in effect.
- Fee regulation filed; public hearing scheduled for November 21, 2025, pending five requests. One public comment received will trigger a hearing requirement. Mr. Prather emphasized the importance of board attendance in person for the hearing.
- Regulations expected to move through review committees in December and January, becoming effective shortly thereafter.

PER DIEM & HONORARIA:

- Dennis Buchholz
 - September 15, 2025 - Complaints
 - September 24, 2025 – CE
 - October 6, 2025 – Board Meeting
- Emily Skaggs
 - September 8, 2025 - Credentials
 - September 25, 2025 - Credentials
 - September 26, 2026 - Credentials
 - September 27, 2025 - Credentials
 - October 1, 2025 – Credentials
 - October 6, 2025 – Board Meeting
- Jay Prather
 - August 10, 2025 – Newsletter
 - August 15, 2025 – Regulations
 - September 17, 2025 – RFP
 - September 26, 2025 – Regulations
 - October 6, 2025 – Board Meeting

Jamie Hopkins

October 5, 2025 – Supervision
October 6, 2025 – Board Meeting

- Lisa Bond
August 29, 2025 - RFP and Complaints
September 10, 2025 – Newsletter
September 15, 2025 – Complaints
September 17, 2025 – RFP
October 6, 2025 – Board Meeting
- Harwell Smith
August 24, 2025
September 8, 2025
September 18, 2025
October 6, 2025 – Board Meeting

NEXT MEETING:

Monday, December 1, 2025, at 10:00 a.m.

PUBLIC COMMENT:

Mr. Russ (KPA) expressed concern that the proposed fee increase for new applicants may conflict with KRS limitations (\$300 cap). He voiced skepticism regarding consultant fees as justification for fee increases. Mr. Russ encouraged prioritizing automation and eServices improvements to enhance efficiency. He also suggested eliminating the structured exam to reduce costs and workload.

Dr. Smith acknowledged Mr. Russ's feedback, welcomed alternative proposals, and reiterated the consultant's potential value in reform efforts.

ADJOURNMENT:

Mr. Prather made a motion to adjourn at 1:11 p.m., Dr. Hicks second the motion, and it carried.

Harwell Smith, Ph.D.
Chair, Kentucky Board of Examiners of Psychology