

**THE KENTUCKY BOARD OF EXAMINERS OF PSYCHOLOGY MINUTES**  
**August 21-22, 2025**

A special meeting of the Board of Examiners of Psychology was held on August 21-22, 2025, at 1:00 p.m. CST in-person at the Episcopal Camp and Conference Center, Leitchfield, KY.

**MEMBERS PRESENT**

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

**DEPARTMENT OF PROFESSIONAL LICENSING STAFF**

Lyndsay Sipple, Administrative Supervisor  
Staci Taylor, Administrative Specialist Senior  
Trish Provence, Administrative Specialist Senior

**OTHER**

Mark Brengelman, Board Counsel  
Eric Russ, KPA

**MEMBERS ABSENT**

**GUEST**

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**CALL TO ORDER**

Dr. Smith called the meeting to order at 1:10 CST.

**NEW BUSINESS**

**Board Counsel Training**

- Board Counsel provided training on complaint procedures, administrative hearings, and board member duties under law.
- The Board has not had due process training on complaints in several years.
- Complaints may be filed by the public or Board members. The regulation requires updating to clarify the process.
- Current law states respondents “will” be provided 20 days to respond; the regulation should be amended to “shall provide a response within 20 days.”
- Investigations should occur when complaint details conflict with the response.
- The key issue is whether the complaint identifies a potential violation of law.
- The term “hearing” can be confusing, as it refers both to public comment hearings and disciplinary administrative hearings.
- Discussion included whether private admonishments, with personal information redacted, should be published on the website.
- Questions were raised regarding how fines are determined, whether based on investigative costs, and where fine revenue is directed.
- Mr. Prather noted that when voting on disciplinary matters, Board members do not receive sufficient detail. He requested summaries to better inform voting.

**Cultural Competency Requirement**

- The Board discussed establishing a cultural competency requirement and updating DPL software to track compliance. A proposed effective date of August 1, 2026, was considered, with the goal of announcing the requirement at the KPA conference.

## **Supervisory Reports**

- The Board reviewed procedures for handling supervisory reports in which a supervisee is discharged for poor performance or receives a rating below acceptable standard.
- Supervisors should file reports; failure to do so may be referred to the Complaints Committee.
- The Board may require additional explanation from supervisors for ratings below "3."
- Reports should distinguish between performance issues, personality conflicts, or legal/ethical violations.
- If a supervisee is terminated, new supervision plans should be denied, and a cease-and-desist order issued.
- In eServices, if supervision ends, the reviewing Board member should notify staff by email to close the supervision record and issue a cease-and-desist.

## **Paper Submissions vs. DPL Website**

- The Board discussed whether to continue allowing both paper and eServices submissions. Paper creates additional work for staff, but the workload impact must be assessed. Jennifer Franklin (COT) will be consulted to confirm whether psychology applications will move fully online and why online renewals are not currently allowed during the grace period.

## **ASPPB Attendance**

- Dr. Markham moved to authorize Dr. Hopkins to attend the ASPPB meeting. Mr. Buchholz seconded, and the motion carried.

## **ADJOURNMENT DAY 1**

Ms. Conyer moved to adjourn at 4:11 p.m. Ms. Bond seconded, and the motion carried.

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## **CALL TO ORDER - DAY 2**

Dr. Smith called the meeting to order at 10:06 a.m. CST.

## **Exam Dates**

- The Board agreed to move exams to Wednesdays going forward and add additional exam dates in September and October to address backlogs. Ms. Conyer moved to approve the change. Dr. Skaggs seconded, and the motion carried.

## **Financial Discussion**

- The Board requested a meeting with fiscal supervision to address ongoing concerns. Dr. Hicks noted conflicting information regarding the Canada ASPPB meeting.

## **MONTHLY REPORTS**

Supervision Report – Seven (7) paper files approved.

Continuing Education Report – Ten (10) CE requests approved.

Credentials Review Committee – No denials; several deferrals.

Examination Report – Four (4) candidates approved for the EPPP (two denials). Three candidates approved for the structured exam (two denials).

- The Board requested a Teams folder to store remediation plans and past exam failures. Candidates are limited to three attempts, with the third attempt requiring a Board member as examiner.

Financial Committee – No report.

Disciplined Psychologists Report – No report.

Newsletter Report – No report

Regulations Committee Report –

- Psypact regulation had not previously been submitted to LRC. Emergency and permanent regulations are now being filed. A public hearing will be scheduled for October, and the regulation must be posted on the website.
- Mr. Buchholz moved to adopt regulation 201 KAR 26:118 as presented. Ms. Bond seconded, and the motion carried.
- Mr. Prather raised concerns regarding H.B. 66, particularly the undefined term “agency.” He recommended clarifying that all licenses be allowed 90 days (instead of 60) to practice.
- Regarding 201 KAR 26:130 (Disciplinary Process), Mr. Brengelman stated statutory authority is needed to revoke licenses for licensees.
- The Board reaffirmed that anonymous complaints will not be accepted. Complaint forms must include the complainant’s signature and the names of all parties.

Dr. Hicks moved to enter closed session at 12:56 p.m. to discuss complaints and applications. Dr. Skaggs seconded, and the motion carried.

Mr. Prather moved to exit closed session at 1:01 p.m. Dr. Skaggs seconded, and the motion carried.

Complaints Committee Recommendations

- Case 2025PSY-00008 – Recommend dismissal.
- Case 2025PSY-00010 – Recommend dismissal.
- Ms. Bond moved to file a complaint against a licensed MFT practicing psychology. Mr. Brengelman will draft the complaint and forward it to Board Specialist Trish Provence. Dr. Skaggs seconded, and the motion carried.

ASPPB Report

- Dr. Hicks provided an update from ASPPB. He will inform them that the Board intends to keep the current structured exam process. ASPPB requested input from Licensed Psychologists to ensure exams reflect actual

practice.

#### PsyPact Report

- 42 states have joined PsyPact, with over 10,000 licensees holding digital credentials.
- A PsyPact conference will be held in Tucson, AZ on November 16–17, 2025, at no cost to the Board.
- Clinician renewal fees for PsyPact participation are \$40.
- Dr. Hicks noted that pages 79 and beyond of the PsyPact manual provide helpful information.

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#### PER DIEM AND HONORARIA

Mr. Prather moved to approve per diem for the August retreat. Dr. Skaggs seconded, and the motion carried.

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#### ADJOURNMENT

Mr. Buchholz moved to adjourn at 2:08 p.m. CST. Dr. Markham seconded, and the motion carried.