

**BEHAVIORAL HEALTH AND HUMAN SERVICES LICENSING BOARD**

October 27, 2025

Minutes

**I. CALL TO ORDER AND ESTABLISHMENT OF QUORUM**

Mr. Jon Ferguson called the meeting to order at 9:00 a.m. in the Indiana Government Center South, 402 West Washington Street, Room W064, Indianapolis, Indiana, and declared a quorum with Indiana Code § IC 25-23.6-2.

**Board Members Present:**

Jon Ferguson, LMFT, LCAC, Board Chair  
Stephan Viehweg, MSW, LCSW, Vice Chair, Section Chair  
Kimble Richardson, MS, LMHC, LCSW, LMFT, LCAC, MHC, Section Chair  
C. Martin Justice, LMHC, LCAC, Board Designee  
Dr. Dianna Cooper-Bolinskey, LCAC, LCSW  
Kelley Gardner, LMFT, LMFT, Section Chair  
Peter Karalis, MD, Psychiatry Member  
Jacqueline Eitel, RN, Consumer Member

**Board Members Not Present:**

Kathryn Adams, LCAC, LCSW, Section Chair  
Licensed Clinical Social Worker - Vacant

**State Officials Present:**

Cindy Vaught, Board Director, Professional Licensing Agency  
Dana Brooks, Assistant Board Director, Professional Licensing Agency  
Bradley Repass, Litigation Specialist, Professional Licensing Agency  
Adam Harvey, Deputy Attorney General, Office of the Attorney General

**II. ADOPTION OF AGENDA**

A motion was made and seconded to adopt the agenda as amended.

Justice/Gardner  
Motion carried 8-0-0

**III. APPROVAL OF MINUTES**

A motion was made and seconded to adopt the minutes of August 25, 2025, and September 22, 2025, as amended.

Viehweg/Gardner  
Motion carried 8-0-0

**IV. ADMINISTRATIVE HEARINGS**

**A. Teresea Lynn Higham, LMHCA, License No. 88002376A**  
Cause No. 202505-BHS-0018

Re: Notice of Proposed Default and Administrative Complaint

The hearing in the matter of Ms. Higham was continued.

**B. Matthew Baugh, LSW, Temporary Permit No. 99131852A**

Cause No. 202505-BHS-0016

Re: Administrative Complaint and Proposed Settlement Agreement

**Parties Present:**

Respondent not present

Carah Rochester, Deputy Attorney General

Margie Addington, Court Reporter, Accurate Court Reporting

**Participating Board Members:**

Jon Ferguson,

Stephan Viehweg

Kimble Richardson

C. Martin Justice

Dr. Dianna Cooper-Bolinskey

Kelley Gardner

Peter Karalis

Jacqueline Eitel

**Case Summary:** On or about August 14, 2025, an Administrative Complaint was filed against Mr. Baugh with concerns that he engaged in sexual contact with a patient, engaged in unlicensed practice, and failed to keep up to date with current standards of professional practice. On or about October 1, 2025, a Proposed Settlement Agreement was filed stithat Mr. Baugh’s temporary permit would be revoked.

Ms. Rochester stated that Mr. Baugh has agreed to all allegations and terms. The Board inquired if Mr. Baugh is aware of the severity and implications of license revocation. Ms. Rochester stated that he did retain counsel and was advised regarding what revocation means. The Board inquired whether criminal charges have been pursued. Ms. Rochester stated that the State does not have information regarding if criminal charges are being pursued at this time and cannot speak if that may come later.

**Board Action:** A motion was made and seconded to approve the Proposed Settlement Agreement in the matter of Mr. Baugh.

Viehweg/Richardson

Motion carried 8-0-0

**C. Kyra Contreras, LSW, Temporary Permit No. 99128648A**

Cause No. 202505-BHS-0017

Re: Administrative Complaint and Proposed Settlement Agreement

**Parties Present:**

Respondent not present

Carah Rochester, Deputy Attorney General  
Margie Addington, Court Reporter, Accurate Court Reporting

**Participating Board Members:**

Jon Ferguson,  
Stephan Viehweg  
Kimble Richardson  
C. Martin Justice  
Dr. Dianna Cooper-Bolinskey  
Kelley Gardner  
Peter Karalis  
Jacqueline Eitel

**Case Summary:** On or about May 15, 2025, an Administrative Complaint was filed against Ms. Contreras with concerns of patient abandonment, failing to keep up to date with current standards of practice, misleading advertising, and misrepresenting of qualifications. On or about September 12, 2025, the following Proposed Settlement Agreement was reached after a settlement conference:

- Indefinite Probation for no less than one (1) year. Because her non-renewable temporary permit is set to expire December 11, 2025, Ms. Contreras agrees that if she is issued a new license, her probationary status and terms will be applied to the new license. She must have a full year of probation in total under an active license prior to petitioning for the withdrawal of any probationary status removal.
- Keep the Board up to date with her contact information
- Keep the Board up to date on her employment information, and their contact information
- During her probation, she shall not establish a solo practice until she has obtained the proper clinical license.
- While on probation while engaging in social work, she shall be supervised by someone licensed by the Behavior Health Board in the State of Indiana, and her supervisor should have no current or past discipline against their license.
- Should immediately report to the Board any arrests, convictions, revocations of suspended sentences, work discipline and/or terminations
- Final Board Order signed by behavior health employer, and submitted to the Board
- Quarterly reports by employer discussing her job performance, if not employed in a behavior health setting, she must submit quarterly self-reports.
- Twenty (20) hours of CE in ethics and professionalism
- Pay a fee of \$5.00 to be paid into the Health Records and Personal Identifying Trust Fund.
- Follow all statute and rules of the Behavior Health profession.
- Ms. Contreras understands that any further violation of the statute and rules of Indiana may result in further action.

Ms. Rochester stated that Ms. Contreras emailed the previous week to inform the Board that she has not yet passed her examination and is looking for employment elsewhere. Ms. Rochester stated that the website Ms. Contreras created occurred while she was in school in order to get a client base. The Board expressed concerns that the website still is showing information. Ms. Rochester stated that she will reach out to Ms. Contreras regarding any residual pages, and that Ms. Contreras has been cooperating throughout the process.

**Board Action:** A motion was made and seconded to accept the Proposed Settlement Agreement in the matter of Ms. Contreras.

Viehweg/Gardner  
Motion carried 8-0-0

**D. Carrie Burress, LSW, License No. 33011383A**

Cause No. 202506-BHS-0024  
Re: Administrative Complaint

The hearing in the matter of Ms. Burress has been continued.

**E. Tina Jones-White (LSW) Temporary Permit No. 99119912A (Expired)**

Cause No. 2023 BHSB 0030  
Re: Petition for Withdraw of Probation

**Parties Present:**

Respondent present  
Margie Addington, Court Reporter, Accurate Court Reporting

**Participating Board Members:**

Jon Ferguson,  
Stephan Viehweg  
Kimble Richardson  
C. Martin Justice  
Dr. Dianna Cooper-Bolinskey  
Kelley Gardner  
Peter Karalis  
Jacqueline Eitel

**Board Witness:**

Brad Repass, Litigation Specialist, Professional Licensing Agency  
Cindy Vaught, Board Director, Professional Licensing Agency

**Case Summary:** On or about July 27, 2023, the Board voted to approve Ms. Jones-White's temporary permit and license on the following probation terms:

- Indefinite Probation for no less than three (3) months from April 2023.
- Keep the Board up to date on her contact information
- Keep the Board up to date on her employment, their contact information, work title, work schedule, and average number of hours worked per week
- Ten (10) hours of CE in ethics or licensure
- Final Order signed by employer and submitted to the Board
- Take and pass the Indiana jurisprudence exam
- Follow all statutes and rules of the Behavior Health profession
- Understands that any further violation may result in further sanctions.

Ms. Jones-White stated that she felt that she was unfairly prosecuted, and that she does not believe that the probation was valid. She stated that the work she engaged in was not unlicensed practice. The Board stated that her hearing is not to re-litigate her case, but to show she has met all the terms of her probation. She stated that she met all the terms except for the law examination. She discussed her

attempts in order to try to complete the law examination, but she was not able to complete it. She is currently employed, but she does fill in to assist with groups as needed. She stated that she attempted the examination once but did not pass.

Brad Repass was sworn in as a Board witness. He confirmed that she had met all requirements except the law examination. Mr. Repass stated that if she spoke to the call center requesting the law examination, then that information was not passed forward.

Cindy Vaught was sworn in as a Board witness. She confirmed that the law examination is sent by email but never received any information that Ms. Jones-White was requesting the law examination.

The Board noted that they had concerns that she has not yet addressed their concerns regarding the potential unlicensed practice.

**Board Action:** A motion was made and seconded to deny Ms. Jones-White's petition for withdrawal of probation.

Richardson/Cooper-Bolinsky  
Motion carried 8-0-0

**F. Carol E. Mathew, LSW, License No. 33011471A**

Cause No. 2023 BHSB 0027

Re: Petition for Withdraw of Probation

**Parties Present:**

Respondent present

Margie Addington, Court Reporter, Accurate Court Reporting

**Participating Board Members:**

Jon Ferguson,

Stephan Viehweg

Kimble Richardson

C. Martin Justice

Dr. Dianna Cooper-Bolinsky

Kelley Gardner

Peter Karalis

Jacqueline Eitel

**Case Summary:** On or about July 13, 2023, the Board voted to issue Ms. Mathew's license on the following probation terms:

- Indefinite probation. May not request to withdraw probation until the terms of her criminal probation has been completed.
- Keep the Board up to date on her contact information
- Keep the Board up to date on her employment and their contact information
- Final Order signed by employer and submitted to the Board
- Quarterly reports from her treating therapist regarding her treatment as ordered by her criminal probation
- Provide a copy of the quarterly probation report that she needs to submit to the courts
- Appear before the Board on a bi-annual basis to discuss her progress with her treatment, professional employment, and criminal probation

- Comply with all terms of her criminal probation.
- Follow all statutes and rules of the Behavior Health profession
- Understands that any further violation may result in further sanctions

Ms. Mathew stated that she has met all the terms of her probation and is petitioning to withdraw the probation. She submitted Exhibits A-R which are copies of her reports. She stated that her work has remained the same while she's been on probation, and that she has been participating in personal therapy for the past five (5) years. She stated that she did not make any appearances before the Board, but she provided her attempts in order to try and schedule an appearance. She stated that she will not complete her criminal probation until 2030, but she is currently in compliance.

**Board Action:** A motion was made and seconded to deny Ms. Mathew's petition for withdraw of probation. She has not completed her criminal probation as of this date.

Viehweg/Cooper-Bolinskey  
Motion carried 8-0-0

**G. Mary Hollenbaugh, LSW, License No. 33012388A**

Cause No. 202407-BHS-0033

Re: Petition For Withdraw of Probation

**Parties Present:**

Respondent present

Margie Addington, Court Reporter, Accurate Court Reporting

**Participating Board Members:**

Jon Ferguson,

Stephan Viehweg

Kimble Richardson

C. Martin Justice

Dr. Dianna Cooper-Bolinskey

Kelley Gardner

Peter Karalis

Jacqueline Eitel

**Case Summary:** On or about July 30, 2024, the Board voted to place Ms.

Hollenbaugh on the following probation terms:

- Indefinite probation. May not request to withdraw probation until the terms of her criminal probation has been completed.
- Keep the Board up to date on her contact information
- Keep the Board up to date on her employment and their contact information
- Final Order signed by employer and submitted to the Board
- Quarterly supervision reports describing her employment progress
- Take and pass the Indiana jurisprudence exam
- Follow all statutes and rules of the Behavior Health profession
- Understands that any further violation may result in further sanctions

Ms. Hollenbaugh stated that she has met all the terms of her probation. She has submitted her reports, and her signed order. Mr. Repass confirmed completion of the law examination, a letter from her supervisor, and a letter from the courts.

**Board Action:** A motion was made and seconded to grant Ms. Hollenbaugh's petition for withdraw of probation.

Viehweg/Cooper-Bolinsky  
Motion carried 8-0-0

**H. Nathan Smith, LSW, License No. 33007819A**

Cause No. 2019 BHSB 0005

Re: Petition For Withdraw of Probation

**Parties Present:**

Respondent not present

Carah Rochester, Deputy Attorney General

Margie Addington, Court Reporter, Accurate Court Reporting

**Participating Board Members:**

Jon Ferguson,

Stephan Viehweg

Kimble Richardson

C. Martin Justice

Dr. Dianna Cooper-Bolinsky

Kelley Gardner

Peter Karalis

Jacqueline Eitel

**Case Summary:** On or about August 30, 2019, Mr. Smith agreed to the following probation terms:

- Indefinite probation for no less than one (1) year
- While on probation must adhere to the following terms:
  - Keep the Board up to date on his contact information
  - Keep the Board up to date on his employer's name and their contact information
  - Appear before the Board every 6 months until probation is withdrawn
  - Complete 10 hours of CE in ethics in addition to normal CE renewal requirements
  - Complete and provide a copy of the substance use evaluation required by his court terms
  - Send proof that his criminal probation has been completed
  - Pay a fee of \$5.00 to be paid into the Health Records and Personal Identifying Trust Fund
- Follow all rules and regulations in the State of Indiana, and understands that further violation may result in further sanctions

Ms. Rochester stated that Mr. Smith has been given proper notice of the hearing and has not responded. She requested that the Board dismiss Mr. Smith's petition for withdraw probation.

Of

**Board Action:** A motion was made and seconded to issue a Notice of Proposed Dismissal in the matter of Mr. Smith.

Viehweg/Cooper-Bolinskey  
Motion carried 8-0-0

**I. Candace Jo Hall, License No. 39002839A**

Cause No. 202505 BHS 0012

Re: Administrative Complaint and Proposed Settlement Agreement

**Parties Present:**

Respondent not present.

Respondent Counsel Rachel Russell

Carah Rochester, Deputy Attorney General

Margie Addington, Court Reporter, Accurate Court Reporting

**Participating Board Members:**

Jon Ferguson,

Stephan Viehweg

Kimble Richardson

C. Martin Justice

Dr. Dianna Cooper-Bolinskey

Kelley Gardner

Peter Karalis

Jacqueline Eitel

**Case Summary:** On or about May 6, 2025, an Administrative Complaint was filed against Ms. Hall with concerns that she engaged in an inappropriate relationship with a client, violated client confidentiality, engaged in conduct that was harmful to a client, and failed to act in behavior that was for the client's best welfare. On or about October 22, 2025, a Proposed Settlement Agreement was reached with the following terms:

- Indefinite probation for no less than 3 years
- Keep the Board up to date on his contact information
- Keep the Board up to date on his employer's name and their contact information
- Ms. Hall shall not be engaged in solo practice and be supervised by a behavior health supervisor licensed in Indiana. Her supervisor should have no past or current discipline.
- Final Order signed by her employer and submitted to the Board
- Engage in personal therapy sessions at least once (1) a month, and therapist shall submit quarterly progress reports regarding her attendance and participation. Therapist shall provide any concerns regarding client boundary violations and safe practice.
- Quarterly reports from a person evaluating her behavioral health practice addressing her job performance which include duties, responsibilities, character, and performance in her professional capacity.
- Submit quarterly self-reports outlining her employment, therapy progress, self reflection, and reflections on any professional training not limited to her CEUS
- Immediately report in writing to the Board of any arrests, convictions, revocations of suspended sentences, work discipline, and/or terminations from her behavioral health employment.
- 10 hours of CE in ethics, professionalism, boundaries completed and submitted within 90 days of her Final Order

- Provide a reflective statement (no less than 500 words) on the importance of boundaries in behavioral health practice within 90 days of her Final Order.
- Pay a fine of \$1,000 within 180 days of her Final Order
- Pay a fee of \$5.00 to be paid into the Health Records and Personal Identifying Trust Fund within 180 days of her Final Order
- Complete an additional 30 hours of CEU in ethics, professionalism, and boundaries prior to requesting to withdraw probation.
- Follow all rules and regulations in the State of Indiana, and understands that further violation may result in further sanctions

Ms. Russell stated that these settlement terms were reached following a settlement conference with the Board liaison. Ms. Rochester requested that the Board accept the terms.

**Board Action:** A motion was made and seconded to accept the Proposed Settlement Agreement in the matter of Ms. Hall.

Richardson/Cooper-Bolinsky  
Motion carried 8-0-0

## V. PERSONAL APPEARANCES

### A. Application

#### 1. Dianna Claycomb (LSW)

Ms. Claycomb appeared as requested to discuss her next examination attempt and provide clarification on her current practice. She provided a study plan for the Board to review. She informed the Board that she is working as a Master level clinician at Centerstone. She obtained her MSW in 2002 and discussed how she is now preparing for the examination using resources from the ASWB. She inquired if the Board could issue her another temporary permit, and the Board stated they could not, as applicants only are granted one permit. The Board discussed unlicensed practice with her.

**Board Action:** A motion was made and seconded to approve Ms. Claycomb's application test for the ASWB master examination, and upon passing issue her license on the following probation terms:

- Indefinite probation for no less than 6 months
- 10 hours of CEUs in ethics and licensure
- Final Order signed by employer
- Quarterly supervision reports
- Take and pass the Indiana jurisprudence exam

Viehweg/Cooper-Bolinsky  
Motion carried 8-0-0

#### 2. Leasha Cornelius (LSW)

Ms. Cornelius appeared as requested to discuss her next examination attempt. She provided a study plan for the Board to review. She indicated that she is currently

working as a therapist, and she informed the Board that she was told she could provide her application was in pending status. The Board discussed unlicensed practice and limitations.

**Board Action:** A motion was made and seconded to approve Ms. Cornelius' application to test for the ASWB Master examination.

Viehweg/Cooper-Bolinsky  
Motion carried 8-0-0

### 3. Emily Murphy (LMHCA)

Ms. Murphy appeared as requested to provide clarification on her current employment and background. She provided a statement and supporting documentation regarding her background for the Board to review. The Board noted that her application is missing the course criteria for Contextual Dimensions. Ms. Murphy stated that she has resolved all requirements of the courts and provided a brief overview for the Board. The Board noted that she will need to provide documentation so that she has resolved matters with the court. She indicated that her current employment at Recovery Village is a group facilitator and she provided a brief overview of her duties. The Board noted that the work she is describing is considered clinical work and noted concerns of unlicensed practice.

The Board tabled Ms. Murphy's application for further documentation that all criminal court matters have been resolved, proof that she has met the Contextual Dimensions course criteria, and a letter from her employer that indicates she is no longer engaging in clinical practice.

### 4. Loralee Reed (LSW)

Ms. Reed appeared as requested to discuss her next examination attempt. She provided a study plan for the Board to review. She stated that she is currently working at Iris Family Support Services and contracts with DCS in the juvenile probation division. The Board discussed unlicensed practice, and her current job duties. Ms. Reed stated that all the places she has worked have indicated that as long as she was supervised, she was able to work. The Board discussed the limitations of practice without a license.

**Board Action:** A motion was made and seconded to approve Ms. Reed's application to test for the ASWB Master examination.

Viehweg/Richardson  
Motion carried 8-0-0

### 5. Roxane Riley (LMHCA)

Ms. Riley appeared as requested to provide clarification on her current employment and to discuss her application. The Board noted that she meets the educational requirements. She indicated on her application that she has been working as a therapist at Valley Oaks since graduation in 2023. The Board discussed the unlicensed practice and inquired why she has not applied for licensure before now. She stated that her education did not fit the licensure requirements, and she had a positive response. She indicated that there have been a lot of back-and-forth conversations to show she has met the licensure requirements.

**Board Action:** A motion was made and seconded to approve Ms. Riley's application to sit for the NCE examination, and upon passing issuing her license on the following probation terms:

- Indefinite Probation for no less than 6 months
- Signed Board Order by employer
- Take and pass the Indiana jurisprudence exam
- 10 hours of CE in ethics and licensure
- Quarterly supervision reports

Richardson/Justice  
Motion carried 8-0-0

## 6. Salleigh Torpy (LSW)

Ms. Torphy appeared as requested to discuss her background and to clarify her current practice. She provided a statement and supporting documentation for the Board to review. She previously held a temporary social work permit that expired on January 10, 2024, and indicated on her application that she has been working at the Indiana Center for Recovery since she graduated in 2022. Ms. Torphy stated she no longer works at the Center for Recovery since her temporary permit expired. She obtained employment as a contractor at a small private practice. She provided a brief overview of her duties. Ms. Torphy indicated that she is still working with the courts regarding her recent OWI that occurred in August 2025. She stated that she has not consumed alcohol since the incident and she attends individual therapy. She never sat for the examination and has had no other charges. She stated that she did have a 2015 charge where she entered into a diversion program and thought that matter was expunged. The Board expressed concerns regarding her current practice.

**Board Action:** A motion was made and seconded to approve Ms. Torphy's application to test for the ASWB Master examination, and upon passing issue her license on probation with the following terms:

- Indefinite probation. May not request to come off probation until criminal probation is complete
- Quarterly supervisor reports
- Quarterly Personal Therapist Reports
- Follow all recommendations and requirements by the court
- Final Order signed by employer and submitted to the Board

- 10 hours of CE in ethics and licensure
- Take and pass the Indiana jurisprudence exam
- Quarterly self-reports updating the Board on the progress of her criminal probation
- Copy of a substance abuse evaluation, and follow all treatment recommendations

Viehweg/Cooper-Bolinskey  
Motion carried 8-0-0

## 7. Tammy Wisely (LSW)

Ms. Wisely appeared as requested to discuss her background. She provided a statement and supporting documentation for the Board to review. She indicated that she completed all terms for the courts and is currently going through the process of expungement. She discussed the impact her background has had on her with the Board.

**Board Action:** A motion was made and seconded to approve Ms. Wisely’s application.

Viehweg/Cooper-Bolinskey  
Motion carried 8-0-0

## B. Reinstatement

### 1. Keely King, LMHC, License No. 39003049A Cause No. 2021 BHSB 0011

Ms. King appeared as requested to discuss her request for reinstatement. She last appeared before the Board in April of 2025 for a hearing reinstating her license from suspended status to probationary status. She stated that she did not renew her license as she thought her last appearance was also to reinstate the license and did not realize these were two separate processes. She stated that her current role is data entry, and she does not have a lot of client interaction. She discussed her probation and current individual therapy progress, and AA meeting attendance.

**Board Action:** A motion was made and seconded to reinstate Ms. King’s mental health counselor’s license on probation.

Justice/Richardson  
Motion carried 8-0-0

## VI. DISCUSSION

### A. Anita Wigfall

Re: Request for Waiver of Examination

Ms. Wigfall wrote to the Board requesting that the Board grant her a license without taking the ASWB examination. The Board noted they do not have any waiver authority to grant a license without showing proof of passing the examination. The Board advised staff to respond that they are unable to grant her request.

**VII. APPLICATIONS FOR REVIEW**

There were no applications for review.

**VIII. FORMAL ADOPTION OF APPLICATION REVIEWS**

A motion was made and seconded to formally adopt the application reviews.

Cooper-Bolinsky/Justice  
Motion carried 8-0-0

**IX. CONTINUING EDUCATION SPONSOR APPLICATION REVIEW**

**A. Indiana Association of Rehabilitation Facilities, Inc.**

A motion was made and seconded to approve the CE Sponsor application.

Gardner/Viehweg  
Motion carried 8-0-0

**X. PROBATION REPORT**

There were no probation reports for review.

**XI. REPORT FROM THE OFFICE OF THE ATTORNEY GENERAL**

Carah Rochester presented the report from the office of Attorney General.

She reported to the Board that they have 166 current open complaints, and they have closed 189 since the beginning of the year. The average age of open complaints is 6.22 months.

There are currently 35 open litigation cases. The average duration of litigation cases is 13.69 months. Currently there have been 10 litigation cases closed this third quarter. This year 9 cases have been settled, 3 licenses were suspended, 3 were placed on probation, and 3 had their probation withdrawn.

**XII. OLD/NEW BUSINESS**

The Board discussed the ASWB Conference that is being held in Indianapolis and which members were attending.

**XIII. ADMINISTRATORS' REPORT**

Cindy Vaught, Board Director IPLA, presented the Administrator Report.

For September 2025 the Board received a total of 480 new applications of which 68 applied by reciprocity, issued 416 licenses, denied 76 applications for failing the examination, and abandoned 8 applications.

She stated that there are currently 2,906 pending applications. Of that number there are 1,299 applications pending because they have been approved to test and IPLA is waiting for examination scores to be reported.

Currently there are 21, 772 professionals who are licensed to practice in Indiana.

#### **XIV. ADJOURNMENT**

There being no further business, and having completed its duties, the meeting of the Behavioral Health and Human Services Licensing Board adjourned at 1:21 p.m. by general consensus.