



STATE OF MARYLAND

**DHMH**

---

**Maryland Department of Health and Mental Hygiene**

4201 Patterson Avenue • Baltimore, Maryland 21215-2299

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – Joshua M. Sharfstein, M.D., Secretary

**State Board for the Certification of Residential Child Care Program Professionals**

**GENERAL SESSION AGENDA**

**January 11, 2013**

**METRO EXECUTIVE BUILDING – 4201 PATTERSON AVENUE – ROOM 105  
BALTIMORE, MARYLAND**

- I.** Call to Order
- II.** Review and Approval of General Session Minutes – December 14, 2012
- III.** Executive Director's Report
- IV.** Certification of Child and Youth Care Practitioners
- V.** Open Discussion
- VII.** Opportunity for Public Comment
- VII.** Adjourn

**State of Maryland  
Department of Health and Mental Hygiene**

**State Board for the Certification of Residential Child Care Program Professionals  
General Session Minutes – January 11, 2013  
Metro Executive Building – 4201 Patterson Avenue – Baltimore, Maryland**

**In Attendance**

Dr. Albert Zachik, Chair  
Krystal McKinney, Vice Chair  
Bruce Anderson, Secretary  
Darlene Ham  
Ertha Sterling-Garrett  
Ada Pearl Thomas

**Absent**

William Childers  
Sequaya Tasker  
Brady Graves Daniels  
Steve Sorin

**Staff**

Richard A. Proctor, Executive Director  
Gwendolyn Joyner, Deputy Director  
Richard Bloom, AAG

**Guests**

Sharon Bloom, DHMH  
Sonya White-Norman, Dept Juvenile Services

**I. CALL TO ORDER**

Dr. Al Zachik, Chair of the State Board for the Certification of Residential Child Care Program Professionals ("State Board") called the meeting to order at approximately 9:40 a.m.

**II. REVIEW AND APPROVAL OF GENERAL SESSION MINUTES**

The State Board reviewed the General Session minutes from the December 14, 2012, meeting. On a motion made by Ms. Sterling-Garrett, and seconded by Ms. Thomas the minutes were unanimously approved.

**III. EXECUTIVE DIRECTOR'S REPORT**

Richard Proctor, Executive Director of the State Board reported:

- A. **State Board Meetings** – Mark your calendar... The 2013 meeting dates are as follows:

February, 8 (snow date February 22), March 8, April 12, May 10, June 14, July 12, September 13, October 11, December 13. The meetings will begin at 9:30 a.m. and be held in Room 105 of the Metro Executive Building located at 4201 Patterson Avenue in Baltimore, Maryland.

Please note that the State Board will not meet in August or November of 2013.

B. **Certification Report** – As of January 11, 2013, the State Board reports:

Board Code		
Board	Status Codes	Occurrences
Acting Capacity	Active	8
Acting Capacity	Inactive	15
Program Administrator	Active	134
Program Administrator	Deceased	1
Program Administrator	Non-renewed	86
Program Administrator	Revoked	3
Program Administrator	Surrendered	3
	<b>Total:</b>	250

C. **State Standards Examinations**

The State Board will administer the Standards Examination for Residential Child Care Program Administrators for the remainder of Calendar Year 2013 to any individual who is invited to take the examination at mutually agreed upon dates. Any individual who has been approved to take the Standards Examination should contact the State Board's office at 410-764-5966 or via email at [crccp@dhmh.state.md.us](mailto:crccp@dhmh.state.md.us) to schedule their examination. Mr. Proctor will continue to offer the candidates to take the exam at their location.

For Calendar Year 2013, the scheduled dates for the administration of the State Standards Examination for Residential Child Care Program Administrators are: February 11, April 15, July 15, December 2.

D. **Certification Renewals**

Mr. Proctor stated that the thirty day grace period has begun for Program Administrators to renew their certification. Renewal packets were mailed to 41 Program Administrators. As of today Board staff has renewed 22 of the 41 Program Administrators. Six additional applications have been received but need additional continuing education credits and the Program

Administrators are working to obtain the credits before the end of the January 31, 2013 deadline. Seven of the Program Administrators have not submitted applications. Contact has been made and each stated their intent to renew. Board staff has not been able to confirm contact with 5 Program Administrators and have left voice and email messages and the employer will be contacted. There was one Program Administrator that Board staff was not able to contact and Board staff contacted the employer. The employer stated that the Program Administrator is no longer working at the facility, may be working in the Baltimore City School system. Board staff is taking all the necessary steps to ensure that Program Administrators who still have outstanding applications have been contacted.

E. **Board Vacancy**

Recruitment for the current vacancy and future vacancies is ongoing. The current vacancy is the private program administrator seat vacated by Ms. Rode. One future vacancy is the private program administrator seat filled by Mr. Anderson who will complete his second and final four year term as of June 30, 2013. Additionally, Mr. Childers will complete his first term June 30, 2013. He is eligible to apply for a second term. Notice of recruitment for both the private administrator and Child and Youth Care Practitioner will remain posted on the Board's website.

Two applications for private program administrators have been received and are in the process of being vetted. One other program administrator expressed interest in becoming a candidate but has not yet applied. No Child and Youth Care Practitioner has applied as of to date.

F. **Annual Report**

Mr. Proctor presented Board members with a draft copy of the Annual Report for 2012 and gave an overview of the contents. Ms. Arriaza stated that one of the draft goals for Fiscal Year 2013 regards advocating for additional resources to implement the Residential Child and Youth Care Practitioner certification program is too vague and should be more specific. The goal should be written to make clear that the Board will be advocating specifically for additional resources to carry out the administrative responsibilities of implementation and ongoing support of the program. Mr. Proctor stated he will make suggested change and send a revised draft of the Annual Report to all Board members for review. Chair Zachik agreed with Ms. Arriaza and stated that the Board will continue to look at what staff needs to move the certification process forward.

G. **Newsletter**

Mr. Proctor reported that he and Ms. Joyner are working on the newsletter with a goal that it contains the most up to date information at time of publication. The intent is to have the newsletter contain the names of all active, non-renewed and acting program administrators as of January 31, 2013, the end of the grace period. The overall goal is to have the newsletter contain useful information for program administrators in 2013. Dr. Zachik suggested having hard copies of the newsletter.

H. **Subcommittee Meeting – Child and Youth Care Certification**

Mr. Proctor stated the subcommittee will meet following the Board meeting to discuss certification issues. Packets have been prepared for the meeting and will be handed out prior to the meeting.

IV. **Certification of Child and Youth Care Practitioners**

Ms. Ham and Ms. Arriaza gave an overview of their second meeting held on Monday, January 7, 2013 at the University of Maryland School of Social Work, Institute for Innovation and Implementation. Ms. Morton presented with a draft copy of what the curriculum would look like. The thirty hours of training will need to be included in the draft, making sure that the hours are consistent with Board requirements. She is also working on turning the module into an online format and plans to present the module at the next meeting. Ms. Morton is considering working with three or four providers to decide how the providers want to receive the information. A separate meeting will be held to discuss in more detail.

Ms. McKinney stated a discussion was held on how the provider community could use scenarios in the training.

Dr. Zachik asked when would the Innovations Institute have a finished product? Ms. Arriaza stated it has been discussed to have the written scenarios and modules on line by spring 2014 to perform Beta testing, making sure the training is set for implementation. She stated that the time frame is realistic and does not think this will be an issue. The time frame will provide enough time to make corrections to the testing prior to the deadline.

Ms. Arriaza stated there has to be documentation for practitioners who have been grandfathered in. For example documentation showing the practitioner has worked at the facility for two years.

Ms. Arriaza asked if there has been a discussion on how long the certification is good for? Dr. Zachik stated that it is in the regulations, two years, with renewal every two years. She

Mentioned a brief discussion in regards to practitioners who are not certified and what the consequences would be. Dr. Zachik stated if the Board starts the training by 2014 practitioners will have a year plus to complete training and become certified. This seems more than reasonable. He stated the Innovations Institute may consider speeding up the preparation of the online modules sooner so that testing can be completed earlier. He stated that by January 2014 the Board should start to send out mailings to Program Administrators as a reminder that within a year and a half line staff will need to be certified. Practitioners will be cited if not certified by October 1, 2015. Ms. Arriaza stated that information about the certification should be posted in advance to remind providers and their practitioners.

Ms. Arriaza stated there may be discussions in the future about rate increases. He is also Concerned about staffing since there will be an additional 2,000-3,000 providers, how will that affect staff. Dr. Zachik is going to sit down with Mr. Proctor to discuss staffing needs.

**V.** Open Discussion

**VII.** Opportunity for Public Comment

**VIII. ADJOURN** – The General Session was adjourned at 10:15 a.m. and moved into closed session.