



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 10, 2014

**METRO EXECUTIVE BUILDING – 4201 PATTERSON AVENUE – ROOM 100
BALTIMORE, MARYLAND**

- I.** Call to Order
- II.** Review and Approval of General Session Minutes – December 13, 2013
- III.** Welcome – New Executive Director James Merrow
- IV.** Executive Director's Report
- V.** Deputy Director's Report
- VI.** Certification Child Care and Youth Care Practitioners
- VII.** Legislative Report
- VIII.** Open Discussion
- IX.** Opportunity for Public Comment

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

**State Board for the Certification of Residential Child Care Program Professionals
General Session Minutes – January 10, 2014
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
Brady Daniels
Dorenzer Thomas
Roslyn Hodnett

Absent

Patricia Arriaza
Kristen Neville, DHMH, Legislation

Staff

James Merrow, Executive Director
Gwendolyn Joyner, Deputy Director
Richard Bloom, AAG
Marian Ruth, DHMH Investigator

I. CALL TO ORDER

Dr. Zachik, Chair of the State Board for the Certification of Residential Child Care Program Professionals ("State Board") called the meeting to order at approximately 9:45 a.m. Dr. Zachik introduced James Merrow as the new Executive Director. Mr. Merrow brings seventeen years of experience as Executive Director with various Boards. Dr. Zachik, also thanked Ms. Joyner for performing an excellent job as the Acting Executive Director.

II. REVIEW AND APPROVAL OF GENERAL SESSION MINUTES

The State Board reviewed the General Session minutes from the December 13, 2013 meeting. On a motion made by Ms. Sterling-Garrett and seconded by Ms. McKinney the minutes were unanimously approved.

III. EXECUTIVE DIRECTOR'S/DEPUTY DIRECTOR'S REPORT

Gwendolyn Joyner, Deputy Director of the State Board reported:

- A. **State Board Meetings** – Mark your calendar... The 2014 meeting dates are as follows:

February 14,, 2014, March 14, April 11, 2014, May 9, 2014, June 13, 2014, July 11,2014 September 12, 2014, October 10, 2014, December 12. The meetings will begin at 9:30 a.m. at the Metro Executive Building located at 4201 Patterson Avenue in Baltimore, Maryland, meetings will be held in room 100. **Please note that the State Board will not meet in August or November of 2014.**

B. **Certification Report** – As of January 10, 2014, the State Board reports:

Board Code		
Board	Status Codes	Occurrences
Acting Capacity	Active	2
Acting Capacity	Inactive	25
Program Administrator	Active	94
Program Administrator	Deceased	1
Program Administrator	Non-renewed	133
Program Administrator	Revoked	3
Program Administrator	Surrendered	3
	Total:	261

C. **State Standards Examinations**

The State Board will administer the Standards Examination for Residential Child Care Program Administrators for the remainder of Calendar Year 2014 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 410-764-5996 or via email at dhmh.crcp@maryland.gov schedule their examination. For Calendar Year 2014, the scheduled dates for the administration of the State Standards Examination for Residential Child Care Program Administrators are: February 19, May 14, August 20 and November 19.

Since the last Board meeting, two individuals have taken the standards exam but did not pass.

D. **Certification Renewals**

Ninety-four Program Administrators have renewed their certificates.

E. **Board Vacancy**

Board staff has received two applications for Board vacancies. The applications will be emailed to Kim Bennardi, Administrator, Office of Appointments and Executive Nominations.

F. **Newsletter**

Board members who have information to include in the Fall/Winter Newsletter should email Ms. Joyner.

IV. Certification Child and Youth Care Practitioners

Ms. McKinney gave an update on the progress of the modules. She stated that Module 1 has been completed and will take about a month to put in place. Modules 1 and 2 should be ready for pilot testing soon. All modules will be emailed to the Subcommittee for final review, for recommendations and corrections.

Subcommittee members will meet after the Executive Session.

V. Legislative Report

Nothing to Report

VI. Open Discussion

Ms. Angela Blake submitted an application for Acting Capacity Program Administrator. On a motion made by Mr. Daniels and seconded by Mr. Anderson the Board voted to approve Ms. Blake for acting capacity.

VII. Adjourn

On a motion made by Ms. McKinney and seconded by Ms. Ada Thomas the General Session meeting was adjourned at 10:30 a.m. and moved into closed session.