



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

February 8, 2013

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

- I.** Call to Order
- II.** Review and Approval of General Session Minutes – January 11, 2013
- III.** Executive Director's Report
- IV.** Deputy Director's Report
- V.** Certification Child Care and Youth Care Practitioners
- VI.** Legislative Report
- VII.** Open Discussion
- VIII.** Opportunity for Public Comment
- IX.** Adjourn

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

**State Board for the Certification of Residential Child Care Program Professionals
General Session Minutes – February 8, 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
Sequaya Tasker

Absent

William Childers
Brady Graves Daniels
Steve Sorin
Patricia Arriaza

Staff

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

Guests

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 9:35 a.m.

II. REVIEW AND APPROVAL OF GENERAL SESSION MINUTES

The State Board reviewed the General Session minutes from the January 11, 2013 meeting. On a motion made by Ms. Ham and seconded by Mr. Anderson 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:

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. at the Metro Executive Building located at 4201 Patterson Avenue in Baltimore, Maryland. Today's meeting was held in room 100 and future meeting rooms are to be determined. **Please note that the State Board will not meet in August or November of 2013.**

B. **Certification Report** – As of February 8, 2013, the State Board reports:

Board Code		
Board	Status Codes	Occurrences
Acting Capacity	Active	6
Acting Capacity	Inactive	17
Program Administrator	Active	119
Program Administrator	Deceased	1
Program Administrator	Non-renewed	101
Program Administrator	Revoked	3
Program Administrator	Surrendered	3
	Total:	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 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, and December 2.

Since the last Board meeting, Board staff has certified one Program Administrator. The examination was taken on January 28th, 2013 at the Metro building. In 2012 seven individuals took the exam and passed with a score of 75% or more. The Board has six active applications for initial certification. Three applications are from individuals who are currently in acting capacity. Two of the three applications have been approved and staff is working with applicants to schedule the Standards Examination. The third application was just received this past week and Board staff is in the process of

reviewing the application to make sure the applicant is eligible to sit to take the exam. Three applications received not related to acting capacity are under review at the current time.

D. **Certification Renewals**

Mr. Proctor stated that the thirty day grace period for Program Administrators to renew their certification ended January 31, 2013. All active Program Administrator certifications now expire on 12/31/2013, with the exception of one which expires 3/19/2013. Twenty seven of the forty-one Program Administrators scheduled for renewal during the December 2012 cycle renewed. Five of the fourteen non renewed Program Administrators have submitted the non-renewed status form. Mr. Proctor stated Ms. Joyner has contacted each of the nine individuals who have not submitted non-renewed status forms and programs involved to find out if they are still working for a program or if they are not working for a program at this time. There is one individual who did not complete 40 continuing education credits by the grace period deadline, but did submit her renewal application, non – renewed status form and required late fee. Board staff is working with her to complete the remainder of her ceu requirements.

E. **Board Vacancy**

The Board is continuing recruitment for the current vacancy and future vacancies. The Board has received two applications. Lisa Ellis, Administrator for the Department is handling the appointments. Ms. Ellis suggested having a subject matter expert to interview the candidate.

Mr. Proctor and Dr. Zachik will meet after the Board meeting today to discuss the process. The Board has not received any applications for the Child and Youth Care Practitioner vacancy that will occur on June 30th, 2013, but will continue to get the word out.

F. **Annual Report**

Mr. Proctor sent the Annual Report to Board members for review and comment as desired, no comments have been received to date.

G. **Newsletter**

Board Members were presented with a draft copy of the Winter 2012-2013 newsletter for review. Mr. Proctor mentioned a few highlights in the newsletter and stated that Board members suggestions or modifications to the newsletter are welcomed.

IV. Deputy Director's Report

Ms. Joyner spoke with Goldie Morton, Lead Clinical Research Specialist at The University of Maryland Social Work, Institute for Innovations and Implementation and asked if she would email information discussed at the workgroup meetings that she felt would be helpful to the Board. Ms. Joyner invited Ms. Morton to attend the Subcommittee meetings.

Ms. Joyner stated that all certificates have been reconciled dating back from 2008-to present. The minutes, agendas and Board meeting dates are posted to the website.

V. Certification Child Care and Youth Care Practitioners

Dr. Zachik stated he has asked Ms. Caroline Jones from the Department of Mental Hygiene Administration to be a member of the Subcommittee. He stated he is not hearing anything about the Board and the certification process in Annapolis. Dr. Zachik and Mr. Proctor will be meeting with former Senator Hollinger about the Board's staffing needs as the Board moves forward toward 2015. Mr. Proctor stated the plan called for the Executive Director to be full time and for a Secretary to be hired in 2014. Mr. Proctor stated that he has thoughts in reference to the need for a Secretary relative to current staffing. The plan also projected a need for a Compliance Unit, but that can be discussed at a later time.

Ms. McKinney stated that the next meeting with the Institute for Innovations and Implementation is February 19, 2013. At that time the work group will be reviewing modules as well as making some decisions about how the online program is going to fulfill thirty hours of training. She stated there was discussion the thirty hours is a long time, and how would the practitioner be kept engaged for that amount of time. Ms. Tasker stated if the test is online it can be accessed at all times, which gives practitioners a little more flexibility by making sure the practitioner is the one in front of the computer doing what they are suppose to do.

VI. Legislative Report

Mr. Proctor referenced various Bills sent to Board Members to determine if there is interest in taking a position.

This Bill, SB 442-Residential Child Care Programs – Memorandum of Understanding, among other things would require residential child care program providers to enter into a Memorandum of Understanding, (MOU) with the community organization located nearest to the site of the provider's program and post the MOU in certain locations. Ms. Tasker stated that the Developmental Disabilities Administration (DDA) is submitting a letter of concern. She

stated DDA's concern is that the Bill could be perceived as targeting a particular population, segregating children by having an MOU posted for public Knowledge. She stated that would be letting the public know that a child is a foster child or has a disability which is a breach of confidentiality. Mr. Proctor stated that in addition to DDA, Board members representing the Department of Juvenile Services and the Department of Human Resources indicated their agencies are also reviewing the Bill. Board Council stated his office is also reviewing the Bill.

After thorough discussion as to whether the Board should take a position, Ms. Ham stated a letter is feasible since the Program Administrator's are responsible for the operation of the program and the MOU would impact them. On a motion made by Ms. Tasker and seconded by Ms. Ham the Board voted to draft a letter of concern to be submitted to the legislature, Mr. Proctor and Ms. Tasker will work together to draft a letter.

VII. Open Discussion – No further discussion held.

VIII. Opportunity for Public Comment – No public comments were made.

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