



DHMMH

Maryland Department of Health and Mental Hygiene

4201 Patterson Avenue • Baltimore, Maryland 21215-2299

State Board for the Certification of Residential Child Care Program Professionals

REVISED GENERAL SESSION AGENDA

February 21, 2014

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

- I.** Call to Order
- II.** Review and Approval of General Session Minutes – January 10, 2014
- III.** Executive Director's Report
- IV.** Deputy Director's Report
- V.** Certification Child and Youth Care Practitioners
- VI.** Legislative Report
- VII.** Open Discussion
 - * Child Protective Services
 - * Is an Individual Program Administrator required to notify the Board when changing employment, or upon moving out of state?
- VIII.** 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 – February 21, 2014
Metro Executive Building – 4201 Patterson Avenue – Baltimore, Maryland**

In Attendance

Dr. Albert Zachik, Chair
Krystal McKinney, Vice Chair
Darlene Ham
Ada Pearl Thomas
Brady Daniels
Dorenzer Thomas
Patricia Arriaza

Absent

Bruce Anderson, Secretary
Roslyn Hodnett
Kristen Neville, DHMH, Legislation
Ertha Sterling-Garrett

Staff

James Mellow, 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 9:30 a.m.

II. REVIEW AND APPROVAL OF GENERAL SESSION MINUTES

The State Board reviewed the General Session minutes from the January 10, 2014 meeting. On a motion made by Ms. Ham and seconded by Ms. Dorenzer Thomas the minutes were unanimously approved.

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

James Mellow, Executive Director of the State Board reported:

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

March 14, April 11, May 9, June 13, July 11, September 12, October 10, 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 February 21, 2014, the State Board reports:

Board Code		
Board	Status Codes	Occurrences
Acting Capacity	Active	1
Acting Capacity	Inactive	25
Program Administrator	Active	100
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.crccp@maryland.gov to 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: May 14, August 20 and November 19. Three applicants took the Standards exam on February 18, 2014 and passed.

D. **Budget Hearing Update**

Mr. Merrow and Ms. Joyner attended the House Budget hearing in Annapolis on February 19, 2014. There were no cuts to the Board's budget, the Budget for 2015 is \$196,000.00 plus.

E. **Board Vacancy**

Maryland Developmental Disabilities Administration has hired two new individuals, one will be designated as the DDA representative to serve on the Board. Mr. Merrow and Ms. Joyner interviewed Ms. Younker to replace Mr. Anderson on the Board, she is currently going through the approval process. Board staff has not received any request for the RCYCP vacancy. Ms. Dorenzer Thomas stated that she will contact some individuals that she has worked with to find out if someone would be interested in serving on the Board.

F. **Financial Disclosure**

Financial Disclosures are due to the Ethics Commission. Board members will receive Information from Mr. Merrow or the Ethics Commission regarding your Financial Disclosure.

G. **Badges**

Board members who are not State employees are required to have a Badge, so that it is easier for them to get into the building.

H. **Certification Application**

Mr. Merrow and Ms. Joyner have been working on the Initial Certification Application for RCYCPs and will have the application ready by the April meeting.

I. **Staff Position**

Mr. Merrow and Ms. Joyner have been working on the MS-22 for a new state PIN for a Licensing Coordinator for the RCYCP Certification program. The Board currently does not have the funding for the position.

IV. DEPUTY DIRECTOR'S REPORT

J. **Newsletter**

The Fall/Winter newsletter will be emailed to Board members for final review, before posting to the website.

K. **Pilot Test**

Board Staff has received response from at least 70 individuals who are interested in completing the Pilot Test. The deadline to submit the forms has been extended to February 24, 2014.

V. CERTIFICATION CHILD AND YOUTH CARE PRACTITIONERS

Mr. Merrow and Ms. Joyner have been working on the MS-22 for a new state PIN for a Licensing Coordinator position for the RCYCP Certification program. The Board currently does not have funding for the position.

The second Module has been sent to Board members and Staff for review and would like the Pilot Test for Module 1 to begin in the next couple of weeks. Individuals will be randomly selected for the Pilot Test and asked to complete a survey when completed. The Institute workgroup meeting has been rescheduled for the second week in March, the date the Pilot Test and what the process will be, will be discussed at that time.

Subcommittee members will meet after the Executive Session.

VI. LEGISLATIVE REPORT

Nothing to Report

VII. OPEN DISCUSSION

Mr. Bloom, met with Board staff to discuss the Child Protective Services Background Clearance.

Mr. Bloom stated that the Child Protective Services Clearance should be included in the Statute.

A new Child Protective Services Clearance will be required for Initial, Renewal and Acting Capacity applications. If a Program Administrator or Residential Child and Youth Care Practitioner has lived in another state he/she will be required to submit a Child Protective Services Clearance from each state where he/she has lived. Board staff will develop regulations around the Statute.

Ms. McKinney suggested that Board staff send a letter in June to Program Administrators requesting the Child Protective Services Clearance and the State and National Criminal History Records Check for (Direct Care Workers, “grandfathered in”) as RCYCP’s be received by Board staff no later than August 30, 2014. If both the CPS Clearance and the State and National Criminal History Records Check are not received by Board staff on August 30, 2014, the direct care worker will be required to complete the seven training modules and sit for the Standards Exam.

Applicants who are required to be certified through the Online Training and Standards Examination should have their CPS and Criminal History Records Check received by Board staff no later than August 30, 2015.

Question: Is an Individual Program Administrator required to notify the Board when changing employment, or upon moving out of state?

Board members discussed who should be held accountable for notifying the Board when a Program Administrator leaves the facility. Mr. Bloom will review the Statute and discuss at the next meeting.

Mr. Volpe and Ms. Wyman submitted applications for Acting Capacity Program Administrator. On a motion made by Mr. Daniels and seconded by Ms. Dorenzer Thomas the Board voted to approve Mr. Volpe and Ms. Wyman for acting capacity.

VIII. PUBLIC COMMENTS

No Public Comments

Pursuant to the Maryland State Government, Annotated Code of Maryland, §10-501-et seq. on a motion made by

Ms. Dorenzer Thomas and seconded by Ms. Ada Thomas, state Board members present unanimously voted to close the General Session meeting at 10:00 a.m. for the purpose of complying with the Maryland Certification of Residential Child Care Program Professionals Act that prevents disclosures about particular matters. The State

Board will review applications and address complaints and disciplinary issues.

XI. ADJOURN

On a motion made by Ms. Ham and seconded by Ms. Dorenzer Thomas the General Session meeting was adjourned.