



STATE OF MARYLAND

**DHMH**

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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**

**March 8, 2013**

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

- I.** Call to Order
- II.** Review and Approval of General Session Minutes – February 08, 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 – March 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  
Brady Daniels  
Patricia Arriaza

**Absent**

Sequaya Tasker  
William Childers  
Steve Sorin

**Staff**

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

**Guests**

Marian Ruth, DHMH Investigator  
Sharon Bloom, DHMH

**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 February 8, 2013 meeting. On a motion made by Ms. Sterling-Garrett and seconded by Ms. McKinney 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:

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, meetings will be held in room 100. **Please note that the State Board will not meet in August or November of 2013.**

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

<b>Board Code</b>		
Board	Status Codes	Occurrences
Acting Capacity	Active	5
Acting Capacity	Inactive	20
Program Administrator	Active	120
Program Administrator	Deceased	1
Program Administrator	Non-renewed	101
Program Administrator	Revoked	3
Program Administrator	Surrendered	3
	<b>Total:</b>	

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 410-764-5996 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: April 15, July 15, and December 2.

Since the last Board meeting, two individuals have taken the exam. One individual passed and was certified. One did not pass but expressed interest in taking the exam again. The program administrator who did not pass the exam is in acting capacity and the Board has not received an application to extend the acting capacity. Two individuals have submitted applications to take the exam, one is scheduled for March 19, 2013, and one is pending. Two additional applications are under review, if qualified, applicants will be scheduled to take the exam.

#### **D. Certification Renewals**

As of today every Program Administrator in the system has the same expiration date of December 31, 2013 except one individual. The individual's certification will expire as of March 19, 2013 and he has indicated to Board staff that he will not renew his certification, he is still active. He is the only Program Administrator who shows a different expiration date. There is one individual still in the renewal cycle in inactive status and she is working on her ceu requirements. Board staff is hoping that she will be renewed as soon as possible.

One individual in acting capacity is pending exam. There is one individual the Board recently approved for Acting Capacity to replace the former Acting Capacity Program Administrator. The new Acting Program Administrator has indicated that he will be submitting his application within 30 days.

#### **E. Board Vacancy**

Board staff has submitted the information to the Department for Board vacancies and the Department is still working through the process. The Board is continuing to recruit for the current and future vacancies that will occur on June 30<sup>th</sup>, 2013. Board staff has received one application for Program Administrator who meets all the qualifications. Board staff is hoping to receive more applications so there are more candidates to choose from.

#### **F. Newsletter**

The newsletter for Winter 2012-2013 has been posted to the website.

### **IV. Deputy Director's Report**

Ms. Joyner stated that initial and renewals have been reconciled. There are nine Program Administrators who did not renew their certification and have not completed the non-renewed status form. Ms. Joyner mailed certified letters and is waiting for the forms to be completed and mailed or faxed to the Board.

### **V. Certification Child Care and Youth Care Practitioners**

Mr. Proctor stated the Child and Youth Care subcommittee members met last month and will be meeting today after the Board meeting. Ms. McKinney gave an overview of what was discussed at the subcommittee meeting. She stated the subcommittee focused on online training:

- How often should the child care worker be able to test.
- How should the child care worker be able to log on.
- Module vs. comprehensive test.

The Subcommittee went through a series of in depth issues and developed some recommendations and questions that will be reviewed again today at the meeting before presenting to the Board. Ms. McKinney stated Innovations Institute workgroup met on February 19, 2013, and the committee members were able to take the questions and present to the Institute for clarity. She stated Innovations Institute workgroup decided to add a Module on Trauma, there will be seven modules. The first two modules are complete, third module is in process. Although the first two modules are complete the Institute is working to simplify the language and add some interactive activity. Private provider training will be the topic of discussion at today's subcommittee meeting. The Institute workgroup agreed 20 hours online and 10 hours on site. The Institute will discuss what topic areas should happen on site and have a process where the program administrator would sign off showing the child care worker has completed the training.

## **VI. Legislative Report**

Mr. Proctor stated a letter of concern regarding Senate Bill 442-Memorandum of Understanding was sent and the Environmental Subcommittee voted unfavorable of the Bill on March 4, 2013.

## **VII. Open Discussion**

Dr. Zachik stated he will meet with Mr. Proctor and former Senator Paula Hollinger to discuss budgets and staffing needs.

Ms. McKinney expressed concern that facilities are hiring individuals to serve in acting capacity as a program administrator who are not invested in the facility and questioned whether or not the program administrator should be an employee who currently works at the facility. Ms. Ham stated she understands Ms. McKinney's concern and she also feels that the acting program administrator should be an employee of the facility. Mr. Anderson stated the statute does not say the individual has to be a current employee of the facility. The requirements are that an individual have three or four years supervisory experience, it does not mean the individual's supervision has to be in that facility or even in a human service field. He stated the Board is simply dealing with whether or not the applicant is qualified. Ms. Ham stated individual should have presented his application to the licensing entity first, then to the Board. The licensing agency would make the determination whether or not the individual has met the criteria to become a program administrator. Dr. Zachik stated that the Board's responsibility is to make sure the individual who has applied for acting capacity or full certification meets the statutory and regulatory requirements for certification. If the individual meets the criteria the Board will say yes, and if the individual does not the Board will say no. If a licensed residential

DHR group home is going to have an applicant to step in as an acting residential child care program administrator, the licensing agency should be contacted first to make sure it is ok from a licensing prospective to have the individual to work as an acting program administrator. Ms. Arriaza stated maybe there should be a sentence in the application or on the website that states **"the Board does not indicate any approval from any licensing agency, follow up with your licensing contact"**. Mr. Bloom stated he will review the acting capacity statute and regulations.

Ms. McKinney asked if there is a limit on acting capacity? For example, an individual who is working as an acting capacity program administrator and after the 180 days is up the individual leaves the agency and another individual comes and serves as acting capacity for another 180 days, that individual leaves and then another individual, when will the acting capacity end? There should be a point where the acting capacity has to end and a program administrator becomes fully certified. Mr. Bloom is going to review what is written in the acting capacity statute and regulations.

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

**IX. ADJOURN** – The General Session was adjourned at 10:09 a.m. and moved into closed session.