



DHMMH

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, Secretary

State Board for the Certification of Residential Child Care Program Professionals

REVISED GENERAL SESSION AGENDA

March 14, 2014

METRO EXECUTIVE BUILDING – 4201 PATTERSON AVENUE – ROOM 100

BALTIMORE, MARYLAND

- I.** Call to Order
- II.** Review and Approval of General Session Minutes – February 21, 2014
- III.** Executive Director's Report
- IV.** Deputy Director's Report
- V.** Certification Child and Youth Care Practitioners
- VI.** Legislative Report
 - * Board to vote on revised Regulations 10.57.03.02
- VII.** Open Discussion
 - * Guest: Kim Bennardi, Administrator, Office of Appointments and Executive Nominations will present a Powerpoint presentation: Financial Disclosure
 - * Is an Individual Program Administrator required to notify the Board when changing employment, or upon moving out of state?
- 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 14, 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
Ertha Sterling - Garrett

Absent

Bruce Anderson, Secretary
Roslyn Hodnett
Kristen Neville, DHMH, Legislation

Staff

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

Guest

Former Senator, Paula Hollinger
Sharon Bloom
Nancy Blackwell – IRC Consultant (new representative for MSDE)

I. CALL TO ORDER

McKinney, Vice 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. Board members welcomed Ms. Nancy Blackwell as the new Board representative from the Maryland State Department of Education, (MSDE). Ms. Blackwell will replace Ms. Hodnett’s position on the Board.

II. REVIEW AND APPROVAL OF GENERAL SESSION MINUTES

The State Board reviewed the General Session minutes from the February 21, 2014 meeting. On a motion made by Mr. Daniels and seconded by Ms. Ham the minutes were unanimously approved.

III. EXECUTIVE DIRECTOR’S REPORT

James Merrow, Executive Director of the State Board reported:

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

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 March 14, 2014, the State Board reports:

Board Code		
Board	Status Codes	Occurrences
Acting Capacity	Active	3
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.

D. **Certification Application**

Mr. Merrow and Ms. Joyner are working on the Certification application and will present a draft copy at the April Board meeting.

E. **MS-22**

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.

IV. **DEPUTY DIRECTOR's REPORT**

F. **Pilot Test**

Board Staff has received response from at least 80 individuals who are interested in completing the Pilot Test Program.

V. **CERTIFICATION CHILD AND YOUTH CARE PRACTITIONERS**

Ms. McKinney, Chair of the Subcommittee gave an update with their meeting with the Institute on March 13, 2014. The Institute has completed Modules 1 and 2 and they are ready for production. Modules 1-3 will not be ready for Beta Testing until June 30, 2014. The Module on Child and Adolescent Development consists of lots of information on the 0-6 year old. The subcommittee suggested that the Institute reduce some of the content in this area. The subcommittee also suggested the pre and post test be shorter in length. The final suggestion for this module is to provide concrete strategies for the child care professionals, for example:

- Chronological Age vs Emotional Age, - When working with a client that is eighteen years of age it is important to know where the client is developmentally and work with the client.
- Clients who are sexually acting out, what strategies should be implemented.

Ms. McKinney will work with the Institute to provide some strategies.

Ms. McKinney stated that according to the Institute, the Training outline for consumers should be ready by June 30, 2014.

Individuals will be randomly selected for the Pilot Test the online training modules and will be required to complete a survey at the end of each Module. The next workgroup meeting with The Institute is on April 14, 2014.

Subcommittee members will meet after the Executive Session.

VI. **LEGISLATIVE REPORT**

Changes to the regulations were reviewed. Ms. McKinney stated regulations 10.57.03.02 should include these changes:

- (1) Receipt of a high school diploma or equivalent *or an associate's degree from an accredited college or university; and*
- (2) Either:
 - (a) Successful completion of an approved residential child and youth care practitioner training program; or

(b) Receipt of a bachelor's degree from an accredited college or university.

A motion was made by Ms. McKinney and seconded by Ms. Dorenzer Thomas to approve Regulations 10.57.03.02

Question: Is an Individual Program Administrator required to notify the Board when changing employment, or upon moving out of state? Mr. Bloom stated that he will revise the language that he prepared and present to the Board.

VII. OPEN DISCUSSION

G. Financial Disclosure

Ms. Kim Bennardi, Administrator of Appointments and Nominations attended the Board meeting to give a presentation on Appointment Terms, Attendance Requirements, Recording of Attendance and Ethics Law/Financial Disclosures.

- **Appointee Terms**

Appointment term for this Board is four years. Board members need to serve until their successor is appointed. The current Board member does not have to continue to serve, but it is appreciated if the Board member does until someone else is appointed. A member can only be appointed for two consecutive terms. A full term is when no one else was in that term before you were appointed.

- **Attendance Requirements**

Board members are required to attend 50% of the meetings during any consecutive twelve month period.

- **Recording of attendance**

By January 15th of each year the Board has to report to Ms. Bennardi, Board attendance for the calendar year. If you have extenuating circumstances you may ask the Governor for a waiver. If you are the appointed person, you cannot send someone else in your place, because you have taken an oath. State Employees who serve on the Board are also required to take an oath.

If you have not taken the oath, contact Ms. Bennardi, and she will send a letter to the Clerk of Court.

- **Ethics Law/ Financial Disclosures**

Ms. Bennardi suggested that Board members attend the New Board member

Orientation, which goes over the Ethics Law. Under the Ethics Law Board members are required to complete a Financial Disclosure, Financial Disclosures must be filed by April 30 of each year for the preceding calendar year. When your service on the Board ends you have to complete a final Financial Disclosure within 60 days. Schedule dates: If you or your spouse have dependent children have any business entities or employment, it has to be listed on the schedule date. If you are a state employee and you are required to complete a Financial Disclosure as part of your employment, you should note that you are a member of this Board, fi you are a state employee but not required to do a Financial Disclosure for employment, you still have to do the Financial Disclosure as a member of the Board.

Questions regarding the Ethics form should be directed to the Ethics Commission.

What happens if you don't file a Financial Disclosure by April 30, of each year?

You will receive a letter from the Secretary of the Department of Health and Mental Hygiene, stating to please remember to file your Financial Disclosure.

Moving Out of State – To serve on the Board you have to be a Maryland Resident.

Changing Employment – If you are changing employment, Board member should contact the Ethics Commission.

Conflict of Interest –Mr. Merrow stated that if you have a situation where you are in conflict, (if you are a licensee) you should contact the Ethics Commission to find out what you should do.

VIII. PUBLIC COMMENTS

No Public Comments

XI. ADJOURN

On a motion made by Ms. Sterling-Garrett and seconded by Ms. Ada Pearl Thomas the General Session meeting was adjourned at 10:10 a.m.