



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**

**April 12, 2013**

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

- I.** Call to Order
- II.** Review and Approval of General Session Minutes – March 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 – April 12, 2013  
Metro Executive Building – 4201 Patterson Avenue – Baltimore, Maryland**

**In Attendance**

Dr. Albert Zachik, Chair  
Krystal McKinney, Vice Chair  
Darlene Ham  
Ertha Sterling-Garrett  
Ada Pearl Thomas  
Brady Daniels  
Patricia Arriaza

**Absent**

Sequaya Tasker  
William Childers  
Steve Sorin  
Bruce Anderson

**Staff**

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

**Guests**

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 9:50 a.m.

**II. REVIEW AND APPROVAL OF GENERAL SESSION MINUTES**

The State Board reviewed the General Session minutes from the March 8, 2013 meeting. On a motion made by Ms. McKinney and seconded by Ms. Sterling Garrett 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:

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 April 12, 2013, the State Board reports:

<b>Board Code</b>		
Board	Status Codes	Occurrences
Acting Capacity	Active	5
Acting Capacity	Inactive	20
Program Administrator	Active	122
Program Administrator	Deceased	1
Program Administrator	Non-renewed	101
Program Administrator	Revoked	3
Program Administrator	Surrendered	3
	<b>Total:</b>	255

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.

D. **Certification Renewals**

All Program Administrator's certification will expire on the same date of December 31, 2013. There are two individuals who are pending reinstatement.

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

Mr. Proctor informed Board members that Board staff has been notified by the Governor's office that Ms. Dorenzer Thomas, Program Administrator from the Children's Home Diagnostic Center has been appointed to serve on the Board. Dr. Zachik stated that Ms. Thomas has years of experience working with children in the Juvenile Court System in Baltimore City.

Mr. Proctor stated Board staff is working to get the upcoming vacancies filled as soon as possible. Mr. Anderson and Mr. Childers position on the Board will end June 30, 2013. Board staff has updated the website to reflect the May 15, 2013 application submission deadline. Board staff is continuing to recruit for the current and future vacancies that will occur on June 30, 2013. Two program administrators who have taken the exam recently expressed interest in serving on the Board, but have not submitted their application. Mr. Proctor received an email from Mr. Childers that he is resigning from the Board. Mr. Bloom stated that he believes that a Board member has to remain on the Board until their position has been filled, he will review what is in the statute and regulations to make sure. Ms. Sharon Bloom, (DHMH guest) asked "isn't there something that states if you miss two meetings you can be dismissed"? Mr. Proctor stated "yes". Dr. Zachik stated there are certain circumstances to be considered when a Board member has to resign. He will contact the necessary individuals to discuss the Board's vacancy. Mr. Childers first term will end as of June 30, 2013.

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

Ms. Joyner stated that she will be mailing letters out to all Program Administrators to remind them of the December 2013 renewal deadline. She also informed the Board that she has created a draft of Frequently Asked Questions for the Subcommittee to review at today's meeting. Ms. Joyner plans to submit a draft copy of the initial application (Residential Child Care and Youth Care Practitioners) to be reviewed at the May 10, 2013 subcommittee meeting.

Dr. Zachik stated there are certain circumstances to be considered when a Board member has to resign. He will contact the necessary individuals to discuss the Board's vacancy.

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

Mr. Proctor informed the Board he visited the Benedectine School to give an exam to an applicant who applied for certification as a program administrator. While visiting the school, Mr. Proctor toured the facility and met with the individual, and she had several questions in regards to the RCCCYCP certification process. Mr. Proctor suggested that the program administrator submit the questions by email.

Ms. McKinney stated the subcommittee has been working very hard and progress is being made. Committee members are near completion of drafts for the online training and private provider training process. During today's meeting the Committee will review and make final recommendations as to how the guidelines are to be put into regulations and focus on Tiered Structure. She stated the Committee would like to offer providers an information and Frequently Asked Questions sheet, so that individuals will know what is expected of them for initial and renewal of certification. She also stated MARFY will hold its annual conference this year and feels it would be helpful to providers that the Committee have a session at the MARFY conference, this may be the process for receiving provider input. The focus would be on certification. Dr. Zachik stated it is the intent of the Board to be as visible as can be, and consider sponsoring a formal invitation to come to a public forum. The conference will be held in October at Ocean City, Maryland.

Ms. McKinney stated the Institute workgroup held a productive meeting. She stated IT staff from the Institute attended the meeting and described what the online training would look like. Ms. McKinney stated questions from the subcommittee regarding implementation were answered. The goal at the next meeting is to actually see the first module online and go through it. During today's subcommittee meeting the Committee has to start thinking about questions to present to the workgroup in regards to how the online training should be set up.

#### **F. Facility Information**

Since the last Board meeting Board staff has received three notices in regards to closures:

1. Koba Institute  
Ms. Ham stated this facility has not officially closed.
2. Phillips Programs, Inc. – Voluntary Closure
3. San Mar Children's Home, Inc., Graff Residential - Voluntary Closure  
Ms. Joyner contacted the program to clarify what part of the facility would be closing.

#### **G. Training - FYI**

Mr. Proctor stated that he received an email from the Inspector General that all employees (including those in contractual positions) will be required to complete the Ethics Training Educational Program by December 31, 2013. A question was asked whether or not Board members would be required to complete the training. Participating Board members unless they are employees of DHMH are not being required to take the training. For those members of

Boards that are required to file financial disclosure forms (FD) with the Maryland State Ethics Commission, the Commission offers Ethics training on its website.

## **VI. Legislative Report**

Mr. Proctor discussed the summary report prepared by Ms. Neville. The report list Bills that were presented during the legislative session. There were sixteen bills, out of the sixteen, six of the Bills passed. The only Bill that would have directly affected the Board was Bill 422 Memorandum of Understanding, this Bill did not pass. Ms. Neville will be attending subsequent Certification of Child Care and Youth Care Practitioners Subcommittee meetings and will help with drafting legislation.

## **VII. Open Discussion**

Board members discussion evolved into concerns that Ms. Arriaza expressed regarding the fee for practitioners. She asked if the fee is going to be the same for practitioners who are grandfathered in? Dr. Zachik stated if you are grandfathered in you have to apply, the rates are set for the program. She also asked if the Direct Care Workers realize that this means \$50.00 is coming out of their pocket every two years, the provider is not the one paying for the fee. Ms. McKinney stated that it may be the provider, there is nothing written where the \$50.00 has to come from. Dr. Zachik stated it is up to the provider and the individual. Ms. Arriaza stated that the Board has discussed providing the Direct Care Workers with information and that it should be clear what this means for the practitioner. Dr. Zachik stated the Board and providers will have to inform and educate individuals on what the program requirements are, packets of information will be available to providers to teach their staff. Mr. Proctor stated the Board is fortunate to have IT staff, Regulation Coordinator and Compliance, the Board has support that is accessible, there may be creative ways to get the support the Board needs.

In regards to Board support, Mr. Proctor stated that he has been Executive Director for one year as of this month. He referenced that he started in April, 2012 on a part time (50%) basis and while working part time, served without a deputy director. He reminded the Board that he became full time in August, consistent with the Board's FY 2012 Staffing Analysis Report which recommended the Executive Director become full time in FY 2013. He further stated that Ms. Joyner was hired in November as Deputy Director into her predecessor's part time (80%) position.

Mr. Proctor provided a brief overview of his first year and highlighted that all Program Administrator certifications now have the same, December 31, 2013 expiration date, consistent with the Board's decision. He also referenced the establishment and ongoing activities of the Certification of Children and Youth Practitioner Sub Committee as critical to the development of the required regulations and program. Based on the survey, the Report estimated about 2350 direct care workers will need to be certified on or before October 1, 2015. To support this program, the Report recommended the hiring of additional staff in FY 2014 and beyond. Specifically recommended was hiring an Office Secretary in FY 2014, and

Beginning in FY 2015 the hiring of two investigators and one compliance officer to support anticipated increased responsibilities.

Mr. Proctor stated, the Staffing Analysis was a snap shot of anticipated staffing needs at the time the report was prepared. Mr. Proctor advised that current and future staffing recommendations will be made based on direct working understanding of current staff and the realities of the current Program Administrator Program and the evolving Children and Youth Care Practitioner Program.

As such, Mr. Proctor advised that he would like to present a specific personnel matter to the Board during Executive Session.

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

**IX. ADJOURN** – The General Session was adjourned at 10:12 a.m. and moved into closed session.