



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

May 10, 2013

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

- I.** Call to Order
- II.** Review and Approval of General Session Minutes – April 12, 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 – May 10, 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
Dorenzer Thomas

Absent

Sequaya Tasker
William Childers
Steve Sorin

Staff

Richard A. Proctor, Executive Director
Gwendolyn Joyner, Deputy Director
Richard Bloom, AAG
Marian Ruth, DHMH
Kristen Neville, DHMH

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 9:30 a.m.

II. REVIEW AND APPROVAL OF GENERAL SESSION MINUTES

The State Board reviewed the General Session minutes from the April 12, 2013 meeting. On a motion made by Mr. Anderson and seconded by Ms. Ada Thomas 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:

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 May 10, 2013, the State Board reports:

Board Code		
Board	Status Codes	Occurrences
Acting Capacity	Active	3
Acting Capacity	Inactive	22
Program Administrator	Active	122
Program Administrator	Deceased	1
Program Administrator	Inactive	1
Program Administrator	Revoked	3
Program Administrator	Surrendered	3
	Total:	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 email Ms. Joyner at Gwendolyn.Joyner@maryland.gov 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: July 15, and December 2.

One individual took the standards exam on May 9, 2013. Board staff has not graded the test, and one individual is pending schedule to take the exam. There are four applications that are incomplete, Board staff is waiting on additional documents, one application is from a program administrator who is currently working in acting capacity.

D. **Certification Renewals**

Ms. Joyner informed the Board that the first renewal notice for the group of Program Administrators who previously renewed the end of June have been mailed, and half of the second group who renew at the end of December have been mailed.

E. **Board Vacancy**

Dr. Zachik introduced Dorenzer Thomas, Private Program Administrator from the Children's Home Diagnostic Center as a new member of the Board. The Board is currently recruiting for future vacancies, both vacancies will occur on June 30, 2013, one Program Administrator and one Child and Youth Care vacancy.

Board Appointments

Dr. Zachik stated he met with Kim Bennardi who is the new appointments person for DHMH to discuss suicide prevention. Ms. Bennardi will be meeting with Mr. Proctor and Ms. Joyner to discuss the process for appointments and offered assistance with Board vacancies.

IV. **Deputy Director's Report**

Ms. Joyner stated that a draft copy of the initial application for the Child and Youth Care Practitioners will be presented at the Subcommittee meeting today. The application is the same application that the Program Administrators complete but with a few minor corrections. The committee can review and decide what changes they would like made to the application. Ms. Joyner presented Board members with an updated list of their contact information and asked them to review and make sure information is correct.

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

Mr. Proctor stated that he and Ms. Joyner met with Ms. Neville to update her on the subcommittee's meetings in regards to regulations for the Youth Care Practitioner certification process. Both Ms. Ruth and Ms. Neville will be attending the subcommittee meetings and have expressed they will help in any way possible if needed, their input is welcome. The Committee plans to discuss Tiered Structure today at the subcommittee meeting and the MARFY conference. Board members discussed whether or not an individual from the Board should attend the MARFY conference as a presenter, to discuss the Child and Youth Care Practitioners certification process. Dr. Zachik stated that it is appropriate for someone to speak and he asked Ms. McKinney if she would attend and be the lead speaker for the Board and she stated "yes", she will attend. The Board would only participate in one program. Mr. Anderson stated that maybe MARFY would consider the Board doing a presentation at the luncheon. Board members were

concerned that the travel expense would fall on their agency, and Mr. Bloom stated the expense is the Board's responsibility, not the individual Board member's agency. Dr. Zachik asked Mr. Anderson if he would discuss waiving the registration fee with Ms. Tinney. The Board would only participate in one program. The deadline to submit the proposal is May 31, 2013. Ms. McKinney stated that MARFY will need to receive the handouts by August.

Subcommittee Update

Ms. McKinney stated at the last subcommittee meeting members spent most of the time focusing on developing frequently asked questions that can be shared with providers, just to get them thinking about what the expectations for certification will be. She stated the Committee has almost finalized the information worksheet for the online training process for private providers who want to provide their own training, the Committee is looking to formulate that into some type of regulations. Today's subcommittee meeting will review the online and provider training worksheet and the FAQs to make final recommendations as to how the guidelines are to be put into regulations. Ms. McKinney stated the next meeting with the workgroup at the Institute will be the end of May.

F. **Facility Information**

Since the last Board meeting Board staff has received one notice in regards to an agency that is not in compliance with the Code of Maryland Regulations.

Transition Living Services, Inc.

VI. **Legislative Report**

Mr. Proctor stated Ms. Neville prepared legislation information for the Board. He stated House Bill 1115- Health Occupations will allow Board staff to send out renewal letters by email to Program Administrators and Child and Youth Care Practitioners. Legislation will be drafted to accommodate this information. Mr. Bloom stated Board staff should review the current initial and renewal applications and include language that would reflect House Bill 425, Veterans Employment Act. He stated will share information with Ms. Joyner regarding the language that other Boards are using on their application.

G. **FYI – Newsletter**

Mr. Proctor stated that he and Ms. Joyner are beginning to prepare another Spring/Summer newsletter. Board members should email suggestions for the newsletter to Ms. Joyner.

VII. Open Discussion

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.