



# MARYLAND Department of Health

*Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Robert R. Neall, Secretary*

## *State Board for the Certification of Residential Child Care Program Professionals*

### **GENERAL SESSION AGENDA**

**May 11, 2018**

**METRO EXECUTIVE BUILDING – 4201 PATTERSON AVENUE – ROOM 106  
BALTIMORE, MARYLAND**

- I. Call to Order**
- II. Adjustments and Additions to Agenda**
- III. Approval of Agenda**
- IV. Review and Approval of General Session Minutes – April 13, 2018**
- V. Executive Director’s Report**
  - Stats Report
  - Facility Closings/relocations
  - Regulation Review & Evaluation
- VI. Deputy Director’s Report**
- VII. Licensing Coordinator’s Report – RCYCP Certification**
  - RCYCP Licensing Report
- VIII. Certification List**
- IX. Legislative – James Merrow, Executive Director**
  - Senate Bill 1028
- X. Open Discussion**
  - Establish CRC Committee
  - Establish Regulations Committee
  - Applicants working in RCYCP capacity before being certified

- Develop Regulations for Reviewing CJIS Reports
- Expansion of licenses to ILP Staff

**XI. Opportunity for Public Comment**

**XII. Adjournment**

State of Maryland  
Department of Health

*State Board for the Certification of Residential Child Care Program Professionals*  
**General Session Minutes – May 11, 2018**  
**Metro Executive Building – 4201 Patterson Avenue – Baltimore, Maryland 21215**

***Board Members Attendance***

Krystal Holland, Chair  
Janet Furman, Vice Chair  
Nicole Smith, Board Secretary  
Ada Pearl Thomas  
Caroline Jones  
Dorenzer Thomas  
Brady Daniels  
Sonya White-Norman

***Board Staff Attendance***

James Merrow, Executive Director  
Gwendolyn A. Joyner, Deputy Director  
Ena Mendez, Licensing Coordinator  
Carla Boyd, AAG  
Danielle Vallone, Investigator  
Lillian Reese, Legislation & Regulation  
Coordinator

***Guest***

Kim Lang, MDH  
Lynn Wisner, DHS

***Absent***

Darlene Ham  
William J. Frank, Deputy Secretary  
Sheila Philip

**I. CALL TO ORDER**

Krystal Holland, Chair for 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 AGENDA**

On a motion made by Mr. Daniels and seconded by Ms. Ada Pearl Thomas, the agenda for the May 11, 2018 General Session meeting was approved as amended.

**III. REVIEW AND APPROVAL OF GENERAL SESSION MEETING MINUTES**

On a motion made by Ms. Smith and seconded by Mr. Daniels, the minutes from the April 13, 2018 General Session meeting were unanimously approved.

**IV. EXECUTIVE DIRECTOR’S REPORT**

- *State Board Meetings - Mark your calendar... The 2018 meeting dates are as follows: June 8, July 13<sup>th</sup>, September 14<sup>th</sup>, October 12<sup>th</sup>, & December 14<sup>th</sup>. Please note that the State Board will not meet in August and November 0f 2018.*
- In accordance to the Regulatory Review and Evaluation Act, a blast email was sent to all licensees asking for any comments for changes on the regulations under review. There were no material responses received.

**V. CERTIFICATION REPORT**

As of May 11, 2018 the State Board reports:

<b>Board Code</b>		
Board	Status Codes	Occurrences
Acting Capacity	Active	3
Acting Capacity	Inactive	40
Acting Capacity	Non-renewed	5
Program Administrator	Active	82
Program Administrator	Deceased	4
Program Administrator	Non-renewed	176
Program Administrator	Revoked	3
Program Administrator	Surrendered	3
Youth Care Practitioner	Active	1134
Youth Care Practitioner	Non-renewed	325
Youth Care Practitioner	Suspended	3
	<b>Total:</b>	1779

**Facility Closings/Relocations**

- MENTOR Maryland, a Child Placement Agency licensed by the Department of Human Services (DHS), has changed the legal address of their Salisbury Teens in Transition/ Easton Children’s Services TFC & ILP programs from the previous address 2320 Goddard Parkway, Unit C, Salisbury, MD to 2326 Goddard Parkway, Suite D, Salisbury, MD 21801.

**VI. COMPREHENSIVE EXAMS**

- The State Board will administer the Comprehensive Examination for Residential Child and Youth Care Practitioners for the Calendar Year 2018 to any individual who meets the criteria for certification at mutually agreed upon dates.
- Individuals who have submitted all the required documents to become a Program Administrator should contact Board staff at 410-764-5996/5052 or via email at [dhmh.cccpa@maryland.gov](mailto:dhmh.cccpa@maryland.gov) to schedule their exam.

## **VII. DEPUTY DIRECTOR'S REPORT**

- Ms. Joyner sent out an email to RCYCP licensees due to renew by September 30, 2018 to give them a heads up.
- Renewal cards will be mailed out by June 15, 2018 with information regarding the renewal process. The online renewal will begin on July 15, 2018.
- There is a vacant RCYCP representative position on the Board. There is also a Consumer member position that will be available on July 1, 2018. Anyone interested in applying for these vacancies should contact Kim Bennardi, Administrator of Appointments and Executive Nominations.

## **VIII. RESIDENTIAL CHILD AND YOUTH CARE PRACTITIONERS – LICENSING COORDINATOR**

- Board staff has received twenty-seven new RCYCP applications since the April 13, 2018 Board meeting. There are 244 applications currently pending certification. Eleven applicants have been certified since the last Board meeting.
- Board members requested a breakdown on what the reoccurring themes are that makeup the pending applications. Board staff will provide some baseline data at the next meeting.

## **IX. CERTIFICATION LIST**

- On a motion made by Ms. Dorenzer Thomas and seconded by Ms. Jones, Licensees were approved.

## **X. LEGISLATIVE REPORT**

- Senate Bill 1028 has been passed. It prohibits certain mental health or child care practitioners from engaging in conversion therapy with individuals who are minors. Board members requested that information on this Bill be posted on the Board's website to make licensees aware.

## **XI. OPEN DISCUSSION**

- Ms. Furman and Ms. Jones have volunteered to be serve on the CRC Committee.
- Ms. Holland, Ms. Smith, Ms. Furman & Ms. Dorenzer Thomas have volunteered to serve on the Regulations Committee.

- The RCYCP certification process was discussed. There are concerns in regards to the time that noncertified RCYCPs are working in their capacity before submitting a certification application. Board staff is not aware of a new RCYCP hire until an application is received.
- Regulations state that an RCYCP has to become certified within 180 days of their hire date. Applications are often received very close to the 180 days deadline. A suggested solution was that once an RCYCP is hired, they are issued a “provisional certification” that would allow the Board to track the RCYCP better through the certification process. This would involve regulations being reviewed.
- Ms. Joyner forwarded the information that CJIS requested in response to the letter from the Board regarding issues being faced.
- A brief discussion on sanction guidelines for reviewing initial RCYCP applications occurred. Board staff is asked to take a look at COMAR 14.31 as a reference and make recommendations for sanctioning guidelines at the next Board Meeting.

**XII. OPPORTUNITY FOR PUBLIC COMMENT**

- No comments

**XIII. ADJOURNMENT**

- The next meeting will be June 8, 2018 at 9:30 a.m. On a motion made by Ms. White-Norman and seconded by Ms. Dorenzer Thomas, the General Session meeting at 10:11 a.m.

Submitted by:

  
Nicole Smith, Board Secretary