

State of Maryland
Department of Health
State Board for the Certification of Residential Child Care Program Professionals
TELECONFERENCE OPEN SESSION MINUTES
May 8, 2020
10:00 AM TO 11:00 AM
PHONE NUMBER: 1-317-743-0354
PIN#: 744387151

Board Members Attendance

Janet Furman, Vice Chair
Nicole Smith, Board Secretary
Sonya White-Norman
Robin Harvey
Karen Powell
Paula Regan
Caroline Jones
Lauren Wahl, RCYCP
Dorenzer Thomas

Board Staff Attendance

Darlene Ham, Executive Director
Gwendolyn Joyner, Deputy Director
Janay Knox, Licensing Coordinator
Thomas Werthman, AAG
Deborah Donahue, AAG
Lillian Reese, Legislative Regulations
Coordinator

Absent

Krystal Holland, Chair
Christian Miele, Deputy Secretary
David Bruce, Investigator
Pamela Curtis

I. CALL TO ORDER

Janet Furman, Vice Chair, for the State Board for the Certification of Residential Child Care Program Professionals (“State Board”) called the meeting to order at approximately 10:06 a.m. Roll Call was taken by Ms. Furman.

II. REVIEW AND APPROVAL OF MAY GENERAL SESSION AGENDA

On a motion made by Ms. Jones and seconded by Ms. Smith, the agenda for the May 8, 2020 General Session meeting was approved.

III. REVIEW AND APPROVAL OF FEBRUARY GENERAL SESSION MEETING MINUTES

On a motion made by Ms. Smith and seconded by Ms. Harvey, the February 14, 2020 minutes were approved.

IV. REVIEW AND APPROVAL OF APRIL 1, 2020 GENERAL SESSION MEETING MINUTES

On a motion made by Ms. Jones and seconded by Ms. Smith, the April 1, 2020 minutes were approved.

V. REVIEW AND APPROVAL OF APRIL 17, 2020 GENERAL SESSION MEETING MINUTES

On a motion made by Ms. Smith and seconded by Ms. Harvey, the April 17, 2020 minutes were approved.

VI. REVIEW AND APPROVAL OF APRIL 30, 2020 GENERAL SESSION MEETING MINUTES

On a motion made by Ms. Jones and seconded by Ms. White-Norman, the April 30, 2020 minutes were approved.

VII. LEGISLATIVE REPORT

- Ms. Reese informed the board that the legislative session had to end 3 weeks earlier than expected. HB Bill 1108 did pass through the House, but the bill did not get a chance to pass through the Senate.
- Ms. Reese stated that the proposed bill will have to go back through the legislative process again during the 2021 legislative session. Ms. Reese informed the board that the concept papers must be submitted by May 22, 2020 and she wanted to know if the board wanted to resubmit the bill for the 2021 legislative session.
- Ms. Reese provided a brief synopsis about the bill.
- Ms. Harvey made a motion that the board present the proposed bill for the 2021 legislative session and Ms. Smith seconded the motion.
- Ms. Reese informed the board that she would be using the same language in the bill and that nothing would need to be changed on the bill. Ms. Reese stated she would work with the Executive Director on the concept paper.

VIII. VICE CHAIR REPORT

- Janet informed the Board, that she and Krystal would like to thank the board for being flexible over the past month with the additional meetings and assisting all the Residential Child and Youth Care Practitioners and Program Administrators during this pandemic.

IX. EXECUTIVE DIRECTOR’S REPORT

A. Facility Closing/Relocations

- There are currently no RCC facilities closures or relocations.

B. Updating Training Materials on Institute Website

- The board was informed that the \$100,000 contract has been approved and passed through procurement. The executive agreement has been signed and sent over to the University of Maryland Institute for the start of invoice payments.
- The board was informed that Ms. Goldie from the Institute has already started sending over several of the training module revisions for the Training Committee to review.
- Ms. Ham reminded the board who is currently on the training committee which is Nicole Smith, Robin Harvey, Caroline Jones, and Krystal Holland.

C. Public Notice

- The board was informed that the public notice was approved, and we did not receive any feedback from the Governor’s legal counsel. The notice has been posted to the website.

D. CERTIFICATION REPORT

- As of May 8, 2020, the State Board reports:

| Board Code | | |
|-------------------------|---------------|-------------|
| Board | Status Codes | Occurrences |
| Acting Capacity | Active | 2 |
| Acting Capacity | Inactive | 47 |
| Acting Capacity | Non-renewed | 6 |
| Program Administrator | Active | 76 |
| Program Administrator | Deceased | 4 |
| Program Administrator | Non-renewed | 206 |
| Program Administrator | Revoked | 3 |
| Program Administrator | Surrendered | 3 |
| Youth Care Practitioner | Active | 1217 |
| Youth Care Practitioner | Deceased | 1 |
| Youth Care Practitioner | Inactive | 1 |
| Youth Care Practitioner | Non-renewed | 835 |
| Youth Care Practitioner | Surrendered | 1 |
| Youth Care Practitioner | Suspended | 2 |
| | Total: | 2,404 |

X. DEPUTY DIRECTOR'S REPORT

- The Board was informed that 76 Program Administrators are currently active. 3 out the 76 Program Administrators are new licensees. There are 73 Program Administrators that have renewed their license.
- There are 476 RCYCP licensees up for renewal in September and that the orange renewal cards are currently being mailed out, so that licenses can start renewing by July 15, 2020.

XI. RESIDENTIAL CHILD AND YOUTH CARE PRACTITIONERS – LICENSING COORDINATOR

- The board was informed of the following RCYCP application processes:
 - 41 new RCYCP applications.
 - 284 applications currently pending.
 - 84 applications that were past the 120 days
 - 200 pending applications that are still within the 120 days.
 - There were no applications that were administratively closed.
 - 11 RCYCP applicants that were certified.
- Ms. Harvey made a motion to approve the certification list, Ms. Jones seconded the motion.

XII. COMPREHENSIVE EXAMS

- The State Board will administer the Comprehensive Examination for Residential Child and Youth Care Practitioners for the Calendar Year 2020 to any individual who meets the criteria for certification at mutually agreed upon dates and time.
- Individuals who have submitted all the required documents to become a Program Administrator should contact Board staff at 410-764-5052/5996 or via email at dhmh.crccpa@maryland.gov to schedule their exam.

XIII. OPEN DISCUSSION

- N/A

XIV. OPPORTUNITY FOR PUBLIC COMMENT

- N/A

XV. ADJOURNMENT

- The next meeting will be June 12, 2020 at 10:00 a.m.
- On a motion made by Ms. Thomas and seconded by Ms. Smith, the General Session meeting adjourned at 11:37 a.m.

Submitted by:

Signature on Original

Nicole Smith, Board Secretary