

State of Maryland
Department of Health
State Board for the Certification of Residential Child Care Program Professionals

VIDEOCONFERENCE OPEN SESSION MINUTES

June 12, 2020

10:00 AM TO 11:00 AM

VIDEO LINK: meet.google.com/qme-tvww-zbm

Board Members Attendance

Krystal Holland, Chair
Janet Furman, Vice Chair
Nicole Smith, Board Secretary
Sonya White-Norman
Robin Harvey
Karen Powell
Paula Regan
Caroline Jones
Pamela Curtis

Board Staff Attendance

Darlene Ham, Executive Director
Gwendolyn Joyner, Deputy Director
Janay Knox, Licensing Coordinator
Thomas Werthman, AAG
David Bruce, Investigator
Lillian Reese, Legislative Regulations
Coordinator

Absent

Christian Miele, Deputy Secretary
Dorenzer Thomas
Lauren Wahl, RCYCP
Deborah Donahue, AAG

I. CALL TO ORDER

Krystal Holland, Board 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. Holland.

II. REVIEW AND APPROVAL OF JUNE GENERAL SESSION AGENDA

On a motion made by Ms. Jones and seconded by Ms. Smith, the agenda for the June 12, 2020 General Session meeting was approved.

III. REVIEW AND APPROVAL OF MAY GENERAL SESSION MEETING MINUTES

On a motion made by Ms. Smith and seconded by Ms. White-Norman, the May 8, 2020 minutes were approved.

IV. LEGISLATIVE REPORT

- Ms. Reese informed the board that she does not have any updates about the upcoming legislative session.

V. BOARD CHAIR REPORT

- The board was informed that the Institute is in the process of reviewing the training modules and there need to be some board members available to review the materials.
- Janet Furman and Robin Harvey stated that they are available to review the training modules. Ms. Holland informed the board that she would have Ms. Goldie Morton from the Institute to send Ms. Furman and Ms. Harvey the training materials to review.
- Ms. Holland informed the board that the information on the training materials need to be revamped completely and that the curriculum for the RCYCPs needs to be updated as well.
- The board was informed that all the training materials on the Institute website should be completed in the next month or two.

VI. EXECUTIVE DIRECTOR'S REPORT

A. Training Materials on Institute website

- Ms. Ham gave a thank you to the board for reviewing the training materials.

B. Facility Closing/Relocations

- Maryland Salem Children's Trust closed effectively on June 6, 2020 and this was a Department of Human Services (DHS) program out in Hagerstown.

C. New Member Orientation

- The board was informed that there is usually a new member orientation held in October, but it would be changed this year due to the pandemic.
- Ms. Ham stated that she does have the materials from the new member orientation and that she will try to get the information to Pamela Curtis since she is the only member that has not completed the orientation.

D. Maryland Email Address

- The board was informed that everyone should have a Maryland.gov email address and that all documents needed for meetings will be uploaded to the google shared drive. Everyone should be checking their Maryland.gov email address.

E. CERTIFICATION REPORT

- As of June 12, 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	77
Program Administrator	Deceased	4
Program Administrator	Non-renewed	205
Program Administrator	Revoked	3
Program Administrator	Surrendered	3
Youth Care Practitioner	Active	1223
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	3
	Total:	2,410

VII. DEPUTY DIRECTOR'S REPORT

- The board informed that there are 466 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.

VIII. RESIDENTIAL CHILD AND YOUTH CARE PRACTITIONERS-LICENSING COORDINATOR

- The board was informed of the following RCYCP application processes:
 - 40 new RCYCP applications
 - 318 applications currently pending
 - 81 applications that were past the 120 days
 - 237 pending applications that are still within the 120 days
 - There were no applications that were administratively closed.
 - The board was informed there are 4 RCYCP applicants that were certified.
- Ms. Smith made a motion to approve the certification list, Ms. Harvey seconded the motion.

IX. 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 dhnh.crccpa@maryland.gov to schedule their exam.

X. OPEN DISCUSSION

- N/A

XI. OPPORTUNITY FOR PUBLIC COMMENT

- N/A

XII. ADJOURNMENT

- The next meeting will be July 10, 2020 at 10:00 a.m.
- On a motion made by Ms. Jones and seconded by Ms. White-Norman, the General Session meeting adjourned at 10:26 a.m.

Submitted by:

Signature on Original

Nicole Smith, Board Secretary