



STATE OF MARYLAND

**DHMH**

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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**

**July 13, 2012**

**METRO EXECUTIVE BUILDING – 4201 PATTERSON AVENUE – ROOM 105  
BALTIMORE, MARYLAND**

- I. Call to Order
- II. Review and Approval of General Session Minutes –June 8, 2012
- III. Executive Director's Report
- IV. Spring Certification Workgroup
- V. Certification Renewals
- VI. Open Discussion
- VII. Opportunity for Public Comment
- VII. Adjourn

**State of Maryland  
Department of Health and Mental Hygiene**

**State Board for the Certification of Residential Child Care Program Professionals  
General Session Minutes –July 13, 2012  
Metro Executive Building – 4201 Patterson Avenue – Baltimore, Maryland**

In Attendance

Dr. Albert Zachik, Chair  
Krystal McKinney, Vice Chair  
Bruce Anderson, Secretary  
Ertha Sterling-Garrett  
William Childers  
Ada Pearl Thomas  
Steve Sorin  
Brady Daniels  
Darlene Hamm  
Patricia Arriaza  
Sequaya Tasker  
Mary Rode

Absent

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Staff

Richard A. Proctor, Executive Director  
Richard Blomm, AAG

Guests

Shelley Tinney, MARFY

**I. CALL TO ORDER**

Dr. Albert Zachik, Chair of the State Board for the Certification of Residential Child Care Program Professionals ("State Board") called the meeting to order at approximately 9:32 AM.

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

The State Board reviewed the General Session minutes from the June 8, 2012 meeting.  
Motion made by Bruce Anderson: Approve the minutes of the June 8, 2012, meeting as corrected.  
Motion seconded by William Childers. Motion approved unanimously.

**III. EXECUTIVE DIRECTOR'S REPORT**

Richard Proctor, Executive Director of the State Board reported:

- A. **State Board Meetings** – Mark your calendar...The 2012 meeting dates are as follows:  
September 14, October 12, and December 14. All meetings will be held in Room 105 of the

Metro Executive Building located at 4201 Patterson Avenue in Baltimore, Maryland. **Please note that the State Board will not meet in August or November of 2012.**

B. **Certification Report** – As of July 13, 2012, the State Board reports:

Board Code		
Board	Status Codes	Occurrences
Acting Capacity	Active	5
Acting Capacity	Inactive	11
Program Administrator	Active	148
Program Administrator	Deceased	1
Program Administrator	Non-renewed	67
Program Administrator	Revoked	2
Program Administrator	Surrendered	3
	<b>Total:</b>	237

C. **State Standards Examinations** – Calendar Year 2012

The State Board will administer the Standards Examination for Residential Child Care Program Administrators for the remainder of Calendar Year 2012 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 410-764-5911 or via email at [richarda.proctor@maryland.gov](mailto:richarda.proctor@maryland.gov). to schedule their examination.

For Calendar Year 2012, the remaining tentative dates for the administration of the State Standards Examination for Residential Child Care Program Administrators are: August 22 and November 14 at 11 AM in the State Board's office.

D. **Personnel Updates- Executive Director and Deputy Director**

Executive Director position is in process of being converted from half time to full time. Deputy Director paperwork submitted to Department of Health and Mental Hygiene's Office of Human Resources to begin recruitment. Panel of three Board Administrators established to conduct initial interviews.

#### **E. Overview of Certification Renewals – June 30, 2012**

Twenty three of thirty six Program Administrators with Certifications expiring on June 30, 2012 renewed prior to the expiration date. The thirteen yet to be renewed Administrators are currently in 30 day grace period for certification renewal. The grace period ends July 31, 2012. All Certificate holders not renewed by close of business on July 31, 2012 will be considered "Non Renewed" and will not be allowed to practice as Program Administrators until and unless they submit necessary documents and fees for reinstatement and are subsequently approved for reinstatement by the Board.

Only one of the thirteen yet to be renewed Administrators contacted the Board prior to the June 30<sup>th</sup> expiration date. The Administrator sent letter to Board requesting an extension of certification.

The Executive Director will attempt to contact each of remaining twelve Administrators by all means available as soon as possible within the 30 day grace period to determine if their intent is to be renewed by the July 31<sup>st</sup> grace period expiration date. For those not intending to renew, the Executive Director will inform that as of August 1, 2012, they will be considered "non renewed" and from that point forward, not be able to work as a Program Administrator until and unless their Certificate is reinstated by the Board. For those intending to be renewed, the Executive Director will inform them of requirements, process and timeline.

Certain renewing Program Administrators questioned the 40 continuing education credits and full fee requirement for the new renewal cycle ending December 31, 2012 based on their renewed certificate expiring in 18 months rather than standard 2 year time frame. These two issues and the one request for extension of certification will be addressed under a separate "Certification Renewal" item on agenda.

#### **F. Evidentiary Hearing @ 11:30**

Announcement of Hearing scheduled for 11:30 in Board Meeting Room.

#### **IV. Spring Certification Workgroup- Certification of Child and Youth Care Practitioner**

The Workgroup's recommendation in Chart form regards to Tiered Structured Certification was presented to Board and discussion ensued regards to implementation of the certification program based on the tiered structure program as presented.

Patricia Arriaza provided a recap of workgroup discussions and recommendations going forward. Outstanding issues relate primarily to funding, such as source of funding for the recommended program, and cost in dollars and staffing in administration of the structure. Ms. Arriaza emphasized not allowing uncertainty about funding to stop rest of work regards to implementation of the Certification process.

Shelley Tinney, Executive Director of the Maryland Association of Resources for Families and Youth (MARFY) stated that Workgroup wants to build career path for practitioners and that tiered structure chart looks good for that purpose, no objections to chart. But without funding unlikely to be able to move up tiers, with no incentives built in, and no money for training or salaries, certification would be meaningless.

Chair, Zachik recapped last discussion regards to potential for Board to have funds & pay for different tiers. Executive Director, Richard Proctor stated does not think any other Boards provide funding such as this, but will check to confirm and Chair Zachik stated will also explore other ways. Chair Zachik stated must do right, do well and continue to discuss. Chair Zachik emphasized that Board will get back to Delegate Hammen with Shelly Tinney to talk out where we are, discuss mode of implementation, progress, thinking of Workgroup and Board, and as to funding, still no answer. Patricia Arriaza mentioned need to continue working on over next 6-9 months, be part of Departments budgets.

Steve Sorin asked how many direct care practitioners there are. Chair Zachik stated that based on study that was done, estimate is around 2,400. Ms. Tinney stated that is reasonable estimate. Steve Sorin raised certain related administrative issues to be addressed, such as purchasing related to built in rates, determining tracking mechanism, reporting calculations and yearly review of employees. Patricia Arriaza also mentioned the need to have someone validate. Sequoia Tasker mentioned that must be very sure bonuses go to the individual. Shelley Tinney stated that the incentives is to the individuals for higher level certification.

Chair Zachik stated could get yearly change, high administrative cost, there will be fiscal note and at this point exploring options, could grandfather in, now one tier.

Test Development was raised as to where we are in process? Also, need for comprehensive revision of the regulations cause need to revise current test. Chair Zachik mentioned that in past the Board had a subcommittee to help and would do same this time.

Patricia Arriaza stated that the Core Regulations are being developed and next step is to the Children's Cabinet for their August meeting. She further explained the regulation process and related 45 day public comment period.

## **V. Certification Renewals**

1) Renewal Fee:

After thorough discussion on merits of reduced fee based on shortened renewal cycle, a motion was made by Eartha Sterling-Garrett and seconded by William Childers to give a fee credit during the December 31, 2013 renewal period, prorated on an every 6 month basis, to renewing Program Administrators with June 30, 2012 expiration dates and after, leading up to new December 31, 2013 expiration date.

**The motion was approved unanimously.**

2) Continuing Education Credits:

After thorough discussion on merits of reducing number of required credits because of the shortened renewal cycle a motion was made by Krystal McKinney and seconded by Darlene Ham to require 10 less continuing education credits than the standard 40 credits going forward on an every 6 month basis to renewing Program Administrators with June 30, 2012 expiration dates and after, leading up to new December 31, 2013 expiration date.

**The motion was approved unanimously.**

The Executive Director will inform all Program Administrators of the Board's decision regards to

by personal letter, Board's web site and Board's next Newsletter. The Executive Director will provide clarification and address any questions a Program Administrator may have on an individual basis as requested.

3) Request for Extension:

One Program Administrator requested an extension. The request detailed in letter to the Board was based on stated inability to obtain all of the required 40 Continuing Education Credits prior to the June 30, 2012 expiration date.

After review and discussion of request based on reasons stated in letter, a motion was made by Mary Rode and seconded by Sequaya Tasker to deny request for extension.

**The motion was approved unanimously**

**VI. Open Discussion-** No further discussion held.

**VII. OPPORTUNITY FOR PUBLIC COMMENT** – No public comments were made.

**VII. ADJOURN** – Pursuant to the Maryland State Government Article, Annotated Code of Maryland, Section 10-501 et seq. on a motion made by Bruce Anderson and seconded by William Childers, those state Board members present unanimously voted to close the General Session meeting at 10:45 A.M. for the purpose of complying with the Maryland Certification of Residential Child Care Program Professionals Act that prevents disclosures about particular matters.