

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

VIDEOCONFERENCE OPEN SESSION MINUTES

July 10, 2020

10:00 AM TO 11:00 AM

VIDEO LINK: meet.google.com/kiu-ewsq-bvv

Board Members Attendance

Krystal Holland, Chair
Janet Furman, Vice Chair
Nicole Smith, Board Secretary
Sonya White-Norman
Robin Harvey
Paula Regan
Caroline Jones
Christian Miele, Deputy Secretary
Dorenzer Thomas
Lauren Wahl, RCYCP

Board Staff Attendance

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

Absent

Karen Powell
Pamela Curtis
David Bruce, Investigator

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 10:09 a.m. Roll Call was taken by Ms. Holland.

II. REVIEW AND APPROVAL OF JULY GENERAL SESSION AGENDA

On a motion made by Ms. Smith and seconded by Ms. Thomas, the agenda for the July 10, 2020 General Session meeting was approved.

III. REVIEW AND APPROVAL OF JUNE GENERAL SESSION MEETING MINUTES

On a motion made by Ms. Jones and seconded by Ms. Wahl, the June 12, 2020 minutes were approved with modifications.

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 will continue reviewing the training modules.
- Ms. Holland stated that she noticed that the RCYCP training modules only hold 18 hours not 20 hours. The original plan was to have the RCYCPs complete 20 hours of training online and 10 hours at their agency.
- The board was informed that the on-site orientation form needs to be updated to show that the RCYCP applicants need to complete 12 hours of training at their agency not 10 hours of training.

VI. EXECUTIVE DIRECTOR’S REPORT

A. Printing RCYCP and Program Administrator Licenses

- There has been a backlog with printing the renewal licenses, but the board staff is almost done with getting all the paper licenses printed and mailed out to the licensees.

B. Facility Closing/Relocations

- There are no facility closings or relocations.

C. CERTIFICATION REPORT

- As of July 10, 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	1233
Youth Care Practitioner	Deceased	1

Youth Care Practitioner	Inactive	1
Youth Care Practitioner	Non-renewed	834
Youth Care Practitioner	Surrendered	1
Youth Care Practitioner	Suspended	3
	Total:	2,419

VII. DEPUTY DIRECTOR’S REPORT

- The board was informed that there are 466 RCYCP licensees up for renewal in September and that the orange renewal cards has been mailed out and that applicants can start the renewal process beginning on July 15, 2020.

VIII. RESIDENTIAL CHILD AND YOUTH CARE PRACTITIONERS-LICENSING COORDINATOR

- The board was informed of the following RCYCP application processes:
 - 33 new RCYCP applications
 - 338 applications currently pending
 - 79 applications that were past the 120 days
 - 259 pending applications that are still within the 120 days
 - There were no applications that were administratively closed.
 - 13 applicants that are eligible to take the RCYCP exam but would like to wait until after the pandemic to take the exam.
 - The board was informed there are 9 RCYCP applicants that were certified.
- Ms. Thomas made a motion to approve the certification list, Ms. White-Norman 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.crcpa@maryland.gov to schedule their exam.

X. OPEN DISCUSSION

- Ms. Furman informed the board that she was contacted by a program administrator that was having a problem with one of the providers. The provider informed the program administrator that he/she had to work full time not part time at the agency.

- Ms. Furman asked the board if it is in the regulations that the program administrator is required to work full time or part time in order for the applicant to be certified. Ms. Harvey stated that the 14.31.06.06 regulation for employees duties and qualifications does not cite a time frame for working full time or part time as a program administrator, but the individual needs to just be certified and able to complete his/her duties.
- Mr. Werthman stated that he will review the Board's stature and regulations and follow up with Ms. Furman with legal advice as to how to proceed with a response to the applicant.

XI. OPPORTUNITY FOR PUBLIC COMMENT

- N/A

XII. ADJOURNMENT

- The next meeting will be September 11, 2020 at 10:00 a.m.
- On a motion made by Ms. Thomas and seconded by Ms. Smith, the General Session meeting adjourned at 10:35 a.m.

Submitted by:

Signature on Original

Nicole Smith, Board Secretary