

State of Maryland  
Department of Health and Mental Hygiene

State Board for the Certification of Residential Child Care Program Professionals  
General Session Minutes - September 9, 2011  
Metro Executive Building - 4201 Patterson Avenue - Baltimore, Maryland

In Attendance

Dr. Albert Zachik, Chair  
Krystal McKinney, Vice Chair  
Bruce Anderson, Secretary  
Cheryl Brown  
William Childers  
Shanda Crowder  
Brady Graves Daniels  
Darlene Ham  
Mary Rode  
Steve Sorin  
Ada Pearl Thomas

Absent

Sequaya Tasker

Staff

Kimberly Mayer, Executive Director  
Carol Johnson, Deputy Director  
Richard Bloom, AAG

Guests

Kristen Neville  
LaShawnda Lee

**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 9:35 AM.

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

The State Board reviewed the General Session minutes from the July 8, 2011, meeting. Motion made by Bruce Anderson: Approve the minutes of the July 8, 2011, meeting. Motion seconded by Krystal McKinney. Motion approved unanimously.

**III. EXECUTIVE DIRECTOR'S REPORT**

Kimberly Mayer, Executive Director of the State Board reported:

- A. State Board Meetings - Mark your calendar...The remaining 2011 meeting dates are October 14 and December 9. The State Board will not meet in November. CRCCPAs may earn continuing education credit for attending State Board meetings up to a maximum of 2 continuing education units per renewal cycle.

The 2012 meeting dates are as follows: January 13 (snow date January 20), February 10 (snow date February 17), March 9, April 13, May 11, June 8, July 13, September 14, October 12, and December 14. The State Board will not meet in August or November of 2012.

- B. State Standards Examinations - The State Board will administer the Standards Examination for Residential Child Care Program Administrators for the remainder of Calendar Year 2011 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 410-764-5966 or via email at [crccp@dhmh.state.md.us](mailto:crccp@dhmh.state.md.us) to schedule their examination.

For Calendar Year 2012, the tentative dates for the administration of the State Standards Examination for Residential Child Care Program Administrators are: February 15, May 16, August 22 and November 14 at 11 AM in the State Board's office. In addition, the State Board will continue the practice of administering the State Standards Examination to any individual who has been approved to take the Standards Examination at mutually agreed upon dates. Any individual who has received an invitation from the State Board to take the Standards Examination may register for one of these examination dates or arrange for a mutually agreed date

for the Standards Examination by contacting the State Board's office at 410-764-5996 or via email at [crccp@dhhm.state.md.us](mailto:crccp@dhhm.state.md.us).

C. Certification Report - As of September 6, 2011, the State Board reports:

Board Code		
Board	Status Codes	Occurrences
Acting Capacity	Active	3
Acting Capacity	Inactive	7
Program Administrator	Active	149
Program Administrator	Deceased	1
Program Administrator	Non-renewed	60
Program Administrator	Revoked	1
Program Administrator	Surrendered	3
Program Administrator	Suspended	1
Total:		225

D. Summer Study Report - The Summer Study Workgroup held its last meeting on July 25, 2011. The focus team reports were reviewed. A draft report was e circulated by the GOC to all Summer Study Workgroup participants.

E. Staffing Analysis Report - The State Board, as part of the Summer Study, was requested to provide a cost analysis for the implementation of the certification program. The State Board utilized the same methodology developed for the Office of Health Care Quality for their annual staffing analysis. This methodology was developed by a federal expert, who was a senior management intern on rotation from CMS, with extensive experience in personnel management and human resources. In order to capture current data regarding the number of child care workers who will need to be certified, the State Board has disseminated an online survey. See the attached *Executive Summary of the report*. The analysis was circulated and an electronic vote was conducted. The analysis was approved by the State Board and was sent to the Governor's Office for Children. The analysis is posted on the State Board's web site.

F. Modification of Recommendation #11 in the RCYCP Report - See attached *Executive Summary of the Report*. At the July 25, 2011, meeting of the Summer Workgroup. The report provided by the Provider Focus Team, chaired by Shelley Tinney from MARFY recommended a tiered certification structure for child care workers in order to allow reasonable entry level standards and provide a career ladder for child care workers. This model would provide that current employees be grandfathered and the provider agency would be largely responsible for training entry level employees. It would also provide an incentive for individuals to pursue higher education. The tiered structure proposed included the following:

- **RCYCP I** - All employees who are grandfathered at the implementation of the certification for child care workers and all new hired completing the 30-hour RCYCP training program and passing the Standards Examination.
- **RCYCP II** - RCYCP I and 1-year experience post certification or CCBC RCYCP certificate and passing the State Standards Examination.
- **RCYCP III** - RCYCP II and 2-years experience post certification or BA in human service field, test, and one-year experience.

This recommendation is in line with the State Board's Recommendation #11 in the *Modification of Minimum Standards for RCYCP* report. Recommendation #11, which addresses the education and training requirements for certification of child care workers states that the minimum requirements for certification should be simplified to:

- AA or BA/BS in human service or related field;
- AA or BA/BS in unrelated field with 1-year human service experience; and

- HS diploma or GED and completion of a Board-approved training program.
- Individuals who complete the training program through CCBC will be deemed to have met the standard of an AA degree in the human service field.

In addition, the report recommended that all child care workers who are employed by October 1, 2013, and who have been continuously employed as a child care worker for at least one-year for individuals with an associates or bachelor's degree and two-years for individuals with a high school diploma or GED should be grandfathered into certification. In addition, they will need to provide: (1) three professional references, of which one must be the Certified Residential Child Care Program Administrator of the residential child care program and (2) submit to a national and criminal history record check. Child care workers who apply to be grandfathered into certification as RCYCPs will not be required to take the Standards Examination.

The State Board conducted an electronic vote and approved the tiered structure for certification of child care workers. A letter was sent to the Governor's Office for Children noting the State Board's support of the proposed regulatory structure.

- G. Disciplinary Sanction Regulations - The Disciplinary Sanctions Committee met on July 8, 2011, to review draft regulations required by House Bill 114/Senate Bill 291 of the 2010 General Assembly Session. All health occupation boards are required to establish standards for the imposition of disciplinary sanctions, not exceeding the maximum provided in their statute, (in our case, pursuant to Health Occupations Article, § 20-405, Maryland Annotated Code of Maryland), against any residential child care program administrator or residential child and youth care practitioner in the State if, after a hearing, the Board finds that there are grounds under Health Occupations Article, §20-313, Annotate Code of Maryland, to reprimand a certificate holder, suspend, fine, or revoke a certificate. The committee requested minor changes to the draft.

However, subsequent to the request of the State Board's Disciplinary Sanctions Committee, the State Board received notification from the Health Occupation Board's Legislation & Regulations Specialist indicating that the Department's Regulation Coordinator has been advised by the Secretary of Health that he is interested in having all of the health occupation board's sanctioning guidelines take the same chart format as proposed by the State Dental Board. It is the advice, therefore, of the Health Occupation Board's Legislation & Regulation Specialist, and the Department's regulation coordinator, that the various health occupation boards hold off on processing their regulations until the State Dental Board has finalized their draft and the Secretary of Health has approved it. Previously, Wendy Kronmiller, the Secretary's Chief of Staff, requested that all health occupation boards have their respective drafts to the Department's regulation coordinator by the beginning of the 2012 Legislative Session (January of 2012). The Health Occupation Board's Legislation & Regulation Specialist has indicated that this delay should not infringe upon the health occupation boards meeting that deadline.

- H. General Session Meeting Minutes Available On-Line - The State Board staff have resumed the practice of posting approved General Session meeting minutes on the State Board's web site. General Session meeting minutes are available by clicking the "Board Meeting" option on the left-hand side of the main web page (<http://www.dhmd.state.md.us/crcdp/html/meetingdates.html>).
- I. Board Member Orientation - The *New Board Member Orientation* is scheduled for Monday, November 7, 2011, at the UMBC Tech Center in Catonsville, Maryland. It is an all-day event and is open to new and veteran Board members. More information will be coming.

#### IV. REVIEW AND APPROVAL

- A. Application for Approval of Continuing Education Units for Individual Participation - David Swacina. The State Board reviewed the application seeking continuing education approval of the workshop entitled "Reaching Higher" sponsored by the Evangelical Council for Financial Accountability. The program

is approved for CE credit for CPAs through NASBA and for church business administrators through NACBA. Mr. Swacina requested 7 CEUs for attending the workshop. The State Board noted that the program was completed in 2010. CRCCPAs were last year that requests for approval should be made within 90 days of taking a training course. It was also noted that the workshop should be approved for only 6 CEUs based upon the agenda. Motion made by Shanda Crowder: Approve the workshop for 6 CEUs. Motion seconded by Bruce Anderson. William Childers recused himself from the discussion and the subsequent vote in this matter. Motion approved.

- B. CRCCPA-D Transmittal, Instructions, Application, and Affidavit for licensing Authorities. The State Board reviewed the documents. The State Board requested that after "from" on page 2 of the transmittal, item 2 to insert "*the boards of directors of*". Motion made by Mary Rode: Approve the transmittal with the modification noted. Motion seconded by Ada Pearl Thomas. Motion approved unanimously.
- C. Acting Capacity Application and Instructions. The State Board reviewed the revised acting capacity application and instructions. The State Board had discussed the issue of requiring approved individuals to apply for certification within 30-days in the context of those individuals who may be serving on an interim basis. The State Board determined that it should not matter whether or not the individual is serving on an interim. Motion made Mary Rode: Approve the revisions as presented. Motion seconded by Steve Sorin. Motion approved unanimously.
- D. Delivery of Documents Transmittal. The State Board reviewed the transmittal eliminating hand-delivery of documents to the State Board's office. This transmittal is being issued out of concern about applicants hand-delivering documents to the State Board's office. While the office is staffed Monday-Thursday, there are instances when staff are not available to receive hand-delivered documents. Some applicants have left materials with the building's receptionist. The State Board cannot be responsible for documents left with the building's receptionist. These individuals are not employees of the State Board and there is no guarantee that the State Board will receive the documents. Motion made by Shanda Crowder: Approve the transmittal. Motion seconded by William Childers. Motion approved unanimously.
- E. Request for Licensed Program Information Transmittal. The State Board reviewed the transmittal requesting that the state licensing agencies for residential child care programs (DHR, DJS, and DHMH) provide a list of currently licensed programs. The State Board will conduct an audit between licensing and certification data to see if discrepancies exists. Motion made by Krystal McKinney: Approve the transmittal. Motion seconded by William Childers. Motion approved unanimously.
- F. Spring/Summer Newsletter. The State Board reviewed the Spring/Summer newsletter. Motion made by Krystal McKinney: Approved the newsletter. Motion seconded by Shanda Crowder. Motion approved unanimously.

## **V. OPPORTUNITY FOR BOARD DISCUSSION**

Shanda Crowder, representative for the Governor's Office for Children, noted that the Summer Study Report required for SB 344 has been approved by the Department of Budget and Management and will be posted to the GOC's web site this week. Further, the GOC has entered into an agreement with Innovation's to develop the online training program for child care workers. Innovations will most likely have something for the board to react to by the Spring/Summer of 2012.

Krystal McKinney, Vice Chair of the State Board, noted the recent requests for acting capacity extensions and the need for staff to closely monitor the requests

to determine if additional policies or justification from the provider is needed before consideration is given to the request.

**VI. OPPORTUNITY FOR PUBLIC COMMENT**

The Chair opened the meeting for public comments. No comments were made.

**VII. ADJOURN**

Pursuant to the Maryland State Government Article, Annotated Code of Maryland, §10-501 et seq. on a motion made by Krystal McKinney and seconded by Ada Pearl Thomas, those State Board members present unanimously voted to close the General Session meeting at 10:20 AM for the purpose of complying with the Maryland Certification of Residential Child Care Program Professionals Act that prevents disclosures about particular matters. The State Board will review applications and address complaints and disciplinary issues.