



STATE OF MARYLAND

DHMH

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

September 14, 2012

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

- I. Call to Order
- II. Review and Approval of General Session Minutes –July 13, 2012
- III. Executive Director's Report
- IV. Certification of Child and Youth Care Practitioners
- V. 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 –September 14, 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
Ada Pearl Thomas
Steve Sorin
Brady Daniels
Darlene Hamm
Patricia Arriaza
Sequaya Tasker

Absent

Mary Rode
William Childers

Staff

Richard A. Proctor, Executive Director
Richard Blomm, AAG

Guests

Marlene Matarese, University of Maryland
School of Social Work

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 9:33 AM.

II. REVIEW AND APPROVAL OF GENERAL SESSION MINUTES

The State Board reviewed the General Session minutes from the July 13, 2012 meeting.
Motion made by Bruce Anderson: Approve the minutes of the July 13, 2012, meeting.
Motion seconded by Steve Sorin. 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: 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 November of 2012.**

B. **Certification Report** – As of September 14, 2012, the State Board reports:

Board Code		
Board	Status Codes	Occurrences
Acting Capacity	Active	6
Acting Capacity	Inactive	14
Program Administrator	Active	129
Program Administrator	Deceased	1
Program Administrator	Non-renewed	87
Program Administrator	Revoked	2
Program Administrator	Surrendered	3
	Total:	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. to schedule their examination.

The remaining tentative date for the administration of the State Standards Examination for Residential Child Care Program Administrator is November 14 at 11 AM in the State Board's office.

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

Executive Director position is now full time.

Eleven deputy director candidates selected to receive interview letters.

Board reaffirmed having a Panel of three Board Administrators

conduct initial interviews and make recommendations for final interview.

Executive Director will conduct final interview and select candidate for appointment.

E. Certification Renewals-

Board approved revised renewal notification, application and instructions for December 31, 2012 renewals based on July 13, 2012 Board decision to adjust standard required renewal fee and continuing education credits.

Board approved Initial Notification Letter for certificate holders who renewed during the the June 30, 2012 renewal cycle based on July 13, 2012 Board decision to grant renewal fee and continuing education credits to be applied during next renewal.

F. Board Vacancy

Mary Rode, Private Program Administrator confirmed prior to Board meeting that she must Discontinue as Board Member for work related reasons. Recruitment to fill vacancy will begin Once written notification resignation received.

H. New Board Member Orientation

Board Member Orientation will be held on Monday, November 5 from 8:00 a.m. until approximately 3:30 p.m. at the University of Maryland, Baltimore County Technology Center located at 1450 South Rolling Road in Baltimore.

IV. Training Curriculum for Certification of Child and Youth Care Practitioner

Patricia Arriaza provided overview of the Governor's Office for Children contract with the University of Maryland School for Social Work. The School of Social Work's Institute for Innovation and Implementation will develop on line training modules.

Marlene Materase, University Maryland School of Social Work provided overview of the process for developing the training curriculum and announced the hiring of the Curriculum Developer effective October 1, 2012. Discussion ensued regards the Board's responsibility to certify basic foundation of knowledge to improve quality of care, elements of training curriculum development process including core principles, study guides, importance of going through rigors of training, test as proof of knowledge, over all test for all, open ending testing versus lock out, minimum test score, Beta Testing practitioners' grand fathered in as part of process to determine minimum score, and establishment of a Stakeholder Committee.

Board Members, Krystal McKinney, Patriica Arriaza and Darlene Ham volunteered to be members and Bruce Anderson volunteered to provide member of his staff to serve. Krystal McKinney suggested having representatives of smaller providers on Committee as way to connect with larger agencies. Darlene Ham will provide names of providers to serve on Committee.

The questions of whether regulations will need to be changed to accommodate Board decisions and if Board should require Agencies to use the trainer/training model were raised for discussion at next Board Meeting.

VI. Open Discussion- No further discussion held.

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

VII. ADJOURN – General Session adjourned at 10:42 and moved into Closed Session.