

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

VIDEOCONFERENCE OPEN SESSION MINUTES

September 11, 2020

10:00 AM TO 11:00 AM

VIDEO LINK: meet.google.com/hnc-ktdd-nzc

Board Members Attendance

Janet Furman, Vice Chair
Nicole Smith, Board Secretary
Sonya White-Norman
Karen Powell
Robin Harvey
Paula Regan
Caroline Jones
Dorenzer Thomas
Lauren Wahl, RCYCP

Board Staff Attendance

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

Absent

Krystal Holland, Chair
Christian Miele, Deputy Secretary
Pamela Curtis
David Bruce, Investigator

I. CALL TO ORDER

Janet Furman, Vice Chair, for the State Board for the Certification of Residential Child Care Program Professionals (“State Board”) called the meeting to order at approximately 10:05 a.m. Roll Call was taken by Ms. Furman. Ms. Smith made a motion to open the general session meeting and Ms. Jones seconded the motion.

II. REVIEW AND APPROVAL OF SEPTEMBER GENERAL SESSION AGENDA

On a motion made by Ms. Harvey and seconded by Ms. Wahl, the agenda for the September 11, 2020 General Session meeting was approved.

III. REVIEW AND APPROVAL OF JULY GENERAL SESSION MEETING MINUTES

On a motion made by Ms. Smith and seconded by Ms. Regan, the July 10, 2020 minutes were approved with modifications.

IV. REVIEW AND APPROVAL OF AUGUST GENERAL SESSION MEETING MINUTES

On a motion made by Ms. Smith and seconded by Ms. Harvey, the August 21, 2020 minutes were approved with modifications.

V. LEGISLATIVE REPORT

- Ms. Reese informed the board that she does not have any updates about the upcoming legislative session.
- Ms. Reese informed the board that she did reach out to Delegate Charles that sponsored the board's bill and she has not heard a response from his office, but she will keep trying to get in contact with the Delegate and update the board on the upcoming legislative session.

VI. VICE CHAIR REPORT

- Ms. Furman informed that board that she just wanted to thank the board for actively participating in the meetings and the emails. Also, she wanted to thank the board staff for all of their diligences in keeping the board informed and having open communication with the board.

VII. EXECUTIVE DIRECTOR'S REPORT

A. Reopening Office to Administer Exams

- The board was informed that board staff is in the process of reopening 4201 Patterson Ave building for testing. The building administrator for the Patterson Ave building informed board staff that testing can be begin in the building, but the testing location has to be moved to the 1st floor from the 5th floor to prevent any visitors from being on other floors due to the COVID-19 pandemic.
- Unfortunately, the building administration advised board staff that testing cannot be conducted at this time because the data ports in the 1st floor conference rooms need to be replaced and repaired by a technician.
- The board staff anticipated starting testing in September, but the testing had to be pushed back to October.
- The board staff had been working on testing guidelines for the RCYCP and Program Administrator applicants to follow when they come to the 4201 Patterson building and the applicants will receive an email from board staff.
- The board was informed that the Patterson building staff will have safety signs posted for the RCYCP and Program Administrators to follow when they come to the building for testing. Also, applicants must complete the preliminary

questionnaire and get their temperature checked as well when they enter the building.

- The board was informed that board staff has certain procedures put in place such as wiping down equipment and tables in the conference room, wearing gloves, and mask in the exam space.
- The board was informed that there is a child care agency, Silver Oak Academy that is allowing RCYCP applicants outside of their agency to take their exam at their facility. Ms. White-Norman informed the board that she has to follow up with Silver Oak Academy to see if they are actually allowed to administer the RCYCP exams to applicants outside of their agency since they previously had a COVID-19 outbreak and will update the board staff.
- Ms. Donohue suggested for Ms. Ham to have guidelines for accommodating potential RCYCP applicants that have a disability as well.

B. Facility Closing/Relocations

- The board staff received two notices of relocation for two child care treatment foster care agencies.
- The first notice was for the agency, Martin Pollack Project Youth Adult Initiative relocated their independent living program from the previous address to a new address ,5100 Raintree Way, Baltimore, Maryland 21206. The second notice was for the agency Care Rite TFC Inc. and they have been approved for a new independent living program.

C. CERTIFICATION REPORT

- As of September 11, 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	1261
Youth Care Practitioner	Deceased	2
Youth Care Practitioner	Inactive	1

Youth Care Practitioner	Non-renewed	832
Youth Care Practitioner	Surrendered	1
Youth Care Practitioner	Suspended	3
	Total:	2,446

VIII. DEPUTY DIRECTOR’S REPORT

- The board was informed that there are 466 RCYCP licensees up for renewals in September. As of this date, the following renewals are shown in the system:
 - 75 completed applications
 - 49 updated as renewed
 - 33 applications in progress
 - 417 need to renew their RCYCP license

IX. RESIDENTIAL CHILD AND YOUTH CARE PRACTITIONERS-LICENSING COORDINATOR

- The board was informed of the following RCYCP application processes:
 - 57 new RCYCP applications
 - 372 pending applications
 - 73 applications that were past the 120 days
 - 299 pending applications that are still within the 120 days
 - There were no applications that were administratively closed.
 - The board was informed there are 23 RCYCP applicants that were certified.
- Ms. Smith made a motion to approve the certification list, Ms. Powell seconded the motion.

X. 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 dhmh.crccpa@maryland.gov to schedule their exam.

XI. OPEN DISCUSSION

- N/A

XII. OPPORTUNITY FOR PUBLIC COMMENT

- N/A

XIII. ADJOURNMENT

- The next meeting will be October 9, 2020 at 10:00 a.m.
- On a motion made by Ms. Harvey and seconded by Ms. White-Norman, the General Session meeting adjourned at 10:32 a.m.

Submitted by:

Signature on Original

Nicole Smith, Board Secretary