

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

VIDEO CONFERENCE OPEN SESSION MINUTES

September 10, 2021

10:00 AM TO 11:00 AM

VIDEO LINK: meet.google.com/nbe-ashc-vaq

Board Members Attendance

Krystal Holland, Chair
Janet Furman, Vice Chair
Robin Harvey
Sonya White-Norman
Paula Regan
Caroline Jones
Jametia Anderson
Lauren Wahl, RCYCP
Bong Delrosario

Guest

Kimberly Link
Interpreter for Lauren Wahl

Board Staff Attendance

Darlene Ham, Executive Director
Gwendolyn Joyner, Deputy Director
Janay Knox, Licensing Coordinator
Thomas Werthman, AAG
Troy Pumphrey, Investigator

Absent

Nicole Smith, Board Secretary
Karen Powell
Christian Miele, Deputy Secretary
Dorenzer Thomas
Lillian Reese, Legislative Regulations
Coordinator

I. CALL TO ORDER

The monthly Board's General Session meeting was held via Google meet on Friday, September 11, 2021. 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 10:03 a.m. Roll Call was taken by Ms. Holland.

II. REVIEW AND APPROVAL OF SEPTEMBER GENERAL SESSION AGENDA

On a motion made by Mr. Delrosario and seconded by Ms. Anderson, the agenda for the September 10, 2021, General Session meeting was approved. No objections noted.

III. REVIEW AND APPROVAL OF JULY GENERAL SESSION MEETING MINUTES

On a motion made by Ms. White-Norman and seconded by Mr. Delrosario, the July 9, 2021, minutes were approved. No objections noted.

IV. LEGISLATIVE REPORT

A. Update on Board Regulations Proposal

- Ms. Ham informed the board that the regulations proposal was printed in the September 10, 2021 issue of the Maryland Register, the comment period ending on October 12, 2021. Ms. Ham explained to the board that the regulations will amend the language in Regulation .01 under COMAR 10.57.02 Certification and Regulation .01 under COMAR 10.57.03. Applicants be responsible for the payment of any costs required to obtain additional administrative documents with the application.

B. Update on Proposed Bill on Board Membership

- Ms. Ham informed the board that Ms. Reese may have an update about the bill by next week at least from the House.

V. BOARD CHAIR REPORT

- Ms. Holland thanked all of the board members that were involved in helping with reviewing the training modules.

VI. EXECUTIVE DIRECTOR'S REPORT

A. Facility Closing/Relocations

- There were no facility closures or relocations.

B. Board Newsletter

- The Board was informed that the newsletter is currently being developed and that board staff has seen a draft of the newsletter that was created by Ms. Regan.
- The Board was informed that the newsletter may be sent out by the end of September.
- Ms. Ham thanked Ms. Regan for helping with the newsletter.

C. CERTIFICATION REPORT

- As of September 10, 2021, the State Board reports:

Board Code		
Board	Status Codes	Occurrences
Acting Capacity	Active	6
Acting Capacity	Inactive	52
Acting Capacity	Non-renewed	6
Program Administrator	Active	82
Program Administrator	Deceased	4
Program Administrator	Non-renewed	205
Program Administrator	Revoked	3
Program Administrator	Surrendered	4
Youth Care Practitioner	Active	1190
Youth Care Practitioner	Deceased	3
Youth Care Practitioner	Inactive	1
Youth Care Practitioner	Non-renewed	1069
Youth Care Practitioner	Surrendered	2
Youth Care Practitioner	Suspended	4
	Total:	2,631

VII. DEPUTY DIRECTOR'S REPORT

A. 2021 RCYCP Renewals

- Ms. Joyner informed the board that 669 RCYCP applicants were due to renew for the 2021 renewal:
 - As of this date, 103 updates as renewed
 - As of this date, 47 RCYCP applications that are currently pending
- The RCYCP renewal applications are due September 30, 2021.

VIII. RESIDENTIAL CHILD AND YOUTH CARE PRACTITIONERS-LICENSING COORDINATOR

- Ms. Knox reported that there were two licensing reports being represented this morning: the RCYCP licensing report and the RCYCP licensing report by agency:
- RCYCP licensing report:
 - 194 pending applications
 - 63 new RCYCP applications
 - 157 applications that were within 120 days
 - 18 applications were past 120 days
 - 21 applications were past 180 days
 - 28 RCYCP certifications issued
- RCYCP licensing report by agency:
 - All of the agencies are included on the right side of the report and there is a breakdown on the report showing:

- Pending Applications
 - Education Missing
 - Missing Institute Profile/ Training Modules
 - Missing CPS
 - Missing CJIS
 - Ready for Exam
 - Criminal Issues
 - Miscellaneous: This section includes documents that are missing the training orientation form, marriage certificate, divorce decree, or court documents for name changes, foreign education credentials, and updated applications forms.
- 28 RCYCP and 2 Program Administrators were certified
 - Ms. Jones made a motion to approve the certification list for Residential Youth Care Practitioners (RCYCPs) and Program Administrators, Ms. White-Norman seconded the motion. There were no objections.

IX. COMPREHENSIVE EXAMS

- The State Board will administer the Comprehensive Examination for Residential Child and Youth Care Practitioners for the Calendar Year 2021 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.

X. OPEN DISCUSSION

A. Discussion about In-Person or Virtual Board Meetings

- Ms. Ham informed the board that there was a discussion at the last closed board meeting about in person or virtual board meetings.
- Ms. Ham informed the board that it was decided that the virtual meetings will continue throughout this year and in January, the Board will revisit in-person meetings based on the status of the pandemic.
- Ms. Ham informed the board that the 4201 Patterson building is open and the conference rooms are currently open.

XI. OPPORTUNITY FOR PUBLIC COMMENT

- N/A

XII. ADJOURNMENT

- The next meeting will be October 8, 2021 at 10:00 a.m.
- The General Session meeting adjourned at 10:40 am.
Motion – Ms. Anderson, Second – Ms. Harvey, no objections.

Submitted by:

Signature on Original

Nicole Smith, Board Secretary