



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

October 12, 2012

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

- I. Call to Order
- II. Review and Approval of General Session Minutes –September 14, 2012
- III. Executive Director's Report
- IV. Certification of Child and Youth Care Practitioners- Tiered Certification
- 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 –October 12, 2012
Metro Executive Building – 4201 Patterson Avenue – Baltimore, Maryland 21215**

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

Staff

Richard A. Proctor, Executive Director
Richard Bloom, Assistant Attorney General

Guest

Nancy Hatch, DDA
Kristen Neville, DHMH
Shelley Tinney, MARFY

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 September 14, 2012 meeting. The September 14, 2012 minutes were unanimously approved.

III. EXECUTIVE DIRECTOR'S REPORT

Richard Proctor, Executive Director of the State Board reported:

- A. **State Board Meetings**- The next and last 2012 meeting date is December 14. The meeting 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 October 12, 2012, the State Board reports:

Board Code		
Board	Status Codes	Occurrences
Acting Capacity	Active	6
Acting Capacity	Inactive	14
Program Administrator	Active	132
Program Administrator	Deceased	1
Program Administrator	Non-renewed	87
Program Administrator	Revoked	2
Program Administrator	Surrendered	3
	Total:	245

C. STANDARDS EXAMINATION – 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 date and location. 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.

Three applicants have taken and passed the examination with a score meeting or exceeding the minimum passing score of 75% since the last Board Meeting.

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 UPDATE- DEPUTY DIRECTOR

Twenty five candidates received interview letters. Eleven candidates responded. Interview Panel chose seven to interview. The interviews were held on October 10th and 11th. Three candidates were recommended for final interview. Final interviews are being scheduled for next week.

E. CERTIFICATION RENEWALS

Update provided as to status of December 31, 2012 renewals. All application packets have been mailed with cover letter explaining details and process. Once these renewals are completed, the uniform expiration date for all certificates will be December 31, 2013.

F. BOARD VACANCY

Recruitment will begin as soon as Mary Rode provides official notice of resignation.

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. Certification of Child and Youth Care Practitioners- Tiered Certification

The Residential Child and Youth Care Practitioners Certification Workgroup (Spring Study Group) has completed its discussion of tiered certification. Pat Arriaza presented the Board with the two essential issues that came out of those discussions which the Board will need to address as it proceeds with implementation of tiered certification. The first relates to how to set up the tiered structure, number of levels, and breakdown of those levels. The second involves funding tied to incentive bonuses and source of funding; and administrative costs associated with overseeing the amount of paperwork that will be generated. The fiscal impact will not just be the source of funding but also the impact in terms of staffing and on Board time.

Chair Zachik initiated discussion regards to implementation of the statutory requirement to develop a tiered structure. The number of tiers and related administrative costs, what level of tiers needed by Programs, what level practitioners will start based on educational level, what is required for program needs, and related continuing education requirements, and operational costs were discussed in detail. Decision was made to establish a Subcommittee of the Board to explore all aspects of developing the tiered certification structure. The Subcommittee will meet without public input and make recommendations to the full Board. The Board will review recommendations and decide how best to proceed. The Board will invite public input.

V. OPEN DISCUSSION

Shelley Tinney, Executive Director of Maryland Association of Resources for Family and Youth mentioned that funding needs to be viewed in context of what is going on broadly in system, and broader context of developing a professional work force.

The certification training modules were discussed. The University of Maryland School of Social Work is developing the baseline modules referenced. Discussion ensued regarding options for allowing other educational entities to provide training. Next meeting should focus on issue related to training modules, including involvement of other educational entities.

VI. Public Comment - None additional to what referenced in Open Discussion

VII. ADJOURN: General Session was adjourned 10:32 and moved into Executive Session.