



MARYLAND Department of Health

Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Robert R. Neall, Secretary

State Board for the Certification of Residential Child Care Program Professionals

GENERAL SESSION AGENDA

October 12, 2018

**METRO EXECUTIVE BUILDING – 4201 PATTERSON AVENUE – ROOM 106
BALTIMORE, MARYLAND**

- I. Call to Order**
- II. Adjustments and Additions to Agenda**
- III. Approval of Agenda**
- IV. Review and Approval of General Session Minutes – September 14, 2018**
- V. Executive Director's Report**
 - Stats Report
 - Facility Closings/relocations
 - Statute 20.301- Certification Process for Program Administrators
- VI. Deputy Director's Report**
 - RCYCP Renewal
 - FAQs
- VII. Licensing Coordinator's Report – RCYCP Certification**
 - RCYCP Licensing Report
- VIII. Certification List**
- IX. Legislative**
 - Proposed changes to COMAR 10.57.03
- X. Open Discussion**
 - Provisional License

XI. Opportunity for Public Comment

XII. Adjournment

**State of Maryland
Department of Health**

State Board for the Certification of Residential Child Care Program Professionals
General Session Minutes – October 12, 2018
Metro Executive Building – 4201 Patterson Avenue – Baltimore, Maryland 21215

Board Members Attendance

Krystal Holland, Chair
Janet Furman, Vice Chair
Nicole Smith, Board Secretary
William J. Frank, Deputy Secretary
Caroline Jones
Sheila Philip
Dorenzer Thomas
Brady Daniels
Paula Regan

Board Staff Attendance

James Merrow, Executive Director
Gwendolyn A. Joyner, Deputy Director
Ena Mendez, Licensing Coordinator
Carla Boyd, AAG
Lillian Reese, Legislation & Regulation
Coordinator

Guest

Kim Lang, MDH
Deena White, DJS

Absent

Sonya White-Norman
Darlene Ham
Danielle Vallone, Investigator

I. CALL TO ORDER

Krystal Holland, Chair for the State Board for the Certification of Residential Child Care Program Professionals (“State Board”) called the meeting to order at approximately 10:02 a.m.

II. REVIEW AND APPROVAL OF GENERAL SESSION AGENDA

On a motion made by William J. Frank, Deputy Secretary, and seconded by Mr. Daniels, the agenda for the October 12, 2018 General Session meeting was approved as amended.

III. REVIEW AND APPROVAL OF GENERAL SESSION MEETING MINUTES

On a motion made by Ms. Smith, and seconded by Ms. Jones, the minutes from the September 14, 2018 General Session meeting were unanimously approved.

IV. EXECUTIVE DIRECTOR'S REPORT

- *State Board Meetings - Mark your calendar... The 2018 meeting dates are as follows: December 14th. Please note that the State Board will not meet in November of 2018.*
- Mr. Merrow explained an inconsistency found in Statute 20.301. Ms. Boyd explained the statute has language regarding "chief administrator" which is not a licensee governed by the Board. Board Members agreed that a subcommittee be established to review the Board's statutes & regulations for maintenance purposes. Sections will be sent to be reviewed for Board Meetings. This process will be done through Google Drive with the uploading of sections and providing in text comments.

V. CERTIFICATION REPORT

As of October 12, 2018 the State Board reports:

Board Code		
Board	Status Codes	Occurrences
Acting Capacity	Active	1
Acting Capacity	Inactive	43
Acting Capacity	Non-renewed	6
Program Administrator	Active	90
Program Administrator	Deceased	4
Program Administrator	Non-renewed	175
Program Administrator	Revoked	3
Program Administrator	Surrendered	3
Youth Care Practitioner	Active	1083
Youth Care Practitioner	Non-renewed	525
Youth Care Practitioner	Suspended	2
	Total:	1936

Facility Closings/Relocations

- None

VI. COMPREHENSIVE EXAMS

- The State Board will administer the Comprehensive Examination for Residential Child and Youth Care Practitioners for the Calendar Year 2018 to any individual who meets the criteria for certification at mutually agreed upon dates.
- Individuals who have submitted all the required documents to become a Program Administrator should contact Board staff at 410-764-5996/5052 or via email at dhmv.crccpa@maryland.gov to schedule their exam.

VII. DEPUTY DIRECTOR'S REPORT

- The 2018 RCYCP Renewal deadline was September 30, 2018. Ms. Joyner stated that two hundred eighty seven licensees were up for renewal. Only 113 licensees renewed. There are currently 174 non-renewed licensees for 2018 Renewal Period. Approximately 20-30 non-renewed licensees attempted to renew.
- Board Members discussed the process for renewals moving forward. It was discussed setting a deadline 45 days from the license expiration date for renewal applications to be submitted. It was also clarified that licensees only need to provide evidence of having completed a Child Protective Services background clearance and a criminal history check.
- Ms. Holland suggested that the Board offer the residential facilities a chance to have board members come speak about the certification process. She will create a flyer to advertise this resource to the program administrators and human resources staff.
- FAQs were emailed to Board Members. They will review and send comments to Ms. Joyner.
- Board Members discussed the procedure for notifying residential agencies about staff who did not renew. Ms. Joyner stated she will be emailing each agency with that information.
- There is a vacant RCYCP representative position on the Board. Anyone interested in applying for this vacancy should contact Kim Bennardi, Administrator of Appointments and Executive Nominations.

VIII. RESIDENTIAL CHILD AND YOUTH CARE PRACTITIONERS – LICENSING COORDINATOR

- Board staff has received thirty new RCYCP applications since the September 14, 2018 Board meeting. There are 207 applications currently pending certification. Thirty-one applicants have been certified since the last Board meeting.
- Board Members discussed the breakdown of the pending applications. About 131 applications of the 207 pending applications are of applicants not in compliance. The themes for why these applications are still pending were discussed.
- Applications that have been pending for over 120 days may be administratively closed. However, an applicant has the opportunity to submit an application again with the same hire date, still being out of compliance. Board members asked that this theme be a

category in the data provided at the Board Meetings. There will be further discussion and clarification on what the Board can do regarding these application.

IX. CERTIFICATION LIST

- On a motion made by Ms. Jones and seconded by Ms. Thomas, Licensees were approved.

X. LEGISLATIVE REPORT

- Proposed changes to COMAR 10.57.03 will be published in the Maryland Register on October 12th. Comments may be sent to the Office of Regulation and Policy Coordination, Maryland Department of Health, 201 West Preston Street, Room 512, Baltimore, MD 21201, or call 410-767-6499 (TTY 800-735-2258) or email mdh.regs@maryland.gov or fax to 410-767-6483. Comments will be accepted through November 13, 2018.

XI. OPEN DISCUSSION

- Board Members discussed staffing issues that affect processing time frames for the increasing workload. With a workload increase, process still need to be carried out in a timely manner. Ms. Lang, Director of Health Occupations Boards, offered solutions other boards are using to deal with staffing issues.
- Board members discussed the previous comments for draft of the proposal of the Provisional License. Ms. Holland addressed changes to the draft in which supervision is laid out. Further discussion will be held at the subcommittee level to further clarify the definition and level of supervision the provisional will specify. Board staff will discuss the procedural aspects of what the provisional license would be in terms of forms.

XII. OPPORTUNITY FOR PUBLIC COMMENT

- None

XIII. ADJOURNMENT

- The next meeting will be December 14, 2018 at 10:00 a.m. On a motion made by Ms. Thomas and seconded by Ms. Smith, the General Session Meeting adjourned at 11:39 a.m.

Submitted by:



Nicole Smith, Board Secretary