

State of Maryland
Department of Health
State Board for the Certification of Residential Child Care Program Professionals
VIDEO CONFERENCE OPEN SESSION MINUTES

October 8, 2021

10:00 AM TO 11:00 AM

VIDEO LINK: meet.google.com/cqj-tynm-rua

Board Members Attendance

Nicole Smith, Board Secretary
Karen Powell
Christian Miele
Robin Harvey
Sonya White-Norman
Paula Regan
Caroline Jones
Jametta Anderson
Bong Delrosario

Guest

Kimberly Link, MD Dept. of
Health

Board Staff Attendance

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

Absent

Krystal Holland, Chair
Janet Furman, Vice Chair
Lauren Wahl, RCYCP
Dorenzer Thomas
Troy Pumphrey, Investigator

I. CALL TO ORDER

The Board's monthly General Session meeting was held via Google Meet on Friday, October 8, 2021. Nicole Smith, Board Secretary for the State Board for the Certification of Residential Child Care Program Professionals (the "Board") called the meeting to order at approximately 10:04 a.m. Roll Call was taken by Ms. Smith. A quorum of the Board was present.

II. REVIEW AND APPROVAL OF OCTOBER GENERAL SESSION AGENDA

On a motion made by Ms. Powell and seconded by Ms. Anderson, the agenda for the October 8, 2021, General Session meeting was approved. The motion unanimously passed.

III. REVIEW AND APPROVAL OF SEPTEMBER GENERAL SESSION MEETING MINUTES

On a motion made by Ms. Jones and seconded by Ms. Harvey, the September 10, 2021, minutes were approved with corrections. The motion unanimously passed.

IV. LEGISLATIVE REPORT

A. Update on Board Regulations Proposal

- Ms. Reese informed the Board that the proposed amendment to regulations 10.57.02 and 10.57.03 have been published in the Maryland Register on September 10, 2021, and the public comment period will be ending on Tuesday, October 12, 2021. Ms. Reese informed the Board that there have been no comments to date on the proposal.

B. Update on Proposed Bill on Board Membership

- Ms. Reese informed the Board that the Board membership bill has a sponsor in the House and the Senate.

C. Discussion of meeting with MDOD, MDH, Board Chair and Board Staff

- Mr. Miele gave a brief explanation of the meeting that occurred regarding the proposed Board membership bill. Mr. Miele informed the Board that the Maryland Department of Disability would not be opposing the Board membership bill.
- Mr. Miele explained to the Board that he was clear on the issue with needing a quorum to vote in order to continue conducting the Board's business.

V. BOARD CHAIR REPORT

- N/A

VI. EXECUTIVE DIRECTOR'S REPORT

A. Facility Closing/Relocations

- There were no facility closures or relocations.
- Ms. Jones explained that three residential child care agencies will be closing soon and one of the child care agencies is the Children's Guild. They will be ceasing business on December 20, 2021.
- Ms. Ham informed Ms. Jones to have the child care agency send a letter to the Board notifying of the closing of their agency.

B. Board Newsletter

- The Board was informed that the newsletter will be published soon.
- Ms. Ham asked if the Board members had any articles of interest or resources that they would like to be included in the newsletter.
- Ms. Ham thanked Ms. Regan for her assistance with the newsletter.

C. CERTIFICATION REPORT

- As of October 8, 2021, the Board reports:

Board Code		
Board Category	Status Codes	Occurrences
Acting Capacity	Active	5
Acting Capacity	Inactive	52
Acting Capacity	Non-renewed	7
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	811
Youth Care Practitioner	Deceased	4
Youth Care Practitioner	Inactive	1
Youth Care Practitioner	Non-renewed	1466
Youth Care Practitioner	Surrendered	2
Youth Care Practitioner	Suspended	4
	Total:	2,650

VII. DEPUTY DIRECTOR'S REPORT

A. 2021 RCYCP Renewals

- Ms. Joyner informed the board that RCYCP renewal period ended on September 30, 2021. There were 669 RCYCP applicants that were due to be renewed for the 2021 renewal, but only 236 RCYCP have been renewed.
- Ms. Joyner explained that she expects there to be additional RCYCPs that will be renewing their certifications because she is receiving documents every day.
- Ms. Joyner informed the Board that she has contacted the various agencies to get an updated list of RCYCP licensees who are still employed with their agency.

- Ms. Joyner expects to have a final number of 2021 RCYCP renewals at the next Board meeting in December.
- Ms. Joyner informed the Board that there is a renewal spreadsheet that is located on the shared drive and the renewal spreadsheet will be updated at the next Board meeting.

B. 2021 Program Administrator Renewals

- Ms. Joyner informed the Board that 82 Program Administrators are due to be renewed for the 2021 renewal period.
- The Program Administrators renewal begins on October 15, 2021 and ends on December 31, 2021.

VIII. RESIDENTIAL CHILD AND YOUTH CARE PRACTITIONERS-LICENSING COORDINATOR

- Ms. Knox reported that there were two licensing reports being presented this morning: the RCYCP licensing report and the RCYCP licensing report by agency:
- RCYCP licensing report:
 - 180 pending applications
 - 20 new RCYCP applications
 - 150 applications that were within 120 days
 - 20 applications were past 120 days
 - 10 applications were past 180 days
 - 19 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 such as, the training orientation form, marriage certificate, divorce decree, or court documents for name

changes, foreign education credentials, and updated applications forms.

- Ms. Powell made a motion to approve the certification list for Residential Youth Care Practitioners (RCYCPs), Ms. White-Norman seconded the motion. The motion unanimously passed.

IX. COMPREHENSIVE EXAMS

- The 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

- N/A

XI. OPPORTUNITY FOR PUBLIC COMMENT

- N/A

XII. ADJOURNMENT

- The next meeting will be December 10, 2021 at 10:00 a.m.
A motion to adjourn was made by Ms. White-Norman, and seconded by Ms. Jones. The motion unanimously passed.
- The General Session meeting adjourned at 10:32 am.

Submitted by:

Nicole Smith, Board Secretary