

**State of Maryland
Department of Health**

***State Board for the Certification of Residential Child Care Program Professionals*
General Session Minutes – December 13, 2019
Metro Executive Building – 4201 Patterson Avenue – Baltimore, Maryland 21215**

Board Members Attendance

Krystal Holland, Chair
Janet Furman, Vice Chair
Nicole Smith, Board Secretary
Christian Miele, Deputy Secretary
Robin Harvey
Sonya White-Norman
Paula Reagan
Dorenzer Thomas
Caroline Jones

Board Staff Attendance

Darlene Ham, Executive Director
Gwendolyn Joyner, Deputy Director
Janay Knox, Licensing Coordinator
Thomas Werthman, AAG
Deborah Donahue, AAG

Absent

Pamela Curtis
Karen Powell
David Bruce, Investigator
Lillian Reese, Legislative Regulations
Coordinator

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 10:05 a.m.

II. REVIEW AND APPROVAL OF OCTOBER GENERAL SESSION AGENDA

On a motion made by Ms. Smith and seconded by Ms. White-Norman, the agenda for the October 11, 2019 General Session meeting was approved.

III. REVIEW AND APPROVAL OF OCTOBER GENERAL SESSION MEETING MINUTES

On a motion made by Ms. Thomas and seconded by Ms. Reagan, the minutes from the September 13, 2019 meeting was approved.

IV. LEGISLATIVE REPORT

- Mr. Miele explained what occurred at the Regulations meeting on November 25th, 2019, regarding thoughts on the getting a bill written for our regulations to amend

the regulation on Board staff printing physical licenses for applicants and making it possible for applicants to print an electronically license from the website.

- Ms. White-Norman made a motion to move forward with the electronic license and proposing the bill and Mr. Miele seconded the motion.
- Ms. Holland brought up the discussion about RCYCPs getting provisional licenses.
- Ms. Reese will draft a re-write for the current regulations for the provisional licenses.
- Ms. Smith made a motion to move forward with the provisional license and the next steps in the process and Ms. Jones seconded the motion.

V. **BOARD CHAIR REPORT**

- Krystal Holland, Chair introduced Ms. Janay Knox as the new Licensing Coordinator for the Board staff.
- Ms. Knox expressed that she has about 3 ½ years of experience of licensing and she came from the Maryland Insurance Administration.
- Ms. Holland introduced Mr. Thomas Werthman as the new Board Counsel. Mr. Werthman stated that he was a former prosecutor for Allegany County for 4 years and he was a former prosecutor for Baltimore City for 4 years as well.
- Ms. Holland brought to the board's attention that the RCYCP training must be updated on the University of Maryland School of Social Work's Institute for Innovation & Implementation website and that we do not have a contract with the Institute right now due to our account with them being in the arrears. As of January 1st, 2020, we will still have the training on the Institute website and the applicants can access the training and take exams on the website.
- Ms. Holland and Ms. Ham are currently looking for a new RCYCP training and exam vendor for the Board.
- Ms. Holland indicated that the ratio for staff to child will be changing as of July 1st. The Group Home Providers will have to comply with the new RFP which is 2 RCYCPs on site at any time even if there is one child.

VI. **EXECUTIVE DIRECTOR'S REPORT**

- Ms. Ham asks for volunteers to form a sub-committee for RCYCP renewals. The sub-committee's duties would include reviewing CE credits, and updating CE credit and training vendors.
- Ms. Holland, Ms. Smith, Ms. Jones, and Ms. Harvey volunteered to participate on the sub-committee for CE credits. Ms. Holland will be the chairperson for the sub-committee.

- Ms. Ham is currently in the process of drafting standard operation procedures (SOPs) for the board. A draft copy was presented to the Board for review. Robert’s Rule of Order is the parliamentary procedure for the SOPs. If the SOPs are adopted by the Board, all members will receive a desk copy for references.
- An electronic copy of the SOPs will be sent to the board and voted on at January’s board meeting.

Facility Closing/Relocations

- There are currently no RCC facilities closing.
- Associated Catholic Charities, Inc. a Child Placement Agency and America World Adoption Association (Private Adoption Agency) relocated to new offices.

VII. CERTIFICATION REPORT

- As of December 13, 2019, the State Board reports:

Board Code		
Board	Status Codes	Occurrences
Acting Capacity	Active	1
Acting Capacity	Inactive	2
Acting Capacity	Non-renewed	6
Program Administrator	Active	103
Program Administrator	Deceased	0
Program Administrator	Non-renewed	177
Program Administrator	Revoked	3
Program Administrator	Surrendered	3
Youth Care Practitioner	Active	1084
Youth Care Practitioner	Non-renewed	879
Youth Care Practitioner	Surrendered	1
Youth Care Practitioner	Suspended	3
Total:		2,262

- Ms. Jones made a motion to accept the certification report and Ms. Thomas seconded the motion.

VIII. DEPUTY DIRECTOR’S REPORT

- There were 361 RCYCPs who renewed by September 30, 2019. Board staff has still been receiving late CPS reports.

- The board has received 56 Program Administrator applications, but only 6 of the applications have been completely renewed.
- Ms. Joyner presented the information for renewing two CE providers and informed the board that CE providers renew every year or every other year.

IX. **RESIDENTIAL CHILD AND YOUTH CARE PRACTITIONERS – LICENSING COORDINATOR**

- Board Staff has received eighty-three new RCYCP applications since the October 12, 2019 Board meeting. There are 228 applications currently pending. Thirty-six applicants have been certified since the last Board Meeting.
- Board Members discussed the breakdown of pending RCYCP applications.

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. **OPPORTUNITY FOR PUBLIC COMMENT**

- N/A

XII. **ADJOURNMENT**

- The next meeting will be January 10, 2020 at 10:00 a.m.
- On a motion made by Ms. White-Norman and seconded by Mr. Miele, the General Session meeting adjourned at 11:30 a.m.

Submitted by:

Signature on Original

Nicole Smith, Board Secretary