

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

**VIDEO CONFERENCE OPEN SESSION MINUTES**

**January 14, 2022**

**10:00 AM TO 11:00 AM**

**VIDEO LINK: [meet.google.com/miu-icgn-rzq](https://meet.google.com/miu-icgn-rzq)**

**Board Members Attendance**

Krystal Davis, Chair  
Janet Furman, Vice Chair  
Robin Harvey  
Sonya White-Norman  
Paula Regan  
Caroline Jones  
Jametta Anderson  
Bong Delrosario  
Dorenzer Thomas

**Board Staff Attendance**

Darlene Ham, Executive Director  
Gwendolyn Joyner, Deputy Director  
Margaret Lankford, AAG, Board Counsel  
Lillian Reese, Legislative Regulations Coordinator  
Troy Pumphrey, Investigator

**Guest**

Kimberly Link, MD Dept. of Health

**Absent**

Nicole Smith, Board Secretary  
Janay Knox, Licensing Coordinator

**I. CALL TO ORDER**

The Board's monthly General Session meeting was held via Google Meet on Friday, January 14, 2022. Krystal Davis, Board Chair for the State Board for the Certification of Residential Child Care Program Professionals (the "Board") called the meeting to order at approximately 10:03a.m. Roll Call was taken by Ms. Davis. A quorum of the Board was present.

**II. REVIEW AND APPROVAL OF JANUARY GENERAL SESSION AGENDA**

On a motion made by Ms. Thomas and seconded by Ms. Anderson, the agenda for the January 14, 2022, General Session meeting was approved. The motion unanimously passed.

**III. REVIEW AND APPROVAL OF DECEMBER GENERAL SESSION MEETING MINUTES**

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

#### **IV. LEGISLATIVE REPORT**

##### **A. Legislative Session**

- Ms. Ham informed the Board that the legislative session has begun and that she will be emailing Board members the legislative bills once Ms. Reese sends them out for review. A short turnaround for bill positions will be needed. The Legislative Committee will meet every Wednesday at 1:00 p.m.
- Ms. Ham informed the Board members that the Legislative Committee will focus on bills that may impact the Board's operation. The Board's Non-State Agency Members were informed that they will discuss the Board's position on bills and any concerns as it relates to taking positions on a bill.
- The Board was informed that Ms. Reese sent out two new bills for review and the bills will be emailed to the Legislative Committee in the afternoon for review and recommendation as to whether the Board should take a position.

##### **B. Update on Proposed Bill on Board Membership**

- Ms. Ham informed the Board that the hearing for House Bill 21 (to amend the Board's membership composition) will be held on next Thursday, January 20, 2022 at 2:30p.m. in the Health and Government Office. Ms. Ham informed the Board that Ms. Smith volunteered on behalf of the Board to provide oral testimony for the bill. Ms. Ham reminded the Board that House Bill 21 is the bill to remove the sub-cabinet member from the Board's membership and that the Board's composition will go from twelve to eleven Board members.

##### **C. Senate Bills**

- Ms. Ham informed the Board that she sent an email to all of the Board members about Senate Bill 111 and Senate Bill 77, and that the Board was added to the letter of concern that is being submitted by some of the other Boards. Ms. Ham asked the Board members whether they had any questions about the bills and the letter of concern drafted by the Board of Mortician and Funeral Directors regarding Senate Bill 111 and Senate Bill 77. None were noted.

## **V. BOARD CHAIR REPORT**

- There was no Board Chair report. Ms. Davis wished a Happy New Year to all of the Board members.

## **VI. EXECUTIVE DIRECTOR'S REPORT**

### **A. Network Security Incident**

- The Board was informed that the stats are currently available and that Board staff has been able to access the information. The Board was informed that Board staff has continued to assist licensees and applicants with processing initial and renewal applications.
- Ms. Ham informed the Board that she would like to thank the IT department for working so diligently and for helping Board staff in getting access to information that was needed to continue operations.
- The Board was informed that the Board staff still cannot access certain documents that were on the MDH network system on the Shared Drive within the internal system.

### **B. Facility Closing/Relocations**

- No facility closings or relocations to report.

### **C. Board Vacancies**

- The Board was informed that the RCYCP Board vacancy has been filled and that she is waiting for the RCYCP member to take the oath with the Governor's office and then he will start attending Board meetings.
- The Board members were informed that Board member, Karen Powell, retired from her position with the Maryland State Department of Education (MSDE) and that the MSDE seat is now vacant on the Board. The MSDE was informed to send a designee from their department to attend the general board meetings until they are able to fill the MSDE position on the Board.

### **D. Board Vote for Officers**

- The Board was reminded that the vote for new Board Officers will take place during the February Board meeting.
- The Board was reminded that the Board has to nominate a new Board Chair, Vice Chair, and Secretary.

- Ms. Ham suggested for the Board members to review the Standard Operating Procedures (SOPs) to obtain more information about each Board's officer position and their respective duties.

#### **E. Certification Report**

- As of January 14, 2022, the Board reports:

<b>Board Code</b>		
Board Category	Status Codes	Occurrences
Acting Capacity	Active	4
Acting Capacity	Inactive	54
Acting Capacity	Non-renewed	6
Program Administrator	Active	74
Program Administrator	Deceased	4
Program Administrator	Non-renewed	217
Program Administrator	Revoked	3
Program Administrator	Surrendered	4
Youth Care Practitioner	Active	893
Youth Care Practitioner	Deceased	4
Youth Care Practitioner	Inactive	1
Youth Care Practitioner	Non-renewed	1402
Youth Care Practitioner	Surrendered	2
Youth Care Practitioner	Suspended	4
	<b>Total:</b>	2671

### **VII. DEPUTY DIRECTOR'S REPORT**

#### **A. 2021 RCYCP Renewals**

- Ms. Joyner informed the Board that there were 336 RCYCPs that renewed during the 2021 RCYCP renewal period.
- Ms. Joyner informed the Board that the report for the RCYCPs is still being updated because she still receiving documentation.

#### **B. 2021 Program Administrator Renewals**

- Ms. Joyner informed the Board that there were 82 Program Administrators to be renewed, but 56 of those Program Administrators have been renewed for the 2021 Program Administrator renewal period.
- Ms. Joyner informed the Board that the report for the Program Administrators is still being updated because she still receiving documentation.

## **VIII. RESIDENTIAL CHILD AND YOUTH CARE PRACTITIONERS-LICENSING COORDINATOR**

- Ms. Ham 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:
  - 211 pending applications
    - 126 applications that were within 120 days
    - 32 applications were past 120 days
    - 53 applications were past 180 days
    - 18 RCYCP and 3 Program Administrators 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. White-Norman made a motion to approve the certification list for Residential Youth Care Practitioners (RCYCPs) and Program Administrators, Ms. Anderson 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 2022 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](mailto:dhmh.crccpa@maryland.gov) to schedule their exam.

**X. OPEN DISCUSSION**

- Ms. Furman asked if it was possible to obtain a search for Program Administrators and RCYCPs certifications individually on the Board's website.
- Ms. Ham informed the board that she would contact the IT department and find out if it is possible to put in an option to search for just Program Administrators or RCYCPs certifications on the Board's website.

**XI. OPPORTUNITY FOR PUBLIC COMMENT**

- N/A

**XII. ADJOURNMENT**

- The next meeting will be held on February 11, 2022 at 10:00 a.m. A motion to adjourn was made by Ms. Thomas, and seconded by Ms. Anderson. The motion unanimously passed.
- The General Session meeting adjourned at 10:41a.m.

Submitted by:

**Signature on Original**

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**Nicole Smith, Board Secretary**