

**State of Maryland
Department of Health**

***State Board for the Certification of Residential Child Care Program Professionals*
General Session Minutes – February 14, 2020
Metro Executive Building – 4201 Patterson Avenue – Baltimore, Maryland 21215**

Board Members Attendance

Janet Furman, Vice Chair
Nicole Smith, Board Secretary
Sonya White-Norman
Robin Harvey
Karen Powell
Pamela Curtis
Caroline Jones
Lauren Wahl, RCYCP

Guest

Tamara Staple, Interpreter

Board Staff Attendance

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

Absent

Krystal Holland, Chair
Dorenzer Thomas
Christian Miele, Deputy Secretary
Paula Reagan
David Bruce, Investigator
Lillian Reese, Legislative Regulations
Coordinator

I. CALL TO ORDER

Janet Furman, Vice Chair, for the State Board for the Certification of Residential Child Care Program Professionals (“State Board”) called the meeting to order at approximately 10:20 a.m.

II. REVIEW AND APPROVAL OF FEBRUARY GENERAL SESSION AGENDA

On a motion made by Ms. Jones and seconded by Ms. Smith, the agenda for the February 14, 2020 General Session meeting was approved.

III. REVIEW AND APPROVAL OF JANUARY GENERAL SESSION MEETING MINUTES

On a motion made by Ms. Smith and seconded by Ms. Harvey, the January 10, 2020 minutes were approved.

IV. LEGISLATIVE REPORT

A. Legislative Report

- The electronic license bill has been assigned as House Bill #1108 and the hearing is scheduled for March 5th, 2020 at 1pm. Ms. Ham informed the board that Board Members are needed to testify for the bill. Pamela Curtis and Nicole Smith agreed to go to Annapolis and testify on behalf of the Board. Janet Furman stated that she would attend to support the board members.
- Ms. Ham informed the board that Lillian would be available to support the Board members with more insight as to what would occur during the proceedings and Ms. Ham will draft the talking points to support as well.

B. Special Legislative Committee

- Ms. Ham made a suggestion to have a special committee to review the legislative bills and to have a conference call on Wednesday afternoons. The special committee would consist of the Board Members that are non-state employees. Nicole will be the chair of the special committee.
- The special committee would only meet during legislative sessions.
- The Board Members who are State employees stated that they would go back to their respective State Agencies AAGs to provide more clarity on the participation in taking positions on legislative bills, such as recusals from discussions and abstaining from votes.
- Ms. Donahue informed the board that the last day to submit any new legislative bills is March 2nd, 2020.

V. VICE CHAIR REPORT

- The board was introduced to the new member of the Board, Ms. Lauren Wahl. Ms. Wahl works for the Maryland School for the Deaf as a Residential Child & Youth Care Practitioner (RCYCP).
- Ms. Wahl informed the board that she is very happy to be a part of the Board and looking forward to learning more.

VI. EXECUTIVE DIRECTOR'S REPORT

A. Facility Closing/Relocations

- There are currently no RCC facilities closures.
- Lutheran Social Services, Private Adoption Agency has relocated.

B. Board Retreat

- The Board was informed that the board's retreat will be held after June 15, 2020. Ms. Smith stated that the board can hold the retreat at Board of Child Care's facility. The board will discuss a tentative date.
- Lauren Wahl and Janet Furman volunteered to form a retreat committee.

C. Updating Training Materials on Institute Website

- The board was informed that Ms. Goldie from the Institute will start updating the training materials. Ms. Goldie will be reviewing the training materials section by section and then send any updates to the committee for review and clarification.
- The training review committee members consist of Nicole Smith, Krystal Holland, Caroline Jones and Robin Harvey.

VII. CERTIFICATION REPORT

- As of February 14, 2020, the State Board reports:

Board Code		
Board	Status Codes	Occurrences
Acting Capacity	Active	1
Acting Capacity	Inactive	47
Acting Capacity	Non-renewed	6
Program Administrator	Active	72
Program Administrator	Deceased	4
Program Administrator	Non-renewed	209
Program Administrator	Revoked	3
Program Administrator	Surrendered	3
Youth Care Practitioner	Active	1228
Youth Care Practitioner	Deceased	1
Youth Care Practitioner	Inactive	1
Youth Care Practitioner	Non-renewed	856
Youth Care Practitioner	Surrendered	1
Youth Care Practitioner	Suspended	3
	Total:	2,435

- Ms. White-Norman made a motion to accept the certification report and Ms. Furman seconded the motion.

VIII. DEPUTY DIRECTOR’S REPORT

- Ms. Joyner provided the board with a listing of all the pending Program Administrator applications. The board was informed that there were 103 Program Administrators due to renew by December 31, 2019. Out of 103, 34 Program Administrators are currently in non-renewed status.
- The Board was informed that 69 Program Administrators are currently active.

IX. RESIDENTIAL CHILD AND YOUTH CARE PRACTITIONERS – LICENSING COORDINATOR

- Board Staff reported that seventy (70) new RCYCP applications were received since the January's Board meeting. There are 263 applications currently pending. Twenty-four (24) applicants have been certified since the last Board Meeting. Twenty-three (23) applicants were RCYCP and one (1) of the applicants was a Program Administrator.
- The Board was informed by the Licensing Committee, Ms. Smith and Ms. Harvey that Renee Ross and John Oguntoyinbo are ready to be approved for certification.
- Ms. Smith made a motion to approve the certification list, Ms. Jones seconded the motion.

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.crcpa@maryland.gov to schedule their exam.

XI. OPEN DISCUSSION

A. Board Vote: New Officers

- Ms. Jones made a motion to vote on the officers for Board Chair, Vice Chair, and Secretary, and Ms. Powell seconded the motion.
- Ms. Jones made a motion to vote Krystal Holland as the Board Chair and Ms. Powell seconded the motion.
- Ms. Jones made a motion to vote for Vice Chair and Ms. Smith seconded the motion.
- Ms. Jones made a motion to vote Janet Furman as the Vice Chair and Ms. White-Norman seconded the motion.
- Ms. Jones made a motion to vote for Secretary and Ms. Smith seconded the motion.
- Ms. Jones made a motion to vote Nicole Smith as the Vice Chair and Ms. White-Norman seconded the motion.

B. Vote on SOPs

- Ms. White-Norman made a motion to amend the SOPs for the term limit for nominating officers and election, and Ms. Powell seconded the motion.
- Ms. White Norman made a motion to amend the SOPs, number 4. No Board member shall serve no more than four consecutive terms in the same office. Ms. Wahl seconded the motion.
- Ms. Powell made a motion to correct the grammatical error
- Ms. Smith made a motion to approve the SOPs with the amended changes. Ms. Norman-White seconded the motion.
- Ms. Ham informed the board that all members will receive a copy of the book “Robert’s Rule of Order” to be kept in the folders.

C. **Good Friday-April 10th**

- Ms. Ham had a discussion with the board about the April 10, 2020 meeting and whether it was feasible to cancel the meeting since it falls on Good Friday when some people celebrate this day as a holiday.
- Ms. Norman-White made a motion to cancel the April meeting since it is Good Friday and Ms. Smith seconded the motion.

XII. OPPORTUNITY FOR PUBLIC COMMENT

- N/A

XIII. ADJOURNMENT

- The next meeting will be March 13, 2020 at 10:00 a.m.
- On a motion made by Ms. Harvey and seconded by Ms. White-Norman, the General Session meeting adjourned at 11:37 a.m.

Submitted by:

Signature on Original

Nicole Smith, Board Secretary