

State of Maryland
Department of Health
State Board for the Certification of Residential Child Care Program Professionals
VIDEOCONFERENCE OPEN SESSION MINUTES
February 12, 2021
10:00 AM TO 11:00 AM
VIDEO LINK: meet.google.com/kqy-zzre-cud

Board Members Attendance

Krystal Holland, Chair
Janet Furman, Vice Chair
Sonya White-Norman
Karen Powell
Paula Regan
Caroline Jones
Robin Harvey

Guest

Bong Delrosario
Kimberly Link
Kirsten Gerson Seidel

Board Staff Attendance

Darlene Ham, Executive Director
Gwendolyn Joyner, Deputy Director
Janay Knox, Licensing Coordinator
Thomas Werthman, AAG
David Bruce, Investigator

Absent

Nicole Smith, Board Secretary
Christian Miele, Deputy Secretary
Dorenzer Thomas
Lillian Reese, Legislative Regulations
Coordinator
Deborah Donohue, AAG

I. CALL TO ORDER

Krystal Holland, Board Chair, for the State Board for the Certification of Residential Child Care Program Professionals (“State Board”) called the meeting to order at approximately 10:09 a.m. Roll Call was taken by Ms. Holland.

II. REVIEW AND APPROVAL OF FEBRUARY GENERAL SESSION AGENDA

On a motion made by Ms. Jones and seconded by Ms. Powell, the agenda for the February 12, 2021 General Session meeting was approved with modifications.

III. REVIEW AND APPROVAL OF JANUARY GENERAL SESSION MEETING MINUTES

On a motion made by Ms. White-Norman and seconded by Ms. Jones, the January 8, 2021 minutes were approved with modifications.

IV. LEGISLATIVE REPORT

A. Legislative Update House Bill 873

- Ms. Ham informed the board that Legislative Bill, House Bill 873 would be presented, and oral testimony provided on Thursday, January 18, 2021 at 1:30pm. If members of the board are interested in viewing the hearing, it can be viewed on the Maryland General Assembly website. On the Maryland General Assembly website, there is a YouTube link for public hearings.
- Ms. Ham informed the board that oral testimony will be given by she and Ms. Smith virtually.
- Ms. Holland reminded the board that the House Bill 873 is an electronic paperless license revision bill.
- Ms. Ham informed the board that she will send out a reminder to the board on how to view the legislative public hearings.

V. BOARD CHAIR REPORT

A. Update on RCYCP Training Modules

- The board was informed that Ms. Meredith Gunn from the University of Maryland School of Social Work, The Institute for Innovation and Implementation indicated that the only changes to the RCYCP training modules is how the training modules are viewed since Adobe Flash Player can no longer be used. The training modules are still tracked and the certificates for the completion of the training modules can still be printed.
- There is no audio for the training modules, but the RCYCP applicants can read the materials.
- Some of the board members were able to review and edit the 1st training modules and the 1st training modules have been sent to production.

VI. EXECUTIVE DIRECTOR'S REPORT

A. Facility Closing/Relocations

- There are no facility closures or relocations.

B. Reminder of Financial Disclosure Due Date

- The board was reminded that financial disclosures are due by April 30, 2021 and financial disclosures documents are to be submitted before the due date.

C. New Logo for RCYCP Modules Discussion

- The board was informed that Ms. Regan designed 4 different logo designs for the University of Maryland School of Social Work, The Institute for Innovation and Implementation revise training modules.
- Ms. Regan informed the board that she developed her designs based off things that were related to child care. Ms. Regan explained each design to the board.
- Ms. Holland suggested for all of the board members to post their vote in the Google chat on the video conference for which design they would like to use for the Institute’s training modules website.
- Ms. Ham informed the board that the design for the logo will need to be sent to the Institute website as soon as possible.
- Ms. Ham informed the board that the majority of the votes were for design #2 with recommendations to change the wording and color format. The final draft changes will be emailed to board members for approval before sending to the Institute.

D. Board Consumer Vacancy

- The board was informed that there is a vacancy for a board consumer member and if any members knew of anyone interested in filling that position, interested person may contact Ms. Kim Bennardi for an application and additional information.
- Ms. Furman asked for the description of the board consumer position.
- Ms. Ham informed the board that she would email the requirements and criteria for the consumer member.

E. CERTIFICATION REPORT

- As of February 12, 2021, the State Board reports:

Board Code		
Board	Status Codes	Occurrences
Acting Capacity	Active	1
Acting Capacity	Inactive	48
Acting Capacity	Non-renewed	6
Program Administrator	Active	81
Program Administrator	Deceased	4
Program Administrator	Non-renewed	205
Program Administrator	Revoked	3
Program Administrator	Surrendered	3
Youth Care Practitioner	Active	1091
Youth Care Practitioner	Deceased	2
Youth Care Practitioner	Inactive	1

Youth Care Practitioner	Non-renewed	1055
Youth Care Practitioner	Surrendered	2
Youth Care Practitioner	Suspended	4
	Total:	2,506

VII. DEPUTY DIRECTOR’S REPORT

- The board was informed that there were 466 RCYCP licensees up for renewal in September. Out of the 466 renewals, the following updates are shown in the system:
 - 185 updated on the master list as completed.
 - 28 pending applications waiting on documents to complete the process.
 - 7 have not completed their applications online

VIII. RESIDENTIAL CHILD AND YOUTH CARE PRACTITIONERS-LICENSING COORDINATOR

- The board was informed of the following RCYCP application processes:
 - 390 pending applications
 - 25 new RCYCP applications
 - 18 licenses that have been issued
 - 62 applications that were past the 120 days
 - 25 RCYCP applicants are ready to take their exam.
 - 37 applications that are out of compliances.
 - 329 pending applications that are still within the 120 days.
 - 95 RCYCP applicants are ready to take their exam.
 - Ms. Knox informed the board that there are 65 RCYCP applicants that are no longer working for an agency and she has been emailing them all to see if they would like to continue the application process.
 - Ms. Knox informed the board that she added that there is one applicant that decided to voluntarily close their application.
- Ms. Holland suggested sending a letter by mail to all the RCYCP applicants that are no longer with an agency and give them a 30 day notice to respond back to the letter or their application will be administratively closed.
- Mr. Werthman informed the board that applications cannot be administratively closed at this time due to the Governor’s executive order regarding the state of emergency which allow the extension of the application process for licenses. Therefore, the Board cannot send out closure letters at this time.

- The board was informed that there are 18 RCYCP applicants and 1 Program Administrator certified.
- Ms. Powell made a motion to approve the certification list for Residential Youth Care Practitioners and Program Administrator, Ms. White- Norman seconded the motion.

IX. COMPREHENSIVE EXAMS

- The State 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.crcpa@maryland.gov to schedule their exam.

X. OTHER BUSINESS

A. Approval of Sponsor for Continuing Education

- Ms. Ham informed the board that there were three sponsors that submitted applications. The continuing education committee review the applications and materials, and all of the sponsors have been approved. The three sponsors that were approved were:
 - The Horizon Group
 - Legacy Support Services
 - Institute for Mastery and Integration.
- The three new sponsors and other sponsors for continuing education (CEUs) can be found on the board's website.

XI. OPEN DISCUSSION

A. Board Vote: New Officers

- Ms. Holland informed the board that the vote for new officers would occur at the next board meeting in March.

XII. OPPORTUNITY FOR PUBLIC COMMENT

- N/A

XIII. ADJOURNMENT

- The next meeting will be March 12, 2021 at 10:00 a.m.
- On a motion made by Ms. Jones and seconded by Ms. White-Norman, the General Session meeting adjourned at 10:46 a.m.

Submitted by:

Signature on Original

Nicole Smith, Board Secretary

