

State of Maryland
Department of Health
State Board for the Certification of Residential Child Care Program Professionals
VIDEO CONFERENCE OPEN SESSION MINUTES
February 11, 2022
10:00 AM TO 11:00 AM
VIDEO LINK: meet.google.com/juk-ytxv-sms

Board Members Attendance

Krystal Davis, Chair
Janet Furman, Vice Chair
Nicole Smith, Board Secretary
Sonya White-Norman
Paula Regan
Caroline Jones
Jametta Anderson
Bong Delrosario
Dorenzer Thomas

Guest

Kimberly Link, MD Dept. of Health

Board Staff Attendance

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

Absent

Robin Harvey
Troy Pumphrey, Investigator

I. CALL TO ORDER

The Board’s monthly General Session meeting was held via Google Meet on Friday, February 11, 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 10:04 a.m. Roll Call was taken by Ms. Davis. A quorum of the Board was present.

II. REVIEW AND APPROVAL OF FEBRUARY GENERAL SESSION AGENDA

On a motion made by Ms. Smith and seconded by Ms. Jones, the agenda for the February 11, 2022, General Session meeting was approved as written. The motion unanimously passed.

III. REVIEW AND APPROVAL OF NOVEMBER GENERAL SESSION MEETING MINUTES

On a motion made by Ms. Thomas and seconded by Ms. Anderson, the November 2, 2021, General session meeting minutes were approved with edits to change “emergency regulation

meeting” to “emergency meeting,” add a motion to approve, and add that the motion passed unanimously on the document. The motion unanimously passed.

IV. REVIEW AND APPROVAL OF JANUARY GENERAL SESSION MEETING MINUTES

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

V. LEGISLATIVE REPORT

A. Legislative Committee Meeting

- Ms. Smith informed the Board that there was a discussion about the Senate Bill 899. This Bill, if enacted, would permit the Secretary of Health to have authority over the staffing and infrastructure operations of health occupations boards and commissions, including this Board. Ms. Smith informed the Board that the focus as it relates to this Board is on page 35 which shows section 20-203 to 20-204. The Bill’s proposed text also would permit: (1) the Governor to appoint the Chair of the Board; and (2) the Secretary of Health to employ a staff for the Board in accordance with the State budget, including designating the Board’s Executive Director.
- Ms. Lankford, Board Counsel, provided more clarity on Senate Bill 899 for the Board and asked if the board would like to give authority for Ms. Ham to join with other Boards in taking a position on this bill.
- Ms. Reese informed the board that there are two letters of opposition for Senate Bill 899 being written by the Board of Pharmacy and the Board of Physical Therapy.
- Ms. Reese informed the board that the hearing for the bill will be on February 22, 2022 at 1:00pm and this hearing will be in-person testimony.
- Ms. Lankford asked if the board would like to take a position on Senate Bill 899.
- Ms. Smith made a motion to take a position of opposition on Senate Bill 899, Ms. Anderson seconded the motion. Ms. White-Norman and Ms. Jones abstained from the vote. The motion passed by majority vote.

- Ms. Lankford asked if the Board would like to give authority to Ms. Ham to join with other Boards on a letter of opposition that would be a best fit for this Board.
- Ms. Smith made a motion to give Ms. Ham authority to add the Board's name to one of the opposition letters, Ms. Anderson seconded the motion. There were none opposed and none abstained. The motion passed unanimously.
- Ms. Lankford discussed with the Board whether they would like to give general authority to Ms. Ham to join in with other boards' letters of concern regarding any legislation matters that generally affects all the health occupations boards.
- Ms. Jones made a motion to give Ms. Ham general authority to join in with other Boards letters of concern for the Board and Ms. Thomas seconded the motion. There were none opposed and none abstained. The motion passed unanimously.

B. Senate Bill 77 and 111

- Ms. Langford provided a brief summary of each bill and she informed the Board that the Board would have to ratify Ms. Ham joining the letters of concern for Senate Bill 77 and 111.
- Ms. Anderson made a motion that we formally agree with Ms. Ham adding the Board on letters of concern for Senate Bill 77 and 111, and Ms. Smith seconded the motion. There were none opposed and none abstained. The motion passed unanimously.

C. House Bill 21 and Senate Bill 133

- Ms. Ham informed the Board that the hearings for House Bill 21 and Senate Bill 133 (to amend the Board's membership composition) were held and went well. Ms. Ham informed the Board that the House Committee (Health and Government Operations) issued a favorable report to support House Bill 21, and the bill was moving forward. Ms. Ham informed the Board that the Senate Committee (Education, Health, and Environmental Affairs) issued a favorable report, with amendments, to support Senate Bill 133. The Senate Committee's amendment removes the existing requirement for Board membership – being a

United States citizen – from Md. Code Ann., Health Occupations Article § 20-20(c)(1).

VI. BOARD CHAIR REPORT

- There was no Board Chair report.

VII. EXECUTIVE DIRECTOR’S REPORT

A. RCCP without an active Program Administrator

- Ms. Ham informed the Board that there are two Child Care Programs that do not have an active Program Administrator or Acting Capacity Program Administrator.
- Ms. Joyner informed the Board that the Program Administrators for those programs chose not to renew their license and there is not a new application on file at the moment.

B. Facility Closing/Relocations

- No facility closings or relocations to report.

C. Financial Disclosures

- The Board was reminded that financial disclosures are due on April 30, 2022

D. Certification Report

- As of February 11, 2022, the Board reports:

Board Code		
Board Category	Status Codes	Occurrences
Acting Capacity	Active	2
Acting Capacity	Inactive	58
Acting Capacity	Non-renewed	6
Program Administrator	Active	65
Program Administrator	Deceased	4
Program Administrator	Non-renewed	226
Program Administrator	Revoked	3
Program Administrator	Surrendered	4
Youth Care Practitioner	Active	905
Youth Care Practitioner	Deceased	4
Youth Care Practitioner	Inactive	1
Youth Care Practitioner	Non-renewed	1397
Youth Care Practitioner	Surrendered	2

Youth Care Practitioner	Suspended	4
	Total:	2680

VII. DEPUTY DIRECTOR’S REPORT

A. 2021 Program Administrator Renewals

- Ms. Joyner informed the Board that there were 82 Program Administrators whose certifications were scheduled to expire if not timely renewed, and 59 of those Program Administrators have been renewed for the 2021 Program Administrator renewal period.

B. 2022 RCYCP Renewals

- Ms. Joyner informed the Board that there were 389 RCYCPs whose certifications were scheduled to expire if not timely renewed for the 2022 renewal cycle.
- Ms. Joyner informed the Board that she is in the process of obtaining the orange renewal cards to be prepared for mailing to the applicants in April.
- Ms. Joyner informed the Board that deadline for the RCYCPs to renew is September 30, 2022, but they can start the renewal application process on July 15, 2022.

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:
 - 165 pending applications
 - 48 new RCYCP applications
 - 118 applications that were within 120 days
 - 31 applications were past 120 days
 - 16 applications were past 180 days
 - 7 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. Smith made a motion to approve the certification list for Residential Youth Care Practitioners (RCYCPs), 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 to schedule their exam.

X. OPEN DISCUSSION

A. Board Vote for Officers

- Ms. Davis informed the Board that they shall elect from the members, a new Board Chair, Vice Chair and Executive Secretary.

1. Board Chair

- Ms. Davis informed the Board that the first vote would be for the Board Chair position and she explained the responsibilities of the Board Chair.
- Ms. Davis nominated Ms. Smith for Board Chair and Ms. Furman seconded the nomination.
- Ms. Smith nominated Ms. Furman for Board Chair.
- The Board members voted by selecting their nominee in the chat.

- Ms. Davis informed the Board that Ms. Smith received the majority of the votes and is elected as the new 2022 Board Chair.

2. Vice Chair

- Ms. Davis informed the Board that the next vote will be for the Vice Chair position and she explained the responsibilities of the Vice Chair.
- Ms. Furman nominated Ms. Davis for Vice Chair and Ms. Smith seconded that nomination.
- No other members were nominated for the Vice Chair position.
- The Board members voted by selecting their nominee in the chat.
- Ms. Davis informed the Board that the majority of the votes went to elect her as the new Vice Chair.

3. Executive Secretary

- Ms. Davis informed the Board that the next vote will be for the Executive Secretary position and she explained the responsibilities of the Executive Secretary.
- Ms. Smith nominated Ms. Anderson for Secretary. No other nominations were made.
- The Board members voted by selecting their nominee in the chat.
- Ms. Davis informed the Board that the majority of the votes went to elect Ms. Anderson as the new Executive Secretary.

B. Board Meeting Documents

- Ms. Davis made a suggestion for the Board meeting materials to be sent to the Board ahead of time, so the members will have time to review all materials before the meeting.

XI. OPPORTUNITY FOR PUBLIC COMMENT

- N/A

XII. ADJOURNMENT

- The next meeting will be held on March 11, 2022 at 10:00 a.m.
- A motion to adjourn was made by Ms. Jones, and seconded by Ms. Smith. The motion unanimously passed.
- The General Session meeting adjourned at 11:23a.m.

Submitted by:

Signature on Original

Nicole Smith, Board Secretary