

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

VIDEO CONFERENCE OPEN SESSION MINUTES

March 11, 2022

10:00 AM TO 11:00 AM

VIDEO LINK: meet.google.com/vaf-dhzh-xzd

Board Members Attendance

Nicole Smith, Chair
Krystal Davis, Vice Chair
Jametta Anderson, Board Secretary
Janet Furman
Paula Regan
Caroline Jones
Bong Delrosario
Robin Harvey
Franklyn Ash, RCYCP

Guest

Kimberly Link, MD Dept. of Health
Deena White, MD Dept. of Justice
Carmen Brown, MD Dept. of Education

Board Staff Attendance

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

Absent

Sonya White-Norman
Dorenzer Thomas
Troy Pumphrey, Investigator

I. CALL TO ORDER

The Board’s monthly General Session meeting was held via Google Meet on Friday, March 11, 2022. Nicole Smith, Chair for the State Board for the Certification of Residential Child Care Program Professionals (the “Board”) took roll call. A quorum of the Board was present. Ms. Smith called for a motion to bring the meeting to order at approximately 10:06 a.m. A motion was made to bring the meeting to order by Ms. Davis, and seconded by Ms. Furman. The motion passed unanimously.

II. REVIEW AND APPROVAL OF MARCH GENERAL SESSION AGENDA

On a motion made by Ms. Furman, and seconded by Ms. Davis, the agenda for the March 11, 2022, General Session meeting was approved. The motion passed unanimously.

III. REVIEW AND APPROVAL OF FEBRUARY GENERAL SESSION MEETING MINUTES

On a motion made by Ms. Harvey, and seconded by Ms. Furman, the February 11, 2022, minutes were approved. The motion passed unanimously.

IV. LEGISLATIVE REPORT

A. House Bill 21 & Senate Bill 133 – RCCP Membership and Official Seal Amendments

- Ms. Reese informed the Board that House Bill 21 has been approved in the House and has crossed over to the Senate. Ms. Reese also informed the Board that Senate Bill 133 has been approved in the Senate, with an amendment to remove also the U.S. citizenship membership requirement, and has crossed over to the House. Ms. Reese updated the Board that both House Bill 21 and Senate Bill 133 are awaiting hearing dates.

B. Senate Bill 780 - Cyber Security Governance Act of 2022 & Senate Bill 812- State Government- Cyber Security Coordination and Governance

- Ms. Reese reported that the Maryland Board of Physicians submitted a letter of support with amendment for SB 780 and SB 812, which multiple health occupations boards joined, including this Board under Ms. Ham's delegated authority to join letters with other boards regarding legislation that may affect this Board's operations significantly.
- A motion was made to approve the Executive Director's action on behalf of the Board, in joining the letter of support with amendment for SB 780 and SB 812 by Ms. Davis, and seconded by Ms. Anderson. The motion passed unanimously.

C. Senate Bill 899 & House Bill 1455- Operations of Health Occupations Boards and Commissions

- Ms. Reese informed the Board that we are awaiting the outcome of the voting session in the Senate Committee for SB899, as well as discussion of three amendments that have been made in the House Bill version, HB1455. HB1455 is with the Rules Committee and awaiting legislative movement.

V. **BOARD CHAIR REPORT**

A. **Welcome Franklyn Ash, RCYCP New Board Member**

- The Board welcomed a new Board Member, Franklin Ash, RCYCP. Each Board Member, and Board staff, introduced themselves to Mr. Ash.

B. **Solicit New Members for each Committee of the Board:**

- Ms. Smith stated that, given the changes in Officers of the Board, it is time to reconsider membership for each Board Committee. Ms. Smith asked that Ms. Ham and other Board members assist her in explaining each Committee's duties for the Board members consideration.
 1. **Regulatory:** Ms. Ham explained that the Regulatory Committee meets when there are proposed changes to the Board's regulations and to assess the need for such changes.
 2. **Legislative:** Ms. Smith explained that the Legislative Committee works closely with the Executive Director and the Legislative Regulations Coordinator, with the support of Board Counsel, to follow and consider any legislation that impacts this Board, then make recommendations on their proposed position to the Board. Ms. Smith added that this Committee receives guidance and expertise to guide decision making, then when necessary, may weigh in with written and/or in-person testimony in an effort to bring forward the changes in legislation that impacts the Board.
 3. **Licensing:** Ms. Smith explained that the Licensing Committee reviews applications that do not meet the Board's statutory or regulatory requirements for certification, and, therefore, require additional review, with the support of the Board Staff, Board Counsel, and the Board Investigator.
 4. **Disciplinary:** Ms. Furman and Ms. Ham explained that the Disciplinary Committee works with Board Staff and the Board Investigator to make recommendations for potential disciplinary actions against active Residential Child & Youth Care Practitioners (RCYCP) and Program Administrators, such as letters of education or admonishment, case resolutions, or charges against their certification.

- 5. Training/Education:** Ms. Davis explained that the Training and Education Committee reviews proposals submitted by individuals or organizations who request to have their training approved by the Board as Continuing Education Units (CEUs) and curricula for Program Administrators. The Committee reviews and ensures that proposal submissions meet Board requirements. The Training and Education Committee also works closely with Institute for Innovation and Implementation at University of Maryland's School of Social Work to develop curricula and consistently review the RCYCP Training Certification Program, including the 7 modules, design, editing and oversight, and the RCYCP Examination.

VI. EXECUTIVE DIRECTOR'S REPORT

A. Facility Closing/Relocations

- No facility closings or relocations to report.

B. Financial Disclosures

- The Board was reminded that that each member must complete and submit their financial disclosures by the deadline of April 30, 2022.

C. Recruitment for Deputy Director Position

- Ms. Ham reminded the Board of the recent vacancy in the Board's Deputy Director position, previously held by Gwendolyn Joyner, and recalled the congratulations that were sent out by the Board at the announcement of Ms. Joyner's departure.
- Ms. Ham announced that she has submitted paperwork in order to begin recruiting to fill the vacancy, as well as to reclassify the job description to draw qualified applicants. Ms. Knox, Licensing Coordinator, in addition to her own work, is currently taking on the extra duties performed by the Deputy Director, such as managing the recertifications and additional applications.

D. Update on MDH Network Reconnection

- Ms. Ham reported that progress continues to be made working with information technology staff, including creating creative work arounds in

the system until full access has returned and to make sure the job is continuing to get done and in a timely manner.

E. Certification Report

- As of March 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	228
Program Administrator	Revoked	3
Program Administrator	Surrendered	4
Youth Care Practitioner	Active	919
Youth Care Practitioner	Deceased	4
Youth Care Practitioner	Inactive	2
Youth Care Practitioner	Non-renewed	1395
Youth Care Practitioner	Surrendered	2
Youth Care Practitioner	Suspended	4
	Total:	2696

VII. 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:
 - 154 pending applications
 - 17 new RCYCP applications
 - 123 applications that were within 120 days
 - 15 applications were past 120 days
 - 16 applications were past 180 days
 - 10 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. Davis made a motion to approve the certification list for ten Residential Child & Youth Care Practitioners (RCYCPs) and two Program Administrators, and Ms. Anderson seconded the motion. The motion passed unanimously.

VIII. 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 or via email at dhmh.crccpa@maryland.gov to schedule their exam.

IX. OPEN DISCUSSION

- N/A

X. OPPORTUNITY FOR PUBLIC COMMENT

- N/A

XI. ADJOURNMENT

- The next meeting will be held on April 8, 2022 at 10:00 a.m.
- A motion to adjourn was made by Ms. Davis, and seconded by Ms. Furman.
The motion passed unanimously.
- The General Session meeting adjourned at 10:49a.m.

Submitted by:

Signature on Original

Jametta Anderson, Board Secretary