

**State of Maryland**  
**Department of Health**  
*State Board for the Certification of Residential Child Care Program Professionals*  
**VIDEOCONFERENCE OPEN SESSION MINUTES**  
**April 9, 2021**  
**10:00 AM to 11:00 AM**  
**VIDEO LINK: [meet.google.com/msa-bsox-udr](https://meet.google.com/msa-bsox-udr)**

**Board Members Attendance**

Krystal Holland, Chair  
Janet Furman, Vice Chair  
Sonya White-Norman  
Karen Powell  
Paula Regan  
Caroline Jones  
Robin Harvey  
Dorenzer Thomas  
Lauren Wahl, RCYCP  
Bong Delrosario

**Guest**

Interpreter for Lauren

**Board Staff Attendance**

Darlene Ham, Executive Director  
Gwendolyn Joyner, Deputy Director  
Janay Knox, Licensing Coordinator  
Thomas Werthman, AAG  
Lillian Reese, Legislative Regulations  
Coordinator

**Absent**

Nicole Smith, Board Secretary  
Christian Miele, Deputy Secretary  
David Bruce, Investigator  
Deborah Donohue, AAG

**I. CALL TO ORDER**

The monthly Board's general meeting was held via Google meet on Friday, April 9, 2021. 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 10:02 a.m. Roll Call was taken by Ms. Holland.

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

On a motion made by Ms. Thomas and seconded by Ms. Harvey, the agenda for the April 9, 2021 General Session meeting was approved. No objections noted.

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

On a motion made by Ms. Thomas and seconded by Ms. Jones, the March 12, 2021 minutes were approved. No objections noted.

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

##### **A. Legislative Update House Bill 873**

- Ms. Reese informed the board that she did not have an update regarding the House Bill 873. Ms. Reese informed the board that the bill was heard before the Senate Committee on April 6, 2021 and Ms. Ham testified on the board's behalf in favor of the bill.
- Ms. Reese informed the board that she is now waiting for the Senate Committee to vote on the bill and that the last day for the legislative session is Monday, April 12<sup>th</sup>, 2021. She did not think that there should be any issue getting the bill passed.

#### **V. BOARD CHAIR REPORT**

##### **A. Update on RCYCP Training Modules**

- The board was informed that module 2: Child and Adolescent Growth and Development was extremely long, but the University of Maryland School of Social Work, The Institute for Innovation and Implementation did accept the recommendation to make the changes to the module. There will be two parts to training module 2, so that the LGBTQ section can be separated from the other information in module 2.
- The board was informed that module 3: Communication was reviewed as well.
- Ms. Harvey stated that the training modules appears to be extremely complicated for the RCYCP applicants to review.
- Ms. Ham suggested that if there continues to be a repeat of the same issues with training module 4 then the board's review committee should set up a meeting with the Institute's module update team.
- Ms. Wahl made a suggestion that there should be sign language accessibility added to the training modules, this will make it easier for deaf RCYCP applicants to understand the training materials.

- The board was informed that Ms. Holland and Ms. Ham would have a meeting with the technicians for the Institute to discuss the possibility of including sign language to all of the training modules.

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

### **A. Facility Closing/Relocations**

- There was one Child Placement Agency, Pressley Ridge Independent Living Program satellite staffing office that closed on March 31, 2021.

### **B. Reminder of Financial Disclosure Due Date**

- The board was acknowledged for submitting a copy of their financial disclosures to board staff and that information will be included in the board's records.
- The board was reminded that financial disclosures are due on April 30, 2021 and to forward a copy of the confirmation of completion to board staff.

### **C. Board Consumer Vacancy**

- The board was informed that there are no updates regarding the board consumer vacancy or whether any applicants have been accepted.

### **D. Executive Director Meeting**

- The board was informed that there are no changes to 4201 Patterson Ave. building opening up to accept visitors, having meetings or dropping off documents. The Residential Child and Youth Care Practitioner and Program Administrator exams are still taken place at the Patterson Avenue building.
- The board was informed that Governor's amended order is still set to take effect and that all licenses that were to expire in 2020 must be renewed by June 30, 2021. Reinstatement of licenses will begin on July 1, 2021.  
New Board orientations are being discussed for board chairs and other board members to provide information on responsibilities and roles on the board.

## **E. CERTIFICATION REPORT**

- As of April 9, 2021, the State Board reports:

<b>Board Code</b>		
<b>Board</b>	<b>Status Codes</b>	<b>Occurrences</b>
Acting Capacity	Active	3
Acting Capacity	Inactive	48
Acting Capacity	Non-renewed	6
Program Administrator	Active	80
Program Administrator	Deceased	4
Program Administrator	Non-renewed	205
Program Administrator	Revoked	3
Program Administrator	Surrendered	3
Youth Care Practitioner	Active	1111
Youth Care Practitioner	Deceased	2
Youth Care Practitioner	Inactive	1
Youth Care Practitioner	Non-renewed	1059
Youth Care Practitioner	Surrendered	2
Youth Care Practitioner	Suspended	4
	<b>Total:</b>	<b>2,518</b>

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

### **A. 2020 RCYCP Renewals**

- The board was informed that there were 466 RCYCP licenses up for renewal in September. Out of the 466 renewals, the following updates are shown in the system:
  - 194 updated on the master list as completed.
  - 8 pending applications waiting on documents to complete the process.
- Ms. Ham informed the board that emails would be sent out to all of the licenses that the 2020 renewals must be completed before the June 30, 2021 deadline. The emails should go out before the end of April.

### **B. 2021 RCYCP Renewals**

- The board was informed that there are 670 RCYCP licenses due to renew starting in July.

- The board was informed that the orange renewal cards have been ordered and that the cards will be mailed to the RCYCP licensees by the end of April.

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

- The board was informed of the following RCYCP application processes:
  - 422 pending applications
  - 68 RCYCP applicants are no longer with an agency
  - 354 pending applications where the applicants are no longer with an agency
    - 29 new RCYCP applications
    - 10 licenses that have been issued
- The board was informed that 10 RCYCP new applicants were certified.
- Ms. Powell made a motion to approve the certification list for Residential Youth Care Practitioners and Ms. Wahl 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.crccpa@maryland.gov](mailto:dhmh.crccpa@maryland.gov) to schedule their exam.

**X. OPEN DISCUSSION**

- N/A

**XI. OPPORTUNITY FOR PUBLIC COMMENT**

- N/A

**XII. ADJOURNMENT**

- The next meeting will be May 14, 2021 at 10:00 a.m.
- The General Session meeting adjourned at 10:30 am.  
Motion – Ms. Jones, Second – Ms. Harvey, No objections.

Submitted by:

**Signature on Original**

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**Nicole Smith, Board Secretary**