

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

VIDEO CONFERENCE OPEN SESSION MINUTES

April 8, 2022

10:00 AM TO 11:00 AM

VIDEO LINK: meet.google.com/nrw-fciw-wdu

Board Members Attendance

Nicole Smith, Chair
Krystal Davis, Vice Chair
Janet Furman
Paula Regan
Caroline Jones
Sonya White-Norman
Bong Delrosario
Franklyn Ash, RCYCP

Guest

Interpreter

Board Staff Attendance

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

Absent

Jametta Anderson, Board Secretary
Robin Harvey
Troy Pumphrey, Investigator

I. CALL TO ORDER

The Board's monthly General Session meeting was held via Google Meet on Friday, April 8, 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 10:00 a.m. A motion was made to bring the meeting to order by Ms. Furman and seconded by Ms. White-Norman. The motion passed unanimously.

II. REVIEW AND APPROVAL OF APRIL GENERAL SESSION AGENDA

On a motion made by Mr. Delrosario, and seconded by Ms. Furman, the agenda for the April 8, 2022, General Session meeting was approved as written, with no changes. The motion passed unanimously.

III. REVIEW AND APPROVAL OF MARCH GENERAL SESSION MEETING MINUTES

On a motion made by Ms. Davis, and seconded by Ms. White-Norman, the March 11, 2022, minutes were approved. The motion passed unanimously.

IV. LEGISLATIVE REPORT

A. Update on 2022 Legislative Bill/Hearings

- Ms. Reese provided the Board with an update regarding the status of its bill, House Bill 21 cross-filed with Senate Bill 133, to change the Board's membership composition. Ms. Reese informed the Board that Senate Bill 133 had been approved in the Senate, with an amendment to remove the U.S. citizenship requirement, and has crossed over to the House. Ms. Reese informed the Board that the House had an issue with the Senate's amendment. Ms. Reese informed the Board that the bill is on the floor of both the House and the Senate, and that the amendment will most likely be removed. Ms. Reese believes that the bill will remain the same.
- Ms. Reese also informed the Board that the Legislative Session ends on Monday, April 11, 2022, and she believes that the Board's bill will most likely pass in the House and the Senate.

V. BOARD CHAIR REPORT

A. Gauging Interest/ Comfort in Returning to In-Person Board Meetings

- Ms. Smith asked the question to the Board as to how members were feeling about returning back to in person board meetings. Ms. Smith asked Ms. Ham if any other Boards were having in-person board meetings.
- Ms. Ham informed the Board that there are a few boards that she is aware of are having in-person meetings
- Ms. Reese informed the Board that there are one or two boards that currently meet in-person. She informed the Board that those boards do not meet in person every month, but they meet sporadically. She informed the Board that

there have been conversations about it, but some boards are considering alternating every other month for in-person meetings.

- Ms. Lankford informed the Board that the Maryland Board of Nursing is having in-person meetings, but there is the option for some of the board members to call into the meeting.
- Ms. Smith asked if the Board would have the option to do a hybrid for its meetings?
- Ms. Ham informed the Board that the building does not have Wi-Fi capabilities at the moment, so there would not be an option for Board members to call into or otherwise attend the meeting virtually at this time.
- Ms. Smith informed the Board that this subject can be revisited at a later time once the building has Wi-Fi capabilities.

B. Following regarding Committee Interest

- Ms. Smith asked if any of the Board members were interested in participating in any of the Board's committees. Ms. Smith informed the Board that she was concerned about membership for the Board's Licensing Committee since Ms. Thomas will be leaving the Board soon and Ms. Smith stated that she will not be able to actively participate on that committee as the Chair.
- Ms. Davis volunteered to be a member on the Licensing Committee.
- Ms. Ham informed the Board that she would be posting the descriptions of each committee on the Google Shared Drive.
- Ms. Smith informed the Board members that they should get back to Ms. Ham regarding their interest in being a member on one of the committees by May 9, 2022.

C. Program Director Board Member Opening

- Ms. Smith informed the Board that Ms. Thomas' term on the Board will expire in June of this year, so the Board will have a vacancy in one of its three Program Administrator positions. Ms. Smith asked that, if any of the Board members know anyone who may be interested and meets the qualifications, then they direct that person to apply by going on to the Board's website.

VI. EXECUTIVE DIRECTOR'S REPORT

A. Facility Closing/Relocations

- No facility closings or relocations to report.

B. Financial Disclosures

- The Board was reminded that each member must complete and submit their financial disclosures by the deadline of April 30, 2022. Board members were also reminded to e-mail Ms. Ham once they have completed the financial disclosures.
- The Board was informed that if there were any questions about completing the financial disclosures, then they should contact the State Ethics Commission directly to get assistance.

C. Implicit Bias Training

- The Board was informed that the General Assembly passed Senate Bill 5 in 2021, which requires all health care providers to take a course on implicit bias training. The Maryland Department of Health's Office of Minority Health and Health Disparities (MHHD) is responsible for approving programs to provide this training.
- The Board was informed that there is a link on MHHD's website to access the list of the training courses that are being offered.
- The Board was informed that this is a one-time training and that the training has to be completed by all licensees and certificate holders under the jurisdiction of a health occupations board, including this Board, who are renewing their license or certification anytime after April 1, 2022. I
- The Board was informed that there is a RCYCP renewal coming up in July 2022 and that there will be a check box added to the RCYCP's renewal application for applicants to indicate that they have completed the required implicit bias training.
- The Board was informed that Ms. Ham will be sending out an e-mail to all of the Board's certificate holders providing information about this implicit bias training requirement.

D. Deputy Director Position

- The Board was informed that the Deputy Director position has been approved by Human Resources to be posted and Ms. Ham stated that she will be recruiting for this position soon.
- Ms. Ham informed the Board that Human Resources will send her an email once the position has been posted on the website.

E. Certification Report

- As of April 8, 2022, the Board reports:

Board Code		
Board Category	Status Codes	Occurrences
Acting Capacity	Active	3
Acting Capacity	Inactive	57
Acting Capacity	Non-renewed	6
Program Administrator	Active	66
Program Administrator	Deceased	4
Program Administrator	Non-renewed	228
Program Administrator	Revoked	3
Program Administrator	Surrendered	4
Youth Care Practitioner	Active	937
Youth Care Practitioner	Deceased	4
Youth Care Practitioner	Inactive	1
Youth Care Practitioner	Non-renewed	1394
Youth Care Practitioner	Surrendered	2
Youth Care Practitioner	Suspended	4
	Total:	2713

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:
 - 145 pending applications
 - 20 new RCYCP applications
 - 131 applications that were within 120 days

- 5 applications were past 120 days
 - 9 applications were past 180 days
 - 1 voluntarily closed application
 - 19 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. Jones made a motion to approve the certification list for nineteen Residential Child & Youth Care Practitioners (RCYCPs) and one Program Administrator, and Mr. Delrosario 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 May 13, 2022 at 10:00 a.m.
- A motion to adjourn was made by Ms. Furman and seconded by Ms. White-Norman. The motion passed unanimously.
- The General Session meeting adjourned at 10:39 a.m.

Submitted by:

Signature on Original

Jametta Anderson, Board Secretary