

**State of Maryland**  
**Department of Health**  
*State Board for the Certification of Residential Child Care Program Professionals*  
**VIDEO CONFERENCE OPEN SESSION MINUTES**

**July 9, 2021**

**10:00 AM TO 11:00 AM**

**VIDEO LINK: [meet.google.com/hgq-hgfo-pvt](https://meet.google.com/hgq-hgfo-pvt)**

**Board Members Attendance**

Janet Furman, Vice Chair  
Nicole Smith, Board Secretary  
Robin Harvey  
Sonya White-Norman  
Paula Regan  
Caroline Jones  
Dorenzer Thomas  
Jametta Anderson

**Guest**

Kimberly Link

**Board Staff Attendance**

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

**Absent**

Krystal Holland, Chair  
Karen Powell  
Lauren Wahl, RCYCP  
Christian Miele, Deputy Secretary  
Gwendolyn Joyner, Deputy Director  
David Bruce, Investigator  
Troy Pumphrey, Investigator

**I. CALL TO ORDER**

The monthly Board's General Session meeting was held via Google meet on Friday, July 9, 2021. Janet Furman, Vice 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. Furman.

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

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

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

On a motion made by Ms. Jones and seconded by Ms. White-Norman, the June 11, 2021, minutes were approved. No objections noted. Ms. Smith and Ms. Harvey abstain from the vote since they were absent from the June 11<sup>th</sup> meeting.

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

##### **A. Update on Concept Paper for Statute Change- Board Membership**

- Ms. Reese reported that there were no updates on the concept paper. Ms. Reese informed the board a bill draft was created and will be sent for approval.
- Ms. Reese informed the board that she will be looking for sponsors for the bill starting in late September and the 2022 legislative session starts in January.

#### **V. VICE CHAIR REPORT**

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

- Ms. Furman reported that all of the training modules have been reviewed.
- Additional updates will be included in the Executive Director's report.

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

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

- Ms. Ham reported that the Child Placement Agency, Seraaj Family Homes, Inc relocated their office from Towson to a Pikesville location.

##### **B. Board Members' Reappointments**

- Ms. Ham reported that Lauren Wahl and Krystal Holland have been reappointed by the Governor for another 4 year term.

##### **C. New RCYCP Revised Training Modules Update**

- Ms. Ham reported that the new RCYCP training modules went live on the University of Maryland School of Social Work, The Institute for Innovation and Implementation's website on July 1, 2021.
- The Institute will update the RCYCP study guide for the exam and the guide will be posted on the board's website.
- The Institute provided a 500-page transcript of the new training modules, and the transcript is available to be email to any board members that is interested in reviewing it.

#### **D. Online License Verification Update**

- Ms. Ham reported that the online license verification went live on the board's website starting July 1, 2021.
- Applicants can now go online and print a copy of their license from the website.
- New licensees will continue to receive a letter in the mail notifying them about their new license and the licensure process.
- Licensees can still obtain a paper license to be printed by request if needed.
- The board's website is public record, and anyone can view or verify a license by going on the website.

#### **E. CERTIFICATION REPORT**

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

<b>Board Code</b>		
<b>Board</b>	<b>Status Codes</b>	<b>Occurrences</b>
Acting Capacity	Active	5
Acting Capacity	Inactive	49
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	4
Youth Care Practitioner	Active	1159
Youth Care Practitioner	Deceased	3
Youth Care Practitioner	Inactive	1
Youth Care Practitioner	Non-renewed	1072
Youth Care Practitioner	Surrendered	2
Youth Care Practitioner	Suspended	4
	<b>Total:</b>	<b>2,597</b>

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

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

- Ms. Ham reported that there were 220 licensees renewed for the 2020 RCYCP renewal period and the board can review the renewal spreadsheet on the share

drive. Ms. Ham also provided an overview of the information that is found on the renewal sheet.

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

- Ms. Ham reported that all of the orange renewal cards have been mailed to the RCYCPs.
- Ms. Ham reported that the renewal period for the 2021 RCYCP renewals will start on July 15, 2021 and end on September 30, 2021.

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

- Ms. Knox reported that there were two licensing reports being represented this morning: the RCYCP licensing report and the RCYCP licensing report by agency:
- RCYCP licensing report:
  - 433 pending applications
    - 23 new RCYCP applications
    - 155 applications that were within 120 days
    - 13 applications were past 120 days
    - 265 applications were past 180 days
    - 28 RCYCP certifications issued
    - 0 RCYCPs that voluntarily closed their applications
- 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 the training orientation form, marriage certificate, divorce decree, or court documents for name changes, foreign education credentials, and updated applications forms.
- Ms. Smith informed the board that there was an issue with her international staff receiving their foreign education credentials. Ms. Knox informed the board that some of the RCYCPs applications were held since they informed her in advance

that their foreign education credentials were being sent through World Education Services and those applicants had already passed their RCYCP exam.

- 28 RCYCP applicants were certified.
- Ms. Smith made a motion to approve the certification list for Residential Youth Care Practitioners (RCYCPs) and Ms. White-Norman seconded the motion. There were no objections.

## **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**

### **A. Board's Newsletter**

- Ms. Ham informed the board a meeting was held with Board member, Ms. Regan, Ms. Knox and herself to discuss the newsletter. The board was informed that the newsletter will be a spring/summer edition and a fall/winter edition.
- Ms. Ham asked the board if there were any articles of interest that the board would like to include in the newsletter. Ms. Ham would like to post the newsletter on the board's website by September.
- Ms. Ham informed the board that she will reaching out to the newer board members for a profile to post in the newsletter.
- Ms. Ham informed the board that one of the sections in the newsletter will be called Good to Know and this section will share informative information.
- Ms. Furman suggested about including information about foreign education credentials.

## **XI. OPPORTUNITY FOR PUBLIC COMMENT**

- N/A

**XII. ADJOURNMENT**

- The next meeting will be September 10, 2021 at 10:00 a.m.
- The General Session meeting adjourned at 10:44 am.  
Motion – Ms. Thomas, Second – Ms. Harvey, no objections.

Submitted by:

**Signature on Original**

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**Nicole Smith, Board Secretary**