

Youth Camp Safety Advisory Council
 Google Meet Meeting
 Thursday, December 4, 2025
 Minutes

Name	Representation	Attendance
Jill Levy	Camp Owner/Manager-For Profit	Present
Cassandra Casey	Camp Owner/Manager	Present
Dr. Jasmin Grant	Maryland Department of Health	Absent
Anne Irwin	Camp Owner/ACA Accredited.	Absent
Ramona Riley-Bozier	Public	Present
Lauren Biddinger	Local Health Department	Present
Vacant	Camp Leader	Vacant
Ed Arellano	Local Health Department	Present
Dr. Nobin Ngozi Ogbonna	Camp Owner/Manager - Nonprofit	Present
Amy Schisler	National Camping Organization	Present
Parker Bratton	National Camping Organization	Absent

MDH Staff Present

Brian Flynn
 Tylvia Koromah

Council attendance: **Cassandra Casey** is the council’s -chair and a camp manager in a community college-based day camp in Carroll County. **Rabbi Jill Levy** director of Ramah Daycare Greater Washington DC; **Ramona Riley-Bozier** member of the public; **Ed Arellano** environmental health director for the Cecil County Health Department; **Amy Schisler** director of Summer Roundup Girl Scout Camp on the midshore in Denton in Caroline County, represents a national camping organization; **Lauren Biddinger** environment health specialist III, represents local health director for the Anne Arundel Health Department and **Dr. Nobin Ngozi Ogbonna** represents camp owner/mgr.-nonprofit. Cassandra confirmed quorum for an official meeting.

Approval of Meeting Minutes: Cassandra asked the council members if they had any changes to the October minutes from the last meeting. Amy accepted the minutes and seconded by Jill. The motion was passed unanimously by council members Ed and Ramona.

Vice Chair Nomination: Cassandra nominated Amy Schisler to be the vice chair of the council. Lauren seconded the nomination, leading to a call for a vote among the council members. The motion was carried unanimously, and Amy Schisler was welcomed to the role.

Open Council Positions Tylvia Koromah from MDH provided an update on open council positions, noting that five council members' terms will expire in June of the next year, with three reapplying. There is one open position for a camp owner/manager (non-profit). She

requested that anyone interested in serving on the council for this position type contact information in the chat and she will forward information to the reappointment office.

Annual Report Data Status: Brian Flynn provided an update on the annual report data, noting that the percentage of licensees who have submitted their reports increased from about 78% in October to 84.6%, indicating that this is a good completion rate for the time of year, with a total of 2,546,805 camper days reported so far, and they expect more reports to come in, especially when licensing reopens in the spring. He confirmed that camps should be able to check the completion status of their annual report by logging into the camp portal.

Medication Administration Training and Allergy Action Plan: Brian addressed the ongoing effort to create a refresher course for medication administration training, which is typically a six-hour course, noting that a shorter option is desired to facilitate staff training. He reported that they are continuing to work on this, as well as the allergy action plan, and will be meeting with a new physician interning under Dr. Mitchell (who is currently out of the country) to expedite movement on these documents for the coming season.

Heat Stress Standard (COMAR 09.12.32): Cassandra summarized the new heat stress standard, COMAR 09.12.32, which became effective on September 30, 2024, and requires employers to protect workers from heat-related illness when the heat index is 80 degrees or higher. The standard mandates a written prevention and management plan, including provisions for water, rest breaks, training, acclimatization, and emergency procedures. Greg Joseph, former council member, inquired about a possible carveout for camps, but Allison Abbondante former council member, clarified that the discussion of a carveout was likely related to an earlier OSHA proposal that is now off the table, and the current Comar standard is less intense, focusing more on training staff to recognize heat-related illnesses.

Cassandra noted that while the standard likely focuses on outdoor workers like those in construction, it does apply to camps. She emphasized that camps should ensure their plans include the minimum requirement of 10-minute rest breaks every two hours when temperatures are above 90 degrees. She advised that if any camp encounters unmanageable issues with the standard, they should reach out to their MDH representative for assistance.

FBI Fingerprinting Status Update: Brian provided an update on the FBI fingerprinting status, confirming that the FBI approval hurdle has been cleared, and they are now in the logistics phase of rerouting the FBI results to MDH instead of directly to the individual camps. He stated that they expect this to be implemented for the coming season, though they acknowledged that this process has been ongoing for several years. Allison asked for clarification on the cost. Brian corrected from a previously stated \$10 to \$20 per person for the background check, as updated in the portion of COMAR dealing with camp fees. This new fee will be implemented even if the system changes are delayed, and charges will be invoiced at the end of the camp season.

- **Responses to Questions on FBI Fingerprinting Logistics and Fees:** Brian clarified that the \$20 fee is to cover the cost of hiring additional staff and making system updates necessary for MDH to handle the increased volume of FBI results within the mandated three-day turnaround time. Jill confirmed the \$20 is in addition to the \$60 paid to the fingerprinting processor, raising concern that the total \$80 cost might discourage camps from fingerprinting returning staff. Brian acknowledged the financial burden but explained that the fee is necessary because MDH is required to fund the program itself and is open to further discussion if the fee creates an undue burden. Brian advised camps contacted by CJIS regarding a change in their ORI number to follow their instructions, as it is part of the process to make the system work.
- **Contextual Information in Hiring Decisions:** James Shiflett from the public asked if MDH would provide any context beyond a simple "hire" or "don't hire" determination based on the FBI results. Brian confirmed that while they cannot share the full FBI report, they will provide a "yes," "no," or "under review" determination. MDH plans to share the codes used to vet individuals, aiming to give camps as much legally permissible information as possible to be confident in their hiring decisions, and offer the ability for camps to reach out for additional discussion.
- **Clarification on Fingerprinting Process and Fees:** Cassandra summarized that fingerprinting is for new employees and volunteers aged 14 and up who work directly with children and returning staff do not need to be re-fingerprinted unless the camp chooses to do so. She confirmed that the fee to the processor is separate from the new \$20 fee going to the state for processing FBI results. The state results will still go directly to the camps, but the FBI results will now go through MDH, and the \$20 fee will be billed collectively after the summer. Brian added that certain staff, like those working in facilities or the kitchen without direct, unsupervised interaction with children, may not be required to be checked.
- **Data Management and Multi-Camp Employment:** Scott Black from the public, sought clarification on the back-end process, which Brian confirmed would involve CJIS intercepting the FBI results and sending them to MDH, with the camps using the camp portal via Salesforce to list staff members who are getting checked. For staff working at multiple camps, Brian acknowledged this as a complex issue, suggesting that staff might need to be vetted twice by each separate camp entity. Michael McNeely from MDH clarified that when a camp submits the name of their employees, that camp will receive the information through the Salesforce connection. Lindsey Wuest from MDH added that the reference number will also be used to match results.

- **Returning Staff Fingerprinting and Lost Results:** Lindsey emphasized that inspectors will look for the physical results, and if a camp loses the prior background check results, that person needs to be re-background checked. She also noted that CJIS sometimes requires re-fingerprinting for seasonal staff if they are not considered full-time employees, which is an issue between CJIS and the camp, not MDH.
- **Outstanding Questions and Future Steps:** Cassandra clarified that the turnaround time for MDH notification of FBI results is planned to be three days. She confirmed that the \$20 fee is for hiring MDH staff and data input. Regarding changes to ORI numbers, Brian directed camps to contact Ebony Taylor for verification and assistance. Cassandra confirmed that the CPS (Child Protective Services) check is a separate process from the FBI criminal history check and is still being handled as before. Greg sought clarification on whether returning seasonal staff are indeed exempt from re-fingerprinting, citing Lindsey's comments that suggested otherwise.
- **Seasonal Staff Background Checks:** Greg inquired about the requirement for re-background checking seasonal staff who return annually. Lindsey stated that this is a CJIS question, and Brian recommended contacting CJIS for clarity, acknowledging that different answers have been given over time. Michael explained that due to high CJIS personnel turnover and inconsistent answers, their office had hired seasonal employees returning annually as not needing to be re-fingerprinted for over 10 years, as the camp still has access to their background checks. Brian agreed to table the question for internal MDH discussion and possible consultation with their AG.
- **Communication of Background Check Results and Process Information:** Cassandra asked Brian how MDH would send camps the results of FBI background checks, and they confirmed the response would be via email rather than snail mail. Cassandra encouraged attendees to attend the annual MDH trainings, suggesting that the new processes and hot topics, including the seasonal staff issue, will be covered there. Brian confirmed that the training courses have not been scheduled yet but will occur after the holidays and, if necessary, additional training focused specifically on background checks will be held this year.
- **Camp Employee Background Check Frequency:** Amy shared their experience of receiving different answers from CJIS over a 10-year period regarding the frequency of re-fingerprinting. They recounted a specific CJIS contact who indicated that an employee who misses one summer needs to be re-fingerprinted, although if they return every year, they do not. Brian confirmed that they were originally told that employees missing a summer need to be re-checked, but not if they return for concurrent summers, and

noted that technically camps are not supposed to hold onto results if an individual is not working for them.

- **Updating Contact Information with CJIS:** Nicole Alonge-Smart -MDH- warned camps that CJIS is requiring everyone to update their information using a new form that resembles the one for a new camp, and some camps are mistakenly using a private party form instead of the correct youth camp form. They stressed that using the wrong form can result in the camp's ORI number being changed to one not affiliated with camps, leading to a failure to receive background check results. She advised camps to reach out to their assigned MDH person if a form looks suspicious before sending it back to CJIS.
- **Illegible Fingerprints:** In response to a question about addressing illegible fingerprints due to factors like long nails or being a potter, Nicole explained that the person may be required to get re-fingerprinted. They added that if the fingerprints remain unreadable, CJIS still performs a name check, and Brian confirmed that CJIS has a specific process for illegible fingerprints.

New Business

Follow-up on Emergency Procedures Training: Allison inquired about follow-up regarding Mary Layman's concerns from the previous meeting about Texas flooding events. Brian reported that MDH met with Mary Layman, followed up with a letter and have not heard back. The upcoming training season will focus more on emergency procedures based on issues from the previous year.

Personnel Administrator Changes and Roles: Cassandra clarified that MDH tracks only the personnel administrator and camp director/manager, not other staff roles, and if a camp is replacing a personnel administrator, they must notify the state. Brian emphasized that if a change in personnel administrator is anticipated, camps should inform MDH immediately to process the background check for the new PA, which must be approved before they can vet staff, to avoid delays. Nicole added that while the director or their designate must be physically at the camp, the community user and personnel administrator can be in another state.

Suggest next steps:

- Cassandra will consider including a mention of the background check fees in the annual letter to the state to advocate for potential reductions or alternative funding.
- Brian will:
 - meet with the new physician interning under Dr. Mitchell to review the documents for the medication administration refresher course and the allergy action plan to expedite movement on these items for implementation in the coming season.
 - continue to update the group on the FBI fingerprinting status, including providing a firm timetable for implementation and more information on training and intermediate steps, and share Ebony Taylor's contact information for camps that have not heard about changing their ORI number.
 - look into the feature of being able to bulk upload staff lists into the system.
 - have additional discussions within his group and possibly talk to their AG about the background check requirements for seasonal staff, to address the question of whether they need background checks checked each season.
 - have MDH to table the question about seasonal staff background checks and talk about it amongst themselves to see how they can get an answer
- Nicole will search for and verify information on who to contact at CJIS regarding the process for illegible fingerprints to ensure it hasn't changed.

Cassandra requested a motion to end the meeting from the council. Amy gave a motion to adjourn, and Lauren gave a second motion.

The meeting ended at 11:23am.

Respectfully submitted by,

Tylvia E. Koromah, Secretary of CRCEHS
Youth Camp Safety Advisory Council

And

Cassandra Casey, Chair
Youth Camp Safety Advisory Council

Amy Schisler, Vice-Chair
Youth Camp Safety Advisory Council

Approved: 2/5/26 by Lauren Biddenger and Amy Schisler