



MARYLAND Department of Health

Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Robert R. Neall, Secretary

State Board for the Certification of Residential Child Care Program Professionals

GENERAL SESSION AGENDA

January 11, 2019

**METRO EXECUTIVE BUILDING – 4201 PATTERSON AVENUE – ROOM 106
BALTIMORE, MARYLAND**

- I. Call to Order**
- II. Adjustments and Additions to Agenda**
- III. Approval of Agenda**
- IV. Review and Approval of General Session Minutes – December 14, 2018**
- V. Deputy Director's Report**
 - Stats Report
 - Facility Closings/relocations
 - FAQs
- VI. Licensing Coordinator's Report – RCYCP Certification**
 - RCYCP Licensing Report
- VII. Certification List**
- VIII. Legislative**
 - Final Proposal for changes to COMAR 10.57.03
 - House Bill 22
- IX. Open Discussion**
 - Provisional License
 - RCYCP Information Session
 - CPS Clearances

X. Opportunity for Public Comment

XI. Adjournment

**State of Maryland
Department of Health**

***State Board for the Certification of Residential Child Care Program Professionals
General Session Minutes – January 11, 2019
Metro Executive Building – 4201 Patterson Avenue – Baltimore, Maryland 21215***

Board Members Attendance

Krystal Holland, Chair
Janet Furman, Vice Chair
Nicole Smith, Board Secretary
Sheila Philip
Sonya White-Norman
Caroline Jones
Brady Daniels
Paula Regan
Dorenzer Thomas

Board Staff Attendance

Gwendolyn A. Joyner, Deputy Director
Ena Mendez, Licensing Coordinator
Carla Boyd, AAG
David Bruce, Investigator

Guest

Lynn Wisner, DHS/OCM
Karen Powell, MSDE/IRC

Absent

Lillian Reese, Legislation & Regulation
Coordinator

I. CALL TO ORDER

Krystal Holland, Chair for the State Board for the Certification of Residential Child Care Program Professionals (“State Board”) called the meeting to order at approximately 10:00 a.m.

II. REVIEW AND APPROVAL OF GENERAL SESSION AGENDA

On a motion made by Ms. Thomas, and seconded by Mr. Daniels, the agenda for the January 11, 2019 General Session meeting was unanimously approved as amended.

III. REVIEW AND APPROVAL OF GENERAL SESSION MEETING MINUTES

On a motion made by Ms. Jones, and seconded by Mr. Daniels, the minutes from the December 14, 2018 General Session meeting were unanimously approved as amended.

IV. DEPUTY DIRECTOR’S REPORT

- ***State Board Meetings - Mark your calendar... The 2019 meeting dates are as follows: February 8th, March 8th, April 12th, May 10th, June 14th, July 12th, September 13th, October 11th, December 13th. Please note that the State Board will not meet in August & November of 2019.***

- Ms. Joyner notified Board Members that the Mileage Reimbursement rate has increased from 54.5 cents to 58 cents per mile.
- Board staff will take a different approach to the FAQs. Board staff will put together a series of 8-10 questions that are specific to themes of missing application items. Current FAQs are loaded with information and are outdated.

V. CERTIFICATION REPORT

As of January 11, 2019 the State Board reports:

Board Code		
Board	Status Codes	Occurrences
Acting Capacity	Active	0
Acting Capacity	Inactive	44
Acting Capacity	Non-renewed	6
Program Administrator	Active	90
Program Administrator	Deceased	4
Program Administrator	Non-renewed	177
Program Administrator	Revoked	3
Program Administrator	Surrendered	3
Youth Care Practitioner	Active	1183
Youth Care Practitioner	Non-renewed	514
Youth Care Practitioner	Suspended	2
	Total:	2027

Facility Closings/Relocations

- On December 1, 2018, The Martin Pollak Project, Inc.- Young Adult Initiative, a Child Placement Agency licensed by the Department of Human Services (DHS), relocated their ILP program from the previous address at 4230 Loch Raven Boulevard, Baltimore, MD 21218 to 4407 Marble Hall Road, Apartment 223, Baltimore, MD 21218.
- On November 15, 2018, Pressley Ridge, INC., a Child Placement Agency licensed by the Department of Human Services (DHS), relocated their Greenbelt ILP program from the previous address at 5921 Cherrywood Terrace, Apt. 104, Greenbelt, MD 20770 to 6107 Breezewood Court, Apt. 201, Greenbelt, MD 20770.

VI. COMPREHENSIVE EXAMS

- The State Board will administer the Comprehensive Examination for Residential Child and Youth Care Practitioners for the Calendar Year 2019 to any individual who meets the criteria for certification at mutually agreed upon dates.

- Individuals who have submitted all the required documents to become a Program Administrator should contact Board staff at 410-764-5996/5052 or via email at dhmh.crccpa@maryland.gov to schedule their exam.

VII. RESIDENTIAL CHILD AND YOUTH CARE PRACTITIONERS – LICENSING COORDINATOR

- Board staff has received twenty-five new RCYCP applications since the December 14, 2018 Board meeting. There are 149 applications currently pending certification. Twenty- seven applicants have been certified since the last Board meeting.
- Board Members discussed the breakdown of the pending applications. The themes for why these applications are still pending were categorized by time frame since the application was received. Ms. Holland pointed out that the number of pending applications is declining. There is a large number of applicants that are cleared to take the RCYCP exam and the application has been pending for over 180 days.
- Ms. Holland recommended that Board staff put a system in place where applicants are being sent a 30-day notice at 150 days of the application being pending. The notice would give the applicant 30 days to complete their application and pass the exam. If they do not comply with the notice, the application would be administratively closed at the 180 day mark. This would prevent applications from being past the 180 days mark. Current applicants who are past the 180 day mark will be given this final 30 day notice as a courtesy.
- Board staff will create the 30-day notice letters. They will be reviewed by Ms. Boyd and Board members will give final approval. Letters will also be forwarded to HR staff and Program Administrators when applications have been administratively closed or have been given a notice.
- Applications submitted past the applicant's 180 days from hire must still be processed. Board staff has to give applicants 120 days to complete the application process and pass the exam. The applicant should not be working in the capacity of RCYCP if they are past the 180 days of hire, but the Board must process the application.
- Board members discussed having a limit on the times an applicant can take the exam and fail. Board staff stated that applicants have the opportunity to request accommodations for the exam.

VIII. CERTIFICATION LIST

- On a motion made by Ms. Jones, and seconded by Ms. Smith, licensees were approved.

IX. LEGISLATIVE REPORT

- House Bill 22 is being proposed to change the process by which Boards look at criminal history. It would limit the period of which Boards consider criminal history to seven years or less. The bill is brought before Legislators every year and fails to pass. Ms. Boyd will keep the Board updated on the progress of the Bill.
- Final changes to COMAR 10.57.03 went into effect on December 31, 2018. Ms. Joyner is working with Lillian Reese to have the changes reflected on the Board's website.

X. OPEN DISCUSSION

- Ms. Boyd stated that she cross referenced other Board's regulations around requiring criminal background checks for a provisional-type license. There are no provisional-type licenses that do not require a criminal background check. She suggested that the Board would want to require a criminal background check for the provisional license.
- Ms. Holland discussed the RCYCP Information Session proctored at St. Anne's. She will forward the final presentation with all the information shared. There was much value in explaining the process for when new employees are hired. There was also confusion in the provider community in regards to what is needed for renewal. The flyer for the information session will be sent out again to residential agencies for anyone interested.
- Ms. Holland also suggested that the Board consider reviewing the number of CEUs required for renewal. At the moment, licensees are required to complete 20 CEUs in addition to their mandatory 40 COMAR CEUs for renewal.
- Ms. Holland has suggested that the Board's website have the CPS forms for the surrounding states that our applicants reside in. Board staff will have the form pre-filled out for D.C.
- Ms. Holland gave an overview of items discussed at the Boards & Commissions Chair's meeting. The discussion was about the importance of performance evaluations on Executive Directors as well as a high level of customer service provided by Board staff. At the next meeting the process of how complaints and concerns from consumers are brought before the Board will be discussed.

- Financial Disclosure forms are due in April for Board Members. The form has changes so please make sure you are completing it accurately.

XI. OPPORTUNITY FOR PUBLIC COMMENT

- Ms. Philip introduced her replacement on the Board. Ms. Karen Powell is the new representative for Maryland State Department of Education. The Board welcomed Ms. Powell and looks forward to working with her.
- Deputy Secretary, William J. Frank, is no longer serving on the Board, his replacement will be coming soon.

XII. ADJOURNMENT

- The next meeting will be February 8, 2019 at 10:00 a.m. On a motion made by Ms. White-Norman, and seconded by Ms. Thomas, the General Session meeting adjourned at 12:01 p.m.

Submitted by:



Nicole Smith, Board Secretary