

**State of Maryland
Department of Health**

***State Board for the Certification of Residential Child Care Program Professionals
General Session Minutes – July 12, 2019
Metro Executive Building – 4201 Patterson Avenue – Baltimore, Maryland 21215***

Board Members Attendance

Krystal Holland, Chair
Janet Furman, Vice Chair
Nicole Smith, Board Secretary
Caroline Jones
Robin Harvey
Brady Daniels
Paula Regan
Dorenzer Thomas

Board Staff Attendance

Darlene Ham, Executive Director
Ena Mendez, Licensing Coordinator
Carla Boyd, AAG
David Bruce, Investigator

Guest

Kim Lang, MDH
Dawn Rowe, DJS

Absent

Sonya White-Norman
Karen Powell
Christian Miele, Deputy Secretary
Gwendolyn A. Joyner, Deputy Director
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 10:10 a.m.

II. REVIEW AND APPROVAL OF JULY GENERAL SESSION AGENDA

On a motion made by Mr. Brady and seconded by Ms. Smith, the agenda for the July 12, 2019 General Session meeting was approved as amended.

III. REVIEW AND APPROVAL OF JUNE GENERAL SESSION AGENDA

On a motion made by Ms. Harvey and seconded by Ms. Thomas, the agenda for the June 14, 2019 General Session meeting was approved as amended

IV. REVIEW AND APPROVAL OF MAY GENERAL SESSION MEETING MINUTES

On a motion made by Ms. Smith and seconded by Mr. Brady, the minutes from the May 10, 2019 General Session meeting were unanimously approved.

V. REVIEW AND APPROVAL OF JUNE GENERAL SESSION MEETING MINUTES

On a motion made by Ms. Harvey and seconded by Ms. Smith, the minutes from the June 14, 2019 General Session meeting were unanimously approved.

VI. LEGISLATIVE REPORT

- The Legislations & Regulations Committee has not been able to meet. Ms. Smith & Ms. Jones volunteered to fill in for committee members who are unavailable. The committee will meet in person prior to the September Board Meeting.

VII. BOARD CHAIR REPORT

- Ms. Holland welcomed Ms. Darlene Ham as the new Executive Director. Ms. Ham previously served on the Board as a representative of the Department of Human Services' Licensing & Monitoring office. She has extensive experience as a director as well as knowledge on the Board itself. The Board looks forward to benefiting from Ms. Ham's leadership.
- Ms. Holland gave a formal farewell to Mr. Brady Daniels. The Board thanks Mr. Daniels for his service as a Consumer Member. Fellow Board Members gave Mr. Daniels individual thanks.
- Ms. Holland notified the Board that the Secretary's office reviewed the Provisional License concept paper and denied it. The Board will need a private sponsor to introduce the proposal in the 2020 Legislative Session. Ms. Smith has reached out to a potential private sponsor and will keep the Board updated.
- Ms. Holland notified the Board that University of Maryland School of Social Work's Institute for Innovation & Implementation has finalized Memorandum of Understanding (MOU). An RCYCP page for licensees to access the stand-alone training modules for CEUs every two years was created. Meredith Gunn has suggested that training materials and platform be updated to the newest standards. She presented a budget for this process and will be present at the September Board Meeting to discuss.

VIII. EXECUTIVE DIRECTOR'S REPORT

- ***State Board Meetings - Mark your calendar ... The 2019 meeting dates are as follows: September 13th, October 11th, December 13th. Please note that the State Board will not meet in August & November of 2019.***
- Ms. Ham thanked the Board for the warm welcome.
- Ms. Ham presented a letter from Governor Hogan thanking Mr. Daniels for his service to the Board.
- Ms. Ham presented a letter from Governor Hogan thanking Ms. Smith for her continued service to the Board in her second 4- year term as a Board Member.
- Ms. Ham announced Ms. Pamela Curtis as the new Consumer Member appointee. Ms. Curtis comes with experience in community outreach. She will be present at the September Board Meeting.
- Ms. Ham informed the Board that there will be continued work on the Standard Operating Procedures (SOP). The Board will be updated through the process.

IX. CERTIFICATION REPORT

- As of July 12, 2019, the State Board reports:

Board Code		
Board	Status Codes	Occurrences
Acting Capacity	Active	2
Acting Capacity	Inactive	45
Acting Capacity	Non-renewed	6
Program Administrator	Active	98
Program Administrator	Deceased	4
Program Administrator	Non-renewed	177
Program Administrator	Revoked	3
Program Administrator	Surrendered	3
Youth Care Practitioner	Active	1374
Youth Care Practitioner	Non-renewed	507
Youth Care Practitioner	Surrendered	1
Youth Care Practitioner	Suspended	2
	Total:	2223

Facility Closings/Relocations

- Effective June 30, 2019, JS Social Services (Youthtown USA), residential child care provider, located at 12 2nd Avenue, Brooklyn, MD 21225, voluntarily closed.
- On June 3, 2019, The Martin Pollak Project, Inc. – Young Adult Initiative, a Child Placement Agency licensed by the Department of Human Services (DHS), relocated their independent living program's staff office from the previous address at 4407 Marble Hall Road, Apartment 223, Baltimore, MD 21218 to 4406 Marble Hall Road, Apartments 305 & 307, Baltimore, MD 21218.

X. DEPUTY DIRECTOR'S REPORT

- Ms. Mendez informed the Board that the RCYCP Online Renewal Portal opens on July 15, 2019. Paper applications can be mailed and are accepted prior to that date. The Board has received some paper applications already. Ms. Joyner will be reviewing and processing renewals once she returns from leave.

XI. RESIDENTIAL CHILD AND YOUTH CARE PRACTITIONERS – LICENSING COORDINATOR

- Board Staff has received twenty-eight new RCYCP applications since the June 12, 2019 Board meeting. There are 125 applications currently pending. Twenty-one applicants have been certified since the last Board Meeting.
- Board Members discussed the breakdown of pending RCYCP applications. Currently two applications have been pending past 180 days. Those two applications are still pending as they are in the Board's criminal history review phase and the Licensing Committee has acted on them. Two RCYCP applications were administratively closed after receiving a notice letter to complete the application & pass the RCYCP Final Exam. Five applicants passed the RCYCP Final Exam and became certified after receiving a notice letter.

XII. 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 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 to schedule their exam.

XIII. JUNE CERTIFICATION LIST

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

XIV. JULY CERTIFICATION LIST

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

XV. OPEN DISCUSSION

- Ms. Boyd notified the Board that she advised Ms. Mendez that applicant's specific information cannot be shared with a third-party person. Several residential programs' representatives request information on applications. Information can only be shared directly with the applicant and the applicant can share that information with their employer if they prefer. Board staff will work on making sure all residential programs are informed of this immediate change in procedures & changes to applications.

XVI. OPPORTUNITY FOR PUBLIC COMMENT

- A representative from Ms. Karen Powell's office gave an update. The Board wishes Ms. Powell a speedy recovery.

XVII. ADJOURNMENT

- The next meeting will be September 13, 2019 at 10:00 a.m. On a motion made by Mr. Daniels and seconded by Ms. Jones, the General Session meeting adjourned at 10:55 a.m.

Submitted by:


Nicole Smith, Board Secretary