



MARYLAND Department of Health

Larry Hogan, Governor · Boyd Rutherford, Lt. Governor · Dennis Schrader, Secretary

GENERAL SESSION AGENDA

December 8, 2017

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

- I. Call to Order
- II. Review and Approval of General Session Minutes – October 13, 2017
- III. Executive Director's Report
 - Stats Report
 - Facility Closings/relocations
- IV. Deputy Director's Report
 - Renewals for Program Administrators
- V. Licensing Coordinator's Report – RCYCP Certification
 - Update on certification
- VI. Legislative – James Merrow, Executive Director
 - Kristen Neville
 - Update on draft bill for Approved Training Programs, §20-302.2
 - Update on Regulations
- VII. Open Discussion
 - Vote for Board Secretary
- VIII. Opportunity for Public Comment
- IX. Adjournment

**State of Maryland
Department of Health**

***State Board for the Certification of Residential Child Care Program Professionals*
General Session Minutes – December 8, 2017
Metro Executive Building – 4201 Patterson Avenue – Baltimore, Maryland 21215**

Board Members Attendance

Dr. Albert Zachik, Chair
Brady Daniels
Sonya White-Norman
Nicole Smith, Board Secretary
Sheila Philip
Dorenzer Thomas
William J. Frank, Deputy Secretary
Janet Furman
Krystal Holland
Ada Pearl Thomas

Board Staff Attendance

James Merrow, Executive Director
Gwendolyn A. Joyner, Deputy Director
Ena Mendez, Licensing Coordinator
Carla Boyd, AAG

Guest

Kim Lang, MDH
Lynn Wisner, DHS (Darlene)

Absent

Darlene Ham
Danielle Vallone, Investigator

I. CALL TO ORDER:

Dr. Albert Zachik, Chair for the State Board for the Certification of Residential Child Care Program Professionals (“State Board”) called the meeting to order at approximately 9:10 a.m.

II. REVIEW AND APPROVAL OF GENERAL SESSION MEETING MINUTES

On a motion made by Ms. Smith and seconded by Ms. Philip, the minutes from the October 13th, 2017 General Session Board Meeting were unanimously approved.

III. EXECUTIVE DIRECTOR’S REPORT

- **State Board Meetings** – Mark your calendar... The 2018 meeting dates are as follows: January 12th, February 9th, March 9th, April 13th, May 11th, June 8th, July 13th, September 14th, October 12th, & December 14th. ***Please note the State Board will not meet in August & November of 2018.***
- The current high number of non-renewed RCYCPS was brought to the attention of the Board. A discussion was held on any possible solutions offered by the Board to help agencies with the rapid turn-around rate.

- Board staff received an inquiry on the RCYCP Final Exam being available in Spanish. Board staff sought an estimate on the cost of having the exam transcribed in Spanish. Board members requested more information be gathered before a decision being made in regards to transcribing the exam.

IV. CERTIFICATION REPORT

As of December 8th, 2017 the State Board reports:

Board Code		
Board	Status Codes	Occurrences
Acting Capacity	Active	3
Acting Capacity	Inactive	37
Acting Capacity	Non-renewed	4
Program Administrator	Active	107
Program Administrator	Deceased	3
Program Administrator	Inactive	2
Program Administrator	Non-renewed	148
Program Administrator	Revoked	3
Program Administrator	Surrendered	3
Youth Care Practitioner	Active	991
Youth Care Practitioner	Non-renewed	330
Youth Care Practitioner	Suspended	2
	Total:	1634

Facility closings/relocations

Snow Policy

- Snow Policy regarding Board Meetings is as follows:
 - If Maryland State Government declares liberal leave for its non-emergency essential employees, scheduled Board meetings will be cancelled.
 - State Government advertises on all the radio stations any closings. There is also a Department of Health toll free number that can be called to inquire about closings. The number is 1-877-285-6407. There is also a website to locate closings at www.dbm.maryland.gov/employees/pages.

Comprehensive Exams

- The State Board will administer the Comprehensive Examination for Residential Child and Youth Care Practitioners for the Calendar Year 2018 to any individual who meets the criteria for certification at mutually agreed upon dates.

- Individuals who have been approved for the Program Administrator's Comprehensive Examination should contact the State Board's office at 410-764-5996 or via Email at dhmh.crecpa@maryland.gov to schedule their exam.

V. DEPUTY DIRECTOR'S REPORT

- Program Administrators begun their renewal period on October 15th, 2017. The renewal period ends December 31, 2017.
- Ms. Joyner stated there is currently an RCYCP position vacant on the Board. A Consumer Member & Program Administrator position will be vacant as of July 1, 2018. Anyone interested in filling these positions can contact Kim Bennardi, Administrator of Appointments and Executive Nominations.

VI. RESIDENTIAL CHILD AND YOUTH CARE PRACTITIONERS – LICENSING COORDINATOR

- Ms. Mendez gave the licensing report for RCYCPs.
- Board staff has received fifty-eight new RCYCP applications since the October 13th, 2017 Board meeting. There are 241 applications currently pending certification. Forty-seven applicants have been certified since the October Board meeting.

VII. LEGISLATIVE REPORT

- Kristen Neville, Legislative Liaison, has accepted a new position in the private sector. Board staff does not know when her position will be filled.
- Regulations that were submitted to change the transcript from official to copy was that was previously voted on, was published in the Maryland Register on November 13th. Comments may be sent to Michele Phinney, Director, Office of Regulation and Policy Coordination, Maryland Department of Health, 201 West Preston Street, Room 512, Baltimore, MD 21201, or call 410-7676499 (TTY 800-735-2258) or email mdh.regs@maryland.gov or fax to 410-767-6483. Comments will be accepted through December 13, 2017.

VIII. PUBLIC COMMENTS

- Dr. Zachik announced that he will be retiring on February 1st, 2018.
- Board members will vote on the Vice Chair position at the next Board meeting in January.
- A Case Resolution Case will be held after the Board Meeting. A CRC committee needs to consist of two Board members. Ms. Furman & Ms. Dorenzer Thomas volunteered to serve on the CRC committee.

IX. ADJOURNMENT

- The next meeting will be January 12th, 2018 at 9:30 a.m. On a motion made by Deputy Secretary Frank and seconded by Ms. Smith, the General Session meeting adjourned at 10:04 a.m.

Submitted by:


Nicole Smith, CRCCPA
Nicole Smith, Board Secretary