



MARYLAND Department of Health

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

GENERAL SESSION AGENDA

January 12, 2018

**METRO EXECUTIVE BUILDING – 4201 PATTERSON AVENUE – ROOM 105
BALTIMORE, MARYLAND**

- I.** Call to Order
- II.** Review and Approval of General Session Minutes – December 8, 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
 - Update on Bill for Approved Training Programs, §20-302.2
 - Update on Regulations
- VII.** Open Discussion
 - Vote for Chair & Vice Chair of the Board
- 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 – January 12, 2018
Metro Executive Building – 4201 Patterson Avenue – Baltimore, Maryland 21215***

Board Members Attendance

Dr. Albert Zachik, Chair
Brady Daniels
Nicole Smith, Board Secretary (Conference Call)
Darlene Ham
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
Carla Boyd, AAG

Guest

Deena White, DJS

Absent

Sonya White-Norman
Ena Mendez, Licensing Coordinator
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 9:30 a.m.

Dr. Zachik attended his last Board meeting as Chair, he will retire from State Government on January 31, 2018. Board staff presented Dr. Zachik with a plaque for his years of service as Chair of the Board.

II. REVIEW AND APPROVAL OF GENERAL SESSION MEETING MINUTES

On a motion made by Deputy Secretary Frank and seconded by Mr. Daniels, the minutes from the December 8, 2017 General Session meeting were unanimously approved.

III. EXECUTIVE DIRECTOR’S REPORT

- **State Board Meetings** – Mark your calendar... The 2018 meeting dates are as follows: 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.***

- Financial Disclosures for 2017 are due by April 30th, 2018. Financial Disclosures must be filed electronically: <https://efds.ethics.state.md.us>
- Mr. Merrow stated that Lt. Governor Rutherford, Designated Secretary Neall and Secretary Schrader held a meeting with the Board Chairs and Executive Directors to present their Legislative Bill.
- This year all Boards could put forth as many Bills as they want and the Department would look over the Bills and screened them. The Board's Bill Senate 58 was submitted to take out the provisions to review Training Programs went through, it is a Sponsored Bill and is being handled by the Department.

CERTIFICATION REPORT

- As of January 12, 2018 the State Board reports:

Board Code		
Board	Status Codes	Occurrences
Acting Capacity	Active	2
Acting Capacity	Inactive	41
Acting Capacity	Non-renewed	3
Program Administrator	Active	77
Program Administrator	Deceased	4
Program Administrator	Inactive	2
Program Administrator	Non-renewed	179
Program Administrator	Revoked	3
Program Administrator	Surrendered	3
Youth Care Practitioner	Active	1022
Youth Care Practitioner	Non-renewed	325
Youth Care Practitioner	Suspended	2
	Total:	1662

Snow Policy

- 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 submitted all the required documents to take become a Program Administrator should contact Board staff at 410-764-5996/5052 or via email at dhmf.crccp@maryland.gov to schedule their exam.

IV. DEPUTY DIRECTOR'S REPORT

- Program Administrators who did not renew by December 31st 2017 have up to five years to reinstate their license.
- The RCYCP position is still vacant and needs to be filled as soon as possible. The Consumer member position will be available on July 1, 2017. Anyone Interested in applying for these positions on the Board should contact Kim Bennardi, Administrator of Appointments and Executive Nominations.

V. RESIDENTIAL CHILD AND YOUTH CARE PRACTITIONERS – LICENSING COORDINATOR

- Ms. Joyner gave the Licensing Coordinator's report.
- Board staff has received thirty – six new RCYCP applications since the December 8, 2017 Board meeting. There are 247 applications currently pending certification. Twenty – five applicants have been certified since the last Board meeting.

VI. LEGISLATIVE REPORT

- New Education Requirements to change from official high school transcript to a copy of high school diploma, regulation (10.57.03.02), will go into effect on January 29, 2018.

VII. OPEN DISCUSSION

- On a motion made by Mr. Daniels and seconded by Ms. Ham, Ms. Holland was voted as Board Chair.
- On a motion made by Mr. Daniels and seconded by Ms. Ham, Ms. Furman was voted as Vice Chair of the Board.
- There may be an influx of Program Administrators and RCYCPs starting in March due to new Residential Programs starting up. Individuals who would like to become certified as a Program Administrator should contact Board staff for information on the application process.

- Board staff and the Board's AAG will schedule a meeting to meet with the new Chair, Vice Chair and Secretary of the Board.

VIII. OPPORTUNITY FOR PUBLIC COMMENT

- Dr. Zachik stated Caroline Jones, Program Administrator for Behavioral Health Administration, will replace him as the representative on the Board.

IX. ADJOURNMENT

- The next meeting will be February 9th, 2018 at 9:30 a.m. On a motion made by Ms. Holland and seconded by Ms. Ada Pearl Thomas the General Session meeting adjourned at 10:00 a.m.

Submitted by:


Nicole Smith, Board Secretary