



MARYLAND Department of Health

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

GENERAL SESSION AGENDA

February 9, 2018

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

- I. Call to Order**
- II. Welcome New Board Member Caroline Jones**
- III. Adjustments and Additions to Agenda**
- IV. Approval of Agenda**
- V. Review and Approval of General Session Minutes – January 12, 2018**
- VI. Executive Director’s Report**
 - Stats Report
 - Facility Closings/relocations
- VII. Deputy Director’s Report**
 - Program Administrators- Reinstatements
 - Late RCYC Applicants
- VIII. Licensing Coordinator’s Report – RCYCP Certification**
 - Update on certification
 - Implementation of Education Regulation changes
- IX. Legislative – James Merrow, Executive Director**
 - House Bill 58 Update
- X. Open Discussion**
 - 2018 Goals for the Board

- Creating Committees
- Policies & Procedures

XI. Opportunity for Public Comment

XII. Adjournment

**State of Maryland
Department of Health**

***State Board for the Certification of Residential Child Care Program Professionals
General Session Minutes – February 9, 2018
Metro Executive Building – 4201 Patterson Avenue – Baltimore, Maryland 21215***

Board Members Attendance

Krystal Holland, Chair
Janet Furman, Vice Chair
Nicole Smith, Board Secretary
Darlene Ham
Sheila Philip
Caroline Jones
Sonya White-Norman
Brady Daniels
Ada Pearl Thomas
Dorenzer Thomas

Board Staff Attendance

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

Guest

Sharon Bloom, MDH

Absent

William J. Frank, Deputy Secretary

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 9:34 a.m.

Ms. Holland welcomed new Board member, Caroline Jones. Ms. Jones is the new representative from Behavioral Health Administration, she also served on the Board’s RCYCP Subcommittee and was instrumental in the development of the RCYCP Training Program and Certification process for Direct Care Workers, (now RCYCPs).

II. REVIEW AND APPROVAL OF GENERAL SESSION AGENDA

On a motion made by Ms. Dorenzer Thomas and seconded by Ms. Ada Pearl Thomas, the agenda for the February 9, 2018 General Session meeting was unanimously approved.

III. REVIEW AND APPROVAL OF GENERAL SESSION MEETING MINUTES

On a motion made by Ms. Philip and seconded by Ms. Smith, the minutes from the January 12, 2018 General Session meeting were unanimously approved.

IV. EXECUTIVE DIRECTOR’S REPORT

- *State Board Meetings – Mark your calendar... The 2018 meeting dates are as follows: 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 30 2018 and must be filed electronically at <https://efds.ethics.state.md.us>

V. CERTIFICATION REPORT

- As of February 9, 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	79
Program Administrator	Deceased	4
Program Administrator	Inactive	2
Program Administrator	Non-renewed	178
Program Administrator	Revoked	3
Program Administrator	Surrendered	3
Youth Care Practitioner	Active	1057
Youth Care Practitioner	Non-renewed	324
Youth Care Practitioner	Suspended	2
	Total:	1697

Facility Closings/Relocations

- On January 22, 2018, MENTOR Maryland, a Child Placement Agency, relocated their Salisbury Teens in Transition/Easton Children’s Services and ILP programs from 821 Eastern Shore Blvd, Salisbury, MD to 2320 Goddard Parkway, Unit C, Salisbury, MD 21801.

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 become a Program Administrator should contact Board staff at 410-764-5996/5052 or via email at dhmh.crccp@maryland.gov to schedule their exam.

VI. DEPUTY DIRECTOR'S REPORT

- Two Program Administrators have been reinstated since the last Board meeting.
- There is still an issue with RCYCPs mailing applications to the Board close to the 180 days or past the 180 days of the applicants hire date.
- There is a vacant RCYCP representative position on the Board. There is also a Consumer member position that will be available on July 1, 2018. Anyone interested in applying for these vacancies should contact Kim Bennardi, Administrator of Appointments and Executive Nominations.

VII. RESIDENTIAL CHILD AND YOUTH CARE PRACTITIONERS – LICENSING COORDINATOR

- Agencies have been contacted to inform them of the changes to the Board's Education Regulation in efforts to process pending applications that are missing education requirement documents.
- Ms. Joyner has closed applications that were pending for over a year & have not been in contact with the Board.

- Board staff has received thirty new RCYCP applications since the January 12, 2018 Board meeting. There are 215 applications currently pending certification. Thirty- Three applicants have been certified since the last Board meeting.
- Board members find it helpful to get a breakdown of what “pending applications” are missing so that there is a better understanding of what is holding up the certification of these applicants.

VIII. LEGISLATIVE REPORT

- Senate Bill 58, regarding Approved Training Programs, has been passed in the Maryland Senate. It is currently in the Maryland House of Representatives. No testimony will be required for Bill hearing.

IX. OPEN DISCUSSION

- Board staff including AAG meet with the new Chair, Vice Chair and Secretary of the Board on January 30th. Staff structure and the idea of setting Board Goals for 2018, and development of policies and procedures were discussed, to have a clear understanding of how the Board functions.
- The idea of a Board Retreat came up to educate at the Board level on Residential programs and role of Board staff v Board members. Education at the Provider Community level through “road shows” or webinars was another idea.
- The following Board members agreed to serve on the Committee to plan a Retreat: Ms. Holland, Ms. Dorenzer Thomas, Ms. Ham, Ms. Jones and Ms. Smith.
- Ms. Smith and Ms. Ham volunteered to be a part of the Education of Provider Community Committee. Board Staff will attend the Department of Human Services quarterly meeting on March 23, 2018 to begin the education of the provider community at the Administrative level.

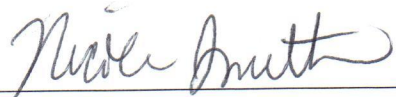
X. OPPORTUNITY FOR PUBLIC COMMENT

- No Comments

XI. ADJOURNMENT

- The next meeting will be March 9th, 2018 at 9:30 a.m. On a motion made by Ms. Furman and seconded by Ms. Philip the General Session meeting adjourned at 10:03 a.m.

Submitted by:

A handwritten signature in cursive script, appearing to read "Nicole Smith", written over a horizontal line.

Nicole Smith, Board Secretary