



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

February 8, 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 – January 11, 2019**
- V. Deputy Director's Report**
 - Stats Report
 - Financial Disclosures
 - Expense Reports
 - Online Certification
- VI. Licensing Coordinator's Report – RCYCP Certification**
 - RCYCP Licensing Report
 - Issues with Institute Website
 - 30- Day Notice Letters
- VII. Certification List**
- VIII. Legislative**
 - Regulations Committee
 - Senate Bill 134
- IX. Open Discussion**
 - Vote for Chair, Vice Chair, & Secretary

- Board Retreat 2019
- Customer Service Complaints
- New Board Members

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 – February 8, 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

Guest

Karen Powell, MSDE/IRC
Robin Harvey, DHS

Absent

Lillian Reese, Legislation & Regulation
Coordinator
David Bruce, Investigator

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 10:18 a.m.

II. REVIEW AND APPROVAL OF GENERAL SESSION AGENDA

On a motion made by Ms. Philip, and seconded by Ms. Thomas, the agenda for the February 8, 2019 General Session meeting was unanimously approved as amended.

III. REVIEW AND APPROVAL OF GENERAL SESSION MEETING MINUTES

On a motion made by Ms. Thomas, and seconded by Ms. Jones, the minutes from the January 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: 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.***

- Financial Disclosures are due by April 30, 2019. For assistance contact the Ethics Commission at 410-260-7770.
- A sample expense report was given to members who submit an expense report to Board staff. Expense reports need to be filled out accurately & completely. A signed attendance sheet is required before reimbursements can be processed.
- Board staff spoke to the IT Chief with regards to the online initial certification application. He stated it will be a year before his staff can began working on the Board's online application process, as there are two agencies ahead of the Board. Ms. Furman asked if there was a way IT could expedite the process for getting the initial application online? Board staff will follow up with IT.

V. CERTIFICATION REPORT

- As of February 8, 2019 the State Board reports:

Board Code		
Board	Status Codes	Occurrences
Acting Capacity	Inactive	44
Acting Capacity	Non-renewed	6
Program Administrator	Active	92
Program Administrator	Deceased	4
Program Administrator	Non-renewed	177
Program Administrator	Revoked	3
Program Administrator	Surrendered	3
Youth Care Practitioner	Active	1226
Youth Care Practitioner	Non-renewed	513
Youth Care Practitioner	Suspended	2
	Total:	2071

Facility Closings/Relocations

- Nothing to report

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 and time.

- 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-nine new RCYCP applications since the January 11, 2019 Board meeting. There are 132 applications currently pending certification. Forty-two applicants have been certified since the last Board meeting
- Board members discussed the breakdown of pending RCYCP applications. The themes for pending applications were broken down into three categories, based on the time frame the application was received by Board staff. Twenty-two RCYCP applications have been received since February 1st, but have not been reviewed and were not included in the breakdown totals.
- A 30-day notice letter was emailed to seventeen RCYCP applicants whose applications have been pending for over 180 days. These applicants have until March 8th to complete their application and pass the exam. If these applicants fail to complete the requirements, their applications will be administratively closed. The applicant's employers were notified of the deadline and were provided a sample of the 30-day notice letter.
- Board members were given a sample copy of the 30-day notice. Board staff stated there has been one grievance, an extension has been requested in addition to the 30 days. Board staff responded to the grievance and denied the extension request. Board members agreed with the staff's decision.
- There are 11 RCYCP applicants whose applications have been pending for over 180 days and are in the Board's criminal history review process. These applicants have completed the application and passed the exam, and are either under investigation or awaiting to receive formal correspondence from the Board.
- Board members discussed providing a letter to the applicant once they are in the criminal history review process. This letter would provide information for the applicant to share with their employer and the agency's licensing authority. Board staff will coordinate with legal counsel on the language of the letter.
- Applications that have been pending for over 180 days will be administratively closed. Applicants will receive a notice letter by email when their application has been pending incomplete for 120 days. Employers will be notified when a letter is sent and when an application is administratively closed.
- Board staff stated that the University of Maryland School of Social Work Institute Innovations and Implementation website has been experiencing technical difficulties, with the RCYCP online exam and training. Board staff has contacted the Institute's IT staff immediately when an issue arise. Board members would like to be notified if the issues continue.

- Board staff reiterated that CPS background clearances for Maryland must be submitted to the applicant's local Department of Human Services office. The Board does not have access to retrieve Child Protective Services results through and online portal.

VIII. CERTIFICATION LIST

- On a motion made by Ms. Thomas, and seconded by Ms. White-Norman, licenses were approved.

IX. LEGISLATIVE REPORT

- Board members decided that Ms. Holland, Ms. Furman, & Ms. Smith would review statutes and regulations that need to be "cleaned up" section by section as they come up.
- Board staff will follow up with Lillian Reese, Legislation & Regulation Coordinator, in regards to the statutory change to add the RCYCP provisional license.
- Ms. Furman informed Board members that Senate Bill 134 may have an impact on the Board's RCYCP applicants. This Bill would require applicants for certification as a Medication Technician by Maryland Board of Nursing to submit to a criminal history records check. The Board should keep track as to what is going on with Senate Bill 134.

X. OPEN DISCUSSION

- Ms. Holland took the opportunity to welcome new Board members, Karen Powell and Robin Harvey. Ms. Powell is the new representative for Maryland State Department of Education and Ms. Harvey is the new representative for Department of Human Services.
- Ms. Holland announced that Deputy Secretary Christian Miele will be joining the Board as the new representative for Maryland Department of Disabilities.
- Board members are required to vote annually for Chair, Vice Chair and Secretary. Elections will be held at the March 8th meeting.
- Dates for the annual 2019 Board Retreat will be discussed at the March 8th meeting.
- Board staff will bring materials for Board members to review the protocol process for Customer Service complaints at the March 8th Board meeting.

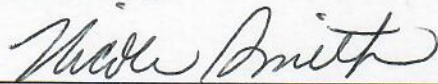
XI. OPPORTUNITY FOR PUBLIC COMMENT

- Nothing to discuss

XII. ADJOURNMENT

- The next meeting will be March 8, 2019 at 10:00 a.m. On a motion made by Ms. Jones, and seconded by Mr. Daniels, the General Session meeting adjourned at 11:09 a.m.

Submitted by:



Nicole Smith, Board Secretary