



# 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

**March 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. Formal Welcome to New Board Members**
- V. Review and Approval of General Session Minutes – February 8, 2019**
- VI. Acting Executive Director’s Report**
  - Online Certification
  - RCYCP Application Fee
  - Tax Delinquent Licensees
  - Standard Operations Procedures (SOP) Update
  - Board Newsletter
- VII. Deputy Director’s Report**
  - Stats Report
  - FAQs
- VIII. Licensing Coordinator’s Report – RCYCP Certification**
  - RCYCP Licensing Report
- IX. Certification List**
- X. Legislative**
  - Regulatory Review & Evaluation Report

- Senate Bill 1043

**XI. Open Discussion**

- Vote for Chair, Vice Chair, & Secretary
- Board Retreat 2019
- Customer Service Complaints
- Search for Executive Director

**XII. Opportunity for Public Comment**

**XIII. Adjournment**

**State of Maryland  
Department of Health**

***State Board for the Certification of Residential Child Care Program Professionals  
General Session Minutes – March 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  
Sonya White-Norman  
Robin Harvey  
Christian Miele, Deputy Secretary  
Caroline Jones  
Karen Powell  
Brady Daniels  
Paula Regan

***Board Staff Attendance***

Maxine Galloway, Acting Executive Director  
Gwendolyn A. Joyner, Deputy Director  
Ena Mendez, Licensing Coordinator  
Carla Boyd, AAG  
David Bruce, Investigator

***Guest***

None

***Absent***

Dorenzer Thomas  
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 10:02 a.m.

**II. REVIEW AND APPROVAL OF GENERAL SESSION AGENDA**

On a motion made by Ms. Smith, and seconded by Ms. Jones, the agenda for the March 8, 2019 General Session meeting was unanimously approved as amended.

**III. FORMAL WELCOME TO NEW BOARD MEMBERS**

- Ms. Holland gave a formal welcome to new board members and staff.
- Ms. Harvey is the Executive Director of the office of Licensing & Monitoring under DHS. Her office’s role is to license providers for the State foster care system. She has worked on the child welfare side for 21 years. We welcome Ms. Harvey and look forward to working with her.
- Ms. Powell is the Section Chief for the Interagency Initiative unit under Maryland Department of Education. Ms. Powell has worked on the child welfare side for almost

30 years. Ms. Powell has experience as a child care worker and being out in the field. We welcome her and look forward to working with her.

- Mr. Miele is the Deputy Secretary for the Maryland Department of Disabilities. Mr. Miele has served in the Maryland House of Delegates and has extensive experience with legislation processes. We welcome Mr. Miele and look forward to working with him.
- Mr. Bruce is the Board's Investigator. He is the investigator for seven Boards. Mr. Bruce worked as a federal agent for Drug Enforcement Agency and the FBI. We welcome Mr. Bruce and look forward to working with him.
- Ms. Galloway is the Board's Acting Executive Director. She is a licensed counselor with a specialization in organizational counseling. Ms. Galloway has worked with vulnerable populations from children to ex-offenders. We welcome Ms. Galloway and look forward to working with her.

#### IV. **REVIEW AND APPROVAL OF GENERAL SESSION MEETING MINUTES**

On a motion made by Ms. Jones, and seconded by Ms. Smith, the minutes from the February 8, 2019 General Session meeting were unanimously approved.

#### V. **EXECUTIVE DIRECTOR'S REPORT**

- ***State Board Meetings - Mark your calendar... The 2019 meeting dates are as follows: April 12<sup>th</sup>, May 10<sup>th</sup>, June 14<sup>th</sup>, July 12<sup>th</sup>, September 13<sup>th</sup>, October 11<sup>th</sup>, December 13<sup>th</sup>. Please note that the State Board will not meet in August & November of 2019.***
- Ms. Galloway met with the IT team to discuss the online application option for initial applicants. IT has stated that the Board is still on the wait list and will not be receiving assistance until the end of the year, possibly in December. In the interim, IT will be able to assist in utilizing the existing database for the internal tracking of applications. Board staff will meet to coordinate on what is needed for the database tracking.
- Ms. Holland and Ms. Galloway held an informational session at The Children's Home. Staff at TCH expressed concern over the overall cost of the RCYCP certification process. They are asking that the Board review the cost of the RCYCP application fee.
- Concern was also expressed over the hold placed when taxes are owed to the State. Board staff receives a list from IT prior the renewal period of Licensees who owe taxes. Tax delinquent licensees are notified by Board staff that they cannot renew until they provide documentation from the State that they have paid taxes owed or have entered into a payment plan.

- Ms. Galloway has begun putting together the Board’s “Standard Operational Procedures” (SOP). The SOP will incorporate every procedure of the Board including the FAQs and Customer Service Complaints for Board Members and Staff.
- Ms. Galloway informed the Board that she will be re-initiating the Board’s Newsletter. The newsletter will include some of formal processes to educate the provider community.

**VI. DEPUTY DIRECTOR’S REPORT**

- Financial Disclosures are due by April 30, 2019. For assistance contact the Ethics Commission at 410-260-7770.
- Ms. Joyner provided Board Members the final copy of the FAQs to be posted on the Board website. Any concerns or comments should be made available to Ms. Joyner before the end of the day.

**VII. CERTIFICATION REPORT**

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

<b>Board Code</b>		
<b>Board</b>	<b>Status Codes</b>	<b>Occurrences</b>
Acting Capacity	Inactive	44
Acting Capacity	Non-renewed	6
Program Administrator	Active	94
Program Administrator	Deceased	4
Program Administrator	Non-renewed	177
Program Administrator	Revoked	3
Program Administrator	Surrendered	3
Youth Care Practitioner	Active	1262
Youth Care Practitioner	Non-renewed	512
Youth Care Practitioner	Suspended	2
	<b>Total:</b>	<b>2108</b>

**Facility Closings/Relocations**

- Nothing to report

**VIII. 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](mailto:dhmh.crccpa@maryland.gov) to schedule their exam.

**IX. RESIDENTIAL CHILD AND YOUTH CARE PRACTITIONERS – LICENSING COORDINATOR**

- Board staff has received fifty-one new RCYCP applications since the February 8, 2019 Board meeting. There are 133 applications currently pending certification. Thirty-five 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. Two RCYCP applications were received yesterday, but have not been reviewed and were not included in the breakdown totals.
- Nine RCYCP Applications were administratively closed out of the seventeen applications given a 30 day notice for completion. Sixteen applicants were notified that they had hit the 120 day mark as a new procedure implemented by Board staff. Applicant previously discussed, that had been delayed by DHS, was notified that they had 30 days to resolve any issues and complete their RCYCP application. One applicant that has completed the certification process has not been licensed pending a clarification on high school graduation date.
- Ms. Mendez updated Board staff that new procedure implemented has aided in communication with the provider community as well as kept staff in compliance with the Board's regulations.

**X. CERTIFICATION LIST**

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

**XI. LEGISLATIVE REPORT**

- Ms. Galloway reported that the Regulatory Review & Evaluation Report was conducted and submitted to Lillian Reese, Legislation & Regulation Coordinator. Board members are being forwarded legislative bills that the Board must review and take a position or no position on. The action must be reported to Ms. Reese and there is usually a time frame by which she needs a response. Board staff will filter and mark the legislative bills that impact the Board more directly to facilitate the review process for Board Members. Board staff will also provide supplemental documents tied to the bill when available. Board staff will track bills that are of specific concern to the Board.

- Boards are required to review specific regulations every eight years, in intervals, to make a decisions on whether regulatory changes are needed. Ms. Powell, Ms. Harvey, & Mr. Miele volunteered to form the Legislative committee to review and recommend actions on the specific regulations. Board staff will email the regulations that need to be reviewed to the Legislative Committee.
- Board Members were provided a copy of Senate Bill 1043. On a motion made by Ms. Jones, and seconded by Ms. Smith, Board members unanimously voted to take a “no position” on Senate Bill 1043.

**XII. OPEN DISCUSSION**

- Board members voted for Chair, Vice Chair, & Secretary positions within the Board.
- On a motion made by Ms. White-Norman, and seconded by Mr. Daniels, Board members unanimously voted to keep Ms. Holland as Board Chair.
- On a motion made by Ms. White-Norman, and seconded by Mr. Daniels, Board members unanimously voted to keep Ms. Furman as Board Vice Chair.
- On a motion made by Ms. White-Norman, and seconded by Mr. Daniels, Board members unanimously voted to keep Ms. Smith as Board Secretary.
- Board members discussed possibly holding a three-hour Board Retreat this year. This would give new members and staff an opportunity to be informed on the population being served as well as new things happening in the provider community. Next month, a date will be formalized. Board members are encouraged to generate topics for the retreat.
- Ms. Holland communicated with the Board that the posting for Executive Director closed on February 15th. Forty-one applications were received. The hiring committee will review the applications and work with HR to hold interviews. The hiring committee consists of Ms. Jones, Ms. Harvey, & Ms. Smith.

**XIII. OPPORTUNITY FOR PUBLIC COMMENT**

- Nothing to discuss

XIV. ADJOURNMENT

- The next meeting will be April 12, 2019 at 10:00 a.m. On a motion made by Ms. Smith, and seconded by Ms. Harvey, the General Session meeting adjourned at 11:15 a.m.

Submitted by:

  
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*Nicole Smith, Board Secretary*