



# 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

April 13, 2018

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 – February 9, 2018**
- V. Executive Director’s Report**
  - Stats Report
  - Facility Closings/relocations
  - Letter to CJIS
  - Regulation Review & Evaluation
- VI. Deputy Director’s Report**
  - Website Update
  - DHS Quarterly Meeting Summary
- VII. Licensing Coordinator’s Report – RCYCP Certification**
  - RCYCP Licensing Report
  - Board Retreat Update
- VIII. Certification List**
- IX. Legislative – James Merrow, Executive Director**

**X. Open Discussion**

- FAQs

**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 – April 13, 2018  
Metro Executive Building – 4201 Patterson Avenue – Baltimore, Maryland 21215***

***Board Members Attendance***

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

***Board Staff Attendance***

James Merrow, Executive Director  
Ena Mendez, Licensing Coordinator  
Carla Boyd, AAG  
Danielle Vallone, Investigator

***Guest***

Lillian Reese, Legislation & Regulation  
Coordinator  
Sharon Bloom, MDH

***Absent***

Sheila Philip  
Krystal Holland, Chair  
William J. Frank, Deputy Secretary  
Gwendolyn A. Joyner, Deputy Director

**I. CALL TO ORDER**

Janet Furman, Vice Chair for the State Board for the Certification of Residential Child Care Program Professionals (“State Board”) called the meeting to order at approximately 9:36 a.m.

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

On a motion made by Mr. Daniels and seconded by Ms. Ham, the agenda for the April 13, 2018 General Session meeting was approved as amended.

**III. REVIEW AND APPROVAL OF GENERAL SESSION MEETING MINUTES**

On a motion made by Ms. Dorenzer Thomas and seconded by Ms. Jones, the minutes from the March 9, 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: April 13<sup>th</sup>, May 11<sup>th</sup>, June 8<sup>th</sup>, July 13<sup>th</sup>, September 14<sup>th</sup>, October 12<sup>th</sup>, & December 14<sup>th</sup>. Please note that the State Board will not meet in August and November of 2018.
- The letter to CJIS was drafted and mailed by Board staff. CJIS responded asking for specific information. Board staff will collect the information requested and send back as soon as possible.
- The Regulatory Review and Evaluation Act states that every eight years, the Board has to do a comprehensive review and propose any amendments to the regulations. A work plan was submitted as the first step. Licensees will be emailed asking for any comments for changes on the regulations being reviewed. If there are any comments they will be presented at the May 11<sup>th</sup> Board meeting. If any Board member has changes to propose, please contact Board staff before the Board meeting. A report will be submitted on comments and request for changes received.
- 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 April 13, 2018 the State Board reports:

<b>Board Code</b>		
Board	Status Codes	Occurrences
Acting Capacity	Active	3
Acting Capacity	Inactive	39
Acting Capacity	Non-renewed	4
Program Administrator	Active	81
Program Administrator	Deceased	4
Program Administrator	Non-renewed	177
Program Administrator	Revoked	3
Program Administrator	Surrendered	3
Youth Care Practitioner	Active	1124
Youth Care Practitioner	Non-renewed	325
Youth Care Practitioner	Suspended	2
	<b>Total:</b>	1765

**Facility Closings/Relocations**

- Sarah’s House, Inc. located at 2209 Liberty Heights Avenue, Baltimore, Maryland 21217 and 2552 McCulloh Street, Baltimore MD 21217, will be closed effective March 16, 2018. Effective immediately, please do not send referrals for placement.

## **VI. 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 410-7645996/5052 or via email at [dhmh.crccp@maryland.gov](mailto:dhmh.crccp@maryland.gov) to schedule their exam.

## **VII. DEPUTY DIRECTOR'S REPORT**

- One Program Administrator has been reinstated since the last Board meeting, and one is pending reinstatement.
- IT has updated the Board's website with the most recent versions of application forms & information. Program Administrators and HR staff were emailed regarding the updates that went into effect April 9<sup>th</sup>, 2018. Ms. Smith commented that her agency's HR department found the Board's website to be more user friendly and appreciated the changes made.
- Board Staff attended the DHS Quarterly Meeting on March 23<sup>rd</sup> to present updated information and advertise Board vacancies. A question concerning time frames for applications referred for investigation by the Disciplinary Committee. Unfortunately, there is no specific time frame for investigations being completed and an action on an application being taken. Board Staff cannot expedite applications nor investigations.
- 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.

## **VIII. RESIDENTIAL CHILD AND YOUTH CARE PRACTITIONERS – LICENSING COORDINATOR**

- Board staff has received fifty-four new RCYCP applications since the March 9, 2018 Board meeting. There are 248 applications currently pending certification. Twenty-two applicants have been certified since the last Board meeting.
- The Board Member-Staff Retreat is scheduled for April 24<sup>th</sup>. Information will be emailed to prior to the retreat.

- Ms. Ham commented that an RCYCP application was still pending although the residential agency has closed. Applicants can still continue the certification process although they are no longer employed with the residential agency.

**IX. CERTIFICATION LIST**

- On a motion made by Ms. Jones and seconded by Ms. Ada Pearl Thomas, Licensees were approved.

**X. LEGISLATIVE REPORT**

- Senate Bill 58 has been passed and will go before the Governor to be signed into Law. An email will be sent when a date for the signing is given.

**XI. OPEN DISCUSSION**

- Ms. Joyner has made updates to the FAQs on the Board's website. More updates are to come. Board members should take a look at the FAQs by the May 11<sup>th</sup> Board Meeting to provide feedback and suggestions. An email reminder will be sent before the Board meeting.

**XII. OPPORTUNITY FOR PUBLIC COMMENT**

- Ms. Lillian Reese introduced herself as the new Legislative Liaison for the Board. The Board is looking forward to working with her.

**XIII. ADJOURNMENT**

- The next meeting will be May 11, 2018 at 9:30 a.m. On a motion made by Ms. Smith and seconded by Ms. Dorenzer Thomas, the General Session meeting at 9:53 a.m.

Submitted by:



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*Nicole Smith, Board Secretary*