



# 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

June 14, 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 – May 10, 2019**
- V. **Legislative Report**
  - Provisional RCYCP License Concept Paper
- VI. **Board Chair Report**
  - Institute for Innovation & Implementation MOU
  - Board Website
- VII. **Acting Executive Director's Report**
  - Stats Report
  - Facility Closings/Relocations
  - SOP Update
  - Farewell
- VIII. **Deputy Director's Report**
  - RCYCP Renewal
  - Criminal History Memo
- IX. **Licensing Coordinator's Report – RCYCP Certification**

- RCYCP Licensing Report
- Program Administrator Certifications

- X. Certification List**
- XI. Open Discussion**
- 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 – June 14, 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  
Brady Daniels

***Board Staff Attendance***

Maxine Galloway, Acting Executive Director  
Gwendolyn A. Joyner, Deputy Director  
Ena Mendez, Licensing Coordinator  
Carla Boyd, AAG  
Lillian Reese, Legislation & Regulation  
Coordinator

***Absent***

Christian Miele, Deputy Secretary  
Karen Powell  
Caroline Jones  
Dorenzer Thomas  
Paula Regan  
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 10:05 a.m.

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

The agenda for the June 14, 2019 General Session meeting was reviewed & adjusted to be approved at the July Board Meeting.

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

The minutes from the May 10, 2019 General Session meeting were reviewed to be approved at the July Board Meeting.

#### IV. LEGISLATIVE REPORT

- Ms. Reese notified the Board that the Secretary's office reviewed the Provisional License concept paper and denied it. Ms. Reese informed the Board that an alternative would be a private sponsor to introduce the proposal in the 2020 Legislative Session.

#### V. BOARD CHAIR REPORT

- Ms. Holland notified the Board the Memorandum of Understanding (MOU) with University of Maryland School of Social Work's Institute for Innovation & Implementation is still being edited. The RCYCP Training & Testing features will remain. Testing & training reports will be an added feature in order to analyze data. Another added feature will be an RCYCP page for licensees to access the stand-alone training modules for CEUs every two years. Meredith Gunn will make the additions that are possible and return the MOU for a final decision to be made.
- Ms. Holland stated that the RCYCP training materials will be reviewed annually.
- Ms. Holland has suggested revising the Board website. Board staff will make sure the most current information is available and easily accessible.
- Ms. Holland announced that Mr. Daniels has completed his 2<sup>nd</sup> 4-year term on the Board. He will be given a formal farewell at the July Board Meeting.
- Ms. Galloway was given a formal Thank You & farewell for her work as the Acting Executive Director. The Board thanks Ms. Galloway for her ability to step in and help the Board keep up with its daily processes.

#### VI. EXECUTIVE DIRECTOR'S REPORT

- ***State Board Meetings - Mark your calendar... The 2019 meeting dates are as follows: 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 thanked the Board for providing a great learning opportunity in working with a Board and providing support. Ms. Galloway also thanked Board staff for their help.
- Ms. Galloway updated the Board on the Standard Operations Manual (SOP). It is being edited with final details.

## VII. CERTIFICATION REPORT

- As of June 14, 2019, the State Board reports:

| Board Code              |               |             |
|-------------------------|---------------|-------------|
| Board                   | Status Codes  | Occurrences |
| Acting Capacity         | Active        | 1           |
| Acting Capacity         | Inactive      | 44          |
| Acting Capacity         | Non-renewed   | 6           |
| Program Administrator   | Active        | 98          |
| Program Administrator   | Deceased      | 4           |
| Program Administrator   | Non-renewed   | 177         |
| Program Administrator   | Revoked       | 3           |
| Program Administrator   | Surrendered   | 3           |
| Youth Care Practitioner | Active        | 1353        |
| Youth Care Practitioner | Non-renewed   | 508         |
| Youth Care Practitioner | Surrendered   | 1           |
| Youth Care Practitioner | Suspended     | 1           |
|                         | <b>Total:</b> | 2200        |

### **Facility Closings/Relocations**

- On May 24, 2019, Pressley Ridge, a Child Placement Agency licensed by the Department of Human Services (DHS), officially relocated their independent living program from the previous address at 110 West Road, Suit 430, Towson, MD 21204 to 8501 LaSalle Road, Suit 200, Towson, MD 21285.

## VIII. DEPUTY DIRECTOR'S REPORT

- Ms. Joyner provided Board members with a complete list of RCYCPs that are due to renew by September 30, 2019. The total number of RCYCPs due for renewal is 715.
- Ms. Joyner informed Board members that she will be mailing the orange renewal cards that contains information regarding deadline dates, fees, and the website to access the renewal portal. The online renewal portal will open up on July 15<sup>th</sup>, 2019.
- Ms. Joyner provided a copy of a memorandum regarding the criminal history review process. This memo will be emailed to Program Administrators & HR staff along with a copy of the letter an individual with criminal history will receive.

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

- Board Staff has received twenty-five new RCYCP applications since the May 10, 2019 Board meeting. There are 124 applications currently pending. Twenty-five applicants have been certified since the last Board Meeting.
- Board Members discussed the breakdown of pending RCYCP applications. Currently two applications have been pending past 180 days. Those two applications are still pending as they are in the Board's criminal history review phase and the Licensing Committee has acted on them. Fifteen RCYCP applications were administratively closed after receiving a notice letter to complete the application & pass the RCYCP Final Exam. Two applicants passed the RCYCP Final Exam and became certified after receiving a notice letter.
- Ms. Mendez asked for clarification on deadlines for Program Administrator applications. Program Administrators who have not completed their application within 120 days of being submitted will be contacted & reminded of missing documents. If no interest is shown from applicant, their application will be administratively closed. The exam procedures for Program Administrators will be brought before the Legislation & Regulations committee to be reviewed and cleaned up to provide clarity.

**X. 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 410-764-5052/5996 or via email at [dhmh.crccpa@maryland.gov](mailto:dhmh.crccpa@maryland.gov) to schedule their exam.

**XI. CERTIFICATION LIST**

- The Certification list was reviewed to be approved in July Board Meeting.

**XII. OPEN DISCUSSION**

- None

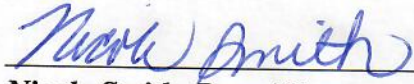
**XIII. OPPORTUNITY FOR PUBLIC COMMENT**

- None

**XIV. ADJOURNMENT**

- The next meeting will be July 12, 2019 at 10:00 a.m. The General Session meeting adjourned at 10:49 a.m.

Submitted by:



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***Nicole Smith, Board Secretary***