



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

September 14, 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 – July 13, 2018**
- V. Executive Director’s Report – Gwendolyn Joyner**
 - Stats Report
 - Facility Closings/relocations
- VI. Deputy Director’s Report**
 - RCYCP Renewal
 - FAQs
- VII. Licensing Coordinator’s Report – RCYCP Certification**
 - RCYCP Licensing Report
- VIII. Certification List**
- IX. Legislative – Gwendolyn Joyner, Deputy Director**
 - Lillian Reese
- X. Open Discussion**
 - Introduction of new Consumer Member, Paula Reagan
 - Provisional Certification

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 – September 14, 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
Caroline Jones
Sheila Philip
Sonya White-Norman
William J. Frank, Deputy Secretary
Paula Regan
Brady Daniels

Board Staff Attendance

Gwendolyn A. Joyner, Deputy Director
Ena Mendez, Licensing Coordinator
Carla Boyd, AAG
Danielle Vallone, Investigator
Lillian Reese, Legislation & Regulation
Coordinator

Guest

Kim Lang, MDH

Absent

Dorenzer Thomas
James Merrow, Executive Director

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 10:13 a.m.

Ms. Holland introduced new Board member, Paula Regan. Ms. Regan is the new Consumer Member. Board Members and Board Staff introduced themselves and welcomed Ms. Regan.

II. REVIEW AND APPROVAL OF GENERAL SESSION AGENDA

On a motion made by Ms. Philip, and seconded by Ms. Jones, the agenda for the September 14, 2018 General Session meeting were approved.

III. REVIEW AND APPROVAL OF GENERAL SESSION MEETING MINUTES

On a motion made by William J. Frank, Deputy Secretary, and seconded by Mr. Daniels, the minutes from the July 13, 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: October 12th, & December 14th. **Please note that the State Board will not meet in November of 2018.**

V. CERTIFICATION REPORT

As of September 14, 2018 the State Board reports:

Board Code		
Board	Status Codes	Occurrences
Acting Capacity	Active	2
Acting Capacity	Inactive	39
Acting Capacity	Non-renewed	9
Program Administrator	Active	90
Program Administrator	Deceased	4
Program Administrator	Non-renewed	175
Program Administrator	Revoked	3
Program Administrator	Surrendered	3
Youth Care Practitioner	Active	1249
Youth Care Practitioner	Non-renewed	327
Youth Care Practitioner	Suspended	3
	Total:	1905

Facility Closings/Relocations

- Seraaj Family Homes, Inc., a Child Placement Agency licensed by the Department of Human Services (DHS), transferred all CPA/TFC placement operations from the previous address at 6811 Kenilworth Avenue, Suite 104, Riverdale, MD 20737 to 515 East Joppa Road, #304, Towson, MD 21286 effective June 4, 2018. Seraaj voluntarily returned their CPOS license for the Riverdale site to OLM on July 3, 2018.
- New Pathways and Pressley Ridge, Child Placement Agencies licensed by the Department of Human Services (DHS), merged agencies. New Pathways' programs will be renamed as Pressley Ridge ILP- Independence Plus and Pressley Ridge ILP- 2nd Generations. The addresses for New Pathways will remain the same.

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 410-764-5996/5052 or via email at dhmh.crecpa@maryland.gov to schedule their exam.

VII. DEPUTY DIRECTOR'S REPORT

- The 2018 RCYCP Renewal deadline is September 30, 2018. Ms. Joyner will have an accurate count of RCYCPs that renewed and did not renew.
- Renewal applications will not be processed until all documents are received. This includes the criminal background check and the child protective services background clearance.
- Ms. Joyner drafted changes to the FAQs for RCYCP. They were emailed to Board Members for their review and any suggestions before being posted on the Board's website. Ms. Holland suggested that Board Staff combine the FAQs and resend to Board Members for discussion in October Board Meeting.
- Board members discussed implementing a different process to deal with last minute renewal applications. It was discussed setting a deadline 45 days from the license expiration date for renewal applications to be submitted. Board staff will be implementing this for future renewal periods.
- There is a vacant RCYCP representative position on the Board. Anyone interested in applying for this vacancy should contact Kim Bennardi, Administrator of Appointments and Executive Nominations.

VIII. RESIDENTIAL CHILD AND YOUTH CARE PRACTITIONERS – LICENSING COORDINATOR

- Board staff has received sixty-eight new RCYCP applications since the July 13th, 2018 Board meeting. There are 246 applications currently pending certification. Fifty-six applicants have been certified since the last Board meeting.
- Board Members requested that a breakdown of the pending applications be a part of the RCYCP licensing report every Board Meeting. Board staff will provide this data as part of the licensing report.

IX. CERTIFICATION LIST

- On a motion made by Ms. Ham and seconded by Ms. Smith, Licensees were approved.

X. LEGISLATIVE REPORT

- Ms. Reese updated the Board on the proposed changes to COMAR 10.57.03. Proposed changes will be published in the Maryland Register on October 12th. Comments may be sent to Michele Phinney, Director, Office of Regulation and Policy Coordination, Maryland Department of Health, 201 West Preston Street, Room 512, Baltimore, MD 21201, or call 410-767-6499 (TTY 800-735-2258) or email mdh.regs@maryland.gov or fax to 410-767-6483. Comments will be accepted through November 13, 2018.

XI. OPEN DISCUSSION

- Board members discussed the previous comments for the proposal of the Provisional License. The Provisional does not address any level of supervision at the moment. It was suggested that there be some sort of supervision. The draft will be reviewed further by the Legislative Committee and any recommendations/suggestions are welcome.

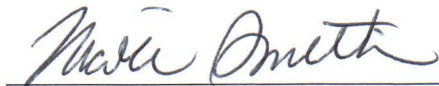
XII. OPPORTUNITY FOR PUBLIC COMMENT

- Kim Lang, Director for the Health Occupations Board, informed Board Members that the New Board Member Orientation is October. Any Board Member interested in attending the orientation please contact Ms. Lang or her assistant, Sharon Bloom.

XIII. ADJOURNMENT

- The next meeting will be October 12, 2018 at 10:00 a.m. On a motion made by Ms. White-Norman and seconded by Ms. Smith, the General Session Meeting adjourned at 11:07 a.m.

Submitted by:



Nicole Smith, Board Secretary