



# 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 13, 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 September 13, 2019**
- IV. Review and Approval of General Session Minutes – July 12, 2019**
- V. Legislative Report**
- VI. Board Chair Report**
  - Welcome New Consumer Member
- VII. Executive Director's Report**
  - Stats Report
  - Facility Closings/Relocations
- VIII. Deputy Director's Report**
  - RCYCP Renewals
- IX. Licensing Coordinator's Report – RCYCP Certification**
  - RCYCP Licensing Report
- X. Certification List – September 13, 2019**
- 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 13, 2019**  
**Metro Executive Building – 4201 Patterson Avenue – Baltimore, Maryland 21215**

***Board Members Attendance***

Janet Furman, Vice Chair  
Nicole Smith, Board Secretary  
Caroline Jones  
Robin Harvey  
Paula Regan  
Sonya White-Norman  
Karen Powell

***Board Staff Attendance***

Darlene Ham, Executive Director  
Carla Boyd, AAG  
Lillian Reese, Legislation and Regulations  
Coordinator

***Absent***

Krystal Holland, Chair  
Dorenzer Thomas  
Christian Miele, 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 10:09 a.m.

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

On a motion made by Ms. Jones and seconded by Ms. Powell, the agenda for the September 13, 2019 General Session meeting was approved.

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

On a motion made by Ms. Jones and seconded by Ms. Harvey, the minutes from the July 12, 2019 General Session meeting were unanimously approved.

**IV. LEGISLATIVE REPORT**

- The Legislations & Regulations Committee had an initial meeting on August 14, 2019. Ms. Powell polled the group for interest in chairing the committee and will extend the invite to Board members not present. The committee’s initial focus is on prioritizing what regulations need review for revision.

- Ms. Ham will follow-up on the status of the renewal application for Program Administrator.
- Some applicants from the program are sending money orders and get reimbursement from their agency. A request was made for a receipt for money order be sent with licenses when provided.
  - Board staff will consider this request.
- The participants raised a question regarding anticipated timeframes to receive formal license once it has been issued and publicized on the website?
  - The timeframe is not currently defined. Board staff will consider this request.

**VI. EXECUTIVE DIRECTOR’S REPORT**

- Ms. Ham provided an update that Licensing Coordinator, Ena Mendez, has resigned her position. The Board wishes her well. Interviews have been conducted and there were 9 candidates. The candidates are currently being vetted and Ms. Ham is hopeful to be able to make an offer of employment by the end of October 2019.

**VII. CERTIFICATION REPORT**

- As of September 13, 2019, the State Board reports:

<b>Board Code</b>		
Board	Status Codes	Occurrences
Acting Capacity	Active	2
Acting Capacity	Inactive	45
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	1407
Youth Care Practitioner	Non-renewed	508
Youth Care Practitioner	Surrendered	1
Youth Care Practitioner	Suspended	2
	<b>Total:</b>	<b>2257</b>

## **Facility Closings/Relocations**

- On June 3, 2019, The Martin Pollak Project, Inc. – Young Adult Initiative, a Child Placement Agency licensed by the Department of Human Services (DHS), relocated their independent living program’s staff office from the previous address at 4407 Marble Hall Road, Apartment 223, Baltimore, MD 21218 to 4406 Marble Hall Road, Apartments 305 & 307, Baltimore, MD 21218.

### **VIII. DEPUTY DIRECTOR’S REPORT**

- Board staff sent out 713 renewal notices for RCYCP certification; 139 have been completed and are waiting for additional documentation to process; 73 RCYCP have been renewed.

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

- NA

### **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 [dhmf.crccpa@maryland.gov](mailto:dhmf.crccpa@maryland.gov) to schedule their exam.

### **XI. SEPTEMBER CERTIFICATION LIST**

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

### **XII. OPEN DISCUSSION**

- NA

### **XIII. OPPORTUNITY FOR PUBLIC COMMENT**

- NA

**XIV. ADJOURNMENT**

- The next meeting will be October 11, 2019 at 10:00 a.m. On a motion made by Ms. White-Norman and seconded by Ms. Harvey, the General Session meeting adjourned at 10:55 a.m.

Submitted by:

  
Nicole Smith, CKCCPA  
*Nicole Smith, Board Secretary*