



MARYLAND Department of Health

Larry Hogan, Governor · Boyd Rutherford, Lt. Governor · Dennis Schrader, Secretary

GENERAL SESSION AGENDA

October 13, 2017

**METRO EXECUTIVE BUILDING – 4201 PATTERSON AVENUE – ROOM 106
BALTIMORE, MARYLAND**

- I. Call to Order
- II. Review and Approval of General Session Minutes – September 8, 2017
- III. Executive Director's Report
 - Stats Report
 - Facility Closings/relocations
- IV. Deputy Director's Report
 - Renewals
- V. Licensing Coordinator's Report – RCYCP Certification
 - Update on certification
- VI. Legislative
 - Update on draft bill for Approved Training Programs, §20-302.2
- VII. Open Discussion
 - Vote for Board Secretary
- VIII. Opportunity for Public Comment
- IX. Adjournment

**State of Maryland
Department of Health**

***State Board for the Certification of Residential Child Care Program Professionals
General Session Minutes – October 13, 2017
Metro Executive Building – 4201 Patterson Avenue – Baltimore, Maryland 21215***

Board Members Attendance

Dr. Albert Zachik, Chair
Brady Daniels
Darlene Ham (phone)
Nicole Smith
Sheila Philip
Dorenzer Thomas
William J. Frank, Deputy Secretary
Janet Furman
Krystal Holland
Ada Pearl Thomas

Board Staff Attendance

James Merrow, Executive Director
Gwendolyn A. Joyner, Deputy Director
Ena Mendez, Licensing Coordinator
Katherine Giblin, AAG
Carla Boyd, AAG
Danielle Vallone, Investigator
Kristen Neville, Legislative Liaison

Guest

Alfred Sibedaro, CISCH Inc
Deena White, DJS/Proxy for Sonya
Joseph Zibule, Second Family, Inc.

Absent

Mark Jews, Vice Chair
Sonya White-Norman

I. CALL TO ORDER:

Dr. Albert Zachik, Chair for the State Board for the Certification of Residential Child Care Program Professionals (“State Board”) called the meeting to order at approximately 9:31 a.m. Dr. Zachik introduced Ms. Carla Boyd, as the new Assistant Attorney General.

II. REVIEW AND APPROVAL OF GENERAL SESSION MEETING MINUTES

On a motion made by Ms. Dorenzer Thomas and seconded by Mr. Daniels, the minutes from the September 8, 2017 General Session Board Meeting were unanimously approved.

III. EXECUTIVE DIRECTOR’S REPORT

- **State Board Meetings** – Mark your calendar... The 2017 meeting dates are as follows: December 8th. ***Please note the State Board will not meet in November of 2017.***

IV. CERTIFICATION REPORT

As of October 13, 2017 the State Board reports:

Board Code		
Board	Status Codes	Occurrences
Acting Capacity	Active	5
Acting Capacity	Inactive	36
Acting Capacity	Non-renewed	3
Program Administrator	Active	104
Program Administrator	Deceased	3
Program Administrator	Inactive	2
Program Administrator	Non-renewed	150
Program Administrator	Revoked	3
Program Administrator	Surrendered	3
Youth Care Practitioner	Active	1236
Youth Care Practitioner	Non-renewed	34
Youth Care Practitioner	Suspended	2
	Total:	1581

Facility closings/relocations

- Tuttle's Place, Inc, located at 3720 Marmon Ave, Baltimore, MD 21207 and 5317 Belleville, Baltimore, MD 21207 will be closed effective October 13, 2017. **Effective immediately, please do not send referrals for placement.**

Snow Policy

- Snow Policy regarding Board Meetings is as follows:
 - If Maryland State Government declares liberal leave for its non-emergency essential employees, scheduled Board meetings will be cancelled.
 - State Government advertises on all the radio stations any closings. There is also a Department of Health toll free number that can be called to inquire about closings. The number is 1-877-285-6407. There is also a website to locate closings at www.dbm.maryland.gov/employees/pages.

Comprehensive Exams

- The State Board will administer the Comprehensive Examination for Residential Child and Youth Care Practitioners for the remainder of Calendar Year 2017 to any individual who meets the criteria for certification at mutually agreed upon dates.

- Individuals who have been approved for the Program Administrator's Comprehensive Examination should contact the State Board's office at 410-764-5996 or via Email at dhmh.crecpa@maryland.gov to schedule their exam.

V. **DEPUTY DIRECTOR'S REPORT**

- RCYCP renewal period ended on September 30th, 2017. There were around two hundred twenty RCYCPs who renewed online. Board staff received over 100 paper applications.
- RCYCPs who did not renew within the renewal period must submit reinstatement applications. RCYCPs who did not renew before they can continue to work as an RCYCP.
- RCYCPs who had outstanding tax liabilities were not allowed to renew their license until payment arrangements were made with the Comptroller's office. Statute (10.57.09.01) mandates that a renewal applicant who has been identified by the Office of the Comptroller or the Department of Labor, Licensing, and Regulation as delinquent in the payment of taxes or unemployment insurance contributions will have their renewal certificate withheld.
- RCYCPs who have outstanding child support payments are liable to have their license suspended.

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

- Ms. Mendez gave the licensing report for RCYCPs.
- Board staff has received fifty-eight new RCYCP applications since the September 8, 2017 Board meeting. There are 258 applications currently pending certification. Twenty-nine applicants have been certified since the September Board meeting.
- The process of the Residential Child and Youth Care certification is improving as communication increases between Board staff and applicants.
- Ms. Mendez & Ms. Joyner attended a Department of Juvenile Services' quarterly meeting on September 22nd. They were able to meet with four providers' HR staff & Program Administrators. This was a great opportunity to answer questions and clear up misunderstandings.
- Ms. Holland suggested that Board staff should have taken an opportunity to present at the Maryland Association of Resources for Families & Youth conference. This is going to be taken into consideration for next year. Ms. Thomas also suggested attending a Department of Health meeting to speak with more providers & their staff.

VII. LEGISLATIVE REPORT

- Mr. Marrow updated the Board on the Approved Training Program Bill. A draft was received from the bill drafters in Annapolis. Board is now waiting for the official signature from the Governor's office that it will be moving forward.
- Education Regulations, which were previously voted on, will be published in the Maryland Register on November 13th. 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 410-7676499 (TTY 800-735-2258) or email mdh.regs@maryland.gov or fax to 410-767-6483. Comments will be accepted through December 13, 2017.

VIII. PUBLIC COMMENTS

- On a motion made by Ms. Holland and seconded by Ms. Dorenzer Thomas, Board members voted to approve Ms. Smith as the new Board Secretary.

IX. ADJOURNMENT

- The next meeting will be December 8, 2017. On a motion made by Ms. Holland and seconded by Ms. Philip, the General Session meeting adjourned at 10:08 a.m.

Submitted by:


Nicole Smith, Board Secretary