

State of Maryland
Department of Health
State Board for the Certification of Residential Child Care Program Professionals

VIDEOCONFERENCE OPEN SESSION MINUTES

October 9, 2020

10:00 AM TO 11:00 AM

VIDEO LINK: meet.google.com/gsw-mobp-fmk

Board Members Attendance

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

Guest

Kimberly Link

Board Staff Attendance

Darlene Ham, Executive Director
Gwendolyn Joyner, Deputy Director
Janay Knox, Licensing Coordinator
Thomas Werthman, AAG
Deborah Donohue, AAG
Lillian Reese, Legislative Regulations

Absent

Christian Miele, Deputy Secretary
Lauren Wahl, RCYCP
Pamela Curtis
David Bruce, Investigator

I. CALL TO ORDER

Krystal Holland, Board Chair, for the State Board for the Certification of Residential Child Care Program Professionals (“State Board”) called the meeting to order at approximately 10:04 a.m. Roll Call was taken by Ms. Holland.

II. REVIEW AND APPROVAL OF OCTOBER GENERAL SESSION AGENDA

On a motion made by Ms. White-Norman and seconded by Ms. Harvey, the agenda for the October 9, 2020 General Session meeting was approved.

III. REVIEW AND APPROVAL OF SEPTEMBER GENERAL SESSION MEETING MINUTES

On a motion made by Ms. Smith and seconded by Ms. Jones, the September 11, 2020 minutes were approved.

IV. LEGISLATIVE REPORT

A. Board Bill for Electronic License

- Ms. Reese informed the board that she did reach out to Delegate Charles about sponsoring the board's bill and Delegate Charles agreed to sponsor the bill for the board for the upcoming legislative session.

B. Board's Legislative and Regulations Committee

- Ms. Ham informed the board that the legislative and regulations committee met via email and Ms. Donohue suggested language to change the regulation for 10.57.02.01E for the administration. The new language reads as such: "An applicant shall be responsible for the payment of any costs required to obtain supporting documentation for an application."
- This language will go as new section 10.57.02.01.E for administrators and new section 10.57.03.01.D for practitioners. Then, existing 10.57.02.01.E. would be renumbered as "F," and existing 10.57.03.01.D would be renumbered as "E."
- The board was informed that a vote is needed to move forward with the process to submit proposed regulation changes.
- Ms. Smith made a motion to move forward with the proposed regulation changes to the Department of Health and Ms. White-Norman seconded the motion.

V. BOARD CHAIR REPORT

- The board was informed that the Institute has been very diligent with updating the RCYCP training curriculum. The Institute is moving forward with the timeline presented to update the new training curriculum.

VI. EXECUTIVE DIRECTOR'S REPORT

A. Facility Closing/Relocations

- The board staff received one notice that Progressive Steps, a child placement agency licensed by the Department of Human Services is relocating their previous office to a new address location.

B. Reopening Office to Administer Exams

- The board was informed that board staff has been approved to reopen 4201 Patterson Ave building for testing. The first RCYCP exam is scheduled for October 14, 2020. Board staff notified applicants that were ready to take the exam that the office is opening to resume testing. Due to safety reasons, we are only allowed to have 4 applicants to sit for the exam at 4201 Patterson Avenue location at one time.

- The Board was made aware that safety measures have been put into place to resume testing. The Board’s website has been updated with instructions for taking the exam and a message from the Executive Director expressing thanks during this transition and welcoming applicants back to the office for testing.
- The board was informed that board staff has developed safety procedures such as wiping down equipment and tables in the conference room, wearing gloves, face covering, and tables are at least 6 feet apart in the exam space.
- The first Program Administrator exam is scheduled for October 29, 2020 and after that the exam are scheduled biweekly.

C. Update to Testing on Institute Website

- The board was informed that a message will be sent out to all of the Program Administrators as a reminder effective December 31, 2020 that the Adobe Flash system will stop updating and that will change the testing training.
- The information regarding the Institute’s updates are posted on the Board as well as the Institute’s website. This information has been posted for a period of time and Program Administrators will be sent a reminder email about the changes.
- The Residential Child Care Program Agencies will need to ensure that their computer systems are updated with the internet browsers, Google Chrome, and Firefox. Also, if any agency experiences any issues with making the transition then they may contact the Institute’s helpdesk for assistance.

D. CERTIFICATION REPORT

- As of October 9, 2020, the State Board reports:

Board Code		
Board	Status Codes	Occurrences
Acting Capacity	Active	2
Acting Capacity	Inactive	47
Acting Capacity	Non-renewed	6
Program Administrator	Active	77
Program Administrator	Deceased	4
Program Administrator	Non-renewed	205
Program Administrator	Revoked	3
Program Administrator	Surrendered	3
Youth Care Practitioner	Active	1275
Youth Care Practitioner	Deceased	2
Youth Care Practitioner	Inactive	1

Youth Care Practitioner	Non-renewed	832
Youth Care Practitioner	Surrendered	2
Youth Care Practitioner	Suspended	4
	Total:	2,462

VII. DEPUTY DIRECTOR’S REPORT

- The board was informed that there are 466 RCYCP licensees up for renewal in September. Out of the 466 renewals, the following updates are shown in the system:
 - 200 renewal applications received
 - 113 updated on the master list as completed
 - 87 waiting on documents to complete the process
 - 12 licensees have logged into the system working on the application
 - 254 still has not renewed their RCYCP licenses
- The RCYCP licenses were due to expire on September 30, 2020, but the expiration has been extended to October 30, 2020 due to the Governor’s order to extend licenses during the pandemic. The expiration date for the licenses will be extended out every month.

VIII. RESIDENTIAL CHILD AND YOUTH CARE PRACTITIONERS-LICENSING COORDINATOR

- The board was informed of the following RCYCP application processes:
 - 10 new RCYCP applications
 - 365 pending applications
 - 72 applications that were past the 120 days
 - 292 pending applications that are still within the 120 days
 - Ms. Knox informed the Board that applicants are not creating profiles or completing the training modules on the Institute website which has resulted in the high number of pending applications. New applicants have been notified by email to complete this task.
 - The board was informed there are 16 RCYCP applicants that were certified.
- Ms. Regan made a motion to approve the certification list, Ms. Smith seconded the motion.
- The upcoming RCYCP and Program Administrator exam dates:
 - 2 RCYCP applicants for the October 14, 2020 exam.
 - 3 RCYCP applicants for the October 28, 2020 exam.
 - 2 RCYCP applicants for the November 18, 2020 exam.
 - 1 RCYCP applicant for the December 2, 2020 exam.

- 2 Program Administrator applicants for the October 29, 2020 exam.
- 1 Program Administrator applicants for the November 19, 2020 exam.

IX. COMPREHENSIVE EXAMS

- The State Board will administer the Comprehensive Examination for Residential Child and Youth Care Practitioners for the Calendar Year 2020 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 to schedule their exam.

X. OPEN DISCUSSION

- N/A

XI. OPPORTUNITY FOR PUBLIC COMMENT

- N/A

XII. ADJOURNMENT

- The next meeting will be December 11, 2020 at 10:00 a.m.
- On a motion made by Ms. Harvey and seconded by Ms. Thomas, the General Session meeting adjourned at 10:34 a.m.

Submitted by:

Signature on Original

Nicole Smith, Board Secretary

