

**State of Maryland
Department of Health**

***State Board for the Certification of Residential Child Care Program Professionals*
General Session Minutes – January 10, 2020
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
Paula Reagan
Karen Powell

Board Staff Attendance

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

Guest

Vladimir Konstantinov, IT Database
Specialist

Absent

Pamela Curtis
Dorenzer Thomas
Caroline Jones
Christian Miele, Deputy Secretary
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 10:15 a.m.

II. REVIEW AND APPROVAL OF JANUARY GENERAL SESSION AGENDA

On a motion made by Ms. Powell and seconded by Ms. Harvey, the agenda for the January 10, 2020 General Session meeting was approved.

III. REVIEW AND APPROVAL OF DECEMBER GENERAL SESSION MEETING MINUTES

On a motion made by Ms. Harvey and seconded by Ms. Smith, the December 13, 2019 minutes were approved with corrections to update the calendar year for comprehensive exams and RCYCP ratio.

IV. LEGISLATIVE REPORT

A. Regulations/Legislative Meeting

- Ms. Smith informed the Board that a Regulations meeting was held on January 2, 2020 to discuss the provisional license status. The regulations committee concluded that creating a provisional license was not in the best interest of the Board at this time.
- Ms. Harvey made a motion to withdraw the bill for a provisional license and Ms. Smith seconded the motion.

B. Legislative Bills

- The Board voted to move forward with finding a sponsor for the online electronic verification language change to the statute. Ms. Smith made a motion to approve the language in the bill for online electronic license verification process and Ms. White-Norman seconded the motion.
- Ms. Reese informed the Board that we will need to find a sponsor and at least two Board members will be needed to testify in Annapolis. Ms. Furman, Ms. Smith, and Ms. Harvey volunteered to testify on behalf of the bill statute change.
- The Board was informed that Ms. Reese will be monitoring the bills for the all Boards coming from Annapolis and will send to the Executive Directors. Ms. Ham will filtered through the bills that are pertinent to CRCCPP Board and send an email to the Board to review the bills. The Board agreed to have a standing conference call meeting on Thursday at 8:30 am. to take a position on the bill. The meeting agenda and bills to be reviewed will be posted on the RCCPP website in compliance with the Open Meeting Acts. In order to take a position on the bill, there will need to be a quorum of 7 board members to hold the conference call meeting.

The Board reviewed and discussed the following bills:

- Senate Bill 106: No Position
- Senate Bill 43: Not Applicable, No Position
- Senate Bill 84: No Position
- Senate Bill 83: Discuss Further at next meeting
- Senate Bill 76: Support
- Senate Bill 67: Discuss Further at next meeting
- Senate Bill 103: No Position

C. Vladimir Konstantinov

- Mr. Konstantinov presented to the Board information on setting up the process for electronic licenses and the time frame to update the general design for the license.
- The Board discussed putting in a proposed effective date for regulatory changes to the electronic license.

V. BOARD CHAIR REPORT

- The Board was informed that there will be a subcommittee developed to review and work with the Institute on upgrading the online training modules.
- The Board was informed that Ms. Harvey was able to speak with DHS/SSA to secure access to board staff to utilize the CPS portal for initial RCYCP and Program Administrator applications.

VI. EXECUTIVE DIRECTOR'S REPORT

- The Board was informed that the RCYCP and Program Administrator Report will be shared with the Board on a quarterly basis. The report is listed on the website as well.
- The Board was informed that the Board's SOPs need to be reviewed and approved. The Board agreed to discuss the SOPs at the next meeting on February 14, 2020.
- The Board was informed that we were approved to start the upgrading of the online training platform. The Board was approved for funding of \$100k this fiscal year and 230K for the next fiscal year to continue and complete the upgrade. The Board was informed that Kimberly Lang was very instrumental in helping to get the funding for the upgrade.
- The Board was asked whether they wanted to plan another Board Retreat. The Board would like to have the retreat possibly in May or June.
- The Board was informed that it is time for annual voting of new officers for the Board. The officers of the Board are Chair, Vice Chair and Executive Secretary.
- The Board was informed that the financial disclosures are due by April 30, 2020 and will need to be completed no later than that time or you may be subject to a fine.
- The Board was reminded of the weather policy and will receive the policy via email. A copy of the policy can be found on the website.
- The Board was informed that we have a new Residential Child and Youth Care Practitioner joining the Board. Lauren Wahl, who is from the Maryland School for the Deaf. Ms. Wahl will attend the February meeting. The Board will require an interpreter to be present at the meetings.

VII. **CERTIFICATION REPORT**

- As of January 10, 2020, the State Board reports:

Board Code		
Board	Status Codes	Occurrences
Acting Capacity	Active	1
Acting Capacity	Inactive	47
Acting Capacity	Non-renewed	6
Program Administrator	Active	53
Program Administrator	Deceased	4
Program Administrator	Non-renewed	50
Program Administrator	Revoked	3
Program Administrator	Surrendered	3
Youth Care Practitioner	Active	1116
Youth Care Practitioner	Non-renewed	873
Youth Care Practitioner	Surrendered	1
Youth Care Practitioner	Suspended	3
	Total:	2,160

- Ms. White-Norman made a motion to accept the certification report and Ms. Furman seconded the motion.

VIII. **DEPUTY DIRECTOR'S REPORT**

- There were 103 Program Administrators due to renew by December 31, 2019. Of the 103, 45 Program Administrators are in non-renewed status due to required documentation not received yet and 5 decided not to renew.
- The Board was informed that 53 Program Administrators are currently active.

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

- Board Staff reported that thirty-three new RCYCP applications were received since the December's Board meeting. There are 215 applications currently pending. Twenty-eight applicants have been certified since the last Board Meeting.

X. **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.

XI. OPEN DISCUSSION

- N/A

XII. OPPORTUNITY FOR PUBLIC COMMENT

- N/A

XIII. ADJOURNMENT

- The next meeting will be February 14, 2020 at 10:00 a.m.
- On a motion made by Ms. White-Norman and seconded by Ms. Smith, the General Session meeting adjourned at 12:10 p.m.

Submitted by:

Signature on Original

Nicole Smith, Board Secretary