

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

VIDEOCONFERENCE OPEN SESSION MINUTES

January 8, 2021

10:00 AM TO 11:00 AM

VIDEO LINK: meet.google.com/msu-zjfq-gvv

Board Members Attendance

Krystal Holland, Chair
Janet Furman, Vice Chair
Nicole Smith, Board Secretary
Karen Powell
Dorenzer Thomas
Paula Regan
Caroline Jones

Board Staff Attendance

Darlene Ham, Executive Director
Gwendolyn Joyner, Deputy Director
Janay Knox, Licensing Coordinator
Thomas Werthman, AAG
Lillian Reese, Legislative Regulations
Coordinator
David Bruce, Investigator

Guest

Bong Delrosario
Deena White

Absent

Christian Miele, Deputy Secretary
Lauren Wahl, RCYCP
Pamela Curtis
Sonya White-Norman
Robin Harvey
Deborah Donohue, AAG

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 10:03 a.m. Roll Call was taken by Ms. Holland.

II. REVIEW AND APPROVAL OF JANUARY GENERAL SESSION AGENDA

On a motion made by Ms. Thomas and seconded by Ms. Regan, the agenda for the January 8, 2021 General Session meeting was approved.

III. REVIEW AND APPROVAL OF DECEMBER GENERAL SESSION MEETING MINUTES

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

IV. LEGISLATIVE REPORT

A. Board Bill for Electronic License

- Ms. Reese informed the board that she did not have much to report since the legislative session has not started yet.
- The board was informed that the legislative session will be opening on January 13, 2021 and it will be a virtual session. She informed the board that she will get back to them about giving testimony for the proposed bill for the electronic license and that they will have to testify in February.
- Ms. Ham and Ms. Smith volunteered to testify for the proposed bill since they did it last year, and there were no changes since the last legislative session.

B. Legislative Board Bill Review Process

- Ms. Holland informed the board they will have to review the legislative bills for this session that will be emailed by Ms. Reese that are provided to the Board. Ms. Holland informed the board about the information that was included on the document titled “2021 Legislative Session Information for Board Members” and explained how the bills were reviewed in the previous legislative session by the board.
- Ms. Ham explained to the board that the bills were reviewed last legislative session by the special committee that was formed which consisted of all the Non-State Board Representatives because the State Board members recused themselves from discussion and voting on any bills that were presented to the board. Ms. Ham also informed the board that Ms. Smith was the Chair for the special committee.
- All of the State Board representatives informed the board that they would also have to recuse themselves for this legislative session from discussion and vote on the bills.
- Mr. Werthman explained that the board could possibly use the exception 5-501.C from the Maryland Code General Provisions for Restrictions on Participation.
- Mr. Werthman informed the board that he will go back to his colleagues and discuss if there is another option for the state representatives to be able to participate in the process of discussion and votes on bills during the legislative

session. Mr. Werthman informed the board that he will be able to provide more information at the next board meeting.

- Ms. Ham informed the board that she will set up a meeting with the non-state representatives to discuss the upcoming bills.

V. **BOARD CHAIR REPORT**

A. **Letter of Complaint from Ms. Shelby**

- Ms. Holland provided the board with a brief summary of the letter of complaint and the previous discussion held during the closed meeting.
- Mr. Werthman explained to the board about the Disclosure for Compelling Public Purpose which is 10.57.08.01.
- Ms. Holland informed the board that the letter of complaint falls under 10.57.08.01.B (2) for compelling public purpose. Option#2 for Compelling Public Purpose which is “the information concerns a possible regulatory violation and is disclosed to a federal, state, or local regulatory authority which has jurisdiction over the individual whose conduct may be a violation and the information disclosed is limited to the possible regulatory by that individual.”
- Ms. Jones made a motion to forward the letter of complaint to the appropriate state agencies for compelling public purpose and Ms. Powell seconded the motion.

B. **RCYCP Training Modules**

- The board was informed that the University of Maryland, School of Social Work, The Institute for Innovation and Implementation, and board staff has finished updating and revising the RCYCP training modules. The Institute productions work is currently in process for the RCYCP training modules.
- Ms. Holland informed the board that the software Adobe will be phasing out on the University of Maryland, School of Social Work, The Institute for Innovation and Implementation website as of January 17, 2021 and the training modules function by using the Adobe software. After January 17, 2021, the training modules will be accessible, but RCYCP applicants would

only be able to download and read the training materials. The RCYCP applicant will not be able to access the audio files that are associated with the training modules.

- Ms. Holland informed the board that the Institute has not given information on when the new training materials will be posted to the website. Ms. Holland informed the board that she and Ms. Ham will be speaking with the Institute to find out when the new training materials and new RCYCP test will be posted to the website and give an update at the next board meeting.
- Ms. Holland informed the board that she will find out from the Institute how the RCYCP applicant can track if they have completed all of the training materials.

VI. EXECUTIVE DIRECTOR'S REPORT

A. Facility Closing/Relocations

- There are no facility closures or relocating.

B. Reminder of Financial Disclosure Due Date

- The board was reminded that financial disclosures are due by April 30, 2021 for non-state and state representatives.

C. New Logo for RCYCP Modules Discussion

- The board was informed that Ms. Goldie from the University of Maryland School of Social Work, The Institute for Innovation and Implementation suggested that the board post a logo on the Institute website.
- Ms. Ham presented to the Board the seal logo that is being used for formal documents and whether they wanted to use that logo or use another logo design. It was suggested that since Board Member, Ms. Regan, is a graphic designer maybe she can assist with developing a logo for the Institute website modules.
- Ms. Regan informed that board that she would come up with some designs for a logo and present it at the next board meeting.

D. Vaccination Information from the Governor

- The board was informed that the Residential Child Care website had been updated with information from the Governor about the COVID-19 vaccine and any new orders from the Governor are kept current on the website as well.

- The board was informed that the licensees will be receiving an email with the updated information from the Governor in regard to the COVID-19 vaccination phases.

E. CERTIFICATION REPORT

- As of January 8, 2021, the State Board reports:

Board Code		
Board	Status Codes	Occurrences
Acting Capacity	Active	1
Acting Capacity	Inactive	48
Acting Capacity	Non-renewed	6
Program Administrator	Active	80
Program Administrator	Deceased	4
Program Administrator	Non-renewed	205
Program Administrator	Revoked	3
Program Administrator	Surrendered	3
Youth Care Practitioner	Active	1077
Youth Care Practitioner	Deceased	2
Youth Care Practitioner	Inactive	1
Youth Care Practitioner	Non-renewed	1055
Youth Care Practitioner	Surrendered	2
Youth Care Practitioner	Suspended	4
	Total:	2,490

VII. DEPUTY DIRECTOR’S REPORT

- The board was informed that there were 466 RCYCP licensees up for renewal in September. Out of the 466 renewals, the following updates are shown in the system:
 - 175 updated on the master list as completed.
 - 35 waiting on documents to complete the process.
- The board was informed that there is a renewal spreadsheet attached to the shared drive for them to review and the spreadsheet is updated as documents are received.

VIII. RESIDENTIAL CHILD AND YOUTH CARE PRACTITIONERS-LICENSING COORDINATOR

- The board was informed of the following RCYCP application processes:
 - 15 new RCYCP applications
 - 386 pending applications
 - 64 applications that were past the 120 days
 - 34 RCYCP applicants are ready to take their exam.
 - 30 applications that are out of compliances.
 - 322 pending applications that are still within the 120 days.
 - 121 RCYCP applicants are ready to take their exam.
 - Ms. Knox informed the board that she has been contacting the Residential Child Care Agencies to provide them a listing of the RCYCP applicants that are ready to take their exams.
 - Ms. Ham informed the board that the board staff will be updating the computer requirements for the Residential Child Care Agencies, so that they can administer exams at their facility.
 - The board was informed that there are 5 RCYCP applicants certified.
- Ms. Smith made a motion to approve the certification list for Residential Youth Care Practitioners and Program Administrators, Ms. Jones seconded the motion.

IX. COMPREHENSIVE EXAMS

- The State Board will administer the Comprehensive Examination for Residential Child and Youth Care Practitioners for the Calendar Year 2021 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

A. Board Vote: New Officers

- Ms. Holland informed the board that there needs to be a vote for new officers, and she suggested for the vote to occur at the next board meeting in February.
- Ms. Ham informed the board that the CRCCPP Standard Operating Procedures (SOPs) are posted on the shared drive and the board members can review the responsibilities for each position on the board.

XI. OPPORTUNITY FOR PUBLIC COMMENT

- N/A

XII. ADJOURNMENT

- The next meeting will be February 12, 2021 at 10:00 a.m.
- On a motion made by Ms. Smith and seconded by Ms. Thomas, the General Session meeting adjourned at 10:52 a.m.

Submitted by:

Signature on Original

Nicole Smith, Board Secretary

