



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

December 14, 2018

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

- I. Call to Order**
- II. Adjustments and Additions to Agenda**
- III. Approval of Agenda**
- IV. Review and Approval of General Session Minutes – October 12, 2018**
- V. Executive Director’s Report**
 - Stats Report
 - Facility Closings/relocations
- VI. Deputy Director’s Report**
 - FAQs
- VII. Licensing Coordinator’s Report – RCYCP Certification**
 - RCYCP Licensing Report
- VIII. Certification List**
- IX. Legislative**
- X. Open Discussion**
 - Provisional License
- 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 – December 14, 2018
Metro Executive Building – 4201 Patterson Avenue – Baltimore, Maryland 21215

Board Members Attendance

Krystal Holland, Chair
Janet Furman, Vice Chair
Nicole Smith, Board Secretary
William J. Frank, Deputy Secretary
Darlene Ham
Caroline Jones
Sheila Philip
Sonya White-Norman
Dorenzer Thomas
Brady Daniels
Paula Regan

Board Staff Attendance

James Merrow, Executive Director
Gwendolyn A. Joyner, Deputy Director
Ena Mendez, Licensing Coordinator
Carla Boyd, AAG
Danielle Vallone, Investigator
David Bruce, Investigator

Guest

Sharon Bloom, MDH

Absent

Lillian Reese, Legislation & Regulation
Coordinator

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 10:21 a.m.

II. REVIEW AND APPROVAL OF GENERAL SESSION AGENDA

On a motion made by Ms. Ham, and seconded by Mr. Daniels, the agenda for the December 14, 2018 General Session meeting was unanimously approved.

III. REVIEW AND APPROVAL OF GENERAL SESSION MEETING MINUTES

On a motion made by Ms. Smith, and seconded by Ms. Jones, the minutes from the October 12, 2018 General Session meeting were unanimously approved.

IV. EXECUTIVE DIRECTOR’S REPORT

- ***State Board Meetings - Mark your calendar... The 2019 meeting dates are as follows:
January 11th, February 8th, March 8th, April 12th, May 10th, June 14th, July 12th,***

September 13th, October 11th, December 13th. **Please note that the State Board will not meet in August & November of 2019.**

- Mr. Merrow explained an inconsistency found in Statute 20.301. Ms. Boyd explained the statute has language regarding “chief administrator” which is not a licensee governed by the Board. Board Members agreed that a subcommittee be established to review the Board’s statutes & regulations for maintenance purposes. Sections will be sent to be reviewed for Board Meetings. This process will be done through Google Drive with the uploading of sections and providing in text comments.

V. CERTIFICATION REPORT

As of December 14, 2018 the State Board reports:

Board Code		
Board	Status Codes	Occurrences
Acting Capacity	Active	0
Acting Capacity	Inactive	44
Acting Capacity	Non-renewed	6
Program Administrator	Active	90
Program Administrator	Deceased	4
Program Administrator	Non-renewed	177
Program Administrator	Revoked	3
Program Administrator	Surrendered	3
Youth Care Practitioner	Active	1153
Youth Care Practitioner	Non-renewed	517
Youth Care Practitioner	Suspended	2
	Total:	2000

Facility Closings/Relocations

- Brotherhood & Sisterhood International (BSI) closed their Alternative Living Unit Children’s Program and surrendered their Developmental Disability Program License to the Office of Health Care Quality, effective December 2, 2018.

VI. 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.
- Individuals who have submitted all the required documents to become a Program Administrator should contact Board staff at 410-764-5996/5052 or via email at dhmh.crccpa@maryland.gov to schedule their exam.

VII. DEPUTY DIRECTOR'S REPORT

- Ms. Joyner provided Board Members with a list of non-renewed CRCYCP from the 2018 Renewal Cycle. She also provided a list of the active CRCYCP.
- Ms. Holland suggested that the Board strategize on how to get information on how many RCYCP are out in the field not certified. Mr. Merrow suggested that the licensing agencies be contacted as the residential homes are required to report this data. Board staff will strategize.
- FAQs will be reviewed by Board staff to be cleaned up. Board members will be emailed an updated draft to review and provide comments.
- There is a vacant RCYCP representative position on the Board. Anyone interested in applying for this vacancy should contact Kim Bennardi, Administrator of Appointments and Executive Nominations.

VIII. RESIDENTIAL CHILD AND YOUTH CARE PRACTITIONERS – LICENSING COORDINATOR

- Board staff has received seventy-six new RCYCP applications since the October 12, 2018 Board meeting. There are 167 applications currently pending certification. Sixty-two applicants have been certified since the last Board meeting.
- Board Members discussed the breakdown of the pending applications. Ms. Mendez has administratively closed 35 applications since the October board meeting. About 85 applications of the 167 pending applications are of applicants not in compliance. The themes for why these applications are still pending were discussed. Ms. Holland suggested that themes be categorized by time frame since the application was received.
- Ms. Mendez provided Board Members with a copy of the excel spreadsheet used to keep track of pending applications. Board members are able to view applicants by agency. Board staff has been discussing acquiring an application database, similar to the one used by Board of Social Work. This would help keep track of applications better and retrieve data to make accurate analysis of the application process.

IX. CERTIFICATION LIST

- On a motion made by Ms. White-Norman and seconded by Ms. Thomas, Licensees were approved.

X. LEGISLATIVE REPORT

- Final draft of proposed changes to COMAR 10.57.03 will be published in the Maryland Register on December 21, 2018. Changes will go into effect on December 31, 2018.

XI. OPEN DISCUSSION

- Board members discussed the previous comments for draft of the proposal of the Provisional License. Ms. Holland addressed changes to the draft in which supervision is laid out. Ms. Jones had brought up an issue with the provisional license regarding not being able to supervise other RCYCP until full certification is awarded. Residential homes hire RCYCP into supervisory positions where they are to supervise other RCYCP. Ms. Holland discussed adding an exception to the clause for supervisory RCYCP as long as they are under the supervision of a CRCYCP or CRCCPA.
- Ms. Boyd stated that applicants might have to complete a state & federal criminal background check to receive any type of government license in the state of Maryland through the Family First Bill that has come into effect. This would require the provisional license applicants to be fingerprinted in the beginning instead of when they apply for full certification. Ms. Boyd will find out if this would apply to the Board.
- Board Members discussed the next step in moving forward with a proposal for the Provisional License. A bill would have to go before State Legislators. Mr. Merrow stated that the Board would need to look for a Private Sponsor for the bill as it is too late for the Department of Health to sponsor it. A Private Sponsor would be able to expedite the bill, otherwise it would not be going before legislators until 2020.

XII. OPPORTUNITY FOR PUBLIC COMMENT

- Board Members recognized Ms. Ham for all the work she had done for the Board these past years. She will be retiring from her DHR representative role on the Board. We wish her the best in her future endeavors.
- Board Members recognized Ms. Vallone for all the work she has done for the Board. She will be leaving her position as investigator for the Board. We wish her the best in her new position.
- Board Members welcomed Mr. David Bruce as the new investigator for the Board. Mr. Bruce has an extensive background in investigating and we look forward to working with him.

XIII. ADJOURNMENT

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

Submitted by:


Nicole Smith, Board Secretary