

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

VIDEOCONFERENCE OPEN SESSION MINUTES

December 11, 2020

10:00 AM TO 11:00 AM

VIDEO LINK: meet.google.com/kjw-pmyn-jzu

Board Members Attendance

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

Guest

Kimberly Link
Bong Delrosario
Deena White

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
Sonya White-Norman
Dorenzer Thomas

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 DECEMBER GENERAL SESSION AGENDA

On a motion made by Ms. Smith and seconded by Ms. Powell, the agenda for the December 11, 2020 General Session meeting was approved.

III. REVIEW AND APPROVAL OF OCTOBER GENERAL SESSION MEETING MINUTES

On a motion made by Ms. Jones and seconded by Ms. Smith, the October 9, 2020 minutes were approved.

IV. LEGISLATIVE REPORT

A. Board Bill for Electronic License

- Ms. Reese informed the board that she is still waiting for the Secretary to sign off on the bill proposal that the board presented, but she does not think that will be happening anytime soon. She does not see the proposal being looked at until early next year since there is a hold on all regulations.
- 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.

V. BOARD CHAIR REPORT

- The board was introduced to Mr. Bong Delrosario who is temporarily representing the Department of Disabilities in Christian Miele's position since Mr. Miele has resigned temporarily to assist with COVID-19 pandemic. At this time, Mr. Delrosario will be participating as a guest in the general session meetings only.

VI. EXECUTIVE DIRECTOR'S REPORT

A. Facility Closing/Relocations

- There are no facility closures or relocating.

B. Reopening Office to Administer Exams

- The board was informed that the RCYCP testing has been going well. The board staff has been averaging about 3 RCYCP and Program Administrator applicants coming to the office to take their RCYCP exam every 2 weeks on Wednesdays and Program Administrator exams on Thursdays.
- The board staff has been informing the applicants that have failed the exam how they can study better and where they can find the study materials.
- The board staff has already starting scheduling exams for the upcoming 2021 year. The board was informed that spaces for testing for January are completely filled.

C. CERTIFICATION REPORT

- As of December 11, 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	80
Program Administrator	Deceased	4
Program Administrator	Non-renewed	205
Program Administrator	Revoked	3
Program Administrator	Surrendered	3
Youth Care Practitioner	Active	1076
Youth Care Practitioner	Deceased	2
Youth Care Practitioner	Inactive	1
Youth Care Practitioner	Non-renewed	1054
Youth Care Practitioner	Surrendered	2
Youth Care Practitioner	Suspended	4
	Total:	2,488

VII. DEPUTY DIRECTOR'S REPORT

- The board was informed that there were 466 RCYCP licensees up for renewal in September 2020. Out of the 466 renewals, the following updates are shown in the system:
 - 157 updated on the master list as completed
 - 51 waiting on documents to complete the process
 - 12 licensees have logged into the system working on the application
 - 258 still have not renewed their RCYCP licenses
- The board was informed that there is a renewal spreadsheet attached to the shared drive for them to review.
- The board was informed that the CJIS reports have been coming to the office weekly, but the CPS reports from DHS are coming in slowly.
- The RCYCP licenses that were due to expire on September 30, 2020, has been extended to December 31, 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:
 - 33 new RCYCP applications
 - 378 pending applications
 - 64 applications that were past the 120 days
 - 36 RCYCP applicants are ready to take their exam of the 64 pending applications
 - 28 applications that are out of compliances out of the 64 applications past the 120-day notice
 - 314 pending applications that are still within the 120 days
 - 101 RCYCP applicants are ready to take their exam of the 314 pending applications
 - Ms. Knox informed the board that she has been reaching out to the childcare agencies to give them a listing of the RCYCP applicants that are ready to take their exams.
 - The board was informed that 22 RCYCP applicants and 3 Program Administrators that were certified.
- Ms. Jones made a motion to approve the certification list for Residential Youth Care Practitioners and Program Administrators, Ms. Regan seconded the motion. No opposed.

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. OTHER BUSINESS

A. Sponsor Approval for Continuing Education

- Ms. Ham informed the board that she wanted to discuss with them the sponsored approved continuing education applications that need to be reviewed and approved.
- Ms. Ham informed the board that the following individuals are on the review committee: Caroline Jones, Krystal Holland and Sonya Norman-White. Ms. Ham asked if there were any members of the board that would like to join the application review committee.

- Ms. Holland informed the board the importance of the sponsor approved continuing education review committee.
- Ms. Furman and Ms. Powell volunteered to help with reviewing the sponsor approved continuing education applications.

XI. OPEN DISCUSSION

A. Election of Board Officers

- Ms. Furman discussed with the board about the upcoming officer elections for the board next month. Ms. Furman decided to explain her position on the board. Ms. Furman tried to encourage someone else to possibly take over the current position that she has for next year.

B. RCYCP Training Modules

- Ms. Holland informed the board that the training modules have been completely reviewed and edited. The Institute is now in process of producing and updating the training modules.
- Ms. Holland informed the board that once the training modules have been updated on the website then the Institute will be looking to have the board to review the training modules and testing.
- Ms. Holland thanked the board members that took the time to review the training modules.

XII. OPPORTUNITY FOR PUBLIC COMMENT

- N/A

XIII. ADJOURNMENT

- The next meeting will be January 8, 2021 at 10:00 a.m.
- On a motion made by Ms. Smith and seconded by Ms. Harvey, the General Session meeting adjourned at 10:29 a.m.

Submitted by:

Signature on Original

Nicole Smith, Board Secretary