

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

VIDEOCONFERENCE OPEN SESSION MINUTES

March 12, 2021

10:00 AM TO 11:00 AM

VIDEO LINK: meet.google.com/vew-dutd-yri

Board Members Attendance

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

Board Staff Attendance

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

Absent

Christian Miele, Deputy Secretary

Guest

Kimberly Link
Interpreter for Lauren

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 10:02 a.m. Roll Call was taken by Ms. Holland.

II. REVIEW AND APPROVAL OF MARCH GENERAL SESSION AGENDA

On a motion made by Ms. Smith and seconded by Ms. Thomas, the agenda for the March 12, 2021 General Session meeting was approved.

III. REVIEW AND APPROVAL OF FEBRUARY GENERAL SESSION MEETING MINUTES

On a motion made by Ms. Harvey and seconded by Ms. Powell, the February 12, 2021 minutes were approved. Ms. Smith abstained from voting on the minutes because she was not in attendance at the February meeting.

IV. LEGISLATIVE REPORT

A. Legislative Update House Bill 873

- Ms. Reese informed the board that the House Bill 873 has passed in the House and moved to the Senate. There has not been a hearing date scheduled yet regarding when the bill will be discussed.
- Ms. Reese informed the board that the last day for the legislative session is April 12th, 2021 and there should not be any issue getting the bill passed for the board.

V. BOARD CHAIR REPORT

A. Update on RCYCP Training Modules

- The board was informed that the Board's review committee expressed some concerns about the 2nd training module being lengthy in training material information after reviewing the module.
- The review committee recommended to the Institute to break up the 2nd training module, so that there is a separate section that focuses on adolescent sexuality.
- Ms. Holland drafted an outline to the Institute to assist in making the 2nd training module simpler to follow and so that there was one topic to focus on in the sections. At this time, the Institute has not responded to the recommendation so far.
- Ms. Holland informed the Board that the content and images in the training modules must be updated to show more ethnically diverse images and different children age groups.
- Ms. Ham informed the board that the last day for the updates of the training modules to be completed is June 30th, 2021 which is the end of the fiscal year.
- The board was informed that the RCYCP exam will need to be updated after all the training modules have been completed.

VI. EXECUTIVE DIRECTOR'S REPORT

A. Facility Closing/Relocations

- There are no facility closures or relocations.

B. Board Member Welcome

- Ms. Wahl was welcomed back to the board meetings after being out on maternity leave. The Board members congratulated Ms. Wahl on her new baby.

C. Reminder of Financial Disclosure Due Date

- The board was reminded that financial disclosures are due on April 30, 2021. Some of the board members were thanked for completing their financial disclosures.
- Some of the board members informed Ms. Ham that they have completed their financial disclosures and that they sent a copy to Ms. Joyner. Ms. Ham requested that the board members forward her a copy of their completed financial disclosures as well.

D. New Logo for RCYCP Modules Discussion

- Ms. Regan was thanked for creating the new logo that would be displayed on the University of Maryland School of Social Work, The Institute for Innovation and Implementation updated training modules website.
- The board was informed that the new logo had been added to the training modules on the Institute website.

E. Board Consumer Vacancy

- The board was reminded that there is a vacancy for the board consumer.
- The board was informed that Ms. Kim Bennardi had two individuals that were interested in the board's consumer position and that Ms. Bennardi is waiting for the individuals to submit their applications.

F. Amending and Restating the Governor’s Order of Extension Licenses, Permits, Registrations and Other

- The board was informed that Governor Larry Hogan issued a new Executive Order on the extension of certain licenses, permits and registrations. The order is due to expire the extension of licenses effective June 30, 2021. This order could be modified if the state declares a state of emergency and catastrophic health emergency.
- Ms. Donohue informed the board that the order number is 21.03.09.03 and this order amended and restated the previous order that was issued on March 12, 2020. This new order was amended and restated on June 19, 2020, but this new order does not give the additional 30-day extension for licenses or applicants to complete the process for them to get their license.
- The board was informed that the new order will be discussed further during the administrative board meeting.
- Mr. Werthman informed the board that he would email a copy of the new order 21.03.09.03.

G. Annual Report for the Previous Fiscal Year

- The board was informed that the annual report for July 1, 2019 to June 30, 2020 has been posted to the board’s website.

H. CERTIFICATION REPORT

- As of March 12, 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	81
Program Administrator	Deceased	4
Program Administrator	Non-renewed	205
Program Administrator	Revoked	3

Program Administrator	Surrendered	3
Youth Care Practitioner	Active	1100
Youth Care Practitioner	Deceased	2
Youth Care Practitioner	Inactive	1
Youth Care Practitioner	Non-renewed	1059
Youth Care Practitioner	Surrendered	2
Youth Care Practitioner	Suspended	4
	Total:	2,518

VII. DEPUTY DIRECTOR’S REPORT

A. 2020 RCYCP Renewals

- 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:
 - 191 updated on the master list as completed.
 - 22 pending applications waiting on documents to complete the process.
 - 7 have not completed their applications online
- The board was informed that the RCYCP licensee were due to be renewed September 30, 2020, once the license is renewed, the next renewal date will be September 30, 2022.

B. 2021 RCYCP Renewals

- The board was informed that there are 670 RCYCP licensees due to be renewed starting in July 2021.
- The board was informed that the orange renewal cards have been ordered and that the cards will be mailed to the RCYCP licensees in April.
- The RCYCP will need to be renewed by September 30, 2021 and if they renew by that date then the expiration date will be September 30, 2023.

VIII. RESIDENTIAL CHILD AND YOUTH CARE PRACTITIONERS-LICENSING COORDINATOR

- The board was informed of the following RCYCP application processes:
 - 407 pending applications
 - 66 RCYCP applicants are no longer with an agency

- 341 pending applications without the applicants that are no longer with an agency
 - 19 new RCYCP applications
 - 9 licenses that have been issued
 - 44 applications that were past the 120 days
 - 12 RCYCP applicants are ready to take their exam that were past the 120 days
 - 32 applications that are out of compliances.
 - 297 pending applications that are still within the 120 days.
 - 70 RCYCP applicants are ready to take their exam.
- Ms. Knox informed the board that there are quite a few RCYCP applicants that were scheduled to take their exams at their agency.
 - 22 staff members at Board of Child Care scheduled to take their exam
 - 1 staff member at Linwood Center
 - 1 staff member at Arc of Washington
- Ms. Knox informed the board that there are RCYCP applicants schedule to come for their exam at the Patterson Ave office from March into April.
- Ms. Knox informed the board that she had been constantly sending out reminders to the RCYCP applicants to complete all of the tasks required for their applications so that they are able to get their license. Also, there is an issue with the RCYCP applicants not showing up to take their exams once scheduled at the Patterson Ave office.
- Ms. Holland thanked Ms. Knox for her efforts in trying to get the RCYCP applicants to complete their tasks for the application process, however it is not the board staff responsibility to pursue RCYCP applicants in completing the RCYCP application process.
- Ms. Ham informed the board that the board staff has been having issues with certain residential child care agencies ‘staff members not following through on completing the application process and/or not showing up for the RCYCP exams.
- Ms. Holland expressed to Ms. Harvey that she may want to have her licensing staff reach out to the residential child care providers and express to them the importance of their agency staff to get the RCYCP application process completed.
- Ms. Joyner informed that board that she has also been having issues with getting the criminal documentation from the RCYCP applicants as well for their applications to be completed.
- Ms. Holland thanked Ms. Joyner for her efforts in trying to get the RCYCP applicants to submit their criminal documents for their applications, but it is also

not her responsibility to pursue the RCYCP applicants to complete their RCYCP application process.

- The board was informed that there were 9 RCYCP applicants that were certified.
- Ms. Thomas made a motion to approve the certification list for Residential Youth Care Practitioners and Ms. Smith 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 of the responsibilities for the board chair position, vice chair position and secretary position.
- Ms. Ham explained to the board that the responsibilities for each position is stated in the Board's Standard Operating Procedures (SOPs).
- Ms. Holland asked the board if anyone would like to make a nomination for board officers. There were no nominations recommended by the board members. Ms. Holland informed the board if there are no new officers for this year then new board officers will have to change for the year 2022 because all of the current board officers will not be eligible to remain in their same positions next year.
- Ms. Wahl inquired about the board having a mentorship program for new members that would potentially like to serve as a new officer for the board. Ms. Holland informed the board that there will be a discussion in August regarding a mentorship or orientation for board officers.
- Ms. Holland asked for nominations for the position of Board Secretary, none were made. Ms. Smith was asked if she was willing to serve as Board Secretary for one more year. Ms. Smith accepted, and Ms. Jones made a motion for Ms. Smith to remain as Board Secretary for 2021 and Ms. Thomas seconded the motion.

- Ms. Holland asked for nominations for Board Vice Chair, none were made. Ms. Furman was asked if she was willing to serve as Board Vice Chair for one more year. Ms. Furman accepted the Board Vice Chair position. Ms. Jones made a motion for Ms. Furman to remain as Board Vice Chair 2021 and Ms. Thomas seconded the motion.
- Ms. Holland asked for nominations for Board Chair, none were made. Ms. Holland informed the board that she would accept another term as Board Chair. Ms. Thomas made a motion for Ms. Holland to remain as Board Chair 2021 and Ms. Harvey seconded the motion.

XI. OPPORTUNITY FOR PUBLIC COMMENT

- N/A

XII. ADJOURNMENT

- The next meeting will be April 9, 2021 at 10:00 a.m.
- On a motion made by Ms. Jones and seconded by Mr. Delrosario, the General Session meeting adjourned at 11:07 a.m.

Submitted by:

Signature on Original

Nicole Smith, Board Secretary