

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

**VIDEO CONFERENCE OPEN SESSION MINUTES**

**May 14, 2021**

**10:00 AM TO 11:00 AM**

**VIDEO LINK: [meet.google.com/zfq-dvgr-cep](https://meet.google.com/zfq-dvgr-cep)**

**Board Members Attendance**

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

**Guest**

Interpreter for Lauren  
Kimberly Link

**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

**Absent**

Krystal Holland, Chair  
Christian Miele, Deputy Secretary  
Deborah Donohue, AAG

**I. CALL TO ORDER**

Janet Furman, Vice 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. Furman.

**II. REVIEW AND APPROVAL OF MAY GENERAL SESSION AGENDA**

On a motion made by Ms. Harvey and seconded by Ms. Jones, the agenda for the May 14, 2021, General Session meeting was approved. No objections noted.

**III. REVIEW AND APPROVAL OF APRIL GENERAL SESSION MEETING MINUTES**

On a motion made by Ms. Wahl and seconded by Ms. Powell, the April 9, 2021, minutes were approved. No objections noted.

#### **IV. LEGISLATIVE REPORT**

##### **A. Legislative Update House Bill 873**

- Ms. Reese informed the board that the legislative session ended on April 12, 2021. There were over 2300 bills that were presented during the last legislative session and a lot of them were health care related.
- Ms. Reese informed the board that there were some bills that may affect our board:
  - House Bill 873 which was the bill for the RCCP board, did pass and it take effect July 1, 2021.
  - House Bill 28/ Senate Bill 5: this was for implicit bias training, and it will take effect on October 1, 2021. This was for applicants for renewal with the Health Occupations board and they have to complete an implicit bias training program.
  - House Bill 123/ Senate Bill 3: This was the reserve Tella Health Access Act of 2021: this bill passed, and it will take effect on July 1, 2021. This was a general bill for Medicaid. This is allowing audio only.
  - House Bill 183/ Senate Bill 449: This was the Public Information Act revision: this bill pass, and it will take effect on July 1, 2021.
  - House Bill 224 / Senate Bill 62: This was the Department of Information Technology study of information platform for the Health Occupations board. This bill passed and it will take effect July 1, 2021. This was just a study, and a report should be delivered by December.
  - House Bill 309 /Senate Bill 565: This was the Public Health Data Race and Ethnicity information. This bill did pass, and it will take effect October 1, 2021.
  - House Bill 344/ Senate Bill 72: This was the Open Meetings Act bill and it did not pass.
  - House Bill 701: This bill was for child abuse and neglecting training of health care professionals and this bill did not pass.

- House Bill 1006/ Senate Bill 938: This was a temporary license for military spouses and veterans and this bill did not pass.
- Senate Bill 952: this bill was regarding internships and residency training requirements. This was a waiver for former service members in combat, but it never made it out of committee.
- House Bill 1041: This was for uniform reporting for the boards, and this was withdrawn by the sponsor, and it will be back next legislative session.

**B. Possibly Updating Board Membership**

- Ms. Furman asked Ms. Reese if the board would like to update the membership, if so when would the information need to be presented for the next legislative session? Ms. Reese informed the board that there is a concept paper that would need to be presented to the Secretary's office by the end of May. The concept paper would inform the Secretary's office that the board is trying to get a statute change submitted for the 2022 legislative session.
- Ms. Furman made a suggestion for the legislative committee to meet and make a recommendation whether to update the statute in regard to the board membership.
- Ms. Reese informed the board that the legislative committee would need to meet to discuss which changes would be made to the statute, then complete the concept paper and present it to the Secretary's office.
- Mr. Werthman informed the board that the vote for whether or not to move forward with submitting a concept paper and making any changes to the statute would have to occur during the next board meeting.
- Ms. Link made a suggest for Ms. Reese to speak with OGA, (Office of the General Assembly) in regards to possible giving the board an extension until after the next board meeting to submit the concept paper.
- Ms. Smith made a motion to refer the update in statute to the legislative committee for further discussion and Ms. Jones seconded the motion. There were no objections.

**V. VICE CHAIR REPORT**

**A. Update on RCYCP Training Modules**

- Ms. Ham informed the board that module 4 has been sent to the review committee and there are two parts for module 4. The changes for module 4 must be completed and sent back to the University of Maryland School of Social Work, The Institute for Innovation and Implementation by Monday, May 17, 2021. The next 3 modules still have to be reviewed and changes have to be submitted to the Institute by June 30, 2021, since that is the end of the fiscal period.
- Ms. Ham explained that there was a suggestion presented at the last meeting to include sign language in the training modules and she is waiting to receive more information from the Institute whether this can be included as an accessibility to the training modules. She informed the board that there are transcripts available for each training module.

**VI. EXECUTIVE DIRECTOR'S REPORT**

**VII.**

**A. Facility Closing/Relocations**

- There were no facility closures or relocations.

**B. Reminder about Board Consumer Vacancy**

- The board was informed that the consumer position has been filled and the appointee is waiting to be sworn in. The member will serve the remainder of the 4-year term starting from 2019. Once she has taken her oath, she will start attending the meetings.

### **C. CERTIFICATION REPORT**

- As of May 14, 2021, the State Board reports:

| <b>Board Code</b>       |               |              |
|-------------------------|---------------|--------------|
| Board                   | Status Codes  | Occurrences  |
| Acting Capacity         | Active        | 5            |
| 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   | 4            |
| Youth Care Practitioner | Active        | 1133         |
| Youth Care Practitioner | Deceased      | 3            |
| Youth Care Practitioner | Inactive      | 1            |
| Youth Care Practitioner | Non-renewed   | 1054         |
| Youth Care Practitioner | Surrendered   | 2            |
| Youth Care Practitioner | Suspended     | 4            |
|                         | <b>Total:</b> | <b>2,552</b> |

### **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:
  - 202 updated on the master list as completed.
  - 13 pending applications waiting on documents to complete the process.

#### **B. 2021 RCYCP Renewals**

- The board was informed that there are 670 RCYCP licensees due to renew their license starting in July.
- The board was informed that so far 220 orange renewal cards have been mailed and the remainder of the orange cards will be mailed before the next board meeting.

## **VIII. RESIDENTIAL CHILD AND YOUTH CARE PRACTITIONERS-LICENSING COORDINATOR**

- The board was informed that there were two licensing reporting being represented this morning which is the RCYCP licensing report and the RCYCP licensing report by agency:
- The board was informed of the following RCYCP licensing report:
  - 434 pending applications
    - 386 applications that are within 120 days
    - 52 applications that are past 120 days
    - 111 Education missing that are within 120 days
    - 114 Missing Institute Profile/ Training Modules that are within 120 days
    - 101 Missing CPS that are within 120 days
    - 80 Missing CJIS that are within 120 days
    - 97 Ready for Exam that are within 120 days
    - 54 Criminal Issues that are within 120 days
    - 30 new RCYCP applications that are within 120 days
    - 19 licenses that have been issued
  - 74 RCYCP applicants are no longer with an agency
- The board was informed about RCYCP licensing report by agency:
  - All of the agencies are included and there is a breakdown on the report showing:
    - Pending Applications
    - Education Missing
    - Missing Institute Profile/ Training Modules
    - Missing CPS
    - Missing CJIS
    - Ready for Exam
    - Criminal Issues
    - Miscellaneous: This section is included because there were documents that are missing for training orientation form, foreign education credentials, and updated applications forms.
- The board was informed that there were 19 RCYCP applicants that were certified.
- Ms. Smith made a motion to approve the certification list for Residential Youth Care Practitioners and Ms. Regan seconded the motion. There were no objections.

## **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](mailto:dhmh.crccpa@maryland.gov) to schedule their exam.

**X. OPEN DISCUSSION**

- N/A

**XI. OPPORTUNITY FOR PUBLIC COMMENT**

- N/A

**XII. ADJOURNMENT**

- The next meeting will be June 11, 2021 at 10:00 a.m.
- The General Session meeting adjourned at 10:39 am.  
Motion – Ms. White-Norman, Second – Ms. Jones, no objections.

Submitted by:

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**Nicole Smith, Board Secretary**