

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

VIDEO CONFERENCE OPEN SESSION MINUTES

June 11, 2021

10:00 AM TO 11:00 AM

VIDEO LINK: meet.google.com/hgq-hgfo-pvt

Board Members Attendance

Krystal Holland, Chair
Janet Furman, Vice Chair
Sonya White-Norman
Karen Powell
Paula Regan
Caroline Jones
Lauren Wahl, RCYCP
Bong Delrosario
Jametta Anderson

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
Troy Pumphrey, Investigator

Guest

Interpreter for Lauren
Kimberly Link

Absent

Nicole Smith, Board Secretary
Robin Harvey
Christian Miele, Deputy Secretary
Dorenzer Thomas
Deborah Donohue, AAG

I. CALL TO ORDER

The monthly Board's General Session meeting was held via Google meet on Friday, June 11, 2021. 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 10:01 a.m. Roll Call was taken by Ms. Holland.

II. REVIEW AND APPROVAL OF JUNE GENERAL SESSION AGENDA

On a motion made by Ms. White-Norman and seconded by Ms. Jones, the agenda for the June 11, 2021, General Session meeting was approved. No objections noted.

III. REVIEW AND APPROVAL OF MAY GENERAL SESSION MEETING MINUTES

On a motion made by Ms. Powell and seconded by Ms. Delrosario, the May 14, 2021, minutes were approved. No objections noted.

IV. LEGISLATIVE REPORT

A. Legislative Committee Report on Statute Change- Board Membership

- Ms. Powell gave a brief synopsis on the discussion that occurred on May 19, 2021 with Lillian Reese, Bong Delrosario, Thomas Werthman, Gwendolyn Joyner, Janay Knox and Robin Harvey about why there may need to be a change in the membership of the board. Ms. Powell informed the board that the legislative committee made a suggestion to eliminate the membership for the Maryland Department of Disabilities.
- Ms. Holland explained to the board members that there have been some challenges with voting on legislative bills that may impact the board because members are state employees and often recuse themselves from voting as there may be a potentially be a conflict of interest with their Maryland State department.
- Ms. Ham informed the Board after consulting with the Board's Administrator of Appointments, there were some difficulty in the past with recruitment of membership on the board. Ms. Ham also informed the board that it may be easier to remove a member from the board then to actually add a member to the board.
- Ms. Ham informed the board that there would need to be a vote if the board would like to submit the concept paper for updating the statute for board membership for the 2022 legislative session.
- Ms. Reese clarified that the board is voting to submit the concept paper and also to move forward with making changes to the statute.
- Ms. Reese informed the board that they can vote to submit the concept paper and decide at a later date to withdraw the request to update the statute for board membership if the decision changes later.

- Ms. Jones made a motion to move forward with submitting the concept paper to update the statute during the 2022 legislative session; Ms. White-Norman seconded the motion. There were no objections.

B. Update to Board Regulation Proposal

- Ms. Reese informed the board that the Secretary signed off on the regulations proposal last Wednesday, June 9, 2021. Ms. Reese informed the board that she is just waiting for approval from the Governor and then it will be going to the AELR (Administrative, Executive and Legislative Review) committee for their review.
- Ms. Reese informed the board that the regulation proposal was for individuals that are certified or recertified to be responsible for any cost required to obtain any administrative documents associated with the renewal or certification process.

V. BOARD CHAIR REPORT

A. Welcome New Board Consumer Member

- Ms. Jametta Anderson was welcomed to the board and Ms. Anderson was recommended by Ms. Janet Furman.
- Ms. Holland gave a brief summary about Ms. Anderson's history about helping youth in need of residential care.
- Ms. Anderson informed the board that her son has autism, and he needs lots of support and services, and lives in a residential facility. Ms. Anderson informed the board that she will be an active listener and she is ready to help the board in any way that she can.
- All board members introduced themselves to Ms. Anderson and explained their contribution to the board.

B. Update on RCYCP Training Modules

- The board was informed that the University of Maryland School of Social Work, The Institute for Innovation and Implementation has been moving forward with continuing to update and edit the training modules. The board

was informed that the Institute is rushing to getting all the training modules updated and edited by June 30, 2021, since that is the end of the fiscal period and they have been sending a lot of training modules. Also the board was informed that there is one training module left to review which is module 7.

- The board was informed that the next phase would be to upload the updated training modules and then the next step would be updating the RCYCP exam based off of the updates to the training modules.
- The board was informed that the RCYCP exam could not be updated until the training modules had been completed with edits.
- Ms. Furman made a suggestion for all of the board members to be given a link to look at the updated training modules.
- Ms. Holland made a suggestion for the board to actually do a revamp in the future to the training materials and make the training more hands on for the RCYCP applicants.

VI. EXECUTIVE DIRECTOR'S REPORT

A. Facility Closing/Relocations

- There were no facility closures or relocations.

B. Governor's Executive Order- Certification Expiration Date- June 30, 2021

- The board was informed that the Governor's Executive Order for certification ends on June 30, 2021.
- The board was informed that the renewal portal on the board website will be closed on July 1, 2021 for the 2020 renewals. The board was informed that if any RCYCP applicants has not been renewed, they will have to submit a reinstatement application.
- The board was informed that any initial RCYCP application that is over 180 days old will be closed and the RCYCP applicants will need to submit new applications along with new documentation.
- The board was informed that HB bill 873 passed, so the electronic licenses verification will start on July 1, 2021 and applicants can verify their licenses on the board's website. The board was informed there is a link on the website

to verify all licenses. The board was informed that paper licenses will only be issued upon request.

- Ms. White-Norman asked questions regarding the scheduling of the exam for the RCYCP applicants.
- Ms. Holland made a suggestion for the board to be given a listing of the child care agencies that are approved to proctor the RCYCP exam. Ms. Ham stated that the list would be emailed to the board following the board meeting.

C. State Building Operations

- The board was informed that 4201 Patterson Avenue office building has reopened for business. The board was informed that the board staff has made themselves available to assist the applicants and licensees in any way possible.
- The board was the informed that the building went from being Elevated Level II pandemic to Level II responses, so the building is open to the public and they can now drop off documents to the office.
- The board was informed that the conference rooms will be reopening up on July 1, 2021, so the board should make a decision regarding continuing virtual meetings or in- person meetings.
- Ms. Holland made a suggestion to place on the July meeting agenda to have discussion about in- person or virtual board meetings.
- The board was informed that there may be a new member orientation in October, and it has not been decided whether the orientation will be in person or virtual.

D. CERTIFICATION REPORT

- As of June 11, 2021, the State Board reports:

Board Code		
Board	Status Codes	Occurrences
Acting Capacity	Active	6

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	1145
Youth Care Practitioner	Deceased	3
Youth Care Practitioner	Inactive	1
Youth Care Practitioner	Non-renewed	1058
Youth Care Practitioner	Surrendered	2
Youth Care Practitioner	Suspended	4
	Total:	2,569

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:
 - 204 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 renewal dates for the 2021 renewal are July 15, 2021 to September 30, 2021.
- The board was informed that 670 orange renewal cards have been mailed to the RCYCP for the renewal.

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:
 - 440 pending applications
 - 389 applications that are within 120 days

- 16 RCYCP certifications issued
 - 3 applicants that voluntary closed their application
- 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 on the right side of the report 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, marriage certificate, divorce decree, or court documents for name changes, foreign education credentials, and updated applications forms.
- The board was informed that there were 16 RCYCP applicants that were certified.
- Ms. Jones made a motion to approve the certification list for Residential Youth Care Practitioners (RCYCPs) and Ms. White-Norman 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 to schedule their exam.

X. OPEN DISCUSSION

- N/A

XI. OPPORTUNITY FOR PUBLIC COMMENT

- N/A

XII. ADJOURNMENT

- The next meeting will be July 9, 2021 at 10:00 a.m.
- The General Session meeting adjourned at 10:58 am.
Motion – Ms. White-Norman, Second – Mr. Delrosario, no objections.

Submitted by:

Signature on Original

Nicole Smith, Board Secretary