



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

4201 Patterson Avenue • Baltimore, Maryland 21215-2299

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – Joshua M. Sharfstein, M.D., Secretary

State Board for the Certification of Residential Child Care Program Professionals

GENERAL SESSION AGENDA

December 14, 2012

**METRO EXECUTIVE BUILDING – 4201 PATTERSON AVENUE – ROOM 105
BALTIMORE, MARYLAND**

- I. Call to Order
- II. Review and Approval of General Session Minutes – October 12, 2012
- III. Executive Director's Report
- IV. Certification of Child and Youth Care Practitioners - Training Module
- V. Open Discussion
- VII. Opportunity for Public Comment
- VII. Adjourn

**State of Maryland
Department of Health and Mental Hygiene**

**State Board for the Certification of Residential Child Care Program Professionals
General Session Minutes –December 14, 2012
Metro Executive Building – 4201 Patterson Avenue – Baltimore, Maryland**

In Attendance

Krystal McKinney, Vice Chair
Patricia Arriaza
Brady Daniels
Ertha Sterling- Garrett
Darlene Ham
Steve Sorin
Ada Pearl Thomas

Absent

Dr. Albert Zachik, Chair
William Childers
Sequaya Tasker
Bruce Anderson

Staff

Richard A. Proctor, Executive Director
Gwendolyn A. Joyner, Deputy Director
Richard Bloom, AAG

Guest

Sharon Bloom
Kristen Neville
Shelley Tinney, MARFY

I. CALL TO ORDER

Krystal McKinney, Vice Chair of the Board for the Certification of Residential Child Care Program Professionals ("State Board") called the meeting to order at approximately 9:30 A.M.

II. REVIEW AND APPROVAL OF GENERAL SESSION MINUTES

The State Board reviewed the General Session minutes from the October 12, 2012, meeting. A motion was made to approve the minutes by Steve Sorin, seconded by Brady Daniels; with one correction the minutes were unanimously approved.

III. EXECUTIVE DIRECTOR'S REPORT

Richard Proctor, Executive Director of the State Board reported:

Mr. Proctor introduced Ms. Joyner as the new Deputy Director and gave an overview of her background experience. She previously worked with the Board of Physicians for eight years working with allied health licensure programs and worked specifically with the physician assistant program for seven years where she staffed the physician assistant subcommittee.

- A. **State Board Meetings** – Mark your calendar...The 2013 meeting dates are as follows:

State Board for the Certification of Residential Child Care Program Professionals

2013 Meeting Schedule

Friday, January 11	Board Meeting
Friday, January 25	Snow Date
Friday, February 8	Board Meeting
Friday, February 22	Snow Date
Friday, March 8	Board Meeting
Friday, April 12	Board Meeting
Friday, May 10	Board Meeting
Friday, June 14	Board Meeting
Friday, July 12	Board Meeting
September 13	Board Meeting
October 11	Board Meeting
December 13	Board Meeting

meetings will be held in Room 105 of the Metro Executive Building located at 4201 Patterson Avenue in Baltimore, Maryland. **Please note that the State Board will not meet in August or November of 2013.**

B. **Certification Report** – As of December 14, 2012, the State Board reports:

Board Code		
Board	Status Codes	Occurrences
Acting Capacity	Active	6
Acting Capacity	Inactive	14
Program Administrator	Active	132
Program Administrator	Deceased	1
Program Administrator	Non-renewed	87
Program Administrator	Revoked	2
Program Administrator	Surrendered	3
	Total:	245

C. **State Standards Examinations - Calendar Year 2013**

The State Board will administer the Standards Examination for Residential Child Care Program Administrators for the Calendar Year 2013 to any individual who is invited to take the examination at mutually agreed upon dates. Any individual who has been approved to take the Standards Examination should contact the State Board's office at 410-764-5996 or via email at crccp@dhmh.state.md.us to schedule their examination. Mr. Proctor has offered to conduct the examination at the candidate's location.

For Calendar Year 2013, the tentative dates for the administration of the State Standards Examination for Residential Child Care Program Administrators are: February 11, April 15, July 15, and December 2.

D. **Overview of Certification Renewals – December 2012**

Renewal packets were mailed out to 41 Program Administrators as a reminder to renew their license by December 31, 2012. Fifteen of the 41 applications have been received and Board staff is in the process of contacting the Program Administrators who have not submitted their applications for renewal.

E. **Board Vacancy**

Mary Rode's, Private Program Administrator position on the Board is currently vacant. An email regarding the vacancy and upcoming vacancies was sent to Program Administrators and Mr. Proctor has asked the Program Administrators to provide this information to the Child and Youth Care Practitioners. The information has also been added to the Board's website. William Childers and Bruce Anderson's term on the Board will expire on June 30, 2013. Mr. Childers has expressed interest in applying for a second term on the Board. The deadline for submitting applications was December 6, 2012 but has been extended until January 2, 2013.

F. **Meeting**

Mr. Proctor stated that Albert Zachik, Chair has suggested meeting with the subcommittee members to discuss the certification process for the Child and Youth Care Practitioners. The meeting will be on January 11, 2013 after the Board meeting.

V. **Deputy Director's introduction and Report:**

Ms. Joyner has been working on the Annual Report and Newsletter with Mr. Proctor. She also stated that she will be reconciling the voided certificates from 2008-to present. In the near future General Session minutes and Agendas will be posted to the website.

VI. Certification of Child and Youth Care Practitioners

Patricia Arriaza provided an overview of the Study Group meeting. The group discussed developing an online training module for Certification of Child and Youth Care Practitioners that will include the following six training Modules:

Module 1-Overview

Module 2- Child Analysis Growth and Development

Module 3-Communication

Module 4- Life Skills Development

Module 5- Legal and Ethical Issues

Module 6- Health Skills and Safety

There was a discussion in regards to special population groups that would include Training Modules for Trafficking and Gang issues. The Study Group would like to have the Modules available by 2014, this would give the Practitioners a year to complete the modules before the initial certification process begins in 2015. Ms. Hamm also attended the study group and stated there was some discussion that included having the training module in a manual as well as online and Ms. McKinney stated that Pilot testing was also discussed during the study group.

VII. LEGISLATION

The Legislative Committee report was given by Kristen Neville, Legislation and Regulations Specialist for the Boards and Commissions. She stated that regular session will begin on January 9, 2013 and a bill to require legislative approval of fee increases may be introduced. Another bill has to do with changing the effective date of regulations. The effective date would be based on what three month period the regulations were published in the Register. A military licensure bill will also be introduced by the Secretary of DHMH and will likely pass. The Legislative Committee report was given by Kristen Neville, Legislation and Regulations Specialist for the Boards and Commissions. She stated that regular session will begin on January 9, 2013 and a bill to require legislative approval of fee increases may be introduced. Another bill has to do with changing the effective date of regulations. The effective date would be based on what three month period the regulations were published in the Register. A military licensure bill will also be introduced by the Secretary of DHMH and will likely pass.

VII. Opportunity for Public Comment – No public comments were made.

VIII. ADJOURN

Pursuant to the Maryland State Government Article, Annotated Code of Maryland, Section 10-501 et seq. on a motion made by Ms. Hamm and seconded by Ms. Garrett those state Board members present unanimously voted to close the General Session meeting at 10:00 A.M. for the purpose of complying with the Maryland Certification of Residential Child Care Program Professionals Act that prevents disclosures about particular matters.