**Raise the Age Building Committee**

**October 24, 2017, 2:00 PM**

**One Park Place, Suite 102**

**Albany, NY 12205**

**Members in Attendance**

Paul Brady, Schenectady County

Daniel Lynch, Albany County

Mike McLaughlin, Albany County

Steve Pechenik, Rensselaer County

Robert Ryan, CDYCI Counsel

Karim Abdul-Matin, Berkshire Farm

**Staff**

Mark Castiglione

Donna Reinhart

**1. Introductions**

**2. Recap of Population Analysis by Cohort**

Mark went over the population analysis that CDRPC staff developed with the Committee. The analysis is based on current bed day usage at the facility and available bed day information for 16-17 year olds provided by the counties. Four cohorts were examined male/female 15 and under and male/female 16-17 years. Based on current configuration, the facility can accommodate three of the four cohorts. Assuming male cohorts occupy the existing male wing and the closed wing, monthly demand would exceed capacity in half the fifteen months examined.

The female 15 and under cohort would exceed capacity in 9 of the 15 months examined for the 3-bed wing. For the same wing, the female 16-17 cohort from the four counties would exceed capacity in only 3 of the 15 months examined. To accommodate females, there will need to be modifications to the existing building.

Karim informed the Committee that the overall utilization in the last few months has gone down. The downward trend started in the middle of August and continues through October. The usual trend, up until now has been an increase in utilization in September and varies throughout the winter depending on weather and back up in May and June. Karim added that there were 7 youth in last week and 15 in today. Utilization has been very inconsistent lately.

Karim was asked if there have been any conversations with law enforcement regarding the downward trend in utilization. Karim has not had any conversations with law enforcement and added that the trends are affected more by how the courts deal with the youth than law enforcement. The courts will attempt to send the youth to a lower level placement before secure detention.

**3. Overview of Building Configuration**

Mark went over the blueprints of the facility with the Committee. Currently there are 13 beds used for male JOs and JDs and a 3 bed pod used for females. The 3 bed pod for females will not be enough and will need to expand either internally or externally. There is a possibility of expanding the 8 bed wing to a 12 bed wing, which will give more cushion for the two male cohorts. If considering another female wing, it is uncertain where that will go.

An engineering study will need to be done in order to figure out how to do internal modifications and a possible addition to the facility. Mark is in the process of figuring out an estimate for the cost of the study. Raise the Age expenses will be broken out on billings to the counties in 2018.

**4. Consensus on Cohorts to Accommodate**

The Committee all agreed to look at the current facility to accommodate all four cohorts, whether it be internal modifications or an expansion.

**5. Facility Study/Budget/Financing**

A facility study will lay out all possibilities for internal and/or external expansion to accommodate all cohorts.

Mark reached out to Albany County Procurement Officer, Karen Storm to get an estimate of what a facility study costs. The quote for a nursing home was approximately $23,000. The expenses for the study and Raise the Age expenses will be built into the 2018 per diem rate. Raise the Age expenses will be broken out separately and included on all county billings in 2018 for the 100% reimbursements.

The scope of work for an engineering/architectural study will include capacity of the land around the building, taking a look at previous work done to construct the building, what engineering standards the building was constructed to, and alternatives for modifications using the existing footprint of the building and external modifications.

If there is construction at the facility to expand, it will affect the operations of the facility and the 8 bed unit will need to be closed. Modular housing for the youth may be a possibility while construction is going on and there is potential for temporary module housing in the yard. Karim will discuss with OCFS the rules and regulations as far as temporary housing.

It is unknown who will finance the modifications of the building at this time.   
A few options discussed were Albany County assume all financing responsibility and receive reimbursement directly from the State or CDYCI, as it did before, get the financing and structure debt service payments within the per diem rate, however if there is an expansion CDYCI would own a wing of the building Albany County owns. A third option would be the facility reverts back to CDYCI as it did before Albany County took ownership. More discussion needs to be had and decision needs to be made sooner rather than later.

**6. Procurement**

The current agreements with Albany County the procurement guidelines are for $10,000 or more. Mark will need to have additional meetings with Albany County and Karen Storm to discuss further.

It was suggested to approach the non-user counties for reserved bed days to try to keep costs down. Also suggested was to include a survey questioning the interest in reserved beds with the non-user county agreements when updated by Bob Ryan.

Next Steps

* Mark will discuss with Saratoga County to make sure they are on board with accommodating all four cohorts and an RFP for engineering and architectural study and other raise the age expenses in the per diem rate of 2018 and opening up the 8 bed wing.
* Mark will work to prepare an RFP for facility study work and coordinate as appropriate with Albany County.
* Albany County to get clarification on procurement and financing preferences.
* Mark will talk with Joe Scott regarding financing options
* Karim will touch base with OCFS regarding transitional housing while construction is being done at the facility.