

**Capital District Youth Center, Inc.**  
**Board Meeting**  
Wednesday, January 21, 2015  
Capital District Regional Planning Commission  
One Park Place, Suite 102  
Albany, New York 12205

**Members Present:** Laura Bauer, Stan Brownell, Fred Acunto, Steve Bayle, John Lockwood, Barbara Mauro

**Members Absent:** William Connors, Lucille McKnight, Michael Whalen, Jr.

**Staff:** Rocco Ferraro & Donna Reinhart

**Advisory:** Michael Hall, Legal Counsel & Gene Terry, Facility Director

**Presiding:** Fred Acunto, President, called the meeting to order at 9:30 am.

**1. Welcome & Introductions**

Rocky welcomed Laura Bauer to the Board representing Rensselaer County. Laura is from the Rensselaer County Probation Department and is replacing Mike Slawson who resigned from the Board in December.

Betty Ward, Director of Budgets and Reimbursements at Berkshire Farm was in attendance.

**2. December 17, 2015 Meeting Minutes**

The minutes were distributed before the meeting and no changes were made.

**Action Taken**

Stan Brownell made a motion to approve the meeting minutes and Steve Bayle seconded. The motion was approved unanimously.

**3. Financial Statement through December 31, 2014**

The financial statement represents activities through December 31, 2014. The actual revenues are at 104% and expenses are at 91%. A final unaudited financial statement will be provided to the Board at the March meeting. The revenue represents actual revenue through December and the expenses represent actual Operation Expenses through November and an estimate for December.

The Bonadio Group has had a contract with CDYCI for the past 3 years to prepare the audits ending in 2013. Rocky requested a proposal from Bonadio for another 3 year contract which included the following proposed rates: FY2014 - \$10,250,

FY2015 – \$10,500 and FY2016 - \$10,750. Rocky has been very pleased with their work over the years and recommends the Board authorize him to sign the contract with the Bonadio Group for services for another three year period. Tim Canty, CDRPC Financial Officer worked with Bonadio Group on the 2013 audit and also was satisfied with the quality of their work.

Upon Board approval to sign the contract with the Bonadio Group, the audited financial statement will be presented to the Board at the July, 2015 Board meeting.

#### **Action Taken**

Stan Brownell made a motion to authorize Rocky to enter into a three year contract with the Bonadio Group and Laura Bauer seconded. The motion was approved unanimously.

Laura Bauer made a motion to approve the financial statement and Barbara Mauro seconded. The motion was approved unanimously.

#### **4. Discussion with Berkshire Farm Representative re: Requested Indirect Allocation Increase.**

At the December meeting, the Board decided not to increase the requested Indirect Allocation from 10.5% to 12% pending a presentation by Berkshire Farm at the January meeting.

Betty Ward, Director of Budgets and Reimbursements at Berkshire Farm attended the meeting to respond to Board questions about the proposed increase. Betty informed the Board that the current contract between CDYCI and Berkshire Farm is from January 1, 2014 through December 31, 2016 at which an Administrative rate was maintained at 10.5%. This rate has been in place since 2009 or earlier. However, over the last two years Berkshire Farm has operated at an Administrative allocation of 11.22% for 2013, 14.27% for 2014 and budgeted 12.80% for 2015. The majority of the contracts Berkshire Farm has with prevention and non secure detention programs have already been increased to about 12% allocation.

The Administrative Allocation covers all the expenses pertaining to executive management, finance/accounting, human resources, information technology, performance & quality improvement, risk management and staff development.

Betty provided the Board with a summary of the Billable Administration expenses and Actual Administration expenses for 2013 and 2014 by month. The request to increase the Administration Allocation to 12% would represent approximately \$31,000 increase to the Berkshire Farm's budget.

Fred Acunto inquired what improvements can be expected with an increase. Some of the improvements Betty Ward mentioned were to be able to provide better resources for employees, more efficiency from administrative side in producing

financial statement in a much timely capacity, more efficient and accurate reporting and more programs for supervisors to better manage the staff at the facility.

John Lockwood inquired about the reasoning for some of the historical large differences in variances from month to month. Betty informed the Board that the amount that's allocated and the administrative cost can fluctuate each month based on audit expense, pension expense, changes in benefit costs. John Lockwood requested a breakdown of actual administrative costs in order to understand the differences in variances. Berkshire Farm can produce administrative breakdowns for the requested calendar period.

After a lengthy discussion, Stan Brownell made a motion to enter into executive session to discuss the requested indirect allocation increase and John Lockwood seconded. The motion was approved unanimously.

The meeting was called back to order by Fred Acunto.

#### **Action Taken**

Stan Brownell made a motion to retain Berkshire Farm at the administrative rate of 10.5% and disagree with the proposed amendment; John Lockwood seconded. The motion was approved unanimously.

John Lockwood suggested if Berkshire Farm makes a request for an increase in the future, the Board requires an explanation of the actual administrative expense column with details as to where that money is going. That information will be helpful in making decisions on increasing the Indirect Allocation

#### **5. Facility Usage: 2014 Monthly Facility Usage**

The facility was operating in December 2014 at 84.1% which is significantly higher than December 2013 at 37.5%. For the first half of 2014 through June, the utilization rate was 46/3%. For the second half of 2014 from July through December, the utilization rate as 87.6%. Gene Terry added that as of yesterday, the facility is at 81% occupancy rate for Janaury. There were 2 rejections in December.

Stan Brownell inquired about the timeline for the Age 18 Law to be phased in. Laura Bauer added that the Age 18 Law will start to phase in, in 2016. For the first year, 16 year olds will be phased in followed by 17 year olds the following year. Gene is pleased with the slow process of phasing in the Age 18 Law, however he does have some concern regarding older children in the facility being more of a challenge for staff.

#### **6. Facility Operation/Agency Report**

Fred Acunto inquired about hosting CDRPC and CDYCI Board meetings at the facility so all the Board members can visit the facility. Gene does not have enough room at the facility to accommodate a full Board meeting. He can accommodate small groups up to six people.

Fred suggested extending an invitation to each county for a tour if they are interested. Rocky will extend invitation to the CDRPC Board for a visit to the facility in the spring.

## **7. Other Business**

A copy of the most recent OCFS Detention Site Visit Report was given to the Board to show the positive reviews that Gene and his staff receive. Specifically, the report from Roderick Lewis, Detention Specialist for NYS OCSF states: *"In summary, Capital District Secure Center continues to be a paradigm of how a secure detention center should be operated, controlled and maintained. My opinion is based on over 30 years of facility experience."*

Fred Acunto commended Gene Terry and his staff for their continued hard work and dedication to the children at the facility.

Rocky announced that Assemblyman John McDonald has inquired about the utilization rate at the facility and our ability to handle the 18 Law when it is phased in. Rocky provided him with a statistical breakdown and offered to have him meet with Gene Terry to discuss further.

## **8. Next Meeting Date**

The next CDYCI Board meeting is scheduled for March 18, 2015 at 9:30am.

### **Action Taken**

Stan Brownell made a motion to adjourn the meeting and Barbara Mauro seconded. The motion was approved unanimously.

Respectfully submitted,

Lucille McKnight  
Secretary