

**Capital District Youth Center, Inc.**  
**Board Meeting**  
Wednesday, July 15, 2015  
Capital District Regional Planning Commission  
One Park Place, Suite 102  
Albany, New York 12205

**Members Present:** William Connors, Fred Acunto, Steven Bayle, John Lockwood, Barbara Mauro

**Members Absent:** Lucille McKnight, Michael Whalen, Jr., Laura Bauer, Stan Brownell

**Staff:** Rocco Ferraro & Donna Reinhart

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

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

**1. Welcome & Introductions**

There were no guests in attendance.

**2. May 20, 2015 Meeting Minutes**

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

**Action Taken**

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

**3. Financial Statement through June 30, 2015**

The financial statement represents activities through June 30, 2015. The revenues are at 59% and expenses are at 46%. The revenues are higher due to higher utilization rates than was projected for the year.

The Operations Services expense line item represents Berkshire Farm's statement of actual expenses through May plus one month's average expense to provide an estimate of expenses through June, 2015 of \$1,087,535.

The 2014 audit is complete and was presented at the last Board meeting. The Bonadio Group recommended CDYCI meet with Berkshire Farm to go over their internal controls

system for paying bills. Rocky and Tim Canty will meet with Berkshire Farm in August to go over the process.

### **Action Taken**

John Lockwood made a motion to approve the financial statements and Barbara Mauro seconded. The motion was approved unanimously.

## **4. 2014 Reconciliation Disbursement**

Based on each county's bed usage during 2014, the amount to be refunded is \$329,850.25. The refund checks will be prepared once the check from Berkshire Farm in the amount of \$232,419.00 is received.

Fred Acunto inquired with Michael Hall if it is possible to put in a line item in the budget that a percentage of the surplus be used as reserve funds. Michael Hall added that a line item can be added to the budget for reserve funds using a percentage of the surplus. After a lengthy discussion, the Board suggested that Michael Hall meet with Rocky to come up with alternatives to present to the Board for discussion at the next meeting.

## **5. Facility Usage: May & June 2015**

The facility was operating in May at 81.5% which is significantly higher than 2014 at 30.4% and 87.3% in June, also higher than it was in 2014 at 73.8%. Year to date utilization is 75.2%, up from 46.3% in 2014.

There were four rejections due to the facility being at capacity. As of July 14th yesterday, the utilization for the month is at 83%.

## **6. Per Diem Rate Adjustment Options**

A spreadsheet was given to the Board prior to the meeting showing rate adjustment options assuming a 70% or 75% utilization rates. The current per diem rate is based on a 65% utilization rate and for the first six months of the year, the actual utilization rate has been 75.2%.

If the utilization continues to be higher than projected, there will be a significant surplus at the end of the year. Rocky suggested lowering the per diem rate to reflect the higher utilization rate.

John Lockwood added that he would prefer having representation from all four counties present before making a decision to change the per diem rate. Rensselaer County Board members were not in attendance.

The Board decided to table the discussion and have Rocky send an email to the Board to set up a meeting via conference call in August to discuss further options. In the meantime, the Board will go back to their county budget departments to discuss the possibility of changing the per diem rates.

**7. Facility Operation/Agency Report**

Gene Terry informed the Board there is a case worker retiring at the facility and there is a nurse position that has been vacant for the last year. It has been difficult filling the nurse position due to the salary that is being offered. There is a part-time LPN on staff now, however an additional full time nurse is needed.

**8. Other Business**

A copy of the most recent OCFS Detention Site Visit Reports were given to the Board to show the positive reviews that Gene and his staff receive.

**9. Next Meeting Date**

The next CDYCI Board meeting is scheduled for October 21, 2015 at 9:30am.

**Adjournment**

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

Respectfully submitted,

Lucille McKnight  
Secretary