

Capital District Youth Center, Inc.
Board Meeting
Wednesday, July 20, 2016
Capital District Regional Planning Commission
One Park Place, Suite 102
Albany, NY 12205

Members Present: William Connors, Michael Morelli, Laura Bauer, Stan Brownell, Fred Acunto, Steve Bayle, Barbara Mauro, Samantha Miller-Herrera

Members Absent: Lucille McKnight

Staff: Rocco Ferraro & Donna Reinhart

Advisory: Francine Vero from Harris Beach, Legal Counsel & Gene Terry, Facility Director

Presiding: Fred Acunto, Chair, called the meeting to order at 10:00am

1. **Welcome & Introductions**
2. **May 18, 2016 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 June 30, 2016**

The financial statement represents activities through June 30, 2016. For the first six months, revenues are estimated at 62% and expenses estimated at 45%. The revenues are ahead of budget due to a higher utilization rate at the facility.

Action Taken

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

4. **2015 Audit Report Presentation by Bonadio Group**

A copy of the draft FY-2015 Audit Report prepared by The Bonadio Group was sent out prior to the meeting for review.

Alan Walther went over the Audit Report with the Board. Included in the Audit Report are a Required Communications letter and the Independent Auditor's Report providing information related to the audit. There were no material adjustments in the audit. CDYCI received the highest level of assurance from Bonadio.

Barbara Mauro inquired if the Board could decide to create a capital reserve fund in the event of building repairs/maintenance. Alan Walther responded that nothing prohibits CDYCI from having a reserve fund. The Board requested Bonadio prepare a letter suggesting CDYCI create a reserve fund moving forward. Alan Walther will prepare the letter and send to Rocky for review.

Action Taken

Barbara Mauro made a motion to approve the 2015 Audit Report and Mike Morelli seconded. The motion was approved unanimously.

5. Record Retention Legal Requirements

At the last Board meeting, Francine Vero from Harris Beach outlined for the Board, State legal requirements associated with records retention at the Juvenile Secure Detention facilities when a child turns 18. Since then, Francine prepared a memo dated June 3, 2016 outlining her recommended plan of action. Based on her analysis, Francine is recommending that the best practice model for CDYCI to follow is the State Archives Records Retention and Disposition Schedules applicable to juvenile detention facilities found in Title 8 of the NYCRR. The recommendation is to retain the individual case file until the youth turns 21. If a lawsuit is commenced, files must be kept for at least 1 year after the lawsuit ends even after the child turns 21.

Barbara Mauro requested that a formal resolution be prepared by Francine Vero and discussed at the next Board meeting.

Action Taken

Barbara Mauro made a motion to accept the recommendations from Francine Vero to retain individual case files until the age of 21 and Mike Morelli seconded. The motion was approved unanimously.

Action Taken

Mike Morelli made a motion to recommend Francine Vero to prepare a formal resolution for consideration at the October meeting regarding records retention until the age of 21 and Laura Bauer seconded. The motion was approved unanimously.

6. Inter-municipal Agreement Status Report

At the July 11, 2016 meeting of the Albany County Legislature, a Resolution was passed authorizing the County Executive to enter into an agreement with CDYCI through December, 2017 with an option for a one year renewal to maintain the status quo. In addition, the existing agreement with Berkshire Farm which expires on December 31, 2016, will also need to be renewed for one year.

Rocky is requesting authorization from the Board to work with legal counsel, Francine Vero to renew the existing agreements, including with Berkshire Farm for one year through December 31, 2017 and to continue discussions with Albany County to develop a long term lease or contractual arrangement among the four counties and with CDYCI to manage the facility beyond December 31, 2017.

Rocky will contact Jim Dennis at Berkshire Farm to inform him of the one year contract extension.

Action Taken

Barbara Mauro made a motion to authorize staff to work with Francine Vero from Harris Beach to renew county agreements as well as Berkshire Farm for one year through December 31, 2017 and to continue discussions with Albany County to develop long term agreements among the four counties and CDYCI. Steve Bayle seconded the motion. The motion was approved unanimously.

7. Facility Usage: May & June 2016

The facility was operating in May at 87.5% which is higher than 2015 at 81.5%. For June the facility was operating at 93.1% which is higher than 2015 at 87.3%. Year to date the utilization is at 85.3%; higher than 2015 at 75.2%.

Gene Terry informed the Board that as of yesterday, the facility is at 62% occupancy rate for June.

8. Facility Operation/Agency Report

Gene Terry informed the Board that all facilities are now required to have carbon monoxide detectors in place and operational in all living areas and any areas where there is a source of carbon monoxide. In the last 6-8 months, the current vendor Gene uses has been trying to figure out what areas in the facility must be equipped with carbon monoxide detectors and what areas do not need them. Gene had a meeting with the vendor and the Albany Fire Marshall and was informed the fire safety equipment that is currently being used in the facility can no longer be maintained. The equipment is 20

years old and there are no more parts that can be purchased to keep them working correctly.

Gene discussed the issue with Rocky and it was decided to re-do fire safety and install carbon monoxide detectors at the same time. There will be carbon monoxide detectors installed in each room and each classroom at the facility. The equipment is being ordered at this time and work will start the first couple of weeks in August.

The existing fire safety equipment has always been internal and monitored 24 hours a day at the facility. However, the new carbon monoxide law requires the system to be wired outside directly to the vendor. A dedicated telephone line must be installed directly to the vendor who then will monitor all carbon monoxide systems. The proposal Gene received from Sanders Fire & Safety to upgrade the fire safety system and installation of carbon monoxide detectors is \$69,500. This amount does not include the separate phone line that will be installed. It should take about 3 weeks to complete the project.

Rocky informed the Board that this expense was not included in the current budget, however revenues are much higher than projected and we can absorb the cost without impacting the per diem rates. Rocky will present an amended budget at the October meeting including the additional expense for fire safety upgrade and conversion.

9. Other Business

Rocky informed the Board that the CDRPC search committee is actively evaluating resumes for the new executive Director and there may be a need for a CDRPC meeting in September. However, that does not impact CDYCI and Rocky will keep the Board up to date on any new information.

10. Next Meeting Date

The next Board meeting is scheduled for October 19, 2016 at 9:30am.

Adjournment

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

Respectfully submitted,

Lucille McKnight
Secretary