

Capital District Youth Center, Inc.
Board Meeting
Wednesday, March 15, 2017
Capital District Regional Planning Commission
One Park Place, Suite 102
Albany, NY 12205

Members Present: William Connors, Laura Bauer, Steven Bayle, Barbara Mauro (via conference call), Samantha Miller-Herrera

Members Absent: Lucille McKnight, Michael Morelli, Stan Brownell, Fred Acunto

Staff: Mark Castiglione, Donna Reinhart

Advisory: Karim Abdul Matine, Facility Director

Presiding: Barbara Mauro, President called the meeting to order at 9:30 AM

1. Welcome & Introduction

Lynn Tubbs, Moira Manning and Gail Geohagen-Pratt (via conference call) from the Department of Children, Youth and Families, Mike McLaughlin (via conference call) from Albany County Executive's Office were in attendance.

2. January 18, 2017 Meeting Minutes

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

Action Taken

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

3. Financial Statement through December 31, 2016

The financial statement represents activities through December 31, 2016. The year ended with a surplus of \$887,188 which is a different amount than is identified on the Reconciliation Statement (\$785,187.62). The primary difference is the Financial Statement applies Depreciation Expense while the Reconciliation Statement applies actual debt service costs to pay off the bonds. The surplus will be distributed back to the counties based on usage during 2016 upon approval of the final 2016 audit.

These are the financial statements that will be provided to the auditor as part of the 2016 audit of our financial records. A final audited financial statement will be prepared and presented to the Board at either the May or July 2017 Board meeting.

Action Taken

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

4. Financial Statement through February 28, 2017

For the first two months, the estimated revenues are 20% and expenses are estimated at 15%. The revenue represents actual revenue through February and the expenses represent actual Operation Expenses through January and an estimate for February.

The revised financial statement shows a net loss of \$2,922,388 which reflects the transfer of facility ownership to Albany County and is equal to the depreciated value of the assets. The depreciation expenses were removed from the budget to reflect the facility being transferred to Albany County.

Action Taken

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

5. 2016 Reconciliation Statement

Total revenues for 2016 were \$3,367,428.41, which includes Oneida County unused bed days and interest revenue. Total Expenditures were \$2,590,668.63 resulting in a surplus of \$796,736.06. The formula to determine the amount to be refunded to the counties in years when there has been a surplus does not take into account the surcharges and interest income but does include unused bed revenue leaving a 2016 surplus of \$785,187.62. That amount would be refunded to the counties on a pro-rated basis based on 2016 usage.

Once the 2016 audit is completed and approved by the Board, the refunds will be sent out to the counties.

Action Taken

Laura Bauer made a motion to approve the 2016 Reconciliation based on a refund of \$785,187.62 and Bill Connors seconded. The motion was approved unanimously.

6. County Payment Disbursement Procedure

CDYCI's final bond payment was made on February 10, 2017, and as a result the Bank of New York will no longer be processing monthly payments from the Counties. The Counties have been instructed to remit their payment directly to CDYCI for processing. Below is the new payment procedure and internal controls for CDYCI:

- **Deposit County Payments into Pioneer Checking twice per month**
The CDRPC Office Manager will collect all checks received from the counties for payment of their monthly bill and deposit them into a CDYCI checking account on or around the 10th and 25th of each month.

Once the deposit is made, the Office Manager will send an e-mail to the CDRPC Executive Director, CDYCI's Accountant, CDYCI's Treasurer of the Board and Berkshire Farm detailing the county, month to which the payment relates, check amount, CDYCI's administration fee, CDYCI's capital reserve, Berkshire Farm's mental health expenses (once the program starts), and Berkshire Farm operations.

- **Payments to Berkshire Farm for Operation and Mental Health**
On the day of the deposit, the Office Manager will prepare a voucher for payment to Berkshire Farm related to the operations and mental health portion of the deposit, for the Executive Director's signature.

The Executive Director will review the voucher and the Office Manager will e-mail the CDYCI Board Treasurer for his/her approval to pay Berkshire Farm. The email will include a summary table detailing the payments received from the counties for deposit and the related amount owed to Berkshire Farm. Once approved by the CDYCI Board Treasurer, the Executive Director will sign the check and the Office Manager will mail the check to Berkshire Farm.

- **Review**
On a weekly basis, the Financial Officer notes the source and amount of all funds received and disbursed and records them in Quickbooks. The Financial Officer traces deposits through the monthly bank statements. The Financial Officer reconciles each bank statement in Quickbooks.
- **Semi-Annual Deposit to the Reserve Account – M&T Bank**
Twice a year, on around the 26th of June and December, the Office Manager will prepare a check for deposit into the CDYCI reserve account. The Office Manager will send an email to the Executive Director, Accountant and Treasurer of the Board detailing the county payments related to the reserve payment.

Action Taken

Laura Bauer made a motion to approve the payment and internal controls procedure and Bill Connors seconded. The motion was approved unanimously.

7. BNY Account Closeout and Transfer

The last reconciliation for BNY's five accounts was done in March by Tim Canty, our Financial Officer. There is a zero balance in all accounts except the bond account which has a balance of \$136,699. The Board approved using funds from the balance to seed the newly created Capital Reserve Account at the December 21, 2016 meeting. Mark is

seeking Board approval to transfer the \$136,699 into the Capital Reserve Account and close out all Bank of New York accounts.

Action Taken

Steve Bayle made a motion to approve the transfer to the Capital Reserve Account and close out all Bank of New York accounts and Bill Connors seconded. The motion was approved unanimously.

8. Mental Health Services Update

The meeting scheduled for February 13th of the mental health services stakeholder group was postponed due to weather and was rescheduled to March 15 following the CDYCI Board meeting. Mark has been in contact with several committee members and met with Berkshire Farm to discuss the mental health services.

Jim Dennis from Berkshire Farm prepared a memo for the Board outlining how mental health services could be provided at the facility based on the framework discussed amongst the board and stakeholders. The memo was distributed before the meeting.

9. Facility Usage: January & February

The facility was operating in January at 88%, higher than 2016 at 66.5%. For February the facility was operating at 94% which is slightly higher than 2016 at 86.9%. Year to date the facility is operating at 91%; higher than 2016 at 76.7%

10. CDYCI Bylaws Update

The CDYCI bylaws were last updated in 2012 and were distributed before the meeting for review. The update process will ensure that the board is fully in compliance with any governance requirements currently mandated. This process will also provide the opportunity to update how the Board can conduct business and incorporate best practice policies.

The bylaws for CDRPC also need to be updated for the same reasons. Staff is currently seeking quotes to update both sets of bylaws.

Mark is seeking Board action to authorize the Chief Administrator to engage the services of an attorney to assist with the update.

Action Taken

Steve Bayle made a motion to authorize the Chief Administrator to engage the services of an attorney to update the Bylaws and Laura Bauer seconded. The motion was approved unanimously.

11. Budget Amendment

There was an accounting error on the proposed 2017 budget that was approved at the last meeting. Tim Canty discovered that the formula used to pull projected revenue calculated on the Per Diem sheet into the budget sheet was incorrect. The updated budget reflects the anticipated revenues of \$2,687,435.71 versus the incorrect amount of \$2,932,401.

With the expiration of the bonds and transfer of ownership of the facility to Albany County, CDYCI is no longer required to include associated non-cash depreciation and amortization expenses in the budget. With the removal of the non-cash expenses and corrected revenue line, the revised budget surplus is \$26,292.

Action Taken

Laura Bauer made a motion to approve the amended budget reflecting removal of depreciation expense and Steve Bayle seconded. The motion was approved unanimously.

12. Conditions of Confinement Report Presentation

Lynn Tubbs, Child Welfare Clinical Director and Gail Geohagen-Pratt, Commissioner at Albany County Dept of Children, Youth and Families presented the Conditions of Confinement Report to the Board. A hand out of the report was given to the Board prior to the meeting.

In 2007, Albany County began to adopt and implement many of the Annie E. Casey Foundation strategies and approaches, including collaboration between major juvenile justice agencies, governmental entities, and community organizations through the formation of a Juvenile Steering Committee. The County also expanded its use and accurate data, developed a local objective screening instrument for detention admissions and established a number of Alternatives to Detention programs that allow family court judges to divert youth to community based interventions rather than secure detention.

In the Fall of 2015, the Juvenile Justice Steering Committee invited a diverse group of community residents to become part of a team that would conduct self-assessment of the facility. The team participated in a two-day training in Saratoga Springs in October, 2015 with teams from Erie, Onondaga, Nassau, and Monroe counties. Gene Terry, the Director of Capital District Secure and the Assistant Director, Karim Abdul-Matin also attended, as well as staff from the State Office of Children and Family Services.

The team members were given guidelines and recommendations on how to use the standards instrument and participated in exercises to prepare them to conduct assessments. The eight general categories are:

- Classification and Intake

- Health and Mental Health
- Access
- Programming
- Training and Supervision
- Environment
- Restraints, Isolation, Due Process and Grievances
- Safety

Before dividing up the 8 areas, the majority of the team members gathered at the facility on November 17, 2015 for a complete tour and an opportunity to ask any questions of the Director. The team also interviewed youth and staff at the facility. They assured staff and residents that their privacy would be respected and all their comments would be anonymous, except if they shared something which would invoke mandatory reporting. Assessment visits to the facility began December 23, 2015 and continued through May 16, 2016 with most lasting about two hours.

Based on the assessment, there were many positives that were found at the facility. Lynn also went over some of the areas of improvement that were listed in each category in the report. One of the areas of improvement that was consistent throughout the assessment was that there are no written procedures in many areas at the facility. The concern is if current staff retire or leave, there are no written procedures of how the facility operates. Another area of concern Lynn discussed was if there is an allegation of physical or sexual abuse the parents of the youth are not immediately notified and there is no existing protocol for investigation of sexual abuse allegations. It is not clear where and by whom a forensic exam would be conducted. However, there were no safety concerns expressed from the staff or the children that were interviewed at the facility.

Primarily, this report is a best practice recommendation. The report was submitted to OCFS and Berkshire Farm a few months ago for review and comments, however there has been no comment at this time. Mark will contact Berkshire Farm for updates and feedback on the report.

Barbara Mauro suggested highlighting at the beginning of the report that it is not a regulatory audit report and she also inquired if South Colonie Central School District received a copy of the report. South Colonie Central School District has not received the report however, the staff from South Colonie Central School District at the facility provided some of the information in the report. Barbara recommends a report be sent to South Colonie Central School District for comments and additional information. Lynn Tubbs will send a copy of the report to Tim Backus, Assistant Superintendent for Instruction.

13. Facility Operation/Agency Report

There was no discussion.

14. Other Business

There was no other business at this time.

15. Next Meeting Date

The next CDYCI Board meeting is scheduled for May 17, 2017 at 9:30am.

Adjournment

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

Respectfully submitted,

Donna Reinhart
Office Manager

Reviewed and approved,