

**Capital District Youth Center, Inc.**  
**Board Meeting**  
Wednesday, December 21, 2016  
Capital District Regional Planning Commission  
One Park Place, Suite 102  
Albany, NY 12205

**Members Present:** William Connors, Lucille McKnight, Michael Morelli, Stan Brownell, Steven Bayle, Barbara Mauro, Samantha Miller-Herrera

**Members Absent:** Laura Bauer, Fred Acunto

**Staff:** Mark Castiglione, Rocco Ferraro, Donna Reinhart

**Advisory:** Francine Vero from Harris Beach & Karim Abdul Matine, Facility Director

**Presiding:** Barbara Mauro, Vice President, called the meeting to order at 9:39am.

**1. Welcome & Introduction**

Mike McLaughlin from the Albany County Executive's Office and Maura Manning from OCFS were in attendance.

**2. October 19, 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 Lucille McKnight seconded. The motion was approved unanimously.

**3. Financial Statement through November 30, 2016**

The financial statement represents activities through November 30, 2016. The revenues are estimated at 111% and expenses are estimated at 83%. The revenues are higher due to higher utilization rates than was projected for the year.

The Operations Service Expense line item represents Berkshire Farm's statement of actual expenses through October plus one month of average expenses to provide an estimate of expenses through November, 2016 of \$1,957,892.

### **Action Taken**

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

## **4. Proposed 2017 Meeting Schedule**

A list of proposed dates for the 2017 Board meetings was distributed before the meeting. The meetings are scheduled for the third Wednesday of the month at 9:30 am or 10:00 am depending upon the CDRPC agenda.

The dates are January 18, March 15, May 18, July 19, October 18, and December 20. The time for each meeting will be noted on the agenda for that meeting.

### **Action Taken**

Lucille McKnight made a motion to accept the 2017 meeting schedule and Stan Brownell seconded. The motion was approved unanimously.

## **5. Proposed 2017 Budget & Per Diem Rates**

Mark provided the Board with a proposed 2017 budget assuming a 75% utilization rate for discussion in addition to the method of providing and funding mental health services.

Based on a 75% utilization rate for a 16 Bed facility (the rate from January 2016 through November 2016 was 83%), the proposed 2017 per diem rate for contracting counties would be \$613.54, a decrease of \$65.26 from the 2016 rate of \$678.80. For non-contracting counties, the rate would be \$623.54 which includes a \$10 surcharge. The proposed 2017 per diem rates include the cost of a full time mental health service provider. Assuming a 75% utilization rate, the revenue generated would be \$2,932,521.00 which includes interest income of \$120.

### **a. Method of Providing and funding mental health services**

At the last meeting, the Board was supportive of adding mental health services to the existing program at the facility. At the request of CDYCI, Berkshire Farm presented a cost estimate for providing one full time licensed social worker or other type of mental health professional to provide mental health services at the facility. At the proposed 75% utilization rate, the mental health services cost share would be \$18.49 of the total per diem rate of \$613.54. The level of service would include initial screening of every child entering the facility, ongoing services at the facility, and being a broker with outside providers to ~~provide-ensure a~~ continuation of care at the facility and after the child leaves, ~~the facility~~. Maura Manning from OCFS included that it is very important to give the children ongoing support while at the facility in order to have a better direction for the child when they are going either back to their community or to another facility.

Bill Connors inquired if the screening process will become part of the admission file for each child and where will they be stored? The screening process will become part of the admission file for each child and is kept at the facility until the age of 21 unless there is a legal matter. Bill Connors also inquired if there is language in the contract with Berkshire Farm regarding sick time and vacation for the mental health provider? At this time, the language in the contract with Berkshire Farm as well as the counties have been left as open ended as possible and does not include that information. There will be additional conversations to discuss these issues with Berkshire Farm and the counties.

Karim Abdul Matine informed the Board that there is currently a case worker employed at the facility who is not licensed but is an MSW. Karim is concerned about the overlapping of services of an additional full time mental health person and suggested the full time mental health person provide regular training for the case workers already employed at the facility. This level of service would be very valuable to the existing staff and would be improving the quality of the service provided at the facility.

The consensus of the Board was that there are four key levels of service to provide; initial screening, ongoing treatment at the facility, brokering to ensure continuation of care and training for staff. Mark inquired if the Board agreed on a full time or part time mental health service provider. Stan Brownell expressed concern hiring a part time person in the event an issue came up during the hours the part time employee was not at the facility. Karim believes having a full time case worker and mental health services provider in the building every day ~~of the week is a good idea~~ could be a reasonable approach.

Barbara Mauro inquired if it would be possible to have full time coverage with 2 or more people covering the hours. It was suggested to hire part time the first year and make an assessment of what is needed moving forward. The Board will discuss the option of hiring a part time or full time mental health provider at the next meeting.

**b. Capital Reserve Fund**

In the 2015 audit, our auditors recommended we create a capital reserve account that is funded through the per diem rate structure. There will be \$160,000 seed money left over when the bonds are paid off. The auditors suggested ~~using that seed money to creating the~~ capital reserve account will help offset future rate increases related to needed maintenance and would be available to fund major capital improvement project expenses. In addition to seeding the account with available funds, it was proposed to incrementally funding the account through the per diem rate based on depreciation expenses that would otherwise be included in the rate calculation. Based on 75% utilization rate, the contribution to the capital reserve account would be \$6.41 of the cost share portion of the per diem rate. Over the next year, the Board will need to discuss with Albany County regarding the payment of major capital improvements.

### **Action Taken**

Lucille McKnight made a motion to approve the proposed 2017 Budget, ~~the and~~ per diem rates inclusive of with the mental health cost, ~~included in the per diem rate and the level of services provided and the establishment of the Capital Reserve account and funding structure~~. Stan Brownell seconded the motion. The motion was approved unanimously.

## **6. Renewal Agreements**

A memo from Francine Vero was distributed prior to the meeting outlining the proposed updates to the agreements reflecting Albany County as owner of the building and the addition of mental health services. Mark is requesting Board action to recommend the Counties to approve their respective lease amendments and approve the renewal agreement with Berkshire Farm.

Francine Vero went over the proposed updates with the Board. On February 10, 2017 the debt to build the facility will be discharged and ownership of the Facility will be conveyed to Albany County, the following extension/amendments need to be executed:

- Extension Agreement with Berkshire Farm for detention services at the Facility
- An Amendment to the Ground Lease, a Lease Agreement with Albany County as landlord and CDYCI as tenant
- An Amendment to the Albany County Lease, a Sub-Lease Agreement with CYDCI as sub-landlord and Albany County as sub-tenant
- An Amendment to the Saratoga County Lease, a Sub-Lease Agreement with CDYCI as sub-landlord and Saratoga County as sub-tenant
- An Amendment to Schenectady County Lease, a Sub-Lease Agreement with CDYCI as sub-landlord and Schenectady County as sub-tenant
- An Amendment to Rensselaer County Lease, a Sub-Lease Agreement with CDYCI as sub-landlord and Rensselaer County as sub-tenant

The Extension Agreement with Berkshire Farm is for one year from January 1, 2017 through December 31, 2017 and may be renewed for an additional year as provided in the Extension Agreement. The parties are agreeing that notice will be given no later than October 20, 2017 to renew. The same services will be provided with the addition to employ or contract for a licensed social worker or other type of mental health professional, to provide mental health services to youths places at the facility. The agreement is open ended regarding the language based upon discussions had at the Board meeting.

### **Action Taken**

Lucille McKnight made a motion to accept the Extension Agreement with Berkshire Farm and Steve Bayle seconded. The motion was approved unanimously.

The Amendment to the Lease Agreement, a Lease Agreement with Albany County is for one year from January 1, 2017 through December 31, 2017 and may be renewed in writing for an additional term. There is an option to renew this lease for an additional one year commencing on January 1, 2018 and expiring on December 31, 2018.

The Amendments to the County Leases includes; each County agrees to pay for costs associated with a licensed social worker, or other type of mental health professional, to provide mental health services to youths placed at the Youth Detention Facility. The Counties agree, as they did in the 1997 leases, to apportion the operating expense of the Youth Detention Facility in the same proportions as the number of beds leased by each County as it bears to the total number of beds in the Youth Detention Facility.

Barbara Mauro requested on page 5 of the Lease Agreement where it indicates “operator”, change to Berkshire Farm throughout the agreement. Francine will make the change and get back to the counties and add basic language that was discussed at the Board meeting.

On page 7, Barbara inquired about the term “master lease” that is used in the Lease Agreements. In 1997, there was a ground lease which is now referred to as a Master Lease due to the transfer of ownership to Albany County. The provision at the end of the document that says, “all references to ground lease shall be to master lease”, will cover the agreement. Francine will update the final cover to reflect “master lease”.

Stan Brownell inquired if the County Legislature and/or County Executive sign the Lease Agreement. The County Legislature and County Executive or County Manager must sign the agreements.

Mark will email each county their amended lease agreement and the template Resolution 270 for approval.

### **Action Taken**

Lucille McKnight made a motion to request the four counties adopt the renewal agreements and Stan Brownell seconded. The motion was approved unanimously.

## **7. Facility Usage: October & November 2016**

The facility was operating in October at 70.2%, lower than 2015 at 87.7%. For November the facility was operating at 87.5%, also lower than 2015 at 92.1%. Year to date utilization is at 83%, higher than 2015 at 79.6%.

Karim Abdul Matine informed the Board that as of today, there are 12 children in the facility.

**8. 2017 Slate of Officers**

At the October meeting, Mike Morelli was appointed to head the nominating committee. Mike presented the following names to serve as officers of the CDYCI Board for 2017 & 2018: Barbara Mauro, President; Lucille McKnight, Vice President; Stan Brownell, Secretary; Steve Bayle, Treasurer.

**Action Taken**

Mike Morelli made a motion to approve the 2017 – 2018 slate of officers and Lucille McKnight seconded. The motion was approved unanimously.

**9. Facility Operation**

Karim Abdul Matine informed the Board he is in the transition process since Gene Terry left and it is going well. Karim worked with Gene for 19 years and plans to build upon what Gene left behind and improve the quality of the facility. Karim believes the added mental health services will be a great addition to the program at the facility and is fully supportive.

Karim hired a new maintenance person and is interviewing for a full time nurse position and Assistant Director.

**10. Other Business**

Rocky took a moment to thank the Board for their continued support and leadership through the years he served as Chief Administrator for CDYCI. Rocky added it has been a complete pleasure working with all four counties in keeping the facility running smoothly.

**11. Next Meeting Date**

The next Board meeting is scheduled for January 18, 2016 at 9:30am.

**Adjournment**

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

Respectfully submitted,

Lucille McKnight  
Secretary