

**Capital District Youth Center, Inc.**

**Board Meeting Notes**

Wednesday, January 17, 2018

8:30am

1 Park Place, Suite 102

Albany, NY 12205

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

**Members Absent:** Lucille McKnight

**Staff:** Mark Castiglione, Donna Reinhart

**Presiding:** Barbara Mauro, President, called the meeting to order at 8:30am.

**1. Welcome & Introductions**

New CDYCI members, pending appointment by CDRPC, Kristin Swinton representing Albany County, Scott Bendett representing Rensselaer County and Craig Warner representing Saratoga County were in attendance. Since they have not been formally appointed, their attendance does not count towards a quorum.

**2. Appointment of Secretary**

Stan Brownell resigned from the Board leaving an officer vacancy for Rensselaer County. There must be an officer seated from each of the four counties, therefore, the board must appoint a new officer from Rensselaer County.

**3. December 20, 2017 Meeting Minutes**

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

**4. Financial Statement through December 31, 2017**

The financial statement represents activities through December 31, 2017. For the year, the revenues were at 108% and expenses were estimated at 96%. As a result, there is a surplus of \$445,595 due to the counties after the 2017 audit has been completed.

The proposed 2018 per diem rate included \$81 for the Raise the Age Expenses, however the State has informed Mark that Raise the Age expenses will not be reimbursed until 16 and 17 year olds are in the facility in October, 2018. Mark plans to have discussions with

the county stakeholders regarding the possibility of using the 2017 surplus to cover Raise the Age expenses and delay county refunds approximately 4 to 5 months. Mark will also meet with OCFS to discuss further.

A final unaudited financial statement will be provided to the Board at the March meeting. The audited financial statement will be presented to the Board at either the May or July, 2018 meeting.

## **5. 2018 Proposed Meeting Schedule**

A list of the proposed 2018 meeting schedule was distributed to the Board at the December 20, 2017 meeting. The proposed 2018 meeting schedule was accepted by the Board.

## **6. Facility Usage: 2017 Monthly Facility Usage**

The facility was operating in December 2017 at 66.5%, lower than 2016 at 82%. For the year, the utilization was 78.4%, lower than 2016 at 83%. Karim added that the lower utilization has been a trend over the last couple of months.

## **7. Raise the Age Update**

The Finance Committee met January 4, 2018. The process of including RTA expenses in the Per Diem rate was shared and discussed as were the current challenges of confirming those expenses as reimbursable.

Financing options have been discussed with bond counsel and Bob Ryan from Harris Beach. Bob Ryan has suggested the possibility of short term bridge loan or lease loan. However, a discussion with Albany County will need to be had regarding a longer term lease. A short term bridge loan would require a longer lease with Albany County.

Bob also suggested requesting a letter from NYS State stating that RTA expenses will be reimbursed to help get capital financing.

## **Age Appropriate Services Costs**

New regulations require additional services such as vocational training for 16 and 17 year olds at the facility. CDYCI is required to provide 5.5 hours of vocational training for AOs not attending school. There will be added costs in running the facility for age appropriate services due to additional services that will require additional staff. It is unclear at this time if South Colonie School will be the only services providing educational programs.

There was an Operations and Oversight Committee meeting January 16, 2018. The committee went over the new regulations and identified new policies and procedures in detail. The regulations require 1 new case worker, a psychiatrist, dental care provided for youth that are in the facility for 60 days or longer and orthodontia for youth in the facility for 6 months or longer.

It was suggested to contact Department of Labor to discuss the opportunity to possibly partner with them to provide vocational services. Mark will contact the Department of Labor and update the board with any feedback.

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

Karim informed the Board the utilization has been unusually low, which he believes is likely due to the weather. With the low utilization, staff is using the time to catch up on trainings.

Mental health continues to be an issue since more youth are coming to the facility with mental health needs. Protocols need to be revisited regarding crisis situations and the need for youth to be evaluated. Mark will work with Karim and key stakeholders to come up with a new process for mental health services at the facility.

The current cameras at the facility have been repaired. When new construction at the facility takes place, a new camera system as well as control board should be included as part of the capital project. The existing cameras are all analog and completely out dated and are becoming very difficult finding parts for repair. New regulations require 100% camera coverage of the facility.

## **9. Other Business**

The Finance Committee will meet again to discuss the capital project and financing. Discussions will be had with Albany County regarding a long term lease and options for Albany County to do the financing.

Mark received the RFP from Albany County for a facility assessment and hopes to get out in the next few weeks. It is anticipated to have concept designs by late June or July.

Barbara Mauro informed the Board that she spoke to Anita Murphy from Capital District BOCES and inquired if any guidance has come out of the State Education Department. There has been no guidance at this time. Barbara also added that Anita Murphy would be happy to attend the Education Committee meeting to discuss Raise the Age issues further.

## **10. Next Meeting Date**

The next CDYCI Board meeting is scheduled for March 21, 2018 at 8:30am.

Respectfully submitted,

Donna Reinhart  
Office Manager

Reviewed by

Barbara Mauro  
President