

**Capital District Youth Center, Inc.**  
**Board Meeting**  
Wednesday, January 18, 2017  
Capital District Regional Planning Commission  
One Park Place, Suite 102  
Albany, NY 12205

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

**Members Absent:** Stan Brownell, Fred Acunto

**Staff:** Mark Castiglione, Donna Reinhart

**Advisory:** Robert Ryan from Harris Beach, Karm Abdul Matine, Facility Director

**Presiding:** Barbara Mauro, President, called the meeting to order at 10:00 AM

**1. Welcome & Introduction**

Gail Geohagen-Pratt from the Department for Children, Youth and Families was in attendance.

**2. December 21, 2016 Meeting Minutes**

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

**Action Taken**

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

**3. Financial Statement through December 31, 2016**

The financial statement represents activities through December 31, 2016. For the year, the revenues are estimated at 121% and expenses are estimated at 92%. The revenues are higher due to higher utilization rates than was projected for the year.

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 the July, 2017 Board meeting.

### **Action Taken**

Samantha Miller-Herrera made a motion to approve the financial statement and Laura Bauer Seconded. The motion was approved unanimously.

#### **4. Facility Usage: 2016 Monthly Facility Usage**

The facility was operating in December 2016 at 82%, higher than 2015 at 72%. For the year, the utilization was 83%, higher than 2015 at 72%.

Karim informed the Board that as of today, there are 15 children in the facility.

#### **5. Agreements and Legal Counsel Update**

All county agreements were distributed on December 22, 2016. So far, Rensselaer County's agreement was approved January 10, Saratoga County's agreement was approved January 17 and Schenectady County is planned for February 7. Albany County's agreement requires the County Executive's signature.

The one year renewal agreement with Berkshire Farm to operate the facility has been executed.

Robert Ryan from Harris Beach has replaced Francine Vero as CDYCI Counsel. Francine resigned from Harris Beach having been appointed City Court Judge for Saratoga Springs. Robert has assumed Francine's responsibilities with CDYCI.

#### **6. Mental Health Services Update**

The 2017 per diem rates were adopted at the last CDYCI Board meeting and includes funding for a full time staff person to provide mental health services at the facility. Details regarding the mental health services continue to be discussed by the counties.

At the last meeting, 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 of staff. Mark will be setting up a meeting with the Board, county stakeholders and detention facility staff to finalize the scope of services.

Barbara Mauro inquired if it is possible to get more information on the length of stays of each child in the facility over the course of the year? That information will be helpful because the longer a child is in the facility, the longer they will need mental health services. Mark is in the process of getting that information together and will distribute to the Board as a 5 year trend data analysis. Barbara also inquired if we have information on children that come into the facility that are identified as special needs students or already

have an IEP assigned to them. Having that information would help in planning the mental health process at the facility.

Karim added that when a child enters the facility, the South Colonie teachers begin to research the child and in most cases will find out if an EIP has been assigned. During intake, information is taken from the parents when possible, however that is not always available for every child. Barbara inquired if it is possible to ask the parent, when available, if the child is considered special education or has an IEP. Karim believes that can be added to the intake process.

Gail Pratt added that as we are looking at implementing these services and how to make it as effective as possible, we should take into consideration all the various areas we can enhance the program with a holistic approach to youth. We should discuss with Colonie School District the program that is already in place and build upon that.

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

Karim informed the Board that he is in the process of interviewing for an Assistant Director position. There are 11 candidates and he hopes to have that position filled very soon.

This past weekend, there were 18 children in the facility. Karim added that there have been more children from counties outside the area with hard to place children with a variety of mental health issues at the facility. These children tend to stay in the system the longest.

Karim is still in the process of looking to fill the full time nurse position. This position has been open for a few years. He has started looking to hire per diem nurses until a full time nurse is found. In the last budget, the salary was increased and is now competitive with other facilities. There is a part time nurse at the facility now that has extended their hours to almost full time. There is back up with an urgent care group that provides the physicians assistants.

## **8. Other Business**

Mark informed the Board that the next meeting is scheduled for March 15 not the 16<sup>th</sup> that was indicated on the Agenda.

## **9. Next Meeting Date**

The next Board meeting is scheduled for March 15, 2017 at 9:30am.

**Adjournment**

Samantha Miller-Herrera made a motion to adjourn the meeting and Laura Bauer seconded. The motion was approved unanimously.

Respectfully submitted,

Donna Reinhart  
Meeting Secretary