

**Capital District Youth Center, Inc.**  
**Board Meeting**  
Wednesday, March 16, 2016  
Capital District Regional Planning Commission  
One Park Place, Suite 102  
Albany, NY 12205

**Members Present:** William Connors, Lucille McKnight, Michael Morelli, Laura Bauer, Steve Bayle

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

**Staff:** Rocco Ferraro & Donna Reinhart

**Advisory:** Gene Terry, Facility Director

**Presiding:** Lucille McKnight, Secretary called the meeting to order at 10:00am

**1. Welcome & Introduction of Guests**

Gail Pratt, Commissioner of Albany County Department for Children, Youth and Families was in attendance.

Rocky announced to the Board that he received a resignation letter from John Lockwood and is waiting to get the new appointment from Schenectady County.

**2. January 20, 2016 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, 2015**

The financial statement represents activities through December 31, 2015. The year ended with a surplus of \$768,985 which is a different amount than is identified on the Reconciliation Statement (\$686,736.61). 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 2015 upon approval of the final 2015 audit.

These are the financial statements that will be provided to the auditor as part of the 2015 audit of our financial records. A final audited financial statement will be prepared and presented to the Board at either the May or July 2016 Board meeting.

**Action Taken**

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

**4. Financial Statement through February 29, 2016**

For the first two months, the actual revenues are at 18% 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 revenues are ahead of budget due to a higher utilization rate at the facility.

**Action Taken**

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

**5. 2015 Reconciliation Statement**

Total revenues for 2015 were \$3,342,072.83, which includes Oneida County unused bed days and interest revenue. Total Expenditures were \$2,679,126.39 resulting in a surplus of \$686,736.61. The formula to determine the amount to be refunded to the counties in years when there has been a surplus do not take into account the surcharges and interest income but does include unused bed revenue leaving a 2015 surplus of \$679,984.82 that would be refunded to the counties on a pro-rated basis based on 2015 usage.

Rocky inquired if the Board would consider revising the current formula to exclude income from unused beds in order to provide for a slightly better financial cushion to withstand potential losses during the year. If the unused bed revenue from Oneida County was subtracted out, the amount refunded to the counties would be \$642,890.51.

Once the 2015 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 2015 Reconciliation based on a refund of \$679,984.82 and Mike Morelli seconded. The motion was approved unanimously.

**6. Facility Usage: January & February 2016**

The facility was operating in January at 66.5% which is lower than 2015 at 79.2%. For February the facility was operating at 86.9% which is slightly higher than 2015 at 84.8%. Year to date the utilization is at 76.7%; lower than 2015 at 82.0%.

Gene Terry informed the Board that as of yesterday, the facility is at 79% occupancy rate for March.

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

Gene gave an update on the Oneida County lawsuit. The insurance company now has a lawyer, however the CDYCI Board has not been contacted or served. Gene will keep the Board updated on any new information as it becomes available.

Last year, it was reported that CDYCI does not have any information that would suggest there is merit to the claim. There is no record of confinement or restraints at the time the child was in the facility and there were no allegations of child abuse made to NYS at the time. There is no information available on the child since all information is destroyed once a child turns 18 years of age.

Bill Connors inquired about the records retention rule. Rocky will request Michael Hall attend the May meeting to discuss the records retention rule in detail.

Gene informed the Board that the Casey Foundation continue to visit the facility as well as State monitors on a monthly basis.

Gene is in the process of trying to fill a maintenance position and a couple counselor positions at the facility.

Gene expressed his concerns regarding the new system of the Justice Center and believes his staff may be hesitant to do their jobs in fear of an investigation and losing their job. Gail Pratt agreed with Gene regarding the impact the Justice Center is having on staff and how they respond to issues that arise. This is becoming an issue throughout New York State.

Rocky continues to have discussions with Albany County regarding facility ownership. There have been tours of the facility by representatives from Albany County over the last few weeks. The next step is for Albany County to begin internal discussions and report back to Rocky as the issues are addressed. Rocky will keep the Board updated of any news from Albany County.

Gene mentioned that his staff at the facility are very concerned regarding their employment for next year when Albany County takes ownership of the facility.

## **8. Other Business**

A copy of the recent OCFS Detention Site Visit Report was given to the board to show the positive reviews that Gene and his staff continue to receive.

**9. Next Meeting Date**

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

**Adjournment**

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

Respectfully submitted,

Lucille McKnight  
Secretary