

Capital District Youth Center, Inc.
Board Meeting
Wednesday, October 19, 2016
Capital District Regional Planning Commission
One Park Place, Suite 102
Albany, NY 12205

Members Present: William Connors, Lucille McKnight, Michael Morelli, Laura Bauer, Fred Acunto, Steven Bayle, Barbara Mauro, Samantha Miller-Herrera

Members Absent: Stan Brownell

Staff: Rocco Ferraro & Donna Reinhart

Advisory: Francine Vero from Harris Beach & Gene Terry, Facility Director

Presiding: Fred Acunto, Chair, called the meeting to order at 10:00am.

1. Welcome & Introductions

Fred Acunto introduced Mark Castiglione, AICP as the new Executive Director for CDRPC effective December 1, 2016. Mark is currently acting Executive Director of the Hudson River Valley Greenway and Hudson River Valley Heritage Area.

Mike McLaughlin from the Albany County Executive's Office, Jim Dennis from Berkshire Farm and Gail Geohagen-Pratt from the Department for Children, Youth and Families were in attendance.

2. July 20, 2016 Meeting Minutes

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

Action Taken

Lucille McKnight made a motion to approve the meeting minutes and Steven Bayle seconded. The minutes were approved unanimously.

3. Financial Statement through September 30, 2016

The financial statement represents activities through September 30, 2016. The year to date revenues reflects the billings to counties for services provided through September. The revenues are estimated at 91% and expenses are estimated at 67%.

Based on each county's bed usage during 2015, the amount to be refunded is \$679,984.82. The refund checks will be prepared once the check from Berkshire Farm is received. Refund checks are expected to go out on or about November 1, 2016.

Action Taken

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

4. Record Retention Policy Recommendation

At the last meeting, the Board approved a change in policy to retain individual case files of children retained at the facility until the child turns 21. If a lawsuit is commenced, the files shall be kept for at least one year after the lawsuit ends regardless of the child's age. The Board also requested that a formal resolution be prepared describing the policy.

Francine Vero prepared a draft records retention policy and resolution for the Board's consideration.

Action Taken

Lucille McKnight made a motion to approve the records retention policy and resolution and Mike Morelli seconded. The motion was approved unanimously.

5. Inter-Municipal Agreement Status Report

Rocky met with Francine Vero, Mike McLaughlin and Tracey Murphy to discuss the transfer of ownership of the facility to Albany County upon payment of the bonds. Following that meeting, on September 12, 2016, Francine sent a draft of a proposed lease agreement between CDYCI and Albany County that would extend the terms of the Ground Lease for one year from January 1, 2017 through December 31, 2017 with an option for a one year renewal. During this interim period of up to two years, any changes of the inter-municipal agreement among the four counties and the contractual arrangement with CDYCI to manage the facility can be addressed. The current contract with Berkshire Farm expires on December 31, 2016.

However, since the meeting in September, Albany County has requested, as part of the agreement with Berkshire Farm, to include a mental health evaluation during the intake process at the facility. Albany County would like this provision to be incorporated into the contract with Berkshire Farm.

Gail Pratt informed the Board that this has been a topic of discussion within Albany County. The County is looking to take a more holistic approach to addressing the concerns of the youth. Albany County believes if we are looking to rehabilitate the children behaviorally, we should also be addressing any mental health concerns that may

be contributing to the behaviors they are exhibiting. This is not only looking for a mental health evaluation at the time of intake but also looking for ongoing services for those youths that may be at the facility for a long term basis. This may not impact the short term children that are in the facility.

Samantha Miller-Herrera inquired if the in-take evaluation will be conducted by a clinician or a psychologist? A clinician will conduct the evaluation and for those youth that may be in need of medication, a psychiatrist would be needed to prescribe as well as administer.

Gene informed the Board that every county has a Department of Mental Health and are always welcome to come to the facility to visit, treat and perform evaluations on any child. Gene has accommodated all visits from each county's Mental Health Department over the years. Gene has tried to get psychiatrists to come to the facility and it has been very difficult. Gene expressed major concerns regarding the inclusion of a mental health evaluation stating that the facility is a detention facility not a mental health facility.

Jim Dennis inquired if Albany County is looking for something outside of what is already in place. Gail Pratt responded that Albany County is looking to enhance the existing programs and services at the facility by building in an on-going mental health care as needed. Jim Dennis informed the Board that Berkshire Farm does have non-secure detention facilities that have a family specialist that conducts family assessments and assessments of the youth and the fee is built into the rate. The family specialists that were hired are licensed social worker/psychologists.

Jim Dennis inquired if the proposed mental health service would be just for Albany County or for all counties? If the service is for all the counties, a full time person will need to be hired. Samantha Miller-Herrera believes a mental health service would be a great idea for the children from Schenectady County as well. Samantha will discuss with Schenectady County probation and DSS.

Mike McLaughlin from Albany County Executive's Office informed the Board that Albany County is convinced that a mental health service needs to be implemented. Albany County is flexible on how the service gets put into place and if there are counties that are opposed to the service, accommodations need to be made for those counties. Albany County believes this is an opportunity to enhance what is already being offered at the detention facility.

Jim Dennis included that this service can be integrated into what is already in place at the facility and services will be accessed much sooner. Berkshire Farm would need to hire a full time person if this service becomes part of the programming and will be available to all counties. Additional cost to implement the mental health service would be one full time staff person in addition to the existing staff at the facility.

The contract with Berkshire Farm expires December 31, 2016. In order to avoid a delay in executing the contract with Berkshire Farm, Francine Vero prepared the agreement conditioned upon the renewal being executed. Mike McLaughlin added that Albany County has authorization to enter into the necessary agreements to make sure the facility runs as is with changes that are being discussed. Albany County is in the process now of a draft contract to include the mental health services to be offered. Language can be added to the Albany County agreement allowing for implementation ~~time~~ to avoid a delay in executing the agreement. Francine will meet with Berkshire Farm and Albany County to continue the discussion to resolve the mental health service issue and come back to the Board for final adoption.

Francine inquired with Mike McLaughlin if Albany County needs a new resolution since the original resolution from Albany County states to maintain the status quo for 1 year subject to a 1 year renewal. Mike and Lucille will meet with the Legislature regarding Resolution 270 and the need to be amended.

Laura Bauer and Steve Bayle were both supportive of the proposed mental health service however, they will go back to their respective counties to discuss with their mental health departments. Steve Bayle believes this is an added value to the per diem and does not expect the added costs to significantly impact the per diem rate.

After a lengthy discussion, it was decided the next step will be for Jim Dennis to prepare a proposed scope of services and cost of the service for one year. Jim will discuss with Gail and prepare the information to bring back to the Board. Jim will also follow up with the other counties for their feedback.

Francine Vero and Mike McLaughlin will continue to work on the language for the agreements. Francine would like to have all contracts completed by December 31, 2016.

Rocky proposed the following resolution:

Jim Dennis to prepare a proposal in light of the discussion that took place at the Board meeting today, to provide these services and come up with a cost estimate on an annual basis to provide said services. Francine Vero to continue working with Albany County to fine tune the inter-municipal agreement to reflect this additional service. For Berkshire Farm agreement, to incorporate generic language to allow for mental health services~~extended service for~~~~with~~ -the specificity of that service to be determined in consultation with CDYCI~~that will be provided~~.

Mike Morelli made a motion to accept the resolution and Barbara Mauro seconded. The motion was accepted unanimously.

6. Appointment of Nominating Committee

In accordance with the adopted CDYCI Bylaws, the officers are elected for a two year term. The term of the current officers expires at the annual board meeting that will be held in January 2017.

The Board appointed Michael Morelli as the Chair of the Nominating Committee. Michael will announce the 2017 slate of officers at the December meeting for Board approval.

7. Facility Usage: July, August & September 2016

The facility was operating in July at 70.2%, lower than 2015 at 84.3%. For August the facility was operating at 87.9% and September at 84.0%, both higher than 2015 rates. Year to date utilization is at 83.8%, higher than 2015 at 77.4%.

Gene Terry informed the Board that as of yesterday, the facility is at 70.5% occupancy rate for ~~June~~October.

8. Facility Operation/Agency Report

Gene informed the Board that the new fire safety equipment and carbon monoxide detectors have been installed and inspected by the Fire Marshall. A dedicated phone line was installed directly to the vendor to monitor all carbon monoxide systems, ~~however the line could not be used because of the carrier used. The telephone line will need to be removed.~~

Commented [R1]: Is this sentence that I deleted necessary? Confusing as presented.

Through the inspection, over two days, the Fire Marshall did find some issues with the wires of the original installation which will cost approximately \$2,000 - \$3,000 to replace.

Gene also added that the maintenance position is still open as well as a nursing position. Gene has been filling in for the maintenance position.

9. Other Business

A copy of the recent OCFS Detention Site Visit Report and a letter from the Dutchess County Family Court Judge were given to the board to show the positive reviews that Gene and his staff continue to receive.

10. Next Meeting Date

The next Board meeting is scheduled for December 21, 2016 at 9:30am.

Adjournment

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

Respectfully submitted,

Lucille McKnight
Secretary