

Capital District Youth Center, Inc.
Board Meeting
Wednesday, May 16, 2018
SCCC Center City
433 State Street, Schenectady, NY 12305

Members Present: Kristin Swinton, Laura Bauer, Scott Bendett,
Steven Bayle, Craig Warner, Barbara Mauro, Samantha Miller-
Herrera

Members Present

Via Video Conference: William Connors

Members Absent: Lucille McKnight

Staff: Mark Castiglione, Tim Canty, Dan Harp, Donna Reinhart

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

1. Welcome & Introduction of Guests

Lucas Jacobs from Berkshire Farm, Karim Abdul-Matin, Facility Director and Bob Ryan from Harris Beach were in attendance.

2. March 21, 2018 Meeting Minutes

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

Action Taken

Samantha Miller-Herrera made a motion to approve the meeting minutes and Steve Bayle seconded. The motion was approved unanimously.

3. Financial Statement through April 30, 2018

The financial statement represents activities through April 30, 2018. For the first four months, the revenues are at 24% and expenses are at 28%. Revenue is tracking significantly under budget due to low utilization.

Action Taken

Samantha Miller-Herrera made a motion to approve the financial statement and Kristin Swinton seconded. The motion was approved unanimously.

4. **Facility Usage: March & April 2018**

The facility was operating in March at 67.5% which is lower than 2017 at 77%. For April, the facility was operating at 39.6% which is significantly lower than 2017 at 75%. Year to date utilization is at 54.4%; lower than 2017 at 84%.

Mark informed the Board that the facility is experiencing historically low utilization and is trending across the state. If this trend continues, at 55% for the year, CDYCI could be facing a \$694,568 deficit at year end. The Board may have to discuss adjusting the per diem rate.

On May 15th, there were six children in the facility, which is less than 50% utilization.

5. **Budget Deficit and Delayed 2017 Reimbursement**

Due to the lower than expected utilization, CDYCI is in a deficit situation. The projected deficit at year end assuming a 55% utilization would be \$694,568. Mark proposed three options to the Board to increase revenue when projected revenues are falling short.

Option 1: Require member counties to pay for reserved beds regardless of actual use. The additional daily revenue would be \$9,4123.88 or revenues based on payment for the 12.5 reserved beds.

Option 2: Increase the per diem rate to reflect lower utilization rates for the remainder of the year. This has been done once before.

Option 3: Delay the payment of surplus revenues for the prior year. The agreement between CDYCI and user counties indicate that any surplus will be refunded proportionally based on use after the annual audit is complete. The board has discretion to delay reimbursement but would need Board action to do so.

Tim Canty informed the Board if the per diem rate is increased, the new rate would be approximately \$250 more per day. If the utilization rate were changed to 55% back to May 1, the per diem rate would be about \$1,100 per day.

Mark is recommending Board action to delay the surplus reimbursement until such time as deemed appropriate by the board but not before the end of 2018, to ensure we are able to cover costs for the remainder of the year. Any debits from the "surplus refund account" will be paid back by CDYCI in calendar year 2019 to ensure full 2017 surplus payment to the user counties.

Action Taken

Laura Bauer made a motion to choose Option 3, Delay the payment of surplus revenues for the prior year contingent upon approval of each county's leadership. Steve Bayle seconded the motion. The motion was approved unanimously.

6. Authorizing Payment to Albany County for Consultant Services

With input from the CDYCI RTA Building Committee, Albany County selected SMRT Architects & Engineering PC as the firm to complete the preliminary assessment and other work at the facility to be positioned for Specialized Secure Detention certification by October 1, 2018. SMRT will also prepare other preliminary elements required prior to the start of the capital project to expand the facility. CDYCI budgeted \$50,000 for pre-construction costs in its 2018 budget.

Board action is requested to approve the transfer of funds to Albany County in an amount not to exceed \$50,000 for the payment of consultant work completed by SMRT, and to authorize the Chief Administrator to execute an agreement with Albany County. The agreement will outline the terms of the transfer payments which shall include payment based on actual invoiced amounts submitted by Albany County to CDYCI for legitimate project expenses.

Action Taken

Craig Warner made a motion to approve the transfer of funds to Albany County and authorize the Chief Administrator to execute an agreement with Albany County. Samantha Miller-Herrera seconded.

7. Authorization to Engage DASNY for Furniture Procurement

As a Specialized Secure Detention facility, furniture in the secure areas of the facility need to be replaced. There was a thorough furniture replacement/walkthrough at the facility on May 15th. It was determined by SCOC and the Albany County Sheriff during the walkthrough that the existing furniture which is original to the facility presents a safety hazard to youth and staff. Therefore, as a condition of SSD certification, all common area furniture in the secure portion of the building must be replaced.

Mark is requesting board action to authorize the Chief Administrator to engage the DASNY for furniture procurement services and to allocate funds from CDYCI Capital Reserve Fund to pay for the furniture and DASNY's services. Board action is also requested to adopt a policy to reimburse any amount debited from the Capital Reserve Fund for the furniture purchase through the 2019 per diem rate for Adolescent Offenders.

Action Taken

Kristin Swinton made a motion to engage the Dormitory Authority of the State of New York in a procurement services contract and to approve the allocation of funds from CDYCI Capital Reserve Fund to pay for the furniture and DASNY's services. Steve Bayle seconded the motion. The motion was approved unanimously.

Kristin Swinton made a motion to adopt a policy to reimburse CDYCI Capital Reserve Fund for furniture purchase through the 2019 per diem rate for Adolescent Offenders and Steve Bayle seconded. The motion was approved unanimously.

8. Population Projections and Reserved Beds

CDRPC staff developed revised population projections to show the range of youth by type which will be generated by the four counties. The projections will inform the improvements and expansion of the detention facility.

New population projection tables for the four counties and the Capital Region were given to the Board before the meeting. Mark asked the Board to bring back to their counties for further discussion. New lease agreements will need to be in place before the end of the year. In developing the new lease agreements, counties will need to identify reserved beds for JD/JO and AOs.

The exiting reserved bed days in the 16-bed facility are Albany 7.5, Rensselaer 1, Saratoga 1, and Schenectady 3, for a total of 12.5 beds. Based on the projected demand, Mark recommends the following reserved beds:

- Albany AO 7.5, JD/JO 4.5 Total 12
- Rensselaer AO 2, JD/JO 1 Total 3
- Saratoga AO 1, JD/JO 1 Total 2
- Schenectady AO 2, JD/JO 2 Total 4

Grand Total: 21

The reserved beds may need to be modified based on the requirements of the selected financing approach and as the facility is expanded. Mark will provide more information for counties to have more discussions on reserved beds.

9. CDYCI RTA Bill

Bob Ryan developed a draft bill allowing CDYCI to work with the Dormitory of the State of New York to finance, manage construction and receive reimbursements from the State for related capital costs. Mark met with Senator Tedisco to discuss further and was told the Senator will make every effort to get the bill passed this session.

Action Taken

Laura Bauer made a motion to endorse the draft bill to allow CDYCI to work with Dormitory and Samantha Miller-Herrera seconded. The motion was approved unanimously.

10. Raise the Age Operations, Building, Education and Financial Committee Updates

Building Committee

- SMRT was selected for architecture and engineering services
- A walkthrough of the facility was conducted with SCOC, OCFS, Albany County , Albany County Sheriff's Office and SMRT on April 16
- The items the facility must have before October 1, 2018 to operate the 8 bed wing and 3 bed pod for females include: New detention grade locks, new furniture for Specialized Secure Detention common areas, sally port expansion and change door swing from in to out
- For any improvements or modifications related to the building or physical plant, the procurement process for Albany County must be followed.

Finance Committee

- The committee is exploring three options for funding the facility expansion: CDYCI to finance, CDYCI-DASNY option, and Albany County to finance.

Operations & Oversight Committee

- Policy and procedure development
- Albany County Sheriff's office involvement with policies and decisions with facility security as co-administrator.

Education Committee

- South Colonie has agreed to provide an additional teacher beginning September 2018
- South Colonie will entertain vocational training which can be facilitated in a classroom setting

11. Facility Operation/Agency Report

Karim informed the Board the utilization has been very low this year so far, the lowest he has ever seen.

OCFS can now provide a waiver for female JD/JOs and AOs to be co-located. New staffing ratio policy from OCFS will require a significant staff increase to operate the SSD facility.

Berkshire Farm has started the advertisement process and anticipates starting interviews in June. Karim believes the biggest challenge in staffing will be hiring the right people for the job. Current staff at the facility will receive re-training and all staff will be trained at the same level.

12. Other Business

There was no other business at this time.

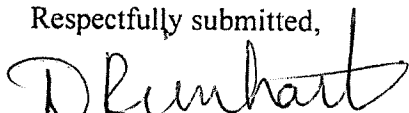
13. Next Meeting Date

The next CDYCI meeting is scheduled for July 18, 2018 at 8:30am. Location to be determined.

Adjournment

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

Respectfully submitted,



Donna Reinhart
Office Manager

Reviewed and approved by



Laura Bauer
Secretary