**Capital District Youth Center, Inc.**

**Board Meeting**

Wednesday, October 17, 2018

Capital District Regional Planning Commission

1 Park Place, Suite 102

Albany, NY 12205

**Members Present:** Kristin Swinton, Laura Bauer, Steve Bayle, Craig Warner, Barbara Mauro, Samantha Miller-Herrera

**Members Present**

**Via Video Conference:** William Connors

**Members Absent:** Lucille McKnight, Scott Bendett

**Staff:** Mark Castiglione, Donna Reinhart

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

**1. Welcome & Introductions**

Rick Riccio, Facility Director and Robert Ryan from Harris Beach were in attendance.

**2. Approval of September 6, 2018 Meeting Minutes**

The minutes were distributed before the meeting and one edit was made. Barbara Mauro pointed out that under item *10. Waiver/Variance/Certification Requests*, the last sentence in the third paragraph, the word “exiting” should be changed to “existing”.

**Action Taken**

Samantha Miller-Herrera made a motion to approve the minutes as amended and Kristin Swinton seconded. The motion was approved unanimously.

**3. Financial Statement through September 30, 2018**

The financial statements represent activities through September 2018. Revenues are at 51% and expenses are at 64%. Due to lower than estimated utilization, revenue continues to track significantly under. Through September CDYCI has an estimated deficit of $387,022. There is $671,431 cash in the checking and money market accounts.

Berkshire Farm has hired many new staff members for the AO facility causing expenses to increase. Moving forward, the Profit and Loss statement and Balance Sheet will be set up to include financials for both SSD and SD facilities.

**Action Taken**

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

**4. Facility Usage: September 2018**

Mark informed the Board that through September, the annual average utilization for 2018 is 30.8%. The annual utilization for 2017 was 80.6%,. The facility usage is down 50% from the same period in 2017. There have been no AOs in the facility yet.

**5. Facility Operation/Agency Report**

Rick Riccio informed the Board that he is in the process of hiring new employees. Eight new staff started September 1 and six more will be starting in the coming weeks. New furniture continues to be delivered at the facility. New cameras were installed throughout the facility.

OCFS is visiting the facility every week to review all protocols are being followed. The Policy and Procedures Manual is still being worked on. OCFS reviewed and had comments and edits. Rick is in the process of reviewed and revised.

**6. Appointment of Nominating Committee**

The CYDYCI Bylaws state that 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 2019. At which time, new offices shall be appointed or elected by the members. The President should appoint an individual or individuals responsible for nominating new officers to serve the two year term beginning in January 2019.

Barbara Mauro nominated Kristin Swinton to serve as the nominating committee. Kristin will update the Board of the 2019 slate of officers at the December meeting.

**Action Taken**

Craig Warner made a motion to appoint Kristin Swinton as the Nominating Committee and Steve Bayle seconded. The motion was approved unanimously.

**7. Additional Furniture Procurement and Surplus Furniture Auction**

The initial total for furniture was just under $100,00 with a not to exceed amount of $167,000. SCOC requires all bedroom furniture be replaced and has deemed the current furniture dangerous. All new furniture must be bolted to the floor.

Mark is working with DASNY to explore costs of furniture replacement at this time. At the last meeting, it was discussed that the surplus furniture owned by CDYCI should be auctioned off and the proceeds be used to offset CDYCI’s overall expenses. CDYCI will engage Auctions International for auction services through an existing contract with Saratoga County.

Barbara Mauro inquired about the location of the exiting furniture. The existing furniture is being stored in the basement of the facility which is outside the secure perimeter. Pick-up of the furniture will not be a problem with interfering with security.

Mark is requesting Board action to authorize the auction of the furniture and authorize the Chief Administrator to execute a contract with Auctions International to conduct the auction.

**Action Taken**

Craig Warner made a motion to authorize the auction of the furniture and authorize the Chief Administrator to execute a contract with Auctions International. Laura Bauer seconded the motion. The motion was approved unanimously.

**8. Approval of 2019 Lease Agreements**

New lease agreements were developed to cover the operations of both a Secure Detention facility for JDs and JOs in addition to a Specialized Secure Detention facility for AOs. The term of these leases are from October 1 – December 31, 2018. At a meeting in August, participants agreed to extend the leases for one year (January 1, 2019 – December 2019) with the same terms as the previous leases. The amended and restated lease agreements were distributed before the meeting for review.

Mark is requesting Board approval to authorize the President to execute the 2019 lease agreements.

**Action Taken**

Laura Bauer made a motion to authorize the Board President to execute the 2019 lease agreements for a 1 year term. Craig Warner seconded the motion. The motion was approved unanimously.

**9. Approval of 2019 Operator Agreement**

A copy of the 2019 Berkshire Farm renewal contract was distributed to the Board for review. The 2019 contract continues the same terms as the previous operator agreement.

**Action Taken**

Steve Bayle made a motion to authorize the Board President to execute the 2019 contract with Berkshire Farm and Samantha Miller-Herrera seconded. The motion was approved unanimously.

**10. Facility Improvements Update**

Mark gave a PowerPoint presentation to go over the information from previous meetings and improvement updates.

The participating counties agreed to calculate the proportionate share of detention expenses identified in their RTA base on the number of AO Reserved Beds in the facility. Based on each county’s proportionate share of AO Reserved Beds, the percentage distribution is as follows:

* Albany – 60%
* Rensselaer – 16%
* Saratoga – 8%
* Schenectady – 16%

Non-care costs include CDYCI procures services, materials, equipment, furniture, etc. Non-care reimbursement process is counties pay CDYCI invoices based on their percentage share and then counties submit expenses for state reimbursement. CDYCI is not eligible for reimbursement for RTA expenses. That State has stated that all non-care costs are 100% reimbursable.

For care-related reimbursement, the process suggested is CDYCI establish a per diem rate to maintain cashflow and reconcile with the counties on a quarterly basis any overpayments or underpayments based on the rate charged versus the actual expenses for both secure detention and specialized secure detention. The counties will request reimbursement through the JDAS system for actual detention expenses assignable to either RTA or non-RTA youth in the facility. RTA youth are 100% reimbursable and non-RTA youth are 94% reimbursable. OCFS has stated they want to work with one county for reimbursements. Mark will set up a meeting with OCFS to discuss further and will update the Board at the next meeting.

CDYCI received certification from OCFS to operate a Specialized Secure Detention Facility after completing the certification checklist. OCFS and SCOC will be on site regularly during the initial operating stages of the SSD to provide technical assistance and guidance.

Mark went over the list of SCOC certification conditions and required improvements to the existing building with the Board. The required improvements are:

* Changing the door swings form in to out
* Upgrading the lock systems to detention grade locks
* Upgrading the video monitoring system and security control board
* Adding natural light to the common area in the three-bed dorm
* Expansion and improvement of sally port
* Adding required visitation space
* Additional classroom/training space
* Exterior security perimeter hardening may also be required

Mark is working with the architects to come up with a plan for temporary housing when internal improvements are being done. Depending on actual AO population, there may not be a need for an addition to the facility. The current facility may be able to accommodate low population of AOs. Mark will continue to monitor the AO population as well as JD and JOs. Based on square foot renovations, the rough estimate is just over $9 million. Once the design drawings are complete we will get more accurate costs.

Mark met with the Dormitory Authority regarding financing with DASNY. DASNY is waiting for certain answers before they are able to develop the structure of the financing. SMRT is a contractor for DASNY and there is a high degree of flexibility in terms of how and when to engage.

Bob Ryan is working on a draft Intermunicipal Agreement with the counties for financing. This agreement will articulate the counties intent to work together to share expenses on the expansion project and allow for cost-share for preconstruction costs.

**11. Other Business**

Mark announced to the Board that Donna Reinhart will be leaving CDRPC at the end of October. Donna will be going to TRC Solutions, working with their Energy Services Team.

**12. Next Scheduled Meeting**

The next CDYCI meeting is scheduled for December 19, 2018 at 8:30am.

**Action Take**

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

Respectfully submitted,

Donna Reinhart

Office Manger

Reviewed and approved by

Laura Bauer

Secretary