

**Capital District Youth Center, Inc.**

**Board Meeting**

Wednesday, October 18, 2017

1 Park Place, Suite 102

Albany, NY 12205

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

**Members Absent:** Lucille McKnight, Stan Brownell

**Staff:** Mark Castiglione, Donna Reinhart

**Presiding:** Barbara Mauro, President called the meeting to order at 9:40am.

**1. Welcome & Introductions**

Lucas Jacob from Berkshire Farm and Karim Abdul Matine, Facility Director were in attendance.

**2. July 19, 2017 Meeting Minutes**

The minutes were distributed before the meeting. Barbara Mauro made one change to the minutes. Under Action Taken for Financial Statement through June 30, 2017, the word *approve* should be added to the first sentence to read, *Laura Bauer made a motion to approve the financial statement.*

**Action Taken**

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

**3. Financial Statement through September 30, 2017**

The financial statement represents activities through September 30, 2017. For the first nine months, revenues are estimated at 83% and expenses are estimated at 84%. The higher percentage on the expense side is a result of the paper expense of transferring the facility to Albany County.

**Action Taken**

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

#### **4. Bylaws Update**

At the March meeting, the Board authorized Mark to engage the services of Robert Ryan from Harris Beach to update the CDYCI Bylaws. A red lined version of the proposed amended bylaws and a memo from Robert were given to the Board for review prior to the meeting.

Mark recommended deferring action on the bylaws until the December meeting to work through details with CDYCI counsel and to provide time to consider any potential additional modifications related to Raise the Age.

#### **5. Raise the Age**

Since the last meeting, there was a roundtable discussion with OCFS and a variety of stakeholders in August which provided thorough background. On August 21<sup>st</sup>, NYSAC published an updated memo outlining potential impacts of Raise the Age on counties. In September OCFS issued a policy memo to secure detention administrators stating that juvenile secure detention facilities and the new “specialized secure detention” facilities may be co-located. The memo also indicated that while separate housing units would be required for “Adolescent Offenders”, common areas may be used by all cohorts separately. These memos were distributed to the Board prior to the meeting.

On September 22, CDYCI hosted a meeting of about 35 stakeholders to identify a process for decision-making moving forward. Four subcommittees were proposed at the meeting to explore compliance issues more deeply. The committees include: Building Committee, Operations & Oversight Committee, Finance Committee, and Education Committee. A roster of committee members was given to the Board. Initial committee meetings will be scheduled through October and early November. The Building and Finance committees will need to come up with recommendations very soon that will impact the per diem rate calculation, budget and billing disbursement protocols for 2018.

The county stakeholders seem to have consensus about opening the dormant wing in 2018. Mark will be working closely with Berkshire Farm and other appropriate stakeholders to determine staffing needs and requirements for AOs.

Upcoming committee meetings held at CDRPC offices are as follows:

- Building Committee – October 24<sup>th</sup> at 2:00 PM
- Operations & Oversight Committee – November 3<sup>rd</sup> at 2:00 PM

The Finance and Education committee meetings have not been scheduled yet. Mark is working with Tim Canty, CDRPC Financial Officer, to figure out a way to track Raise the Age Expenses since they are 100% reimbursable to counties. Once a plan is developed, Mark will provide to OCFS and the Finance Committee for feedback.

OCFS will be hosting an upcoming webinar on planning for detention capacity held Monday, October 23<sup>rd</sup> at 11am. CDYCI will be hosting the webinar at CDRPC offices for anyone who would like to join in.

## **6. County Renewal Update**

Agreement renewals were distributed to Albany, Rensselaer, Saratoga and Schenectady in late August for a one-year renewal expiring on December 31, 2018. We have received all four signed renewals.

County agreements will again need to be renegotiated as the original modified renewal agreements drafted in 2017 included a provision that they could only be extended by one year.

## **7. County User Agreements Update**

An inventory was done of all user agreements with both participating counties and external counties. Bob Ryan from Harris Beach reviewed all contracts and suggested minor updates. The revised contracts will supersede existing contracts. The Board received redline versions of the user agreements for all counties for review and comment.

### **Action Taken**

Laura Bauer made a motion to approve the amended contracts and Bill Connors seconded. The motion was approved unanimously.

## **8. Conditions of Confinement Update**

The Conditions of Confinement report was finalized over the summer and there was a meeting September 13<sup>th</sup> with Karim, Mark and Gail Geohagen-Pratt to discuss implementation of the recommendations the report contained. A copy of the meeting notes from the meeting were distributed to the board. There were a number of implementation steps identified and some are already underway. They include:

- Hiring a licensed MSW to provide mental health services
- Both DCYF and Berkshire agreed to explore options for psychiatric services
- Connecting LMSW with South Colonie to potentially provide services related to IEPs
- Begin using Berkshire's Optimal firm for translation services to ensure language access at intake.
- Staff are currently trained in Therapeutic Crisis Intervention and receive a 4-day training upon hire and 2 refresher courses annually

Other recommendations Karim is working on are increasing the number of visits and more flexibility as to when visits occur. Other options such as SKYPE and facetime for facilitating contact with youth and their families may be alternative options. Karim is currently in discussions with a technician about installing wifi through the building. Karim will discuss models to consider for a secure service similar to SKYPE with OCFS.

## **9. Security Upgrades**

Earlier in the year, the Board discussed security upgrades to the facility that will ensure a greater degree of accountability. Karim received a quote from Wolfe Security for repair of the existing equipment and quotes for new equipment including additional cameras and a watch tower system. The proposal was distributed to the board for review.

The watch tower system will document required inspections throughout the day. It works as an accountability system as it verifies on each door that a check has been done.

Karim is securing additional quotes for new work using firms listed on the state contract. Mark will be coordinating with Albany County to ensure the procurement is consistent with their policies.

The Board suggested Karim get proposals for camera enhancements and hold off on the watch tower at this time.

## **10. Food Service Bidding**

There have been increasing complaints related to the food service at the facility. The contract for food service is between Berkshire Farm and JR Proprietor's. Youth in the facility have complained to OCFS and the Ombudsman about the quality of the food. Karim added that there has been some improvement with the quality but is not consistent and there is still a concern.

Bill Connors suggested getting information from the Albany County jail regarding the possibility to contract services with them. Bill will discuss with the Sheriff and let Karim know of any opportunities that may exist.

## **11. Facility Usage: July & August 2017**

The facility was operating in July at 74.2%, higher than 2016 at 70.2%. For August, the facility was operating at 84.3%, lower than 2016 at 87%. Also included is the gender percentage which was 17.2% female and 82.8% male for July. In August the female percentage was 36% and male was 64%. Utilization year to date is 80.6%.

Karim added that utilization for September and October have been lower than previous months with more youth coming from outside the four counties. He also informed the

Board that over the past month, there has been an increase of females with numerous medical issues. Karim suggested the possibility of having gynecological services available for females especially once 16 and 17 year olds are in the facility.

**12. Updated Reporting and Regulations**

CDYCI recently received letters and updated guidelines related to the rules that govern visits by the Office of the Ombudsman. The letters outline the new protocol provisions of the Ombudsman staff visits and additional reporting requirements related to substantiated allegations of abuse or neglect made to the Justice Center.

Copies of the letters were sent to the Board prior to the meeting.

**13. Facility Operation/Agency Report**

Karim informed the Board that the utilization at the facility as of today is 80%.

**14. Other Business**

There was no other business at this time.

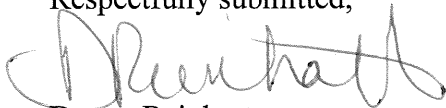
**15. Next Meeting Date**

The next CDYCI Board meeting is scheduled for Wednesday, December 20<sup>th</sup> at 8:30am at the Legislative Chambers, Schenectady County Office Building, 620 State Street, 6<sup>th</sup> Floor, Schenectady, NY 12305.

**Adjournment**

Samantha Miller-Herrara made a motion to adjourn the meeting and Mike Morelli seconded. The motion was approved unanimously.

Respectfully submitted,



Donna Reinhart  
Office Manager

Reviewed and approved by



Barbara Mauro  
President