

**Capital District Youth Center, Inc.
Board Meeting**

Wednesday, March 21, 2018

8:30am

Hudson Valley TEC-SMART

345 Hermes Road, Ballston Spa, NY 12020

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

Members Present

Via Video Conference: Scott Bendett, William Connors

Members Absent: Lucille McKnight

Staff: Mark Castiglione & 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. Appointment of Secretary

The resignation of Stan Brownell leaves an officer vacancy for Rensselaer County. There must be an officer seated from each of the four counties, therefore, the board must appoint a new officer from Rensselaer County.

Laura Bauer volunteered to replace Stan Brownell as Secretary of the board.

Action Taken

Samantha Miller-Herrera made a motion to appoint Laura Bauer as Secretary of the board and Kristin Swinton seconded. The motion was approved unanimously.

3. December 20, 2017 Minutes and January 17, 2018 Meeting Notes

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

Action Taken

Craig Warner made a motion to approve December 20, 2017 Minutes and January 17, 2018 meeting notes and Steve Bayle seconded. The minutes were approved unanimously.

4. Financial Statement through December 31, 2017

The financial statement represents activities through December 31, 2017. For the year, the revenues were at 108% and expenses were estimated at 96%. As a result, there is a surplus of \$495,528.36 due to the counties after the 2017 audit has been completed.

Action Taken

Laura Bauer made a motion to approve the financial statement through December 31, 2017 and Scott Bendett seconded. The motion was approved unanimously.

5. Financial Statement through February 28, 2018

For the first two months of the year, revenues are estimated at 11% and expenses are estimated at 12%. The revenue represents actual revenue through February and the expenses represent actual Operation Expenses through January and an estimate for February.

Action Taken

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

6. Budget Amendment

A copy of the revised budget, per diem rate and revised Berkshire Farm budget were given to the Board prior to the meeting. Berkshire Farm increased their 2018 estimated RTA operations budget to \$283,500 including only necessary expenses anticipated to operationalize the 8 bed wing by October 1, 2018 in compliance with the regulations.

With the adoption of the revised budget, the Per Diem rate will increase to \$753.03 from \$675.35. This increase is partially due to Berkshire Farm's revised budget as well as an accounting error discovered in the original calculation that subtracted instead of adding Berkshire Farm's original anticipated RTA expenses from the budget. The revised budget would be retroactive to March 1, 2018

anticipating accruing the total budgeted RTA expenses over 10 months instead of 12.

The Per Diem is based on 75% utilization of a 16 bed facility and does not include any anticipated revenue from the operation of the 8 bed wing as a Specialized Secure Detention Facility at this point.

Action Taken

Laura Bauer made a motion to approve the budget amendment and new per diem rate and Steve Bayle seconded. The motion was approved unanimously.

7. 2017 Reconciliation Statement

Total revenues for 2017 were \$2,918,636.68, which includes Oneida County unused bed days and interest revenue. Total expenditures were \$2,428,113.04 resulting in a surplus of \$490,523.64. The formula to determine the amount to be refunded to the counties in years when there has been a surplus does not take into account the surcharges and interest income but does include unused bed revenue leaving a 2017 surplus of \$481,849.39. That amount would be refunded to the counties on a pro-rated basis based on 2017 usage.

Once the 2017 audit is completed and approved by the Board, the refunds will be sent out to the counties.

Action Taken

Craig Warner made a motion to approve the 2017 Reconciliation based on a refund of \$481,849.39 and Laura Bauer seconded. The motion was approved unanimously.

8. County Payment Disbursement Procedure

NYS has indicated that specific RTA expenses are eligible for reimbursement therefore a portion of county payments may be subject to additional refund beyond the eligible 49% for juvenile detention. We anticipate that CDYCI will be seeking reimbursement through one of our participating counties for our actual RTA expenses.

Mark is requesting the board approve a policy that for any RTA reimbursement received by CDYCI related to 2018 county payments, a proportional refund will be issued to each user county upon the completion of the annual cost reconciliation and audit in mid 2019.

CDYCI has implemented a tracking process on each county's bill beginning in January showing the estimated maximum potential refund based on CDYCI's budgeted expenses for RTA. CDYCI will be submitting for reimbursement via one of our counties and this estimated amount should not be included in individual county RTA plans.

Action Taken

Kristin Swinton made a motion to approve the RTA reimbursement policy and Laura Bauer seconded. The motion was approved unanimously.

9. Facility Usage: January & February 2018

The facility was operating in January at 46%, lower than 2017 at 66.5%. For February the facility was operating at 64.5% which is lower than 2017 at 94%. Year to date the facility is operating at 54.8%, much lower than 2017 at 91%.

If the utilization continues to be low, the per diem rate may need to be changed. Mark will keep track and re-visit with the Board at the next meeting.

10. Raise the Age Update

Albany County issued an RFP in February for preliminary work at the facility. A pre-bid conference was held on March 8 with proposals due on March 16. A RTA Building Committee meeting is being scheduled for review and comment. With input from the Building Committee, a recommendation will be made to Albany County regarding the preferred vendor.

Eligible RTA expenses are 100% reimbursable by New York State. However, even though CDYCI included RTA expenses as a component of its 2018 per diem rate, OCFS has declined to reimburse that portion at 100% and will only reimburse the total rate at the 49% juvenile detention percentage. OCFS has also indicated that CDYCI must work with a county to secure any additional reimbursement for its startup RTA expenses. Mark has had conversations with Albany County regarding reimbursements and plans to provide information for RTA expenses to the four counties.

Mark was informed by OCFS that they believe CDYCI is not an "Authorized Agency" and ineligible to benefit from project financing and other assistance services through the Dormitory Authority of the State of New York as outlined in the Governor's 30-Day Amendments. Bob Ryan from Harris Beach drafted a legal opinion which will be submitted to OCFS supporting CDYCI's eligibility under the proposed language stating CDYCI is an Authorized Agency. A letter was also sent to Sheila Pool, Commissioner of OCFS stating the same language

and signed by CDYCI President, Barbara Mauro. Mark will keep the Board updated on any new information regarding this matter.

11. Facility Operation/Agency Report

Karim informed the Board the utilization for January and February has been the lowest he has ever seen. The daily average has been 54%.

An RFP for cameras at the facility will need to be done very soon. New regulations require 100% cameral coverage of the facility. The cost for a new camera system and control board will be included in the facility assessment.

12. Other Business

There was no other business at this time.

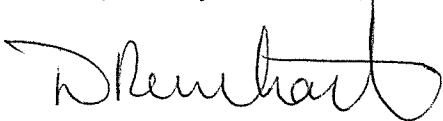
13. Next Meeting Date

The next CDYCI meeting is schedule for May 16 at 8:30am in Schenectady.

Adjournment

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

Respectfully submitted,



Donna Reinhart
Office Manager

Reviewed and approved by



Laura Bauer
Secretary