

Capital District Youth Center, Inc.

Board Meeting

Wednesday, May 15, 2019

9:00am

1 Park Place, Suite 102

Albany, NY 12205

Members Present: William Connors, Laura Bauer, Steven Bayle, Lucille McKnight, Samantha Miller- Herrera, Barbara Mauro, Craig Warner

Present via GotoMeeting:

Others Present: Kevin Cannizzaro, (Albany County Legislature Majority Counsel), Michael McLaughlin, (Albany County Executive's Office), Richard Riccio, (Berkshire Farms) Robert Ryan (Harris Beach)

Members / Others Absent: Scott Bendett, Kristin Swinton

Staff: Mark Castiglione, Amy Weinstock.

Presiding: Lucille McKnight, President, called the meeting to order at 9:00 am.

1. Welcome & Introductions

President McKnight welcomed everyone to the meeting.

2. March 30, 2019 Meeting Minutes

The minutes were distributed before the meeting.

Actions Taken

Laura Bauer made a motion to approve the meeting minutes and Samantha Miller Herrera seconded. The motion was approved unanimously.

3. 2018 SD and SSD Financial Statements Through April 30, 2019

The Year to Date Revenues reflect the billings to the counties for services provided through first quarter. In addition, CDYCI's statements only show revenues from the Q1 billings whereas Berkshire Farms statements shows revenue across each month with anticipated revenue shown for April based on the Q1 rates.

Secure Detention (SD)

The SD rate issued was 393.61 and covers all actual reported costs for the first quarter. Berkshire Farm's statement of actual expenses (net of the meal subsidy) through April 2019 is \$655,400. Operations (Bed) Revenues total \$463,723 reflecting revenue from billing the counties.

Specialized Secure Detention

The SSD rate issued by OCFS was \$995.82 and covers all actual reported costs for the first quarter. Berkshire Farm's statement of actual expenses (net of the meal subsidy) through April 2019 is \$429,985. Year to date revenue reflect the billings to the counties for the first quarter of the year. Operations (Bed) Revenues total \$303,725.

Action Taken

Laura Bauer made a motion to approve the SD and SSD financial statements through April 31, 2019 and Steve Bayle seconded. The motion was approved unanimously.

4. Draft 2018 Audit

A draft copy of the FY-2018 Audit Financial Statement prepared by the accounting firm Bonadio & Co. LLP was distributed to the board. A representative from the firm will make a presentation and respond to questions about the audit findings at the July Board meeting. Board action is anticipated to approve the 2018 Audit Report at that meeting.

5. 2020 Billing and Claiming Options

With the implementation of Raise the Age (RTA), the Office of Children and Family Services (OCFS) is requiring certain changes to the way the counties fund, and are reimbursed for, costs related to the secure detention and specialized secure detention care for youth. Historically, CDYCI has self-funded the operations of the facility through revenues generated by the per diem rate it charged to counties for their youth in the facility. Counties then seek reimbursement from the state based on rates paid. Beginning in 2020, CDYCI will not be able to charge counties for youth in the facility however all costs related to facility operations and administration will be reimbursable to a county or counties on a quarterly basis. The county or counties would then have to provide the reimbursement to CDYCI. The OCFS will bill all counties that used the facility any amounts owed for detention. Shifting to this model will create a working capital gap as CDYCI transitions from ongoing payments to a county reimbursement model.

The following three scenarios are being considered:

- Option 1: Four CDYCI counties provide seed money to CDYCI to fund first quarter operations based on cost share arrangement. CDYCI is designated to

submit costs on behalf of consortium members. CDYCI counties are reimbursed based on their proportionate costs share as determined by agreement among the counties or set by CDYCI in advance of each fiscal year. Counties provide the reimbursement received to CDYCI.

- Option 2 (Preferred by OCFS): One county provides seed money for Q1 operations to CDYCI on behalf of consortium members. CDYCI is designated to submit costs on behalf of the county and same county to receives reimbursement on behalf of the consortium members and provides funds to CDYCI.
- Option 3: Four CDYCI counties provide seed money to CDYCI to fund first quarter operations based on cost share arrangement. CDYCI is designated to submit costs on behalf of consortium members. One County receives reimbursement on behalf of consortium counties and provides the funds to CDYCI.

Under any of these scenarios, the CDYCI counties could entertain apportioning the working capital advance to CDYCI for the first quarter of operations based on their historic proportionate use of the facility.

After the initial infusion of money to CDYCI, the reimbursements should cover operations and administrative expenses of CDYCI.

New agreements are needed with each County starting in 2020 to provide CDYCI with specific services to submit on behalf of the Counties

6. Facility Usage:

Facility use was previously presented this information to gauge how we were tracking to the population percentage used to calculate our per diem rate.

The calculation for utilization has been updated to max capacity of 14.5 for SD (13 male plus 1.5 female) and 9.5 for SSD (8 male and 1.5 female)

Come 2020, this particular data will not be as relevant since we will not be billing based on these rates anymore. There was a discussion on potential new ways to show pertinent information on the usage of the facilities.

7. Facility Operation / Agency Report (Berkshire)

- The numbers of children in the facilities are steady.
- There's been an increase in the number of females in the facilities.
- The separation of AO / JD / JO has been effective.
- There has been a smooth transition of processing referrals to the AO.

- OCFS is coming twice a month to review everything and give their reports. There are no operating issues and they are working on a procedure manual.
- There was a discussion on the lengthy sentences being handed down and whether the facility can accommodate them.
- 17 new detention counselors have been hired.
- 23 new staff in total have been hired since October.
- There are residents taking regents exams and participating in school work while at the facilities.

10. Capital Project Updates

- Letter of intent is still needed from Schenectady County, and then there can be advancement of the schematic designs.
- Additional furniture has been requested. Once we receive money for the first round of invoices sent out for the original furniture, this furniture can be purchased via DASNY
- We need to provide plans to the state for approval of schematic designs, up front some of the cost then will be reimbursed.

11. Other Business

RTA Finance Committee would like to have a meeting before the next Board meeting. There was a discussion on when that may occur.

12. Adjournment- next meeting is July 17, 2019 at 9:00 am.

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

Respectfully submitted,

Amy Weinstock
Office Manager

Reviewed and approved by

Steve Bayle
Secretary