

**CDYCI COMMISSION MEETING**  
**9:00 am, Wednesday, July 15, 2020**

**Due to social distancing policies related to COVID-19, the Capital District Youth Center, Inc's July 15th meeting will be held virtually through Zoom Meetings and streamed live on CDPRC's Youtube Channel.**

**Members Present via Zoom Platform:** William Connors, Kristin Swinton, Lucille McKnight, Laura Bauer, Steve Bayle, Craig Warner, Barbara Mauro

**Others Present:** Joe Mancini, (Berkshire Farm) Robert Ryan (Harris Beach), Lucas Jacob, (Berkshire Farm)

**Members / Others Absent:** Scott Bendett, Samantha Miller-Herrera

**Staff:** Mark Castiglione, Amy Weinstock.

**Presiding:** Lucille McKnight, President, called the meeting to order at 9:14 am.

**1. Welcome & Introductions**

President McKnight welcomed everyone to the meeting.

**2. May 20, 2020 Meeting Minutes**

The minutes were distributed before the meeting.

**Actions Taken**

Barbara Mauro made a motion to approve the May 20, 2020 meeting minutes and Craig Warner seconded. The motion was approved unanimously.

**3. Introduction of New Facility Director**

Welcome to Mr. Joe Mancini.

After an extensive search following the transition plan previously shared with the board, Berkshire Farm has hired a new Facility Director. Joseph Mancini became the facility's fourth director joining Gene Terry 1996-2016, Karim Abdul-Matin 2016-2018, and Richard Riccio 2018-2020.

Mr. Mancini comes to the position with a wealth of experience in the field of juvenile Justice. Mr. Mancini has served as the Director of the Schenectady Probation Department and the Deputy Commissioner for Youth and Families for the Schenectady Department of Social Services. Most recently he served as the Associate Commissioner for Office of Community Partnerships at the New York State Office of Children and Family Services. During his Legislation. Mr. Mancini's experience and passion for juvenile justice will serve to continue to

build the programming at the Secure Detention Facility and we look forward to having him as a member of the Berkshire team. His resume is attached for your review.

#### **4. Financial Statements through June 30, 2020**

Attached are the financial statements through April for the Secure Detention and Specialized Secure Detention facilities.

The Year to Date Revenues reflect the billings to the counties for services provided through first quarter.

#### **Secure Detention (SD)**

Berkshire Farm' expenses through June are estimated to be \$1,057,109.37 and is 45.85% to budget. Par is 50%. Total SD expenses are \$1,091,624.15 including CDYCI administrative expenses. Actual SD expenses through May from Berkshire Farm are also attached.

#### **Specialized Secure Detention (SSD)**

Berkshire Farm' expenses through June are estimated to be \$827,057.76 and is 36.43% to budget. Par is 50%. Total SD expenses are \$867,987.66 including CDYCI administrative expenses. Actual SSD expenses through May from Berkshire Farm are also attached.

We are in the process of the audit which has been delayed for a variety of reasons. We also are getting painfully close to issuing the 2017-2018 county reconciliation refunds. Thank you again to Berkshire Farms for their patience with the new allocation strategy.

#### **Actions Taken:**

Barbara Mauro made a motion to approve the financial statements through June 30, and Craig Warner seconded the motion. The motion passed unanimously.

#### **5. Bedroom Project Variance and Update**

We are currently under a variance from SCOC for not being in compliance with regulations related to anti ligature bedroom furniture. The installation of the new bedroom furniture was scheduled to begin on Monday, March 16, 2020. Furniture was staged on site, but installation was called off as the youth program was significantly curtailed with the closure of the South Colonie School District and the loss of instructors employed by the district. While facility staff are currently weighing options, we have requested two extensions to this variance. The first was approved through July 1 and the second is pending approval through January 1, 2021.

The furniture was procured on our behalf by DASNY and is currently in the custody of the vendor hired to install the material. It is being stored in a UHaul storage facility proximate to the area.

With current state spending restrictions, DASNY required us to secure approval for the additional costs related to storage and remobilizing the vendor to install the furniture. Working with OCFS, we secured approval from DOB for the additional costs estimated between \$13,000 and \$17,000. Berkshire Farm will amend their operations continuation plan to address procedures for vendor installation processes.

In addition to the storage costs and other costs related a longer timeframe for installation, we will continue to incur costs for additional staff per the variance until the project is completed.

There was a conversation about the best way to proceed with the project- including logistics of moving along safely, and how long we can accrue \$400 / month storage fees for the furniture. There is also the additional staff funds for SSD, that will continue until the furniture has been installed.

Because visitation is still not allowed the question of schooling and whether that has been occurring was raised. South Colonie schools instituted in person schooling 4 days a week for the next 25 days, following all safety guidelines. They never stopped the education program, online teaching was offered during the school shutdown.

#### **6. SSD Recertification**

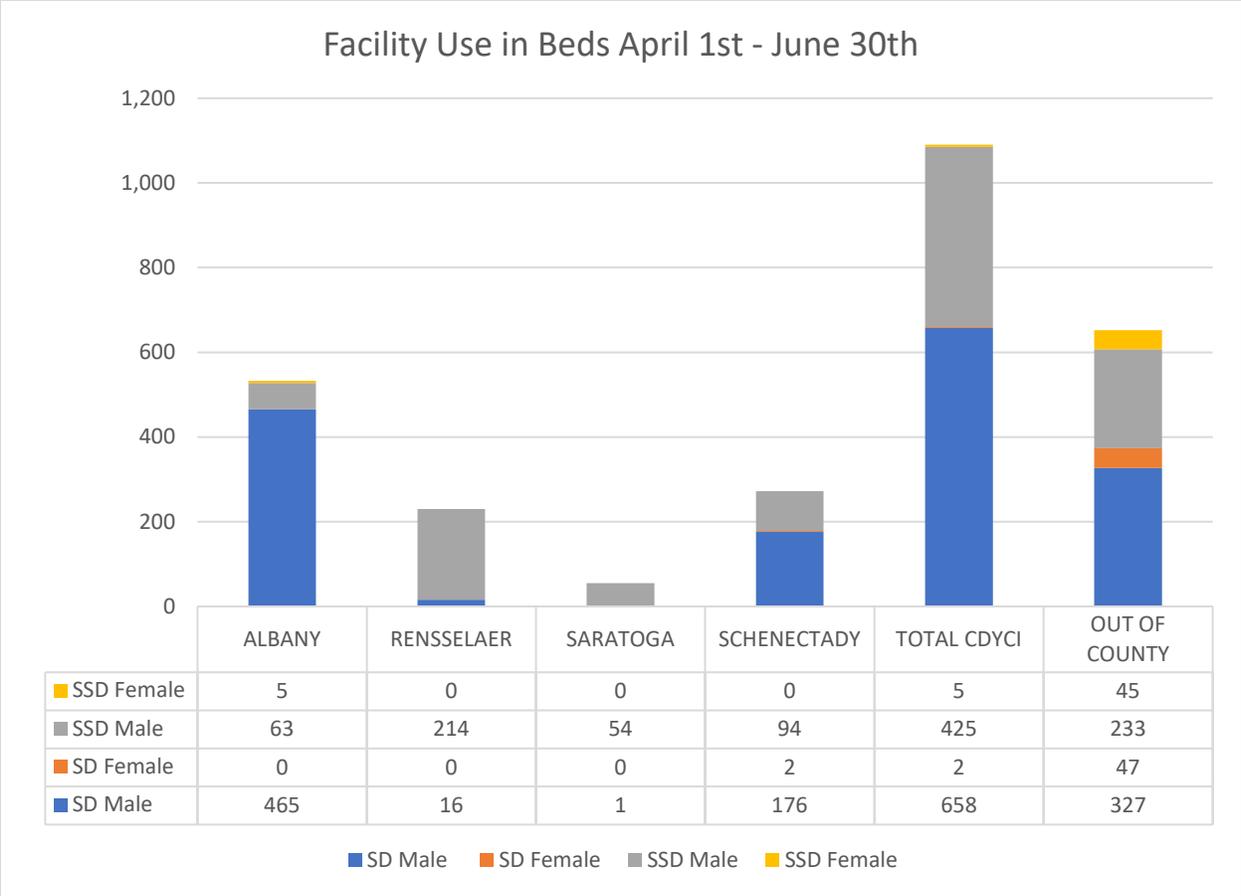
Current Certification expires in September of 2020. Recertification will be submitted to OCFS for their approval.

#### **7. RTA Plan 2020-21**

We distributed costs to OSFC. We are waiting to get the allocation table from them. We also submitted the cost estimate for the 20 / '21 plan. We have sent them to the Counties but there is no status update on when they will be processed. 2019 expenses will be added to the 20 / '21 plan. The 2018 plan is not included because money is not dispersible yet. We will follow up with OCFS to get the Counties reimbursed.

#### **8. Facility Use**

As tracking youth against the estimated utilization we used to set our per diem rate is now irrelevant, (since we do not set our rate and are provided one based on actual costs) I have updated the presentation of facility usage. The new format shows use by county in SD male, SD female, SSD male and SSD female. Charts for 2020 YTD are attached.



**9. Facility Operation / Agency Report (Berkshire)**

Currently 21 children in the facility. A/O pods are at or near capacity. School has been progressing, as discussed earlier. There is a meeting being held later in the day to discuss recommendations to re-open the facility to visitors. St. Peters has been handling all the medical treatment, as well as dental treatment and doing a great job. The dr. has been doing educational classes on medical topics, including COVID19 prevention. All PPE is on hand and being used, with adequate numbers of screening and testing as needed. There are no current cases of COVID19 or any staff / juveniles in quarantine. COVID19 protocol is still being followed as children are being admitted. We still need one more full time nurse.

**10. Other Business**

There are a number of CDYCI vouchers that need approval and we have not been able to contact the treasurer to sign / approve them. Because of this we are asking Lucy McKnight to execute them to pay. She agreed and we will proceed with the payments upon her signature.

**11. Adjournment**

Lucy Mcknight made a motion to adjourn at 9:50 and Barbara Mauro seconded it. The motion was approved unanimously. The meeting adjourned at 9:50.

**The next meeting of the CDYCI Board will be October 21, 2020 @ 9:00 a.m.**

Respectfully submitted,

Amy Weinstock  
Office Manager

Reviewed and approved by

Steve Bayle  
Secretary