

CDYCI COMMISSION MEETING

9:00 am, Wednesday, October 21, 2020

Due to social distancing policies related to COVID-19, the Capital District Youth Center, Inc's May 20th 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, Scott Bendett, Laura Bauer, Steve Bayle, Craig Warner, Barbara Mauro

Others Present: Lucas Jacob, (Berkshire Farms), Michael McLaughlin, (Albany County Executive's Office), Moira Manning (Albany County DSS), Bob Ryan (Harris Beach) Joe Mancini (Berkshire Farms)

Members / Others Absent: Lucille McKnight, Samantha Miller-Herrera

Staff: Mark Castiglione, Amy Weinstock.

Presiding: Laura Bauer, Vice President, called the meeting to order at 9:02 am.

1. Welcome & Introductions

Vice President Bauer welcomed everyone to the meeting.

2. July 15, 2020 Meeting Minutes

The minutes were distributed before the meeting.

Actions Taken

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

3. Financial Statements

The financial statements through September for the Secure Detention and Specialized Secure Detention facilities was discussed. Moving forward, the presentation of the financials will include a Profit & Loss Budget Performance report, a Profit & Loss by Class report and a Balance Sheet. The budget performance report allows us to see how we're tracking to each budget line. The class report allows us to see the breakdown of revenues and expenses for SD and SSD individually.

The year to date revenues reflect the billings to the counties for services provided through second quarter. Revenues for the third quarter will be booked after we submit our quarterly expenses and are issued a billing rate. Berkshire's operations expenses are

actual with an estimated amount used for the most recent month reflected in the financial statements.

Secure Detention (SD)

As noted on the Profit & Loss Budget Performance report, Berkshire Farm' expenses through September are estimated to be 1,622,302.37 and is 70.36% to budget. Par is 75%. As noted on the Profit and Loss by Class report, Total SD expenses are 1,678,244.82 including CDYCI administrative expenses. Actual SD expenses through August from Berkshire Farm are also attached.

Specialized Secure Detention (SSD)

As noted on the Profit & Loss Budget Performance report, Berkshire Farm' expenses through September are estimated to be 1,301,147.76 and is 57.31% to budget. Par is 75%. As noted on the Profit and Loss by Class report, Total SSD expenses are 1,362,588.01 including CDYCI administrative expenses. Actual SSD expenses through August from Berkshire Farm are also attached.

CDYCI's Repair and Maintenance line is 45% over budget primarily due to the unanticipated costs associated with replacing the condenser on the chiller. Our audit presentation will be at our next meeting. Once the 2019 audit is accepted, we will be able to disburse the 2017-2018 reconciliation.

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Actions Taken

Scott Bendett made a motion to approve the financial statements and Barbara Mauro seconded it. The motion was approved unanimously.

4. Appointment of Nominating Committee

In accordance with the adopted CDYCI Bylaws, the officers (President, Vice President, Secretary, and Treasurer) 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 2021 at which time new officers 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 2021. Per the requirements of the bylaws, at the conclusion of the term, each office shall be rotated to the next county in alphabetical order. As such, the President will be from Rensselaer County, the Vice President from Saratoga County, The Secretary from Schenectady County, and the Treasurer from Albany County.

Laura Bauer volunteered to do the corresponding with the Board Members to see if they are interested in participating in new roles on the Board.

Actions Taken:

Steve Bayle made a motion to appoint Laura Bauer to the Nominating Committee and Craig Warner seconded it. The motion was approved unanimously.

5. Bedroom Project Recap

The installation of the new anti-ligature bedroom furniture at the facility was completed in early October. Total project budget was \$96,000 inclusive of additional costs related to the pandemic including storage and cleaning. DASNY procured the materials and vendor which was a certified disabled veteran owned business.

This project was the only project approved to proceed by OCFS and approved as RTA costs. Additional approval was required by the NYS Division of the Budget given the state's fiscal crisis.

With the completion of this project the following operational variance conditions will be lifted

- 1. There shall be at least two staff members present when the youth are confined in their rooms in the A, B, and C Pods;*
- 2. Supervisory tours shall be conducted at intervals not to exceed 15 minutes when the youth are confined in their rooms; and*
- 3. Daily documented inspections shall be completed at least one per shift to ensure that no alterations (e.g., sheets or clothing tied to bed frames) have been made to the rooms.*
- 4. By October 28, 2020, the facility shall submit to the Commission a status report on placement of the anti-ligature beds.*

In addition, we have submitted a request to SCOC to update the Maximum Facility Capacity from 0 to 24. Meeting the variance conditions above allowed us to operate but our official certified capacity was zero. That request was approved and we now show capacity at 24.

6. Approval of Internal Controls

With all the changes related to billing including cost reporting, rate setting, frequency and the counties we bill, we have established new processes that govern how we develop bills and disburse operations revenues to Berkshire Farm and CDYCI. The attached internal controls document articulates the steps and checks in place during this process.

Board action is requested to approve the internal controls procedures as described below .

Capital District Youth Center, Inc.
CDYCI – Berkshire Farms Disbursements
10/16/2020

All checks are disbursed out of the Pioneer Savings Bank checking account.

Berkshire Farm and CDYCI disbursements related to revenues derived from the operation of the Juvenile Detention Facility have their own internal control policy. The following is an articulation of the process by which quarterly costs are compiled and submitted to the state. In addition to the method by which bills are developed, charges allocated to the four CDYCI Counties (Albany, Rensselaer, Saratoga, and Schenectady), payments tracked and payments made to CDYCI and Berkshire Farm.

- 1) At the close of each quarter, a roster of bed days for the period is generated from JDAS for Secure Detention (SD) and Specialized Secure Detention (SSD). The bed days and home counties of the youth are reviewed with Berkshire staff to confirm both sets of records are consistent. If there are any discrepancies or any questions, the Office Manager contacts OCFS to make the final determination to assign a home county to any youth in question.
- 2) Once SD and SSD youth bed days and home counties are finalized, the Office Manager parses as follows: SD- Total JD/JO, Total RTA (any JD over 16 years). SSD- Total AO.
- 3) CDYCI receives and reviews quarterly financials from Berkshire Farm for SD and SSD.
- 4) CDYCI combines Berkshire farm SD and SSD financial records with CDYCI's records to generate a "master bill." The master bill includes a table providing expenses reportable in SSOP. CDYCI submits the expenses
- 5) OCFS issues quarterly rates for SD and SSD based on costs submitted
- 6) CDYCI Office Manager generates the invoices in Quickbooks and sends to each County. CDYCI Counties are billed for their home county youth and Albany is issued an additional invoice for all out of county youth that were hosted in the facility.
- 7) The Office Manager completes a spreadsheet titled [YEAR] Bill Tracking and Quarterly Payments in which all invoices are individually listed by each individual County. That spreadsheet also includes the invoice numbers, date monies are received by County, amount of invoice and automatically calculates the percentages that are to be disbursed to

BF for each invoice. The percentage allocation is determined by the proportionate share of costs reported between Berkshire Farm and CDYCI.

- 8) Once all the money from the quarterly invoices have been received from the Counties, the spreadsheet gets updated and the percentages owed to Berkshire Farms gets their final calculations. Upon review of the spreadsheet by the Chief Administrator and Financial Officer, payment vouchers are generated for the disbursements to CDYCI and Berkshire Farm. The vouchers are approved by the Chief Administrator and Treasurer.
- 9) Concurrent with the voucher approval, the Office Manager sends an email with the Bill Tracking and Quarterly Payments table to Berkshire Farm and the Treasurer.
- 10) Once payment vouchers are approved, the Office Manager transfers money between the Pioneer Bank money market and checking accounts in an amount to cover the disbursements. The bills and authorization are filed as support for each transfer. The Officer Manager records the transfer and the bill payments in Quickbooks.

Actions taken:

Craig Warner made a motion to approve the Internal Control Plan, and Scott Bendett seconded the motion. The motion passed unanimously.

7. SD & SSD Recertification

Thank you to Joe Mancini for getting the SD & SSD recertification needed.

8. RTA Plan 2020 – 2021

There is no current timeline for getting the expenses approved by the State to finalize 2020 cost.

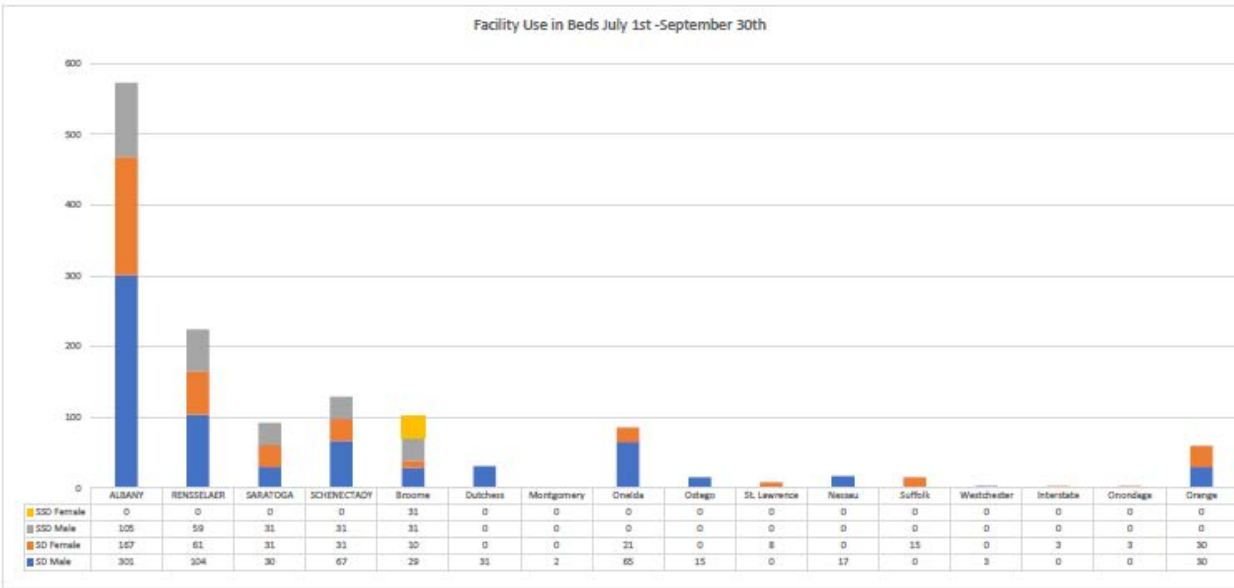
The Bedroom Project has been approved as an RTA expense eligible for reimbursement and costs will be included in the pending 2020-2021 RTA plans.

9. Facility Use

Use in the facility is at historic highs and is nearly 100% comprised of CDYCI county youth. Over the summer, we also flipped male wings to increase capacity for AO males from 8 to 13.

The attached table shows the usage by county and classification for the third quarter.

In addition, I've attached charts showing the daily usage by SD/SSD for the year and another taking a look back to before the implementation of RTA.



10. Facility Operation / Agency Report (Berkshire)

The Board was updated on a situation that occurred where an AO youth had no bed available to him in any facility in the entire region. Numerous agencies were involved, as were numerous Counties, until the youth was finally placed in the Berkshire Farm facility. There have been increases in the number of AO cases (currently 13 on hand) and longer sentences for these youths which leading to shortages in beds and the proper rapid response teams trained staff to oversee them. Due to some incidents that have occurred within the facility recently, more staff will be hired to maintain the safe environment for staff and the youth. This will be reflected in the budget line for personnel. New programming is also an option for the AO youth to keep them occupied while they are there. That cannot start until there is adequate staffing.

There was a suggestion from the Board that the Local Legislators should be advised of the current situation, and see if there is anything they may be able to do to help rectify some of the problems. Different District Leaders could be informed as well.

11. Other Business

No new business to discuss.

12. Adjournment

Barbara Mauro made a motion to adjourn at 9:45 and Scott Bendett seconded it. The motion was approved unanimously. The meeting adjourned at 9:45.

The next meeting of the CDYCI Board will be December 16, 2020 @ 9:00 a.m.

Respectfully submitted,

Amy Weinstock
Office Manager

Reviewed and approved by

Steve Bayle
Secretary