

CDYCI COMMISSION MEETING

9:00 am, Wednesday, December 16, 2020

Due to social distancing policies related to COVID-19, the Capital District Youth Center, Inc's December 16th 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, Scott Bendett, Steve Bayle, Craig Warner, Barbara Mauro

Others Present: Joseph Mancini, (Berkshire Farm) Robert Ryan (Harris Beach), Lucas Jacob, (Berkshire Farm), Michael McLaughlin, (Albany County Executive's Office), Alan Walther (Bonadio Group)

Members / Others Absent: Samantha Miller-Herrera

Staff: Mark Castiglione, Amy Weinstock.

Presiding: Lucille McKnight, President, called the meeting to order at 9:05 am.

1. Welcome & Introductions

President McKnight welcomed everyone to the meeting.

2. October 21, 2020 Meeting Minutes

The minutes were distributed before the meeting.

Actions Taken

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

3. Financial Statements through November 30, 2020

Attached are the financial statements through November for the Secure Detention and Specialized Secure Detention facilities. 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. We are still awaiting Berkshire to finalize their Q3 expenses. 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 November are estimated to be 2,012,032.37 and is 87.27% to budget. Par is 91.5%. As noted on the Profit and Loss by Class report, Total SD expenses are 2,069,504.69 including CDYCI administrative expenses. Actual SD expenses through September from Berkshire Farm are also attached.

Specialized Secure Detention (SSD)

As noted on the Profit & Loss Budget Performance report, Berkshire Farm' expenses through November are estimated to be 1,632,719.76 and is 71.91% to budget. Par is 91.5%. As noted on the Profit and Loss by Class report, Total SSD expenses are 1,695,829.68 including CDYCI administrative expenses. Actual SSD expenses through September 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.

Actions Taken

Craig Warner made a motion to approve the November 30 financials and Barbara Mauro seconded it. The motion was approved unanimously.

4. 2019 Audit

Enclosed for your review and approval is the FY-2019 Draft Audit Report prepared by the accounting firm Bonadio & Co. LLP.

A representative from the firm will make a presentation and respond to questions about the audit findings at the Board meeting. A summary of his findings is below:

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Capital District Youth Center, Inc., as of December 31, 2019, and its changes in financial position and its cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

As part of obtaining reasonable assurance about whether the Center's financial statements are free from material misstatement, we performed tests of its compliance with certain

provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

Actions Taken:

Laura Bauer made a motion to accept the 2019 audit and Barbara Mauro seconded the motion. The motion passed unanimously.

5. 2021 Meeting Schedule

The following are proposed dates for the 2021 CDYCI meetings. All the meetings are scheduled for the third Wednesday of the month and are scheduled to begin at 9:00 AM.

January 20, 2021

March 17, 2021 🍀

May 19, 2021

July 21, 2021

October 20, 2021

December 15, 2021

Action Taken

Laura Bauer made a motion to approve the 2021 meeting schedule, and Craig Warner seconded it. The motion passed unanimously.

6. Report from Nominating Committee

At the October CDYCI Board meeting, Kristin Swinton was appointed to head the nominating committee. She has presented the following slate of Officers for election to serve in the 2020-21 term.

President: Laura Bauer- Rensselaer County

Vice President: Steve Bayle- Saratoga County

Secretary: Samantha Miller-Herrera- Schenectady County

Treasurer: William Connors- Albany County

A call for additional nominations from the floor was made and none were heard.

Actions taken:

Barbara Mauro made a motion to elect the slate of Officers presented by the Nominating Committee, and Kristin Swinton seconded the motion. The 2021-2022 Officers were elected unanimously.

7. 2021 SD & SSD Budget

Below are excerpts from the proposed 2021 CDYCI Budget, the proposed 2021 Operating Budgets for SD and SSD prepared by Berkshire Farm. Budget highlights include the following:

2021 Proposed CDYCI Budget

The projected total expenses for 2021 are \$ 5,477,440 an increase 7.8% from 2020. The SD Operating Budget submitted by Berkshire Farm is \$1,886,422 for SD, 18% decrease from 2020. The SSD budget is \$3,507,538, a 55% increase from 2020. The total operations budget of \$ 4,566,809 a 9.8% increase from 2020. Staffing levels are based on operating a 9.5 bed co-ed SD facility and 14.5 bed SSD facility and includes costs associated with providing increased staff to operate the SSD facility according to the regulations.

The Operator Management Fee would remain at 13% of actual expenditures per the contract extension with Berkshire Farm. More details about the additional costs in Berkshire's proposed budget is provided in an attached letter from Luke Jacobs. In addition, BF's proposed budget shows percent increases in budget lines.

The SSD Budget also includes \$284,000 for pre-construction costs. This represents 40% of the estimated preconstruction budget (\$710,000) reflecting amounts that would be owed by Saratoga, Schenectady, and Rensselaer counties to Albany county for pre-construction work. Under the cost share arrangement, CDYCI will serve as the pay agent receiving cost-share funds from Saratoga, Schenectady, and Rensselaer and administering the funds to Albany County. This is the same amount that was included in 2020.

With the "flipping" of SD and SSD wings, 2021 cost splits between the two facilities for shared costs which are determined by a square footage allocation are as follows– 50.88% SSD and 49.12% SD.

Board action is requested to approve the 2021 budget.

Action Taken

Barbara Mauro made a motion to approve the 2021 SD & SSD Budgets, and Craig Warner seconded the motion. The motion passed unanimously.

8. RTA Plan 2020-2021 Costs Update

OCFS has rekindled the 2020-2021 RTA Plan process. In order for costs to be approved as RTA and be 100% reimbursable, they need to be included in an approved RTA plan. Costs include

operations of the detention facility and any project costs. In April 2020, the following costs were submitted to OCFS for approval. OCFS then advised that they should be included in the 2020-2021 RTA plans for the participating counties.

The following project costs will be submitted by me to OCFS or the counties for inclusion in the RTA plans. It's still unclear if I can submit the project costs to OCFS or submit them to the counties. I have informed the counties that these costs should be included in their plans.

Allocation of CDYCI's Capital Cost to Four Consortium Member Counties					
Description	Total Amount	Albany Co.	Rensselaer Co.	Saratoga Co.	Schenectady Co.
	100%	60%	16%	8%	16%
Security System Networking	1,265.00	759.00	202.40	101.20	202.40
Radios for SSD	3,610.00	2,166.00	577.60	288.80	577.60
Detention Grade Table and Chairs	4,878.38	2,927.03	780.54	390.27	780.54
Detention Grade Office Chairs	5,153.42	3,092.05	824.55	412.27	824.55
Window Film for Control Pod	935.50	561.30	149.68	74.84	149.68
Bedroom Furniture (Estimate)	50,000.00	30,000.00	8,000.00	4,000.00	8,000.00
Bedroom Furniture Installation (Estimate)	40,000.00	24,000.00	6,400.00	3,200.00	6,400.00
Total Amount	105,842.30	63,505.38	16,934.77	8,467.38	16,934.77

If any costs are not included in an approved RTA plan, the plan will have to be resubmitted and approved for each county. In order to avoid that possibility, revised 2020 and 2021 detention budget numbers will be submitted to OCFS. The revised 2020 numbers will better reflect actual costs for this year and the revised 2021 figures will reflect Berkshire Farms actual proposed budget for the upcoming year.

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.

10. Berkshire Farm Agreement Approval

The 2021 agreement term is one year with the option to extend for five years. The new agreement is consistent with the new omnibus agreement approved by the counties.

One addition to the 2021 agreement relates to circumstances where eligible costs for a quarter are less than actual costs. The new language simply states that revenues derived from rates covering eligible costs will be allocated between Berkshire Farm and CDYCI proportionate to each agencies' share of actual expenses for the quarter. This is consistent with the internal controls and payment procedure policy the board approved in October. Any amounts owed to Berkshire will be settled in the year-end reconciliation.

Board action is requested to authorize the President to execute the 2021 contract with Berkshire Farm upon adoption of the 2021 budgets for Secure Detention and Specialized Secure Detention.

Action Taken

Craig Warner made a motion to approve the Berkshire Farm Agreement and Laura Bauer seconded it. The motion was approved unanimously.

11. Facility Operation / Agency Report (Berkshire)

- The Facility is working hard on maintaining the safety and security of the staff within the facility.
- Due to new regulations regarding restraining techniques that can be used within the facility, trainers will need to come and train the staff on new techniques. This will add to the costs already accrued due to the “flipping” of the SD / SSD wings and the regulations regarding how many staff members need to be with each youth.
- The costs are also higher for staffing because of COVID 19 regulations and quarantining rules. As staff may call out, other staff needs to be brought in to maintain the proper amount of people in the facility.
- We are trying to increase the number of activities for the youth within the facility.
- We are also working on further helping youth with mental health issues in order to keep them engaged.
- We have formed a Committee to design a program working with communities on how youth in the facility will seamlessly reintegrate into society. This includes activities and programs that the youth may engage in once released.
- There will be gifts and a catered meal given to the youth in the facility for the holiday season.

12. SCOC COVID-19 Protocols and Visit Letter

13. Other Business

No new business to discuss.

14. Adjournment

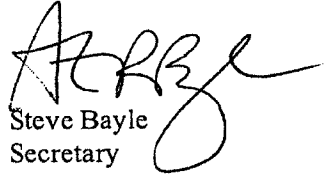
The meeting adjourned at 9:49.

The next meeting of the CDYCI Board will be January 20, 2020 at 9:00 a.m.

Respectfully submitted,

Amy Weinstock
Office Manager

Reviewed and approved by



Steve Bayle
Secretary

SECRET