

# **CDYCI COMMISSION MEETING**

**9:00 am, Wednesday, January 20, 2021**

**Due to social distancing policies related to COVID-19, the Capital District Youth Center, Inc's January 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, Laura Bauer, Steve Bayle, Craig Warner, Barbara Mauro, Samantha Miller-Herrera

**Others Present:** Joseph Mancini, (Berkshire Farm) Robert Ryan (Harris Beach), Lucas Jacob, (Berkshire Farm), Michael McLaughlin, (Albany County Executive's Office), Moira Manning (Albany County DSS)

**Members / Others Absent:** Lucille McKnight, Scott Bendett,

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

**Presiding:** Laura Bauer, President, called the meeting to order at 9:05 am.

## **1. Welcome & Introductions**

President Bauer welcomed everyone to the meeting.

## **2. December 16, 2020 Meeting Minutes**

The minutes were distributed before the meeting.

## **Actions Taken**

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

## **3. Financial Statements through December 31, 2020**

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

The year-to-date revenues reflect the billings to the counties for services provided through second quarter. Revenues for the third and fourth quarters will be booked after we submit our quarterly expenses and are issued a billing rates. 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 December are estimated to be \$2,200,552 and is 95.44% to budget. As noted on the Profit and Loss by Class report, Total SD expenses are \$2,274,317 including CDYCI administrative expenses.

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

As noted on the Profit & Loss Budget Performance report, Berkshire Farm' expenses through December are estimated to be \$1,637,005 and is 72% to budget. As noted on the Profit and Loss by Class report, Total SSD expenses are \$1,717,041 including CDYCI administrative expenses.

Due to staff changes at Berkshire Farm, November financials were not available.

## **Actions Taken**

Craig Warner made a motion to approve the December 31 financials and Steve Bayle seconded it. The motion was approved unanimously.

### **4. Designation of Bank Signatories**

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RESOLVED that the following individuals shall be designated as signatories on the CDYCI's bank accounts.

1. William Connors, Treasurer
2. Mark Castiglione, Chief Administrator
3. Amy Weinstock, Office Manager

## **Action Taken:**

Craig Warner made a motion to approve with amendment changing Mark Castiglione's title to Chief Administrator from Executive Director and Steve Bayle seconded the motion. The motion passed unanimously.

### **5. 2021 Budget Amendment**

The attached budget amendment includes additional funds for the Albany County Sheriff's Office for services related to their role at co-administrators of the Specialized Secure Detention Facility. We were advised by OCFS that we should include those costs in our operations budget rather than have them submitted through the RTA plan process.

Board action is requested to approve the revised budget.

## **Action Taken**

Barbara Mauro made a motion to approve the 2021 budget amendment, and Kristin Swinton seconded it. The motion passed unanimously.

### **6. Approval of Policies and Procedures Manual**

With the advent of RTA and the promulgation of new rules and regulations, the Policy and Procedure Manual for the Capital District Juvenile Secure Detention Facility needed to be updated.

The updates began under Facility Director Matin, continued under Director Riccio, and will be finalized under Director Mancini. It has been updated in coordination and collaboration with OCFS and SCOC. Berkshire Farm's Compliance Department has also been substantially involved in this update.

The Policy and Procedure Manual touches on how to best maintain the daily procedures of the facility and will be updated as necessary. There were overall updates to the SD operations as well as the RTA methods.

The CDYCI board approves policies and procedures that govern operations of the facility, so the revised manual is presented here for board approval.

## **Actions taken:**

Barbara Mauro made a motion to approval the approval of the Policies and Procedures Manual and Steve Bayle seconded the motion. The motion passed unanimously.

### **7. RTA Plan Updates**

The 2020-2021 RTA plans were due to OCFS last Friday. Revised operations budgets for 2020 and 2021 were provided in addition to other RTA costs.

The following project costs were sent to each county for inclusion in their RTA plans on January 6, 2021.

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
<b>Security Update Subtotal</b>	<b>15,842.30</b>	<b>9,505.38</b>	<b>2,534.77</b>	<b>1,267.38</b>	<b>2,534.77</b>
Norix Furniture Purchase	44,582.16	26,749.30	7,133.15	3,566.57	7,133.15
Labor and Installation for Norix Furniture	31,245.97	18,747.58	4,999.36	2,499.68	4,999.36
COVID Related Expenses for the Project	9,486.39	5,691.83	1,517.82	758.91	1,517.82
DASNY Fees	10,180.34	6,108.20	1,628.85	814.43	1,628.85
<b>Bedroom Furniture Subtotal</b>	<b>95,494.86</b>	<b>57,296.92</b>	<b>15,279.18</b>	<b>7,639.59</b>	<b>15,279.18</b>
<b>Grand Total</b>	<b>111,337.16</b>	<b>66,802.30</b>	<b>17,813.95</b>	<b>8,906.97</b>	<b>17,813.95</b>

## 8. 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.

## 9. Update on COVID testing and Vaccinations

There is an infectious disease action plan in place to help minimize risk to staff and youth at the facility. There will be an availability to test youth on site which will remove the need to transport someone. This can also reduce the need to quarantine a positive case 14 days if they can test negative before that.

Staff are trying to get their first doses of the vaccine personally. Many cannot get appointments until March. The teachers on site are getting their vaccinations personally as well. Joe Mancini met with OCFS regarding vaccinations for the youth over 18 but they are not administering any now. There would be complications to administering a first dose and then having the youth leave the facility and try to get a second somewhere else. No other youth age groups are currently approved for either vaccine. If trials get approved for a younger population, they will re-access their options.

## 10. Facility Operation / Agency Report

There may a grant option available to upgrade the Broadband throughout the facility.

South Colonie School District has a tech company that walked through to see if they can broaden the capacity of the building. They are looking to provide youths with tablets to have them be able to stay in their own rooms during learning. Columbia University is offering online classes to youth to continue their education while in the facility. There are still full time teachers maintaining the education structure currently in place.

All other business was discussed in the new Policies and Procedures Handbook section above.

**11. Other Business**

There is no other business to discuss.

**12. Adjournment**

Craig Warner made a motion to adjourn the meeting at 9:33 and Barbara Mauro seconded it. The motion approved unanimously.

The meeting adjourned at 9:33.

**The next meeting of the CDYCI Board will be March 17, 2021 at 9:00 a.m.**

Respectfully submitted,

Amy Weinstock  
Office Manager

Reviewed and approved by

Samantha Miller-Herrera  
Secretary