

CDYCI COMMISSION MEETING

9:00 am, Wednesday, May 19, 2021

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

Others Present: Joseph Mancini, (Berkshire Farm) Brian Parchesky (Berkshire Farms) Robert Ryan (Harris Beach), Lucas Jacobs, (Berkshire Farm), Moira Manning (Albany County DSS)

Members / Others Absent:

Staff: Mark Castiglione, Amy Weinstock.

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

1. Welcome & Introductions

President Bauer welcomed everyone to the meeting.

2. March 17, 2021 Meeting Minutes

The minutes were distributed before the meeting.

Actions Taken

Steve Bayle made a motion to approve the meeting minutes and Samantha Miller-Herrera seconded. The motion was approved unanimously.

3. Financial Statements through April 30, 2021

Mark Castiglione presented are the financial statements through April 30th for the Secure Detention and Specialized Secure Detention facilities.

SD

Berkshire Farm's statement of actual expenses through March are \$405,121 and the estimated total operations expenses through April are \$559,557.

SSD

Berkshire Farm's statement of actual expenses through March are \$615,187 and the estimated total operations expenses through April are \$842,300.

Total Expenses are tracking at 27% to budget. Par is 33%

Action Taken

Samantha Miller-Herrera made a motion to approve the financial statements through April 30th and Steve Bayle seconded it. The motion passed unanimously.

4. 2020 Pre-Audit Financial Statements

The combined revenues total \$4,113,643 or 81.5% to budget and expenses are \$4,116,610 or 86.38% to budget.

There was a delay in fourth quarter receivables, therefore the audit was started late. It is being prepared now.

Action Taken

Samantha Miller-Herrera made a motion to approve the 2020 Pre-Audit statement, and Craig Warner seconded it. The motion passed unanimously.

5. Review of SCOC / OCFS Site Inspection Findings

During a site visit conducted on April 28, OCFS/SCOC staff observed numerous violations of regulations. In response, SCOC issued the attached April 29 letter outlining the violations and required corrective actions. In addition, SCOC requested a variety of documents from Berkshire Farm in a separate communication issued the same day.

Additionally, the results of a COVID-19 procedures site inspection was sent in a May 11 letter.

Some of these violations were due to a staffing crunch at the facility. They are working on a razor thin margin of staff due to COVID-19 challenges, and programming changes. They have youth broken up into multiple rooms, which sometimes lead to conflicts due to less staffing in each room. There are less room checks as well, which was noted. Since this letter was received, there have been no further violations at the facility.

There is a big staff recruiting effort going on. There are numerous job openings for about 11-12 people. 2 positions have been filled, with the staff starting May 20th. (They undergo approximately 3 weeks training which includes 3 weeks on floor and then 1 more with supervisor assistance). There are 2 more starting soon after, and 5 in the background check process.

There are probation officers still available if needed in an emergency. Once all people are fully hired, this need should subside.

Berkshire responded to the violations and required actions letter, and did comply to submit all materials requested by OCFS / SCOC.

6. Review of Staffing Analysis

A staffing analysis was provided to Berkshire Farm by SCOC staff on May 13th. It outlines estimated staffing levels based on ratio and other regulatory requirements. The number of child care staff it outlines mirrors closely the staffing estimates included in Berkshire's 2021 budget. Support staff were not included in this draft analysis.

In addition, a draft narrative analysis which Berkshire will likely update to reflect its staffing roles and responsibilities has been created as well.

7. Review of Secure Detention Recruiting and Retention Plan

A recruitment and retention plan was drafted by Berkshire and was a component of the response to the SCOC/OCFS inspection findings. The plan was shared with the board.

There have been challenges to staffing among numerous organizations due to the COVID-19 pandemic. There is less willingness for people to work in the child welfare services. This is partly due to the fact that the salary for working in the youth detention setting is not very high and there is also a concern about safety in these types of environments.

Berkshire has been working with SD staff to help with marketing for the job openings and giving them days off as rewards if they can help recruit someone. They are looking at athletic facilities, and youth facilities to see if they can interest people who already are comfortable with youths. There is also signing bonus options, up to \$1,250 to anyone who is hired.

Berkshire Farm has put up a billboard on I-90 for 1 month at a cost of \$8,000, as an attempt to reach approximately 45,000 people who drive on that road monthly. They have also put a spot on ESPN radio featuring current employees talking about the job at a cost of \$10,000 for a month. They are using Facebook to try to get thousands of users to see their ad. Along with Facebook they are doing GEOfencing, which targets ads to specific areas where people who may be interested in this work can see. These ad campaigns are \$1920 which combines for a total \$19,920 being spent on recruitment and retention which is necessary to fill shortages amongst the entire facility.

8. Approval of the Vaccine Incentive Program

The reported vaccination rate among staff at the secure facility is astonishingly low. As the facility has had to stop intake as a result of a COVID outbreak, and the ongoing staffing shortage, this low number is very concerning. As of today, only 7 staff have reported that they have been vaccinated. Mark Castiglione asked Berkshire to develop a more substantial incentive program in the hopes that it would help increase the number.

The attached plan outlines a \$100 incentive for staff who can demonstrate that they have been vaccinated. Berkshire will pay any taxes owed so that the employees receive 100% of the incentive payment. The total estimated costs is \$6000. I hope this incentive, coupled with the new CDC guidance related to vaccinated people and mask-wearing, will help increase that number.

The facility will bring doctors in to address concerns of the staff members and Albany County offered to assist in getting vaccines if necessary.

On a related note, OCFS has distributed a variety of guidance materials for youth vaccination planning.

Board action is requested to approve the vaccine incentive program.

Action Taken

Samantha Miller-Herrera made a motion to approve the vaccine incentive program, and Steve Bayle seconded it. The motion passed unanimously.

9. Budget Amendment

A revised budget was presented for board approval which includes the additional costs for the vaccine incentive program.

Action Taken

Samantha Miller-Herrera made a motion to approve the budget amendment and Steve Bayle seconded it. The motion passed unanimously.

10. Approval of Revised Meeting Schedule

While every effort is made to avoid scheduling things which conflict with our adopted board meeting schedule, this year there is a conflict with our July meeting date and Mark

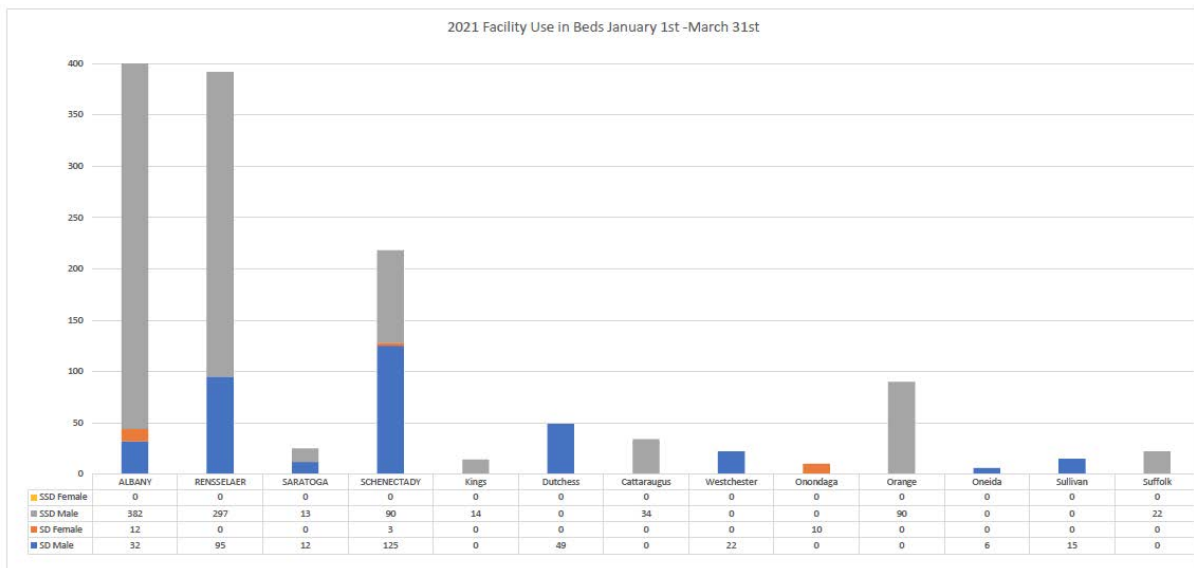
Castiglione requested that the board amend its meeting schedule shift the July 21st meeting to July 28th. No other changes to the remaining meeting schedule are proposed.

Action Taken

Samantha Miller-Herrera made a motion to approve the revised meeting schedule and Barbara Mauro seconded it. The motion passed unanimously.

11. Facility Use

Facility use detail through March 2021 and daily facility use chart through April is attached. You will note the population dip resulting from the covid crisis. There are still no female intake pending staffing increases and COVID-19 regulations.



Capital District Youth Center, Inc. Monthly Usage

| Daily Data | Albany County | Rensselaer County | Saratoga County | Schenectady County | Capital District Counties | Oneida County | Other Counties | Total | Percent Occupied | SSD Capital District Counties | SSD Other Counties | Total | Percent Occupied |
|------------|---------------|-------------------|-----------------|--------------------|---------------------------|---------------|----------------|-------|---------------------|-------------------------------|--------------------|-------|---------------------|
| 1 Mar 21 | 1 | 1 | - | 1 | 3 | - | 2 | 5 | 31.3% | 9 | 2 | 11 | 68.8% |
| 2 Mar 21 | - | 1 | - | 1 | 2 | - | 1 | 3 | 18.8% | 9 | 2 | 11 | 68.8% |
| 3 Mar 21 | - | 1 | - | 1 | 2 | - | 1 | 3 | 18.8% | 9 | 2 | 11 | 68.8% |
| 4 Mar 21 | - | 1 | - | 2 | 3 | - | 1 | 4 | 25.0% | 9 | 2 | 11 | 68.8% |
| 5 Mar 21 | - | 1 | - | 2 | 3 | - | - | 3 | 18.8% | 9 | 2 | 11 | 68.8% |
| 6 Mar 21 | - | 1 | - | 2 | 3 | - | - | 3 | 18.8% | 9 | 2 | 11 | 68.8% |
| 7 Mar 21 | - | 1 | - | 2 | 3 | - | - | 3 | 18.8% | 9 | 2 | 11 | 68.8% |
| 8 Mar 21 | - | 1 | - | 2 | 3 | - | 1 | 4 | 25.0% | 9 | 2 | 11 | 68.8% |
| 9 Mar 21 | - | 1 | - | 2 | 3 | - | 1 | 4 | 25.0% | 8 | 2 | 10 | 62.5% |
| 10 Mar 21 | - | 1 | - | 2 | 3 | - | - | 4 | 25.0% | 7 | 3 | 10 | 62.5% |
| 11 Mar 21 | - | 1 | - | 2 | 3 | - | 1 | 4 | 25.0% | 7 | 3 | 10 | 62.5% |
| 12 Mar 21 | - | 1 | - | 2 | 3 | 1 | 1 | 5 | 31.3% | 7 | 3 | 10 | 62.5% |
| 13 Mar 21 | - | 1 | - | 2 | 3 | 1 | 1 | 5 | 31.3% | 7 | 3 | 10 | 62.5% |
| 14 Mar 21 | - | 1 | - | 2 | 3 | 1 | 1 | 5 | 31.3% | 7 | 3 | 10 | 62.5% |
| 15 Mar 21 | - | 1 | - | 2 | 3 | 1 | 1 | 5 | 31.3% | 7 | 3 | 10 | 62.5% |
| 16 Mar 21 | - | 1 | - | 2 | 3 | 1 | 1 | 5 | 31.3% | 7 | 3 | 10 | 62.5% |
| 17 Mar 21 | - | 1 | - | 2 | 3 | 1 | 1 | 5 | 31.3% | 8 | 3 | 11 | 68.8% |
| 18 Mar 21 | - | 1 | - | 3 | 4 | - | 1 | 5 | 31.3% | 8 | 3 | 11 | 68.8% |
| 19 Mar 21 | - | 1 | - | 3 | 4 | - | 1 | 5 | 31.3% | 8 | 3 | 11 | 68.8% |
| 20 Mar 21 | - | 1 | - | 3 | 4 | - | 1 | 5 | 31.3% | 8 | 3 | 11 | 68.8% |
| 21 Mar 21 | - | 1 | - | 3 | 4 | - | 1 | 5 | 31.3% | 8 | 3 | 11 | 68.8% |
| 22 Mar 21 | - | 1 | - | 3 | 4 | - | 1 | 5 | 31.3% | 8 | 3 | 11 | 68.8% |
| 23 Mar 21 | - | 1 | - | 3 | 4 | - | - | 4 | 25.0% | 8 | 3 | 11 | 68.8% |
| 24 Mar 21 | - | 1 | - | 3 | 4 | - | - | 4 | 25.0% | 8 | 3 | 11 | 68.8% |
| 25 Mar 21 | - | 1 | - | 3 | 4 | - | - | 4 | 25.0% | 7 | 3 | 10 | 62.5% |
| 26 Mar 21 | 1 | 1 | - | 3 | 5 | - | - | 5 | 31.3% | 7 | 3 | 10 | 62.5% |
| 27 Mar 21 | 1 | 2 | - | 3 | 6 | - | - | 6 | 37.5% | 7 | 3 | 10 | 62.5% |
| 28 Mar 21 | 1 | 2 | - | 3 | 6 | - | - | 6 | 37.5% | 7 | 3 | 10 | 62.5% |
| 29 Mar 21 | 1 | 2 | - | 3 | 6 | - | - | 6 | 37.5% | 7 | 3 | 10 | 62.5% |
| 30 Mar 21 | 1 | 2 | - | 3 | 6 | - | - | 6 | 37.5% | 7 | 3 | 10 | 62.5% |
| 31 Mar 21 | 1 | 2 | - | 3 | 6 | - | - | 6 | 37.5% | 7 | 3 | 10 | 62.5% |
| | 7 | 36 | | 73 | 116 | 6 | 20 | 142 | 28.6% | 242 | 84 | 326 | 64.8% |
| | | | | | | | | | Percent Female 2.6% | | | | Percent Female 0.0% |
| | | | | | | | | | Percent Male 97.4% | | | | Percent Male 100.0% |

12. Facility Operations / Agency Report (Berkshire)

- The top priority is to get staffing levels up.
- The Facility pursued opportunities with Broadband expansion.
- There have been discussions with partners for virtual reality job exposures to youth for when they leave the facility. They take a survey on future career paths when they arrive.
- They are working on funding and finding organizations to help fund programs at the facility.
- SD had its first graduation ceremony this year from the Colonie HS. Through the OCFs the youth is enrolled in a community college.
- Berkshire Farms management met with SNUG program to work with youth when they leave the facility. After care plans are in the works.

13. Other Business

- Judges are not always providing open remands which are needed should a youth need to be moved to another facility.
- 2020-2021 RTA reimbursements remain pending.

14. Adjournment

Action Taken

Craig Warner made a motion to adjourn, and Bill Connors seconded it. The motion passed unanimously. The meeting was adjourned at 9:46 a.m.

The next meeting of the CDYCI Board will be July 28, 2021 at 9:00 a.m.

Respectfully submitted,

Amy Weinstock
Office Manager

Reviewed and approved by

Samantha Miller-Herrera
Secretary