

CDYCI COMMISSION MEETING  
9:00 am, Wednesday, October 20, 2021

**Due to social distancing policies related to COVID-19, the Capital District Youth Center, Inc's October 20th meeting will be held in person at 1 Park Place, Suite 102, virtually through Zoom Meetings and streamed live on CDPRC's Youtube Channel.**

**Members Present:** Laura Bauer, Samantha Miller-Herrera

**Members Present via Zoom Platform:** William Connors, Kristin Swinton, Steve Bayle, Craig Warner

**Others Present:** Joseph Mancini, (Berkshire Farm) Brian Parchesky (Berkshire Farms), Robert Ryan (Harris Beach), Lucas Jacobs, (Berkshire Farm), Shawn Noonan (Albany County), Mike McLaughlin (Albany County Executive office), Moira Manning (Albany County Department for Children, Youth and Families) Barbara Mauro

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

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

**Presiding:** Laura Bauer, President, called the meeting to order at 9:03 am.

**1. Welcome & Introductions**

President Bauer welcomed everyone to the meeting.

**2. July 28, 2021 Meeting Minutes**

The minutes were distributed before the meeting.

**Actions Taken**

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

**3. Financial Statements through September 30, 2021**

Mark Castiglione presented are the financial statements through September 30<sup>th</sup> for the Secure Detention and Specialized Secure Detention facilities.

SD

Berkshire Farm's reported expenses through September are \$857,073 and the estimated total operations expenses through September are \$894,709.

SSD

Berkshire Farm's reported expenses through September are \$1,497,336 and the estimated total operations expenses through September are \$1,540,937.

Berkshire Farm has not reported their Quarter 3 expenses and they are not reflected in the financial reports. Quarter 2 Billing has been sent and is booked as revenue.

Total Expenses are tracking at 47% to budget. Par is 75%.

### **Action Taken**

Barbara Mauro made a motion to approve the financial statements through September 30<sup>th</sup> and Samantha Miller-Herrera seconded it. The motion passed unanimously.

### **4. Schematic Design Review**

CDYCI was given the “green light” to resume planning and design for improvements at the facility in June. Project architects SMRT submitted the completed design phase plan in early October.

Throughout the development of the schematic design phase, numerous meetings with state agency stakeholder, the Sheriff and facility staff were conducted to refine the concept design. This input greatly enhanced the design and which was positively received

There will be a larger stakeholder meeting toward the end of October so that stakeholders from all CDYCI counties can be brought up to speed the project.

Albany County is working with SMRT to extend the existing contract to cover the remainder of the design phase through the development of construction and bid documents.

Albany County has also distributed an RFP for the services of a Construction Manager advisor.

A revised and detailed costs estimate is also attached. There has been no update from the state related to the DASNY finance option.

Craig Warner made a motion to enter executive session at 9:31 to discuss the schematic design review presentation. Barbara Mauro seconded it. The motion passed unanimously.

Samantha Miller-Herrera made a motion to exit executive session at 9:48 with no action taken. Steve Bayle seconded it. The motion passed unanimously.

### **5. Sheriff’s Inspection Report**

The Albany County Sheriff as Co-Administrator of the Specialized Secure Detention facility, is required to conduct an annual safety and security inspection. The results of this year’s inspection are attached. Many items not in compliance with the regulatory standards will be addressed during the facility improvement project.

### **6. 2021 Budget Amendment**

A budget amendment is being requested to approve additional funding for salaries per the union contract and additional programming elements approved by OCFS.

The board previously saw a salary analysis which demonstrated a need to examine pay rates to be more competitive in the market place. As a result of union contract negotiations, salaries for unionized staff were increased.

In addition, OCFS requested ideas for special programming projects to better meet the needs of youth within the facility, particularly youth in the SSD facility. Attached is a memo from Berkshire Farm outlining those programs and the approval email from OCFS. It is anticipated that these program costs will be reported under SSD and, therefore, be 100% reimbursable.

CDYCI's overall revised budget and Berkshire's revised budgets for SD and SSD are attached. Board action is requested to approve the revised CDYCI budget.

In June of this year, we received an opportunity to provide OCFS with a proposal for Detention programming, equipment, and staffing requests that would enable us to enhance programming in the facility, provide for a safer setting for youth and staff, and help youth have a more successful experience and discharge from the facility. We took some time to assess where we felt our needs were in the facility and as a result Berkshire presented a lengthy list of enhancements that we felt would help us move to a more therapeutic and trauma informed facility that we have been striving for. OCFS reviewed our proposal and approved almost all requests. Below you will see each item that OCFS has approved along with a description and cost. This funding would be able to be used now through December of 2022.

### **Capital Secure Detention Needs for Youth 2021-22**

#### **NEW PROGRAMMING & TRAINING:**

Trauma-Conscious Mindfulness Program for Youth, Staff, and Families (\$30,000/year)  
Virtual, Vocational Training (\$2,500/year)  
Healing through the Arts – Spoken Word Poetry & Traveling Art Exhibit (\$22,000/year):  
Mental Health First Aid Training (\$13,000)  
Horticulture “Dirt Therapy” Program (\$1,700)

#### **NEW POSITIONS**

Part Time Psychologist (16 hours per week at \$45 dollars per hour): \$37,500 annually  
Assistant Director of Security (including Admin and Fringe) Total \$125,80  
Vocational Coordinator (including Admin and Fringe) Total: \$76,960

#### **FACILITY & SAFETY NEEDS:**

Electronic key management system (\$8,000)  
2 Magnometers (metal Detectors): \$5,000 each, total of \$10,000

**Total Expenses: \$342,680**

## **7. Facility Use**

Facility use detail through September 2021 and daily facility use chart for July-September are attached. You will note the no female intake occurred during the third quarter. There is still a higher AO populations than JD/JO, the 4 main Counties are the main focus of bed availability and still a high demand for beds across the State.

## 8. Facility Operations / Agency Report (Berkshire Farms)

- The facility is still managing the interviewing process and training of new staff members. An ongoing aggressive recruitment process is still being used. There have been multiple applicants, but not as many qualified candidates applying. 22 positions are still vacant. 8 full time new hires are going through background checks, and 2 new per diem positions are filled. There are instances where new hires are leaving the position after realizing it is not what they expected.
- Advertising part time employment was discussed as perhaps a way to ease the shortage of full-time staff. All staff that is hired gets mentored when they start the position.
- There is an issue with a drainage grate in the driveway at the Facility. Basic repairs were made, and further problems can be addressed during the Capital Project.
- Restraint techniques are down 80% in the past year as the staff learns to work with the AO Population using other methods.

## 9. Other Business

No new business to discuss.

## 10. Adjournment

Samantha Miller-Herrera made a motion to adjourn, and Steve Bayle seconded the motion. The motion passed unanimously, and the meeting was adjourned at 9:48 a.m.

**The next meeting of the CDYCI Board will be December 15, 2021 at 9:00 a.m.**

Respectfully submitted,

Amy Weinstock  
Office Manager

Reviewed and approved by

Samantha Miller-Herrera  
Secretary