

**CDYCI COMMISSION MEETING**  
**9:00 am, Wednesday, December 15, 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:** Steve Bayle

**Members Present via Zoom Platform:** William Connors, Lucille McKnight, Kristin Swinton, Craig Warner, Barbara Mauro, Samantha Miller-Herrera

**Others Present:** Joseph Mancini, (Berkshire Farm) Robert Ryan (Harris Beach), Lucas Jacobs, (Berkshire Farm), Mike McLaughlin (Albany County Executive office), Moira Manning (Albany County Department for Children, Youth and Families), Alan Walther (Bonadio & Company)

**Members / Others Absent:** Scott Bendett, Laura Bauer

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

**Presiding:** Steve Bayle, Vice President, called the meeting to order at 9:00 am.

**1. Welcome & Introductions**

Vice President Bayle welcomed everyone to the meeting.

**2. October 20, 2021 Meeting Minutes**

The minutes were distributed before the meeting.

**Actions Taken**

Samantha Miller-Herrera made a motion to approve the meeting minutes, with the correction of adding Barbara Mauro to the present list, and Craig Warner seconded. The motion was approved unanimously.

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

Attached are the financial statements through November for the Secure Detention and Specialized Secure Detention facilities. Total Expenses are tracking at 75% to budget. Par is 92%.

SD

Berkshire Farm's reported expenses through October are \$1,424,189 and the estimated total operations expenses through November are 1,566,608. Total estimated expenses through November are 1,635,147.85 which is 83% to budget.

## SSD

Berkshire Farm's reported expenses through October are \$2,060,605 and the estimated total operations expenses through November are \$2,149,254. Total estimated expenses through November are 2,316,177.51 which is 71% to budget.

Quarter 3 costs have been sent to OCFS and we are still awaiting rates to develop the Q3 billings to the counties. Associated revenue has not yet been booked.

### **Action Taken**

Lucille McKnight made a motion to approve the financial statements through November 30<sup>th</sup> and Craig Warner seconded it. The motion passed unanimously.

#### **4. Accept 2020 Audit**

The FY-2020 Draft Audit Report prepared by the accounting firm Bonadio & Co. LLP was presented to the Board.

A representative from the firm will make a presentation and respond to questions about the audit findings at the Board meeting.

Findings:

- Bonadio gave an unmodified opinion that implied that they were satisfied with the financial statements audited. This means that the statements met the requirements demanded by the regulations and they were prepared in accordance with accounting principles, criteria and standards.
- The books were adjusted and put into auditable condition.
- No material weaknesses found in internal controls.
- No compliance issues were found and there were no significant difficulties in performing the 2020 audit.

Board action is requested to approve the 2020 Audited Financial Statements.

### **Action Taken**

Lucille Mcknight made a motion to approve the 2020 audit and Craig Warner seconded it. The motion passed unanimously.

#### **5. 2022 Meeting Schedule**

The following are proposed dates for the 2022 CDYCI meetings. All the meetings are scheduled for the third Wednesday of the month and are scheduled to begin at 9:00 AM.

January 19, 2022,

March 16, 2022,

May 18, 2022,

July 20, 2022,

October 19, 2022

December 21, 2022

## **Action Taken**

Lucille Mcknight made a motion to approve the 2022 meeting schedule and Craig Warner seconded it. The motion passed unanimously.

## **6. 2022 Budget**

Attached is the proposed 2022 CDYCI Budget and Operating Budgets for SD and SSD prepared by Berkshire Farm. Budget highlights include the following:

### **2022 Proposed CDYCI Budget**

The projected total expenses for 2022 are \$ 5,856,028 an increase .8% from 2021.

The SD Operating Budget submitted by Berkshire Farm is \$2,016,354 for SD, 2.7% increase from 2021. The SSD Operations Budget is \$3,355,773, a .17% increase from 2021. The total operations budget of \$5,372,127.58 a .9% increase from 2021. 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 2021.

There are staffing requirements per OCSF and SCOC that need to be met for next year. Additional Programming is being provided by OCFS, that includes training of new staff members and projects for the youth at the facility. New tablets and other forms of entertainment should be 100% reimbursable for the RTA population.

Board action is requested to approve the 2022 budget.

## **Action Taken:**

Samantha Miller-Herrera made a motion to approve the 2022 budget and Barbara Mauro seconded it. The motion passed unanimously.

Capital District Secure Detention 2022 Budget

	SD 2022 Budget	SSD 2022 Budget	Total
Revenue	2,130,029.85	4,121,949.26	6,251,979.11
<b>Personnel Services</b>			
DIRECTOR OF DETENTION	6,442.00	10,736.04	17,178.04
ADMIN ASSISTANT	2,189.00	3,647.66	5,836.66
OFFICE MANAGER	19,760.00	32,934.18	52,694.18
QUALITY ASSURANCE	19,703.00	32,837.20	52,540.20
<b>DIRECT SERVICES</b>			
FACILITY DIRECTOR	35,114.00	58,522.00	93,636.00
ASSISTANT FACILITY DIRECTOR	31,688.00	52,813.66	84,501.66
ASSISTANT DIRECTOR SECURITY	-	164,770.00	164,770.00
DETENTION COUNSELOR	531,449.10	885,748.50	1,417,197.60
SENIOR DETENTION COUNSELOR	135,585.45	225,975.68	361,561.13
SUPERVISOR DETENTION COUNSELOR	103,616.10	172,694.75	276,310.85
CASE WORKER	30,122.00	50,203.67	80,325.67
MENTAL HEALTH SPECIALIST	22,285.00	37,142.70	59,427.70
RECREATION SPRECIALIST	30,225.30	50,374.70	80,600.00
EDUCATION SPECIALIST	-	19,000.00	19,000.00
VOCATIONAL COORDINATOR	-	100,800.00	100,800.00
<b>SUPPORT SERVICES</b>			
NURSE	43,992.00	73,320.39	117,312.39
DETENTION MECHANIC	18,400.00	27,398.65	45,798.65
PER DIEM	46,609.50	77,682.75	124,292.25
OVERTIME	74,198.25	123,664.34	197,862.59
Fringe Benefits (35.13%)	404,479.34	772,953.76	1,177,433.10
<b>Total Personnel Services</b>	<b>1,555,858.04</b>	<b>2,973,220.64</b>	<b>4,529,078.68</b>
<b>Program Expenses</b>			
Food	164,479.54	258,467.86	422,947.40
Less: Gov't Meal Subsidy Rev	(5,004.44)	(7,864.12)	(12,868.56)
Children's Activities	462.00	4,426.00	4,888.00
Laundry Service	-	-	-
Medical Services	17,442.00	27,410.00	44,852.00
Utilities	24,415.00	36,355.00	60,770.00
Supplies and Equipment	11,807.00	20,253.00	32,060.00
Maint.-Equip	6,499.00	9,676.00	16,175.00
Maintenance-Plant	17,119.00	25,489.00	42,608.00
Purchase of Service - Garbage	2,178.00	3,242.00	5,420.00
Purchase of Service - Landscaping	9,100.00	13,550.00	22,650.00
Office Supplies	2,884.00	4,806.00	7,690.00
Postage	336.00	529.00	865.00
Telephone	7,313.00	12,188.00	19,501.00
Clothing	3,449.00	5,420.00	8,869.00
Insurance	37,131.00	117,732.00	154,863.00
Psychiatric Services	3,889.00	6,111.00	10,000.00
Psychologist	-	37,500.00	37,500.00
Dental Services	-	1,000.00	1,000.00
Medical Supplies	14,541.00	22,850.00	37,391.00
Travel	500.00	500.00	1,000.00
Staff Development	1,750.00	66,750.00	68,500.00
Administrative Expense	1,125.00	1,875.00	3,000.00
Subscriptions and Publications	-	-	-
Advertising, Dues and Licenses	5,625.00	9,375.00	15,000.00
Legal	75.00	125.00	200.00
Vehicle	3,788.00	6,313.00	10,101.00
Taxes	750.00	1,250.00	2,000.00
Depreciation	-	-	-
Purchase of Service - Chaplain	1,167.00	1,833.00	3,000.00
Indirect Allocations (13%)	241,351.71	461,566.88	702,918.59
<b>Net Program Expenses</b>	<b>574,171.81</b>	<b>1,148,728.62</b>	<b>1,722,900.43</b>
<b>Surplus (Deficit)</b>	<b>-</b>	<b>-</b>	<b>-</b>

## **7. Operator Agreement Extension Through 2022**

The extension to Berkshire Farm's new operator agreement was presented to the Board. The 2021 agreement term was for one year with the option to extend for five years. This extension is consistent with the 2020 omnibus agreement approved by the counties.

Board action is requested to authorize the President to execute the 2022 agreement extension with Berkshire Farm upon adoption of the 2022 budgets for Secure Detention and Specialized Secure Detention.

### **Action Taken**

Craig Warner made a motion approving the Operator Agreement Extension through 2022, and Samantha Miller-Herrera seconded it. The motion passed unanimously.

## **8. Incident Dashboard**

OCFS recently released an analysis of a variety of incidents occurring in juvenile detention facilities across the state. Our facility has the lowest rate of incidents. Joe Mancini provided a brief overview of the analysis.

- Restraints were down 70% from 134 in 2019 to 19 in 2021.
- The youth are being introduced to more programs, keeping them better involved.
- The staff is building on safety and security throughout the facility.
- There is a good sense of structure throughout the facility.
- There are more staff members being trained in the new restraint protocols, and they are better at de-escalating situations.

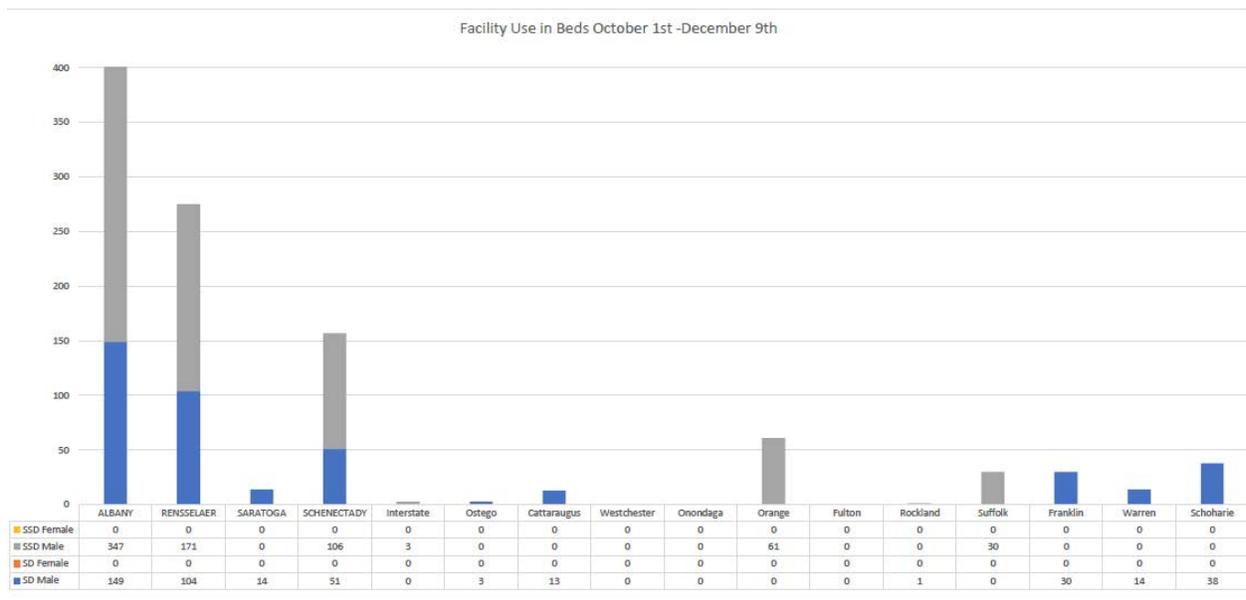
## **9. Capital Project Update**

- Albany OK'd the modifications to the SMRT, leading the way for them to proceed onto the design phase.
- Dorm A- they are in financial discussions on how to proceed.
- OCFS is working on providing a detailed cost estimate for how much is 100% reimbursable to the Counties.
- All the work being done is in direct response to the new regulations handed down by OCFS.
- The Architects hope to have their bid docs in by March and begin work in the next construction season. Waiting for the cost share amounts, budgets and % reimbursable rate.

## **10. Facility Use**

Facility use detail through November 2021 and daily facility use chart for September-November are attached. You will note the no female intake occurred during the period.

Hope to have female intake beginning again January of 2022.



## 11. Facility Operation / Agency Report (Berkshire)

- New hiring, recruitment techniques, and the creation of a leadership position in the facility will help with staffing shortages. There has been an increased number of applications being received.
- There are staff safety meetings and other conversations about how to keep the facility running smoothly, especially during staff shortages.
- There are new initiatives being discussed, taking a slow and deliberate approach to not jump too quickly into processes. OCFS Consultant is helping with this process.
- Tablets may be provided to the youth. They will be pre-loaded and help when they cannot interact with other juveniles at the facility.
- Thank you to Albany County for taking the initiative and fixing the emergency driveway issue.
- There is a leak in the basement under Dorm C that is being investigated.

## 12. Other Business

The question was asked about the Community College credit program status. Follow up conversations with College administrators will be held shortly.

## 13. Adjournment

Barbara Mauro made a motion to adjourn, and Craig Warner seconded the motion. The motion passed unanimously, and the meeting was adjourned at 9:38 a.m.

**The next meeting of the CDYCI Board will be January 19, 2022 at 9:00 a.m.**

Respectfully submitted,

Amy Weinstock  
Office Manager

Reviewed and approved by

Samantha Miller-Herrera  
Secretary