

CDYCI COMMISSION MEETING
9:00 am, Wednesday, March 16, 2022

Due to social distancing policies related to COVID-19, the Capital District Youth Center, Inc's March 16th 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, Craig Warner

Members Present via Zoom Platform: William Connors, Kristin Swinton, Scott Bendett, Steve Bayle, 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)

Members / Others Absent: Lucille McKnight

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. Proclamation Honoring Steven R. Bayle

A Proclamation Commending
Steven R. Bayle
For Distinguished Service to the
Capital District Youth Center, Inc

WHEREAS, The Capital District Youth Center, Inc (CDYCI) was established to administer a regional juvenile secure detention facility by, and serving, Albany, Rensselaer, Saratoga and Schenectady counties; and

WHEREAS, Steven Bayle was appointed to the Capital District Youth Center, Inc Board in 2013 by the Saratoga County Board of Supervisors and has faithfully attended the meetings and participated in the proceedings; and

WHEREAS, Steven Bayle has served as an Officer of the CDYCI and was elected to serve as Vice President of CDYCI in 2021; and

WHEREAS, Steven Bayle has also greatly assisted with the implementation of the Raise the Age Law and provided expertise and perspective on the implementation of related policies and procedures; and

WHEREAS, Steven Bayle has announced his retirement and tendered his resignation to the board, and now therefore be it;

RESOLVED, that the Capital District Youth Center, Inc does hereby pause in their deliberations on March 16, 2022 to honor and commend Steven Bayle for his nine years of dedicated service to the communities and citizens of the Capital Region; and be it further

RESOLVED, that a copy of this proclamation be provided to Steve Bayle by CDYCI as a symbol of appreciation.

Action Taken

Motion to approve the proclamation honoring Steven. R Bayle was made by Craig Warner, and seconded by Bill Connors. The motion passed unanimously.

3. January 19, 2022 Meeting Minutes

The minutes were distributed before the meeting.

Actions Taken

Barbara Mauro made a motion to approve the meeting minutes, and Steve Bayle seconded. The motion was approved unanimously.

4. Financial Statements through February 28, 2022

The financial statement through February 28, 2022 was presented to the Board.

SD

Berkshire Farm's reported expenses through January is \$141,020, and the estimated total operations expenses through February are \$282,040. Total estimated expenses through February are \$290,548.47.

SSD

Berkshire Farm's reported expenses through January are \$214,631.04 and the estimated total operations expenses through February are \$ 429,262. Total estimated expenses through February are \$438,076.

Quarter 3 rates have been issued by OCFS and we have billed the counties. While Q4/ Full Year costs have been submitted to rate setting, a rate has not been issued. We are trying to get some costs moved from Admin to Operations.

Quarter 3 rates have been issued by OCFS and we have billed the counties. Q4 revenue has not been booked.

Action Taken

Craig Warner made a motion to approve the financial statements through February 28th and Bill Connors seconded it. The motion passed unanimously.

5. Facility Performance Improvement Plan

On February 18, Berkshire was notified that it was being placed on a heightened monitoring status under a performance enhancement plan. Deficiencies were identified and Berkshire is required to complete a long-term and near-term employee recruitment plans, attend weekly performance meetings, immediately open visitation and address cleanliness issues identified during a routine inspection. The 2/18 letter in addition to BF's PIP Plan is attached.

Also, the letter incorrectly refers to CDYCI in a number of places making it seem like we are under the PIP. Since Berkshire is the certified operating agency, they are. There was some confusion on OCFS's part about the facility name vs the board's name.

Staffing has been the biggest obstacle for why this status occurred. The facility is working hard on obtaining new staff members, including incentive pay and expediting of the hiring process. The facility is reporting 3xs a day to OCSF with their staff levels, and what recreational programs are occurring. The youth have been able to receive visitors again on Wednesday evenings, and they are getting more exercise and recreational time as staff levels permit.

The facility is also handling the cleaning situation. They hired a custodian to do deep cleaning once a week, and are repainting areas that need it, such as the showers and bathrooms.

6. Facility Use

There is still no female intake happening due to the staffing shortages.

7. Facility Operation / Agency Report

There are still vacancies in the staffing that Berkshire is intensively recruiting for. 3 senior staff members have left recently, causing further disruption. There are better training plans implemented, and they are working on getting the youth out of their rooms on a more consistent basis. There has been modified education happening in the activity rooms where staffing can be more consistently available. There are still low rates of incidents at the facility.

8. 2022 Budget Amendment

In order to comply with OCFS staffing directives and to aide in recruitment and retention of staff, Berkshire is requesting the attached budget modification. The amendments total a 56.7% increase in operating expenses. The lion's share of the additional costs are reimbursable so the impact to net costs for the counties will be minimal.

9. RTA Capital Project Update and Phasing Plan Review

We received a copy of the attached letter authorizing the project to proceed to the design phase. In addition, it includes a stipulation that we provide a plan of action to staff up the new facility. This is distinct from the PIP staffing plans.

In addition, project construction manager, Gilbane, has provided a phasing plan. The plan is not set in stone and has already been modified based on input from the project working group.

The board should review the phasing plan in executive session as there are security issues and there will be a future procurement.

Motion to enter executive session to discuss the 2022 Budget amendment and the RTA Capital Project Update and Phasing Plan Review was made by Samantha Miller-Herrera, and seconded by Scott Bendett. The motion passed unanimously and executive session was entered at 9:26.

Motion to exit executive session with no actions taken was made by Craig Warner and seconded by Steve Bayle. The motion passed unanimously. Executive session was ended at 9:45.

Motion to approve the 2022 Budget Amendment was made by Scott Bendett and seconded by Craig Warner. The motion approved unanimously.

10. Other Business

11. Adjournment

Motion to adjourn was made by Samantha Miller-Herrera and seconded by Scott Bendett. The motion was approved unanimously. The meeting was adjourned at 9:50.

The next meeting of the CDYCI Board will be May 18, 2022 at 9:00 a.m.

Respectfully submitted,

Amy Weinstock
Office Manager

Reviewed and approved by

Samantha Miller-Herrera
Secretary