

**CDYCI COMMISSION MEETING**  
**9:00 am, Wednesday, July 20, 2022**

**The Capital District Youth Center, Inc's July 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, Craig Warner, Kristin Swinton, Susan Costanzo, William Connors.

**Members Present via Zoom Platform:** Barbara Mauro

**Others Present:** Joseph Mancini, (Berkshire Farm) Lucas Jacobs, (Berkshire Farm), Mike McLaughlin (Albany County Executive office)

**Members / Others Absent:** Lucille McKnight, Samantha Miller-Herrera, Scott Bendett

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

**Presiding:** Laura Bauer, President, called the meeting to order at 9:01 am.

**1. Welcome & Introductions**

President Bauer welcomed everyone to the meeting.

**2. May 18 & June 22, 2022 Meeting Minutes**

The minutes were distributed before the meeting.

**Actions Taken**

Craig Warner made a motion to approve both sets of meeting minutes, and Kristin Swinton seconded. The motion was approved unanimously.

**3. Financial Statements through June 30, 2022**

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

SD: Berkshire Farm's reported expenses through May is \$943,248,  
and the estimated total operations expenses through June is 1,357,968.19. Total estimated expenses through June are \$1,400,709.96.

SSD: Berkshire Farm's reported expenses through May are \$1,488,849 and the estimated total operations expenses through June are \$2,120,824.62. Total estimated expenses through June are \$2,166,688.23.

The 2022 Q1 billing has been sent to the counties for payment. Once we receive the Q2 financials from Berkshire, we will develop those bills.

### **Action Taken**

William Connors made a motion to approve the financial statements through June 30<sup>th</sup> and Craig Warner seconded it. The motion was approved unanimously.

#### **4. RTA Capital Project and Cost Estimate Update**

The design packages are scheduled to be delivered to Gilbane at the end of this month.

A revised cost estimate was developed at the end of design development. A summary and detailed comparison to the original estimates are attached. The revised estimate is around \$19,000,000 up from around \$15 million. In April, we received a letter indicating that the RTA share of the project is 89% and the Non- RTA share is 11%. The 11% is the net local share. OCFS has not provided its methodology for the 89%/11% calculation. During a 6/1 meeting, OCFS verbally explained their methodology but has not provided any further documentation related to their calculations. A revised cost share allocation is also attached.

OCFS was to communicate with NYS DOB regarding the methods by which the counties will pay their cost shares. We have yet to receive an update.

DASNY has provided a detailed cost estimate for furniture and fixtures. They may also assist with equipment procurement.

SMRT continues to lead a bi-weekly project team meeting among of CDYCI, SMRT, Gilbane, Albany County, Albany County Sheriff's Office and Berkshire Farm.

SMRT has also developed a matrix of project approvals and permits and is working with the appropriate local/county agencies. DASNY, as lead agency, will conduct coordinated review with Albany County.

Albany County has agreed to be the sole obligor for the purposes of DASNY financing. To articulate each county's obligation for their local shares, and cost share for the term of the financing, we're having an attorney put together IMAs specific to the financing as a supplement to the cost share obligations already articulated in the 2020 master agreement. Those will be circulated as soon as drafts are available.

## **5. Facility Director Recruitment Plan**

Joe Mancini has announced his retirement as Director of the Facility. Currently there has been 1 interview held and 3 more scheduled.

- Mr. Mancini has agreed to remain in the Director position while we recruit for a new Director. He will continue to hold the position in his current capacity and lead the facility.
- Mr. Farooq Mallick has been consulting for nine months with the facility and taking a more active role in helping to develop the staff and leadership. Mr. Mallick has been working closely with the Vice President and Mr. Mancini over the past three months on what is needed to enhance the facility. Mr. Mallick, who has a previous career in running OCFS facilities, has agreed to stay on when a new Director is found to make sure that the transition can be smooth and provide assistance in taking over the facility.
- The Facility currently also has two Assistant Directors, Mikki Judge and Bobby Smith, who will remain in their positions during this transition.
- The Vice President and Chief Program Officer have been engaged in weekly meetings with facility leadership to support the program and assist them in moving forward. These meetings will continue during the transition period.

### **Contact with Stakeholders:**

- The Vice President will participate in all upcoming meetings with outside stakeholders and vendors including OCFS, SCOC, South Colonie School District, Food Services to ensure that all information can be passed onto the new Director.
- The Vice President and Mr. Farooq Mallick will attend meetings concerning the facility expansion and renovation project.
- The Vice President will provide consistent updates on the Director search and the transition with the CDYCI Board Administrator.

### **Recruiting and Hiring**

A prospective Director of a Secure and Specialized Secure Detention facility requires a certain set of traits and skills to be successful in the position. Berkshire understands the current hiring climate and we are engaged in a recruiting plan to bring in the best possible candidate as quickly as possible.

#### **Recruiting:**

- Berkshire has engaged the Merraine Group, a professional recruiting firm that Berkshire has worked with for over a year. The Merraine group notes it utilizes “aggressive research and sophisticated profiling techniques based on proven behavioral

models and tested over the last decade enable us to present to you a pre-qualified candidate “short list” that meets the requirements set forth by you, our client.”

- The Merraine Group has already begun recruiting for the position and have continued to refine their search to find a candidate that best fits the profile needed for the Director Position.

**Hiring:**

- When potential candidates are found, they will be interviewed by the Vice President with assistance from Berkshire’s Chief Program Officer.
- Candidates who have successful interviews will then be presented to the Board for second interviews. To ensure the process moves forward timely, the second interview will take place as soon as it is convenient for the Board.
- The approved candidate will then be processed through all required background checks prior to receiving an offer letter. Since the background check process can take up to four weeks to process, there is the potential for the candidate to be conditionally hired prior to all checks being completed. This conditional hire would require some restrictions on the contact the Director could have with youth and within the facility until they were fully cleared.

**Onboarding New Facility Leadership**

Once a candidate has begun as Director there will be a period of onboarding and orientation to acclimate them to the facility and ensure success in the new position.

**Training:**

- The new Director will proceed through Berkshire’s onboarding process which includes participating in a two-day orientation regime followed by one day of mandated trainings taken by all Berkshire Staff. The new Director will be trained in Therapeutic Crisis Intervention, the Handle with Care Model, and all pertinent regulations. Additionally, the new Director will attend the four-day Berkshire leadership training.
- The new Director will have consistent supervision with the Vice President to review the current state of the facility and all pertinent development and expansion plans.
- The Director will also have the benefit of daily contact with Farooq Mallick who will be able to provide in-depth training on the operation and systems of the facility.

**Contingency Planning**

Berkshire is committed to finding the right candidate for the position that can continue to move the Capital District Youth Center forward. We know that this may take some time based on current trends for hiring in the region and because of a relatively low number of candidates who will have the experience needed to direct a Detention

Facility. As a result, we have also developed a contingency plan in the event that Mr. Mancini has to step away from the position prior to hiring a new Director.

Mr. Mallick has agreed to fill the role of Director on an interim basis in the event that Mr. Mancini is no longer able to be Director. Mr. Mallick would work directly with the Vice President to ensure the facility continues to run smoothly. Mr. Mallick is fully aware of the duties and responsibilities of the Director position and the systems of the facility. The Vice President would maintain close contact with the Board and continue to engage all stakeholders as noted above.

## 6. Facility Performance Improvement Plan Update / Budget Estimates

Last week the facility had full compliance with staff and OCSF was satisfied.

The attached provides a 2023 budget estimate for the CDYCI counties. The overall budget for SD and SSD remains similar to the adopted 2022 budget which was increased to accommodate full staffing. The actual 2021 facility use statistics are used to estimate amounts for quarterly bills.

|                             |                              |                 |
|-----------------------------|------------------------------|-----------------|
| Est 2023 SD Budget          | Est 2023 SSD Budget          | Total           |
| \$3,126,000.00              | \$5,491,500.00               | \$8,617,500.00  |
| EST 2023 Quarterly SD Costs | Est 2023 Quarterly SSD Costs | Total Quarterly |
| \$781,500.00                | \$1,372,875.00               | \$2,154,375.00  |

## 7. Facility Use

- Female Intake is still closed. There was one female that needed to be at the facility for a weekend and compliance was met. There are currently no beds for females in the entire state of NY.
- AO youth has been steady, the majority of the youth are fixed with low turnover rates.

## 8. Facility Operation / Agency Report

- There is programming in action to keep youth from being in their rooms too long throughout the day.
- There was a youth that was admitted to the facility who tested positive for COVID19. Due to that positive test, staff and youth were immediately instructed to always wear masks again in the facility until the Medical Director feels it is safe to go back to the maskless policy. Due to this case, in person visitation has been cancelled this week.

- All supervisor positions that were available have been filled. SDC1 & 3 levels have multiple vacancies that need to be filled in both first and second shifts.
- There is a recreation specialist at the facility full time working with the youth.
- The lineage program is going well, with mindfulness and yoga programs available.
- The art program was successful, with a mural being done in the dining room area. Now phase 2 of the program will be starting.
- The speaker series is going well, with 2 motivational speakers already participating in the program.
- The old cameras are being reviewed on how to incorporate them into the new camera system installed. The quality is not great with them and they hope to have additional new cameras installed during the renovation process. The phone system is antiquated as well and needs to be updated.

**9. Other Business:**

No new business to discuss.

**10. Adjournment**

Motion to adjourn was made by William Connors and seconded by Craig Warner. The motion was approved unanimously. The meeting was adjourned at 9:45.

**The next meeting of the CDYCI Board will be September 21, 2022 at 9:00 a.m.**

Respectfully submitted,

Amy Weinstock  
Office Manager

Reviewed and approved by

**Samantha Miller-Herrera**  
Secretary