



CAPITAL DISTRICT YOUTH CENTER, INC.

ONE PARK PLACE, ALBANY, NY 12205

TEL: 518 / 453-0850

FAX: 518 / 453-0856

President

Laura Bauer

Vice President

Craig Warner

Secretary

Samantha Miller-Herrera

Treasurer

William Connors

Chief Administrator

Mark A. Castiglione, AICP

Members

Albany County

William Connors
Lucille M. McKnight
Kristin Swinton

Rensselaer County

Laura Bauer
Vacant

Saratoga County

Susan Costanzo
Craig Warner

Schenectady County

Barbara Mauro
Samantha Miller-Herrera

CDYCI MEETING

9:00 AM, Wednesday, December 21, 2022
One Park Place, Suite 102

Albany, NY 12205

The meeting will be streamed live on CDPRC's Youtube Channel.

AGENDA

1. Welcome, Roll Call, and Introduction of Guests
2. October 19, 2022 Meeting Minutes (Enclosed)*
3. Financial Statements Through November 30, 2022 (Memo 22-25)*
4. 2023 Meeting Schedule (Memo 22-26)*
5. Report from the Nominating Committee (Memo 22-27)*
6. 2023 Budget (Memo 22-28)*
7. Executive Session*
8. Operator Agreement Extension Through 2023 (Memo 22-29)*
9. RTA Capital Project Update (Memo 22-30)
10. Facility Use (22-31)
11. Heightened Monitoring Progress Report (Berkshire)
12. Facility Operation/ Agency Report (Berkshire)
13. Other Business

Next Meeting Date/Time: 9am, January 18, 2023

*Action Item

CDYCI COMMISSION MEETING
9:00 am, Wednesday, October 19, 2022

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, Craig Warner, Kristin Swinton, William Connors, Samantha Miller-Herrera

Members Present via Zoom Platform: Barbara Mauro, Scott Bendett

Others Present: Dominic Ruggeri (Berkshire Farm) Lucas Jacobs, (Berkshire Farm), Mike McLaughlin (Albany County Executive office), Shawn Noonan (Albany County Sheriff), Moira Manning (Albany County Department for Children, Youth and Families) Rob Ryan (Harris Beach)

Members / Others Absent: Lucille McKnight, Susan Costanzo,

Staff: Mark Castiglione, Amy Weinstock.

Presiding: Laura Bauer, President, called the meeting to order at 9:05 am.

1. Welcome & Introductions

President Bauer welcomed everyone to the meeting.

2. Facility Director Dominic Ruggeri Welcome

New Facility Director Dominic Ruggeri was introduced to the Board. He takes over the position from Joe Mancini. Dominic said a few words about his hopes and changes for the Facility.

3. Site Visit Recap & Facility Use

1. OCSF had a walk through of the Facility and flagged areas of their concern. Many were due to the ongoing staffing shortages.
 - One issue relating to the staffing issue included the education wing, and safety of the teachers and staff.
 - Another area of concern were the mechanical issues of the doors in the Facility. The doors were going to be changed during the second phase of the construction process, but there are ongoing problems that may need to change that plan. The back door may need to be replaced soon and the front door has been fixed for the moment.

- The final issue of concern raised were the bathrooms. They are not being maintained properly and that is in part due to staffing shortages. In order to rectify that problem an outside service is being hired to clean daily and a sanitation chemical (that is safe for usage at the Facility) is being used after each shower to prevent mildew and mold.

Berkshire Farms will reply to OCFS in writing with what steps they are taking to solve the problems flagged.

2. New Director Dominic Ruggeri has suggested that uniforms be worn by staff at the Facility. The camera system is antiquated, and while it will be updated during renovations, right now it is hard to determine who is staff and who are youth at the Facility on the current cameras. All other Facilities in the State have uniforms already. Berkshire Farms will work with the union for final approval. The cost of the uniforms for 2022 would be \$115 each person, with a total of approximately \$6300. For 2023, the cost would be approximately \$11,500 for the uniforms, accounting for staff turnover, which currently has a 40% turnover rate. By 2024, the ongoing cost for the uniforms should level out at \$8500. The State has a vendor that they are working with.
3. Female Intake in the Facility has reopened, and currently 2 out of 3 beds are occupied. All 4 Counties have been made aware of the opening, and will be given precedent over a youth needing a bed.
4. Staff numbers are still low, although within the regulations of OCFS. More incentives are being offered, such as 5 day shift at 8 hours. 3 members of the staff are currently on medical leave. Any new staff hired will have time for trainings, meetings and supervision included into their schedule, instead of separate costing more time. Dinners have been provided on occasion as staff appreciations.
5. Due to the staff shortages, the movement of youth to scheduled medical and educational appointments is getting difficult. In other Facilities, the County of origin or Sheriff department are responsible for bringing youth to such appointments. However, this facility currently brings youth themselves, causing a hardship on the staff and maintaining the OCFS regulations. It consists of having a car available and 2 staff members trained in transport. The County Contracts with Berkshire Farms needs to be reviewed to possibly include language that gives that responsibility to the County and Sheriff. The Counties have raised concerns about the cost, and the safety of their own staff in undertaking these transports. Further discussions will be forthcoming.

4. July 20, 2022 Meeting Minutes

The minutes were distributed before the meeting.

Actions Taken

Craig Warner made a motion to approve the meeting minutes, with noted correction of future meeting date, and Samantha Miller-Herrera seconded. The motion was approved unanimously.

5. Financial Statements through September 30, 2022

Attached are the financial statements through September for the Secure Detention and Specialized Secure Detention facilities. We have not received updated financials beyond June from Berkshire Farm.

SD: Berkshire Farm's reported expenses through June is \$1,174,711 and the estimated total operations expenses through September is 1,566,280.80. Total estimated expenses through September are \$ 1,627,718.92.

SSD: Berkshire Farm's reported expenses through June are \$1,861,421 and the estimated total operations expenses through September are \$ 2,482,042.13. Total estimated expenses through September are \$ 2,548,986.65.

The 2022 Q1 billing has been sent to the counties for payment and proceeds disbursed to Berkshire Farm. We have still not received final Q2 financials from Berkshire so those bills are still pending.

Action Taken

Kristin Swinton made a motion to approve the financial statements through September 30th and Craig Warner seconded it. The motion was approved unanimously.

6. Appointment of Nominating Committee

In accordance with the adopted CDYCI Bylaws, the officers (President, Vice President, Secretary, and Treasurer) are elected for a two-year term. The term of the current officers expires at the annual Board meeting that will be held in January 2023 at which time new officers shall be appointed or elected by the members. The President should appoint an individual or individuals responsible for nominating new officers to serve the two-year term beginning in January 2023. Per the requirements of the bylaws, at the conclusion of the term, each office shall be rotated to the next county in alphabetical order. As such, the President will be from Saratoga County, the Vice President from Schenectady County, The Secretary from Albany County, and the Treasurer from Rensselaer County.

Barbara Mauro has volunteered to Chair the Committee.

Action Taken

Samantha Miller-Herrera made a motion to approve starting a Nominating Committee with Barbara Mauro as chair, and Craig Warner seconded it. The motion was approved unanimously.

7. Resolution 2022-01 Lease Extension

With the execution of the 2020 Omnibus Agreement between the CDYCI Counties, CDYCI and Albany County also executed a five-year lease for the building and the land. As part of the DASNY financing, the lease needs to be extended to be at least as long as the term of the financing. There was an initial attempt to update the lease however it was discovered that the lease referenced Albany County issuing bonds for the project rather than DASNY issuing bonds on behalf of Albany County. The latest version of the lease extension corrects that detail and conforms with the term of the financing. The extension will be to the later of December 31, 2044. Albany County approved the extension at its October 11, 2022 meeting.

Board action is requested to approve the resolution related to the lease term.

Action Taken

William Connors made a motion to approve the Resolution of the 2022-01 lease extension and Craig Warner seconded it. The motion was approved unanimously.

8. RTA Capital Project Update

The bid package was released on Friday 10/7 by Albany County. Bids are due back November 3rd but the deadline may be extended. A pre-bid site visit is scheduled for 10/17. DASNY will schedule the closing after bids are received - likely prior to Thanksgiving. Approval of contract awards would then be possible at the Albany County Legislature's 12/5 meeting.

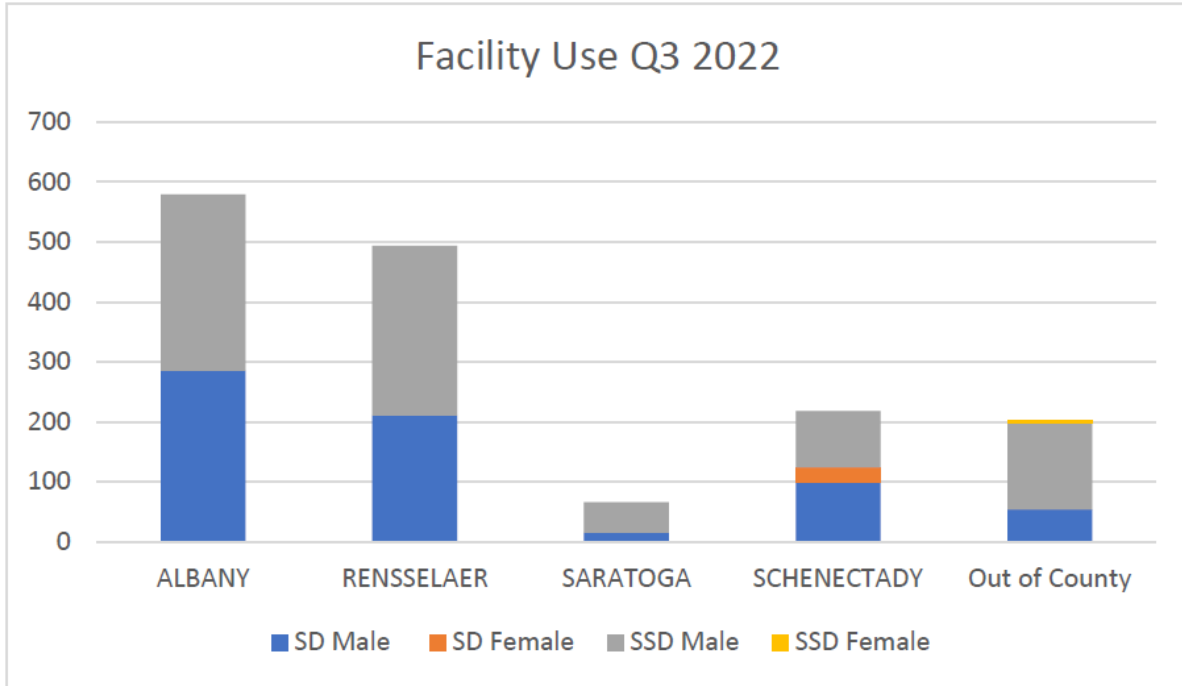
Berkshire has requested that substandard existing cameras and equipment be replaced as soon as possible. Vendors and Berkshire are exploring options that will fit within the larger construction contract. The security system equipment and installation have been removed from the bid package but the electrical contractor will still be responsible to run wires, install junction boxes, etc.

DASNY has been engaged to handle procurement of FF&E. A project services agreement will be on our agenda for the December Meeting.

Intermunicipal agreements are being developed that will prescribe each county's obligation for the 11% local share of the project costs. The debt service scheduled will be needed before the IMAs can be finalized.

9. Facility Use

10. Adjournment



10. New Business

No New business to discuss.

11. Adjournment

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

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

Respectfully submitted,

Amy Weinstock
Office Manager

Reviewed and approved by

Samantha Miller-Herrera
Secretary

DRAFT



CAPITAL DISTRICT YOUTH CENTER, INC.

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MEMORANDUM (22-25)*

President
Laura Bauer

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Chief Administrator
Mark A. Castiglione, AICP

Members

Albany County
William Connors
Lucille M. McKnight
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Rensselaer County
Laura Bauer
Scott Bendett

Saratoga County
Susan Costanzo
Craig Warner

Schenectady County
Barbara Mauro
Samantha Miller-Herrera

To: CDYCI Board Members

From: Mark Castiglione, Chief Administrator

Date: December 19, 2022

Re: Financials Through November 30, 2022

Attached are the financial statements through September for the Secure Detention and Specialized Secure Detention facilities. We have not received updated financials beyond June from Berkshire Farm.

SD: Berkshire Farm's reported expenses through September is \$1,811,634.67 and the estimated total operations expenses through November is \$2,239,915.97. Total estimated expenses through November are \$ 2,310,299.95.

SSD: Berkshire Farm's reported expenses through September are \$2,935,817.05 and the estimated total operations expenses through November are \$3,659,659.72. Total estimated expenses through November are \$ 3,735,866.02.

The 2022 Q1-Q3 billings have been sent to the counties for payment and proceeds disbursed to Berkshire Farm.

CAPITAL DISTRICT YOUTH CENTER, INC.
Profit & Loss Budget vs. Actual
January through November 2022

	TOTAL						% of Budget
	Jan - Mar 22	Apr - Jun 22	Jul - Sep 22	Oct - Nov 22	Jan - Nov 22	Budget	
Ordinary Income/Expense							
Income							
40000 - Operating Revenues							
40010 - Operations Svcs - S D							
R4401 - SD Revenue - Member Counties	500,555.76	713,696.90	557,364.21	0.00	1,771,616.87	2,099,816.00	84.37%
R4402 - SD Revenue - Other Counties	0.00	0.00	26,901.44	0.00	26,901.44		
Total 40010 - Operations Svcs - S D	500,555.76	713,696.90	584,265.65	0.00	1,798,518.31	2,099,816.00	85.65%
40020 - Operations Svcs - S S D							
R44101 - SSD Revenue - Member Counties	765,952.32	1,113,548.08	1,161,278.58	0.00	3,040,778.98	3,472,212.00	87.58%
Total 40020 - Operations Svcs - S S D	765,952.32	1,113,548.08	1,161,278.58	0.00	3,040,778.98	3,472,212.00	87.58%
Total 40000 - Operating Revenues	1,266,508.08	1,827,244.98	1,745,544.23	0.00	4,839,297.29	5,572,028.00	86.85%
R5000 - County Cost Share for RTA	0.00	0.00	0.00	0.00	0.00	284,000.00	0.0%
Total Income	1,266,508.08	1,827,244.98	1,745,544.23	0.00	4,839,297.29	5,856,028.00	82.64%
Gross Profit	1,266,508.08	1,827,244.98	1,745,544.23	0.00	4,839,297.29	5,856,028.00	82.64%
Expense							
61000 - Operating Expenses							
E5925 - SD Operations Expense	483,751.35	690,959.25	0.00	0.00	1,174,710.60	2,016,354.00	58.26%
E5930 - SSD Operations Expense	731,008.83	1,130,412.25	0.00	0.00	1,861,421.08	3,355,773.00	55.47%
E5931 - Equipment Expense	12,550.00	0.00	0.00	0.00	12,550.00		
E5940 - Repairs & Maintenance	9,040.80	10,083.32	9,759.08	15,730.74	44,613.94	25,000.00	178.46%
E5950 - Insurance Expense	396.00	396.00	396.00	264.00	1,452.00	2,750.00	52.8%
E5975 - County Sheriff	0.00	1,604.56	1,721.68	0.00	3,326.24	30,000.00	11.09%
E5990 - Bank Fees & Service Charges	0.00	0.00	110.00	0.00	110.00	150.00	73.33%
Total 61000 - Operating Expenses	1,236,746.98	1,833,455.38	11,986.76	15,994.74	3,098,183.86	5,430,027.00	57.06%
62100 - Administrative Expenses							
E5700 - Accounting Services	2,250.00	0.00	0.00	1,750.00	4,000.00	12,000.00	33.33%
E5800 - Legal Fees	1,445.20	448.00	1,792.00	1,478.40	5,163.60	25,000.00	20.65%
E5900 - Administrative Fees	25,500.00	25,500.00	25,500.00	0.00	76,500.00	102,000.00	75.0%
E6000 - Miscellaneous Exp	0.00	0.00	0.00	0.00	0.00	3,000.00	0.0%
Total 62100 - Administrative Expenses	29,195.20	25,948.00	27,292.00	3,228.40	85,663.60	142,000.00	60.33%
Total Expense	1,265,942.18	1,859,403.38	39,278.76	19,223.14	3,183,847.46	5,572,027.00	57.14%
Net Ordinary Income	565.90	-32,158.40	1,706,265.47	-19,223.14	1,655,449.83	284,001.00	582.9%
R4600 - Interest-Savings, Short-term CD	132.02	24.44	179.12	0.00	335.58	300.00	111.86%
Total 69100 - Other Types of Income	132.02	24.44	179.12	0.00	335.58	300.00	111.86%
Total Other Income	132.02	24.44	179.12	0.00	335.58	300.00	111.86%
Other Expense							
E6900 - Pre-Construction Costs RTA	0.00	0.00	0.00	0.00	0.00	284,000.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.00	0.00	284,000.00	0.0%
Net Other Income	132.02	24.44	179.12	0.00	335.58	-283,700.00	-0.12%
Net Income	697.92	-32,133.96	1,706,444.59	-19,223.14	1,655,785.41	301.00	550,094.82%

CAPITAL DISTRICT YOUTH CENTER, INC.
Profit & Loss by Class
January through November 2022

	<u>SD</u>	<u>SSD</u>	<u>Unclassified</u>	<u>TOTAL</u>
Ordinary Income/Expense				
Income				
40000 · Operating Revenues				
40010 · Operations Svcs - S D				
R4401 · SD Revenue - Member Counties	1,771,616.87	0.00	0.00	1,771,616.87
R4402 · SD Revenue - Other Counties	26,901.44	0.00	0.00	26,901.44
Total 40010 · Operations Svcs - S D	<u>1,798,518.31</u>	<u>0.00</u>	<u>0.00</u>	<u>1,798,518.31</u>
40020 · Operations Svcs - S S D				
R44101 · SSD Revenue - Member Counties	68,934.94	2,971,844.04	0.00	3,040,778.98
Total 40020 · Operations Svcs - S S D	<u>68,934.94</u>	<u>2,971,844.04</u>	<u>0.00</u>	<u>3,040,778.98</u>
Total 40000 · Operating Revenues	<u>1,867,453.25</u>	<u>2,971,844.04</u>	<u>0.00</u>	<u>4,839,297.29</u>
Total Income	<u>1,867,453.25</u>	<u>2,971,844.04</u>	<u>0.00</u>	<u>4,839,297.29</u>
Gross Profit	1,867,453.25	2,971,844.04	0.00	4,839,297.29
Expense				
61000 · Operating Expenses				
E5925 · SD Operations Expense	2,239,915.97	0.00	0.00	2,239,915.97
E5930 · SSD Operations Expense	0.00	3,659,659.72	0.00	3,659,659.72
E5931 · Equipment Expense	6,164.56	6,385.44	0.00	12,550.00
E5940 · Repairs & Maintenance	21,415.48	22,182.96	1,015.50	44,613.94
E5950 · Insurance Expense	726.00	726.00	0.00	1,452.00
E5975 · County Sheriff	0.00	3,326.24	0.00	3,326.24
E5990 · Bank Fees & Service Charges	0.00	0.00	110.00	110.00
Total 61000 · Operating Expenses	<u>2,268,222.01</u>	<u>3,692,280.36</u>	<u>1,125.50</u>	<u>5,961,627.87</u>
62100 · Administrative Expenses				
E5700 · Accounting Services	1,964.80	2,035.20	0.00	4,000.00
E5800 · Legal Fees	2,536.34	2,627.26	0.00	5,163.60
E5900 · Administrative Fees	37,576.80	38,923.20	0.00	76,500.00
Total 62100 · Administrative Expenses	<u>42,077.94</u>	<u>43,585.66</u>	<u>0.00</u>	<u>85,663.60</u>
Total Expense	<u>2,310,299.95</u>	<u>3,735,866.02</u>	<u>1,125.50</u>	<u>6,047,291.47</u>
Net Ordinary Income	<u>-442,846.70</u>	<u>-764,021.98</u>	<u>-1,125.50</u>	<u>-1,207,994.18</u>
Net Other Income	335.58	0.00	0.00	335.58
Net Income	<u><u>-442,511.12</u></u>	<u><u>-764,021.98</u></u>	<u><u>-1,125.50</u></u>	<u><u>-1,207,658.60</u></u>

CAPITAL DISTRICT YOUTH CENTER, INC.

Balance Sheet

As of November 30, 2022

Nov 30, 22

ASSETS

Current Assets

Checking/Savings

A1300 · CASH ACCOUNTS

A1310 · Pioneer Bank - Chkg #0447	6,149.61
A1320 · Pioneer Bank - MMA #0454	189,895.38
A1330 · M&T Bank - MMA #3563 (Reserve)	23,795.45
A1340 · SEFCU - Savings #6630	1.00
A1350 · SEFCU - Checking #1471	273.43

Total A1300 · CASH ACCOUNTS 220,114.87

Total Checking/Savings 220,114.87

Accounts Receivable

11100 · Accounts Receivable

A1500 · SD Accounts Receivable	3,443,684.01
A1501 · SSD Accounts Receivable	504,720.35
A1510 · Acc Rec./Payable to Operator	-2,998.33
A1513 · Acc.Rec./Pay - Refund Counties	-231,180.02
11100 · Accounts Receivable - Other	36,643.04

Total 11100 · Accounts Receivable 3,750,869.05

Total Accounts Receivable 3,750,869.05

Other Current Assets

A1600 · Pre-Paid Expenses 1,716.00

Total Other Current Assets 1,716.00

Total Current Assets 3,972,699.92

18600 · Other Assets

18610 · RTA Asset Purchase/Clearing Ac -128,112.56

Total 18600 · Other Assets -128,112.56

Total Other Assets -128,112.56

TOTAL ASSETS 3,844,587.36

LIABILITIES & EQUITY

L2310 · Operating Accounts Payable 2,058,042.53

L2300 · Accounts Payable - Other -9,350.94

Total L2300 · Accounts Payable 2,048,691.59

Total Accounts Payable 2,048,691.59

Total Current Liabilities 2,048,691.59

Total Liabilities 2,048,691.59

Equity

30000 · Opening Balance Equity 118,083.46

32000 · Unrestricted Net Assets 22,026.90

Net Income 1,655,785.41

Total Equity 1,795,895.77

TOTAL LIABILITIES & EQUITY 3,844,587.36

Capital District Secure Detention
2022 Berkshire Farm Statement of Revenue & Expense
Q3

	Jul-22	Aug-22	Sep-22	Total	2022 Budget	Total as % of Budget
	42%	33%	25%			0%
Census						
Revenue	201,312.27	219,940.32	215,671.48	1,811,634.67	3,042,496.05	59.5%
Personnel Services						
DIRECTOR OF DETENTION	510.26	558.84	534.56	4,737.50	6,437.48	73.6%
ADMIN ASSISTANT	185.26	202.91	194.06	1,758.29	2,295.54	76.6%
OFFICE MANAGER	1,596.03	1,748.05	1,672.04	15,504.79	19,760.29	78.5%
QUALITY ASSURANCE	-	-	-	-	19,702.50	-
DIRECT SERVICES						
FACILITY DIRECTOR	2,808.29	3,746.41	5,460.12	29,265.73	34,769.25	84.2%
ASSISTANT FACILITY DIRECTOR	3,951.92	2,886.07	2,760.59	34,768.40	32,625.00	106.6%
ASSISTANT DIRECTOR SECURITY	-	-	-	4,903.86	-	-
DETENTION COUNSELOR	46,138.23	42,197.65	39,147.85	365,641.15	672,165.00	54.4%
SENIOR DETENTION COUNSELOR	-	11,263.07	10,252.16	34,876.24	134,479.80	25.9%
SUPERVISOR DETENTION COUNSELOR	11,402.37	14,642.06	17,226.55	102,674.97	175,026.04	58.7%
CASE WORKER	4,868.66	5,225.67	4,998.48	35,853.07	35,793.75	100.2%
MENTAL HEALTH SPECIALIST	2,074.05	2,358.48	2,208.75	19,761.30	25,875.00	76.4%
RECREATION SPRECIALIST	2,323.79	2,452.10	2,622.31	15,487.23	37,717.84	41.1%
EDUCATION SPECIALIST	-	-	-	-	7,125.00	-
VOCATIONAL COORDINATOR	-	-	-	-	-	-
SUPPORT SERVICES						
NURSE	6,131.17	6,077.45	5,759.46	51,629.74	48,750.00	105.9%
DETENTION MECHANIC	1,463.24	897.00	-	11,387.15	32,370.00	35.2%
PER DIEM	8,814.77	8,019.54	6,168.29	64,978.32	120,989.70	53.7%
OVERTIME	14,483.08	12,288.66	14,832.22	126,181.95	329,594.60	38.3%
Fringe Benefits (35.13%)	37,501.67	40,246.32	39,991.09	322,988.63	609,672.99	53.0%
Total Personnel Services	144,252.79	154,810.28	153,828.53	1,242,398.32	2,345,149.76	53.0%

Vacancy Rate

Program Expenses	Jul-22	Aug-22	Sep-22	Total	2022 Budget	Total as % of Budget
Food	14,521.54	14,872.98	17,770.87	123,604.73	172,703.52	71.6%
Less: Gov't Meal Subsidy Rev				-	(5,004.44)	-
Children's Activities	697.99	2,325.56	305.09	11,841.94	462.00	2,563.2%
Laundry Service				-	-	-
Medical Services	3,466.67	(780.00)	1,704.27	15,165.32	16,380.00	92.6%
Utilities	840.48	6,292.98	541.35	23,900.61	24,415.00	97.9%
Supplies and Equipment	2,410.71	3,519.17	(5,263.05)	13,117.91	13,757.00	95.4%
Rent - Equipment	1,175.30	979.09	987.08	7,432.51	6,499.00	112.6%
Maint.-Equip	267.09	576.39	1,032.26	7,316.73	6,499.00	112.6%
Maintenance-Plant	24.10	2,186.73	6,140.14	16,763.74	14,063.00	119.2%
Purchase of Service - Garbage	161.12	159.89	156.20	1,492.74	2,178.00	68.5%
Purchase of Service - Landscaping	452.03	602.70	602.70	5,689.12	5,851.65	97.2%
Office Supplies	549.04	314.10	2,378.68	7,908.81	2,884.00	274.2%
Postage	7.55	2.82	(4.72)	37.72	336.00	11.2%
Telephone	408.62	606.42	730.13	4,975.53	8,662.50	57.4%
Clothing	354.78	395.52	580.24	5,929.56	3,449.00	171.9%
Insurance	4,416.66	4,416.66	4,416.66	39,749.94	53,000.00	75.0%
Psychiatric Services	363.00	563.00	3,129.00	7,131.00	3,889.00	183.4%
Psychologist						
Dental Services	1,249.20			3,974.65	-	-
Medical Supplies	714.24	(1,432.31)	105.06	7,021.79	14,541.00	48.3%
Travel	438.55	67.82		2,461.45	500.00	492.3%
Staff Development	450.00	35.00		7,930.14	1,750.00	453.2%
Administrative Expense	147.46		151.05	907.35	1,125.00	80.7%
Subscriptions and Publications	260.75			260.75	-	-
Advertising, Dues and Licenses	28.00	3,202.45	1,288.23	40,943.53	5,625.00	727.9%
Legal				-	75.00	-
Vehicle	494.78	577.10	83.23	3,595.80	3,788.00	94.9%
Taxes				1,125.00	750.00	150.0%
Depreciation				-	-	-
Purchase of Service - Chaplain		343.10	196.72	539.82	1,167.00	46.3%
Indirect Allocations (13%)	23,159.82	25,302.87	24,811.76	208,418.16	344,500.06	60.5%
Net Program Expenses	57,059.48	65,130.04	61,842.95	569,236.35	697,346.29	81.6%

	Jul-22	Aug-22	Sep-22	Total	2022 Budget	Total as % of Budget
	42%	33%	25%			0%
Census						
Revenue	335,395.92	381,289.27	357,710.78	2,935,817.05	5,374,783.01	54.6%

Personnel Services

DIRECTOR OF DETENTION	850.41	931.41	890.91	7,895.99	10,729.13	73.6%
ADMIN ASSISTANT	309.16	338.61	323.88	2,915.69	3,825.90	76.2%
OFFICE MANAGER	2,660.04	2,913.36	2,786.70	25,841.08	32,933.81	78.5%
QUALITY ASSURANCE	11,909.67	15,049.54	14,181.50	81,850.54	32,837.50	249.3%
DIRECT SERVICES						
FACILITY DIRECTOR	4,680.48	6,244.03	9,100.24	48,776.27	57,948.75	84.2%
ASSISTANT FACILITY DIRECTOR	6,586.54	4,810.09	4,600.96	66,120.06	54,375.00	121.6%
ASSISTANT DIRECTOR SECURITY	-	-	-	-	83,000.00	
DETENTION COUNSELOR	75,733.09	66,487.22	62,628.94	599,416.92	1,120,275.00	53.5%
SENIOR DETENTION COUNSELOR	-	18,771.60	17,086.77	58,126.63	224,133.00	25.9%
SUPERVISOR DETENTION COUNSELOR	19,003.88	24,403.28	28,710.78	170,159.68	291,710.06	58.3%
CASE WORKER	5,495.34	5,894.59	5,638.30	36,813.44	59,656.25	61.7%
MENTAL HEALTH SPECIALIST	3,492.20	3,930.80	3,681.24	33,089.59	43,125.00	76.7%
RECREATION SPRECIALIST	3,872.98	4,086.76	4,370.49	25,811.75	62,863.06	41.1%
EDUCATION SPECIALIST	-	-	-	17,021.24	11,875.00	143.3%
VOCATIONAL COORDINATOR	-	-	-	-	50,400.00	
SUPPORT SERVICES						
NURSE	10,218.60	10,129.03	9,599.09	86,049.23	81,250.00	105.9%
DETENTION MECHANIC	2,438.71	1,495.00	-	18,978.43	53,950.00	35.2%
PER DIEM	14,691.14	13,365.73	10,280.27	108,432.86	201,649.50	53.8%
OVERTIME	24,138.82	19,311.99	24,098.07	204,890.45	549,324.33	37.3%
Fringe Benefits (35.13%)	65,370.28	69,614.68	69,549.72	559,336.31	1,062,985.07	52.6%

Total Personnel Services	251,451.34	267,777.72	267,527.86	2,151,526.16	4,088,846.35	52.6%
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Vacancy Rate

Program Expenses

Food	23,966.57	22,135.03	21,044.58	158,383.76	271,391.25	58.4%
Less: Gov't Meal Subsidy Rev				-	(7,864.12)	-
Children's Activities	1,241.64	14,799.31	(199.95)	23,452.00	4,426.00	529.9%
Laundry Service				-	-	-
Medical Services		4,275.67	2,002.40	20,360.25	27,300.00	74.6%
Utilities	1,251.31	9,369.12	761.30	38,808.74	36,355.00	106.7%
Supplies and Equipment	1,294.06	536.83	5,286.90	15,047.52	23,503.00	64.0%
Rent - Equipment	1,035.59	593.75	645.05	5,288.34	-	-
Maint.-Equip	397.64	690.12	1,695.83	10,884.42	9,676.00	112.5%
Maintenance-Plant	35.90	3,248.27	1,818.64	16,201.46	20,937.00	77.4%
Purchase of Service - Garbage	239.87	238.04	232.55	2,222.99	3,242.00	68.6%
Purchase of Service - Landscaping	672.97	897.30	897.30	8,470.88	8,711.85	97.2%
Office Supplies	724.37	471.14	112.09	2,181.06	4,806.00	45.4%
Postage		4.22	4.73	14.07	529.00	2.7%
Telephone	655.83	971.54	977.45	8,303.21	14,437.50	57.5%
Clothing	227.12		1,221.05	7,520.40	5,420.00	138.8%
Insurance	7,800.91	7,800.91	7,800.91	70,208.19	93,611.00	75.0%
Psychiatric Services	625.00	500.00	3,925.00	6,538.00	6,111.00	107.0%
Psychologist					37,500.00	
Dental Services	4,132.20			6,930.55	1,000.00	693.1%
Medical Supplies	56.96	219.76	611.92	2,653.61	22,850.00	11.6%
Travel		21.93		332.79	500.00	66.6%
Staff Development	180.00			1,653.68	72,250.00	2.3%
Administrative Expense				53.67	1,875.00	2.9%
Subscriptions and Publications	435.64			435.64	-	-
Advertising, Dues and Licenses		1,855.27	15.62	35,377.98	9,375.00	377.4%
Legal				90.60	125.00	72.5%
Vehicle	385.63	961.80	138.70	3,158.54	6,313.00	50.0%
Taxes				1,874.99	1,250.00	150.0%
Depreciation				-	-	-
Purchase of Service - Chaplain		56.40	38.28	94.68	1,833.00	5.2%
Indirect Allocations (13%)	38,585.37	43,865.14	41,152.57	337,748.87	608,473.18	55.5%

Net Program Expenses	83,944.58	113,511.55	90,182.92	784,290.89	1,285,936.66	61.0%
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CAPITAL DISTRICT YOUTH CENTER, INC.

ONE PARK PLACE, ALBANY, NY 12205

TEL: 518 / 453-0850

FAX: 518 / 453-0856

MEMORANDUM (22-26)*

President
Laura Bauer

Vice President
Craig Warner

Secretary
Samantha Miller-Herrera

Treasurer
William Connors

Chief Administrator
Mark A. Castiglione, AICP

Members

Albany County
William Connors
Lucille M. McKnight
Kristin Swinton

Rensselaer County
Laura Bauer
Scott Bendett

Saratoga County
Susan Costanzo
Craig Warner

Schenectady County
Barbara Mauro
Samantha Miller-Herrera

To: CDYCI Board Members

From: Mark Castiglione, Chief Administrator

Date: December 19, 2022

Re: 2023 Meeting Schedule

The following are proposed dates for the 2023 CDYCI meetings. All the meetings are scheduled for the third Wednesday of the month and are scheduled to begin at 9:00 AM. The board has discussed previously eliminating a meeting during the calendar year. This proposal replaces our traditional March, May, and July meetings with meetings in April and June.

January 18, 2023

April 19, 2023

June 21, 2023

October 18, 2023

December 20, 2023



CAPITAL DISTRICT YOUTH CENTER, INC.

ONE PARK PLACE, ALBANY, NY 12205

TEL: 518 / 453-0850

FAX: 518 / 453-0856

MEMORANDUM (22-27)*

President
Laura Bauer

Vice President
Craig Warner

Secretary
Samantha Miller-Herrera

Treasurer
William Connors

Chief Administrator
Mark A. Castiglione, AICP

Members

Albany County
William Connors
Lucille M. McKnight
Kristin Swinton

Rensselaer County
Laura Bauer
Vacant

Saratoga County
Susan Costanzo
Craig Warner

Schenectady County
Barbara Mauro
Samantha Miller-Herrera

To: CDYCI Board Members

From: Mark Castiglione, Chief Administrator

Date: December 19, 2022

Re: 2023-24 CDYCI Slate of Officers

At the October CDYCI Board meeting, Barbara Mauro was appointed to head the nominating committee. She has presented the following Officers for election to serve in the 2023-2024 term.

President: Craig Warner- Saratoga County

Vice President: Samantha Miller-Herrera- Schenectady County

Secretary: William Connors- Albany County

Treasurer: Laura Bauer- Rensselaer County



CAPITAL DISTRICT YOUTH CENTER, INC.

ONE PARK PLACE, ALBANY, NY 12205

TEL: 518 / 453-0850

FAX: 518 / 453-0856

MEMORANDUM (22-28)*

President
Laura Bauer

Vice President
Craig Warner

Secretary
Samantha Miller-Herrera

Treasurer
William Connors

Chief Administrator
Mark A. Castiglione, AICP

Members

Albany County
William Connors
Lucille M. McKnight
Kristin Swinton

Rensselaer County
Laura Bauer
Vacant

Saratoga County
Susan Costanzo
Craig Warner

Schenectady County
Barbara Mauro
Samantha Miller-Herrera

To: CDYCI Board Members

From: Mark Castiglione, Chief Administrator

Date: December 19, 2022

Re: 2023 Budget

Attached is the proposed 2023 CDYCI Budget and Operating Budgets for SD and SSD prepared by Berkshire Farm. Budget highlights include the following:

2023 Proposed CDYCI Budget

The projected total expenses for 2023 are an increase 36% from 2022.

The SD Operating Budget submitted by Berkshire Farm is \$4,201,944 for SD, 38% increase from 2022. The SSD Operations Budget is \$7,238,119, a 35% increase from 2022. The total operations budget of \$11,440,064 is a 36% increase from 2022.

Staffing levels are based on operating a 9.5 bed co-ed SD facility and 14.5 bed SSD facility including costs associated with providing increased staff to operate satisfy the 1.63 staffing matrix to better guarantee ratio coverage should there be call outs to other factors impacting staffing. The budgets also contemplate ramping up staffing to move towards having a trained staff to be able to operate the 39-bed facility once it comes online.

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 Berkshire CFO Nikki MacArthur. In addition, BF's proposed budget shows percent increases in budget lines.

Board action is requested to approve the 2023 budget.



MEMORANDUM

To: Mark Castiglione

From: Nikki McArthur, CFO

Date: December 16, 2022

Re: Capital District Secure Detention Operations Budget Calendar Year 2023

CC: Lucas Jacobs

Berkshire has presented a total budget of \$11,440,064; this is an increase of approximately \$3MM. Of this amount, approximately \$2.5MM is directly attributable to staffing adjustments. The adjustment to the staffing matrix using the OCFS/SCOC formula to ensure appropriate coverage at a 1.63 coverage factor is a large piece of the increase as well as an addition of supervisory staff. Other than personnel expense has an increase of approximately \$550,000. Of this amount, approximately \$400,000 is an increase in the indirect allocation.

Personnel Expense

The focus when reviewing personnel expense was to ensure we have proper coverage for direct care staff as well as ensure we proper supervisor ratios to allow for real time review and adjustment to program. Part of the ramp up ensures that we will be able to have appropriate staffing to be nimble and adjust programming as needed during construction and keep the youth safe while construction is occurring.

Staffing Matrix

We have continued to work with OCFS and SCOC to perfect the staffing matrix to ensure we have proper staffing in our budget to meet the needs of the program as well as coverage needs. The increase in direct staff needed to meet the 1.63 coverage factor was 7.5 FTE. This will ensure we are following our regulatory bodies' expectations, but more importantly will ensure that the environment is safe for both staff and youth.

Supervisory Increase

We have continued to work on building real time review and correction for our direct care staff. We also are looking to ensure that our floor supervisors can

Our Mission:

To strengthen children and families so they can live safely, independently
and productively within their home communities.

cover the dorms and not have to manage the pod or the front entrance. Adding the Administrator on Duty position will allow 24/7 facility supervision and enhance the real time review and correction. It will support our staff by showing them we are there to contribute to a positive work environment.

24/7 Nursing Coverage

We have added 24/7 nursing coverage which will ensure we are able to meet the medical needs of our youth in off hours including during intakes as well as in crisis.

Indirect Allocation

This amount is an allocation to CDYCI of Berkshire's overhead administrative costs. This includes staff, equipment, consulting, etc. in the Finance, Human Resource, Risk Management, Performance Quality Improvement, Information Technology, and Communications departments. This percentage has maintained at 13% while Berkshire's administrative overhead costs as a percentage of all programming has increased to upwards of 19%. This increase we have seen is largely due to continued increases in oversight requirements as well as meeting expectations of stakeholders. Berkshire strives to ensure all clients get the best quality programming and behind the scenes there is much work done in the administrative areas to ensure we are meeting all requirements while our staff and leadership focus on our youth.

Budget to Actual Performance

Each year we present a budget that includes full staffing and costs to run a high functioning program. In reality, running a high functioning program isn't as seamless as putting the numbers on the paper. We do have vacancies in positions and there are delays in expenses. For the first 3 quarters of 2022 we are running approximately 25% under budget. For 2021 and 2020 we ran 12% and 18%, respectively under budget. Given this trend it is likely we will be between 10% to 20% under this proposed budget. We know immediately we will start off under budget due to the new positions we are adding and the time it will take to fill these roles.

Our Mission:

To strengthen children and families so they can live safely, independently and productively within their home communities.

CDYCI 2023 Revised Budget

Account	Proposed SD Budget	Proposed SSD Budget	Adopted 2022 Budget	Total 2023 Budget	% Change
REVENUE					
R4200 Interest Income	\$ 147	\$ 153	\$ 300	\$ 300.00	0.0%
R4400 Revenue-Member Counties	\$ 4,285,406	\$ 7,354,558	\$ 8,817,079	\$ 11,639,964	32.0%
R5000 Revenue- County Cost Share for RTA			\$ -	\$ -	
Gross Revenue	\$ 4,285,553	\$ 7,354,711	\$ 8,817,379	\$ 11,640,264	32.0%
EXPENSE					
E5300 Bank Service Charges	\$ 74	\$ 76	\$ 150	\$ 150	0.0%
E5310 Trustee Fees					
E5700 Accounting Fees	\$ 5,895	\$ 6,105	\$ 12,000	\$ 12,000	0.0%
E5800 Legal Fees	\$ 12,281	\$ 12,719	\$ 25,000	\$ 25,000	0.0%
E5850 Repairs & Maintenance	\$ 12,281	\$ 12,719	\$ 25,000	\$ 25,000	0.0%
E5900 Administrative Services	\$ 50,106	\$ 51,894	\$ 102,000	\$ 102,000	0.0%
E5925 Operations Services*	\$ 4,201,944	\$ 7,238,119	\$ 8,617,179	\$ 11,440,064	32.8%
E5975 County Sheriff		\$ 30,000	\$ 30,000	\$ 30,000	0.0%
E5950 Insurance Expense	\$ 1,351	\$ 1,399	\$ 2,750	\$ 2,750	0.0%
E6000 Miscellaneous Expense	\$ 1,474	\$ 1,526	\$ 3,000	\$ 3,000	0.0%
E6400 Interest Expense					
Pre-Construction Costs					
			-	-	
Gross Expenses	\$ 4,285,406	\$ 7,354,558	\$ 8,817,079	\$ 11,639,964	32.0%
Net Income from Operations	\$ 147	\$ 153	\$ 300	\$ 300	0.0%
Loss on Transfer to Albany Co.	\$ -	\$ -	\$ -		
Net Income/(Loss)	\$ 147	\$ 153	\$ 300	\$ 300	\$ -

*Net of Meal Subsidy

Allocations

Square Footage	4,900	4,005	8,905
Shared Square Footage	7,322	8,653	15,975
Allocated Square Footage	12,222	12,658	24,880
% Allocation	49.12%	50.88%	
Beds	11	13	24
% Allocation	45.83%	54.17%	
Census	8	13	21
% Allocation	38.10%	61.90%	

**Capital District Secure Detention - Regular Secure
2023 Berkshire Farm Statement of Revenue & Expense**

	Original Budget	Union Contract	Additional Funding	2023 Budget
Revenue	3,099,378.72	68,505.94	1,034,059.66	4,201,944.33
Personnel Services				
DIRECTOR OF DETENTION	6,437.48	128.75	19,891.80	26,458.02
ADMIN ASSISTANT	2,295.54	45.91	-	2,341.45
OFFICE MANAGER	19,760.29	395.21	-	20,155.49
QUALITY ASSURANCE	19,702.50	-	-	19,702.50
DIRECT SERVICES	-	-	-	-
FACILITY DIRECTOR	34,769.25	695.39	-	35,464.64
ASSISTANT FACILITY DIRECTOR	31,875.00	637.50	-	32,512.50
ASSISTANT DIRECTOR SECURITY	-	-	-	-
ADMINSTRATOR ON DUTY	-	-	333,000.00	333,000.00
SECURITY	87,204.00	2,616.12	139,189.05	229,009.17
DETENTION COUNSELOR	566,826.00	17,004.78	296,406.40	880,237.18
SENIOR DETENTION COUNSELOR	151,187.40	4,535.62	-	155,723.02
SUPERVISOR DETENTION COUNSELOR	169,260.00	5,077.80	-	174,337.80
CASE WORKER	33,883.20	677.66	-	34,560.86
MENTAL HEALTH SPECIALIST	25,875.00	517.50	-	26,392.50
RECREATION SPRECIALIST	38,547.60	1,156.43	-	39,704.03
EDUCATION COORDINATOR	-	-	-	-
EDUCATION SPECIALIST	7,125.00	-	10,312.50	17,437.50
VOCATIONAL COORDINATOR	-	-	-	-
SUPPORT SERVICES	-	-	-	-
NURSE	48,750.00	975.00	135,937.50	185,662.50
DETENTION MECHANIC	33,540.00	670.80	-	34,210.80
PER DIEM	118,989.00	3,569.67	(122,558.67)	-
OVERTIME	342,686.90	5,379.89	(184,766.52)	163,300.27
Fringe Benefits (35.13%)	610,810.28	15,486.72	220,409.86	846,706.86
Total Personnel Services	2,349,524.43	59,570.74	847,821.92	3,256,917.09
Program Expenses				
Food	141,000.00	-	-	141,000.00
Less: Gov't Meal Subsidy Rev	(4,875.00)	-	-	(4,875.00)
Children's Activities	17,625.00	-	(8,250.00)	9,375.00
Laundry Service	-	-	3,750.00	3,750.00
Medical Services	18,000.00	-	7,500.00	25,500.00
Utilities	33,751.20	-	-	33,751.20
Supplies and Equipment	14,250.00	-	-	14,250.00
Maint.-Equip	10,045.00	-	32,610.09	42,655.09
Maintenance-Plant	18,081.00	-	-	18,081.00
Purchase of Service - Garbage	2,009.00	-	-	2,009.00
Purchase of Service - Landscaping	7,634.20	-	-	7,634.20
Office Supplies	5,062.50	-	-	5,062.50
Postage	56.25	-	-	56.25
Telephone	6,750.00	-	14,250.00	21,000.00
Clothing	6,750.00	-	-	6,750.00
Insurance	53,987.00	1,191.00	17,984.00	73,162.00
Psychiatric Services	7,125.00	-	-	7,125.00
Psychologist	-	-	-	-
Dental Services	5,625.00	-	-	5,625.00
Medical Supplies	4,875.00	-	-	4,875.00
Travel	1,875.00	-	-	1,875.00
Staff Development	4,875.00	-	-	4,875.00
Administrative Expense	562.50	-	-	562.50
Subscriptions and Publications	375.00	-	-	375.00
Advertising, Dues and Licenses	37,500.00	-	-	37,500.00
Legal	187.50	-	-	187.50
Vehicle	3,750.00	-	1,500.00	5,250.00
Taxes	1,500.00	-	-	1,500.00
Depreciation	-	-	-	-
Purchase of Service - Chaplain	562.50	-	-	562.50
Indirect Allocations (13%)	350,915.64	7,744.20	116,893.66	475,553.50
Net Program Expenses	749,854.29	8,935.20	186,237.75	945,027.24
Surplus (Deficit)	-	-	-	-

**Capital District Secure Detention - Specialized Secure
2023 Berkshire Farm Statement of Revenue & Expense**

	Original Budget	Union Contract	Additional Funding	2023 Budget
Revenue	5,404,537.66	116,819.41	1,716,762.17	7,238,119.24
Personnel Services				
DIRECTOR OF DETENTION	10,729.13	214.58	33,153.00	44,096.70
ADMIN ASSISTANT	3,825.90	76.52	-	3,902.42
OFFICE MANAGER	32,933.81	658.68	-	33,592.49
QUALITY ASSURANCE	32,837.50	-	-	32,837.50
DIRECT SERVICES	-	-	-	-
FACILITY DIRECTOR	57,948.75	1,158.98	-	59,107.73
ASSISTANT FACILITY DIRECTOR	53,125.00	1,062.50	-	54,187.50
ASSISTANT DIRECTOR SECURITY	85,000.00	1,700.00	-	86,700.00
ADMINISTRATOR ON DUTY	-	-	555,000.00	555,000.00
SECURITY	145,340.00	4,360.20	231,981.75	381,681.95
DETENTION COUNSELOR	944,710.00	28,341.30	494,010.66	1,467,061.96
SENIOR DETENTION COUNSELOR	251,979.00	7,559.37	-	259,538.37
SUPERVISOR DETENTION COUNSELOR	282,100.00	8,463.00	-	290,563.00
CASE WORKER	56,472.00	1,129.44	-	57,601.44
MENTAL HEALTH SPECIALIST	43,125.00	862.50	-	43,987.50
RECREATION SPRECIALIST	64,246.00	1,927.38	-	66,173.38
EDUCATION SPECIALIST	-	-	-	-
EDUCATION COORDINATOR	11,875.00	-	17,187.50	29,062.50
VOCATIONAL COORDINATOR	50,400.00	-	-	50,400.00
SUPPORT SERVICES	-	-	-	-
NURSE	81,250.00	1,625.00	226,562.50	309,437.50
DETENTION MECHANIC	55,900.00	1,118.00	-	57,018.00
PER DIEM	198,315.00	5,949.45	(204,264.45)	(0.00)
OVERTIME	571,144.83	8,966.48	(307,944.20)	272,167.12
Fringe Benefits (35.13%)	1,065,583.15	26,408.41	367,349.76	1,459,341.32
Total Personnel Services	4,098,840.07	101,581.78	1,413,036.52	5,613,458.37
Program Expenses				
Food	235,000.00	-	-	235,000.00
Less: Gov't Meal Subsidy Rev	(8,125.00)	-	-	(8,125.00)
Children's Activities	29,375.00	-	(13,750.00)	15,625.00
Laundry Service	-	-	6,250.00	6,250.00
Medical Services	30,000.00	-	12,500.00	42,500.00
Utilities	50,248.80	-	-	50,248.80
Supplies and Equipment	23,750.00	-	-	23,750.00
Maint.-Equip	14,955.00	-	48,549.91	63,504.91
Maintenance-Plant	26,919.00	-	-	26,919.00
Purchase of Service - Garbage	2,991.00	-	-	2,991.00
Purchase of Service - Landscaping	11,365.80	-	-	11,365.80
Office Supplies	8,437.50	-	-	8,437.50
Postage	93.75	-	-	93.75
Telephone	11,250.00	-	23,750.00	35,000.00
Clothing	11,250.00	-	-	11,250.00
Insurance	94,133.00	2,032.00	29,857.00	126,022.00
Psychiatric Services	11,875.00	-	-	11,875.00
Psychologist	37,500.00	-	-	37,500.00
Dental Services	9,375.00	-	-	9,375.00
Medical Supplies	8,125.00	-	-	8,125.00
Travel	3,125.00	-	-	3,125.00
Staff Development	8,125.00	-	-	8,125.00
Administrative Expense	937.50	-	-	937.50
Subscriptions and Publications	625.00	-	-	625.00
Advertising, Dues and Licenses	62,500.00	-	-	62,500.00
Legal	312.50	-	-	312.50
Vehicle	6,250.00	-	2,500.00	8,750.00
Taxes	2,500.00	-	-	2,500.00
Depreciation	-	-	-	-
Purchase of Service - Chaplain	937.50	-	-	937.50
Indirect Allocations (13%)	611,866.24	13,205.63	194,068.74	819,140.61
Net Program Expenses	1,305,697.59	15,237.63	303,725.65	1,624,660.87
Surplus (Deficit)	-	-	-	-



CAPITAL DISTRICT YOUTH CENTER, INC.

ONE PARK PLACE, ALBANY, NY 12205

TEL: 518 / 453-0850

FAX: 518 / 453-0856

MEMORANDUM (22-29)*

President
Laura Bauer

Vice President
Craig Warner

Secretary
Samantha Miller-Herrera

Treasurer
William Connors

Chief Administrator
Mark A. Castiglione, A/CP

Members

Albany County
William Connors
Lucille M. McKnight
Kristin Swinton

Rensselaer County
Laura Bauer
Vacant

Saratoga County
Susan Costanzo
Craig Warner

Schenectady County
Barbara Mauro
Samantha Miller-Herrera

To: CDYCI Board Members

From: Mark Castiglione, Chief Administrator

Date: December 19, 2022

Re: Operator Agreement Renewal

Attached please find the extension to Berkshire Farm's new operator agreement. 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 2023 agreement extension with Berkshire Farm upon adoption of the 2023 budgets for Secure Detention and Specialized Secure Detention.



CAPITAL DISTRICT YOUTH CENTER, INC.

ONE PARK PLACE, ALBANY, NY 12205

TEL: 518 / 453-0850

FAX: 518 / 453-0856

MEMORANDUM (22-30)*

President
Laura Bauer

Vice President
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Secretary
Samantha Miller-Herrera

Treasurer
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Chief Administrator
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Members

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Saratoga County
Susan Costanzo
Craig Warner

Schenectady County
Barbara Mauro
Samantha Miller-Herrera

To: CDYCI Board Members

From: Mark Castiglione, Chief Administrator

Date: December 19, 2022

Re: RTA Project Update

The Albany County Legislature approved prime contract awards at its 12/5 meeting. Bunkoff Contractors was awarded the general construction contract (\$10,492,000), DiGesare Mechanical was awarded the plumbing contract (\$1,728,100), Campito Plumbing was awarded the mechanical construction contract (\$2,791,890), and DLC was awarded the electrical construction contract (\$4,108,200). The total project budget is \$22,843,990.

Albany County will be applying the remaining proceeds of the bonds it issued for the project back in 2018 and the DASNY bonds will cover the rest.

The closing is set to happen this week. The final amortization schedule is attached. Page 1 shows the sources of the funds. The "Bond Proceeds" are the bonds DASNY is issuing and the "Other Sources of Funds" is the remaining Albany County bonds.

Berkshire and the state regulatory agencies have requested that substandard existing cameras and equipment be replaced as soon as possible. Vendors and Berkshire are exploring options that will fit within the larger construction contract. The security system equipment and installation have been removed from the bid package but the electrical contractor will still be responsible to run wires, install junction boxes, etc. An emergency procurement to replace the substandard equipment was approved by Albany County and Berkshire is in the process of selecting the replacement equipment.

DASNY has been engaged to handle procurement of FF&E. We have yet to finalize a project services agreement as the emergency procurement of the cameras etc changed the scope of services that were originally contemplated.

Intermunicipal agreements are being developed that will prescribe each county's obligation for the 11% local share of the project costs. The debt service scheduled will be needed before the IMAs can be finalized.

Capital District Juvenile Secure Detention Facility

Expansion and Renovation Budget 2022

Summary	All Lowest Bids	
General Construction Base	\$	10,318,000
Plumbing Construction Base	\$	1,728,100
Mechanical Construction Base	\$	2,313,300
Electrical Construction Base	\$	3,778,500
Sub Total	\$	18,137,900
Alternate #1 Add Solar Array Work	\$	409,100
Alternate #2 (Deduct) replace existing bituminous paving	\$	(80,000)
Alternate #3 (Add) Smoke Purge System	\$	573,190
Sub total of Alternates	\$	982,290
Add Alternate Stormwater	\$	200,000
Security and IT	\$	474,800
Soft Costs		
Design Fees	\$	715,000
Preconstruction Services/Cost Estimating	\$	70,000
General Counsel \$10,000	\$	10,000
FF&E	\$	400,000
Bond Counsel	\$	215,000
Construction Management	\$	869,000
Special Inspections	\$	120,000
Misc. Soft Cost Allowance	\$	650,000
Total wo Alternates 1,3	\$	21,861,700
Total with Alternates 1,3	\$	22,843,990

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Raise the Age Revenue Bond Program Revenue Bonds Series 2022 - Albany County

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SOURCES AND USES OF FUNDS

Raise the Age Revenue Bond Program Revenue Bonds Series 2022 - Albany County

Dated Date	12/22/2022
Delivery Date	12/22/2022

Sources:

Bond Proceeds:	
Par Amount	16,120,000.00
Net Premium	1,796,551.70
	17,916,551.70
Other Sources of Funds:	
Unspent Funds on Hand	5,886,122.75
	23,802,674.45

Uses:

Project Fund Deposits:	
Project Fund - Construction Bids	22,843,990.00
Cost of Issuance:	
Bond Counsel - Barclay Damon (2022)	165,000.00
Bond Counsel - Law Offices of Joe Reid (2022)	50,000.00
Bond Counsel - Barclay Damon (Program Setup)	105,000.00
DASNY Financial Advisor - PRAG	60,200.00
DASNY Financial Advisor - Backstrom	25,800.00
Rating Agency - Moody's	26,100.00
Trustee - BNY Mellon	1,750.00
Trustee Counsel - Paparone Law	2,500.00
County Bond Counsel - Hodgson Russ	39,500.00
Printing - ImageMaster	7,500.00
	483,350.00
Underwriter's Discount:	
Average Takedown	74,312.50
Underwriter's Counsel - Katten Muchin Rosenman	175,000.00
Management Fee	70,000.00
CUSIP	686.00
DTC	800.00
DAC	350.00
Ipreo	1,807.12
	322,955.62
Other Delivery Date Expenses:	
DASNY Financing Fee	150,000.00
Other Uses of Funds:	
Additional Proceeds	2,378.83
	23,802,674.45

BOND PRICING

Raise the Age Revenue Bond Program Revenue Bonds Series 2022 - Albany County

Bond Component	Maturity Date	Amount	Rate	Yield	Price	Yield to Maturity	Call Date	Call Price	Premium (-Discount)	Takedown
Serial Bonds:										
	12/01/2023	615,000	5.000%	2.700%	102.122				13,050.30	1.250
	12/01/2024	600,000	5.000%	2.550%	104.610				27,660.00	2.500
	12/01/2025	630,000	5.000%	2.550%	106.899				43,463.70	3.750
	12/01/2026	660,000	5.000%	2.550%	109.130				60,258.00	3.750
	12/01/2027	695,000	5.000%	2.570%	111.207				77,888.65	3.750
	12/01/2028	730,000	5.000%	2.600%	113.132				95,863.60	5.000
	12/01/2029	765,000	5.000%	2.610%	115.083				115,384.95	5.000
	12/01/2030	805,000	5.000%	2.650%	116.728				134,660.40	5.000
	12/01/2031	845,000	5.000%	2.700%	118.161				153,460.45	5.000
	12/01/2032	885,000	5.000%	2.700%	119.935				176,424.75	5.000
	12/01/2033	930,000	5.000%	2.800%	118.974 C	2.957%	12/01/2032	100.000	176,458.20	5.000
	12/01/2034	980,000	5.000%	2.990%	117.174 C	3.253%	12/01/2032	100.000	168,305.20	5.000
	12/01/2035	1,025,000	5.000%	3.170%	115.499 C	3.500%	12/01/2032	100.000	158,864.75	5.000
	12/01/2036	1,080,000	5.000%	3.320%	114.124 C	3.694%	12/01/2032	100.000	152,539.20	5.000
	12/01/2037	1,135,000	5.000%	3.440%	113.039 C	3.844%	12/01/2032	100.000	147,992.65	5.000
	12/01/2038	1,190,000	5.000%	3.560%	111.966 C	3.979%	12/01/2032	100.000	142,395.40	5.000
		13,570,000							1,844,670.20	
Term Bond - 2040:										
	12/01/2039	1,250,000	4.000%	4.150%	98.113				(23,587.50)	5.000
	12/01/2040	1,300,000	4.000%	4.150%	98.113				(24,531.00)	5.000
		2,550,000							(48,118.50)	
		16,120,000							1,796,551.70	

Dated Date	12/22/2022	
Delivery Date	12/22/2022	
First Coupon	06/01/2023	
Par Amount	16,120,000.00	
Premium	1,796,551.70	
Production	17,916,551.70	111.144862%
Underwriter's Discount	(322,955.62)	(2.003447%)
Purchase Price	17,593,596.08	109.141415%
Accrued Interest		
Net Proceeds	17,593,596.08	

BOND SUMMARY STATISTICS**Raise the Age Revenue Bond Program Revenue Bonds
Series 2022 - Albany County**

Dated Date	12/22/2022
Delivery Date	12/22/2022
First Coupon	06/01/2023
Last Maturity	12/01/2040
Arbitrage Yield	3.283375%
True Interest Cost (TIC)	3.680466%
Net Interest Cost (NIC)	3.888792%
All-In TIC	4.307391%
Average Coupon	4.742260%
Average Life (years)	10.711
Weighted Average Maturity (years)	10.650
Duration of Issue (years)	8.370
Par Amount	16,120,000.00
Bond Proceeds	17,916,551.70
Total Interest	8,187,970.83
Net Interest	6,714,374.75
Bond Years from Dated Date	172,659,666.67
Bond Years from Delivery Date	172,659,666.67
Total Debt Service	24,307,970.83
Maximum Annual Debt Service	1,353,250.00
Average Annual Debt Service	1,354,833.49
Underwriter's Fees (per \$1000)	
Average Takedown	4.609957
Other Fee	15.424511
Total Underwriter's Discount	20.034468
Bid Price	109.141415

<i>Bond Component</i>	<i>Par Value</i>	<i>Price</i>	<i>Average Coupon</i>	<i>Average Life</i>	<i>Duration</i>	<i>PV of 1 bp change</i>
Serial Bonds	13,570,000.00	113.594	5.000%	9.444	7.665	9,951.40
Term Bond - 2040	2,550,000.00	98.113	4.000%	17.451	12.669	3,162.00
	16,120,000.00			10.711		13,113.40

	TIC	All-In TIC	Arbitrage Yield
Par Value	16,120,000.00	16,120,000.00	16,120,000.00
+ Accrued Interest			
+ Premium (Discount)	1,796,551.70	1,796,551.70	1,796,551.70
- Underwriter's Discount	(322,955.62)	(322,955.62)	
- Cost of Issuance Expense		(483,350.00)	
- Other Amounts		(150,000.00)	
Target Value	17,593,596.08	16,960,246.08	17,916,551.70
Target Date	12/22/2022	12/22/2022	12/22/2022
Yield	3.680466%	4.307391%	3.283375%

NET DEBT SERVICE**Raise the Age Revenue Bond Program Revenue Bonds
Series 2022 - Albany County**

<i>Period Ending</i>	<i>Principal</i>	<i>Coupon</i>	<i>Interest</i>	<i>Total Debt Service</i>	<i>DASNY Annual Fee</i>	<i>Net Debt Service</i>
12/01/2023	615,000	5.000%	734,970.83	1,349,970.83	25,750	1,375,720.83
12/01/2024	600,000	5.000%	749,750.00	1,349,750.00	25,750	1,375,500.00
12/01/2025	630,000	5.000%	719,750.00	1,349,750.00	25,750	1,375,500.00
12/01/2026	660,000	5.000%	688,250.00	1,348,250.00	25,750	1,374,000.00
12/01/2027	695,000	5.000%	655,250.00	1,350,250.00	25,750	1,376,000.00
12/01/2028	730,000	5.000%	620,500.00	1,350,500.00	25,750	1,376,250.00
12/01/2029	765,000	5.000%	584,000.00	1,349,000.00	25,750	1,374,750.00
12/01/2030	805,000	5.000%	545,750.00	1,350,750.00	25,750	1,376,500.00
12/01/2031	845,000	5.000%	505,500.00	1,350,500.00	25,750	1,376,250.00
12/01/2032	885,000	5.000%	463,250.00	1,348,250.00	25,750	1,374,000.00
12/01/2033	930,000	5.000%	419,000.00	1,349,000.00	8,000	1,357,000.00
12/01/2034	980,000	5.000%	372,500.00	1,352,500.00	8,000	1,360,500.00
12/01/2035	1,025,000	5.000%	323,500.00	1,348,500.00	8,000	1,356,500.00
12/01/2036	1,080,000	5.000%	272,250.00	1,352,250.00	8,000	1,360,250.00
12/01/2037	1,135,000	5.000%	218,250.00	1,353,250.00	8,000	1,361,250.00
12/01/2038	1,190,000	5.000%	161,500.00	1,351,500.00	8,000	1,359,500.00
12/01/2039	1,250,000	4.000%	102,000.00	1,352,000.00	8,000	1,360,000.00
12/01/2040	1,300,000	4.000%	52,000.00	1,352,000.00	8,000	1,360,000.00
	16,120,000		8,187,970.83	24,307,970.83	321,500	24,629,470.83

NET DEBT SERVICE**Raise the Age Revenue Bond Program Revenue Bonds
Series 2022 - Albany County**

<i>Period Ending</i>	<i>Principal</i>	<i>Coupon</i>	<i>Interest</i>	<i>Total Debt Service</i>	<i>DASNY Annual Fee</i>	<i>Net Debt Service</i>	<i>Annual Net D/S</i>
06/01/2023			344,720.83	344,720.83		344,720.83	
12/01/2023	615,000	5.000%	390,250.00	1,005,250.00	25,750	1,031,000.00	1,375,720.83
06/01/2024			374,875.00	374,875.00		374,875.00	
12/01/2024	600,000	5.000%	374,875.00	974,875.00	25,750	1,000,625.00	1,375,500.00
06/01/2025			359,875.00	359,875.00		359,875.00	
12/01/2025	630,000	5.000%	359,875.00	989,875.00	25,750	1,015,625.00	1,375,500.00
06/01/2026			344,125.00	344,125.00		344,125.00	
12/01/2026	660,000	5.000%	344,125.00	1,004,125.00	25,750	1,029,875.00	1,374,000.00
06/01/2027			327,625.00	327,625.00		327,625.00	
12/01/2027	695,000	5.000%	327,625.00	1,022,625.00	25,750	1,048,375.00	1,376,000.00
06/01/2028			310,250.00	310,250.00		310,250.00	
12/01/2028	730,000	5.000%	310,250.00	1,040,250.00	25,750	1,066,000.00	1,376,250.00
06/01/2029			292,000.00	292,000.00		292,000.00	
12/01/2029	765,000	5.000%	292,000.00	1,057,000.00	25,750	1,082,750.00	1,374,750.00
06/01/2030			272,875.00	272,875.00		272,875.00	
12/01/2030	805,000	5.000%	272,875.00	1,077,875.00	25,750	1,103,625.00	1,376,500.00
06/01/2031			252,750.00	252,750.00		252,750.00	
12/01/2031	845,000	5.000%	252,750.00	1,097,750.00	25,750	1,123,500.00	1,376,250.00
06/01/2032			231,625.00	231,625.00		231,625.00	
12/01/2032	885,000	5.000%	231,625.00	1,116,625.00	25,750	1,142,375.00	1,374,000.00
06/01/2033			209,500.00	209,500.00		209,500.00	
12/01/2033	930,000	5.000%	209,500.00	1,139,500.00	8,000	1,147,500.00	1,357,000.00
06/01/2034			186,250.00	186,250.00		186,250.00	
12/01/2034	980,000	5.000%	186,250.00	1,166,250.00	8,000	1,174,250.00	1,360,500.00
06/01/2035			161,750.00	161,750.00		161,750.00	
12/01/2035	1,025,000	5.000%	161,750.00	1,186,750.00	8,000	1,194,750.00	1,356,500.00
06/01/2036			136,125.00	136,125.00		136,125.00	
12/01/2036	1,080,000	5.000%	136,125.00	1,216,125.00	8,000	1,224,125.00	1,360,250.00
06/01/2037			109,125.00	109,125.00		109,125.00	
12/01/2037	1,135,000	5.000%	109,125.00	1,244,125.00	8,000	1,252,125.00	1,361,250.00
06/01/2038			80,750.00	80,750.00		80,750.00	
12/01/2038	1,190,000	5.000%	80,750.00	1,270,750.00	8,000	1,278,750.00	1,359,500.00
06/01/2039			51,000.00	51,000.00		51,000.00	
12/01/2039	1,250,000	4.000%	51,000.00	1,301,000.00	8,000	1,309,000.00	1,360,000.00
06/01/2040			26,000.00	26,000.00		26,000.00	
12/01/2040	1,300,000	4.000%	26,000.00	1,326,000.00	8,000	1,334,000.00	1,360,000.00
	16,120,000		8,187,970.83	24,307,970.83	321,500	24,629,470.83	24,629,470.83

BOND DEBT SERVICE**Raise the Age Revenue Bond Program Revenue Bonds
Series 2022 - Albany County**

<i>Period Ending</i>	<i>Principal</i>	<i>Interest</i>	<i>Debt Service</i>	<i>Bond Balance</i>	<i>Total Bond Value</i>
12/01/2023	615,000	734,970.83	1,349,970.83	15,505,000	15,505,000
12/01/2024	600,000	749,750.00	1,349,750.00	14,905,000	14,905,000
12/01/2025	630,000	719,750.00	1,349,750.00	14,275,000	14,275,000
12/01/2026	660,000	688,250.00	1,348,250.00	13,615,000	13,615,000
12/01/2027	695,000	655,250.00	1,350,250.00	12,920,000	12,920,000
12/01/2028	730,000	620,500.00	1,350,500.00	12,190,000	12,190,000
12/01/2029	765,000	584,000.00	1,349,000.00	11,425,000	11,425,000
12/01/2030	805,000	545,750.00	1,350,750.00	10,620,000	10,620,000
12/01/2031	845,000	505,500.00	1,350,500.00	9,775,000	9,775,000
12/01/2032	885,000	463,250.00	1,348,250.00	8,890,000	8,890,000
12/01/2033	930,000	419,000.00	1,349,000.00	7,960,000	7,960,000
12/01/2034	980,000	372,500.00	1,352,500.00	6,980,000	6,980,000
12/01/2035	1,025,000	323,500.00	1,348,500.00	5,955,000	5,955,000
12/01/2036	1,080,000	272,250.00	1,352,250.00	4,875,000	4,875,000
12/01/2037	1,135,000	218,250.00	1,353,250.00	3,740,000	3,740,000
12/01/2038	1,190,000	161,500.00	1,351,500.00	2,550,000	2,550,000
12/01/2039	1,250,000	102,000.00	1,352,000.00	1,300,000	1,300,000
12/01/2040	1,300,000	52,000.00	1,352,000.00		
	16,120,000	8,187,970.83	24,307,970.83		

FORM 8038 STATISTICS**Raise the Age Revenue Bond Program Revenue Bonds
Series 2022 - Albany County**

Dated Date 12/22/2022
Delivery Date 12/22/2022

<i>Bond Component</i>	<i>Date</i>	<i>Principal</i>	<i>Coupon</i>	<i>Price</i>	<i>Issue Price</i>	<i>Redemption at Maturity</i>
Serial Bonds:						
	12/01/2023	615,000.00	5.000%	102.122	628,050.30	615,000.00
	12/01/2024	600,000.00	5.000%	104.610	627,660.00	600,000.00
	12/01/2025	630,000.00	5.000%	106.899	673,463.70	630,000.00
	12/01/2026	660,000.00	5.000%	109.130	720,258.00	660,000.00
	12/01/2027	695,000.00	5.000%	111.207	772,888.65	695,000.00
	12/01/2028	730,000.00	5.000%	113.132	825,863.60	730,000.00
	12/01/2029	765,000.00	5.000%	115.083	880,384.95	765,000.00
	12/01/2030	805,000.00	5.000%	116.728	939,660.40	805,000.00
	12/01/2031	845,000.00	5.000%	118.161	998,460.45	845,000.00
	12/01/2032	885,000.00	5.000%	119.935	1,061,424.75	885,000.00
	12/01/2033	930,000.00	5.000%	118.974	1,106,458.20	930,000.00
	12/01/2034	980,000.00	5.000%	117.174	1,148,305.20	980,000.00
	12/01/2035	1,025,000.00	5.000%	115.499	1,183,864.75	1,025,000.00
	12/01/2036	1,080,000.00	5.000%	114.124	1,232,539.20	1,080,000.00
	12/01/2037	1,135,000.00	5.000%	113.039	1,282,992.65	1,135,000.00
	12/01/2038	1,190,000.00	5.000%	111.966	1,332,395.40	1,190,000.00
Term Bond - 2040:						
	12/01/2039	1,250,000.00	4.000%	98.113	1,226,412.50	1,250,000.00
	12/01/2040	1,300,000.00	4.000%	98.113	1,275,469.00	1,300,000.00
		16,120,000.00			17,916,551.70	16,120,000.00

	<i>Maturity Date</i>	<i>Interest Rate</i>	<i>Issue Price</i>	<i>Stated Redemption at Maturity</i>	<i>Weighted Average Maturity</i>	<i>Yield</i>
Final Maturity	12/01/2040	4.000%	1,275,469.00	1,300,000.00		
Entire Issue			17,916,551.70	16,120,000.00	10.6498	3.2834%

Proceeds used for accrued interest	0.00
Proceeds used for bond issuance costs (including underwriters' discount)	806,305.62
Proceeds used for credit enhancement	0.00
Proceeds allocated to reasonably required reserve or replacement fund	0.00

PROOF OF ARBITRAGE YIELD

Raise the Age Revenue Bond Program Revenue Bonds Series 2022 - Albany County

<i>Date</i>	<i>Debt Service</i>	<i>Present Value to 12/22/2022 @ 3.2833749198%</i>
06/01/2023	344,720.83	339,797.92
12/01/2023	1,005,250.00	974,889.52
06/01/2024	374,875.00	357,681.05
12/01/2024	974,875.00	915,137.85
06/01/2025	359,875.00	332,366.62
12/01/2025	989,875.00	899,444.16
06/01/2026	344,125.00	307,636.75
12/01/2026	1,004,125.00	883,156.96
06/01/2027	327,625.00	283,501.45
12/01/2027	1,022,625.00	870,608.27
06/01/2028	310,250.00	259,864.11
12/01/2028	1,040,250.00	857,235.95
06/01/2029	292,000.00	236,741.09
12/01/2029	1,057,000.00	843,128.76
06/01/2030	272,875.00	214,146.41
12/01/2030	1,077,875.00	832,230.42
06/01/2031	252,750.00	191,997.02
12/01/2031	1,097,750.00	820,417.47
06/01/2032	231,625.00	170,311.91
12/01/2032	7,456,625.00	5,394,236.97
06/01/2033	51,000.00	36,298.28
12/01/2033	51,000.00	35,712.00
06/01/2034	51,000.00	35,135.19
12/01/2034	51,000.00	34,567.70
06/01/2035	51,000.00	34,009.37
12/01/2035	51,000.00	33,460.06
06/01/2036	51,000.00	32,919.62
12/01/2036	51,000.00	32,387.91
06/01/2037	51,000.00	31,864.79
12/01/2037	51,000.00	31,350.12
06/01/2038	51,000.00	30,843.76
12/01/2038	51,000.00	30,345.58
06/01/2039	51,000.00	29,855.45
12/01/2039	1,301,000.00	749,305.44
06/01/2040	26,000.00	14,732.72
12/01/2040	1,326,000.00	739,233.05
	23,152,970.83	17,916,551.70

Proceeds Summary

Delivery date	12/22/2022
Par Value	16,120,000.00
Premium (Discount)	1,796,551.70
Target for yield calculation	17,916,551.70

PROOF OF ARBITRAGE YIELD**Raise the Age Revenue Bond Program Revenue Bonds
Series 2022 - Albany County****Assumed Call/Computation Dates for Premium Bonds**

Bond Component	Maturity Date	Rate	Yield	Call Date	Call Price	Yield To Call/Maturity
SERIAL	12/01/2033	5.000%	2.800%	12/01/2032	100.000	2.8004373%
SERIAL	12/01/2034	5.000%	2.990%	12/01/2032	100.000	2.9904591%
SERIAL	12/01/2035	5.000%	3.170%	12/01/2032	100.000	3.1704398%
SERIAL	12/01/2036	5.000%	3.320%	12/01/2032	100.000	3.3205316%
SERIAL	12/01/2037	5.000%	3.440%	12/01/2032	100.000	3.4405023%
SERIAL	12/01/2038	5.000%	3.560%	12/01/2032	100.000	3.5605097%

Rejected Call/Computation Dates for Premium Bonds

Bond Component	Maturity Date	Rate	Yield	Call Date	Call Price	Yield To Call/Maturity	Increase to Yield
SERIAL	12/01/2033	5.000%	2.800%			2.9577092%	0.1572720%
SERIAL	12/01/2034	5.000%	2.990%			3.2531420%	0.2626829%
SERIAL	12/01/2035	5.000%	3.170%			3.5006378%	0.3301979%
SERIAL	12/01/2036	5.000%	3.320%			3.6947811%	0.3742496%
SERIAL	12/01/2037	5.000%	3.440%			3.8448796%	0.4043773%
SERIAL	12/01/2038	5.000%	3.560%			3.9793141%	0.4188044%



CAPITAL DISTRICT YOUTH CENTER, INC.

ONE PARK PLACE, ALBANY, NY 12205

TEL: 518 / 453-0850

FAX: 518 / 453-0856

MEMORANDUM (22-31)

President

Laura Bauer

Vice President

Craig Warner

Secretary

Samantha Miller-Herrera

Treasurer

William Connors

Chief Administrator

Mark A. Castiglione, A/CP

Members

Albany County

William Connors
Lucille M. McKnight
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Laura Bauer
Vacant

Saratoga County

Susan Costanzo
Craig Warner

Schenectady County

Barbara Mauro
Samantha Miller-Herrera

To: CDYCI Board Members

From: Mark Castiglione, Chief Administrator

Date: December 19, 2022

Re: Facility Use

The Facility Use chart will be presented at the meeting.