

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.

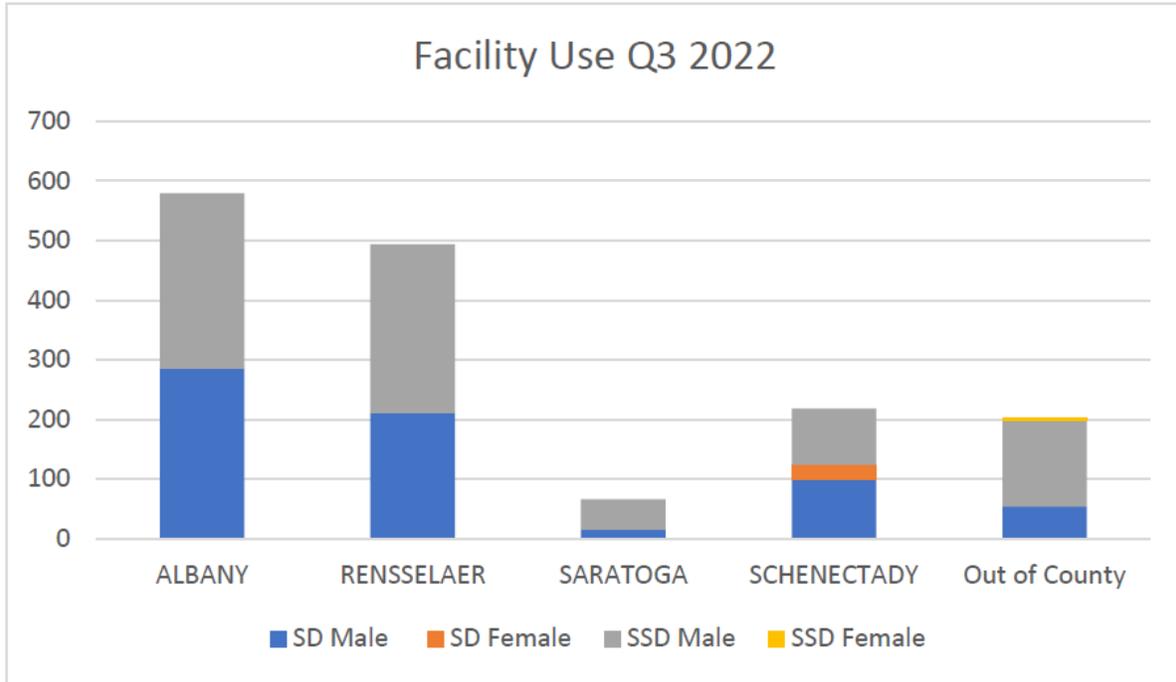
Berkshire has requested that substandard existing cameras and equipment be replaced as soon as possible. Vendors and Berkshire are exploring options that will fit within the larger construction contract. The security system equipment and installation have been removed from the bid package but the electrical 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