

**CDYCI COMMISSION MEETING**  
**9:00 am, Wednesday, December 21, 2022**

**The Capital District Youth Center, Inc's December 21st 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, Susan Costanzo,

**Members Present via Zoom Platform:** Barbara Mauro, Scott Bendett, Samantha Miller-Herrera

**Others Present:** Bailey Mack (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), Brian Parchesky (Berkshire Farm), Tim Ferrara (Schenectady County), Nikki MacArthur (Berkshire Farm)

**Members / Others Absent:** Lucille McKnight

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

**Presiding:** Laura Bauer, President, called the meeting to order at 9:00 am.

**1. Welcome & Introductions**

President Bauer welcomed everyone to the meeting. Due to time restraints from one of the Board Members present, the members agreed to vote on agenda items 2,3,4,5 & 8 as one package. The Chief Administrator provided context on each action item for members prior to the single vote approving all the action items. This vote is recorded after item #8.

**2. October 19, 2022 Meeting Minutes**

The minutes were distributed before the meeting. No questions or changes made.

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

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.

#### **4. 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

#### **5. Report from the Nominating Committee**

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

#### **6. 2023 Budget Memo**

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. In addition, BF's proposed budget shows percent increases in budget lines.

The majority of the proposed budget increases are due to the need to fill vacant positions. There will need to be more medical staff on site, to counter the growing medical needs within the facility. There also will need to be a supervisor position on staff 24 / 7, especially after the expansion project is completed. Inflation is another driving factor, with the cost of food, regular everyday supplies and uniform purchases all going up in cost.

Another factor that added to the cost increases is the use of technology in the facility. All youth and staff will have access to tablets, for intra-messaging, entertainment, religious participation and educational purposes. More staff means more technology, more training and usage. Also, supervisors can now track the facility with technological advances on site.

### **Action Taken**

William Connors made a motion to approve the 2023 budget and Craig Warner seconded it. The motion was approved unanimously.

### **7. Executive Session**

Executive Session was entered at 9:15 to discuss a confidential matter on the advice of legal counsel. Craig Warner approved entering executive session and William Connors seconded it. Motion was approved unanimously.

Craig Warner made a motion to exit executive session with no action taken at 9:39 and Susan Costanzo seconded it. Motion was approved unanimously.

### **8. Operator Agreement Extension thru 2023**

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

Board action is requested to authorize the President to execute the 2023 agreement extension with Berkshire Farm upon adoption of the 2023 budgets for Secure Detention and Specialized Secure Detention.

### **Action Taken**

William Connors made a motion to approve agenda items 2,3,4,5 & 8 (the October 19<sup>th</sup> meeting minutes, the Financial Statements through November 30, 2022, The 2023 meeting schedule, the report from the Nominating Committee, and the Operator Agreement extension thru 2023), and Craig Warner seconded it. The motion was approved unanimously.

### **9. RTA Capital 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.

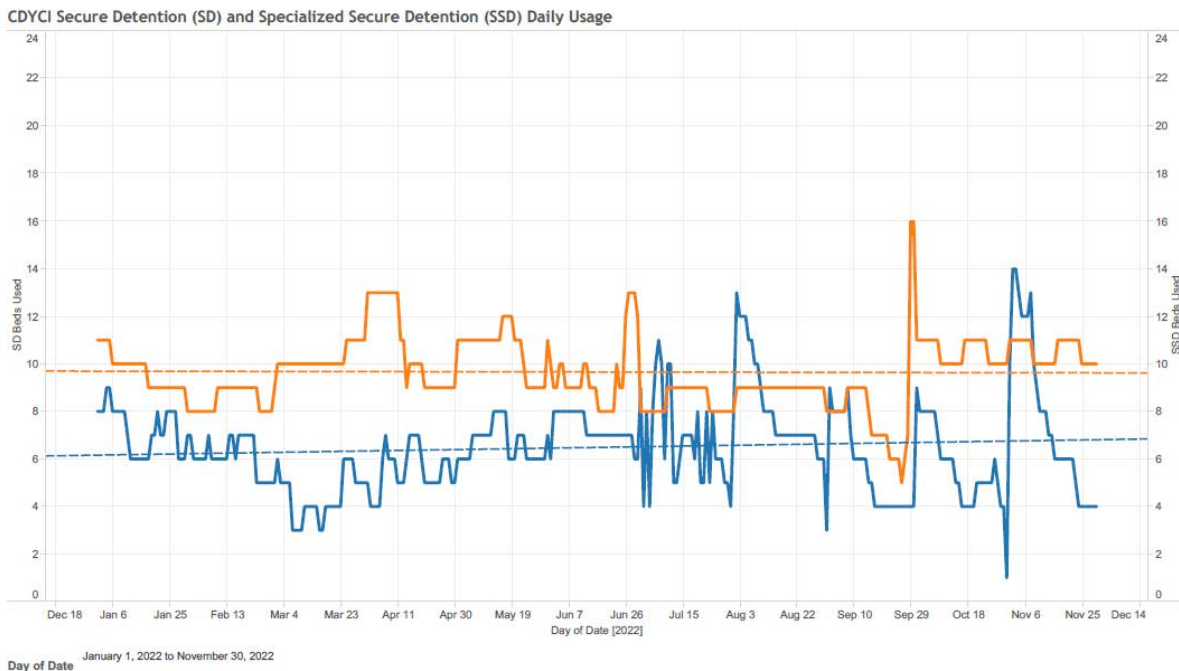
The closing happened December 20, 2022. The final amortization schedule is attached. Page 1 shows the sources of the funds. The “Bond Proceeds” are the bonds DASNY is issuing and the “Other Sources of Funds” is the remaining Albany County bonds.

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.

## 10. Facility Use



Female intake has resumed at the facility.

## 11. Heightened Monitoring Progress Report

- OCFS and SCOC monitor the facility weekly, and the overall compliance has been good.
- Staff has been added to the roster and that helps with the overall compliance levels.
- A janitor has been hired and is helping with the cleanliness issues raised at prior visits.
- Youth have been in educational classes everyday again, and the facility is working closely with South Colonie CSD.
- There is no timeline when this Heightened monitoring situation will end, but there has been transparency throughout the process and the visits have been going well.

## 12. Facility Operations

- Since hiring experts to rescope the entire process of hiring and finding candidates to fill positions, staff has been added and more recruits are lined up to start soon.
- There has been an increase in eligible candidates and interviews.
- Each new hire gets 3 weeks on job training.

- 5 youth within the last few months and 3 just this past few weeks have entered the facility with opioid withdrawal symptoms. The facility is working with OCFS and SCOC to determine a plan for handling these youth, possibly with medical clearances happening before they can be admitted to secure detention. There would need to be clear parameters on what “clearance” is and what treatments options can be offered before and after youth are incarcerated.
- There was a discussion on possibly adding detoxification medication on site, but many of the youth are going through withdrawal and not actually on the drugs themselves when admitted.
- The main issue surrounding this problem is that there are no detox facilities in the area for youth under the age of 18.
- The facility is working with the NY Writer’s Institute where all kids get 4 hours a week to work with a trainer on topics.
- SEFCU is providing financial learning and wellness to both youth and staff at the facility.
- Albany Center Gallery is working on a photo project with the youth.
- The music program is up and running.
- 3 donors brought slides and other gifts to the youth at the facility for the holidays.

**13. Other Business:**

Thank you to Scott Bendett for your service and good luck in your future endeavor.

**14. Adjournment**

Craig Warner made a motion to adjourn the meeting at 10:00 and Kristin Swinton seconded it. The motion was approved unanimously.

**The next meeting of the CDYCI Board will be January 18, 2023 at 9:00 a.m.**

Respectfully submitted,

Amy Weinstock  
Office Manager

Reviewed and approved by

**William Connors**  
Secretary