

**CDYCI COMMISSION MEETING**  
**9:00 am, Wednesday, April 19, 2023**

**The Capital District Youth Center, Inc's April 19<sup>th</sup> meeting will be held in person at 1 Park Place, Suite 102, virtually through Zoom Meetings and, later, posted on CDPRC's Youtube Channel.**

*Due to technical difficulties, the CDYCI meeting was unable to be livestreamed.*

**Members Present:** Laura Bauer, Kristin Swinton, William Connors, Samantha Miller-Herrera  
Susan Costanzo

**Members Present via Zoom Platform:** Craig Warner, Barbara Mauro,

**Others Present:** Lucas Jacobs, (Berkshire Farm), Mike DeLima (Gilbane), Nathan Baker  
(Gilbane)

**Others Present via Zoom Platform:** Moira Manning (Albany County Department for Children,  
Youth and Families) Bob Ryan (Harris Beach), Mike McLaughlin (Albany County Executive  
office)

**Members / Others Absent:** Lucille McKnight

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

**Presiding:** Samantha Miller- Herrera, Vice President, called the meeting to order at 9:04 am.

**1. Welcome & Introductions**

Vice President Miller-Herrera welcomed everyone to the meeting.

**2. December 21, 2022 Meeting Minutes**

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

**Action Taken**

Laura Bauer made a motion to approve the December 21, 2022 meeting minutes. Bill Connors seconded it. The motion was approved unanimously.

**3. Financial Statements through March 31, 2023**

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

We have received full year 2022 financials from Berkshire and are submitting the annual costs to OCFS rate-setting.

SD: Berkshire Farm's reported expenses through February is \$514,620.44.

The estimated total operations expenses through March has not been calculated but total expenses through February are \$537,123.

SSD: Berkshire Farm's reported expenses through February are \$743,551.

The estimated total operations expenses through March has not been calculated but the total expenses through February are \$766,833.

Disbursements for Q1-3 2022 have been made to Berkshire Farm.

### **Action Taken**

Laura Bauer made a motion to approve the financial statements through March 31, 2023 and Kristin Swinton seconded. The motion passed unanimously.

#### **4. RTA Capital Project Update**

There was a discussion on the progress and plans for the upcoming expansion of the facility. Everyone is working very well together and there have been no negative operational impacts. Representatives from project construction manager, Gilbane, provided an overview of the construction project and timeline. A recent project milestone schedule is attached to this memo.

DOCUMENT 003200 - PROJECT MILESTONE SCHEDULE

CRITICAL PROJECT MILESTONE DATES:

1.	On-Site Mobilization Start Date	1/23/23
2.	Temporary Fencing, Partitions and Site Logistics in place	3/17/23
3.	Site ready for Construction Start	3/17/23
4.	Excavate for Foundations Start	3/20/23
5.	Temporary Outdoor Recreation Area Complete	5/12/23
6.	New Buildings Temporarily Enclosed (including roof)	9/1/23
7.	Sitework and New Parking Area Substantially Complete	11/17/23
8.	New Roofing Systems Final Completion Obtained	11/24/23
9.	New Buildings Life Safety Systems Tested/Operational	2/23/24
10.	Start Pod C Renovations	4/22/24
11.	Pod C Renovations Substantially Complete	8/24/24
12.	Start Admin & Classroom Wing Renovations	4/22/24
13.	Admin & Classroom Wing Renovations Substantially Complete	9/10/24
14.	Start A & B Pod Renovations	10/9/24
15.	A & B Pod Renovations Substantially Complete	2/7/25

END OF DOCUMENT 003200

**5. Facility Use**

The facility is sustaining near capacity consistently. There is adequate staff to maintain the required ratio of youth to staff.

**6. Executive Session**

Laura Bauer made a motion to enter executive session at 9:20 to discuss legal matters. Kristin Swinton seconded. The motion passed unanimously and executive session was entered.

Laura Bauer made a motion to end executive session at 9:28 and Bill Connors seconded. The motion passed unanimously, and the session ended with no action taken.

## **7. Health Service Evaluation**

Representatives from SCOC conducted a Health Services Evaluation in November 2022. The examination audited the facility's medical operation against the most current regulations. The SCOC findings and a subsequent rebuttal to Berkshire's response to the evaluation were provided to the Board. There are still a couple pending compliance items, but no red flags. Most compliance items were resolved the same day of the evaluation, and the remainder of them should be completed by the end of the month.

## **8. Heightened Monitoring Progress Report**

The facility is currently still being monitored by OCFS monthly, and ever 3 weeks there is a review of facility progress. The past 4 months have indicated that the facility has been fully compliant with their staffing and security requirements.

## **9. Facility Operations / Agency Report**

- A youth in the facility graduated High School last month.
- The facility would like to enhance its education program and change its name to the Capital District Juvenile Detention and Education Center. OCFS is on board and further discussions are needed before any board approvals.
- The Masterplan Program (Chris Wilson Foundation) is highly successful and the youth enjoy participating in it. The 13 week program is almost finished and the facility has been awarded another 13 week session.
- The Writers Institute is still hosting once a week trauma journaling and that too has been beneficial to the youth at the facility.
- The State Comptroller is evaluating OCFS regulating operations and after going all through all required regulations no concerns were found.
- 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.
- There is now an overnight nurse and a night nurse is in background checks. 10 detention counselors are also currently in background checks.
- By the end of the 2025 expansion project the facility hopes to be fully staffed and trained by opening. The 2024 budget will reflect the need for the additional hiring.
- The per diem rate for 2024 will be considerably higher than previous years due to the bed space movements during construction and added staff to fulfill ratio requirements. There will be further discussions on the allocations for bed and reservations as the project advances.

- Training of staff is difficult during the construction as there are no safe areas to provide adequate training. Berkshire Farm has an office on Route 155, and across the street from the building is vacant office space. They would like to rent those offices to have an administrative person to over see training, as well as one for tech. There would not be a need for the current budget to be amended to cover these rents since funds can be reallocated from other line items. The hope with the additional training space is to ensure less staff turnover.

**10. Other Business:**

No other business was raised.

**11. Adjournment**

Bill Connors made a motion to adjourn the meeting at 9:51 and Laura Bauer seconded it. The motion was approved unanimously. The meeting was adjourned at 9:51 am.

**The next meeting of the CDYCI Board will be June 21, 2023 at 9:00 a.m.**

Respectfully submitted,

Amy Weinstock  
Office Manager

Reviewed and approved by

**William Connors**  
Secretary