

CDYCI COMMISSION MEETING
9:00 am, Wednesday, June 21, 2023

The Capital District Youth Center, Inc's June 21st meeting will be held in person at 1 Park Place, Suite 102, virtually through Zoom Meetings and, later, posted on CDPRC's Youtube Channel.

Members Present: William Connors, Kristin Swinton, Laura Bauer, Mike Stammel, Susan Costanzo, Craig Warner, Gary Hughes

Members Present via Zoom Platform: Samantha Miller-Herrera

Others Present: Lucas Jacobs, (Berkshire Farm), Alan Walther (Bonadio)

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), Nathan Baker (Gilbane), Linda McMahan

Members / Others Absent: Lucille McKnight

Staff: Mark Castiglione, Amy Weinstock.

Presiding: Craig Warner, President, called the meeting to order at 9:00 am.

1. Welcome & Introductions

President Warner welcomed everyone to the meeting.

2. April 19, 2023 Meeting Minutes

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

Action Taken

Gary Hughes made a motion to approve the April 19, 2023 meeting minutes and Laura Bauer seconded it. The motion was approved unanimously.

3. 2021 Audit - Bonadio

Due to there being representative from Bonadio and Gilbane to discuss their projects, Executive session item #3 was moved to further down in the meeting.

Alan Walther from auditing firm Bonadio discussed the 2021 Audit. This year there were comments which relate to older accounts receivable and payable. By and large they

are related to the transition we made when RTA changed how we set rates and billed. Primarily related the 2017 and 2018 reconciliation and, if you remember, the delayed county reimbursements. The board voted to delay the reimbursement for cash flow purposes during the transition from pay as you go to quarterly reimbursements. During this time, we also changed accountants so certain items booked by the prior accountant were not corrected by our new accountant. There were some payables booked that were not updated once things were settled. There was also a payment to Albany County related to the capital project that was not made in a timely manner.

CDYCI Provided answers and new methods for reviewing reimbursements to Bonadio answering the material weaknesses discussed above. Upon those replies, the audit was found to be resented fairly from CDYCI as of 12/31/2021 and was given an unmodified opinion.

Board action is needed to accept the 2021 audit.

Action Taken

Laura Bauer made a motion to approve the 2021 audit as presented by Bonadio, and Kristin Swinton seconded it. The motion passed unanimously.

4. RTA Capital Project Update

Construction at the facility is progressing and Nate Baker, project construction manager, provided an update. A revised phasing plan is attached.

A flow chart that covers the processes for vendor payments, debt service payment and reimbursement and reimbursement for pre-construction cost was presented to the Board.

CDYCI, Albany County and DASNY have executed a project services agreement related procurement of furniture, fixtures and equipment, security system hardware and installation/ setup and new detention grade lock cylinders and keying system.

In anticipation of exterior structural work related to the new dorm addition, we will need to reduce our census to account for a room in dorm C that will need to come off line.

SCOC provided the attached letter related to the Transition Process for the Capital District Juvenile Secure Detention Facility. Berkshire has been working to get ahead of these issues in anticipation of operating a 39-bed facility.

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. Executive Session

Gary Hughes made a motion to enter executive session at 9:30 to discuss legal matters. Laura Bauer seconded. The motion passed unanimously and executive session was entered.

Mike Stammel made a motion to end executive session at 9:36 and Laura Bauer seconded. The motion passed unanimously, and the session ended with no action taken.

6. Financial Statements through May 31, 2023

The Financial Statements through May 31, 2023 were presented to the Board.

We have received Q1 2023 financials from Berkshire, rates from OCFS and have billed the counties.

SD: Berkshire Farm's reported expenses through April are \$1,122,011.69. The estimated total operations expenses through are \$1,430,503.81.

SSD: Berkshire Farm's reported expenses through February are \$1,642,509.10
The estimated total operations expenses through May are \$2,085,297.46.

On the balance sheet, you'll note a new clearing account for debt service payments related to the capital project. CDYCI is the pay agent and bills Rensselaer, Saratoga and Schenectady Counties their local shares of the debt service and pays Albany County the proceeds of those payment.

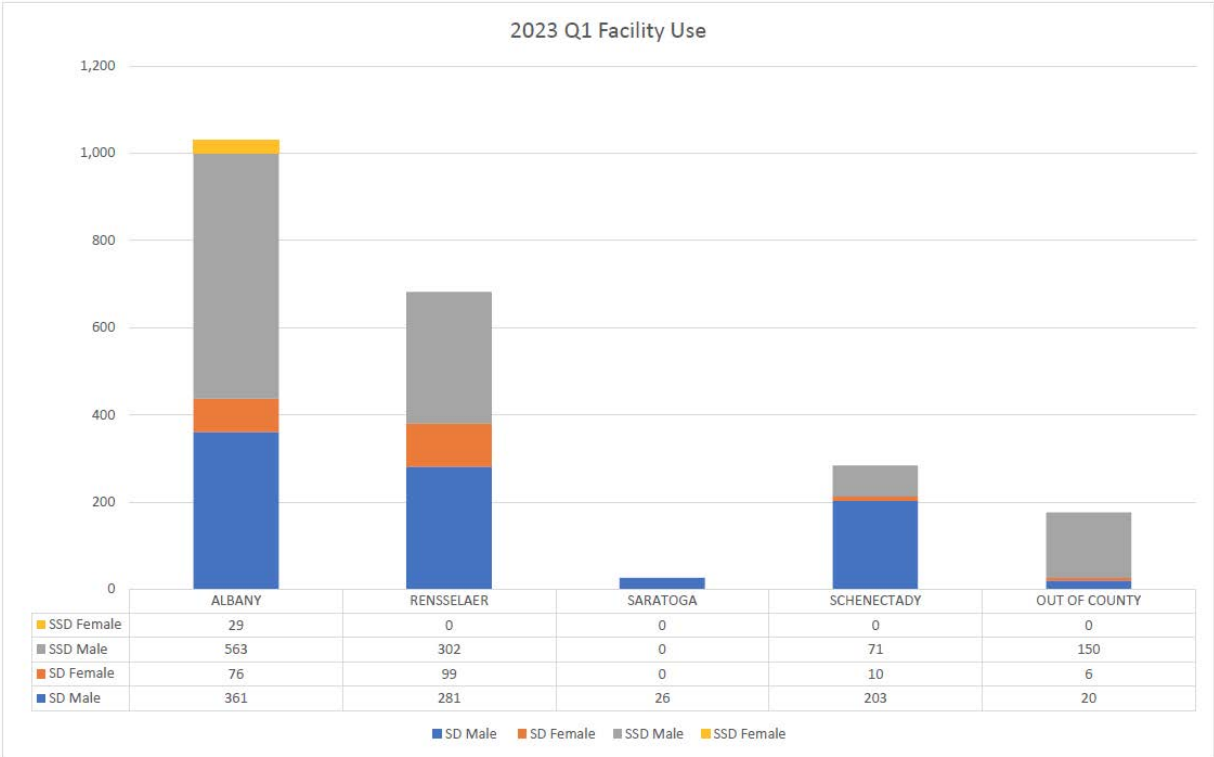
Disbursements for Q4 2022 to Berkshire Farm are still pending receipt of payment from the counties.

Action Taken

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

7. Facility Use

The facility has been at or near full capacity for the past few months. Female intake is always full. The facility will be losing 1 bed during construction temporarily at some point during its progression.



8. SCOC Audit and Responses

In April, the board reviewed the initial correspondence between SCOC and Berkshire Farm. A continuation of that evaluation was provided. Berkshire provides certain policy and procedure clarifications or corrections related to items flagged by SCOC. Berkshire Farm's response and associated policy/ procedure excerpts were also discussed.

9. Heightened Monitoring Progress Report

The facility is currently still being monitored by OCFS monthly, and every 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.

The facility was due to come off the heightened security June 14, 2023 but due to delays by SCOC, that date got delayed and a meeting will be held June 23, 2023. There were instructions memo distributed towards opening at 39 beds, with a coordinated team consisting of Luke, 2 assistant directors and a main supervisor. The staffing matrix currently meets SCOC requirements.

10. Facility Operation / Agency Report

- The first class under the Chris Wilson Masterplan for AO young men has been completed. The facility received funding to hold another session of 9 classes beginning in September.
- Virtual Reality and vocational headsets are being provided to staff and youth at the facility.
- Tablets have been provided to the youth and a contract has been signed with Securus to get a property manager to install software, etc. The process should take between 30-45 days to complete. Once set up the youth can directly reach Luke or a nurse, or to surf the web for media, religious observances or educational information. 200x200 telephone services are being discussed as well.
- The facility now has a vehicle equipped with the safety features needed to transport a youth to the hospital if 911 is not necessary.

11. Other Business

No other business was discussed.

12. Adjournment

Gary Hughes made a motion to adjourn the meeting at 9:50 and Laura Bauer seconded it. The motion was approved unanimously. The meeting was adjourned at 9:50 am.

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

Respectfully submitted,

Amy Weinstock
Office Manager

Reviewed and approved by

William Connors
Secretary