

CDYCI COMMISSION MEETING
9:00 am, Wednesday, January 17, 2024

The Capital District Youth Center, Inc's January 17th 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, Samantha Miller-Herrera.

Others Present: Lucas Jacobs, (Berkshire Farm), Bailey O'Brien Mark (Berkshire Farm).

Others Present via Zoom Platform: Cathryn Crummel (Harris Beach), Moira Manning (Albany County), Linda McMahon (Rensselaer County Legislature)

Members / Others Absent: Gary Hughes

Staff: Mark Castiglione, Amy Weinstock.

1. Welcome & Introductions

President Warner welcomed everyone to the meeting.

2. December 13, 2023 Meeting Minutes

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

Action Taken

Mike Stammel made a motion to approve the December 13, 2023, meeting minutes and Laura Bauer seconded it. The motion was approved unanimously.

3. Financial Statements through December 31, 2023

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

Q1 and Q2 2023 billings have been paid in full and proceeds administered to Berkshire. Q3 bills have been sent to the counties. We await full year costs from Berkshire.

SD: Berkshire Farm's reported expenses through November are \$3,675,422 or 89.5% to budget. The estimated total expenses through December are \$4,125,442.

SSD: Berkshire Farm's reported expenses through November are \$5,697,980 or 80.5% to budget. The estimated total expenses through December are \$6,402,044.

Board action is requested to approve the financial statements.

Action Taken

Laura Bauer made a motion to approve the Financial Statements through December 31, 2023, and Kristin Swinton seconded it. The motion passed unanimously.

4. Education Program Update

Meetings were held with BOCES and progress has made with the transition from South Colonie Central School District to BOCES. Draft agreements have been made and circulating between legal firms of both Berkshire Farms and BOCES. Hope to have the services start, which will include more of the needs of the youth at the facility, by the start of the next school calendar year.

5. Presentation: *Understanding Incidents and Berkshire Farm Operations*

Reportable Incidents to the Justice Center are behavioral related concerns that include but are not limited to Fighting, Contraband, Disruption, AWOL attempts, Serious Medical Illness, Self-Harm and Use of Physical Restraints.

On average, if a youth is going to be involved in incidents while at Detention they will be in ~1.85 incidents during their stay. From the data at this Facility, 9 youth (out of 139 served for the review period) were involved in an average of 13.5 incidents (or 122 of the 231 incidents). Also, 6% of youth were in 53% of the overall incidents, with 2 of those 9 youth participating in 55 of the 231 incidents during the year. ~1.4% of the youth were in ~24% of the overall incidents. These 2 of the 9 youth in the facility are also responsible for 56 of the workers compensation claims in the facility.

A new offsite training center has opened where full-time employees are 100% trained before working at the facility. A new SR Director and Facility Director have been brought on to keep the facility secure. AOD Positions are in place acting as frontline management, the construction impacts are being handled by staff appropriately, and enhanced safety protocols related to searches, testing and behavior management have been put into place. The Facility has fewer incidents than the statewide average. Also, when the Facility went from a correction model to a more therapeutic model, the kids reacted with better attitudes which helped with incidents as well.

6. SCOC Transition Workshop

A workshop hosted by SCOC will be held February 7-8 and will focus on the policies, procedures and best practices involved in opening the additions to the detention facility.

A variety of approvals or waivers will be needed to operationalize the new 12 bed dorm (Dorm D) in the spring to allow for transition into phase 2 construction.

The Regulating Agencies and Berkshire Farms appear to be on the same page when it comes to how the facility will operate when additions are open.



**TRANSITION WORKSHOP
CAPITAL DISTRICT SECURE CENTER
FEBRUARY 7-8, 2024**

Times	Module	Instructor
February 7, 2024		
9:00am – 11:30am	Introduction Project Status Transition Concerns Transition Overview	Terry Moran Adam Tilbe
11:30am – Noon	Youth Orientation	Terry Moran
Noon - 1:00pm	LUNCH	
1:00pm – 2:30pm	Facility Scheduling	Terry Moran
2:30pm – 3:00pm	Managing Change	
3:00pm – 4:00pm	Document Development	
4:00pm – 5:00pm	Scenario Development	
February 8, 2024		
8:30am – 10:00am	Policies/Procedures	Adam Tilbe
10:00am – 11:00am	Post Orders/Forms	Adam Tilbe
Noon - 1:00pm	LUNCH	
1:00pm – 2:30pm	Training	Terry Moran
2:30pm – 3:30pm	Move Logistics	Adam Tilbe
3:30pm – 4:00pm	Post Transition	Adam Tilbe
4:00pm – 4:30pm	Transition Action Plan	Terry Moran

7. COVID-19 Preparedness, Mitigation, and Recovery Assessment Report

The New York State Sheriff’s Association (NYSSA) has an agreement with the Department of Health to conduct a COVID Site visit of the five (5) upstate SSD facilities including Capital District Secure.

NYSSA partnered with *Cleaning Management Concepts* to conduct an onsite GAP analysis to detect, mitigate, response and recover from COVID-19 and future infectious disease outbreaks. The fall inspection also included representatives from NYSDOH, NYSSA, OCFS.

An excerpt from the consultant’s letter praised facility staff for proactively taking actions to mitigate future infectious disease outbreaks above and beyond other facilities assessed. The letter began, “I am writing this letter to express my heartfelt congratulations to your team for their efforts in designing and implementing policies to mitigate the risk and spread of COVID-19. Your commitment to the safety and wellbeing of the staff and residents at your facility is truly commendable.”

A new janitor has been hired at the facility and should clear background checks shortly. In order to keep things clean and within the recommendations of OCFS, a cleaning services is currently coming weekly to maintain the facility. New Techniques and new equipment will be implemented within the coming months, with no cost to the Facility.

8. New Facility Director and Leadership Structure

Raymond Wilcox has been promoted to Facility Director. Mr. Wilcox has 25 plus years of experience working in various roles in the facility, most recently as Assistant Facility Director. He was the only member of the staff that stayed to see through the transition from a correction to therapeutic model of support.

As Facility Director, Mr. Wilcox will report to [Glen Holt, CPM](#), Senior Director of Detention Services and Lucas Jacobs, Vice President of Detention and Prevention Services. Mr. Holt was hired in July after many years of working in juvenile detention leadership roles in Arkansas and Louisiana.

9. Facility Operations / Agency Report

- There is one youth set to graduate at the facility.
- 9 people have been hired in the last 4 weeks, with a higher rate of stay.
- Virtual headsets have been delivered by OCFS for the youth, hope to launch vocational training shortly.
- Commercials are being aired to get more people to apply for a job at the Facility. A viewer was very impressed by the commercials and sent money to continue with recruitment efforts.
- As previously stated, a new Director has been hired, which should help with the day to day facility management.
- There are still plenty of programs and activities for the youth, even through the construction.

10. Heightened Monitoring Progress Report.

- There still has been no form notice removing the facility from heightened monitoring, however visits are back to monthly instead of weekly.
- A new liaison has been hired by OCFS to replace who retired last month from the position. She comes from another facility and has experience with how they operate.
- Between new staff hires, cleaning company coming and touch ups to the paint jobs that needed repairs, OCFS is pleased with the facility's progress.

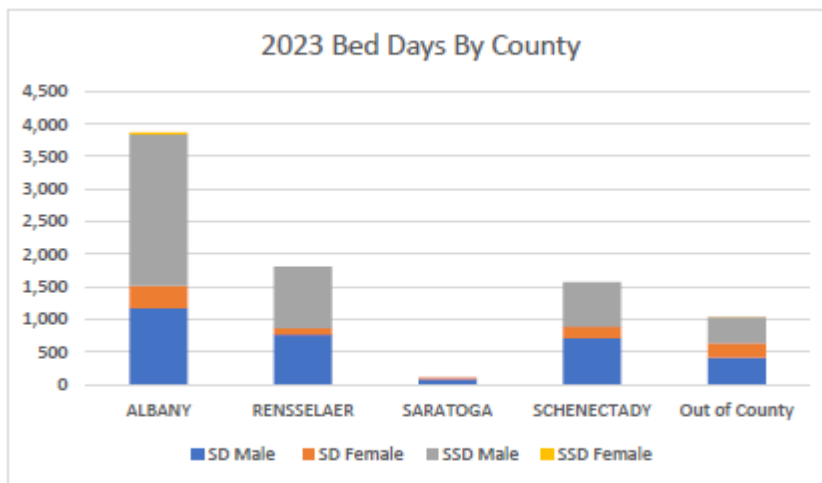
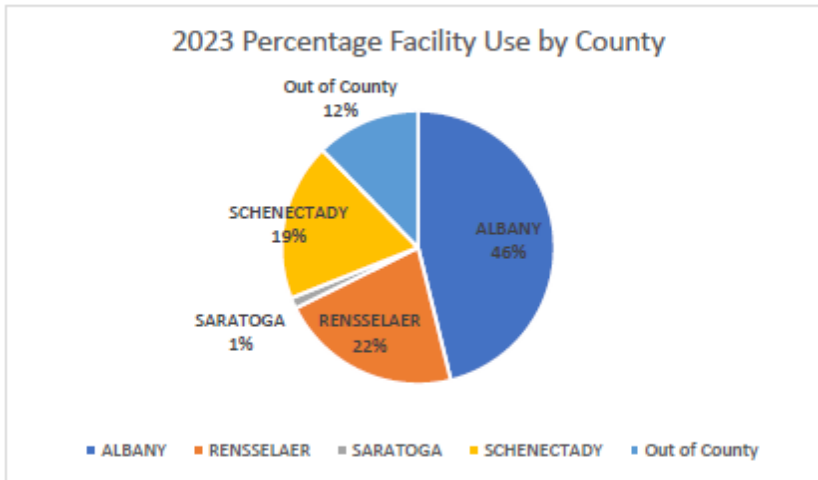
11. RTA Capital Project Update

Highlights include: temporary parking area opened, interior work on the visitation addition is progressing and new dorm finishing work is progressing.

To date, roughly \$7.5 million dollars has been disbursed to prime contractors for the construction work representing 41% of the total project budget.

Construction is progressing on schedule as much as can be expected, a temporary parking lot has opened to ease parking restrictions. Dorm D should be open by spring, and further work will begin. CDYCI has been keeping up with debt payment services and all money has been received and processed to date.

12. Facility Use



13. Other Business

- Hope to have a contract with BOCES by next meeting.
- A new keyway is being purchased at the facility, with CDYCI holding the license.

14. Adjournment

Mike Stammel made a motion to adjourn the meeting at 9:41, Laura Basuer seconded it. The motion passed unanimously. The meeting was adjourned at 9:41.

The next meeting of the CDYCI Board will be April 17, 2024 at 9:00 a.m.

Respectfully submitted,

Amy Weinstock
Office Manager

Reviewed and approved by

William Connors
Secretary