

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

The Capital District Youth Center, Inc's April 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, Laura Bauer, Susan Costanzo, Craig Warner, Samantha Miller-Herrera.

Others Present: Lucas Jacobs (Berkshire Farm), Raymond Wilcox (Berkshire Farm).

Others Present via Zoom Platform: Rob Ryan (Harris Beach), Moira Manning (Albany County), Stephanie Thomas (Albany County),

Members / Others Absent: Gary Hughes, Kristin Swinton, Mike Stammel,

Staff: Mark Castiglione, Amy Weinstock.

1. Welcome & Introductions

President Warner welcomed everyone to the meeting.

2. January 17, 2024 Meeting Minutes

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

Action Taken

Laura Bauer made a motion to approve the January 17th 2024 meeting minutes, and Samantha Miller-Herrera seconded it. The motion passed unanimously.

3. Financial Statements through March 31, 2024

The financial statements through March for the Secure Detention and Specialized Secure Detention facilities were presented to the Board.

Q3 2023 billings have been paid in full and proceeds administered to Berkshire. Q4 bills have been sent to the counties and we await payment from Albany. Q1 expenses will be posted to SSOP shortly.

SD: Berkshire Farm's reported expenses through March are \$1,211,316 or 17.5% to budget. As noted on the PL by Class Report, the estimated total expenses through March are \$1,213,061.

SSD: Berkshire Farm's reported expenses through March are \$1,937,544

or 17% to budget. As noted on the PL by Class Report, the estimated total expenses through March are \$1,942,260.

Board action is requested to approve the financial statements.

Action Taken

Laura Bauer made a motion to approve the Financial Statements through March 31, 2023, and Samantha Miller-Herrera seconded it. The motion passed unanimously.

4. Education Program Update

Contracts have been exchanged between BOCES and Berkshire. The scope of work detail is being examined thoroughly to assure that all expectations are met on both sides. BOCES will maintain IT equipment, and teachers (as well as they can staff with the staffing difficulties being faced). Berkshire will hire an administrator to oversee the program. Working with BOCES will provide a lot more vocational activities for the youths involved.

5. SCPC Transition Workshop Recap

A workshop was hosted by SCOC on February 7-8 and focusing 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.

Luke Jacobs provided a recap of the workshop and next steps for Dorm D operationalization. Staff toured the site and they are being trained on security and other documentation that will be in use once Dorm D is open. There has been scenario training provided as well.

6. Facility Use

Albany used 49% of total bed days through quarter 1, followed by Schenectady (21%), Rensselaer (19%), Out of County (10%), and Saratoga (1%).

Currently room 75 of Pod C is offline. When dorm Pod D opens, 12 beds will be replacing 12 beds from Pod C which will be fully offline. 24 beds will be available at that time since Pod C room 75 will be operational again. Pods A&B will be part of Phase III.

7. Heightened Monitoring Progress Report.

An official email was received saying they are finished with their monitoring.

8. Facility Operation

There has been plenty of training time for new staff, as well as security training with a specialized security team. Documentation training is being done as well, since when Pod

D opens that will be crucial in running the new area. Human resources has been hiring new staff as positions open up, and the turnaround time for new hires has dropped to the low 20s high teen percentages. They are still looking to fill more clinical staff.

9. RTA Capital Project Update

- The most recent monthly reports from Gilbane and a Field Report from architects, SMRT assessed quality and noted items that required additional work. Highlights included: completion of new administrative and visitation addition, recreation ward fencing, basketball court and workout area completed, finishing work on Pod D in preparation of May turnover and operationalization, and sally port additional weatherproof.
- Through March 2024, roughly \$11,320,000 has been disbursed to prime contractors for the construction work representing 62% of the total project budget. Of the initial contingency budget of \$1,648,900, \$841,636 (or 51%) remains.
- There are multiple meetings a week with Berkshire Farm, CDYCI, OCFS and SCOC discussing all aspects of the work in progress. There will be a walk through of the facility in the next few weeks with OCFS and SCOC. Once they complete the walk through they can amend the capacity of the space to update the speccs as needed.
- After that occurs, Code Enforcement from Albany County can come and provide permanent Dorm C Occupancy.

10. Other Business

None to discuss

14. Adjournment

Laura Bauer made a motion to adjourn the meeting at 9:26, Samantha Miller-Herrera seconded it. The motion passed unanimously. The meeting was adjourned at 9:26.

The next meeting of the CDYCI Board will be June 17, 2024 at 9:00 a.m at the Capital District Juvenile Secure Detention Facility.

Respectfully submitted,

Amy Weinstock
Office Manager

Reviewed and approved by

William Connors,
Secretary