

**CDYCI COMMISSION MEETING**  
**9:00 am, Wednesday, October 16, 2024**

**The Capital District Youth Center, Inc's October 16<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.**

**Members Present:** William Connors, Kristin Swinton, Laura Bauer, Susan Costanzo, Craig Warner, Gary Hughes, Samantha Miller-Herrera.

**Others Present:** Moira Manning (Albany County Department for Children, Youth and Families), Luke Jacobs (Together for Youth), Stephanie Thomas (Albany County Executive Office).

**Others Present via Zoom Platform:** Rob Ryan (Harris Beach)

**Members / Others Absent:** Mike Stammel

**1. Welcome & Introductions**

President Warner introduced everyone and took roll call.

**2. Approval of August 16, 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 August 16<sup>th</sup> 2024 meeting minutes, and Kristin Swinton seconded it. The motion passed unanimously.

**3. Financial Statements through September 30, 2024**

The statements through September for the Secure Detention and Specialized Secure Detention facilities was presented to the Board.

Q1 2024 billings have been paid in full and proceeds administered to Berkshire. The Q2 bills were issued and we have paid TFY 62% of SD and 52% of SSD billed amounts to date. Q3 billing is awaiting financials from TFY.

SD: Together for Youth's reported expenses through August are \$3,374,298. The estimated total operations expenses through September are \$3,749,220.46 or 54% to budget.

SSD: Together for Youth's reported expenses through August are \$5,181,024. The estimated total operations expenses through July are \$5,756,693.00 or 351% to budget.

## Action Taken

Laura Bauer made a motion to approve the Financial Statements through September 30, 2024, and Samantha Miller-Herera seconded it. The motion passed unanimously.

### 4. DASNY PSA Update

The Board was given a Project Services Agreement for furniture fixtures and equipment to fit out the classrooms to review. In addition, costs for facility kitchen appliances was also added, as well as non-reaching cabinets. At our prior meeting, the board approved a not to exceed amount of \$300,000. Costs incurred will be reimbursed by Albany County which can then claim reimbursement for 89% of the costs. Similar to the debt service cost share, CDYCI will serve as the pay agent and collect remaining local shares from the other CDYCI counties and pay those amounts to Albany.

### 5. SD and SSD Recertification

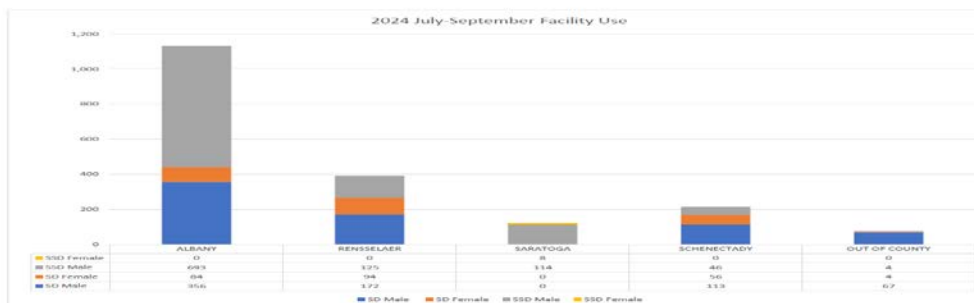
Attached are the new SD and SSD operating certificates or approvals which are valid from October 1, 2024 through September 30, 2026.

### 6. Maximum Facility Capacity for next Renovation Phase

Once renovations to Dorm C are completed, changes to the facility's maximum capacity rating issued by SCOC will be needed.

On or about November 12, 2024, the current 8-bed Pod-A and the current 3-bed Pod-B will be decommissioned in preparation for extensive renovations as part of the Capital District Juvenile Secure Detention Facility's construction project. On or about that same day the newly renovation 12-bed Pod-C will be occupied by male residents from Pod-A and some male residents from Pod D-1 and Pod D-2. This would allow for the females to be placed on Pod D-2 (Corridor 123) to avoid the comingling of male and female residents on a living unit. This will result in a total capacity for males at 18 and females at 6.

### 7. Facility Use



The Out of County youth count has been lower, but there are still occurrences where a youth from the one of the 4 Counties needs a bed, and none are available. There is a new process in which any youth being remanded to the facility is considered only by the Assistant Director on call at the facility. If they cannot say OK, then Luke Jacobs or Ray Wilcox are called to try to come up with alternative means of admission.

There is a situation where a youth in the facility was ordered by OCFS into custody at a different facility, but is still at our facility because there is no direct order to the Sheriff's office by law enforcement to have him moved.

## **8. RTA Capital Project Update**

The most recent field reports submitted by architects SMRT and August report from Gilbane was provided to the Board. In addition, a request sent OCFS to authorize additional funds to replenish the prime contractors contingency budgets which have been significantly depleted was sent. Also included in that request were costs for FF&E and the additional months of work for the construction manager Gilbane. Albany County has agreed to provide funds from its general fund to cover these additional costs, subject to legislative approval. The letter to OCFS requests approval to add the new costs to the total reimbursable amount. We are requesting an additional amount not to exceed \$820,000 be added to the approved project budget and that up to 89% of that total, or \$727,996, be made eligible for reimbursement to Albany County subject to submission and approval of a revised county RTA Plan.

## **9. PIP Related to Education Program**

A letter of concern and request for TFY to submit a performance improvement plan by October 28<sup>th</sup> was issued by OCFS on October 9, 2024 and shown to the Board. The letter of concern outlines challenges to the education program influenced by the construction project and change in provider.

- The facility is not currently providing the regulatorily required five and a half hours of daily, credit bearing, educational services to the youth.
- The facility currently does not have certified teachers delivering educational opportunities to the youth in your care.
- Youth who are beyond the compulsory attendance age, or who have earned a high school diploma, are not being provided with the required five and a half hours of additional educational opportunities.

Luke Jacobs explained the alternative ways that the youth are being educated and future steps they will take for compliance once construction is completed.

Together For Youth hired an Education Administrator to oversee the program. Two new teachers hired by BOCES are in the final stages of the hiring process.

Online options are being explored as ways for youth to get further education while not being able to be in an actual classroom environment. Currently due the construction the youth are in their cells during learning. Working with Tim Backus who retired from South Colonie School District, as well as with BOCES a meeting was held with Albany County School District on their online service program. The IT Department at Together For Youth is taking the necessary steps to ensure all necessary hardware is provided. ½ to all of 2024 education services will be online at the facility this school year.

#### **10. Nominating Committee**

In accordance with the adopted CDYCI Bylaws, the officers (President, Vice President, Secretary, and Treasurer) are elected for a two-year term. The term of the current officers expires at the annual Board meeting that will be held in January 2025 at which time new officers shall be appointed or elected by the members. The President should appoint an individual or individuals responsible for nominating new officers to serve the two-year term beginning in January 2025. Per the requirements of the bylaws, at the conclusion of the term, each office shall be rotated to the next county in alphabetical order. As such, the President will be from Schenectady County, the Vice President from Albany County, The Secretary from Rensselaer County, and the Treasurer from Saratoga County.

In addition, the current Vice Chair from Schenectady County, Samatha Miller-Herrera, will be stepping down in 2025.

Gary Hughes and Laura Bauer volunteered to be on the Committee and will bring their suggestions to the Board at the next meeting.

#### **Action Taken**

Laura Bauer made a motion to accept Gary Hughes and Laura Bauer to be on the nominating committee to recommend the next slate of officers starting January 1 2025, and Gary Hughes seconded it. The President will be from Schenectady County, the Vice President from Albany County, The Secretary from Rensselaer County, and the Treasurer from Saratoga County. The motion passed unanimously.

#### **11. Minimum Standards Evaluation**

The most recent MSE from SCOC was provided to the Board, and Together For Youth provided an overview of the steps being taken to address noted issues.

Back in February Together For Youth submitted its reply to the first part of the MSE review by SCOC. SCOC had a site visit, responded to the replies of Together for Youth and observed more issues that needed further corrections. Since then, Together for Youth has corrected most of the requirements by SCOC with policy changes and amendments. Of the corrections noted were keys are now banded together so they cannot leave the

facility, visitation has been raised to 2 times a week and menus will be posted for youth to read at meal time. Those were approved, and now SCOC will be returning in November for the second part of its procedure.

There was one flag raised that Together for Youth is submitting a variance request to the Commission. That is in regard to the inability to have logbooks in all areas of program, due to construction needs requiring the facility to open and close certain areas depending on the construction tasks for the day.

## **12. Facility Operation**

Upgrades to the facility as well as Dorm D, the recreation room, the new visitation room, sallyport, gym, and new administration room have been completed. In November, Dorm C should be open. With the new sallyport, youth are being admitted through that area instead of directly through the administrative front door office.

Due to the construction in the parking lot, staff of the facility have been shuttled from a designated parking area to the facility every day.

One youth has been in the hospital since the end of August, and requires a staff member to be there, which splits that member's time from the facility to the hospital.

## **13. Other Business**

It was announced before adjournment that the next meeting may be held at the Juvenile Facility depending on the progression of the construction and the parking lot situation.

### **Action Taken**

Gary Hughes made a motion to adjourn and Samantha Miller-Herrera seconded it. The motion passed unanimously. The meeting was adjourned 9:34 a.m.

**The next meeting of the CDYCI Board will be December 18, 2024 at 9:00 a.m.**

Respectfully submitted,

Amy Weinstock  
Office Manager

Reviewed and approved by

**William Connors,**  
Secretary