

CDYCI COMMISSION MEETING
9:00 am, Wednesday, December 17, 2025

The Capital District Youth Center, Inc's October 15th 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, Jasmine Higgins, Laura Bauer, Mike Stammel, Craig Warner, Susan Costanzo, Gary Hughes, Gilah Moses

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

Members Present via Zoom Platform: Kristin Swinton

Others Present via Zoom Platform: Bob Ryan (Harris Beach)

Members / Others Absent:

1. Welcome & Introductions

President Gary Hughes introduced everyone.

2. Approval of October 15, 2025 meeting minutes

The minutes were distributed before the meeting. No corrections were needed.

Action Taken:

Mike Stammel made a motion to accept the October 15, 2025 meeting minutes and Craig Warner seconded it. The motion passed unanimously.

3. Financial Statements Through November 30, 2025

Q1 and Q2 2025 billings have been paid in full and proceeds administered to Berkshire. The Q3 bills were issued.

SD: Together for Youth's reported expenses through October are \$6,015,169. The estimated total operations expenses through November are 6,725,323.60 or 81.3% to budget.

SSD: Together for Youth's reported expenses through October are \$9,192,266. The estimated total operations expenses through November are \$10,230,076 or 74.7% to budget.

On the balance sheet, the corporation held \$177,433 funds in our accounts on November 30.

Action Taken

Laura Bauer made a motion to approve the Financial Statements through November 30, 2025, and Jasmine Higgins seconded it. The motion passed unanimously.

4. 2026 Budget

In 2024 our budget increased by 59% to account for ramping up staff to operate at 39 beds. In April of last year, the board increased the budget to cover costs related to the new union contract. This year, the overall budget is increasing 3%. CDYCI's Legal Fees, Repairs and Maintenance, and County Sheriff lines are remaining flat. Together for Youth's operations budget is also attached.

The companion charts show an analysis of the budgets since 2016. You'll note the lion's share of the cost increase are driven by RTA. You'll also note that the increased costs to the counties over the time period has been nominal since the SSD and SD RTA youth are 100% reimbursable.

CDYCI 2026 Proposed Budget

Account	Proposed SD Budget	Proposed SSD Budget	Adopted 2025 Budget	Total 2026 Budget	% Change
REVENUE					
R4200 Interest Income	\$ 418	\$ 432	\$ 850	\$ 850.00	0.0%
R4400 Revenue-Member Counties	\$ 8,464,749	\$ 14,046,860	\$ 21,849,141	\$ 22,511,609	3.0%
R5000 Revenue- County Cost Share for RTA			\$ -	\$ -	
Gross Revenue	\$ 8,465,167	\$ 14,047,292	\$ 21,849,991	\$ 22,512,459	3.0%
EXPENSE					
E5300 Bank Service Charges	\$ 74	\$ 76	\$ 150	\$ 150	0.0%
E5310 Trustee Fees					
E5700 Accounting Fees	\$ 6,386	\$ 6,614	\$ 13,000	\$ 13,000	0.0%
E5800 Legal Fees	\$ 7,369	\$ 7,631	\$ 15,000	\$ 15,000	0.0%
E5850 Repairs & Maintenance	\$ 9,825	\$ 10,175	\$ 20,000	\$ 20,000	0.0%
E5900 Administrative Services	\$ 50,106	\$ 51,894	\$ 102,000	\$ 102,000	0.0%
E5925 Operations Services*	\$ 8,388,042	\$ 13,952,417	\$ 21,677,991	\$ 22,340,459	3.1%
E5975 County Sheriff		\$ 15,000	\$ 15,000	\$ 15,000	0.0%
E5950 Insurance Expense	\$ 1,474	\$ 1,526	\$ 3,000	\$ 3,000	0.0%
E6000 Miscellaneous Expense	\$ 1,474	\$ 1,526	\$ 3,000	\$ 3,000	0.0%
E6400 Interest Expense					
Gross Expenses	\$ 8,464,749	\$ 14,046,860	\$ 21,849,141	\$ 22,511,609	3.0%
Net Income from Operations	\$ 418	\$ 432	\$ 850	\$ 850	0.0%
Loss on Transfer to Albany Co.	\$ -	\$ -	\$ -	\$ -	
Net Income/(Loss)	\$ 418	\$ 432	\$ 850	\$ 850	\$ -

Action Taken:

Laura Bauer made a motion to accept the 2026 budget and Craig Warner seconded it. The motion passed unanimously.

5. 2026 Meeting Schedule

The following are proposed dates for the 2026 CDYCI meetings. All the meetings are scheduled for the third Wednesday of the month and are scheduled to begin at 9:00 AM.

January 21, 2026
April 15, 2026
June 17, 2026
October 21, 2026
December 16, 2026

Action Taken:

Laura Bauer made a motion to accept the 2026 meeting schedule, and Mike Stammel seconded it. The motion passed unanimously.

6. Revised County, CDYCI Omnibus Agreement Update

The revised Omnibus Agreement has been distributed to the county attorneys for review and execution. As a reminder the revised agreement covers:

1. Inclusion of CDRPC as a Party
 - New Party Added: The Capital District Regional Planning Commission (CDRPC) is now a formal party to the agreement.
 - Role Clarified: CDRPC will provide operational resources to CDYCI, including staff, office space, and equipment. CDYCI will reimburse CDRPC for these services.
2. Facility Expansion
 - Facility Update: The agreement reflects the completion of the Detention Facility's expansion, with increased capacity to 36,500 sq. ft. and 39 beds.
3. Financial and Billing Enhancements
 - Roster Certification Requirement: Counties must certify daily rosters before invoices are issued. Invoices must be paid regardless of later changes in JDAS records.
 - Reconciliation Process: A new year-end reconciliation process is introduced to align CDYCI billing with JDAS records.
4. Indemnification Expansion
 - New Indemnification Clauses: CDRPC is now both an indemnifying and indemnified party, with mutual indemnification provisions added for all parties.
5. Operational Responsibilities
 - No Material Changes in CDYCI's operational responsibilities, but language has been updated to reflect the expanded facility and continued compliance with OCFS and SCOC standards.
6. Exhibits
 - Exhibit A (Reserved Beds) and Exhibit D (Non-Care RTA Cost Allocation) will need to be updated subject to input from the counties.
 - Exhibits B & C (Court Orders) are retained with minor formatting updates.

7. 2026 Operator Agreement

The 2021 agreement term was for one year with the option to extend for five years. The contract was extended in 2022, then an amended and restated contract was executed in 2023, and extended again for 2024 and 2025. This extension is consistent with the 2020 omnibus agreement approved by the counties.

Board action is requested to authorize the President to execute the 2026 agreement extension with Together for Youth (formerly Berkshire Farm Center and Services for Youth) upon adoption of the 2026 budgets for Secure Detention and Specialized Secure Detention.

Action Taken:

Laura Bauer made a motion to authorize the President to execute the 2026 agreement extension with Together for Youth (Formerly Berkshire Farm Center and Services for Youth) upon the adoption of the 2026 budgets for Secure Detention and Specialized Secure Detention and Jasmine Higgins seconded it. The motion passed unanimously.

8. Renovation Warranty Repair

Several issues have been identified which are the result of faulty workmanship. The following three items have been flagged for the General Contractor to repair. They have agreed to address the failing paint but have refused to address the issues with the CMU wall. We continue to be in negotiations for CMU repair. The issues with the walls have resulted in several rooms being off line.

The screens in Dorm A and D (16 total) did not get specifications sufficient enough for the facility and many have been damaged because of that. Those rooms needed to be taken offline, and a waiver has been sent to OCFS to open those rooms back for youth as long as they are watched at all times when they are occupied. This is resulting in 2 additional staff members to monitor the two rooms that could be opened again. The process to replace these screens started in May and in August the parts were ordered, however due to backlog they have not yet been delivered. The cost of the new screens will be approximately \$33,000. Paint is peeling in POD A showers, CMU wall has damage and paint is peeling on doorways causing bubbling.

9. Boiler and Screen Replacement Updates

At the last meeting, the board approved the procurement of new boilers for the facility as one of the existing boilers had failed. Albany County approved and emergency procurement and CDYCI engaged EmTech to replace the two boilers. One of the two new boilers has been installed, and the other one will be installed once needed parts have been delivered, which should be within the next week or two.

10. OCFS Waiver to Use Bedrooms

Together for Youth has filed the attached waiver request with OCFS which would allow the use of rooms D116, D121, and D125 – rooms currently offline due to damaged screens. The use of the rooms would be limited to JD youth in good standing. The rooms would have the damaged screens removed and may require additional staffing. This temporary waiver would be in effect until the new screens are installed. OCFS accepted the waiver.

11. OCFS Site Visits and Letter of Concern:

Site Visits

The New York State Office of Children and Family Services (OCFS) conducted site visits at Capital District Secure on October 16, 2025, and November 18, 2025. These visits assessed compliance with NYCRR Part 180 and Specialized Secure Detention regulations, reviewed program operations, and monitored corrective action plans (PIPs).

Key Strengths

- Youth Living Conditions: Across both visits, youth rooms were consistently tidy, with clothing neatly organized. Hygiene closets were secured, and activity rooms were orderly with grievance and sick call sheets accessible.
- Medical Unit: Maintained high standards of cleanliness and compliance; logs were organized and accessible.
- Progress on Maintenance: Durable shower curtains installed; some improvement noted in previously out-of-order toilets.

Deficiencies & Areas of Concern

- Staffing Challenges: October visit highlighted significant staff shortages due to leave (FMLA, workers' comp), requiring "all hands-on deck" measures.
- Employee Misconduct: Ongoing monitoring for alleged staff misconduct; compliance meeting scheduled for December 18, 2025.
- Facility Maintenance Issues:
 - Gym window remains broken and covered (glass on back order).
 - Persistent concerns in A Unit showers: peeling paint, missing caulk, black substance at bases.
 - November noted clogged sink in A119.
- Dining Hall & Food Service: October inspection revealed raw meat served; emergency meal substitution required. Vendor review remains unresolved.
- Program & Safety: October flagged family feuds during youth visits, prompting program modifications.
- Education Services: Rated Non-Satisfactory in both months; delays in monthly evaluation submissions.
- Legal Compliance: Continued issues with remand orders—multiple youth listed as "TBD" for court status; counties slow to provide updates.
- Youth Complaints: October saw increased complaints, leading to wellness checks and follow-up visits.

Minimum Standard Evaluation Response Assessment

Date: November 5, 2025

Overall Compliance Status

- All items remain OPEN pending submission of revised policies or verification during future site visits.
- Most responses were acceptable in part; gaps include missing documentation and lack of dissemination plans.

Key Findings by Category

Positive Steps

- Policies reportedly updated across multiple areas.
- Account Tracker Ledgers purchased for contraband money.
- Shaving items secured; sanitary products provided.
- Fire safety policy updates and training commitments noted.
- Daily sanitation inspections planned.

Deficiencies

- Admissions & Intake: Missing documentation of delivering officer details; revised policies not submitted.
- Security & Supervision: Logbook system non-compliant; corrective plan required.
- Classification: Tool lacks categorization, override protocols, and youth acknowledgment.
- Correspondence: Revised policy copies missing for multiple sections.
- Deathbed & Funeral Visits: No corrective plan; variance request noted.
- Nondiscriminatory Treatment: No response provided.
- Fire Safety & Sanitation: Verification pending.

A discussion was had by the Board about perhaps getting CDTA to give bus passes to visitors of youth so that they can get to the facility. Wednesdays are now open longer for visitors as well. There was a lengthy discussion about who is responsible for getting youth to deathbed and funeral visits. There are numerous proposals being discussed between the facility, OCFS and individual Counties.

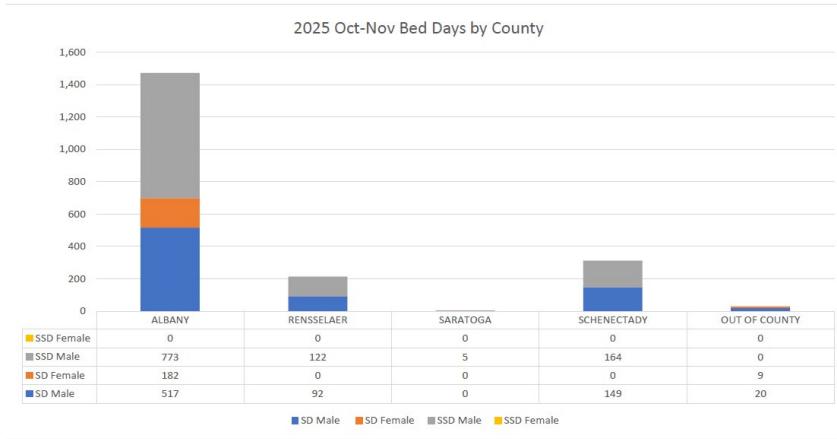
Another conversation being held with OCFS is regarding the movement of log books throughout the facility. Currently each room has a log book and it moves with the adult who supervises that youth. That is too much movement.

The Minimum Standard Evaluation will be an annual occurrence. The process will start over again in April.

12. Education Program Update:

- Currently the facility has a social studies and math teacher on staff.
- 2 youth are in the process of earning their GED.
- Vocational Specialist is also on staff.
- OCFS provided virtual headsets to youth to improve their vocational skills and BOCES provided software that is approved for use for the other topics that do not have teachers yet.
- The facility is working with Capital District New Beginnings for special need help to possible contract with them for therapists not staffed at facility.
- Tim Backus (Formerly of CSD) is working as a consultant to work with South Colonie School District to receive transcripts, diplomas and regents exams for youth at the facility.
- Albany School District and the State Department of Education are working together on a way for the facility to provide a better policy that would include special education needs within the context of a detention facility and not a regular school district.

13. Facility Use



14. Facility Operation / Agency Report

- There has been a decrease in the use of physical restraints in the past few months.
- A Thanksgiving dinner was served for the staff and youth at the facility.
- Christmas dinner will be provided for staff and youth at the facility, as well as secret santa gifts.
- Additional hours are being offered for visitation on Wednesdays in the hope that will increase visits to youth. A transportation option for visitors to get to the facility was discussed.

15. Other Business:

There is a lawsuit that names Together for Youth and Schenectady Department of Social Services. CDYCI has filed a tender with Harris Beach seeking indemnification for the corporation. If anything further needs to be discussed a meeting will be held in executive session to discuss the process.

16. Adjournment:

Action Taken:

Mike Stammel made a motion to adjourn and Laura Bauer seconded it. The motion passed unanimously. The meeting was adjourned at 9:43.

The next meeting of the CDYCI Board will be January 21, 2026 at 9:00 a.m.

Respectfully submitted,

Amy Weinstock, Office Manager

Reviewed and approved by
Laura Bauer, Secretary