

**CDYCI COMMISSION MEETING**  
**9:00 am, Wednesday, January 21, 2026**

**The Capital District Youth Center, Inc's January 21<sup>st</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, Laura Bauer, Gilah Moses, Kristin Swinton, Mike Stammel, Gary Hughes, Jasmine Higgins

**Others Present:** Luke Jacobs (Together for Youth), Raymond Wilcox (Together for Youth), Stefanie Thomas (Albany County) Aaron Hahn (Bryans and Gramuglia, CPAs, LLC) Tom White, (CDRPC)

**Members Present via Zoom Platform:**

**Others Present via Zoom Platform:** Bob Ryan (Harris Beach) Moira Manning (Albany County Department for Children, Youth and Families) Andrew Johnson (Director, Schenectady County probation), Elizabeth Greathouse (Deputy Director, Schenectady County probation), Patrick Maxwell (Commissioner, Saratoga County DSS).

**Members / Others Absent:** Craig Warner, Susan Costanzo.

**1. Welcome & Introductions**

President Gary Hughes introduced everyone.

**2. 2024 Audit Presentation- Bryans and Gramuglia CPAs, LLC**

Aaron Hahn from Bryans and Gramuglia CPAs presented the findings of the 2024 audit.

For 2024, Berkshire received \$4,757,667 for secure detention services, \$7,025,105 for specialized secure detention services, and \$1,537,666 for administrative fees.

In their opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of Capital District Youth Center, Inc., as of December 31, 2024, and the respective changes in financial position thereof, for the year then ended in accordance with accounting principles generally accepted in the United States of America.

As part of obtaining reasonable assurance about whether Capital District Youth Center, Inc. 's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results

of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

**Action Taken**

Kristin Swintin made a motion to approve 2025 audit as presented by Bryans and Gramuglia and Jasmine Higgins seconded it. The motion passed unanimously.

**3. Approval of December 17, 2025 meeting minutes**

The minutes were presented to the Board prior to the meeting.

**Action Taken:**

Laura Bauer made a motion to approve the December 17, 2025 meeting minutes and Jasmine Higgins seconded it. The motion was approved unanimously.

**4. Financial Statements through December 31, 2025**

Attached are the financial statements through December 2025 for the Secure Detention and Specialized Secure Detention facilities.

Q1-Q32025 billings have been paid in full and proceeds administered to Together for Youth. The Q4 bills have not been developed and are pending youth record corrections by TFY staff.

SD: Together for Youth's reported expenses through November are \$6,674,296. The estimated total operations expenses through December are \$7,416,460 or 90% to budget.

SSD: Together for Youth's reported expenses through October are \$10,274,794. The estimated total operations expenses through December are \$11,362,832 or 83% to budget.

On the balance sheet, the corporation held \$2,402,620 in our accounts on December 31.

**Action Taken**

Laura Bauer made a motion to approve the Financial Statements through December 31, 2025, and Jasmine Higgins seconded it. The motion passed unanimously.

**5. Resolution 01-2026 Authorizing Chief Administrator to secure a line of credit**

**Purpose**

The purpose of this memorandum is to provide background and financial context for the proposed Board resolution authorizing Capital District Youth Center, Inc. ("CDYCI") to establish a line of credit with Pioneer Bank, N.A. This line of credit is intended solely as a temporary cash flow

management tool to address an isolated timing difference between receivables and expenses, not as a recurring or ongoing financing mechanism.

#### Nature of the Timing Issue

CDYCI does not routinely rely on borrowing to support its operations. Under normal circumstances, the organization's cash flow is sufficient to meet operating needs as expenses are incurred. In this instance, however, an unusual convergence of timing and expenditures has created a short term liquidity gap despite the existence of approved and collectible revenues.

Management does not anticipate this to be a regular occurrence, nor does it expect the line of credit to be used except in limited, exceptional circumstances such as this one.

#### Current Circumstances

At present, CDYCI has significant outstanding receivables due from Albany County for furniture, fixtures, and equipment (FF&E) purchased by CDYCI as part of the facility improvement project. These expenditures were necessary to complete the project and support facility operations, and reimbursement is expected.

Concurrently, CDYCI incurred substantial, unplanned facility related expenses to address critical infrastructure and safety issues, including:

- Replacement of the facility's boilers, and
- Replacement of defective security screens.

These costs were necessary to maintain safe and reliable operations and could not reasonably be deferred. While appropriate and unavoidable, these expenditures temporarily reduced available cash while reimbursement remains pending.

#### Intended Use of the Line of Credit

The proposed line of credit will be used:

- Exclusively to bridge the timing gap between receivables and expenses;
- As a short term liquidity tool, not for long term financing;
- On an as needed basis, with the expectation that any balance will be repaid promptly upon receipt of outstanding reimbursements.

CDYCI does not anticipate regular draws on the line and views it as a prudent safeguard rather than an ongoing funding source.

#### Oversight and Safeguards

Use of the line of credit will be:

- Limited to working capital purposes;
- Capped at the amount authorized by the Board;
- Closely monitored by management; and
- Repaid as receivables are collected.

The specific terms of the line of credit, including interest rate, fees, collateral, and repayment requirements, will be negotiated with Pioneer Bank, N.A. and will be subject to credit approval.

## Recommendation

The Chief Administrator recommended the approval of the accompanying resolution authorizing the establishment of a line of credit as a temporary and precautionary measure to address this one-time timing issue, while allowing CDYCI to continue meeting its operational and fiduciary obligations without disruption.

## **Action Taken**

Laura Bauer made a motion to approve the accompanying resolution authorizing the establishment of a line of credit as a temporary and precautionary measure to address this one-time timing issue, while allowing CDYCI to continue meeting its operational and fiduciary obligations without disruption Gilah Moses seconded it. The motion passed unanimously.

**CAPITAL DISTRICT YOUTH CENTER, INC.**  
**BOARD OF DIRECTORS RESOLUTION #01-2026**  
**AUTHORIZING A LINE OF CREDIT WITH PIONEER BANK, N.A.**

At a duly called meeting of the Board of Directors of Capital District Youth Center, Inc. (the “Corporation”), held on January 21, 2026, at 9:00 a.m., the following resolutions were adopted:

WHEREAS, Capital District Youth Center, Inc. is a New York not-for-profit corporation duly organized and existing under the laws of the State of New York and recognized as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code;

WHEREAS, the Board of Directors has determined that it is in the best interests of the Corporation to establish a revolving line of credit to provide working capital and general operating liquidity;

WHEREAS, Pioneer Bank, N.A. has indicated its willingness to extend a line of credit to the Corporation, subject to credit approval and terms acceptable to the Corporation;

WHEREAS, the specific terms of the line of credit, including interest rate, fees, collateral, and repayment requirements, will be negotiated with Pioneer Bank, N.A. and are subject to credit approval;

NOW, THEREFORE, BE IT RESOLVED, that:

1. The Corporation is hereby authorized to establish a revolving line of credit with Pioneer Bank, N.A. in an amount not to exceed Two Hundred Thousand Dollars (\$200,000).
2. Mark Castiglione, Chief Administrator of the Corporation, is hereby authorized, empowered, and directed, acting individually, to apply for, negotiate, accept, and enter into such line of credit on behalf of the Corporation, upon such terms and conditions as he deems to be in the best interests of the Corporation.
3. Mark Castiglione, as Chief Administrator, is authorized to execute and deliver any and all applications, promissory notes, loan agreements, line of credit agreements, security agreements, certificates, disclosures, renewals, extensions, amendments, and other documents required by Pioneer Bank, N.A. in connection with the establishment and administration of the line of credit.
4. All documents executed pursuant to this resolution by the authorized officer shall be valid, binding, and enforceable obligations of the Corporation.
5. Any and all actions taken prior to the adoption of these resolutions by the officers or directors of the Corporation consistent with the intent of these resolutions are hereby ratified, confirmed, and approved in all respects.

## **6. Revised County, CDYCI Omnibus Agreement Update**

We have received approval from Schenectady County, all other counties remain pending.

## **7. Bedrooms and Physical Plant Updates**

Since the last meeting, all deficient bedroom security screens in Dorms A and D have been replaced. The defective/damaged CMU walls in Dorm A were also repaired and painted. This work has allowed all bedrooms in the facility to be available for use. One of the two new boilers have been installed with the second to be installed once the weather warms up. The general contractor's sub was on site last week to begin planning for the repair of the defective paint within corridors and bathrooms.

## **8. Letter from NYSED Related to the Education Program**

On July 28th, NYS Education Department sent an email to Together for Youth's Brian Parchesky and me providing notice of a complaint filed by a local school district related to lack of provision of educational services and special education services in particular. After a related meeting between TFY, CDYCI, OCFS and NYSED, staff from OCFS and NYSED worked to identify the appropriate corrective action.

On January 7, 2026, I received a copy of a letter sent by NYSED to OCFS indicating that NYSED acknowledges that OCFS is the appropriate regulatory agency to determine corrective action for compliance with laws and regulations.

On January 13, 2026 OCFS notified CDYCI and TFY that since compliance actions identified in the performance improvement plan issued last year have not been met, the facility was placed on a "Heightened Monitoring." This monitoring will include:

- Monthly on-site verification that all youth are enrolled in Edgenuity educational services within seventy-two (72) hours of admission
- Monthly on-site verification of youth enrollment in GED preparation or testing services, as applicable
- Monthly on-site verification of youth who have graduated, including confirmation of their current educational or program placement
- Monthly on-site verification of youth participating in vocational services following graduation or attainment of a GED
- Monthly on-site verification of documentation and meeting minutes for all Individualized Education Program (IEP) meetings conducted in coordination with the Education Administrator
- Bi-weekly written status updates regarding the establishment and operationalization of a Committee on Special Education (CSE)
- Bi-weekly written status updates addressing the provision of special education services for youth with IEPs or Section 504 Plans
- Bi-weekly written status updates regarding instructional staffing vacancies, specifically in English Language Arts, Science, and Special Education

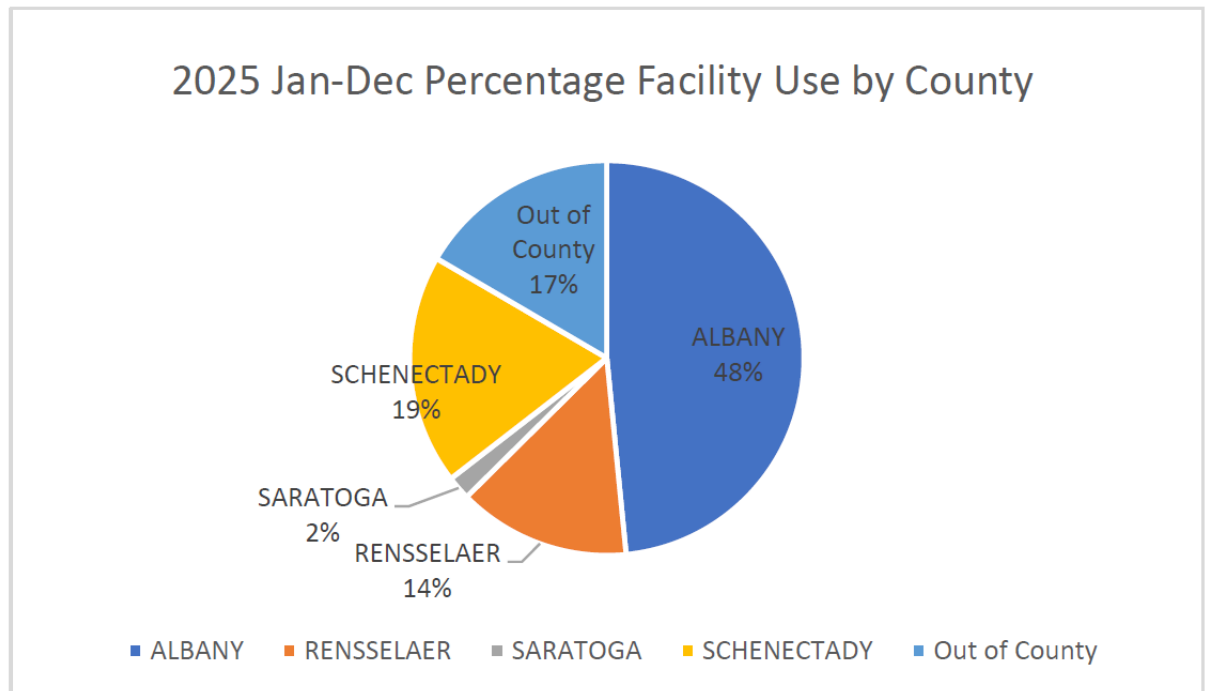
- Other reports as requested by the office

The PIP is being submitted today.

### 9. Education Program Update

- 2 more teachers are needed. Working with Spectrum to run ads for employment needs. They are also working with Frontline Education which offers school administration software that assists K-12 leaders to oversee human resources, business operations, student health and special education management. Also working with Amerigis Education Staffing services to help get the teachers needed.
- Working with Tim Backus as a consultant for special ed assistance. Exploring ways the Capital District Beginnings Program can offer special speech, occupational and physical therapy programs to the facility. Also working with South Colonie Central School District to have a Committee on Special Education formed in collaboration with them.
- The principal of the facility is working with schools to connect youth with 504 plans as well.
- Services to youth after they get their diploma is another project being worked on at the facility through outside sources.

### 10. Facility Use



### 11. Facility Operation / Agency Report

- The morning and evening programs are going well with good attendance.
- Visitation hours are extended on Wednesdays.
- Meeting the needs of the youth in the facility.

## **12. Other Business**

- A new security facility in Monroe County will soon add 59 beds to the system, hopefully alleviating the stress on the Capital District facility.

## **13. Adjournment**

### **Action Taken**

Laura Bauer made a motion to adjourn and Mike Stammel seconded it. The motion passed unanimously. The meeting was adjourned at 9:38 am.

**The next meeting of the CDYCI Board will be April 15, 2026 at 9:00 a.m.**

Respectfully submitted,

Amy Weinstock  
Office Manager

Reviewed and approved by

**Laura Bauer**  
Secretary