CDYCI COMMISSION MEETING
9:00 am, Wednesday, June 17, 2026

The Capital District Youth Center, Inc's June 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, Gilah Moses, Gary Hughes, Susan Costanzo, Mike Stammel, Kristin Swinton

Others Present: Luke Jacobs (Together for Youth), Raymond Wilcox (Together for Youth).

Members Present via Zoom Platform: Craig Warner

Others Present via Zoom Platform: Bob Ryan (Harris Beach) Nicole Ward (Albany County Department for Children, Youth and Families) Patrick Maxwell (Commissioner, Saratoga County DSS) Stephanie Thomas (Albany County Executive Office)

Members / Others Absent: Jasmine Higgins

1. Welcome & Introductions

President Gary Hughes introduced everyone.

2. Approval of April 15, 2026 meeting minutes

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

Action Taken:

Kristin Swinton made a motion to approve the April 15, 2026 meeting minutes and Mike Stammel seconded it. The motion was approved unanimously.

3. Financial Statements through May 31, 2026

Q1-Q42025 billings have been paid in full and proceeds administered to Together for Youth. The Q1 bills have been issued and partial payments have been received and administered to TFY. Problems with accuracy of youth records continue to delay this process but TFY is training case managers to assume the responsibility of data entry of youth records in the JDAS system.

SD: Together for Youth's reported expenses through April are $2,617,058. The estimated total operations expenses through May are $3,271,322 or 39% of the $8,464,749 budget.

SSD: Together for Youth's reported expenses through April are $4,164,729. The estimated total operations expenses through May are $5,205,912 or 37% of the $14,046,860.

On the balance sheet, the corporation held $548,515 in our accounts on May 31st. We have received partial reimbursement from Albany County for the costs to replace the window screens.

Action Taken

Kristin Swinton made a motion to approve the Financial Statements through May 31, 2026 and Laura Bauer seconded it. The motion passed unanimously.

4. Healthcare Standard of Evaluation

A memo summarizing the findings of a recent health care standards evaluation conducted by the New York State Commission of Correction at the Capital District Specialized Secure Detention Facility was provided to the Board. The evaluation took place March 10–12, 2026, and focused on compliance with Part 7310 (Health Services) and Part 7311 (Mental Health Services). The Commission identified several areas of partial compliance, primarily related to documentation practices, policy completeness, and safeguarding of medical and mental health information. The evaluation did not identify systemic deficiencies in care delivery but highlighted operational and documentation gaps that can be addressed through strengthened policies, staff training, and administrative oversight.

5. Monthly Progress Report Education PIP

The facility remains under Heightened Monitoring, effective January 1, 2026. Following the April 2026 quarterly review, monitoring frequency was reduced from bi-weekly to monthly, reflecting improved structure and consistency in implementation and oversight activities. The transition to monthly monitoring reflects progress and allows for more structured oversight, including:

- Monthly on-site verification of educational enrollment and programming
- Review of IEP documentation and CSE activity
- Tracking of graduate placement and vocational engagement
- Monthly written updates on:
    - CSE implementation
    - Special education services
    - Instructional staffing

Vocational and Educational Programming

- Continued implementation of vocational and credit recovery programming introduced earlier in the PIP.
- Ongoing alignment of programming with GED preparation, workforce readiness, and certification opportunities. Applied to a State Education to become a private GED testing site.
- Working on providing hands on training for kitchen and custodial positions for the youth.
- 2 youth graduating next week.

- Headsets and Origin tablets are available and staff and youth are being trained on them for future implementation in classrooms.

6. March Site Visit Report

The facility was generally observed to be well-maintained, orderly, and compliant in several core operational areas. However, the visit identified ongoing maintenance issues, education-related concerns, and monitoring priorities that require continued attention.

Areas with Positive Feedback

- Cleanliness and Organization
- Program Operations and Documentation
- Youth Access to Information
- Progress on prior issues noted
- Youth Engagement.

Areas Needing Improvement

- Facility Maintenance
- Education (PIP)
- Program Participation
- Administrative Accuracy
- Broader Monitoring Concerns

Many of these have already been addressed or in the process of being addressed.

7. Facility Projects and Procurement

Following completion of the major renovation project, a remaining balance of bond funds is available. At the recommendation of the Albany County Comptroller, staff are advancing a targeted set of projects to fully utilize these funds for necessary facility enhancements.

The proposed project list reflects items that were:

- Not included in the original renovation scope
- Deferred or removed during construction
- Identified as new or emerging operational needs post-occupancy

Procurement Approach

The Chief Administrator will:

- Coordinate with DASNY to ensure compliant procurement utilizing applicable State contracts (OGS, centralized contracts, etc.)
- Secure approval from regulatory agencies.

Evaluate opportunities to engage DASNY's Upstate Construction Team for:

- Project planning and design support
- Construction management for applicable improvements

This approach ensures the work is procurement-compliant, cost-effective, and aligned with state capital delivery standards. **Proposed Projects and Equipment**

Furniture, Fixtures & Equipment (FF&E)

1. Dining tables with attached seating (secure cafeteria configuration)
2. Outdoor cafeteria/picnic tables
3. Wireless (Wi-Fi) expansion in the East Administrative Wing
4. Additional exterior security cameras
5. Replacement soap dispensers
6. X-ray scanner for facility screening/security

Capital Improvements

1. Installation of shade structure for outdoor space
2. Gym wall padding for safety improvements
3. Entryway monument sign retrofit
4. Partition wall between classrooms (programmatic flexibility)
5. Parking expansion and fence relocation near Dorm A
6. Closure of cafeteria service/pass-through opening for security/control
7. Creation of an outdoor staff break area
8. Bathroom-related improvements (targeted upgrades)

Strategic Rationale

These investments are intended to:

- **Enhance safety and security**
- **Support programming and education delivery**
- **Improve facility functionality and operations**
- **Address deferred maintenance and user experience**
- **Maximize prior capital investment**

Financial Context

- Projects will be funded using remaining bond proceeds from the recently completed capital project

- Utilizing these funds now avoids leaving residual balances unspent and aligns with the Comptroller's recommendation to deploy funds for facility improvements

(Staff will coordinate with DASNY and Albany County on any required approvals or financial compliance steps.)

Next Steps

- Finalize project scopes and cost estimates
- Confirm procurement pathways through DASNY/OGS contracts
- Determine which projects may benefit from DASNY construction support
- Initiate procurement and implementation on a phased basis

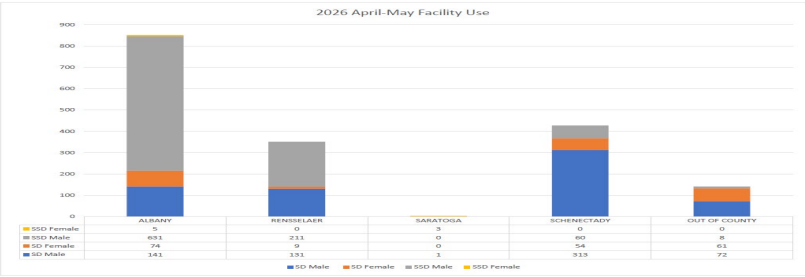
Action Taken

Laura Bauer made a motion to permit the Chief Administrator to execute any contracts or agreements needed to procure the items and implement the construction projects noted above, and Gilah Moses seconded it. The motion passed unanimously.

8. Facility Operation / Agency Report

- School ended, summer classes will begin shortly with all day programs to keep youth engaged and out of their dorms.
- Juneteenth there will be a cookout for everyone
- 2 youth are graduating next Friday, hope people can attend
- 33 youth are currently at the facility, including 4 females
- New staff training is ongoing and weekend / night trainings are too. The facility is trying to get a waiver so that staff who are on the night shifts can read a book or do other activities to assure they stay awake.

9. Facility Use



10. Other Business

Food service- no progress has been made with the SEAT center yet goal for end of year.

11. Adjournment

Action Taken

Laura Bauer made a motion to adjourn and Gilah Moses seconded it. The motion passed unanimously. The meeting was adjourned at 9:34 am.

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

Respectfully submitted,

Amy Weinstock
Office Manager

Reviewed and approved by

Laura Bauer
Secretary