

**MINUTES OF DECEMBER 16, 2024, MEETING
BOARD OF TRUSTEES
ANN KLEIN FORENSIC CENTER**

The regularly scheduled meeting of the Board of Trustees for Ann Klein Forensic Center was held on Monday, December 16; pursuant to notice duly given. Notice of the Board Meeting and minutes are sent to the Department of Health's Division of Behavioral Health Services Commissioner's office. The following members were present:

Present:

Richard Higgins	Chairperson
Rafael Aviles	Board Member
Steve Vardakis	Board Member
Sajitha Sutton	AKFC CEO
Kesha Parkes-Williams	Deputy CEO, Clinical
Eileen Lonergan	Business Manager
Ken Bacorn	Guest

Absent:

Linda Elias	Board Member
Cheryl Thompson	Secretarial Assistant 3

Mr. Higgins called the Board meeting to order at 10:30 a.m. The board meeting was held virtually via TEAMS with guest Ken Bacorn, a prospective board member. He was introduced to all board members who welcomed him warmly.

DIRECTORS REPORT DECEMBER

Over the past month, the rehabilitation department remained quite active. In addition to regular rehabilitation programming, there were special events provided for the patients. These included a Thanksgiving pie party along with preparations for the upcoming Talent show. Patients audition, wrote original songs and poems, then practiced and practiced. On November 20 1:30-3:30pm, they held the Patient Talent Show. The gym was packed with both patients and staff who cheered each other on. The walls leading to the gym were also lined with patient artwork. Over the past month, new washing machines and dryers were installed in the laundry area. The other machines were quite old and frequently breaking down. These new machines offer improved energy efficiency. Four to five patients continue to work in the laundry room folding and preparing the clean laundry to be sent to the units.

As the holiday season continues, the rehabilitation department held The Patient Holiday Party on December 13th from 1-3pm.

Eileen Lonergan presented the Welfare and Our Store reports for the month of October as follows:

October

Welfare

Beginning balance as of October 1, 2024, for the Welfare Fund = **\$83,979.74.**

Additions to the fund totaled **\$257.74**;
less expenses and adjustments of **\$0** a net increase to the fund of **\$257.74**
Ending Welfare balance as of September 31, 2024, totaled **\$84,237.48**.

Our Store

Beginning balance as of October 1, 2024, for the "**Our Store**" fund = **26,507.73**.
Additions to the fund totaled **\$11,546.15**;
with less expenses and adjustments of **\$13,752.80**, leaving a net decrease to
the fund of **\$(2,206.65)**.
Ending balance as September 2024, totaled **\$55,798.63**.

OLD BUSINESS

-Additional board members needed. Discussed another name for outreach.
-The chairman asked about COVID at the center since our last outbreak. Ann Klein is no longer on
outbreak status for COVID, so the mask mandate has been removed. Ann Klein is working diligently to
also ensure patients are offered the opportunity for the influenza vaccination.

ADDITIONAL DISCUSSION

-At the end of the meeting, Ken Bacorn agreed to join the board meeting. The paperwork will be
submitted to the Governor's office.

-Eileen informed the board of potential large upcoming purchases based on requests from the rehab
department. There are plans to purchase televisions for all classrooms which would increase the ease of
using other media such as videos to teach.

-Board member read article in newspaper about STU and asked if the board is also responsible for
reviewing their programming. Eileen Lonergan explained DOH is tasked with providing rehabilitative
services to the residents while DOC is tasked with services around custody.

Meeting adjourned at 11:11am.

Attest: On file

Mr. Richard Higgins, Chairperson
Ann Klein Forensic Center
Board of Trustees

The next board meeting is scheduled for January 27, 2024