

**MINUTES OF JANUARY 27, 2025, MEETING
BOARD OF TRUSTEES
ANN KLEIN FORENSIC CENTER**

The regularly scheduled meeting of the Board of Trustees of the Ann Klein Forensic Center was held on Monday, January 27, 2025; 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
Linda Elias	Board Member
Rafael Aviles	Board Member
Steve Vardakis	Board Member
Sajitha Sutton	AKFC CEO
Kesha Parkes-Williams	Deputy CEO, Clinical
Cheryl Thompson	Secretarial Assistant 3

Absent:

Eileen Lonergan	Business Manager
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Mr. Higgins called the Board meeting to order at 10:30 a.m. The Board Meeting was held at Ann Klein in the CEO conference room. Minutes were presented from the December 15th, 2024, meeting and approved.

DIRECTORS REPORT JANUARY

Rehabilitation Department held a very successful craft and plant sale in the main lobby on The December 19th and December the 20th. On Christmas Eve, the patients were served macaroons as a special treat and then on Christmas Day, they received an ice cream treat on their dining trays. Patients also received a Christmas stocking (box) from rehab filled with various premium travel sized hygiene products, as well as socks, and a \$5 voucher to the store. This past week, there was one unit on quarantine and another isolation due to COVID. Ann Klein also held the first quarterly Family Connections meeting for 2025. There were about a dozen families in attendance. The next meeting will be held in April.

All financial reports will be presented at the meeting held on Monday, February 24, 2025.

OLD BUSINESS

- Additional board members needed. Members and the CEO discussed other names for outreach.
- Dr. Sutton informed the members that she reached out to another suggested candidate and is awaiting a response.

-Ken Bacorn has accepted the invite to become a member, and his application was presented and signed by the Chairperson. His documents have been submitted to the Governor's office for approval.

-Board member asked about COVID status at the center since our last outbreak. Dr. Sutton was pleased to announce unit 1B quarantine had been lifted. Ann Klein continues to work diligently to ensure patients are offered the opportunity for the influenza vaccination.

NEW BUSINESS

-Dr. Sutton presented a Proclamation to read at funeral service and presented to the family of Sr. MSO Sean Phelps. He passed away on January 13, 2025. He served as Sr. MSO for 26 years.

ADDITIONAL DISCUSSION

-At the end of the meeting the members voted to have Richard Higgins remain as Chairperson. The Chairperson shall preside at all meetings of the Board, shall appoint all committees of the Board, and shall generally oversee the affairs of the Board. Richard Higgins expressed concerns of having a backup. The members voted to have Rafael Aviles serve as Vice-Chairperson. The Vice-Chairperson shall perform the duties of the Chairperson in the absence or inability of the Chairperson to perform them. Additional recommendations were given for potential new members.

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 February 24, 2025