

**MINUTES OF NOVEMBER 18, 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, November 18, 2024; 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
Linda Elias	Board Member
Sajitha Sutton	AKFC CEO
Keroulos Botrs	Accountant 1 (Guest)
Cheryl Thompson	Secretarial Assistant 3

Absent:

Steve Vardakis	Board Member
Eileen Lonergan	Business Manager
Kesha Parkes-Williams	Deputy CEO, Clinical

Mr. Higgins called the Board meeting to order at 10:30 a.m. September's minutes were presented and approved. There were no minutes from October 21, 2024, due to no quorum.

DIRECTORS REPORT NOVEMBER

Over the last month, the rehabilitation program remained active. There were a few days of modified rehabilitation due to maintenance work. On 10/24 there was modified rehabilitation programming in the morning session due to maintenance work. On 10/28, there was modified rehabilitation in the morning session due to rehab room temperature issues which was quickly resolved. The afternoon rehab resumed a full capacity.

There was a COVID outbreak on October 15-19 modified rehab was instituted to ensure safety. All the units that attended rehab during this same period participated in Hispanic Heritage Month activities which included educational videos, games, music, and a snack of plantain chips.

The Annual AKFC Recovery Celebration Banquet was held on November 14 from 5:30 pm to 6:45 pm. Patients were treated to a special meal along with speakers, music, and testimonials.

OLD BUSINESS

Mr. Botrs presented the Welfare and Our Store reports for the month of September as follows:

September

Welfare

Beginning balance as of September 30, 2024, for the Welfare Fund = **\$22,989.03.**

Additions to the fund totaled **\$0;**

less expenses and adjustments of **\$\$1,111.20 leaving** a net increase to the fund of **\$0**

Ending Welfare balance as of September 30, 2024, totaled **\$21,877.83.**

Our Store

Beginning balance as of September 30, 2024, for the “**Our Store**” fund = **\$28,578.41.**

Additions to the fund totaled **\$10,376.60;**

with less expenses and adjustments of **\$12, 450.28,** leaving a net decrease to
the fund of **\$(2,073.77).**

Ending balance as September 2024, totaled **\$26, 504.64.**

ADDITIONAL DISCUSSION

The board discussed efforts to have additional individuals join the board of trustees. Each member will reach out to possible candidates in the community. The Annual Public Meeting was to be held immediately following the Board of Trustee; however, no responses were received from the public and the meeting was canceled.

Meeting adjourned at 11:30am.

Attest: On file

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

The next board meeting is scheduled for December 16, 2024