

**MINUTES OF DECEMBER 18, 2023, 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 December 18, 2023; pursuant to notice duly given. Notice of the Board Meeting is sent to the Department of Health’s Division of Behavioral Health Services Office of the Commissioner.

The following members were present:

<b>Present:</b>	Richard Higgins	Chairman
	Steve Vardakis	Board Member
	Rafael Aviles	Board Member
	Karen Alloway	Acting CEO
	Kesha Parkes-Williams	Deputy CEO/Clinical
	Robyn Barkow	Executive Assistant 3

<b>Guests:</b>	Eileen Lonergan	Business Manager
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Mr. Higgins called the Board meeting to order at 10:30 a.m. Minutes were presented from the October 16th meeting and approved. There was no quorum at the November meeting.

**DIRECTORS REPORT: OCTOBER AND NOVEMBER**

In the month of October, Dr. Parkes-Williams announced that full programming continued in the rehabilitation wing with 4 units participating in the morning session and other 4 in the afternoon. Groups such as Sensory, Horticulture, Music therapy, Arts and Crafts, Reasoning, Leisure Exercise, and Spirituality are provided by rehab. More focused clinical groups are also offered, such as Start Now (facilitated by social work); Dialectical Behavior Therapy (facilitated by psychology and chaplaincy); Co-Occurring Disorders, Alcoholic Anonymous, Narcotics Anonymous, Relapse Prevention, Anger Management, (facilitated by the Co-Occurring Diagnosis Staff) and Legal Competency Restoration Group (Spanish and English – facilitated by Psychology and Social Work).

In the month of November, Dr. Parkes-Williams discussed the PS5 gaming systems that were installed on units to enhance treatment and provide recreational opportunities in the evening and weekends towards wellness and violence reduction. Additionally, new exercise equipment was delivered and installed in the gym along with Cable TV, which will allow for things like sports events to be shown on the big screen. A new music therapist was onboarded and offers individual therapy sessions in addition to groups. Plans are being made to make one of the open classrooms into a sensory room. Items are being ordered and plans are being explored for a labyrinth for the floor. The patient holiday party is tentatively planned for 12/14; The menu is being modified from previous years to encompass some vegan/vegetarian choices.

**Ms. Lonergan presented the Welfare Budget Reports for the months of September and October 2023.**

Beginning balance as of **September 1**, total Assets for the Welfare Fund = **\$34,696.89**  
Total additions to the fund for the month of September were **\$88.86**  
Less expenses and adjustments of **\$0**  
leaving a net increase to the fund of **\$88.86**  
Ending Welfare balance as of **September 30, 2023**, totaled **\$34,785.75**.

Beginning balance as of **October 1**, total Assets for the Welfare Fund = **34,785.75**  
Total additions to the fund for the month of October were **\$203.99**  
Less expenses and adjustments of **\$0**  
leaving a net increase to the fund of **203.99**  
Ending Welfare balance as of **October 31, 2023**, totaled **\$34, 989.74**.

**Ms. Lonergan presented the “Our Store” Budget Reports for the months of September and October 2023.**

Beginning balance as of **September 1**, total Assets for Our Store = **84, 982.74**  
Total additions to the fund for the month of September were **\$12,004.53**  
Less expenses and adjustments of **\$10,862.38**  
leaving a net increase to the fund of **\$1,142.15**  
Ending Our Store balance as of **September 30, 2023**, totaled **\$86,124.89**.

Beginning balance as of **October 1**, total Assets for Our Store = **\$86,124.89**  
Total additions to the fund for the month of October were **\$10,890.31**  
Less expenses and adjustments of **\$15,389.91**  
leaving a net decrease to the fund of **\$(4,499.60)**  
Ending Our Store balance as of **October 31, 2023**, totaled **\$81,625.29**.

**NEW BUSINESS**

Board members announced that they received their appointment letters from the Governor’s office. Letters were dated December 14, 2023, and their appointments run until June 30, 2026. New Board Appointees, Linda Elias and Susan Loughery received their letters as well, and their terms run for 2 years, until June 30, 2025. Robyn will reach out to both Linda and Susan and will hopefully be sworn in at the January 22, 2024, meeting.

**There were no attendees for the Public Annual Meeting, set to take place today, at 11:00am.**

Meeting adjourned at 11:00am.

Attest: On file

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

*The next board meeting will be virtual on January 22, 2024*