

**MINUTES OF FEBRUARY 24, 2025
BOARD OF TRUSTEES MEETING
ANN KLEIN FORENSIC CENTER**

The regularly scheduled meeting of the Board of Trustees of the Ann Klein Forensic Center was held on Monday, February 24, 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
Eileen Lonergan	Business Manager
Cheryl Thompson	Secretarial Assistant 3

Guest:

Maryrose Mielczarek	Director of Rehabilitation Services
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Mr. Higgins called the Board meeting to order at 10:30 a.m. The Board Meeting was held virtually. Minutes were presented from the January 27th, 2024, meeting and approved.

DIRECTOR'S REPORT

The Rehabilitation Department continues to run full rehabilitation programs in the morning, afternoons and evenings. The patients received a McDonald's New Year's Day snack of cheeseburgers and apple pie. For January, 771 groups were provided to the patients. This is an average of 51 groups per day. During the days of modified rehab, 18 unstructured groups are provided.

There were a few service disruptions in January. This led to modified rehabilitation on 1/7, 1/14 and 1/21-1/24 due to COVID restrictions. During the days of modified rehab, 18 unstructured groups are provided.

On 1/23/25, rehabilitation was cancelled due to MSO funeral. The Reasoning & Horticulture groups are engaging in celebratory cooking activities using money from the profits from the Christmas craft & plant sale this week.

New group initiatives include Art therapy during the 2nd and 4th period with a possible substance abuse/art therapy group. A pre-vocational group for Unit 4 patients rolling spoons to work on job skills & soft skills.

In January, there were a total of 8 COVID positive patients. Units 1B and 8 were placed on quarantine until Infection Prevention issued an all clear.

New Jersey and the rest of the country has experienced a colder winter than it has in years. With an aging building the maintenance team has worked hard to address complaints of units including an updated heater protocol with increased temperature thresholds. The Medical Security Officers take unit temperatures every three hours and when needed additional heaters are installed on the units under supervision. The patients are provided a one-piece sleeping bags and blankets to help keep them comfortable.

The division has worked on improving our access to data and on 1/31/2025, transition from Oracle to DBHS Data Hub which provides a modern, central point of access for census, correspondence, INDA, consumer satisfaction survey applications and reports.

FINANCIAL REPORTS

Eileen Lonergan, Business Manager presented the Welfare and Our Store reports for the month of November and December as follows:

November

Welfare

Beginning balance as of November 1, 2024, for the Welfare Fund = **\$84,895.29.**

Additions to the fund totaled **\$1,040.84.**

less expenses and adjustments of **\$144.19 leaving** a net increase to the fund of **\$896.65.**

Ending Welfare balance as of November 30, 2024, totaled **\$85,791.94.**

Our Store

Beginning balance as of November 1, 2024, for the "**Our Store**" fund = **\$55,798.63.**

Additions to the fund totaled **\$10,956.19;**

with less expenses and adjustments of **\$10,044.03,** leaving a net decrease to the fund of **\$(912.16).**

Ending balance as November 30, 2024, totaled **\$56,710.79.**

December

Welfare

Beginning balance as of December 1, 2024, for the Welfare Fund = **\$85,134.13.**

Additions to the fund totaled **\$480.63.**

less expenses and adjustments of **\$3,106.41 leaving** a net decrease to the fund of **\$2,625.78.**

Ending Welfare balance as of December 31, 2024, totaled **\$82,508.35.**

Our Store

Beginning balance as of December 1, 2024, for the "**Our Store**" fund = **\$56,710.79.**

Additions to the fund totaled **\$10,404.97;**

with less expenses and adjustments of **\$4621.21,** leaving a net decrease to the fund of **\$(5783.76).**

Ending balance as September 2024, totaled **\$62,494.55.**

OLD BUSINESS

-Efforts continue to recruit additional board members. Board Members and the CEO discussed other names for outreach. The CEO also had a group of current employees go through a list of retirees to possibly recommend for the board. One candidate recommendation was given to the board to think about for discussion at the next meeting. The list came from retirees from 2022 until present. Many good suggestions were not eligible due to out-of-state residency. Others will be looked at after six months of retirement.

- Ann Klein continues to work diligently to ensure patients are offered the opportunity for the influenza vaccination.

NEW BUSINESS

-Maryrose Mielczarek, Director of Rehabilitation Services presented a request for funding for much needed newspapers for the patients. The Trenton Times and Star Ledger went out of print. Ann Klein has always received 55 newspapers a day for the patients and many of those newspapers were from the Times and the Ledger. We currently receive 10. After contacting a supplier, the papers now cost three times the amount. The newspapers are utilized in multiple groups at the library and are sent to the units. The patients value the newspapers as one way to remain connected to the community. The board voted to approve the funds.

ADDITIONAL DISCUSSION

-Dr Sutton mentioned how this past winter was colder than the winters that we had in previous years, and with the aging building here, our maintenance team has been working hard to address complaints about the cold places on the units where the patients live. We updated our heater protocol with increased temperature thresholds. We have MSO's taking the temperatures every three hours. Additional heaters will be provided on the units where the patients live when needed. That's been going on a lot in December and January.

-Dr. Sutton explained the transition from the Oracle to the DBHS data hub, which will provide a modern essential access for our census, correspondence, consumer satisfaction surveys and other reports. The transition occurred at the end of January.

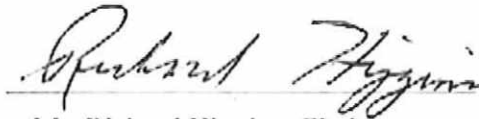
-Board member asked if patients in the new pre-vocational group for Unit 4 (assembly of spoons and napkins for mealtime) would receive payment. The patients are paid minimum wage.

-Dr. Sutton also gave the members two bylaws to read. She explained the first bylaws has to do with Ann Klein's specific bylaws that were done in 2020. The second set are from 2025, and the bylaws

FOR YOUR INFORMATION: These minutes will not become official until they are formally acted upon at the next Board meeting.

would be for all four hospitals. She suggested everyone read for discussion at the next meeting. The next board meeting will be held on Monday, March 24, 2025.

Meeting adjourned at 11:08 am.

A handwritten signature in cursive script, reading "Richard Higgins".

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

The next board meeting is scheduled for March 24, 2025.