

**MINUTES OF FEBRUARY 26, 2024, 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 February 26, 2024; pursuant to notice duly given. Notice of the Board Meeting is sent to the Department of Health, Division of Behavioral Health Services, Office of the Commissioner.

The following members were present:

Present:	Richard Higgins	Chairman
	Steve Vardakis	Board Member
	Rafael Aviles	Board Member
	Linda Elias	Board Member
	Kesha Parkes-Williams	Deputy CEO/Clinical
	Robyn Barkow	Executive Assistant 3

Guests:	Eileen Lonergan	Business Manager
----------------	-----------------	------------------

Mr. Higgins called the Board meeting to order at 10:35 a.m. Minutes were presented from the January 22, 2024, meeting and approved.

NEW BUSINESS

Ms. Susan Loughery, who was approved as a new AKFC Board Member, has instead taken a full-time position with the Department of Health, so is no longer eligible to be a member of the board.

A memo was sent from the Division, on March 12, 2024, welcoming Susan as their new Assistant Division Director. Susan will oversee the Finance, Revenue, Procurement, and IT Departments and has an extensive background in mental and behavioral healthcare.

The Board agreed to start holding all meetings going forward, in person, at the AKFC. This will resume with the March 18, 2024, meeting, and will take place in the CEO Conference Room at 10:30am.

Dr. Parkes-Williams announced to the board that the new CEO of AKFC, Dr. Sajitha Sutton, will begin orientation on March 26, 2024.

We are very excited for her arrival. Dr. Sutton is an energetic hands-on-leader and come to AKFC with over 15 years of leadership experience and a Doctor of Psychology. She will be in attendance at our April 15th, Board Meeting.

DIRECTORS REPORT FOR JANUARY

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

During the month of January, work continued the Sensory Room in rehab and is almost completed. Regular rehab programming resumed on 1/16 after quarantine ended. The first of 2 teachers started employment in January.

Ms. Lonergan presented the Welfare Budget Reports for the month of December 2023.

Beginning balance as of **December 1, 2023**, total assets for the Welfare Fund = **\$35,392.12**.
Total additions to the fund for the month of December were **\$94.28**
Less expenses and adjustments of **\$5,489.48**
leaving a net decrease to the fund of **(5,395.20)**
Ending Welfare balance as of **December 31, 2023**, totaled **\$29,996.92**.

Ms. Lonergan presented the “Our Store” Budget Reports for the months of December 2023.

Beginning balance as of **December 1**, total Assets for Our Store = **\$86,270.91**.
Total additions to the fund for the month of December were **\$9,385.08**
Less expenses and adjustments of **\$3,740.53**
leaving a net increase to the fund of **\$5,644.55**
Ending Our Store balance as of **December 31, 2023**, totaled **\$91,915.46**.

Meeting adjourned at 11:00am.

Attest: On file

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

The next board meeting is scheduled for March 18, 2024