

**MINUTES OF JANUARY 22, 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 January 22, 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:

<b>Present:</b>	Richard Higgins	Chairman
	Steve Vardakis	Board Member
	Rafael Aviles	Board Member
	Linda Elias	Board Member
	Karen Alloway	Acting CEO
	Kesha Parkes-Williams	Deputy CEO/Clinical
	Robyn Barkow	Executive Assistant 3
<b>Absent:</b>	Susan Loughery	Board Member
<b>Guests:</b>	Eileen Lonergan	Business Manager

Mr. Higgins called the Board meeting to order at 10:35 a.m. Minutes were presented from the December 18, 2023, meeting and approved.

**NEW BUSINESS**

We welcomed Mrs. Linda Elias to the Board of Trustees today, at her first meeting. Linda was officially sworn in as a new member of the Board.

As a reminder, the first meeting of each year is considered “The Annual Meeting.” The Annual Meeting is held on the fourth Monday in January at 10:30 p.m., (since the 3<sup>rd</sup> Monday is a Holiday) at which time each newly appointed member signs their Oath and a Chairperson and Vice-Chairperson is elected by its members. Since Ms. Loughery was unable to attend the January meeting, we will postpone the Chair election until our February 26, 2024, meeting, so that all members can be present to vote.

**DIRECTORS REPORT FOR DECEMBER**

During the month of December, the patient holiday parties were held on 12/14 & 12/15 in rehab as well as the units that are on quarantine status. Holiday stockings and ice treats were given on 12/25. Seventy patients participated in the Christmas service that was held in rehab on 12/21 and on the units on 12/22.

**Ms. Lonergan presented the Welfare Budget Reports for the month on November 2023.**

Beginning balance as of **November 1**, total Assets for the Welfare Fund = **34,989.74**.  
Total additions to the fund for the month of November were **\$402.38**  
Less expenses and adjustments of **\$0**  
leaving a net increase to the fund of **402.38**  
Ending Welfare balance as of **November 30, 2023**, totaled **\$35,392.12**.

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

Beginning balance as of **November 1**, total Assets for Our Store = **\$81,625.29**  
Total additions to the fund for the month of November were **\$12,876.97**  
Less expenses and adjustments of **\$8,231.35**  
leaving a net increase to the fund of **\$4,645.62**  
Ending Our Store balance as of **November 30, 2023**, totaled **\$86,270.91**.

Ms. Lonergan proposed a funding request to the board for a new freezer that is needed in “Our Store” for the frozen items. The cost of \$10,195.00 was approved by the board, to be allocated from the Our Store account.

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 February 26, 2024*