

**MINUTES OF JUNE 16, 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, June 16, 2025, pursuant to notice duly given. Notice of the meeting and the meeting minutes are provided 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
Kenneth Bacorn	Board Member
Sajitha Sutton	AKFC CEO
Kesha Parkes-Williams	Deputy CEO, Clinical
Eileen Lonergan	Business Manager
Cheryl Thompson	Secretarial Assistant 3

Guest: None

Absent: None

Mr. Higgins called the board meeting to order at 10:33 a.m. The board meeting was held virtually. Minutes were presented from the May 19, 2025 meeting and approved.

DIRECTOR'S REPORT

The Rehabilitation Department continued to offer full programming throughout May, with sessions held in the mornings, afternoons, and evenings. A total of 995 groups were conducted during standard hours (9:00 a.m. – 3:30 p.m., Monday–Friday), and 33 groups were held during evening programming (6:00 – 8:00 p.m., Monday–Friday).

Special events in May included:

- *Plans were made to re-vamp some of the Chaplain groups including working on a co-led 12 step Spirituality group.*

There were no patient cases of COVID-19 reported at AKFC in May. The last positive case was recorded on February 25, 2025.

Another round of Safewards training was held on 6/15/25 on Units 3 & 5. Ann Klein to continue roll out unit by unit until the entire hospital has been trained in the Safewards methodology.

The Patient Council meeting was held on May 15, 2025, with six patient representatives and eleven staff members in attendance. Patient representatives from Units 1, 2, 5, 6, 7, and 8 participated in the meeting. Staff attendees included representatives from Security, Rehabilitation, Maintenance, Infection Prevention, Food Services, and Psychology.

Several announcements were shared, including information on services provided by the National Alliance on Mental Illness (NAMI), the OASIS Room/Sensory Modulation resources, and PATT (Pro-Active Therapeutic Team) services.

Patient representatives raised several concerns, including a request for increase in the number of headphones on Unit 1, the availability of music in the fresh air yard, access to toiletries and clothing, room cleanliness, meal delivery timeliness/portion sizes, laundry services, and water pressure and temperature. Additionally, the female unit made a special request regarding clothing needs.

All items discussed in Patient Council were addressed in the meeting with some requiring follow up by various departments.

FINANCIAL REPORTS

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

April

Welfare

Beginning balance as of April 1, 2025, for the Welfare Fund = **\$78,735.32**. Additions to the fund totaled **\$221.58**.

Less expenses and adjustments of zero **leaving** a net increase to the fund of **\$221.58**.

Ending Welfare balance as of April 30, 2025, totaled **\$78,956.90**.

Our Store

Beginning balance as of April 1, 2025, for the **“Our Store”** fund = **\$64,261.79**.

Additions to the fund totaled **\$9,793.817**

with less expenses and adjustments of **\$10,787.91**, leaving a net decrease to the fund of **\$994.10**.

Ending balance as April 01, 2025, totaled **\$63,618.87**.

OLD BUSINESS

- The board members were reminded of the NJ State Ethics Department’s request to complete the online training and submit a certification of completion by July 31, 2025.
- Eileen will meet with Maryrose to discuss the welfare budget for the upcoming fiscal year. A meeting with members will be scheduled to vote on new fiscal budget.

NEW BUSINESS

- Eileen announced her retirement. September 1st will be her last day. Interviews will begin immediately for her replacement.

Meeting adjourned at 11:11 am.

Attestation: On file

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

The next board meeting is scheduled for September 15, 2025