

**MINUTES OF MARCH 18, 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 March 18, 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
	Linda Elias	Board Member
	Karen Alloway	Acting CEO
	Robyn Barkow	Executive Assistant 3
	Cheryl Thompson	Board Secretary
Absent:	Rafael Aviles	Board Member
Guests:	Eileen Lonergan	Business Manager
	Maryrose Mielczarek	Rehab Director

Mr. Higgins called the Board meeting to order at 10:35 a.m. Minutes were presented from the March 18, 2024, meeting and approved.

NEW BUSINESS

Our new CEO, Dr. Sajitha Sutton will be joining our team, starting next week.

Dr. Sutton is a Doctor of Psychology and joins us with over 15 years of leadership experience. She will be in attendance at the April 15, 2024, board meeting.

DIRECTORS REPORT FOR FEBRUARY

Karen announced just in time for the warmer weather, the return of ice cream, as an option for the patients, now available in the store thanks to the new freezer being operational.

Also in February, anger management held a graduation for those patients (7) who had completed the 12-week cycle. Psychologists participated in a training in February on conducting guardianship evaluations as they are now able to perform such evaluations in addition to psychiatrists. This will help the patients by providing greater efficiency with conducting these evaluations. Also, 2 administrators from Ancora participated in a tour of the facility to help to understand the differences and similarities between the facilities in order to optimize patient transfers and retention.

Ms. Lonergan presented the Welfare Budget Reports for the month of January 2024.

Beginning balance as of **January 1, 2024**, total assets for the Welfare Fund = **\$29,996.92**

Total additions to the fund for the month of January were **\$570.34**

Less expenses and adjustments of **\$0**

leaving a net increase to the fund of **\$570.34**

Ending Welfare balance as of **January 31, 2024**, totaled **\$30,567.26**.

Ms. Lonergan presented the “Our Store” Budget Reports for the month of January 2024.

Beginning balance as of **January 1, 2024**, total assets for the “Our Store” = **\$91,915.46**

Total additions to the fund for the month of January were **\$9,759.63**

Less expenses and adjustments of **\$13,380.97**

leaving a net decrease to the fund of **\$ (3,621.34)**

Ending Our Store balance as of **January 31, 2024**, totaled **\$88,294.12**.

OLD BUSINESS

Maryrose Mielczarek joined the meeting today to provide an update on all the new things going on in the Rehab department. Rehab returns to full schedule on April 1, 2024.

The library was renovated, and a new sensory room was created, which includes bean bag chairs, sound and light machines, massage chairs, etc.

The workshop was converted into office space so that staff could vacate the classroom areas that were repurposed as office space due to covid.

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 April 15, 2024