

**MINUTES OF MARCH 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, March 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: None

Absent: None

Mr. Higgins called the Board meeting to order at 10:34 a.m. The Board Meeting was held virtually. Minutes were presented from the February 24th, 2024, meeting and approved.

DIRECTOR'S REPORT

The Rehabilitation Department continues to run full rehabilitation programs in the morning, afternoons and evenings. During the month of February, the rehabilitation department provided a total of 670 groups over 19 days for an average of 35 groups per day.

The rehabilitation department was closed on February 4 and 5 for staff training and February 17 for President's Day. Modified programming was held on 2/7, 2/14 (all day) and 2/28 (afternoon only).

The Substance Abuse department worked with some of the patients to make Valentine cards for all the other patients in the hospital. The patients received a Valentine & Valentine's Day treat.

A few new groups started this month which includes Exploring Addiction via Art Therapy- Substance Abuse treatment utilizing Art Therapy as the modality for those patients with English as a second language or low cognitive skills. Spanish Religious Services co-lead with chaplains and linguistics were also provided.

A contract chaplain joined the team a few days a week and a new substance abuse counselor joined as a full-time employee.

A Winter Basketball Tournament was held on 2/21 with great results. Regularly scheduled groups were paused for the basketball tournament which allowed all patients to participate. An alternate leisure group was offered in another room for patients not interested in basketball.

During the month of February, AKFC had only one patient diagnosed with COVID-19.

Ann Klein Forensic Center has been working towards providing additional training for all supervisors in all disciplines. There has been excellent participation.

FINANCIAL REPORTS

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

January

Welfare

Beginning balance as of January 1, 2025, for the Welfare Fund = \$82,508.35.

Additions to the fund totaled \$231.06;

less expenses and adjustments of \$1,896.46 leaving a net decrease to the fund of \$1665.40.

Ending Welfare balance as of January 31, 2025, totaled \$80,842.95.

Our Store

Beginning balance as of January 1, 2025, for the "Our Store" fund = \$65,348.11.

Additions to the fund totaled \$9,690.38;

with less expenses and adjustments of \$8,901.30, leaving a net increase to the fund of \$789.08.

Ending balance as January 31, 2025, totaled \$66,137.19.

OLD BUSINESS

-Richard Higgins discussed the division's plans to centralize the Board of Trustees Bylaws in an effort for all state psychiatric hospitals to have the same bylaws. The Board agreed to meet again next month in person to further discuss.

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

NEW BUSINESS

-Dr Sutton informed everyone, the Ethics Department for the State of New Jersey's Data Privacy and Research Integrity staff would like the opportunity on the 21st to present a few items around ethics. They ask for a 10-minute slot next month.

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

Meeting adjourned at 11:19 am.

A handwritten signature in blue ink, reading "Richard Higgins", is written over a horizontal line.

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

The next board meeting is scheduled for April 21, 2025