

**MINUTES OF MAY 19, 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, May 19, 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:**

Rachel Hammond	Chief Ethics Officer
Kara Unal	Deputy Ethics Officer

**Absent:**

Mr. Higgins called the board meeting to order at 10:30 a.m. The board meeting was held virtually. Minutes were presented from the April 21, 2025 meeting and approved.

**DIRECTOR'S REPORT**

The Rehabilitation Department continued to offer full programming throughout April, with sessions held in the mornings, afternoons, and evenings. A total of 952 groups were conducted during standard hours (9:00 a.m. – 3:30 p.m., Monday–Friday), and 24 groups were held during evening programming (6:00 – 8:00 p.m., Monday–Friday).

**Special events in April included:**

- *Eid Feast* – April 16, 2025
- *Easter Christian Service* – April 22, 2025
- *Sobriety Celebration* – April 24, 2025

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

Safewards is being implemented as a performance improvement initiative focused on reducing violence within the center. This model includes a series of evidence-based interventions designed to reduce conflict and containment in inpatient mental health settings, improving safety for both staff and patients. Training has begun on Units 1, 3, 4, and 5.

## **FINANCIAL REPORTS**

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

### **March**

#### **Welfare**

Beginning balance as of March 1, 2025, for the Welfare Fund = **\$78,507.05**. Additions to the fund totaled **\$228.27**.

Less expenses and adjustments of zero **leaving** a net increase to the fund of **\$228.27**.

Ending Welfare balance as of March 31, 2025, totaled **\$78,735.32**.

#### **Our Store**

Beginning balance as of March 1, 2025, for the "**Our Store**" fund = **\$64,261.79**.

Additions to the fund totaled **\$8,748.42**.

with less expenses and adjustments of **\$8,160.39**, leaving a net increase to the fund of **\$588.03**.

Ending balance as March 31, 2025, totaled **\$64,849.82**.

## **OLD BUSINESS**

- The board recommended exploring ways to use the accumulating funds to enhance patient programming. Dr. Sutton noted that the Director of Rehabilitation Services is actively developing ideas and recently attended an occupational therapy conference focused on educational and therapeutic activities for patients, such as cooking, music, and other life skills. Suggestions included expanding the garden and adding sensory room items.
- Ann Klein continues to work diligently to ensure patients are offered the influenza vaccine before the end of flu season.

## **NEW BUSINESS**

- Dr. Sutton introduced representatives from the New Jersey State Ethics Department's Data Privacy and Research Integrity staff to present on key ethical responsibilities. Rachel Hammond and Kara Unal delivered a presentation outlining the duties of Special State Officers serving on the Hospital Board of Trustees, including event attendance, gift restrictions, HIPAA compliance, recusal procedures, documentation requirements, and more. Each member is responsible for completing the training and submitting both the completion receipt and any required external questionnaire forms.

- Board members expressed appreciation for the existing sensory rooms and suggested expanding them further. There was also interest in expanding the garden and continuing to identify meaningful ways to use available funds to support patient programming.
- Dr. Sutton informed the members that interviews for the accountant position were completed and that the Assistant Manager position has been filled.
- Eileen plans to meet with Maryrose to discuss the budget for the upcoming fiscal year.

Meeting adjourned at 10:58 am.

**Attestation: On file**

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

*The next board meeting is scheduled for June 16, 2025, on Teams*