

**MINUTES OF OCTOBER 16, 2023, 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 October 16, 2023; pursuant to notice duly given. Notice of the Board Meeting is sent to the Department of Health's Division of Behavioral Health Services Commissioner's office.

The following members were present:

Present:	Richard Higgins Robyn Barkow Steve Vardakis	Chairman Executive Assistant 3 Board Member
Guests:	Carlos Torruellas, Zuria Ryan	Accountant 3 Acting CEO
Absent:	Rafael Aviles	Board Member

Mr. Higgins called the Board meeting to order at 10:35 a.m. Minutes were presented from the June 19, 2023, meeting and approved. There was no quorum at the September meeting.

DIRECTORS REPORT: JUNE - SEPTEMBER

In June, the hospital fully commissioned a performance improvement project on seclusion reduction and there was a 50% reduction due to policy changes and increased monitoring by Quality Improvement. The census increased during the month of July 2023 due to the waiting list, specifically with male referrals on Incompetent to Stand Trial (IST) status. AKFC continues to prioritize the completion of SSPRC/CARP packets for referrals to the regional hospitals to free up beds. The hospital is also actively recruiting two-day time psychiatrists to provide coverage for each of the units.

The hospital continued to prepare for the impending triennial Joint Commission survey throughout June, July, and August. The Joint Commission showed up unannounced on August 28, 2023. Overall, the hospital did an excellent job. The surveyors made repeated comments about their positive impressions of how Medical Security operates and our treatment and support services within the facility. They suggested that some of our approaches should be a model for other facilities and written up as a best practice, especially with the safe transport of patients from one area of the building to another. The final report was sent on September 7, 2023, with the citations that require evidence of compliance within 60 days. This evidence is provided through a written summary. A complaint was made to the Joint Commission by an anonymous staff member, unbeknownst to us, who reported that 3rd shift MSOs were sleeping during their shift and that nothing was being done about it. This was cited as a leadership issue. However, the Joint Commission removed this Leadership citation after review of the 10-day clarification we sent in.

In September, all new gym (work-out) equipment was purchased for the patients with extra funds in our budget. All old equipment replaced. The patients love it!

Sporadic covid cases are starting to increase among staff during the month of September. However, patients have remained Covid free.

Mr. Torruellas presented the Welfare Budget Reports for the months of May, June, July and August:

Beginning balance as of **May 1**, total Assets for the Welfare Fund = **\$36, 199.23**
Total additions to the fund for the month of May were **\$82.57**
Less expenses and adjustments of **\$630.00**
leaving a net decrease to the fund of **(\$547.43)**
Ending Welfare balance as of **May 31, 2023**, totaled **\$35, 651.80**

Beginning balance as of **June 1**, total Assets for the Welfare Fund = **35, 651.80**
Total additions to the fund for the month of June were **\$124.37**
Less expenses and adjustments of **\$1,257.09**
leaving a net decrease to the fund of **(\$1,132.72)**
Ending Welfare balance as of **June 30, 2023**, totaled **\$34, 519.08**

Beginning balance as of **July 1**, total Assets for the Welfare Fund = **34, 519.08**
Total additions to the fund for the month of July were **\$87.58**
Less expenses and adjustments of **\$9.36**
leaving a net increase to the fund of **\$78.22**
Ending Welfare balance as of **July 31, 2023**, totaled **\$34, 597.30**

Beginning balance as of **August 1**, total Assets for the Welfare Fund = **\$34, 597.30**
Total additions to the fund for the month of August were **\$99.59**
Less expenses and adjustments of **\$0**
leaving a net increase to the fund of **\$99.59**
Ending Welfare balance as of **August 31, 2023**, totaled **\$34, 696.89**

Mr. Torruellas presented the “Our Store” Budget Reports for the months of May, June, July and August:

Beginning balance as of **May 1**, total Assets for Our Store = **82, 457.42**
Total additions to the fund for the month of May were **\$10, 189.74**
Less expenses and adjustments of **\$11,341.64**
leaving a net decrease to the fund of **(\$1,151.90)**
Ending Our Store balance as of **May 31, 2023**, totaled **\$81, 305.52**

Beginning balance as of **June 1**, total Assets for Our Store = **81, 305.52**
Total additions to the fund for the month of June were **\$12, 262.67**
Less expenses and adjustments of **\$11, 986.82**
leaving a net increase to the fund of **\$275.85**
Ending Our Store balance as of **June 30, 2023**, totaled **\$81, 581.37**

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

Beginning balance as of **July 1**, total Assets for Our Store = **81, 581.37**
Total additions to the fund for the month of July were **\$10, 937.70**
Less expenses and adjustments of **\$10, 591.08**
leaving a net increase to the fund of **\$346.62**
Ending Our Store balance as of **July 31, 2023**, totaled **\$81, 927.99**

Beginning balance as of **August 1**, total Assets for Our Store = **81, 927.99**
Total additions to the fund for the month of August were **\$11, 137.40**
Less expenses and adjustments of **\$8, 082.65**
leaving a net increase to the fund of **\$3,054.75**
Ending Our Store balance as of **August 31, 2023**, totaled **\$84, 982.74**

Meeting adjourned at 11:30am.

Attest: On file

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

The next board meeting is scheduled for November 20, 2023