

**MINUTES OF JANUARY 23, 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 January 23, 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	Chairman
	Rafael Aviles	Board Member
	Steve Vardakis	Board Member
	Dr. Jeff Uhl	CDEO/Clinical Director
	Eileen Lonergan	Acting Business Manager
	Robyn Barkow	Secretarial Assistant
Absent:	David Kensler	CEO, AKFC

Mr. Higgins called the Board meeting to order at 10:30 am. Minutes were presented from the December 19, 2022, meeting and approved.

DIRECTORS REPORT

Dr. Uhl discussed the increase in patient positive Covid-19 cases throughout the month of December compared to the month of November. Cases rose from 2 in November to 27 in December. For staff, there was also an increase in positive cases, from 11 cases in November, to 36 in December.

Currently, AKFC Security, Nursing, Food Services and Maintenance Departments have successfully transitioned to the electronic payroll system called eCATS (Electronic Cost Accounting and Timesheet System). Thanks to a lot of hard work on the part of AKFC leadership and HR support staff, the implementation has gone relatively well. This transition has been difficult due to timekeeping being an extremely variable and complex process that is not easily captured and standardized into a smoothly running computer-based tracking solution. The inhouse developed database solution is working to provide support, not just to providing per day hours for ECATs, but also time and attendance data to our Labor Relations Department.

Significant progress has also been made on installing the new security door, repainting all the units, heating system upgrade project, and Treatment Team room renovations.

General Therapeutic Milieu Updates:

All units enjoyed a fall holiday celebration in the form of special holiday activities December 12/17 through 1/1, which included special activities and holiday meals.

Current vaccination data as of 1/3/2023 is as follows:

Current Patient vaccination information

- Primary Series = 139 (75%)
- Initial Booster = 96 (80%)
- Bivalent Booster = 99 (76%) = 99/131 (131 patients were eligible for bivalent booster and 99 patients have received it)
- Influenza Vaccine = 103 (57%)

Current Staff vaccination information

- Primary Series = 588 (97%)
- Initial Booster = 520 (91%)
- Bivalent Booster = 106 (18%)
- Influenza Vaccine = 185 (33%)

NEW BUSINESS

Eileen Lonergan presented the patient Welfare, and “Our Store” budget reports for the month of November:

Welfare

Beginning balance as of November 1, 2022, and total assets for the Welfare Fund = **37,312.99**

Total additions to the fund for the month of November totaled **\$98.31**

Less expenses and adjustments of **\$134.70**

leaving a net decrease to the fund of **(\$36.39)**

Ending Welfare balance as of November 30, 2022, totaled **\$37,276.60**

Our Store

Beginning balance as of November 1, 2022, and total assets for the “**Our Store**” fund = **\$89,229.95**

Total additions to the fund for month of November were = **\$7,826.71** less expenses and adjustments of **\$9,079.24**, leaving a net decrease to the fund of **\$(1,252.53)**

Ending balance as November 30, 2022, = **\$87,977.42**

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 February 27, 2023.