

**MINUTES OF NOVEMBER 21, 2022, 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 November 21, 2022; 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:

<b>Present:</b>	Richard Higgins	Board Member
	Elizabeth Dunlap	Board Member
	Steve Vardakis	Board Member
	Dr. Jeff Uhl	CDEO/Clinical Director
	Eileen Lonergan	Acting Business Manager
	David Kensler	CEO, AKFC
	Robyn Barkow	Secretarial Assistant
<b>Absent:</b>	Mary Pat Angelini	Chairperson
	Rafael Aviles	Board Member

Mr. Higgins called the Board meeting to order at 10:35 a.m. Minutes were presented from the October 17, 2022, meeting and approved.

**DIRECTORS REPORT**

Dr. Uhl spoke to the board about how COVID-19 infections rose, in September and October, to 24 compared to 8 in July and August. However, there was only 50 positive staff cases compared to 65 in July and August.

David informed the Board about a HIPAA breach that occurred on June 30, 2022, which involved Ann Klein Forensic Center and Trenton Psychiatric Hospital. The breach happened via one of our third-party vendors, Clairsol. This vendor provides medical translation and dictation services to New Jersey's State psychiatric hospitals. The investigation to date indicates that an unauthorized individual gained limited access to the vendor's system and obtained limited protected health records of certain current and former patients in our hospitals. In response, the Department of Health (DOH) immediately launched an investigation to address and resolve the Incident by contracting with a credit monitoring company, free of charge, for all the affected patients. As of November 15, 2022, the 27 AKFC patients, who were affected by the breach, have been offered and accepted the free service, which will remain in effect for a little over a year. AKFC Treatment Team Program Coordinators supported the patients one on one through the sign-up process.

A major capital project began this month with replacing the slider doors attached to each unit and the central control panels. This is a significant environmental safety improvement for the hospital.

All patient units enjoyed a fall holiday picnic in the month of September. In the month of October, patients enjoyed Rita's Water Ice parties and celebrated special sporting events such as the World Series with baseball type snacks.

October also included activities focused on Hispanic Heritage Month.

Chaplaincy services have resumed. (Both AKFC chaplains were out on leave.)  
A Grief and Loss Group and a Bible Study group are planned to restart for the first time since the COVID outbreak. Both will resume in the month of November.

On October 28, 2022, Alcoholics Anonymous was resumed for the first time in two years, provided by outside volunteers.

### **NEW BUSINESS**

Eileen asked the board to allocate 1,000 per month in Welfare funds to give to patients for the next 6 weeks, until a new Supervisor of Patient Accounts can be hired. Right now, AKFC is without a Patient Accounts Manager who can add funds (via check or money order) that are provided from family members, into patient accounts. Unfortunately, nobody else at AKFC has access to this accounts system and we lost our Supervisor of Patient Accounts without warning. However, funds that are electronically allocated from the Welfare fund can go directly into each patient account just as it does when they receive their \$50.00 monthly personal needs allowance (PNA). The Board approved the request to allocate \$6,000 total funds from the Welfare account which will provide an additional \$5.00 to each patient's account, each week, for the next 6 weeks, so patients can purchase snacks or whatever they wish from the Store.

### **OLD BUSINESS**

Eileen Lonergan presented the below patient Welfare, and "Our Store" budget reports for the month of September:

#### **Welfare**

Beginning balance as of September 1, and total assets for the Welfare Fund = **37,167.96**

Total additions to the fund for the month of September totaled **\$55.29**

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

leaving a net increase to the fund of **\$55.29**

Ending Welfare balance as of September 30, 2022, totaled **\$37,223.25**

#### **Our Store**

Beginning balance as of September 1, and total assets for the "**Our Store**" fund = **\$89,275.03**

Total additions to the fund for month of September were = **\$11,150.11**

less expenses and adjustments of **\$9,626.51**, leaving a net increase to the fund of **\$1,523.60**

Ending balance as September 30, 2022, = **\$90,798.63**

### **REMINDERS**

Robyn reminded the Board Members that the AKFC Annual Public Meeting will take place following our next Board Meeting, at 11:30 AM. Today is also Elizabeth Dunlap's last meeting and next month is Mary Pat Angelini's last. Both Board Members are retiring from their jobs and from the Board of Trustees. We wish them all the best and will miss them both.

Meeting adjourned at 11:30am.

Attest: On file

Ms. Mary Pat Angelini, Chairperson  
Ann Klein Forensic Center  
Board of Trustees

*The next board meeting is scheduled for December 19, 2022.*