

**MINUTES OF SEPTEMBER 19, 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 September 19, 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
	Rafael Aviles	Board Member
	Dr. Jeff Uhl	CDEO/Clinical Director
	David Kensler	CEO, AKFC
	Robyn Barkow	Secretarial Assistant
<b>Guests:</b>	Carlos Torruellas,	Accountant 3
<b>Absent:</b>	Mary Pat Angelini	Chairperson
	Eileen Lonergan	Acting Business Manager
	Steve Vardakis	Board Member

Mr. Higgins called the Board meeting to order at 10:35 a.m. Minutes were presented from the June 20, 2022, meeting and approved.

**DIRECTORS REPORTS: JUNE, JULY & AUGUST**

**JUNE**

In the month of June, we began doing psychiatric response drills on all shifts to help our Medical Security Staff improve crisis prevention, de-escalation skills and policy adherence. So far, 192 officers have participated these short trainings offered on all three shifts. Our goal is to have all staff complete at least one drill per quarter and newer staff to receive monthly drills in addition to annual training courses. Each drill is a table-top and a physical simulation.

Also in June, The AKFC Trauma Centered Care Committee began to place confidential phone calls to employees who had work related injuries or had witnessed violent incidences at work. This is being done to debrief staff with the goal of reducing the adverse and potentially traumatizing effects of violence for the staff involved. We additionally have used feedback obtained from staff to influence the bridging of training and procedural gaps in efforts to improve safety for our staff and patients.

## **JULY**

During the months of June, July and August, COVID-19 infections continued to stay low. 6/1/22 through 8/31/22, 65 positive staff cases, and only 8 patient cases. Due to the lower number of COVID cases, we were able to reclaim more patient programming space. In addition to the Library and Library Annex, we recently reclaimed the Workshop. Psychology, Social Work, and Nursing staff now provide services there 4 period per day, 5 days per week.

Along with the significant increase in clinical services to the patients, cleaning the units has now also been made easier. 6 units per day, each spend at least 2 periods on the Rehab wing. This makes the cleaning of the units more efficient and safer for our housekeeping staff.

Update on the development of a Complex Needs Unit (CNU): the project team and AKFC's administrative leadership continue to meet. Due to our high census, implementation objectives have had to be adjusted. Evaluation of current space is also being reconsidered. The treatment model for the unit will be DBT informed and will have a "Color System" for skill acquisition and reinforcement of level of competency achieved. For example, the highest level is achieved when the patient is teaching/coaching other patients on the skills.

## **AUGUST**

General Therapeutic Milieu Updates: All units enjoyed a summer barbeque in the Fresh air yard. Nursing completed their training in IMAR module #1 and #2 and have begun teaching them to our patients every day, Monday through Friday, during period #2.

Current vaccination data as of 9/13/2022 is as follows:

% Vaccinated patients: 75%

% of unvaccinated patients: 50 (25%).

The number of the second shot is due: 2.

% of Patients Boosted: 81%

% of patients eligible for booster: 19 (19%).

Patients received a 2<sup>nd</sup> booster of 18 (82%) = 18/22.

1<sup>st</sup> booster: 18

14 refused

2<sup>nd</sup> booster due: 4

### **Staff**

% Fully active Vaccinated staff: 97%

% unvaccinated staff: 17 (3%)= 17/630

% Boosted Staff: 97%

% of staff eligible for 1st booster: 18 (3%).

Staff received a 2<sup>nd</sup> booster of 25(13% = 25/190).

1<sup>st</sup> booster due: 18

2nd booster due: 165

2<sup>nd</sup> shot due: 1

**OLD BUSINESS**

Carlos Torruellas presented the Welfare and Our Store budgets for the month of May.

**Welfare**

**May**

Beginning balance as of May 1, total Assets for the Welfare Fund = **38,153.00**

Total additions to the fund for the month of May were **\$38.88**

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

leaving a net increase to the fund of **\$38.00**

Ending Welfare balance as of May 31, 2022, totaled **\$38,191.88**

**June**

Beginning balance as of June 1, total Assets for the Welfare Fund = **38,191.88**

Total additions to the fund for the month of June were **\$21.12**

Less expenses and adjustments of **\$1,159.64**

leaving a net decrease to the fund of **\$(1,138.52)**

Ending Welfare balance as of June 30, 2022, totaled **\$37,053.36**

**July**

Beginning balance as of July 1, total Assets for the Welfare Fund = **37,053.36**

Total additions to the fund for the month of July were **\$32.62**

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

leaving a net increase to the fund of **\$32.62**

Ending Welfare balance as of July 31, 2022, totaled **\$37,085.98**

**Our Store**

**May**

Beginning balance as of May 1, 2022, total Assets for the “**Our Store**” fund = **\$81,907.10**

Total additions to the fund for month May were = **\$ 9,834.85**

less expenses and adjustments of **\$11,016.34**, leaving a net decrease to the fund of **\$(1,181.49)**

Ending balance as May 31, 2022, = **\$80,725.61**

**June**

Beginning balance as of June 1, 2022, total Assets for the “**Our Store**” fund = **\$80,725.61**

Total additions to the fund for month June were = **\$11,722.18**

less expenses and adjustments of **\$11,487.37**, leaving a net increase to the fund of **\$234.81**

Ending balance as June 30, 2022, = **\$80,960.42**

**July**

Beginning balance as of July 1, 2022, total Assets for the “**Our Store**” fund = **\$80,960.42**

Total additions to the fund for month July were = **\$10,078.28**

less expenses and adjustments of **\$6,347.98**, leaving a net increase to the fund of **\$3,730.30**

Ending balance as July 31, 2022, = **\$84,690.72**

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 October 17, 2022*