

**MINUTES OF APRIL 17, 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 April 17, 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 Steve Vardakis David Kensler Robyn Barkow Rafael Aviles	Chairman Board Member CEO, AKFC Executive Assistant Board Member
Absent:	Eileen Lonergan	Acting Business Officer Manager
Guest:	Carlos Torruellas	Accountant 1

Mr. Higgins called the Board meeting to order at 10:30 am. Minutes were presented from the March 20, 2023, meeting and approved.

DIRECTORS REPORT FROM MARCH

David informed the Board that the hospital made several changes to the seclusion and restraint policy implemented on March 27, 2023. The orders for seclusion were reduced from four to two hours maximum, and now require a face-to-face physician assessment prior to each new order. Nursing is also now required to assess the patients every 30 minutes to see if they meet release criteria. Additionally, clinical leadership/administration is required to review patients in seclusion for 12 or more hours. These changes were reviewed during town hall meetings the week of March 20, 2023. Since implementing the revised policy, seclusion hours have significantly decreased.

An office reallocation plan was developed to move Rehab staff to the Workshop. This area will permit 17 staff to occupy the area. This will free up additional group room space for the implementation of a full Rehab/Treatment Mall once again. Each clinical department has revised group protocols for the new treatment mall projected to begin May 8, 2023.

The installation of the new slider doors began. All the electrical hardware and software were installed, and now the new steel slider doors are being installed unit by unit.

NEW BUSINESS

The Board was given their annual in-person tour of the hospital today.

OLD BUSINESS

Carlos Torruellas presented the patient Welfare and “Our Store” budget reports for the month of February 2023.

Welfare

Beginning balance as of February 1, 2023, and total assets for the Welfare Fund = **36,181.94**

Total additions to the fund for the month of February totaled **\$100.65**

Less expenses and adjustments of **0**

leaving a net increase to the fund of **\$100.65**

Ending Welfare balance as of February 28, 2023, totaled **\$36,282.59**

Our Store

Beginning balance as of February 1, 2023, and total assets for the “**Our Store**” fund = **\$79,549.70**

Total additions to the fund for month of February were = **\$10, 223.15** less operating expenditures and commissions of **\$10, 733.98**, leaving a net decrease to the fund of **(\$510.83)**

Ending balance as February 28, 2023, = **\$79,038.87**

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 virtually on Monday, May 15, 2023