

INTRODUCTORY INFORMATION

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CERTIFICATION

I hereby certify that the accompanying summary and detailed statements are true and correct to the best of my knowledge and belief and that the accuracy of all numerical information has been verified.

Psychiatric Security Review Board

AGENCY NAME

610 SW Alder Street, Suite 420; Portland, OR 97205

AGENCY ADDRESS



SIGNATURE

Board Chairperson

TITLE

Notice: Requests of agencies headed by a board or commission must be approved by official action of those bodies and signed by the board or commission chairperson. The requests of other agencies must be approved and signed by the agency director or administrator.

☐ Agency Request

☒ Governor's Budget

☐ Legislatively Adopted

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LEGISLATIVE ACTION

**THERE WAS NO LEGISLATIVE ACTION FOR THE PSRB
FROM THE 2021-2023 BIENNIUM**

LEGISLATIVE ACTION

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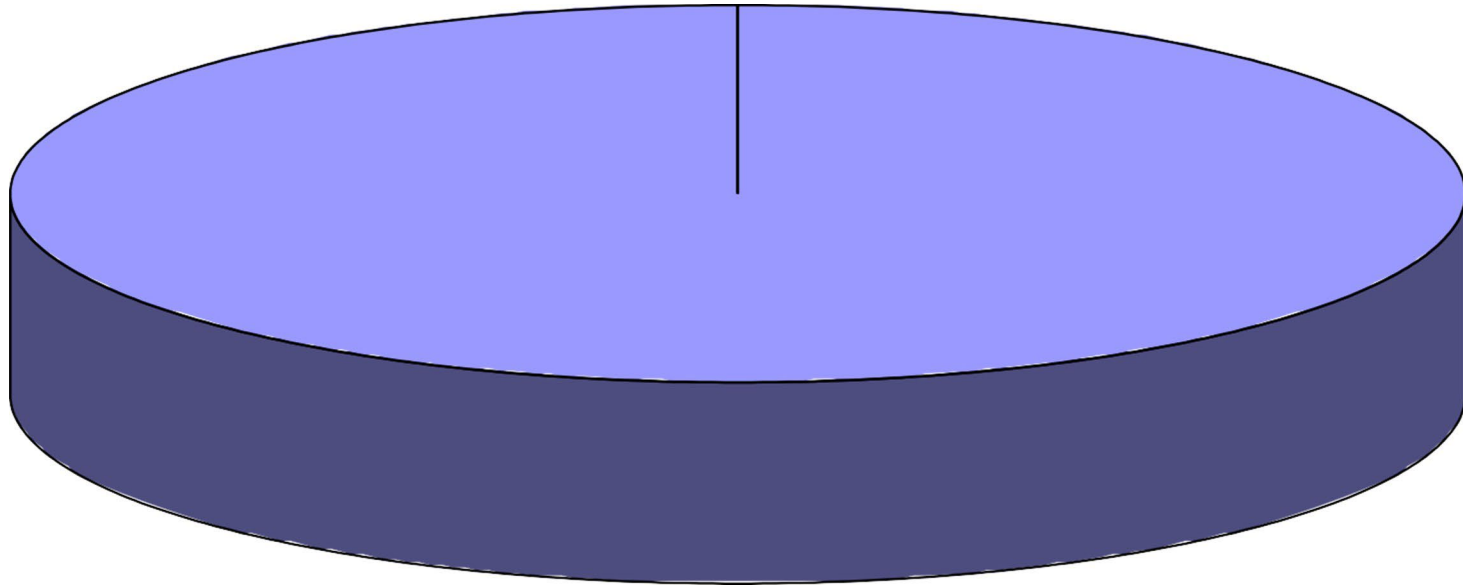
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Budget Summary Graphics
2023-2025 Legislatively Adopted Budget
by Program Unit



General Fund
100%

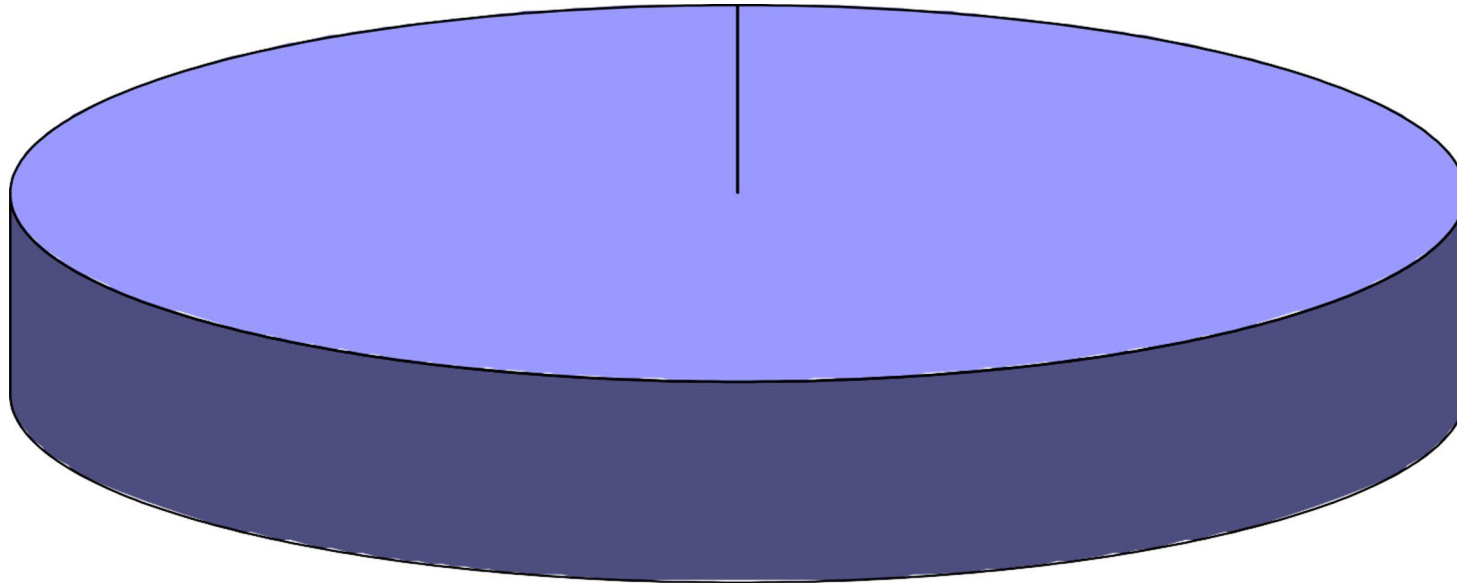
*No difference between 2023-25 GAB and 2021-23 LAB

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Budget Summary Graphics
2023-2025 Governor's Approved Budget
by Fund Type



General Fund
100%

*No difference between 2023-25 ARB and 2021-23 LAB

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AGENCY SUMMARY

1. AGENCY SUMMARY NARRATIVE

- a. Budget Summary Graphics: See above.
- b. Mission Statement and Statutory Authority: The Psychiatric Security Review Board's mission is to protect the public by working with partnering agencies to ensure persons under its jurisdiction receive the necessary services and support to reduce the risk of future dangerous behavior. To accomplish this, the Board and its partners use recognized principles of risk assessment, victims' interest and person-centered care.

The Psychiatric Security Review Board was created by the legislature in 1977 to supervise those adults who successfully assert the “guilty except for insanity” (GEI) defense in criminal proceedings. The 2005 Legislature expanded the Board’s responsibilities when it established a juvenile panel and created a youth insanity defense, “responsible except for insanity” (REI). The Legislature gave the Board additional duties in 2009 and 2013, involving the following responsibilities: firearm records reconciliation/relief; sex offender classification/relief; and supervision and monitoring of certain civil commitments.

The applicable statutes and administrative rules for adults may be found in ORS 161.295 et seq. and OAR 859-001-0005 through 859- 100-0030; for juveniles in ORS 419C.005 et seq. and OAR 859-501-0005 through 859-590-0005; for the Gun Relief Program in ORS 166.273 et seq. and OAR 859-300-0001 et seq.; for civil commitments ORS 426.701 and ORS 426.702; and for sex offender designation/relief ORS 163A.005 et seq. and 859-400-0001 et seq.

The PSRB’s mission and values are rooted in its legislative mandate to protect the public. We achieve maximum levels of public safety through:

- **Due Process:** Observing individuals’ legal rights and adhering to principles of procedural fairness.
- **Research:** Decision-making and organizational practices driven and influenced by the best available data.
- **Recovery:** Clients understand and receive treatment for the psychiatric and comorbid conditions that contributed to their past criminal offenses and have opportunities to achieve health, home, purpose, and community.
- **Partnership:** Promoting active communication and collaboration within and between the systems serving PSRB clients and the community at large.

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c. Agency Strategic Plan:

Long Term Plans

In September 2019, the Board launched its [Strategic Plan](#), outlining its vision and the key initiatives it will pursue in carrying out its public safety mission and its key performance measures (as indicated below) over the next five years. Its Strategic Plan places front and center the Board's commitment to continuing its outstanding success in fulfilling its primary purpose of protecting the public. Its plan also upholds Governor Kate Brown's vision of "Moving Oregon Forward," ensuring it is an agency that will be open, accessible and accountable; will reflect the diverse experiences and communities of all Oregonians; and deliver its services effectively and efficiently. Further, the Board's short and long-term plans are well-aligned with Governor Brown's priorities: specifically, Healthy and Safe Communities.

INITIATIVE 1: KPMs 1, 3, 4, 5	Use research and best practices to develop legislative and program changes that improve and standardize how clients enter and lapse or discharge from the PSRB system and how the PSRB system treats victims.
INITIATIVE 2: KPMs 1, 3, 4, 5	Influence identification and adoption of best practices for working with PSRB clients across the State.
INITIATIVE 3: KPMs 4, 5	Equip Board members with the tools, training, and support to help them make consistent, reasoned decisions while promoting procedural fairness and due process in a trauma-informed environment.
INITIATIVE 4: KPMs 1, 3, 4	Help stakeholders/partners (e.g., counties, law enforcement, district attorneys, local criminal courts, local hospitals) understand their rights and roles when working with PSRB clients.
INITIATIVE 5: KPMs 1, 2, 3, 4, 5	Provide PSRB staff with an inclusive, collaborative, and safe office environment, where they have the training, resources, and communication necessary to effectively perform their job duties; receive timely, constructive feedback and praise; and have opportunities for professional development and growth.
INITIATIVE 6: KPMs 1, 2, 3, 4, 5	Expand, streamline, and make the PSRB's programs, research, and business needs more efficient by adopting secure, mature technology that is consistent with the State Chief Information Office's vision and adheres to requisite compliance standards.

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Short-Term Plans

Goals (Linked to Initiatives)	Outcomes Endorsing Success of Goal
Goal 1.1: Form a collaborative legislative workgroup to examine system challenges and make comprehensive, system-fixing recommendations	<ul style="list-style-type: none"> Developed a scope document for the workgroup that addresses: <ul style="list-style-type: none"> Pre-jurisdiction/Front Door: Issues related to inappropriate GEI adjudications Discharge/Back Door: Issues related to clients still deemed to have a qualifying mental disorder and are a danger to others at their discharge date or clients who no longer meet jurisdictional criteria but are nevertheless deemed dangerous by virtue of a non-qualifying mental disorder. Post-jurisdiction: Examining data related to recidivism post-PSRB jurisdiction Developed and maintains a document that captures potential legislative and rules changes that may refer to other workgroups.
<p><i>Progress 2019: Convened PSRB Legislative Workgroup</i></p> <p><i>Progress 2020: Convened PSRB Legislative Workgroup</i></p> <p><i>Progress 2021: Completed PSRB Legislative Workgroup; Published full report and recommendations in December 2022</i></p> <p><i>Progress 2022: Use MS Teams to track future legislative concepts in a shared document.</i></p>	
Goal 1.2: Examine procedural fairness and implement trauma-informed practices for victims of those adjudicated GEI/REI	<ul style="list-style-type: none"> Established a victim-centered process toward healing consistent with our legislative mandate under ORS 161.398. Partnered with the Attorney General's Victim Task Force to develop clearer policies and procedures related to victim impact statements, victim requests, no-contact orders, and fair treatment for both victims and clients.
<p><i>Progress 2019-2022: Executive Director continues membership on the Attorney General's Task Force on Victims Rights Enforcement.</i></p> <p><i>Progress 2022: Strengthened protocols to ensure outreach and education to DA Victim Services Programs related to PSRB civil commitment cases (ORS 426.701) to enhance victim notification and support during PSRB hearings.</i></p> <p><i>Progress 2022: AGVTA discussions to identify and implement a more streamlined and effective Victim Notification Process—for all victims, but including victims associated with post-conviction GEI cases (i.e., PSRB). Considered trauma-informed care principles when developing the Remote Hearings Guide.</i></p>	

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Goal 1.3: Streamline policies and procedures associated with the PSRB Civil Commitment	<ul style="list-style-type: none"> • Developed legislative concepts to fix challenges associated with PSRB Civil Commitments. • Developed a protocol to approach PSRB Civil Commitment cases systematically and consistently. • Hired new staff to lead the PSRB Civil Commitment program. • Examined the OARs associated with the PSRB Civil Commitment program and recommended rule changes. • Improved information-sharing process to assist with initiating PSRB Civil Commitment petitions.
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Progress 2019-2021: Discussed challenges, created a sub-workgroup, and made recommendations in the PSRB Legislative Workgroup regarding PSRB Civil Commitments.

Progress 2021: Co-developed SB 205, a legislative concept that was born out of the PSRB Legislative Workgroup that passed during the 2021 Legislative Session. Implemented an internal protocol to ensure that recommitment judgements are received so that initial hearings before the PSRB could be scheduled and held in a timely manner.

Progress 2022: Developed and passed administrative rules that clarified civil commitments and implemented changes related to SB 205.

Goal 2.1: Examine Oregon's Specialty Court Standards, other criminal justice/behavioral health models, and research to strengthen standards of practice for monitoring, supervising, and treating PSRB clients.	<ul style="list-style-type: none"> • Developed a key component guide for community-based PSRB programs. • Revised and kept current its Conditional Release Handbook for case monitors.
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Progress 2021-2022: Engaged in preliminary discussions with Oregon Health Authority's Health Systems Division (HSD) to recommend developing administrative rules under the OHA Behavioral Health Services, Outpatient Behavioral Health Services (Chapter 309, Division 19) that prescribe minimum competencies and standards of practice for professionals providing treatment, monitoring, and supervision to the PSRB population.

Progress 2023: Held a retreat with HSD and developed a draft PSRB-HSD Strategic Plan.

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Goal 2.2: Ensure that all casemonitors and treatment providers servicing GEI clients have a basic minimumcompetence in the areas of risk assessment and forensic mental health.

- Developed an onboarding training manual—to be completed within 6 months of hire—that includestraining on the following key topics:
 - Key Components for a successful PSRB program (once developed in Goal 2.1)
 - Trauma-Informed Care
 - Criminogenic Factors
 - Risk Needs Responsibility Model
 - Correct Use and Interpretation of START and Other Risk Instruments
 - Feedback-Informed Treatment
- Developed webinars on advanced training topics.
- Completed annual site visits (director, deputy, key partners from Oregon Health Authority) to providesite training and support leading to shared understanding, application of best practices, and strengthened partnerships.
- Developed a training handbook, and coordinates collaboration opportunities (e.g., with OSHprescribers) for community prescribers.
- Held annual or biannual PSRB forensic conferences for OSH and community providers.

Progress 2019: Partnered with OHA/HSD to hold the 2019 PSRB Forensic Conference

Progress: 2019-2021: Discussed challenges and made recommendations within the [PSRB Workgroup Legislative Report](#) regarding community resources.

Progress 2020: Partnered with OSH, OHA HSD, and professionals to develop START (risk assessment) webinar with the goal of increasing inter-rater reliability with scoring and interpreting the instrument.

Progress: 2021-Current: Established quarterly partnership meetings with OHA and OSH leadership to discuss barriers and opportunities for community placement development for the PSRB population.

Progress 2021: Developed a streamlined “welcome” letter for all new case monitors that includes several suggested training and resources for newly hired case monitors. Developed a PSRB “201,” which provides a comprehensive training that covers all the roles and responsibilities of case monitors. Developed 5 advanced topic webinars, each on distinct topics related to the roles and responsibilities of case monitors.

Progress 2022: Developed 1 in-depth webinar (so far) on a distinct topic related to the roles and responsibilities of case monitors. Developed 3 advanced topic seminars.

Progress 2022: Conducted 2-Day Forensic Statewide Conference for OSH and Community Providers

Progress 2023: Held a retreat with HSD and developed a draft PSRB-HSD Strategic Plan.

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<p>Goal 2.3: Enhance opportunities for feedback, collaboration, and understanding of program practices across the State</p>	<ul style="list-style-type: none"> • Regularly highlighted, featured, or acknowledged (via website or statewide meetings) positive program accomplishments or practices happening in PSRB programs and/or the state hospital. • Established a voluntary “open hours” consultation group for providers to enhance shared learning, problem-solving, and support. • Established a peer-alumni group or other resource for the Board to obtain feedback from the clients it oversees. • Revised and expanded the Conditional Release Guide to include more information about community-based residences and programs. • Collaborated with the Oregon State Hospital to put on a conditional release fair for clients to learn more about conditional release placements. • Developed bench cards for judicial officers. • Increased JPSRB admissions and petitions for relief.
<p><i>Progress 2019-2022:</i></p> <ul style="list-style-type: none"> • <i>Held monthly, statewide community provider meetings in partnership with OHA (Health Systems Division and Oregon State Hospital), which include opportunities for consultation.</i> • <i>Offered countless consultations/trainings to community providers on an ad hoc basis (daily phone calls, planned trainings)</i> <p><i>Progress 2021-Current: Established weekly partnership meetings with OSH social worker leadership and OHA, Health System’s Division Forensic to identify and resolve barriers related to conditional release planning and placements.</i></p>	
<p>Formalize Board member on-boarding and create opportunities for ongoing professional development.</p>	<ul style="list-style-type: none"> • Developed a comprehensive onboarding protocol for new Board members. • Developed, deployed, and kept current a comprehensive practice manual incorporating past legal advice. • Developed, deployed, and kept current a policy handbook for hearings that incorporates both statutes and applicable case law. • Provided periodic (at least annually) Board refreshers and new topic trainings including, but not limited to new laws, judicial ethics, unconscious bias, and case law updates, as needed by the Board. • Developed a peer mentor program connecting newer Board members with more experience.

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	<ul style="list-style-type: none"> • members.
<p><i>Progress 2019-2021:</i></p> <ul style="list-style-type: none"> • <i>Coordinated and held annual Board member retreats that provided training on several topics.</i> <p><i>Progress 2021:</i></p> <ul style="list-style-type: none"> • <i>Onboarded four new Board members.</i> • <i>Created an onboarding and training checklist draft.</i> • <i>Examining benefits and costs associated with Board Member (and Executive Director) membership with the National Association of Hearing Officials.</i> <p><i>Progress 2022:</i></p> <ul style="list-style-type: none"> • <i>Onboarded one new Board member.</i> <p><i>Progress 2023:</i></p> <ul style="list-style-type: none"> • <i>Coordinated and held annual Board member retreat focused on courtroom management and improving docket efficiencies.</i> 	
<p>Goal 3.2: Integrate Trauma-Informed Care principles into hearing proceedings</p>	<ul style="list-style-type: none"> • Engaged Board members and staff in trauma-informed care training. • Used a Trauma Informed Care screening tool to assess and establish a baseline from which to make improvements to PSRB hearings and other agency practices. • Identified changes that will increase Board and staff trauma-informed care practices and develop a timeline for implementation.
<p><i>Progress 2020:</i></p> <ul style="list-style-type: none"> • <i>Board members participated in Trauma Informed Oregon’s Introduction to Trauma Informed Care (TIC) Online Training Modules.</i> <p><i>Progress 2021:</i></p> <ul style="list-style-type: none"> • <i>Developed a Remote Hearings Guide, which contemplated trauma-related impact of in-person hearings on clients under the PSRB as well as victims who participated in the hearings.</i> <p><i>Progress 2023:</i></p> <ul style="list-style-type: none"> • <i>Implemented a timed schedule for each hearings day that allows all participants to plan for when a hearing will begin and end as well as when scheduled breaks are going to occur.</i> 	

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Goal 4.1: The executive director or designee will establish a systematic approach to reach out routinely to legal communities and law enforcement across the State to strengthen collaboration and provide updated information, education, or other training related to agency operations.

- Identified venues, conferences, or other settings to provide PSRB 101 trainings to legal professionals.
- Developed a contact list of statewide legal professionals to which to send important legal updates, fact sheets, or other information relevant to the PSRB and legal community partnership.
- Revised and kept current templates, fact sheets, and handbooks for use by those in the legal community.
- Developed inter-agency protocols to enhance effective communication with law enforcement and the legal communities.
- Established a protocol to enhance communication and better collaborate with the criminal courts to ensure that new clients are effectively transitioned to PSRB's jurisdiction.

Progress 2019-2022: PSRB 101 Formal Presentations:

	2019	2020	2021	2022	2023
<i>Community Providers</i>	<i>I</i>	<i>II</i>	<i>IIII</i>	<i>III</i>	
<i>Legal Community</i>	<i>III</i>	<i>II</i>			<i>I</i>
<i>Law Enforcement</i>	<i>II</i>		<i>I</i>		
<i>Forensic Evaluators/ Graduate Students</i>	<i>II</i>	<i>II</i>	<i>III</i>	<i>II</i>	<i>II</i>
<i>OSH/Local Hospitals</i>		<i>III</i>	<i>II</i>	<i>I</i>	

Progress 2019

- *Consulted and entered into an inter-agency agreement with the Criminal Justice Commission (CJC). Using their expertise in analyzing and reporting recidivism for other criminal justice agencies, the CJC developed a method to collect raw data more efficiently and widely for the PSRB to corroborate past calculations of recidivism. The PSRB will continue to use this methodology to calculate its recidivism rates.*

Progress 2019-2021:

- *Discussed challenges and made recommendations in the PSRB Legislative Workgroup regarding court conditional releases.*
- *Codeveloped SB 206, a legislative concept that was born out of the PSRB Legislative Workgroup that passed Progress 2019:*
- *Partnered with Oregon Judicial Report to receive a weekly report of newly adjudicated Guilty Except for Insanity cases and a monthly report of defendants filing notice of intent to rely on a mental illness.*

Progress 2020:

- *Developed a presentation and working model to partner with Unity Behavioral Health (can be used for other local hospitals) when*

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a PSRB client on conditional release is in crisis (updated and provided presentation to UBH in 2022).

Progress 2022:

- *Developed and passed administrative rules that clarified court conditional releases and implemented changes related to SB 205.*

Progress 2022: Created or updated the following templates:

- *GEI and PSRB Civil Commitment Sample Orders*
- *Application for Hearing*
- *Application for Community Evaluation*
- *PSRB Court Conditional Release Consultation Report*
- *Jurisdictional Report Template*

Goal 4.2: Increase understanding of PSRB's "revocation of conditional release" protocol among our community providers, law enforcement, county crisis teams, and local hospitals.

- Developed accessible, routinely reviewed and updated inter-agency protocols.
- Developed contingency plans for when a client's immediate transportation to a specified placement cannot be executed

Progress 2019-2021:

- *Discussed challenges and made recommendations in the PSRB Legislative Workgroup regarding coordination with law enforcement during a crisis and/or revocation.*

Progress 2021:

- *Developed a guiding rubric that cites and summarizes law enforcement and case monitor authority for intervention with respect to PSRB clients on conditional release who are in crisis. Developed and presented to PSRB case monitors on the topic of Revocation (available at any time).*

Progress 2022:

- *Disseminated educational materials to the Oregon Sheriff's Association and Oregon Association Chiefs of Police on the topic of the PSRB-Law Enforcement partnership.*

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Goal 5.1: Develop, deploy, and keep current internal policies and procedures	<ul style="list-style-type: none"> • Compiled a table of contents of all current internal policies and procedures. • Examined the need for additional internal policies and procedures and developed a plan for creating those deemed necessary. • Developed a timeline for reviewing, updating, adding, and removing policies and procedures. • Created and maintained a shared office binder that can be easily accessed and used (e.g., in staff meetings, workgroups) by all staff.
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Progress 2021:

- *Created Appeals Process Guide*
- *Created Gun Relief Process Guide*
- *Created and launched Remote Hearings Guide*
- *Created Working Remotely Guide*
- *Established weekly case monitor meeting to better track action items related to hearings and community crises.*
- *Established weekly hearings team meeting to ensure consistent adherence to PSRB policy and procedures related to preparing exhibit files for PSRB hearings.*

Progress 2022:

- *Established paralegal team meetings to review and update forms, protocols, processes and to ensure even distribution of workload across agency staff.*
- *Created Hearings Process Guide*
- *Formalized exhibit redaction policy and procedure.*

Goal 5.2: Implement a PSRB Succession Plan	<ul style="list-style-type: none"> • Developed a succession planning strategy that assesses and forecasts workforce needs by identifying critical positions and developing competencies to meet those needs.
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Progress 2020:

- *Established expectation for all agency staff to develop a desk manual development.*

Progress 2020-Current:

- *Established standardized professional goal for each staff member to maintain/keep their desk manual.*

Progress 2021-2022:

- *Management review of internal processes with staff that entailed a series of team meetings using LEAN principles.*
- *Used the team meetings to develop process guides (see Goal 5.1)*

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Goal 5.3: Provide timely, constructive feedback about employee performance from supervisors, opportunities for professional development, and clear expectations about their job duties.	<ul style="list-style-type: none"> • Examined and revised the agency's performance appraisal process to improve opportunities for goal setting, constructive feedback, praise, and training/skill building needs. • Identify and use a (not-yet-identified) tool periodically to assess employee satisfaction and providemanagement with employee feedback. • Employees provide feedback via a (not-yet-identified) tool indicating that they are satisfied and havethe tools necessary to do their jobs well.
<p><i>Progress 2020:</i></p> <ul style="list-style-type: none"> •<i>Launched structured, monthly supervision with each staff.</i> <p><i>Progress 2021:</i></p> <ul style="list-style-type: none"> •<i>Management participated in trainings on the Performance, Accountability, and Feedback Model.</i> <p><i>Progress 2022:</i></p> <ul style="list-style-type: none"> •<i>Management launched the Performance, Accountability, and Feedback Model with agency staff.</i> •<i>Management established quarterly check-in practice with each staff.</i> 	
Goal 5.4: Promote wellness, self-care, and safety in the PSRB 's office environment	<ul style="list-style-type: none"> • Team building and self-care/wellness integrated into weekly staff meetings. • A Trauma-Informed Care (or similar) tool used to assess the workplace environment and determinewhat changes could improve workplace comfort and safety. • An employee wellness committee that is actively represented at team meetings.
<p><i>Progress 2019-2022:</i></p> <ul style="list-style-type: none"> •<i>Launched annual staff retreats</i> •<i>Integrated staff appreciations, accomplishments, gratitude, successes into staff meetings</i> <p><i>Progress 2020:</i></p> <ul style="list-style-type: none"> •<i>Developed and supported transition from in-office to hybrid/full-remote work operations</i> •<i>Implemented staff huddles and other measures to stay connected to team throughout the pandemic</i> <p><i>Progress 2022:</i></p> <ul style="list-style-type: none"> •<i>Officially transitioned to hybrid working model—providing the opportunity for 83% of staff to work remotely</i> •<i>Integrating a team-building activity into staff meeting at least one time/month.</i> <p><i>Scheduling time for the DAS Office of Cultural Change to conduct a staff training on the PSRB's Affirmative Action Plan</i></p>	

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Goal 6.1: Partner with CIO's office to develop and implement an agency-specific Information Technology Plan	<ul style="list-style-type: none"> • Completed a technological needs assessment. • Developed a timeline and budget proposal for purchasing and implementing new technology. • Implemented the use of secure email in its regular business practices. • Developed, deployed, and kept current a process for ensuring compliance with security/confidentiality mandates and best practices
Goal 6.2: Streamline the PSRB hearings process by identifying and implementing hearings management software	<ul style="list-style-type: none"> • Automated docketing process. • Streamlined witness identification and coordination efforts • Set up a process that allows us to complete the majority of orders within 48 hours of Board decisions.
<p><i>Progress 2019</i></p> <ul style="list-style-type: none"> • <i>Recruited AS-2, part-time temp to examine/build a support role for the Hearings Officer.</i> <p><i>Progress 2021</i></p> <ul style="list-style-type: none"> • <i>Submitted a policy option package for AS-2, full-time, permanent position to support Hearings Officer</i> • <i>Hired and onboarded AS-2</i> <p><i>Progress 2022</i></p> <ul style="list-style-type: none"> • <i>Overhaul and transitioned docket to a shared (TEAMS), excel spreadsheet that serves as the single source of all data related to hearings docket, schedule, planning, notice, tracking, results, orders, and statistics.</i> • <i>Developed templates to allow for mail merge from the excel spreadsheet.</i> • <i>Agency has access to secure email with the Microsoft 365 migration.</i> <p><i>Progress 2023</i></p> <ul style="list-style-type: none"> • <i>Transitioned administrative docket to the same TEAMS docket process as full hearings.</i> 	
Goal 6.3: Invest in software that increases efficiencies, uses secure and electronic storage and communications, and reduces waste	<ul style="list-style-type: none"> • Implemented ORMS (Oregon Records Management Solution) technology. • Implemented remote access to the shared network, reducing reliance on email, use of flash drives, and printing otherwise-available files; increased efficiency by working on/saving documents to oneplace. • Centralized electronic storage systems to eliminate superfluous programs (e.g. Document Mall) and reduced costs. • Reduced on-site space required for storing paper files. • Provided electronic interfaces with partners to simplify and speed up document sharing.

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Progress 2019:

- *Procured ORMS and initiated phase one (saving our current client files) following hearings.*
- *Minimal progress has been made related to full implementation due to staffing limitations and other agency priorities.*
- *Agency transitioned to 100% remote access to the shared network—use of flash drives and need to take any documents out of the office has been eradicated.*

Progress 2021:

- *Engaged in several meetings to examine replacement of the agency's filesharing system (Ricoh—Document Mall) due to notice of it phasing out as of October 2021.*
- *Document Mall is no longer being used.*

Progress 2022:

- *Following several setbacks, discussions, planning, and negotiations, procured contract for File Cloud (administered by Amazon Web Services) (June 2022).*
- *The system will be the agency's new file sharing system that complies with the privacy/confidentiality requirements of the agency's data.*
- *This filesharing software not only allows the agency to securely send files but will also provide our community partners with an alternative method to share documents (currently, all documents from external partners are emailed or faxed) (an outcome associated with Goal 6.4).*
- *Training and implementation planned for the second half of 2022.*

Progress 2023

- *Transitioned to and launched FileCloud, a criminal justice information system (CJIS) approved cloud-based filesharing software for storing and disseminating client files to agency partners.*
- *Contracted with SISNW to scan archive files on-site with plans to scan client files stored at the Archives Division in the future.*

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Goal 6.4: Modernize our database to allow for more complex system communications, case tracking capabilities, and streamlining/more effective preparation for hearings

- *Outcomes Endorsing Success —PSRB has:*
 - Completed a cost-benefit analysis of our current Access database and other comparablesystems.
 - Expanded data that can be used to recommend legislative and programmatic changes.
 - Decreased emails from providers through a centralized, electronic method of submitting monthlyreports, incident reports, and other documentation.

Progress 2020-Current:

- *Ongoing partnership meetings with DAS EIS; procurement; state agencies to identify options to replace the ACCESS database that serves as the agency's case management system.*
- *Successfully attained remote work capabilities to comply with emergency orders and directives related to the COVID-19 pandemic.*

Progress 2021:

- *Identified potential vendor (In Lumon) to replace ACCESS database and began developing a project plan and cost analysis.*
- *Submitted policy option package (denied).*
- *In Lumon negotiations fell through, and no other vendor has been identified to date.*
- *Successfully migrated to Microsoft 365.*

Progress 2022:

- *Prepared a policy option package for 2023-25 to request funding for a 1.0 FTE, permanent ISS-4 due to increased demands for IT support and to fund agency contract with DAS-IT due to current service provider going out of business and inability to support enterprise requirements.*

Goal 6.5: Establish partnerships with academic or other institutions to expand opportunities for data analysis and system improvements.

- *Outcomes Endorsing Success—PSRB has:*
 - Established a shared vision, mutual goals and objectives with an academic institution.
 - Developed a research plan that outlines our research interests, action plan, and timelines foraction.
 - Integrated research interests and research findings into PSRB presentations.
- Submitted posters, papers, or panel presentations to professional conferences.

AGENCY SUMMARY

Progress has been limited due to other agency priorities and lack of staffing support to put together a project plan. In part, the lack of staffing support is attributed to significant turnover within the agency since 2019 and the onboarding and training of new staff. This continues to be an important priority for the agency and should be attainable with the current staffing levels.

AGENCY SUMMARY

- d. Criteria for 2023-25 Budget Development: To develop the Agency Requested Budget, the following provisions were considered:
- PSRB's [key performance measures](#)
 - [PSRB's 2019 Strategic Plan](#) (short-term and long-term plans, goals, objectives and outcomes are specified in the prior section)
 - [Statutory provisions](#) and [administrative rules](#) relevant to the Adult and Juvenile Boards (ORS Chapter 161 and OAR Chapter 859)
 - [Statutory provisions](#) and [administrative rules](#) expanding the Board's responsibilities to include the Gun Relief and Records Reconciliation Program (ORS and OAR Chapter 859-300)
 - [Statutory provisions](#) and [administrative rules](#) expanding the Board's responsibilities to include Civil Commitment (ORS 426.701-426.702 and OAR Chapter 859-200)
 - [Statutory provisions](#) and administrative rules expanding the Board's responsibilities to include Sex Offender Classification and Relief (ORS 163A). <https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=4015>
 - [PSRB Administrative Meetings](#)
 - [2019 PSRB Legislative Workgroup](#)
 - [Governor Brown's Issues & Priorities](#) and [Executive Orders](#)
 - PSRB Cybersecurity Assessment Report
 - Neutral Expert Second [Report](#) Regarding the Consolidated *Mink* and *Bowman* Cases
 - PSRB Affirmative Action Plan (*2022 version in draft*)
 - [DAS Statewide Human Resource policies](#)
 - [Oregon Enterprise Information Services Policies](#)
- e. State-Owned Buildings and Infrastructure: The Board does not own any buildings or infrastructure.
- f. IT Strategic Plan: The Board does not have an independent IT Strategic Plan currently. IT goals are integrated into Initiative 6 of the [agency strategic plan](#).
- g. IT Project Prioritization Matrix: The Board has no major technology initiatives equal to or exceeding \$1,000,000.00.

AGENCY SUMMARY

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AGENCY SUMMARY

2. Summary of 2023-25 Budget (ORBITS)

Summary of 2023-25 Biennium Budget

Psychiatric Security Review Board
Psychiatric Security Review Board
2023-25 Biennium

Governor's Budget
Cross Reference Number: 39900-000-00-00-00000

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
2021-23 Leg Adopted Budget	12	12.00	3,934,061	3,934,061	-	-	-	-	-
2021-23 Emergency Boards	-	-	148,318	148,318	-	-	-	-	-
2021-23 Leg Approved Budget	12	12.00	4,082,379	4,082,379	-	-	-	-	-
2023-25 Base Budget Adjustments									
Net Cost of Position Actions									
Administrative Biennialized E-Board, Phase-Out	-	-	(59,664)	(59,664)	-	-	-	-	-
Estimated Cost of Merit Increase			-	-	-	-	-	-	-
Base Debt Service Adjustment			-	-	-	-	-	-	-
Base Nonlimited Adjustment			-	-	-	-	-	-	-
Capital Construction			-	-	-	-	-	-	-
Subtotal 2023-25 Base Budget	12	12.00	4,022,715	4,022,715	-	-	-	-	-
Essential Packages									
010 - Non-PICS Pers Svc/Vacancy Factor									
Non-PICS Personal Service Increase/(Decrease)	-	-	(2,135)	(2,135)	-	-	-	-	-
Subtotal	-	-	(2,135)	(2,135)	-	-	-	-	-
020 - Phase In / Out Pgm & One-time Cost									
021 - Phase-in	-	-	-	-	-	-	-	-	-
022 - Phase-out Pgm & One-time Costs	-	-	-	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-	-	-	-
030 - Inflation & Price List Adjustments									
Cost of Goods & Services Increase/(Decrease)	-	-	52,305	52,305	-	-	-	-	-
State Gov't & Services Charges Increase/(Decrease)			125,848	125,848	-	-	-	-	-
Subtotal	-	-	178,153	178,153	-	-	-	-	-

Summary of 2023-25 Biennium Budget

Psychiatric Security Review Board
Psychiatric Security Review Board
2023-25 Biennium

Governor's Budget
Cross Reference Number: 39900-000-00-00-00000

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
040 - Mandated Caseload									
040 - Mandated Caseload	-	-	-	-	-	-	-	-	-
050 - Fundshifts and Revenue Reductions									
050 - Fundshifts	-	-	-	-	-	-	-	-	-
060 - Technical Adjustments									
060 - Technical Adjustments	-	-	-	-	-	-	-	-	-
Subtotal: 2023-25 Current Service Level	12	12.00	4,198,733	4,198,733	-	-	-	-	-

Summary of 2023-25 Biennium Budget

Psychiatric Security Review Board
Psychiatric Security Review Board
2023-25 Biennium

Governor's Budget
Cross Reference Number: 39900-000-00-00-00000

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
Subtotal: 2023-25 Current Service Level	12	12.00	4,198,733	4,198,733	-	-	-	-	-
070 - Revenue Reductions/Shortfall									
070 - Revenue Shortfalls	-	-	-	-	-	-	-	-	-
Modified 2023-25 Current Service Level	12	12.00	4,198,733	4,198,733	-	-	-	-	-
080 - E-Boards									
081 - June 2022 Emergency Board	-	-	-	-	-	-	-	-	-
Subtotal Emergency Board Packages	-	-	-	-	-	-	-	-	-
Policy Packages									
090 - Analyst Adjustments	-	-	-	-	-	-	-	-	-
091 - Additional Analyst Adjustments	-	-	-	-	-	-	-	-	-
092 - Statewide AG Adjustment	-	-	(8,370)	(8,370)	-	-	-	-	-
093 - Statewide Adjustment DAS Chgs	-	-	(138,863)	(138,863)	-	-	-	-	-
100 - Transition to DAS IT	-	-	118,500	118,500	-	-	-	-	-
102 - New Position: ISS4	1	1.00	219,679	219,679	-	-	-	-	-
Subtotal Policy Packages	1	1.00	190,946	190,946	-	-	-	-	-
Total 2023-25 Governor's Budget	13	13.00	4,389,679	4,389,679	-	-	-	-	-
Percentage Change From 2021-23 Leg Approved Budget	8.33%	8.33%	7.53%	7.53%	-	-	-	-	-
Percentage Change From 2023-25 Current Service Level	8.33%	8.33%	4.55%	4.55%	-	-	-	-	-

Summary of 2023-25 Biennium Budget

**Psychiatric Security Review Board
General Program
2023-25 Biennium**

**Governor's Budget
Cross Reference Number: 39900-010-00-00-00000**

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
2021-23 Leg Adopted Budget	12	12.00	3,934,061	3,934,061	-	-	-	-	-
2021-23 Emergency Boards	-	-	148,318	148,318	-	-	-	-	-
2021-23 Leg Approved Budget	12	12.00	4,082,379	4,082,379	-	-	-	-	-
2023-25 Base Budget Adjustments									
Net Cost of Position Actions									
Administrative Biennialized E-Board, Phase-Out	-	-	(59,664)	(59,664)	-	-	-	-	-
Estimated Cost of Merit Increase			-	-	-	-	-	-	-
Base Debt Service Adjustment			-	-	-	-	-	-	-
Base Nonlimited Adjustment			-	-	-	-	-	-	-
Capital Construction			-	-	-	-	-	-	-
Subtotal 2023-25 Base Budget	12	12.00	4,022,715	4,022,715	-	-	-	-	-
Essential Packages									
010 - Non-PICS Pers Svc/Vacancy Factor									
Non-PICS Personal Service Increase/(Decrease)	-	-	(2,135)	(2,135)	-	-	-	-	-
Subtotal	-	-	(2,135)	(2,135)	-	-	-	-	-
020 - Phase In / Out Pgm & One-time Cost									
021 - Phase-in	-	-	-	-	-	-	-	-	-
022 - Phase-out Pgm & One-time Costs	-	-	-	-	-	-	-	-	-
Subtotal	-	-	-	-	-	-	-	-	-
030 - Inflation & Price List Adjustments									
Cost of Goods & Services Increase/(Decrease)	-	-	52,305	52,305	-	-	-	-	-
State Gov't & Services Charges Increase/(Decrease)			125,848	125,848	-	-	-	-	-
Subtotal	-	-	178,153	178,153	-	-	-	-	-

Summary of 2023-25 Biennium Budget

**Psychiatric Security Review Board
General Program
2023-25 Biennium**

**Governor's Budget
Cross Reference Number: 39900-010-00-00-00000**

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
040 - Mandated Caseload									
040 - Mandated Caseload	-	-	-	-	-	-	-	-	-
050 - Fundshifts and Revenue Reductions									
050 - Fundshifts	-	-	-	-	-	-	-	-	-
060 - Technical Adjustments									
060 - Technical Adjustments	-	-	-	-	-	-	-	-	-
Subtotal: 2023-25 Current Service Level	12	12.00	4,198,733	4,198,733	-	-	-	-	-

Summary of 2023-25 Biennium Budget

**Psychiatric Security Review Board
General Program
2023-25 Biennium**

**Governor's Budget
Cross Reference Number: 39900-010-00-00-00000**

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
Subtotal: 2023-25 Current Service Level	12	12.00	4,198,733	4,198,733	-	-	-	-	-
070 - Revenue Reductions/Shortfall									
070 - Revenue Shortfalls	-	-	-	-	-	-	-	-	-
Modified 2023-25 Current Service Level	12	12.00	4,198,733	4,198,733	-	-	-	-	-
080 - E-Boards									
081 - June 2022 Emergency Board	-	-	-	-	-	-	-	-	-
Subtotal Emergency Board Packages	-	-	-	-	-	-	-	-	-
Policy Packages									
090 - Analyst Adjustments	-	-	-	-	-	-	-	-	-
091 - Additional Analyst Adjustments	-	-	-	-	-	-	-	-	-
092 - Statewide AG Adjustment	-	-	(8,370)	(8,370)	-	-	-	-	-
093 - Statewide Adjustment DAS Chgs	-	-	(138,863)	(138,863)	-	-	-	-	-
100 - Transition to DAS IT	-	-	118,500	118,500	-	-	-	-	-
102 - New Position: ISS4	1	1.00	219,679	219,679	-	-	-	-	-
Subtotal Policy Packages	1	1.00	190,946	190,946	-	-	-	-	-
Total 2023-25 Governor's Budget	13	13.00	4,389,679	4,389,679	-	-	-	-	-
Percentage Change From 2021-23 Leg Approved Budget	8.33%	8.33%	7.53%	7.53%	-	-	-	-	-
Percentage Change From 2023-25 Current Service Level	8.33%	8.33%	4.55%	4.55%	-	-	-	-	-

AGENCY SUMMARY

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AGENCY SUMMARY

3. Program Prioritization for 2023-25 (form 107BF23): N/A

AGENCY SUMMARY

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AGENCY SUMMARY

4. Reduction Options

Agency Name (Acronym)- Psychiatric Security Review Board (PSRB) 39900															
2023 - 2025 Biennium															
Detail of Reductions to 2023-25 Current Service Level Budget															
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Priority (ranked most to least preferred)	Agency	SCR or Activity Initials	Program Unit/Activity Description	GF	L F	O F	NL-OF	F F	NL-FF	TOTAL FUNDS	Pos.	FTE	Used in Gov. Budget Yes / No	Impact of Reduction on Services and Outcomes	
Dept	Prgm/ Div														
1		PSRB	4650	Other Services/Supplies	\$ 4,800					\$ 4,800					Cut all parking validation
2		PSRB	4575	Agency Program Related S&S	\$ 3,426					\$ 3,426					Cut all (utilized for keynotes and catering)
3		PSRB	4125	Out-of-State Travel	\$ 3,966					\$ 3,966					Cut all travel
4		PSRB	4375	Recruitment	\$ 4,199					\$ 4,199					Cutting all recruitment funds would drastically limit the PSRB's ability to reach out across the state to recruit for the 10 Board member positions. The PSRB's two Boards each require an attorney, a psychiatrist, a psychologist, a probation officer, and a public member per statute. The PSRB has made it a primary focus in it's Affirmative Action Plan to engage in recruitment tactics that would result in a more diverse Board. Without funs to recruit, the PSRB would be limited to opening in Workday
5		PSRB	4100	In-State Travel	\$ 30,854					\$ 30,854					Cut all travel.
6		PSRB	4150	Employee Training	\$ 6,004					\$ 6,004					Cutting all budgeted employee training would result in the inability to cross train staff to make up for the loss of 25% of the current staff.
7		PSRB	4400	Dues & Subscriptions	\$ 4,264					\$ 4,264					Cutting \$4K of allotted \$5264 would only allow for the payment of Oregon State Bar dues for our mandated attorney Board members.
7		PSRB	4175	Office Expenses	\$ 40,037					\$ 40,037					Cut additional \$25K for a total of \$40K
8		PSRB	4700	Expendable Property	\$ 29,084					\$ 29,084					The PSRB is moving offices in March 2023 and is in the process of updating extremely out of date property, to include ergonomic desks. The PSRB has been judicious in utilizing free or surplus items when able, but expects an increase in use of expendable property.
10		PSRB	4300	IT Expendable Property	\$ 16,685					\$ 16,685					The PSRB would be unable to purchase new computers as warranties expire or they break
11		PSRB	4225	Professional Services	\$ 19,399					\$ 19,399					Cut a significant portion of the professional services that the PSRB relies upon in order to remove files from SOS archives and store them in the PSRB office. There are over 300 boxes
12		PSRB	--	State Gov. Service Charges	\$ 13,589					\$ 13,589					
12		PSRB	--	Eliminate AS2 Position	\$ 156,549					\$ 156,549	399010	1.00			Eliminate position for a total of a 50% reduction in AS2 staff. The PSRB conducted over 480 hearings in 2022, a number that is expected to slightly increase in 2023. The burden of preparing
13		PSRB	--	Eliminate OS2 Position	\$ 140,405					\$ 140,405	399013	1.00			Eliminate position for a total of a 50% reduction in AS2 staff. The PSRB conducted over 480 hearings in 2022, a number that is expected to slightly increase in 2023. The burden of preparing exhibit files for each of these hearings falls on the four AS2 positions. The time and attention to detail needed to ensure accuracy would make it impossible to hold as many hearings if the PSRB were to cut 25% of its staff.
14		PSRB	--	Eliminate AS2 Position	\$ 156,549					\$ 156,549	399008	1.00			Eliminate position for a total of a 50% reduction in AS2 staff. The PSRB conducted over 480 hearings in 2022, a number that is expected to slightly increase in 2023. The burden of preparing exhibit files for each of these hearings falls on the four AS2 positions. The time and attention to detail needed to ensure accuracy would make it impossible to hold as many hearings if the PSRB were to cut 25% of its staff.
					\$ 629,810	-	-	-	-	\$ 629,810	399,008	3.00			

Target GF (15%) \$ 629,810

Difference \$ 0

5% \$ 209,937

AGENCY SUMMARY

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AGENCY SUMMARY

5. Organization Chart 2021-23

2023-2025 ORGANIZATIONAL CHART

GOVERNOR

PSYCHIATRIC SECURITY REVIEW BOARD
ADULT PANEL JUVENILE PANEL

EXECUTIVE DIRECTOR
Alison Bort
Principal Executive/Manager F; 1.0 FTE

EXECUTIVE SUPPORT
Laura O'Meara
Executive Support Specialist 2; 1.0 FTE

DEPUTY DIRECTOR
Mandy Standiford
Operations & Policy Analyst 3; 1.0 FTE

CONDITIONAL RELEASE MONITOR
Matthew Berndt
Paralegal; 1.0 FTE

CONDITIONAL RELEASE MONITOR
Dawn Anderson
Paralegal; 1.0 FTE

HEARINGS OFFICER
Maria McCormack
Paralegal; 1.0 FTE

HEARINGS SUPPORT SPECIALIST
Brady Lambert
Administrative Specialist 2; 1.0 FTE

HEARINGS SUPPORT SPECIALIST
Mia Taylor
Administrative Specialist 2; 1.0 FTE

HEARINGS SUPPORT SPECIALIST
Sharon Hall
Administrative Specialist 2; 1.0 FTE

CASE SUMMERIZER
Karen Hoeschler
Administrative Specialist 2; 1.0 FTE

RESEARCH ANALYST
Shelley Banfe
Research Analyst 2; 1.0 FTE

OFFICE SPECIALIST
Kelsey Taylor
Office Specialist 2; 1.0 FTE

AGENCY SUMMARY

6. Organization Chart 2023-25

2023-2025 ORGANIZATIONAL CHART

GOVERNOR

PSYCHIATRIC SECURITY REVIEW BOARD
ADULT PANEL JUVENILE PANEL

EXECUTIVE DIRECTOR
Alison Bort
Principal Executive/Manager F; 1.0 FTE

EXECUTIVE SUPPORT
Laura O'Meara
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Paralegal; 1.0 FTE

CONDITIONAL RELEASE MONITOR
Dawn Anderson
Paralegal; 1.0 FTE

HEARINGS OFFICER
Maria McCormack
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HEARINGS SUPPORT SPECIALIST
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HEARINGS SUPPORT SPECIALIST
Mia Taylor
Administrative Specialist 2; 1.0 FTE

HEARINGS SUPPORT SPECIALIST
Sharon Hall
Administrative Specialist 2; 1.0 FTE

CASE SUMMERIZER
Karen Hoeschler
Administrative Specialist 2; 1.0 FTE

RESEARCH ANALYST
Shelley Banfe
Research Analyst 2; 1.0 FTE

OFFICE SPECIALIST
Kelsey Taylor
Office Specialist 2; 1.0 FTE

INFORMATION SYSTEMS
SPECIALIST 4
1.0 FTE

AGENCY SUMMARY

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AGENCY SUMMARY

7. Agency-wide Program Unit Summary

Summary Cross Reference Number	Cross Reference Description	2019-21 Actuals	2021-23 Leg Adopted Budget	2021-23 Leg Approved Budget	2023-25 Agency Request Budget	2023-25 Governor's Budget	2023-25 Leg. Adopted Budget
010-00-00-00000	General Program						
	General Fund	3,068,294	3,934,061	4,082,379	4,535,912	4,389,679	-
TOTAL AGENCY							
	General Fund	3,068,294	3,934,061	4,082,379	4,535,912	4,389,679	-

AGENCY SUMMARY

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REVENUES

REVENUES

REVENUES

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REVENUES

1. Revenue Forecast Narrative (107BGF02)

Historically, the Board has been a General Fund agency, receiving a negligible amount in Other Funds: namely, a \$10,000 American Psychiatric Association grant for being selected as the APA's 1994 Hospital and Community Psychiatry Gold Award Winner. The PSRB used the funds from this grant sparingly, and only for training purposes. Most notably, the agency used the funds to defray the cost of its joint biennial statewide training with the Oregon Health Authority's Health Systems Division for OSH staff, community treatment, and residential providers. The Board, having received a \$2,000 limitation during the 2017-2019 biennium, discharged the remaining balance from the APA grant at that time. Following the grant's discharge, the Board is once again funded entirely by general funds and expects to be during the 2023-2025 biennium. The agency received no matching funds from any source.

REVENUES

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REVENUES

2. Detail of Fee, License, or Assessment Revenue Proposed for Increase (107BF08)

Not applicable.

REVENUES

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REVENUES

3. Detail of Lottery Funds, Other Funds, and Federal Funds Revenue

DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE

Psychiatric Security Review Board
2023-25 Biennium

Agency Number: 39900

<i>Source</i>	2019-21 Actuals	2021-23 Leg Adopted Budget	2021-23 Leg Approved Budget	2023-25 Agency Request Budget	2023-25 Governor's Budget	2023-25 Leg. Adopted Budget
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No Records Available

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___ Agency Request
2023-25 Biennium

X Governor's Budget

___ Legislatively Adopted
Detail of LF, OF, and FF Revenues - BPR012

REVENUES

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PROGRAM UNITS

PROGRAM UNITS

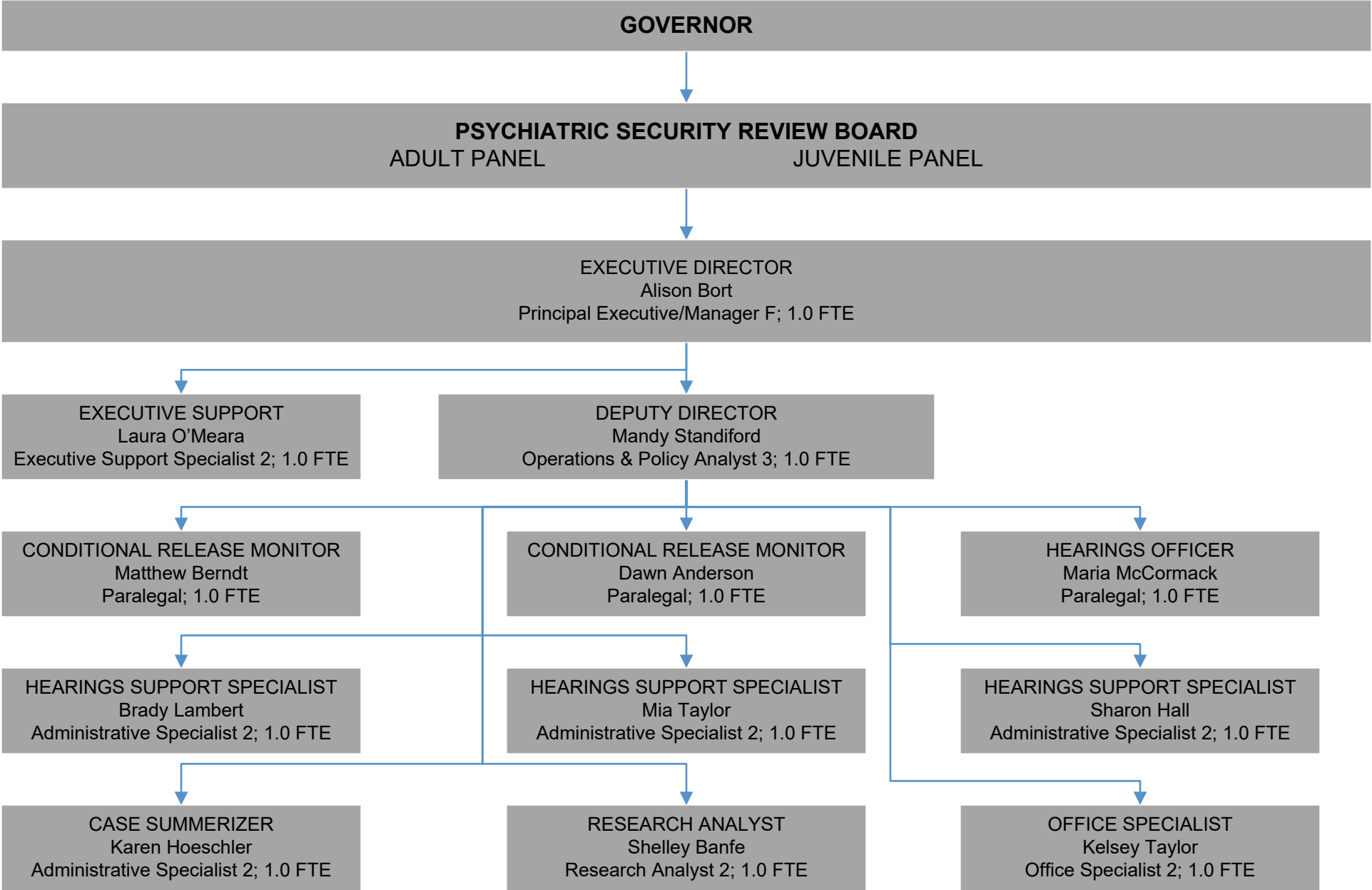
PROGRAM UNITS

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PROGRAM UNITS

1. Program Unit Organizational Chart

2023-2025 ORGANIZATIONAL CHART (CURRENT)



2023-2025 ORGANIZATIONAL CHART (PROPOSED)

GOVERNOR

PSYCHIATRIC SECURITY REVIEW BOARD
ADULT PANEL JUVENILE PANEL

EXECUTIVE DIRECTOR
Alison Bort
Principal Executive/Manager F; 1.0 FTE

EXECUTIVE SUPPORT
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Administrative Specialist 2; 1.0 FTE

CASE SUMMERIZER
Karen Hoeschler
Administrative Specialist 2; 1.0 FTE

RESEARCH ANALYST
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Research Analyst 2; 1.0 FTE

OFFICE SPECIALIST
Kelsey Taylor
Office Specialist 2; 1.0 FTE

INFORMATION SYSTEMS
SPECIALIST 4
1.0 FTE

PROGRAM UNITS

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PROGRAM UNITS

2. Program Unit Executive Summary

- a. Long-Term Focus Areas affected by the program: Primary: Healthy and Safe Communities.
Secondary: A Thriving Statewide Economy.
Tertiary: Responsible Environmental Stewardship.
- b. Primary Program Contact: Alison Bort (503-229-5596)
- c. Program's Total Fund Budget: See Special Reports.
- d. Program Overview: The Board is a small, quasi-judicial agency with the challenging task of protecting the public by reviewing the clinical and risk factors of individuals under its jurisdiction on an ongoing basis and determining their appropriate placement: at OSH or a Secure Adolescent In-Patient Program (SAIP) or; in the community on conditional release or discharge. The Board's program has proven itself to be a safe and cost-effective means for monitoring adults affected by a qualifying mental disorder with a history of committing at least one felony. Since the creation of the Juvenile panel (JPSRB), the Board established the same safety track record with youth offenders. Similarly, the Board's safety track record for those under its jurisdiction pursuant to a civil commitment is outstanding. The PSRB has been cited as a national model almost since inception. In fact, the American Psychiatric Association named the PSRB as its Gold Award winner in 1994, recognizing the Board as an outstanding program that has made a significant contribution to the field of mental health by providing a model to others while overcoming challenges associated with limited staff and financial resources. The Board continues to be the successful operation that brought it that accolade almost forty-five years ago.
- e. Program Funding Request: The following are the policy option packages requested by the agency and approved in the Governor's Recommended Budget. The agency does not presently have any information regarding other policy options packages it may need to request due to standard or above standard inflation costs.

Package 100 Transition to DAS IT: The agency is requesting \$117,500.00 during the 2023-2025 biennium. If granted, the agency plans to use these funds to transition their information technology (IT) support to the Department of Administrative Services Information Technology program (DAS-IT) and meet the goals outlined in initiative #6 of the agency's strategic plan. This funding would include an estimated \$46,000.00 for required computer upgrades for all agency staff and Board members and DAS-IT service desk and desktop support for \$71,500 per biennium. The agency was required to identify a new IT support vendor

PROGRAM UNITS

after the agency's previous vendor unexpectedly went out of business, leaving the agency without an IT support. As a result, the agency was onboarded with DAS-IT in August 2022.

Package 102 New Position: ISS4: The agency is requesting \$219,679 during the 2023-2025 biennium. If granted, the agency plans to use these funds to hire a full-time Information Systems Specialist 4 (ISS4) to support the agency in meeting the goals outlined in initiative #6 of the agency's strategic plan, which include overseeing technology updates that will streamline Board processes and make submitting required documentation to the Board easier for stakeholders to navigate. Once hired, the ISS4 will be assisting the Board in identifying vendors who can replace the agency's four Microsoft Access databases, assist in identifying or serving as the liaison to an identified IT support vendor, assist agency staff and Board members in on-site technology support, and developing a list of technology upgrade priorities for the agency.

- f. Program Description: The PSRB is one program unit containing five distinct programs within it, described below in more detail. As one program unit, the Board's base budget reflects the costs from the State's General Fund of performing the two primary aspects of its program: conducting hearings and monitoring and supervision; as well as responsibilities associated with gun relief, sex offender designation/relief, and supervising and monitoring PSRB's civil commitment clients. As of January 1, 2023, there were 628 adults, three juveniles, and 30 civil commits under the Board. All Board clients have committed or allegedly committed felonies. Schizophrenia is the most common diagnosis for clients and most clients experience co-morbid or poly-morbid conditions such as substance use disorders, medical ailments, or personality disorders. Women account for approximately 16.5% of the adult clients, and the mean age of the adult client population is 46.38 years. Adults under a GEI commitment identify as: 1.81% Asian; 6.58% Black; 7.07% Hispanic; 2.63% Native American; 1.32% Other; and 80.59% White. Adults under a civil commitment identify as: 0% Asian; 20% Black; 3.33% Hispanic; 0% Native American; 0% Other; 6.66% Unknown; and 70% White. Of the three young persons adjudicated REI, two have mental health disorders and one is developmentally disabled. All JPSRB clients are male; their mean age is 20.24 years. All identify as White. All current JPSRB clients are under the Board for felony charges, though Juveniles may be placed under the Board for misdemeanors.

Due to its mission and mandate, the Board serves several constituencies in addition to its clients, each of which has a unique perspective on or interest in the Board's function. The Board's staff works closely with the multi-disciplinary treatment providers at the State Hospital and community agencies on myriad issues affecting our clients on a daily basis. The Executive Director regularly partners with administrators of the state hospital, OHA, DHS, Children's Farm Home, local hospitals, law enforcement, courts, and legal advocates, as well as community mental health providers on broader systemic issues of concern to all. These system issues were recently discussed during the 2019 PSRB Legislative Workgroup and those discussions and recommendations for future work were memorialized in the corresponding [2021 PSRB Legislative Workgroup Report](#). More recently, the agency has participated in the Behavioral Health Mandated Population Funding Meeting, a workgroup born out of the

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larger transformation workgroup led by Senator Kate Liber and Representative Rob Nosse, to develop recommendations for the 2023-25 legislative session related to PSRB services, cost models, and community program development.

The Board also serves district attorneys, defense attorneys, judges, and other members of the criminal justice system. Staff routinely advise and provide information to members of the Bar on the functional application of the relevant statutes and administrative rules. The Executive Director regularly presents to these groups at their association meetings all over the State of Oregon.

The victims of the offenses for which clients are placed under Psychiatric Security Review Board jurisdiction, including their families and other involved parties, also receive some PSRB services. Board staff members act as resources to these groups, sending hearings notices and results, and referring them to the Victims' Services Office as appropriate.

Another group the Board serves is Certified Forensic Evaluators, made up of the professionals who conduct the criminal responsibility assessments and opine on the psycho-legal questions related to asserting the insanity defense. In January 2012, courts were no longer allowed to accept criminal responsibility evaluations (among others) from uncertified evaluators. Since the inception of this certification training, the Executive Director has worked closely with the trainers to improve evaluations and increase the likelihood that only clients who truly meet the psycho-legal standards of the insanity defense are placed under the Board's jurisdiction. In addition, the Executive Director works closely with reviewers to ensure that evaluators receive timely feedback about their evaluations.

With the addition of the gun relief, sex offender designation/relief and civil commitment programs, the Board also works with law enforcement, gun rights advocates, potential petitioners, and partners in the civil mental health system.

Finally, the Board's largest constituency is the general public. The Board's mandate is to protect Oregon's citizens. The Board and its staff devote considerable time and energy to educating the public about the Board's purpose and operation. Further, the Executive Director represents the Board on numerous state-level workgroups, task forces, advisory councils, and committees which focus on issues relating to its clientele and that are of interest and concern to the public. The Board and staff will continue to be responsive to the needs of all its stakeholders.

Adult PSRB: Adults found Guilty Except for Insanity (GEI)

The Board's largest and longest-running program serves adult clients who were adjudicated Guilty Except for Insanity for a felony. The length of jurisdiction for GEI clients is typically equal to the maximum period they could have received if found guilty. As of

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January 1, 2023, there are 628 individuals in this program, of whom 366 are on conditional release status in the community. The Board's Adult Panel provides the judicial decision-making for this program, which is supported by the Board's staff. Under this program, the Adult Panel is responsible for monitoring the psychiatric and physical health and treatment of the GEI population. These duties include: (1) holding hearings as required by law to determine the appropriate status of persons under Board jurisdiction; (2) overseeing the supervision of persons placed on conditional release in the community; (3) modifying or terminating conditional release plans; (4) maintaining and keeping current medical, social, and criminal histories of all persons under the Board's jurisdiction; (5) observing the confidentiality of records as required by law.

The primary way in which the Board delivers services to its population is by conducting hearings. The various types of hearings and required timeframes are set out in statute. Except in extraordinary cases, only three of five members sit as a panel to hear a particular day's docket. Issues considered at hearings include whether: the individual continues to suffer from a qualifying mental disorder; the individual continues to present a substantial danger to others; and the individual is appropriate for conditional release. On each hearing day, the Board also handles administrative review hearings for which the client is not present, but which require staff preparation and the Board's review and deliberation. In making its decisions, the Board's primary purpose is to protect society. Clients may appeal the Board's decision directly to the Court of Appeals which accounts for most of the Board's "Attorney General Costs" line item.

One of the Board's—and staff's—major tasks is to coordinate, prepare, and hold hearings to ensure that their jurisdiction is/remains appropriate and that the client is being or could be safely supervised and treated in a particular setting. Statutorily required hearing types include: initial (within 90 days of the beginning of jurisdiction); two-year; five-year; and revocation (within 90 days) when necessary. In addition, clients or treatment providers may request full hearings, where the Board can consider conditional release requests or challenges to its jurisdiction. Hearing preparation is an intensive administrative process that requires rigorous tracking and coordination by its staff to ensure that proper notice has been served; that hearings are timely; that any Board conflicts are addressed; that all relevant evidence is reviewed, vetted and made into exhibits for the Board (e.g. risk assessments, conditional release proposals, incident reports, police reports); that all necessary witnesses are scheduled; that all pre-hearing matters are addressed; that necessary accommodations are in place; that victim considerations have been addressed; and that recording and other necessary equipment are available and functioning properly. Board staff remain vigilant during hearings to ensure necessary paperwork is completed, that last minute exhibits are made available to parties, and that transitions between hearings are as smooth as possible. This preparation is essential in ensuring the Board has everything necessary to make a well-informed decision. Following each hearing, Board staff support the Board in executing and distributing orders.

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The Board is also responsible for monitoring clients on conditional release. This is where the largest increase in workload has manifested itself on the adult side over the past few years; it is likely to continue to increase so long as the resources continue to be available in the community. Managing this workload requires PSRB staff to have robust knowledge of the available resources across the state to assist treatment providers in identifying a placement where a client will be the safest and most successful in the community setting. This includes everything from housing options across the continuum of care to specialty or culturally-specific treatment services, and requires an understanding of how these resources can be funded. The other aspect of this is managing the public safety concerns. For instance, PSRB staff members are keenly aware of each client's instant offense, and they stay abreast of the types of environments that may increase a client's risk for recidivism (e.g. proximity to negative influences, a place where a victim frequents, overly stimulating neighborhoods). In addition, PSRB staff actively monitor for warning signs of psychiatric instability through reviews of monthly reports, use of the Law Enforcement Data System (which provides staff with an immediate report when police personnel run a PSRB client's name), and proactive discussions with treatment providers about individual risk factors such as medication changes or non-adherence, changes in mental status, violations of conditional release requirements, relapses, or other significant stressors.

One of the biggest decisions regularly facing the Board is revoking a client from conditional release. The Board must carefully examine whether the violation, disruptive behavior, or deterioration in mental health symptom would reasonably cause the client to present a substantial danger that necessitates a revocation and placement at the Oregon State Hospital. In 2021, the Board achieved the least number of revocations in its history, averaging 1.75 revocations per month (1 less than in 2019). Largely, we attribute this to the availability and our expertise on community resources as well as our strong partnerships with community providers, which enable the PSRB to explore the use of alternative interventions to revocation such as admission to intensive alcohol and drug residential programs; step-ups to licensed residential facilities, respite/crisis beds, local hospitalization; or use of OHA funding to engender additional supports and services. This is also significantly attributed to the availability of an acute crisis secure residential facility, that closed its doors in June 2022. In 2022, the Board averaged 2.25 revocations per month and it is likely that there will be more revocations in the future if valuable resources and services, such as the acute crisis secure residential facility, are not replaced.

Given that the majority of clients can be stabilized in the community settings, especially when there is early and swift intervention, the Board not only protects the public, but also saves taxpayer dollars when it considers alternatives to revocation. Clients also benefit from alternative interventions including, learning how to access the resources available in the community, maintaining their housing (especially given the status of the ongoing housing crisis) and other benefits; and minimizing the disruption to their lives. In addition, the use of an alternative intervention avoids unnecessary admissions to the State hospital, which are not only costly, but can exacerbate a client's decompensation and may necessitate an even longer period of hospitalization. Though occasional revocations are necessary, the Board will continue using all community interventions and consider revocation as a last resort. In

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addition, the Board's ability to avoid unnecessary revocation largely depends on the availability of community beds; therefore, it is critical that the legislature continue to fund mental health resources in the community, so the Board can continue to perform to the Legislature's expectation that the Board maintain 99% of its clients on conditional release.

Embedded within the Adult PSRB program is the Board's Restorative Justice Program. In 2017, Senate Bill 65 passed, providing the PSRB with the authority to develop a restorative justice program to assist the recovery of crime victims when a person is found guilty except for insanity of a crime or responsible except for insanity for an act. The legislation permits the Board to enter into a contract with a non-profit educational institution or other nonprofit organization with the ability to administer a restorative justice program. It also permits the Board to adopt rules to carry out the provisions of this section. To date and following several discussions with potential nonprofit organizations between 2018-2019, the Board has not been successful with establishing this program, primarily because of the lack of a funding mechanism for the nonprofit organization to be paid for this service. The Board does continue to actively coordinate with the Crime Victim Services Division of the Department of Justice as well as county victim assistance programs to meet the needs of victims or clients interested in pursuing restorative justice interventions.

Juvenile PSRB: Juveniles found Responsible Except for Insanity (REI)

Like the Board's Adult Panel, the Juvenile Panel is multi-disciplinary, with five members with the same professions as the Adult Panel, but with a required focus on juvenile experience, practice, and law. Its enabling statutes contemplate similar themes in terms of operation with mandated—but more frequent—hearings and required monitoring of youths placed in the community. The Juvenile Panel currently has three young persons under its jurisdiction, two of whom are on conditional release. The length of jurisdiction for these clients is the max length of the sentence for the offense committed up until they are 25 years of age. The Juvenile Panel has the same responsibilities to conduct hearings and monitor the youth on conditional release as the Adult Panel has for adults. Although there is a smaller population, the workload involved with these cases is much greater due to their voluminous exhibit files. For example, for a youth's initial hearing before the Board, the record contained an average of 120 exhibits. An adult hearing of the same type would usually require 18-20 exhibits. Case summaries prepared by staff for members of the Juvenile Panel average 33 pages in length (compare the average adult summary at 8-10 pages). The work involved in preparing these cases often is easily three times that of an adult case. Similar to the Adult Panel, the Juvenile Panel's primary purpose is to protect the public.

As described in the Board's program summary, the Juvenile Panel is a multi-disciplinary, five members that mirrors the professionals on the Adult Panel. The panel currently serves only three youth (only two as of April 2023) and has not had a new admission since 2020. Given the gradual decline of this program over the past decade, the Board plans to move forward with taking steps to officially sunset the program during the course of the 2023-25 biennium. This will entail extensive consultation with

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an array of stakeholders as well as the proposal for legislative change. The Board anticipates that such a proposal could be introduced as early as the legislative short session in 2024. The Board further anticipates that sunseting this program would result in a budget reduction.

Gun Relief

The 2009 session's HB 2853 contained two provisions that expanded the PSRB's duties. The bill set up PSRB's Gun Relief Program for persons with a "mental health determination;" the program began conducting hearings in 2011. In the short term, the Board's focus is to conduct fair and full hearings for its Gun Relief petitioners. The bill required the Board to provide Oregon State Police the names and dates of birth of persons found GEI and REI of an offense in Oregon over the preceding 20 years and who were therefore barred from possessing and/or purchasing firearms. The PSRB completed the required Records Reconciliation during the first half of the 2013- 2015 biennium. When an individual is prohibited from possessing or purchasing firearms due to a mental health adjudication, the PSRB gives the person's name to the Oregon State Police, which transmits the information to federal officials, who include the information in the national firearm-prohibited persons database (called "NICS"). Firearms sellers then query NICS to verify that a prospective gun purchaser may legally purchase. According to OSP, there are approximately 30,000 Oregon "mental health determinations" currently in the national database. In the future, the PSRB will submit names of new clients within 48 hours after the client is assigned to the Board. Since its inception, the PSRB has conducted 17 Gun Relief hearings. The Adult Panel currently conducts these hearings.

Civil Commitment

The 2013 Oregon Legislature assigned the Board responsibility for supervising and monitoring the civil commitments of those found to be "extremely dangerous persons with mental illness" under ORS 426.701 and 426.702. The statute authorizes district attorneys to petition the courts to initiate commitment proceedings for persons who have committed an extremely dangerous act and who continue to present a danger due to their mental illness. These persons may reside at Oregon State Hospital or be placed on conditional release in the community. The Board is required to hold periodic hearings for these clients in a manner similar to GEI and REI hearings and at a minimum of two hearings per 24-month commitment period. This commitment period may be extended indefinitely so long as the person continues to meet jurisdictional criteria. Since its inception, the Board has served 37 individuals, and there are currently 30 individuals under PSRB jurisdiction who were civilly committed under ORS 426.701 and 426.702, indicating a larger and growing caseload for the Board and its staff. Of the 30, seven are living in the community on conditional release. Current staffing can effectively manage this caseload; however, the workload has increased over time. During 2022, the Adult Panel held 35 hearings related to the civil commitment population.

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Sex Offender Classification, Reclassification, and Relief

ORS 163A.105, requires all PSRB sex offenders to be classified with a risk determination. The Board is in the process of classifying all current and former GEI clients required to register and has eliminated the classification backlog. As of January 2, 2019, the Board established, as required by this statute, a hearings process for registrants to request reclassification or relief from registration. Since that time, the Board has conducted one such hearing. Similar to ORS 426.701 and 426.702, it is too soon to determine the long-term demand for hearings under this law, but the Board believes it is sufficiently staffed and trained to efficiently manage the hearing demands during the 2023-25 biennium. The Adult Panel conducts the reclassification and relief hearings.

g. Program Justification and Link to Long-Term Outcomes

As a whole, the Board's programs fit squarely with the Governor's priorities related to reducing homelessness, improving access to mental health and addiction services, and ensuring the youth it serves have access to education. The Board's ultimate mission is to protect the public. Working rigorously with its partners, the Board's role is crucial to the development, approval and oversight of its clients' conditional release plans. By virtue of their jurisdiction, these are clients who have a history and future likelihood of substantial danger to the public when their mental health deteriorates. The Board's oversight ensures that conditional release plans are developed using recognized principles of risk assessment, clinical recommendations, and person-centered care to enhance public safety, address victim safety and concerns, and ensure the clients under the Board's jurisdiction can access the necessary services required to achieve long-term recovery. Amid a crisis, the Board responds in real-time, 24-hours a day, taking swift action by supporting and coordinating community providers, local hospitals, and law enforcement to implement interventions that are both trauma-informed and maintain community safety. The Board also supports community providers by addressing early warning signs of mental health deterioration in an effort to mitigate crises and, therefore, use of more expensive interventions. The Board's role not only supports the clients it serves and public safety; it saves taxpayers from paying for costly stays at the Oregon State Hospital and ensures effective management of scarce resources. In addition, the Board's Gun Relief and Sex Offender Reclassification and Relief programs ensure due process to citizens whose rights were restricted or terminated by virtue of a significant mental health crisis and enhance public safety by maintaining appropriate restrictions or requirements where a danger to self or others persists.

The Board, in partnership with the Oregon State Hospital, county behavioral health, and local community-based mental health providers, integrates vocational and educational training into conditional release planning as appropriate. Most clients on conditional release are required to engage in 20 hours of structured time, which might include treatment in the early stages of conditional release, but eventually corresponds to engagement in employment, volunteering, or educational opportunities.

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Supported employment and supported education-types of programs are highly encouraged to empower clients and equip them with the skills necessary to meaningfully connect and participate in their communities.

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h. Program Performance

The PSRB initially established its key performance measures in 1992 when the State first required implementation of this concept. During that process, the Board developed its mission statement, which it amended in 2014 to better reflect its current responsibilities and practices. From the original mission statement, the Board created six performance measures to gauge its success in achieving its mission. Three of the measures were designed to demonstrate the Board's effectiveness; the other three were to reflect its efficiency. Further, although the PSRB is consolidated into one program unit, there are five distinct arenas within it. The first two are Adult GEI and Juvenile REI operations, each of which has two elements: holding hearings and monitoring those on conditional release. The Board ensured that there were outcomes relating to both of those functions and tracked and used that data on a quarterly basis through the end of the 2015-2017 biennium. Because meaningful statistical comparisons became impossible with so few remaining juvenile clients, the 2017 Legislature eliminated the KPM for the Juvenile Panel, beginning with the 2017-2019 biennium.

When performance measures became an integral part of the State's budgetary process in 2001, the agency reviewed its mission statement to identify the key measures and intermediate goals it wanted to meet and report. In so doing, the Board noted its fundamental mission and goals had changed little since 1992, so the performance measures developed then remain in effect. The Board members most recently reviewed their key performance measures in February 2020 and found that they continue to effectively capture the Board's core responsibilities. Each measures the Board's progress towards achieving its goals and is based on accurate and reliable data as the agency independently collects the necessary data on a monthly basis.

KPM #1: Recidivism

Since 2011, the Psychiatric Security Review Board (PSRB) has tracked the recidivism rate of adults and juveniles adjudicated GEI and REI, respectively. The recidivism rate reflects the number of individuals under PSRB supervision and on conditional release who are convicted or found GEI of a new felony or misdemeanor within a calendar year. Lower recidivism rates indicate a higher level of public safety associated with the PSRB's conditional release program. The PSRB's recidivism rate offers the legislature and the public assurance that individuals under the Board's jurisdiction are being safely managed in the community setting.

In 2019, the PSRB re-examined its definition of recidivism and the way in which it tracks and reports this data. The PSRB consulted and entered into an inter-agency agreement with the Criminal Justice Commission (CJC) for that data. Using their expertise in analyzing and reporting recidivism for other criminal justice agencies, the CJC developed a method to collect raw PSRB data more widely and efficiently, to help corroborate past calculations of recidivism. The PSRB will continue to use this methodology to calculate its future recidivism rates.

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Considering potentially fluctuating numbers, the PSRB reports two measures of recidivism that are subsequently confirmed by the CJC method. One measure is based on the number of new felony or misdemeanor convictions that occurred in a specific calendar year. Due to the single-digit number of juveniles under the PSRB for the past several years, the PSRB combines adult and juvenile insanity acquitees into the same analysis, yielding a 0.00% recidivism rate for 2021, the Board's last full reporting year. The second and more robust measure is a cumulative average recidivism rate: the sum of the PSRB's known annual percentage rates (currently 2011-2021) divided by the number of years included in that sum (currently 11) yielding a 0.61% cumulative recidivism rate.

KPM #2: Timeliness of Hearings

This measure comes from the 2022 calendar year and represents that the Board's 341 adult GEI full hearings took place on time 99.71% of the time. One hearing was held one month late due to victim availability. Although no longer a Key Performance Measure, the Board's four juvenile hearings took place on time 100% of the time during 2022.

During the start of the COVID-19 pandemic in March 2020, the PSRB successfully transitioned from in-person hearings to full-time remote hearings with little notice. The PSRB has continued the practice of holding all hearings by remote means and adopted an administrative rule at the end of December 2021, effective January 2022, that all hearings remain remote unless there is a basis for in-person attendance that cannot be accommodated by remote means. The PSRB has done an exceptional job adjusting to this significant change in practice and has continued to strive to meet the target of 98% for hearing timeliness for adult hearings and exceeding the 97% goal for juvenile hearings.

KPM #3: Maintenance of Released Clients

The Board has met this goal consistently over the years, maintaining adult clients on conditional release at a minimum rate of 99% every year. In 2022, the Board averaged nearly 372 GEI clients on conditional release each month with a maintenance rate of 99.4%, exceeding its 99% goal under which there is little margin for error. In 2022, the Board had two juvenile clients on conditional release and maintained each of them in that status for every month of the year, resulting in a 100% maintenance rate on a 97% goal. Occasionally, a revocation is a necessary measure to keep the public safe; however, the PSRB continues to partner proactively with our community treatment providers to anticipate and intervene in a timely fashion and in the least restrictive way possible to stabilize the client while ensuring public safety.

KPM #4: Customer Service

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The PSRB's overall score on its last customer service survey (reported for the 2022 cycle) was 91.67%% with 63 responses, six of which identified as clients; zero of which identified as victims; one of which identified as an attorney; 33 of which identified as case managers; and 18 identified as "other" or did not list an affiliation. Notably, in 2019 PSRB began surveying its clients, victims and attorneys more consistently, enclosing customer service surveys with all Board orders, regardless of outcome. Given that some significant portion of the Board's clients are either unhappy generally with the PSRB or were unhappy with the decision memorialized in the order, there is a certain degree to which it is reasonable to expect negative responses. In addition, given the Board scheduled 482 hearings and held countless other meetings and trainings during 2022, but only received a response rate of 63 surveys, the Board regards this survey as a poor indicator of how well it is actually performing. Future ways to achieve more accurate numbers include parsing out the data per affiliation with the PSRB. In addition, the agency will continue to explore opportunities to maximize the dissemination of and access to this survey.

KPM #5: Best Practices

The Psychiatric Security Review Board compiles and reports this performance measure on a biennial basis, surveying the Board in the fall of each even-numbered year. Starting in 2021, the Board began reporting this performance measure on an annual basis. The Board reached its goal on this performance measure in 2016, 2018, 2020, and 2021. As of this 2022 survey, PSRB performance on this measure exceeded its 95% goal with 100%. The Board's values, as outlined in its strategic plan, include due process, research, and partnership, all three of which enhance the Board's ability to develop and adhere to best practices. As in past years, the Board is unaware of any comparable public or private industry standards to which to compare these results. Irrespective of the unavailability of comparable agencies, 100% would compare favorably with any similar organizations subject to the same Key Performance Measure.

- i. Enabling Legislation/Program Authorization: The Board is not mandated by the U.S. Constitution, Oregon Constitution or Federal Law.
- j. Funding Steams: The Board is only funded by the General Fund.
- k. Funding Proposal Relative to 2021-23: The 2023-25 funding proposal increases the Current Service Level of agency operations. As explained in detail in the agency policy option packages, the requests for funding increases are associated with technological support, enhancements, and cyber-security. The Board anticipates that technological enhancements will solve a variety of administrative inefficiencies, enhance data collection, improve program outcomes and measure the Board's long-term effectiveness on public safety and sustained recovery for the persons who are discharged from Board jurisdiction. The Board expects up-front investments to enhance cyber-security and improve efficiencies and the program as a whole, resulting in reduced

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FTE in the future and improved key performance measures.

3. PROGRAM UNIT NARRATIVE

The PSRB is a General Fund agency with no external revenue streams. For the 2021-23 biennium, the Legislature allotted the Board twelve FTE: an executive director; an operations and policy analyst; a research analyst; three paralegals; four administrative specialists; an office specialist; and an executive support specialist. In addition, there are 10 Board members that make up the Adult and Juvenile Panels. The Adult Panel, by statute, is multi-disciplinary panel, comprised of five members: a member of the general public, one psychiatrist and one psychologist experienced in the criminal justice system, an experienced parole/probation officer and an attorney with criminal trial experience. The Juvenile Panel mirrors the Adult Panel, but with an emphasis on experience working with youth. The Board is paid in accordance with ORS 161.385 for all days they engage in official business. All but one staff member is involved in communicating on a daily basis with clients, case managers, hospital staff, law enforcement personnel, and the public regarding hearings, conditional release planning, and oversight. The Board does not interact with any of the clients it serves outside of the hearings forum and primarily interacts with the public through its executive director.

The following serves to provide decision-makers with further explanations and insights—specifically into fiscal matters—into the Board’s operations and potential funding needs:

- Remote Hearings: With the onset of the COVID-19 pandemic, the agency was forced to quickly transition from holding its hearings in person to holding them remotely. The transition to remote hearings provided the agency, stakeholders/partners, victims, clients, and the public with a variety of fiscal and other benefits to such an extent that the Board formally changed its administrative rules to reflect that all hearings, with minimal exception, will now be held remotely. In terms of the fiscal impact, this change eliminates the need for funding for an agency car, the costs associated with parking/driving/maintenance with that car, the mileage reimbursement to Board and staff members to travel for hearings, and the costs associated with parking validation for the Board, witnesses and victims on hearings days. This change also provides significant savings to the Oregon State Hospital since they no longer need to provide security and other staffing for the purposes of the Board hearings that were held weekly on the OSH campus.
- Remote Work: While COVID-19 ultimately had little impact on agency operations and meeting performance measures, it did have a significant fiscal impact related to supporting staff to work remotely that were not offset by the savings associated with the remote hearings transition. It is anticipated that these increased costs will remain indefinitely, particularly given the State’s launch of “Work Reimagined,” which highlights and encourages the ability for state employees to work remotely. Accordingly, the PSRB adopted new policies and procedures to enhance the ability for staff to work remotely. Costs associated with this change are largely related to ensuring staff have the technology and equipment necessary to work from home. As policies and procedures regarding remote

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work evolve, there may be additional costs associated with supporting this model (e.g., agency cell phones for multi-factor authentication, ergonomic office equipment).

- Technology Needs: The agency anticipates some funding needs associated with its strategic goal to invest in software that increases efficiencies, uses secure and electronic storage and communications, and reduces waste this biennium. A summary of highlighted issues is presented here:
 - Cloud-Based Transition: In 2019, the agency procured a contract for services with ORMS (Oregon Records Management Solution), which increased costs by \$620 per month. Minimal progress has been made related to making full use of this system (e.g., scanning in archives and active paper files) due to staffing limitations and higher agency priorities. The agency is seriously considering contracting with an outside entity to scan all paper files into ORMS rather than use internal staff or hire a temporary staff due to the sheer enormity of paper-files it has, including archive client files that are under a 120-year retention schedule. The agency was recently quoted that such a project would cost approximately \$163,000. Given the office relocating by June 2023 and the reduction of moving costs if files could be scanned and uploaded prior to such move, the agency utilized \$85,000 of current funds to procure this service and scan archived documents located on-site. The agency intends to continue scanning archived records stored at the Secretary of State's Archives Division during the 2023-25 biennium.
 - File-Sharing Software: The agency unexpectedly lost access to its file sharing system, DocMall in November 2021 due to the parent company's decision to eliminate the product. Upon receiving notice of that decision in early 2021 through June 2022, the agency faced several barriers and setbacks toward procuring a contract to replace this necessary resource; however, can now report that a contract has been signed with File Cloud (administered by Web Services) and the training and implementation phase began in August 2022 with a planned launch of April 1, 2023. This change has minimal fiscal impact as the service is cheaper than DocMall and is anticipated to be approximately \$2700 per biennium.
 - Replacement of ACCESS Database: The agency continues to actively explore a potential placement for its case management system, which is maintained using Microsoft ACCESS. The agency continues to consult with EIS and other state agencies regarding the possibilities, but has not yet identified another vendor; therefore, is not able to propose a plan or predict the associated costs at this time.
- Lease Term: The Board leases a property in Downtown Portland. This location was originally selected because it provided an opportunity for clients on conditional release to attend hearings before the Board in-person and can be easily accessed by clients and a variety of stakeholders via public transportation. The Board secured its lease for the property in 2012, following the economic downturn in 2009 and negotiated a relatively low rent. Over the past ten years, the Board explored the costs associated with moving

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the agency and it was confirmed that the rent being paid was well below the market price. With the end of the lease approaching in December 2022 and the changes to remote hearings and remote work, agency leadership began to examine the fiscal impact of re-negotiating its lease versus moving the agency's office space. Although there would be costs associated with moving to and building out a new office space, it is the agency's belief that the benefits of relocating the office outweigh the benefits of renewing the current lease. The agency presently occupies an office that is approximately 3,672 square feet and is in the final stages of securing a new lease with an office space that is closer to 3,000 square feet, which will presumably be less costly over time. A reduction in office space is consistent with the agency's expansion of remote work, transition to remote hearings, and anticipated progress toward decreasing paper-based and increasing cloud-based operations. An additional benefit to relocation is increased psychological safety for staff, many of whom have reported incidents of harassment and trauma that occurs in the surrounding areas of the office, which is in downtown Portland, while coming to or leaving work or while on their breaks. Relocating will also provide access to free parking (while remaining accessible to public transportation).

- Proposed Laws that Apply to the Program Unit: In 2010, Senator Floyd Prozanski established a Senate Judiciary workgroup to address an array of issues involving the PSRB and related stakeholders. The outcome of that workgroup was a comprehensive [report](#) that included discussion of these issues from a variety of perspectives and potential areas for change. Three legislative changes were proposed in [SB 200](#), [SB 205](#), and [SB 206](#) as a result of the workgroup and passed during the 2021 legislative session. None of these changes resulted in a significant fiscal impact to the agency. The [final report](#) was published in December 2021 and serves as a reference for potential future changes.

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4. ESSENTIAL AND POLICY PACKAGE NARRATIVE AND FISCAL IMPACT STATEMENT SUMMARY

a. Package Narrative: Essential Package 100: Transition to DAS IT

Purpose: The Psychiatric Security Review Board requests \$117,500.00 in funding above our current service level for the 2023-2025 biennium. If granted, the agency plans to use these funds to transition their information technology (IT) support to the Department of Administrative Services Information Technology program (DAS IT) and meet the goals outlined in initiative #6 of the agency's strategic plan.

The agency does not current have sufficient IT support to manage the IT needs of the 12 FTE positions, 10 Board members, and five program areas. The Board oversees approximately 650 persons under the jurisdiction of the Board for being found by the court to be "guilty except for insanity" (GEI), "responsible except for insanity (REI), or found to be an "extremely dangerous person with mental illness" and civilly committed to the jurisdiction of the Board. The Board also oversees the gun rights restoration program for individuals who have a mental health adjudication in the state of Oregon as well as the sex offender classification and reclassification program for individuals who successfully asserted the GEI defense and are required to register as a sex offender.

In 2002 the agency's IT support was originally incorporated into the job duties of an Administrative Specialist 2 (AS2), when the support consisted primarily of basic software and/or hardware support. At that time the agency had four FTE positions and five Board members. The agency provided paper exhibit files to parties for hearings, utilized one Microsoft Access database, had an in-house file serve, managed two agency email addresses, and no agency-issued cellular phones. In 2011 the legislature approved adding a full-time Research Analyst 2 (RA2) to the agency staff, at which point the AS2 who was previously performing the IT duties was promoted. The RA2 position was intended to be a hybrid position with IT tasks taking up approximately 35% of their time.

The agency began utilizing an offsite contracted vendor, Cascade Computer Maintenance (Cascade), authorized through a DAS procured state contract, to help manage our IT needs. The agency enjoyed a good partnership with Cascade for several years, however, over the past three years, the agency began to examine whether Cascade's services were comprehensive enough to cover our growing IT demands. The agency has observed a significant increase in IT support needs that the RA2 had to cover due to the inability of Cascade to complete required tasks. These duties have increased dramatically since the beginning of the COVID-19 pandemic in March 2020. These duties include, but are not limited to, an increase in surveys, assignments, duties, and expectations from DAS EIS, reviewing and assessing multiple cyber security email alerts each day, the agency's migration to Microsoft Office 365 under the state tenet, transitioning 10 FTE staff and all Board members to remote work, and moving all agency hearings before the board to an online platform when they were previously in-person. In addition, agency leadership were further

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alerted to basic IT services that Cascade could not provide including creating new user accounts, downloading and updating software, responding to immediate issues that arise, and accessing state systems to push required updates. All these duties required that an agency staff member assist them in coordinating IT support with DAS EIS as they could not access state IT interfaces. The agency's IT support vendor did not support the agency's cellular phones. DAS EIS had also identified several security vulnerabilities that IT support vendor was unable to resolve and which were not a covered service in the state contract.

The agency's concerns grew further in June 2021 when the agency received the results of a Cybersecurity Assessment, conducted by Enterprise Information Services, indicating the agency is falling short on achieving the Enterprise Goal of 40% in its implementation of the Center for Internet Security Basic 6 Controls, coming in at just 12%.

Due to these significant IT concerns and needs, the agency consulted with its DAS EIS Senior IT Portfolio Manager, and she recommended the agency explore partnering with DAS IT, as there was not a current contract available with another vendor that could meet our needs. Although significantly more expensive than Cascade, it was clear through our initial meetings with DAS-IT in September 2021 that they could provide the agency the support it required, and they are particularly well-versed in providing support related to the CIS Basic 6 Controls. However, DAS-IT was deemed to be even more cost-prohibitive than expected, particularly because they were unable to support the computer systems that the agency was currently using. The agency considered purchasing new computers; however, the current computer systems were relatively new, and the agency did not have a surplus to cover the costs of new computers for all staff and Board members. In addition, it was not clear that DAS-IT would be able to support the agency's ten, part-time Board members and their computer systems. Therefore, in consultation with CFO and LFO, the agency determined that it would postpone this transition and would submit a policy option package for consideration in its 2023-25 agency requested budget, and if approved, the transition would take place in July 2023.

How Achieved: In June 2022, the agency was informed that Cascade was ending their state contract as of June 2022 (i.e., a three-week notice was provided). The agency was forced to scramble and explore potential solutions that could be executed immediately. Following consultation with its DAS EIS Senior IT Portfolio Manager, agency leadership determined the best course of action was to renew discussions with DAS-IT. Following those discussions, the agency determined that a transition to DAS-IT during the current biennium was urgent and necessary. The agency has determined it will need to request additional funding through an emergency board meeting in the coming months to cover the costs of this transition. The agency notes that it was able to mitigate some costs by negotiating maintaining its current computer systems, which DAS-IT generously agreed to do. In addition, DAS-IT generously agreed to experiment with its IT support for the agency's Board members until a longer-term solution could be identified. The agency fully transitioned all IT support to DAS-IT in August 2022, well before the commencement of the 2023-25 biennium.

Staffing Impact: This change does not require any position or full-time equivalents.

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Quantifying Results:

- RA2 can refocus on primary duties of statistical tracking, research, and analysis of clients both currently and formerly under the Board's jurisdiction. These core job duties have not been fully met due to the inordinate amount of time the RA2 has needed to spend focused on IT demands.
- RA2 can begin work on initiatives associated with the agency's strategic goal (6.5) to establish partnerships with academic or other institutions to expand opportunities for data analysis and system improvements.
- Selected highlighted results provided by DAS-IT:
 - Enhanced cybersecurity that is aligned with enterprise expectations.
 - Ensured IT support in the case of a cyber-security attack
 - .Device setup - Deployment and configurations of new desktop, laptop, tablet, or printers
 - Workstation moves and transfers.
 - Staff onboarding and delivering requested computing devices/IT resources to ensure staff are ready their first day of employment.
 - Service desk and field technicians.
 - Software and hardware management, to include installing and upgrading applications, patches, and hardware upgrades.

Revenue Source: General Fund

- b. Essential and Policy Package Fiscal Impact Summary: See BPR013 at the end of this section.
- c. Policy packages involving IT projects/initiatives: N/A

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a. Package Narrative: Essential Package 102: New Position: ISS4

Purpose: The Psychiatric Security Review Board requests \$279,679 in funding above our current service level for the 2023-2025 biennium. If granted, the agency plans to use these funds to hire a full-time Information Systems Specialist 4 (ISS4) to support the agency in meeting the goals outlined in initiative #6 of the agency's strategic plan, which include overseeing technology updates that will streamline Board processes, reduce the administrative burden associated with submitting documentation to the Board, and increase opportunities to collect and analyze program data.

The agency does not current have sufficient IT support to manage the IT needs of the 12 FTE positions, 10 Board members, and five program areas. The Board oversees approximately 650 persons under the jurisdiction of the Board for being found by the court to be "guilty except for insanity" (GEI), "responsible except for insanity (REI), or found to be an "extremely dangerous person with mental illness" and civilly committed to the jurisdiction of the Board. The Board also oversees the gun rights restoration program for individuals who have a mental health adjudication in the state of Oregon as well as the sex offender classification and reclassification program for individuals who successfully asserted the GEI defense and are required to register as a sex offender.

In 2002 the agency's IT support was originally incorporated into the job duties of an Administrative Specialist 2 (AS2), when the support consisted primarily of basic software and/or hardware support. At that time the agency had four FTE positions and five Board members. The agency provided paper exhibit files to parties for hearings, utilized one Microsoft Access database, had an in-house file serve, managed two agency email addresses, and no agency-issued cellular phones. In 2011 the legislature approved adding a full-time Research Analyst 2 (RA2) to the agency staff, at which point the AS2 who was previously performing the IT duties was promoted. The RA2 position was intended to be a hybrid position with IT tasks taking up approximately 35% of their time.

The agency began utilizing an offsite contracted vendor (Cascade Computer Maintenance), authorized through a DAS procured state contract, to help manage our IT needs. The agency enjoyed a good partnership with Cascade for several years, however, over the past three years, the agency began to examine whether Cascade's services were comprehensive enough to cover our growing IT demands. The agency has observed a significant increase in IT support needs that the RA2 had to cover due to the inability of Cascade to complete required tasks. These duties have increased dramatically since the beginning of the COVID-19 pandemic in March 2020. These duties include, but are not limited to, an increase in audits, assignments, duties, and expectations from DAS EIS, reviewing and assessing multiple cyber security email alerts each day, the agency's migration to Microsoft Office 365 under the state tenet, transitioning 10 FTE staff and all Board members to remote work, and moving all agency hearings before the board to an online platform when they were previously in-person. In addition, agency leadership were further alerted to basic IT services that Cascade could not provide including creating new user accounts, downloading and updating software, responding to

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immediate issues that arise, accessing state systems to push required updates. All these duties required that an agency staff member assist them in coordinating IT support with DAS EIS as they could not access state IT interfaces. The agency's IT support vendor did not support the agency's cellular phones. DAS EIS had also identified several security vulnerabilities that IT support vendor was unable to resolve, and which were not a covered service is the state contract.

The agency's concerns grew further in June 2021 when the agency received the results of a Cybersecurity Assessment, conducted by Enterprise Information Services, indicating the agency is falling short on achieving the Enterprise Goal of 40% in its implementation of the Center for Internet Security Basic 6 Controls at just 12%.

The agency's solution to several of the above-described concerns is to request funding to transition to DAS-IT services. Additional information regarding that POP is provided in Essential Package 100: Transition to DAS IT. However, there are several additional IT needs that DAS-IT cannot handle, including long-term IT support for the agency's ten Board members, and other duties outlined in the Justification Memo submitted to DAS Classification and Compensation (DAS CC). The agency believes and DAS CC agrees that these additional duties could be handled internally by a 1.0 FTE ISS4. DAS CC formally approved this position on July 27, 2022 in the Classification Review memo. Those duties are further detailed in the position description that follows this budget narrative. Notably, DAS CC was informed that the agency was transitioning to DAS-IT.

How Achieved: If approved, the agency plans to begin recruiting for the ISS4 in June 2023 and hiring for the position no sooner than July 2023.

Staffing Impact: This change does not require any position or full-time equivalents.

Quantifying Results: Hiring an ISS4 to perform the job duties outlined in the position description.

Revenue Source: General Fund

- b. Essential and Policy Package Fiscal Impact Summary: See BPR013 at the end of this section.
- c. Policy packages involving IT projects/initiatives: N/A

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Psychiatric Security Review Board
Pkg: 010 - Vacancy Factor and Non-ORPICS Personal Services

Cross Reference Name: General Program
Cross Reference Number: 39900-010-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	(2,135)	-	-	-	-	-	(2,135)
Total Revenues	(\$2,135)	-	-	-	-	-	(\$2,135)
Personal Services							
Pension Obligation Bond	(2,454)	-	-	-	-	-	(2,454)
Mass Transit Tax	319	-	-	-	-	-	319
Total Personal Services	(\$2,135)	-	-	-	-	-	(\$2,135)
Total Expenditures							
Total Expenditures	(2,135)	-	-	-	-	-	(2,135)
Total Expenditures	(\$2,135)	-	-	-	-	-	(\$2,135)
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Psychiatric Security Review Board
Pkg: 031 - Standard Inflation

Cross Reference Name: General Program
Cross Reference Number: 39900-010-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	178,153	-	-	-	-	-	178,153
Total Revenues	\$178,153	-	-	-	-	-	\$178,153
Services & Supplies							
Instate Travel	1,244	-	-	-	-	-	1,244
Out of State Travel	160	-	-	-	-	-	160
Employee Training	541	-	-	-	-	-	541
Office Expenses	2,304	-	-	-	-	-	2,304
Telecommunications	2,747	-	-	-	-	-	2,747
State Gov. Service Charges	125,848	-	-	-	-	-	125,848
Data Processing	1,073	-	-	-	-	-	1,073
Publicity and Publications	36	-	-	-	-	-	36
Professional Services	3,066	-	-	-	-	-	3,066
IT Professional Services	707	-	-	-	-	-	707
Attorney General	27,205	-	-	-	-	-	27,205
Employee Recruitment and Develop	169	-	-	-	-	-	169
Dues and Subscriptions	212	-	-	-	-	-	212
Facilities Rental and Taxes	6,314	-	-	-	-	-	6,314
Agency Program Related S and S	138	-	-	-	-	-	138
Other Services and Supplies	3,457	-	-	-	-	-	3,457
Expendable Prop 250 - 5000	1,563	-	-	-	-	-	1,563
IT Expendable Property	1,369	-	-	-	-	-	1,369
Total Services & Supplies	\$178,153	-	-	-	-	-	\$178,153

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Psychiatric Security Review Board
Pkg: 031 - Standard Inflation

Cross Reference Name: General Program
Cross Reference Number: 39900-010-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Total Expenditures							
Total Expenditures	178,153	-	-	-	-	-	178,153
Total Expenditures	\$178,153	-	-	-	-	-	\$178,153
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Psychiatric Security Review Board
Pkg: 092 - Statewide AG Adjustment

Cross Reference Name: General Program
Cross Reference Number: 39900-010-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	(8,370)	-	-	-	-	-	(8,370)
Total Revenues	(\$8,370)	-	-	-	-	-	(\$8,370)
Services & Supplies							
Attorney General	(8,370)	-	-	-	-	-	(8,370)
Total Services & Supplies	(\$8,370)	-	-	-	-	-	(\$8,370)
Total Expenditures							
Total Expenditures	(8,370)	-	-	-	-	-	(8,370)
Total Expenditures	(\$8,370)	-	-	-	-	-	(\$8,370)
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Psychiatric Security Review Board
Pkg: 093 - Statewide Adjustment DAS Chgs

Cross Reference Name: General Program
Cross Reference Number: 39900-010-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	(138,863)	-	-	-	-	-	(138,863)
Total Revenues	(\$138,863)	-	-	-	-	-	(\$138,863)
Services & Supplies							
Office Expenses	(4)	-	-	-	-	-	(4)
State Gov. Service Charges	(128,366)	-	-	-	-	-	(128,366)
Data Processing	(1,265)	-	-	-	-	-	(1,265)
Other Services and Supplies	(9,228)	-	-	-	-	-	(9,228)
Total Services & Supplies	(\$138,863)	-	-	-	-	-	(\$138,863)
Total Expenditures							
Total Expenditures	(138,863)	-	-	-	-	-	(138,863)
Total Expenditures	(\$138,863)	-	-	-	-	-	(\$138,863)
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Psychiatric Security Review Board
Pkg: 100 - Transition to DAS IT

Cross Reference Name: General Program
Cross Reference Number: 39900-010-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	118,500	-	-	-	-	-	118,500
Total Revenues	\$118,500	-	-	-	-	-	\$118,500
Services & Supplies							
Data Processing	118,500	-	-	-	-	-	118,500
Total Services & Supplies	\$118,500	-	-	-	-	-	\$118,500
Total Expenditures							
Total Expenditures	118,500	-	-	-	-	-	118,500
Total Expenditures	\$118,500	-	-	-	-	-	\$118,500
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Psychiatric Security Review Board
Pkg: 102 - New Position: ISS4

Cross Reference Name: General Program
Cross Reference Number: 39900-010-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	219,679	-	-	-	-	-	219,679
Total Revenues	\$219,679	-	-	-	-	-	\$219,679
Personal Services							
Class/Unclass Sal. and Per Diem	125,040	-	-	-	-	-	125,040
Empl. Rel. Bd. Assessments	53	-	-	-	-	-	53
Public Employees' Retire Cont	22,407	-	-	-	-	-	22,407
Social Security Taxes	9,566	-	-	-	-	-	9,566
Paid Family Medical Leave Insurance	500	-	-	-	-	-	500
Worker's Comp. Assess. (WCD)	46	-	-	-	-	-	46
Mass Transit Tax	750	-	-	-	-	-	750
Flexible Benefits	39,600	-	-	-	-	-	39,600
Total Personal Services	\$197,962	-	-	-	-	-	\$197,962
Services & Supplies							
Instate Travel	322	-	-	-	-	-	322
Employee Training	1,614	-	-	-	-	-	1,614
Office Expenses	2,032	-	-	-	-	-	2,032
Telecommunications	3,793	-	-	-	-	-	3,793
Data Processing	478	-	-	-	-	-	478
Publicity and Publications	239	-	-	-	-	-	239
Employee Recruitment and Develop	239	-	-	-	-	-	239
Dues and Subscriptions	239	-	-	-	-	-	239
Other Services and Supplies	10,261	-	-	-	-	-	10,261

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Psychiatric Security Review Board
Pkg: 102 - New Position: ISS4

Cross Reference Name: General Program
Cross Reference Number: 39900-010-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Expendable Prop 250 - 5000	2,500	-	-	-	-	-	2,500
Total Services & Supplies	\$21,717	-	-	-	-	-	\$21,717
Total Expenditures							
Total Expenditures	219,679	-	-	-	-	-	219,679
Total Expenditures	\$219,679	-	-	-	-	-	\$219,679
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-
Total Positions							
Total Positions							1
Total Positions	-	-	-	-	-	-	1
Total FTE							
Total FTE							1.00
Total FTE	-	-	-	-	-	-	1.00

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Oregon

Kate Brown, Governor

Psychiatric Security Review Board

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MEMORANDUM

To: SABRS Coordinator

From: Mandy Standiford, PSRB Deputy Director

Date: May 18, 2022

Subject: Request for Non-Budgeted ISS4 Position

Problem Definition – What has changes since the Legislatively Adopted Budget was last approved?

In 2002 the PSRB's IT support was originally incorporated into the job duties of an Administrative Specialist 2 (AS2), when the support consisted primarily of basic software and/or hardware support. At that time the PSRB had four FTE positions and five Board members. The PSRB provided paper exhibit files to parties for hearings and only utilized one Microsoft Access database and an in-house file server. There were only two agency email addresses at this time and no agency issued cellular phones. The PSRB oversaw persons found to be "guilty except for insanity" (GEI) and was not responsible for any other program areas. Today, the PSRB oversees five program areas, has a fulltime staff of 12 positions, and supports ten Board members. The IT needs are now supported by the PSRB's Research Analyst 2 (RA2) position.

The PSRB has been utilizing an offsite contracted vendor, authorized through DAS procurement to help manage its IT needs. The PSRB's current IT support vendor does not support the PSRB's ongoing helpdesk needs (e.g., creating new user accounts, downloading software, etc.), respond to immediate issues that arise, lacks access to state systems to push required updates, and requires that a PSRB staff member assist them in coordinating IT support with DAS EIS as they cannot access CoreView. The PSRB's IT support vendor does not support the PSRB's cellular phones. DAS EIS CSS has also identified a number of security vulnerabilities that our contract vendor has been unable to correct as well as other items not covered in the state's price agreement with the vendor.

The PSRB has seen a significant increase in IT support needs that the RA2 has had to cover, increasing dramatically since the beginning of the COVID-19 pandemic in March 2020. These duties include, but not limited to:

- Increase in audits, assignments, duties, and expectations from DAS EIS.
- Serving as the agency's Open Data Coordinator with DAS EIS.

- Moving to Tenable.
- Reviewing and assessing multiple cyber security email alerts each day.
- Transitioning 10 FTE staff to hybrid remote work.
- Implementing state security protocols around remote work.
- Agency migration to M365.
- Maintaining agency users in the active directory, CoreView (the state's Microsoft licensing and multifactor authentication portal), Adobe Acrobat licensing portal.
- Increase in hardware and software needing to be monitored with remote work, including cellular phones.
- Microsoft Access database management.
- IT systems project management.
- Serving as the Law Enforcement Data System's (LEDS) agency representative.
- Serving as the Criminal Justice Information System's (CJIS) local agency security officer (LASO).
- Serving as the PSRB's information security officer.
- Managing the PSRB's electronic records in the Oregon Records Management System (ORMS).
- Procuring and serving as the subject matter expert on software to replace the agency's multiple Microsoft Access databases.
- Procuring and implementing a CJIS-compliant cloud-based file sharing service to be used by the PSRB, OHA/OSH, and community partners across the state.
- Ensuring that there are no IT issues that would prohibit conducting all PSRB hearings remotely.

This significant increase in IT duties has resulted in the RA2's primary duties of should statistical tracking, research, and analysis of clients both currently and formerly under the Board's jurisdiction not being consistently managed.

Through conversations with the PSRB's RA2 I have found that the RA2 spends a majority of their time researching how to identify and solve problems as they arise. The RA2 does not have the background or experience to be regularly managing the PSRB's current IT needs and their position description does not cover the amount of IT duties and responsibilities that has been given to them. The RA2 has done an excellent job in their attempts to keep the PSRB up to date on security requirements through independent study, but the task is too large to take on without significant training.

Alternatives considered, such as reducing duties, work out of class, and any other alternatives

The PSRB is currently paying our RA2 as a 5% work out of class ISS3, effective from 07/01/21 through 06/30/22. The RA2 continuing to cover the PSRB's IT needs is no longer sustainable. The RA2 has been required to flex their schedule on a regular basis to provide IT coverage outside of their regular working hours. The RA2 is also unable to complete their primary job duties, including working with the Oregon Criminal Justice Commission (CJC) to track client recidivism post-PSRB jurisdiction, as the immediate IT responsibilities take up almost 100% of the RA2's time. In May 2022 the RA2 had to take leave for most of the month due to a personal

health concern that will likely result in ongoing absences that will impact their ability to be an immediate support when IT concerns arise. This has resulted in all agency IT concerns and CJIS communication needs falling to me.

In January 2022 the PSRB explored contracting with DAS IT, but they are unable to meet our immediate IT needs and would require an entire PC replacement for all staff, despite the PSRB purchasing new computers last year, as they are not compatible with DAS IT's needs. The contract would also not cover the PSRB's 10 Board members and their IT needs.

Proposed Solution

The PSRB is requesting to hire one full-time, limited duration, non-budgeted ISS4 position. The PSRB will be requesting that this position be made permanent through a policy option package in the 2023-25 agency requested budget.

Expected Outcomes

The ISS4 will have the training and experience to ensure that the PSRB maintains compliance with CJIS, maintain the security requirements mandated by DAS EIS CSS, and ensure that all the agency's IT needs are being met daily to ensure that there is no interruption or undue delay in meeting the PSRB's mission. The ISS4 will also serve as the PSRB's IT project manager as we transition from Microsoft Access to a supported web-based solution.

How does this action fit with the agency's long-range, strategic staffing plan?

The PSRB began utilizing remote hearings in response to the Covid-19 pandemic in 2020. Since that time the PSRB has identified many benefits to remote hearings, such as cost-savings, ease of access and less disruption to persons under the Board's jurisdiction, community providers, state hospital staff, and victims. The PSRB will be moving forward with continuing to conduct all hearings remotely and will not be resuming in-person hearings, except for specific circumstances. This, coupled with an increasingly remote workload and an increase in IT security requirements requires that the PSRB employ a full-time ISS4 position to ensure that we continue to be efficient in meeting the needs of interested parties, are in compliance with required security measures, and that we transition out of non-supported software (e.g., Microsoft Access) to systems that will best meet our needs long-term moving forward.

Are the positions proposed for demotion, elimination, reduction in months, and vacancy? Why?

No. The PSRB has a full-time staff of 12 to support a Board of 10. As of January 2022 the PSRB has jurisdiction over 649 persons who have either been found to be "guilty except for insanity", "responsible except for insanity" (juveniles), or civilly committed to the jurisdiction of the Board after being found to be an extremely dangerous person with mental illness. All these individuals have statutorily required hearings that the PSRB must conduct. Any loss in staff would result in a risk of due process violations for clients if hearings were missed as we may not have the staff to support processing all of the required exhibit files.

What will the agency do if this permanent finance plan is not approved?

The PSRB is not able to consistently meet the IT security requirements mandated by the State. DAS EIS CSS conducted a Center for Information Security (CIS) Controls Basic Six assessment and found that the PSRB had implemented 16% of the CIS Basic controls. The PSRB would be unable to move forward with necessary updates to be in compliance due to lack of training on staff and lack of access to a vendor that is able to implement the required changes. The PSRB would also remain at risk if a significant IT concern occurred, resulting in loss of information or network access that would significantly impede the daily operations of the agency. The PSRB would continue to rely on its current IT support vendor, but as mentioned previously, they are unable to meet most of our needs due to their won constraints in working within the State's systems.

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Oregon

Governor Kate Brown

Department of Administrative Services

Office of the Chief Human Resources Officer

155 Cottage Street NE

Salem, OR 97301

PHONE: 503-378-2065

FAX: 503-373-7684

MEMORANDUM

Delivered Electronically

To: Darla Salchenberg
On behalf of the Psychiatric Security Review Board

From: Anna Chamberland, Classification and Compensation Consultant
Department of Administrative Services

Date: July 27, 2022

Subject: Classification Review

We have completed our evaluation of the position submitted to the Chief Human Resource Office for classification review. Based on a review of the position description, analysis and supporting documents, the requested position action is documented as follows:

Agree with agency analysis

Position #	Action	Working Title	To	REPR/FLSA
TBD	Establish	Information Systems Spec. 4	Information Systems Specialist 4, 1484	Classified, unrepresented / Non-exempt

The FLSA allocation and REPR status are confirmed as noted above. To facilitate the process, please include a copy of this memo when submitting the package to CFO. If there are any position description changes, please resubmit for additional review. This endorsement is valid for two years from the issue date of this memorandum.

If you have any questions, please contact me at 971-209-9441.

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**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
05/01/2022

Agency: Psychiatric Security Review Board

Location: 610 SW Alder Suite 420, Portland, OR 97205

☒ New ☐ Revised

This position is:

- ☒ Classified
☐ Unclassified
☐ Executive Service
☐ Mgmt Svc – Supervisory
☐ Mgmt Svc – Managerial
☐ Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title:	Information Systems Spec. 4	b. Classification No:	C1484
c. Effective Date:	TBD	d. Position No:	TBD
e. Working Title:	Information Systems Spec. 4	f. Agency No:	399000
g. Section Title:	Operations	h. Budget Auth No:	TBD
i. Employee Name:	Vacant	j. Repr. Code:	UA
k. Work Location (City – County):	Portland – Multnomah		
l. Supervisor Name:	Mandy Standiford, Deputy Director		
m. Position:	<input type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input checked="" type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share		
n. FLSA:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative	o. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 2. PROGRAM AND POSITION INFORMATION

- a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Psychiatric Security Review Board (PSRB) was created by the Oregon Legislature in 1977 for the purpose of assuming jurisdiction of those persons who successfully assert the insanity defense to a criminal charge. The Board is multi-disciplinary in nature and was originally comprised by statute of five part-time members (psychiatrist, psychologist, attorney, parole and probation officer, and a member of the public). It bridges the criminal justice and mental health systems. Its enabling statutes direct the Board to have as its primary purpose the protection of society while remaining mindful of the rights of individuals under its jurisdiction. Its mission is to protect the public through the on-going review of the progress of guilty except for insanity clients and a determination of their appropriate placement. It does that through a hearings process in which a panel of Board members meets to review individual cases in order to determine which clients are in need of hospital level of care and which can be adequately supervised and treated in the community under conditions set and monitored by the Board. The Board currently has jurisdiction over approximately 570 clients in Oregon, of whom 383 live in communities throughout the state with strict supervision and monitoring. Approximately 75% of the cases supervised by the Board are for serious person-to-person felony charges such as Assault, Arson and Homicide.

In 2005, the Oregon Legislature expanded the role and responsibilities of the PSRB. It created a juvenile panel of the Board to assume jurisdiction over youths who were found by a juvenile court to be "responsible except for insanity" of a crime and who suffer from a "serious mental condition" or any mental disease or

defect and pose as substantial danger to others. The statute took effect for youth with mental illness on July 1, 2007 and for youth with developmental disabilities on January 1, 2008. The panel is comprised by law of five part- time members including a child psychiatrist, child psychologist, an attorney experienced in juvenile law, a juvenile court counselor and a member of the general public. The juvenile panel currently has jurisdiction over 19 youths, nine of whom are living in community placements under supervision and monitoring with conditions similar to those placed on adult clients.

In 2009, the Oregon Legislature yet again expanded the role of the PSRB by assigning it the responsibility of conducting gun relief hearings to determine whether persons with mental health determinations who are barred from possessing a firearm should have their firearm privileges restored. The 2013 Legislative session expanded the Board's role in granting relief by designating it as the authority to hold hearings for those persons who have successfully asserted the guilty except for insanity defense and wish relief from reporting as a sex offender or reclassification of their risk designation. Additionally, the Legislature provided Oregon courts the option of placing certain civilly committed individuals under the Board's jurisdiction for placement and supervision purposes.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

The ISS4 provides onsite technical support for network, desktop, and portable devices, including associated applications and systems, to all 12 PSRB employees and 10 board members. The ISS4 serves as the agency's information technology liaison to vendors and other parties, including, but not limited to, serving as the agency's Local Agency Security Officer (LASO) with the Department of Administrative Services (DAS) and working with contracted IT service providers to troubleshoot and resolve associated technical problems. The ISS4 is responsible for installing, configuring, testing and maintaining hardware and software, including, but not limited to: file applications, print servers, desktop and portable devices; peripheral hardware; operating system software; standard application software, peripheral driver software; and custom application software to include the PSRB's custom Microsoft Access databases. This role will serve as the agency technical liaison and work with contracted vendors, DAS IT & EIS to initiate replacements, upgrades and enhancements for out-of-date agency systems and technology.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
15%	N	E	Installation & Support - Customer Assistance, Planning, & Operations <ul style="list-style-type: none"> Answers both routine and unique questions from users and diagnoses software problems. Provides onsite technical support for LAN, desktop, and portable devices, including associated applications and systems, to all users at the PSRB's office. Troubleshoots desktop, laptop, printer, and associated devices based on the request from users. Removes and installs replacement parts for desktops, laptops, printers, and associated devices. Installs, configures, tests and maintains hardware and software, including but not limited to: file applications, print servers, desktop and portable devices; peripheral hardware; operating system software; standard application software; and peripheral driver software; and custom application software.

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

			<ul style="list-style-type: none"> • Troubleshoots access and connectivity issues at office and assists users working remotely with VPN issues. • Responds to user requests via email or phone by troubleshooting their request, problem or incident. Follow-up with user to ensure that solution implemented solved the user's problem. • Employs trouble-shooting techniques to solve the staff request or escalates to Manager. • Ensures wall patch to patch panel cable management is maintained through proper labeling • Ensures all hardware in environment is asset tagged. Provides asset information to Manager. Informs user and Manager of equipment moves to associated hardware and software. • Participates in office moves to assist leaving users pack-up equipment and transition to new location and prepare for incoming users by assisting planning for network additions, cable management and hooking their equipment up.
10%	N	E	Software – User Assistance & Operations <ul style="list-style-type: none"> • Installs requested licensed software. • Troubleshoots PC issues and utilizes remote desktop via Microsoft Teams to troubleshoot staff issues. • Installs desktop applications in-person. • Troubleshoots application problems. • Maintains detailed knowledge of customer site including networking equipment closets, cable management, VLANs, desktop applications, network topology, printing and scanning operations.
25%	N	E	Access Database & Client Master File Management <ul style="list-style-type: none"> • Maintain the accuracy of data in the four Microsoft Access databases utilized by agency staff for client management (e.g., client hearings, client demographics, client contacts, etc.) • Coordinate database maintenance with contracted provider and ensure delivery of the requested work. • Create canned reports in Microsoft Access upon management request.
45%	N	E	Information Systems Operations & Support <ul style="list-style-type: none"> • Serve as the agency's Open Data Coordinator. • Serve as the agency liaison to contracted IT vendors, DAS Cyber Security Services, DAS Data Center Services, and DAS IT. • Works with these IT partners to initiate replacements, upgrades and enhancements for out-of-date agency systems and technology. • Coordinate with contracted vendors and other parties to facilitate troubleshooting of network problems, security concerns, and application upgrades. Prioritize problems and work with users, vendors, and other parties to resolve conflicts. Track and report progress. • Develop and conduct trainings on how to use software utilized by the agency (e.g., Adobe Acrobat Pro, Microsoft 365 Office Suite, online file sharing portals, etc.)

			<ul style="list-style-type: none"> Estimates and reports to management resource requirements (e.g., bandwidth, file sharing portals, etc.) and factors in security measures that must be considered (e.g., CJIS requirements, etc.) Address day-to-day concerns related to IT security. Implement security requirements and fixes identified and directed by DAS Serves as the Local Agency Security Officer (LASO) <ul style="list-style-type: none"> Follows all LASO requirements outlined in the Statewide Information Security Plan provided by the DAS Enterprise Security Office. This includes, but is not limited to, tracking authorized hardware, software, and users on the agency's network, demonstrating how the agency's network connects to the state system, and ensuring approved security measures have been implemented. Advises management on developing and implementing policies and procedures with respect to information security. Provide information and expertise to management and DAS IT in long-term technology planning. Provide assistance to DAS IT and EIS in developing and implementing agency projects onsite that have a statewide impact to include the PSRB, agency partners, and community partners. Attend meetings with potential IT vendors and management to assist in large scale and/or long term IT replacement projects.
5%	N	NE	Other duties as assigned
100%			

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Duties are performed in an office environment working at a computer terminal for long periods of time. Business needs may require working irregular hours or shift work (weekends, evenings, and travel for job related purposes) in order to do work or make changes or maintenance that are not approved to be done during the hours of 7:00am – 5:00pm. Business needs may require re-assignment of working hours with short notice.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

- Vendor Supplied Manuals
- Operating Procedure Manuals
- Oregon Administrative Rules, Division 859
- PSRB Strategic Plan
- PSRB Policies and Procedures
- DAS Policies and Processes
- DAS Enterprise Security Office Statewide Security Plan
- Statewide Information Technology Rules and Policies

- Static-99R Manual
- FBI CJIS Security Policy
- State of Oregon Human Resources Policy Manual
- Americans with Disabilities Act
- Confidentiality Statutes
- Applicable federal laws including NIAA-Public Law 110-180

b. How are these guidelines used?

They provide general guidance and policy directions and framework to the incumbent who must interpret and apply them as necessary for each application.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
<i>Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".</i>			
DAS Managers and Leads	Phone, Email, Microsoft Teams	Triaging and problem resolution	Weekly
Agency Partners (e.g. OHA, OSH, etc.)	Phone, Email, Microsoft Teams	Triaging and problem resolution; provide data as requested.	Monthly
Contractors	Phone, Email, Microsoft Teams	Triaging and problem resolution	Weekly

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

The ISS4 makes assessments of end-user technical problems pertaining to agency hardware and software. Poor decisions could result in unnecessary delay and failure to meet agency timelines for hearings, as required in statute and administrative rule.

The decisions of this position, as they relate to information security, require critical thinking, good judgment, succinct communication with management, and decisive action. Errors could result in the agency losing access to systems that are critical to meeting the agency's mission of ensuring public safety or losing the protected information of individuals under the jurisdiction of the Board.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
X0872 OPA 3	399011	Phone, Email, Microsoft Teams	Daily	Information sharing; workload management; general direction; project assignment.
			Quarterly	Performance Accountability Feedback check-ins.

SECTION 9. OVERSIGHT FUNCTIONS**THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

- a. How many employees are directly supervised by this position? N/A
How many employees are supervised through a subordinate supervisor? N/A
- b. Which of the following activities does this position do?
- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

This position is subject to a criminal records check, which may require fingerprints. If you are offered employment, the offer will be contingent upon the outcome of a criminal records check (FBI). Any history of criminal activity will be reviewed and could result in the withdrawal of the offer or termination of employment.

You are responsible to promote and foster a diverse and discrimination/harassment-free workplace; establish and maintain professional and collaborative working relationships with all contacts; contribute to a positive, respectful, and productive work environment; maintain regular and punctual attendance; perform all duties in a safe manner; and comply with all policies and procedures. Working in a team-oriented environment requires participative decision making and cooperative interactions among staff and management. You are expected to participate in team and agency development and training activities. You are to be aware of Affirmative Action and the department's Diversity strategies and goals and to contribute to a work environment where individual and cultural differences are valued and respected. You are expected to be familiar with and contribute to advancing the agency's mission, values, and strategic plan.

Additional skills, abilities and requirements:

- Knowledge and application of software operating and application systems, hardware devices, communications functions such as voice, phone and video, and data/database management. Ability to install, configure, troubleshoot, test and maintain various forms of technology for the agency.
- Create and keep updated a desk manual outlining your role, responsibilities, and position procedures.
- Identify, evaluate, and extract pertinent information from a wide variety of sources and documents.
- Use appropriate judgment to analyze complex issues and identify alternate courses of action based on the analysis.
- Write clearly and concisely; using correct grammar, syntax, and spelling.
- Contribute to a positive and productive LEAN work environment.
- Communicate effectively, orally and in writing according to the needs of the audience and to the objectives and goals of the agency.
- Use logic and analysis to identify the strengths and weaknesses of different approaches.
- Find ways to structure or classify multiple pieces of information.
- Reorganize information to get a better approach to problems or tasks.
- Evaluate information against a set of standards and verifying that it is correct.
- Combine, evaluate, and reason with information and data to make decisions and solve problems.
- Maintains confidentiality about agency matters and other sensitive issues.
- Responsive to agency requests.
- Knowledge of Microsoft Office Suite programs.

- Knowledge of Adobe Acrobat Suite
- No criminal record for Law Enforcement Data System (LEDS) certification. LEDS was established by an act of the 1969 Oregon Legislature (ORS 181.710) which authorized the Executive Department to develop and operate a police information network. LEDS provides a criminal justice telecommunications and information system for the State of Oregon and is the control point for access to similar programs operated by other states and the Federal Government. LEDS places particular emphasis on responsiveness, system security, and rules and procedures that maintain the integrity of LEDS information. Required training provides the user with an adequate level of knowledge to enable effective use of LEDS and associated systems.
- Personal and professional integrity; excellent written and verbal skills; attention to detail; ability to set priorities independently and meet deadlines with interruptions.
- Assist the Executive Director & Deputy Director in explaining and implementing the Board's policies and procedures.
- The physical ability to repeatedly lift up to 40 pounds safely is required.
- Strong dedication to quality customer service and a working knowledge of enterprise-wide service delivery procedures.
- Good initiative and assertiveness. The ability to organize work efficiently in addition to the capacity to work well under stress and time pressures.
- Good working knowledge of the day-to-day operating environment, available tools, operating techniques, and agency applications.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".		
N/A	N/A	N/A

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date

PROGRAM UNITS

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CAPITAL BUDGETING & FACILITIES MANAGEMENT

CAPITAL BUDGETING & FACILITIES MAINTENANCE

This section does not apply to the Board.

CAPITAL BUDGETING & FACILITIES MANAGEMENT

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SPECIAL REPORTS

SPECIAL REPORTS

SPECIAL REPORTS

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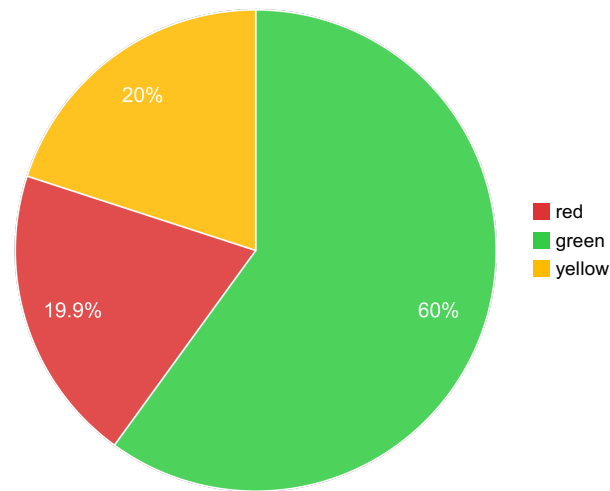
Psychiatric Security Review Board

Annual Performance Progress Report

Reporting Year 2022

Published: 3/7/2023 12:51:48 PM

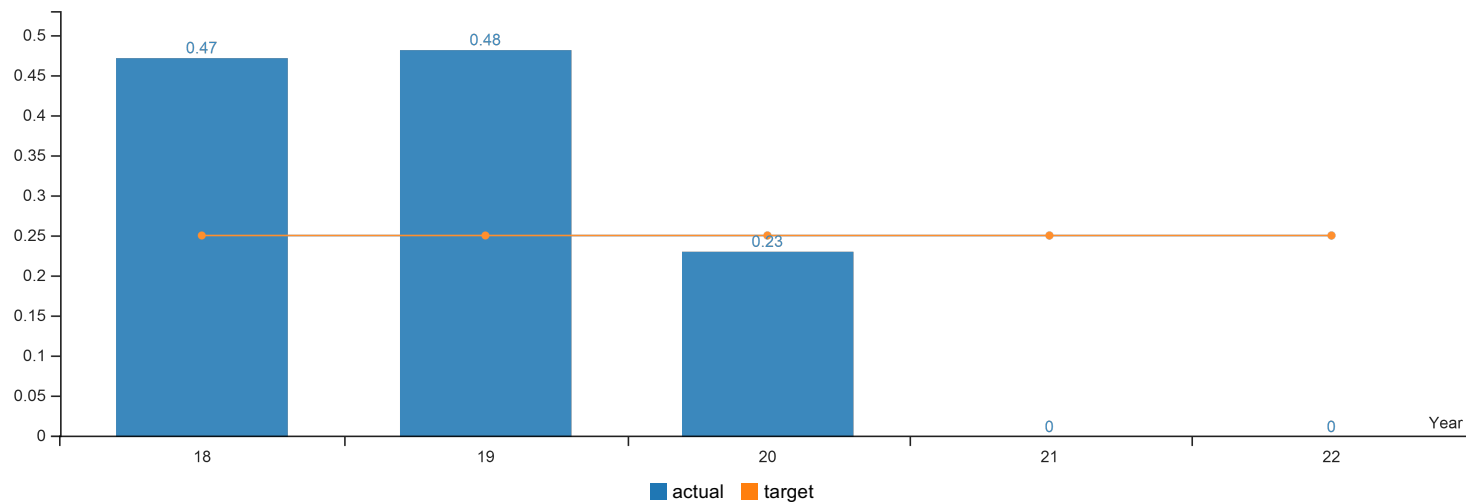
KPM #	Approved Key Performance Measures (KPMs)
1	RECIDIVISM RATE - Percentage of clients on conditional release per year convicted of a new felony or misdemeanor.
2	TIMELINESS OF HEARINGS - Percentage of hearings scheduled within statutory timeframes.
3	MAINTENANCE OF RELEASED CLIENTS - Percentage of conditional releases maintained in community per month.
4	CUSTOMER SERVICE - Percent of customers rating their satisfaction with the agency's customer service as "good" or "excellent": overall customer service, timeliness, accuracy, helpfulness, expertise and availability of information.
5	BEST PRACTICES - Percent of total best practices met by the Board.



Performance Summary	Green	Yellow	Red
	= Target to -5%	= Target -5% to -15%	= Target > -15%
Summary Stats:	60%	20%	20%

KPM #1	RECIDIVISM RATE - Percentage of clients on conditional release per year convicted of a new felony or misdemeanor.
	Data Collection Period: Jan 01 - Dec 31

* Upward Trend = positive result



Report Year	2018	2019	2020	2021	2022
Adults					
Actual	0.47%	0.48%	0.23%	0%	
Target	0.25%	0.25%	0.25%	0.25%	0.25%

How Are We Doing

The Psychiatric Security Review Board (PSRB) calculates recidivism by calendar year; therefore, there is no additional data to report for 2022 currently. The PSRB partners with the Oregon Criminal Justice Commission (CJC), as discussed below, by providing raw data for analysis against the CJC's datasets. The CJC will not have the applicable datasets available to provide the PSRB with recidivism data for 2022 until later this year.

The PSRB has tracked recidivism since 1992, adopting its current definition in 2014. Using the updated definition, the Board calculated its adult and juvenile recidivism rates retroactively to 2011. The recidivism rate reflects the number of individuals under PSRB supervision and on conditional release who are convicted or found GEI of a new felony or misdemeanor committed during the reported calendar year. Lower recidivism rates indicate a higher level of public safety associated with the PSRB's conditional release program. The PSRB's recidivism rate offers the legislature and the public assurance that individuals under the Board's jurisdiction are being managed safely in the community setting.

Calculating an accurate recidivism rate depends on both finding out an arrest occurred and obtaining the final disposition of that arrest. For example, an arrest occurring in 2017 would not be reflected in the recidivism rate until the case reaches a conviction or Guilty Except for Insanity (GEI) adjudication. In most cases, the final disposition will occur within the same year; however, in cases with complex trial issues, it may take more time. Accordingly, the recidivism rate from a previous year can potentially fluctuate as the courts adjudicate new cases.

In 2019, the PSRB re-examined its definition of recidivism and the way in which it tracks and reports this data. The PSRB consulted and entered into an inter-agency agreement with the CJC for that data. Using their expertise in analyzing and reporting recidivism for other criminal justice agencies, the CJC developed a method to collect raw PSRB data more widely and efficiently, to help corroborate past calculations of recidivism. The PSRB will continue to use this methodology to calculate its future recidivism rates.

Considering potentially fluctuating numbers, the PSRB reports two measures of recidivism that are subsequently confirmed by the CJC method. One measure is based on the number of new felony or misdemeanor convictions that occurred in a specific calendar year. Due to the single-digit number of juveniles under the PSRB for the past several years, the PSRB combines adult and juvenile insanity acquitees into the same analysis, yielding a 0.00% recidivism rate for 2021, the Board's last full reporting year.

The second and more robust measure is a cumulative average recidivism rate: the sum of the PSRB's known annual percentage rates (currently 2011-2021) divided by the number of years included in that sum (currently 11) yielding a 0.61% cumulative recidivism rate.

Annual Recidivism Rate

In 2016 the legislature re-set the agency's goal from 0.75% to 0.25% after the PSRB reported an annual recidivism rate of 0.22% in 2016. The PSRB met the goal set in 2016 in 2021 by reporting an annual recidivism rate of 0.00%. The Board continues to welcome this ambitious recidivism rate goal, making every attempt to achieve zero recidivism. It is important to note, however, that each year this statistic comes with a caveat: should a year occur in which more than one individual commits a new offense, the Board would fail to reach this goal. This occurred in 2019 despite what continued to be an extremely low recidivism rate. Although not an exact comparison, the PSRB's recidivism rate consistently falls well below the average 20-30% recidivism rate reported typically by the state's Department of Corrections.

As mentioned above, based on CJC-provided arrest records, Board staff were able to re-examine PSRB's annual recidivism rates going back to 2011, the period representing PSRB's use of its current recidivism definition. The CJC's analysis revealed an average number of misdemeanor and felony convictions of 3.6 per year; annual recidivism rates between 2011 and 2021 have fallen between 0.22% and 1.91%.

Cumulative Recidivism Rate

Based on data provided by CJC, the PSRB found that PSRB's 2011-2021 cumulative average recidivism rate was 0.61%. By any measure of recidivism, this rate illustrates the PSRB's remarkable safety record and effective oversight of PSRB clients on conditional release.

Factors Affecting Results

First and foremost, the PSRB's recidivism rate is predicated on its close partnership and communication with the larger forensic mental health system, including the Oregon Health Authority (OHA), Department of Human Services (DHS), the Oregon State Hospital (OSH), county and community behavioral health providers, and law enforcement across the state. Second, the rate depends on delivering effective treatment that targets factors associated with recidivism. The following sections provide examples of how these two factors interrelate to mitigate recidivism risk and promote long-term recovery.

Partnering for Effective and Efficacious Monitoring, Supervision and Treatment Practices

Recidivism rates can be mitigated in the short-term using external measures such as restricted, controlled environments and mandated treatment. While effective in the short-term, particularly when persons are deemed to be a danger to themselves or others, the potential risk of recidivism rises as these *external* measures are lifted. Accordingly, a major factor affecting recidivism rates not only while individuals are under PSRB, but also after their jurisdiction expires is the availability and delivery of efficacious, evidence-based monitoring, supervision, and treatment practices that teach clients to *internalize* the coping skills necessary to manage their mental health and other inherent stressors, particularly when living in more independent settings.

In its strategic plan, the PSRB re-committed to partnering with its stakeholders to develop a best practice guide and ensure that our approach to monitoring, supervising and treating PSRB clients living both at OSH and in the community contributes to their long-term recovery. This includes efforts to identify and eliminate practices that may inadvertently reinforce factors associated with increasing recidivism, such as providing too much--or the wrong type--of treatment. The PSRB's approach to mitigating recidivism includes providing trauma-informed services that promote recovery and community connection to the individuals under its jurisdiction.

Partnering for Effective Conditional Release Plans

By statute, the PSRB may only conditionally release a client into the community if the client can be adequately controlled and given proper care and treatment and those resources are available. The PSRB garners evidence that a client has met this threshold through a community evaluation and proposed conditional release plan. More effective conditional release plans contribute to decreased recidivism risk. Current and prospective treatment teams develop conditional release plans and submit them to the PSRB. Such plans use information the client provides, as well as data from a variety of sources such as risk assessments, mental health progress notes, criminal histories, and collateral reports. The PSRB partners with the Oregon Health Authority, Department of Human Services,

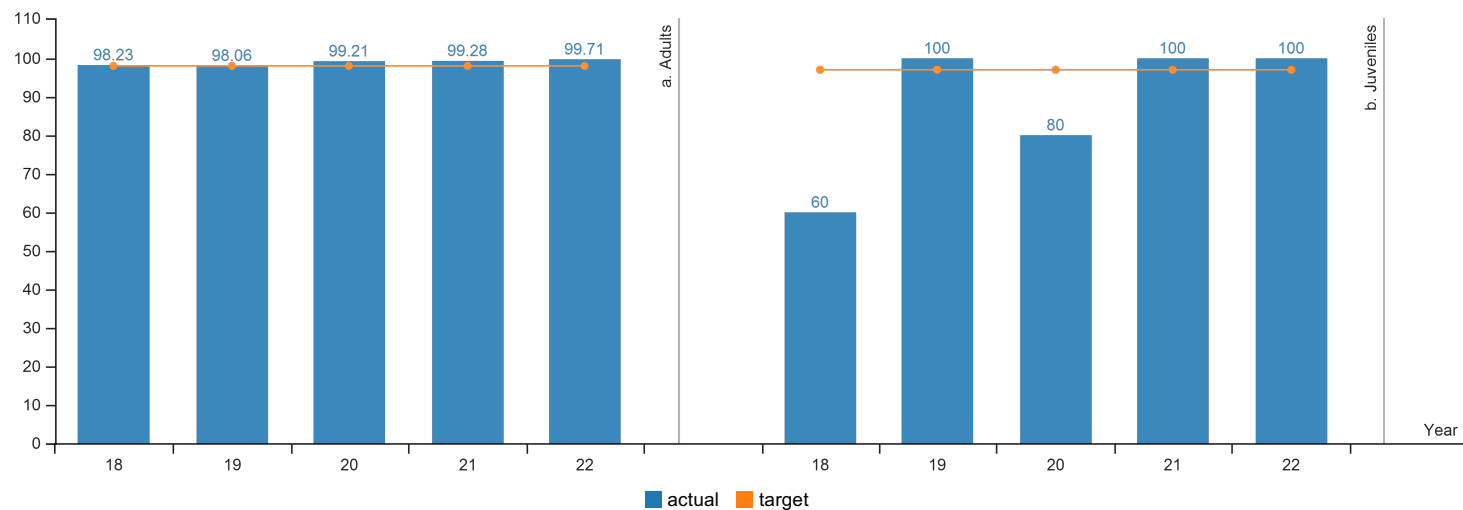
and other stakeholders to identify and deliver the training and resources necessary to support providers in creating conditional release plans that effectively identify and mitigate recidivism risk factors, enable the PSRB to make informed decisions regarding conditional release, and engender public confidence and safety. The high turnover of community providers makes it even more important for the PSRB and its partners to have the resources necessary to deliver these types of trainings on a regular basis.

Partnering for Proactive and Timely Communication

Each client on conditional release has an assigned case manager, who is responsible for ensuring that the client receives the monitoring, supervision, and treatment services outlined in the conditional release plan. At a minimum, the case manager reports client progress on a monthly basis. In addition, the PSRB expects timely and proactive communication about potential and current safety or serious non-compliance incidents, to enable swift intervention (e.g., increased services, local hospitalization, or revocation of conditional release), mitigate recidivism, and ensure public and client safety. The PSRB continues to develop resources, deliver trainings, and be available 24-7 to ensure that conditional release case monitors have adequate support to anticipate challenges proactively and intervene effectively to mitigate recidivism risk.

An additional resource the PSRB uses to enhance its ability to monitor its conditional release clients effectively is the Oregon State Police Department's Law Enforcement Data System (LEDS). Access to this system enables real-time communication and opportunity for intervention when a client on conditional release has any police contact whatsoever, even when the client is a victim of an alleged crime.

KPM #2	TIMELINESS OF HEARINGS - Percentage of hearings scheduled within statutory timeframes.
	Data Collection Period: Jan 01 - Dec 31



Report Year	2018	2019	2020	2021	2022
a. Adults					
Actual	98.23%	98.06%	99.21%	99.28%	99.71%
Target	98%	98%	98%	98%	98%
b. Juveniles					
Actual	60%	100%	80%	100%	100%
Target	97%	97%	97%	97%	97%

How Are We Doing

The PSRB calculates timeliness of hearings by calendar year. In 2022 the Board's 341 adult GEI full hearings took place on time 99.71% of the time. The one adult hearing that did not occur on-time was held one month late due victim availability.

Because meaningful statistical comparisons became impossible with so few remaining juvenile clients, the 2017 Legislature eliminated the KPM for the juvenile panel, beginning with the 2017-2019 biennium; however, for reference, we report them here. The Board's 4 juvenile hearings took place on time 100% of the time during 2022.

During the start of the COVID-19 pandemic in March 2020 the PSRB transitioned from in-person hearings to full-time remote hearings with little notice. The PSRB has continued the practice of holding all hearings by remote means and adopted an administrative rule at the end of December 2021, effective January 2022, that all hearings remain remote unless there is a basis for in-person attendance that cannot be accommodated by remote means. The PSRB has done an exceptional job adjusting to this significant change in practice and has continued to strive to meet the target of 98% for hearing timeliness for adult hearings.

Factors Affecting Results

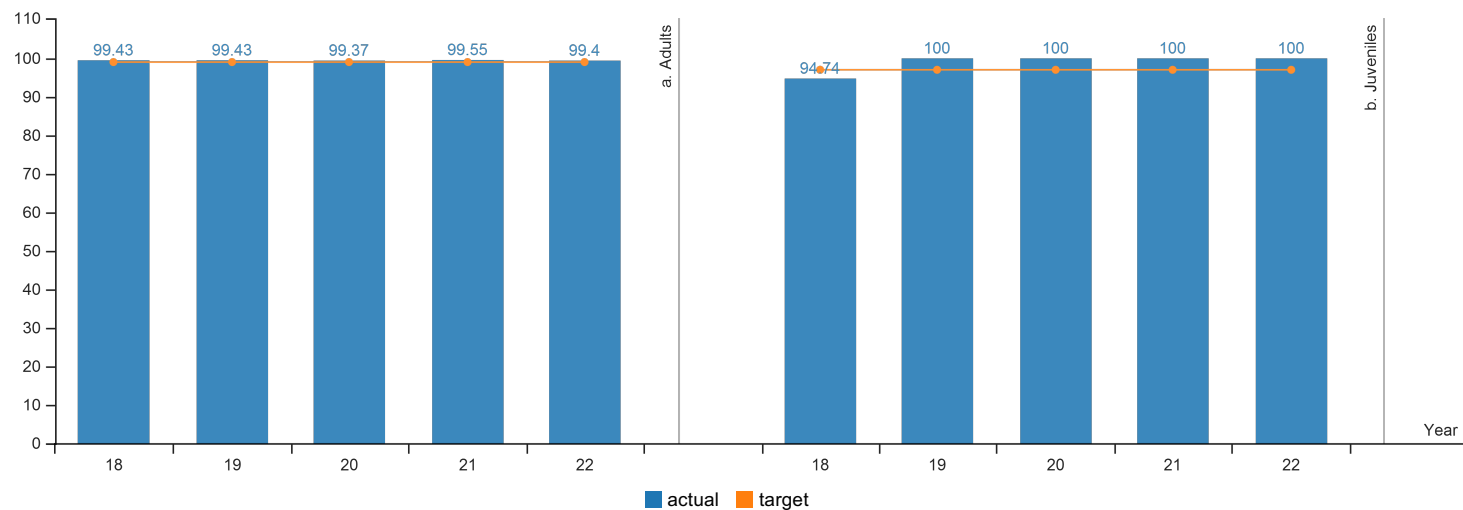
Hearings timeliness relates directly to the number of individuals under Board jurisdiction. PSRB can easily calculate the minimum number of two-year and five-year hearings we need to hold each year based on the number of individuals currently under our jurisdiction. However, the PSRB also holds hearings whenever a provider or a client (up to every six months) requests one, within 90 days of a new adjudication, and within 20 days of a revoked conditional release. The PSRB uses continuances judiciously to effectively manage full dockets and prioritize statutorily-prescribed hearings.

Funding and technology play a significant role in hearing timeliness. In 2022 the PSRB employed 12 FTE, and each member of our team plays a role in ensuring hearings are held on time. The PSRB anticipates that with more mature and efficient software, several of our processes could be more effectively and efficiently streamlined. Reductions to PSRB's staff size without significant technological advances would hamper--possibly severely--the agency's ability to hold hearings on time.

Witness and attorney availability can also affect hearings timeliness. PSRB staff mitigate any negative impact by anticipating issues and developing contingency plans. It is worth mentioning that the PSRB coordinates all witness's availability; typically, attorneys have this responsibility in other types of courts. In addition, this coordination occurs without dedicated docketing software, and involves multiple phone calls and emails to multiple individuals to prepare for any one hearing. Given the necessarily labor-intensive process involved in organizing hearings, any reduction in PSRB's staffing level would significantly diminish our ability to hold them on time.

For the juvenile panel, Board member availability can make for fewer possible hearing days, a major factor given the small number of clients. If the Board members are unavailable during potential hearing days, it can be difficult to empanel them.

KPM #3	MAINTENANCE OF RELEASED CLIENTS - Percentage of conditional releases maintained in community per month.
	Data Collection Period: Jan 01 - Dec 31



Report Year	2018	2019	2020	2021	2022
a. Adults					
Actual	99.43%	99.43%	99.37%	99.55%	99.40%
Target	99%	99%	99%	99%	99%
b. Juveniles					
Actual	94.74%	100%	100%	100%	100%
Target	97%	97%	97%	97%	97%

How Are We Doing

The Board has met this goal 13 of the last 14 years, maintaining adult clients on conditional release at a minimum rate of 99% every year. In 2022 the Board averaged 372 clients on conditional release each month with a maintenance rate of 99.4%. The PSRB therefore exceeded its target goal of 99%, under which there is little margin for error.

In 2022 the Board had two juvenile clients on conditional release and maintained each of them in that status for every month, resulting in a 100% maintenance rate, exceeding it's target goal of 97%.

Occasionally, a revocation is a necessary measure to keep the public safe, however, the PSRB continues to partner proactively with our community treatment providers to anticipate and intervene in a timely fashion and in the least restrictive way possible to stabilize the client while ensuring public safety.

Factors Affecting Results

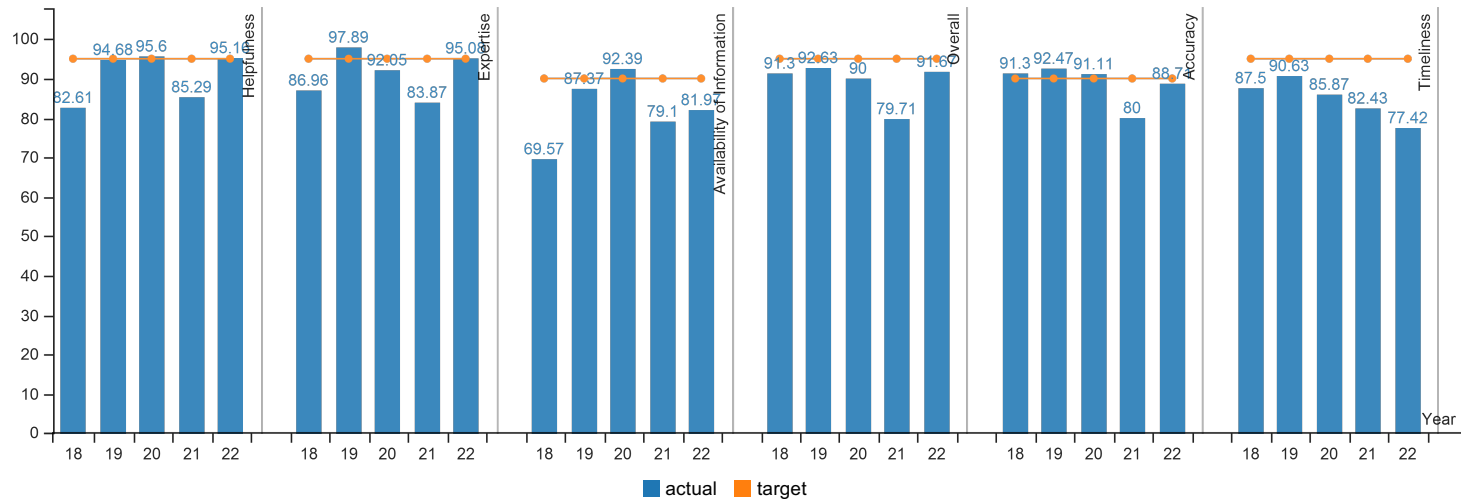
The factors affecting the PSRB's ability to safely maintain clients on conditional release are largely similar to those affecting our recidivism rate: partnership and community resources.

Regarding partnership, the PSRB relies heavily on the collaboration between OSH and community providers to devise effective conditional release plans to manage clients safely while on conditional release. In accordance with the governing statutes, the PSRB approves conditional release for only those clients it believes can be safely managed in the community. The Board receives evidence that clients are meeting this standard through full hearings, during which OSH and community treatment providers are available to testify about the conditional release plan they created. Leading up to this hearing, PSRB clients participate in a five-layer review process before they can be approved for conditional release from OSH. Crucial to this process is OSH's access to the training and

resources to evaluate effectively each client's recidivism, relapse, and psychiatric decompensation risk, so it can recommend the commensurate levels of monitoring, supervision, and treatment, to be executed subsequently by the community providers. A similar process takes place as clients continue with their recovery and transition to lower levels of care. A decrease in the PSRB's ability to access information from our partners, or of our partners ability to obtain training and resources to effectively develop conditional release plans, would lead to less effective plans and diminished likelihood that case managers could detect early signs of decompensation. These potential problems would certainly affect the measure of maintaining clients on conditional release in a negative way.

The availability of community resources also affects the PSRB's ability to safely maintain clients on conditional release. For example, when a client on conditional release experiences significant changes in psychiatric stability, we rely on the availability of local hospitals, crisis stabilization centers, and other placements of respite when appropriate, rather than a revocation to OSH. Similarly, when providers see early warning signs of decompensation, a client can be temporarily or permanently stepped up to a higher level of care such as a residential treatment home rather than revoked. The availability and access to specific types and dosages of treatment modalities are also important factors in maintaining conditional releases. For instance, the PSRB may be able to identify a residential vacancy quickly, but in order to accept the client, the program would also need to have the requisite treatment supports such as substance abuse treatment or support for a medical condition. When community mental health and housing resources are funded fully, the Board can use these as an alternative to sending the client to OSH, reserving state hospital resources for those who truly require that level of care. Were current community mental health and housing resources to diminish in number, it would leave fewer options available for clients when and if they experience a recurrence or increase in symptoms. Indeed, the PSRB might have been able to avoid some of the revocations that took place over the past year had more of these resources been available.

KPM #4	CUSTOMER SERVICE - Percent of customers rating their satisfaction with the agency's customer service as "good" or "excellent": overall customer service, timeliness, accuracy, helpfulness, expertise and availability of information.
	Data Collection Period: Jan 01 - Dec 31



Report Year	2018	2019	2020	2021	2022
Helpfulness					
Actual	82.61%	94.68%	95.60%	85.29%	95.16%
Target	95%	95%	95%	95%	95%
Expertise					
Actual	86.96%	97.89%	92.05%	83.87%	95.08%
Target	95%	95%	95%	95%	95%
Availability of Information					
Actual	69.57%	87.37%	92.39%	79.10%	81.97%
Target	90%	90%	90%	90%	90%
Overall					
Actual	91.30%	92.63%	90%	79.71%	91.67%
Target	95%	95%	95%	95%	95%
Accuracy					
Actual	91.30%	92.47%	91.11%	80%	88.71%
Target	90%	90%	90%	90%	90%
Timeliness					
Actual	87.50%	90.63%	85.87%	82.43%	77.42%
Target	95%	95%	95%	95%	95%

How Are We Doing

The PSRB's overall score on its last customer service survey, reported for the 2022 calendar year, was 91.67% with 63 responses.

Notably, in 2019 PSRB began surveying its clients, victims, and attorneys more consistently, enclosing customer service surveys with all Board orders, regardless of outcome. Of those who responded for 2022, six identified as clients, one identified as an attorney, 33 identified as case managers, and 18 identified as "other" or did not list an affiliation. The PSRB did not receive any results from persons who listed themselves as a victim.

Given that some significant portion of the Board's clients are either unhappy generally with the PSRB or were unhappy with the decision memorialized in the order, there is a certain degree to which it is reasonable to expect negative responses. In addition, given the Board scheduled 482 hearings and held countless other meetings and trainings during 2022, but only received a response rate of 63 surveys, the Board regards this survey as a poor indicator of how well it is actually performing. Future ways to achieve more accurate numbers include parsing out the data per affiliation with the PSRB. In addition, the agency will continue to explore opportunities to maximize the dissemination of and access to this survey.

In order to complete the return to 95% satisfaction or above, the Board has once again redoubled its efforts to train and provide information to its stakeholders, including social workers, case managers, attorneys, treatment providers, and law enforcement members. The agency is continuing these efforts, including holding an in-person forensic conference in October 2022, the first time since 2019 due to the COVID-19 pandemic.

In addition to outside trainings, in 2019, the Board launched a new strategic plan designed to give the PSRB and its staff a vision for the future, direction, and increased agency over their work and careers. The plan went into effect officially in September 2019, calling for: increased staff and Board member training; best practices based on research and data; a safe, inclusive, and collaborative work environment for staff; and increased efficiency and information availability through strategic technological upgrades. The plan also contemplates how to garner and incorporate more feedback directly from clients beyond their experience at a particular hearing. The PSRB expects the direction and initiatives suggested in the plan to lead to more positive outcomes in the future as it becomes more ingrained in the Board's and staff's culture.

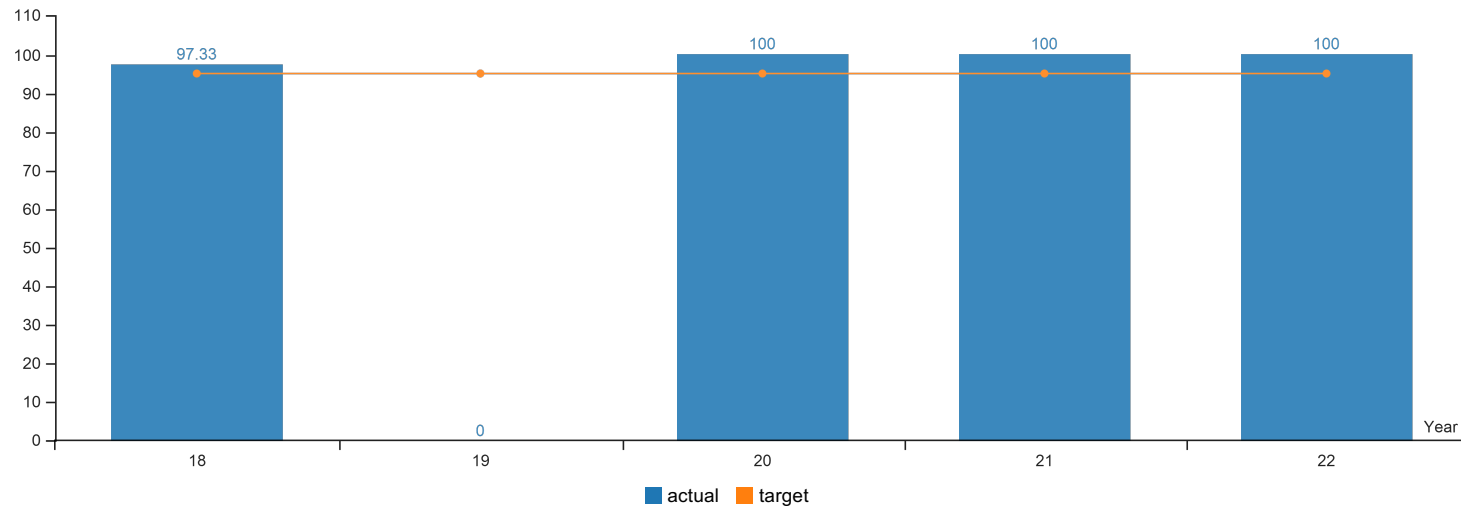
Factors Affecting Results

The Board's customers, mentioned above, have diverse perspectives on its programs and methods. Satisfying such a broad set of stakeholders can be challenging, but the agency believes that educating and training its staff and external stakeholders through PSRB conferences, personal appearances by the executive director (when possible), and in-person and online courses, will continue to produce positive results. The PSRB has continued to expand its availability of virtual, live courses for external stakeholders since 2020.

As mentioned above, by their nature some of the Board's decisions are unpopular with stakeholders. In cases with active victims or other members of the community, either the client or the community is likely to emerge unhappy from the hearing. When individuals do not like the Board's decisions, that feeling can sometimes affect satisfaction with the Board overall. Nevertheless, the Board believes that legally correct decisions resulting from sound evidence and careful and thorough deliberation demonstrate and fulfill the Board's commitment to public safety and recovery. Well-trained and healthy staff provide more consistent and correct information, raising scores in expertise, helpfulness, and knowledge. In accordance with its strategic plan, the Board intends to continue providing the training, information, and environment that contributes to everyone's satisfaction, even when the outcomes are not what an individual stakeholder might prefer.

KPM #5	BEST PRACTICES - Percent of total best practices met by the Board.
	Data Collection Period: Jan 01 - Dec 31

* Upward Trend = positive result



Report Year	2018	2019	2020	2021	2022
Percentage of Best Practices Met					
Actual	97.33%		100%	100%	100%
Target	95%	95%	95%	95%	95%

How Are We Doing

The PSRB historically compiled and reported this performance measure on a biennial basis, surveying the Board members in the fall of each even-numbered year. Starting in 2021, the PSRB began reporting this performance measure on an annual basis. The Board reached its goal on this performance measure in 2016, 2018, 2020, 2021, and 2022. In 2022 the PSRB performance on this measure exceeded its target goal of 95% with 100%. The Board's values, as outlined in its strategic plan, include due process, research, and partnership, all three of which enhance the Board's ability to develop and adhere to best practices.

As in past years, the Board is unaware of any comparable public or private industry standards to which to compare these results. Irrespective of the unavailability of comparable agencies, 100% would compare favorably with any similar organizations subject to the same Key Performance Measure.

Factors Affecting Results

As in past years, the executive director keeps the Board members informed about matters of significance, including the agency's best practices and how the agency uses them. The key component of this performance measure is the open and deliberate communication between the executive director and the Board. The PSRB consists largely of professionals with full-time jobs, practices, or other professional interests, so they depend on the executive director's reports of staff accomplishments and methods. Quarterly administrative meetings and regular consulting between Board staff and the Board chair supports the Board's continued consistent achievement of best practices.

One factor that could affect this result in the future is Board member transition at the ends of terms. Initially, new Board members knowledge is, of necessity, limited. To mitigate this knowledge gap, the agency provides individual training, information, and updates to new and returning Board members before distributing the best practices survey. As mentioned above, the executive director

provides regular updates, with special attention to the type of information that the agency believes will be most helpful to new Board members as they settle into their new roles.

SPECIAL REPORTS

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Psychiatric Security Review Board

2023 – 2025 AFFIRMATIVE ACTION PLAN

Alison Bort, J.D., PhD / Executive Director

PSRB | 610 SW ALDER ST #420, PORTLAND, OR 97205 | 503-229-5596

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Agency Description

Mission & Values

The Psychiatric Security Review Board's mission is to protect the public by working with partnering agencies to ensure persons under its jurisdiction receive the necessary services and support to reduce the risk of future dangerous behavior using recognized principles of risk assessment, victims' interest, and person-centered care.

The PSRB's values are rooted in our legislative mandate to protect the public. We achieve maximum levels of public safety through our four core values:

Due Process

Observing individuals' legal rights and adhering to principles of procedural fairness.

Research

Decision making and organizational practices driven and influenced by the best available data.

Recovery

Clients understand and receive treatment for the psychiatric and comorbid conditions that contributed to their past criminal offenses and have opportunities to achieve health, home, purpose, and community.¹

Partnership

Promoting active communication and collaboration within and between the systems serving PSRB clients and the community at large.

Please visit the PSRB's website to view our [2019-2024 Strategic Plan](#), including our vision and objectives for the next five years.

PSRB Overview

History & Functioning of the PSRB

The Psychiatric Security Review Board was originally established in 1977 to supervise those individuals who successfully asserted Oregon's insanity defense (known today as Guilty Except for Insanity or GEI) to a criminal charge. Recognizing that individuals diagnosed with a persistent mental illness have achievable, rehabilitative needs and should be treated differently from convicted defendants, Oregon invested in a robust mental health system specifically designed for this population. With public safety and rehabilitation driving its mission, the Board, in partnership with a variety of stakeholders, has an exceptional record of supporting client recovery while maintaining community safety.

¹ PSRB endorses the Substance Abuse and Mental Health Administration's (SAMHSA) definition of recovery.

With a demonstrable public safety record, the legislature has expanded the Board's responsibilities over the past several decades. In 2007, the legislature created a juvenile panel within the PSRB to monitor youth found responsible except for insanity (REI) of an offense.

The 2009 legislature again expanded the Board's duties; adding a firearms restoration program for those previously barred from purchasing or possessing a firearm due to a mental health determination. The Board holds hearings for individuals in this situation to determine whether to restore their state and federal gun rights.

As of 2013, the Board's legislatively-mandated duties include supervising and monitoring civil commitment of those individuals found to be extremely dangerous due to a persistent mental illness that is resistant to treatment. In addition, that same year, the legislature mandated that the Board assign risk ratings to its GEI clients who are required to register as sex offenders. Pursuant to this new responsibility, the Board created a procedure to allow eligible clients to apply either for reclassification to a lower level, or to relief from the sex offender registration process, depending on their circumstances. The reclassification/relief hearings process has been in place since January 2019.

By statute, the Board's 10 members are appointed by the governor and confirmed by the senate for a four-year term. The adult PSRB panel consists of a psychiatrist and a psychologist experienced in the criminal justice system, an experienced parole and probation officer, an attorney experienced in criminal trial practice, and a member of the public. Similarly, the juvenile PSRB Panel is comprised of a child psychiatrist, child psychologist, an attorney experienced in juvenile law, a juvenile parole or probation officer, and a member of the public. Each panel elects a chair, who serves a one-year, renewable term.

The Board's support and agency operations staff consists of an executive director, deputy director, three paralegals, four administrative assistants, a research analyst, an office specialist, and an executive assistant. The executive director oversees the agency's overall operations, including monitoring PSRB's conditional release clients, preparing Board affidavits and orders from hearings and for revocations of conditional release. In addition, the executive director prepares and presents the budget and other matters before the legislature, and serves as agency spokesperson, maintaining a collaborative partnership with multiple agencies within Oregon's forensic mental health system and beyond.

National Acclaim

The Psychiatric Security Review Board has been the focus of international attention and study. An NBC white paper on "Crime and Insanity," shown on television in April 1983, focused on Oregon as a model system. In addition, the December 1983 American Psychiatric Association statement on the insanity defense recommends the model system presently in operation in the State of Oregon under the aegis of the Psychiatric Security Review Board. The APA was impressed that:

Confinement and release decisions for acquittals are made by an experienced body that is not naive about the nature of violent behavior committed by mental clients and that allows a quasi-criminal approach for managing such persons. Psychiatrists participate in the work of the Oregon Board, but they do not have primary responsibility. The Association believes that this is as it should be since the decision to confine and release persons who have done violence to society involves more than psychiatric considerations. The interest of society, the interest of the criminal justice system and the interest of those who have been or might be victimized by violence must also be addressed in confinement and release decisions.

A report of the National Commission on the Insanity Defense issued in March 1983 and entitled "Myths and Realities", sponsored by the National Mental Health Association, recommends the adoption of a special statute to address the disposition of the acquitted after a finding of not responsible by reason of insanity of a violent crime. In that report, the National Commission also discusses the Oregon code creating the Psychiatric Security Review Board.

In 1989 the National Alliance for the Mentally Ill set goals and priorities which included passing statutes that provide improved systems for insanity acquitees, citing the Oregon Psychiatric Security Review Board as a model for such a statute.

In 1994, the Psychiatric Security Review Board was named the APA's Hospital and Community Psychiatry's Gold Achievement Award winner. The award was given in recognition of the program's commitment to improved integration of mental health services within the criminal justice system and its responsibility to individual, community, and societal values.

Oregon remains one of the states currently in the forefront of legal process in this area. Connecticut is the only other state with a similar agency, having adopted the Oregon model years ago. Most recently, in 2010, Washington state created and enacted a version of this model. Other states, including Florida, Kentucky, Michigan, New Hampshire, California, and South Carolina have expressed an interest in this successful approach.

The insanity defense population will continue to be a part of our society. Oregon chose to create the Psychiatric Security Review Board, offering a specialized, multidisciplinary method of decision-making. By statute, the Board's primary concern is the protection of society. The system works well because of the Board's ability to respond quickly to community emergencies and the system's ability to balance the public's concern for safety, the treatment of persons in the community, and the rights of the clients.

There have been several articles and books written and research studies performed on the insanity acquittee population. Please visit our [website](#) for a snapshot of publications on this topic.

Adult Panel

Guilty Except for Insanity

When an adult commits a felony and is found by the courts to be Guilty Except for Insanity (GEI), the judge places the individual under Oregon Psychiatric Security Review Board (PSRB) jurisdiction. Typically, courts place these individuals under the Board's jurisdiction for the maximum period they could have received had they been found guilty of the offense. When an individual successfully pleads GEI, sentencing guidelines do not apply.

The Psychiatric Security Review Board's statutory functions are to protect the public by:

1. Accepting jurisdiction over Guilty Except for Insanity clients.
2. Balancing the public's concern for safety with clients' rights.
3. Conducting hearings, making findings, and issuing orders.
4. Monitoring the progress of each client under its jurisdiction.
5. Revoking conditional release, when necessary, if clients violate their conditional release terms.
6. Maintaining up-to-date histories on all clients.

The Board carries out these functions by conducting hearings and monitoring clients on conditional release. In making decisions, the Board's primary concern is the protection of the public.

While under the Board's jurisdiction, an adult can be committed to the Oregon State Hospital or conditionally released to a lower level of care, ranging from secure residential treatment facilities to independent living. Most clients placed under the PSRB under a GEI plea begin their PSRB term at Oregon State Hospital, with the goal of conditional release as they progress through treatment. The Board determines the appropriate type of facility based on clinical and risk assessments, including the level of treatment, care and supervision required by the client. The Board grants conditional release to clients once it determines that he or she can be adequately controlled with supervision and treatment in the community and that the necessary supervision and treatment are available.

The Board assesses readiness for conditional release planning by:

1. Reviewing exhibit files, which contain reports and evaluations by the client's providers of various disciplines.
2. Listening to witness testimony, including cross examination when the Board needs additional information.
3. Cross examining witnesses to obtain additional information.
4. Considering the risk to society that the client may pose if returned to the community, using:
 - a. Clinical judgment of professional staff;
 - b. Results of psychological testing and risk assessments;

- c. Recommendations of the Oregon State Hospital's Risk Review Panel; and
- d. The availability of resources in the community to compensate for any residual risk.

When release is appropriate and the Board approves a verified plan, the Board orders the client released from the state hospital subject to the Board's specific conditions. An overview of these conditions includes:

1. An appropriate housing situation;
2. Mental health treatment and supervision;
3. The designation of a person who agrees to report on a monthly basis to the Board concerning the released person's progress and who also agrees to notify the Board's director immediately of any violations of the release conditions; and
4. Any other special conditions deemed appropriate and/or necessary such as abstaining from alcohol and drugs or submitting to random drug screen tests.

Strong evidence of Board's effective decision-making lies in clients' ability to succeed while on supervised conditional release: in 2019, more than 99% of PSRB's conditional release clients remained in the community on a monthly basis. In accordance with ORS 161.336, a change in mental health status causing a client to pose a risk of substantial danger to others or a violation of the terms of conditional release may result in immediate revocation of the conditional release and return to Oregon State Hospital. Though typically, treatment team members intervene at the earliest stages possible to mitigate risk and create safety plans to avoid a revocation if possible, there are times when revocations are still necessary, the grounds for which include:

1. Violation of conditional release plan terms.
2. A significant change in mental health status.
3. Absconding from supervision.
4. Loss of the availability of appropriate community resources

Civil Commitments

All individuals charged with a crime have the constitutional right to assist in their own defense. If a court believes a mental disability may prevent someone from assisting in their own defense, the court suspends the criminal case and orders an evaluation to determine whether the person is competent under ORS 161.370. If the court finds that the person is not competent to aid and assist in their own defense, it also determines whether they need treatment to restore competency. In some cases, a court may find, in light of an evaluation conducted under ORS 161.370, that there is no substantial probability that the defendant will gain or regain the capacity to stand trial in the foreseeable future.

In response to this finding, a court or district attorney may dismiss the charges and/or initiate commitment proceedings. Oregon Revised Statute 426.701—known as a PSRB Civil Commitment—is available when there is reason to believe that a person is extremely

dangerous due to a qualifying mental disorder that is also resistant to treatment. Such a finding requires the judge to appoint a qualified examiner to evaluate the individual. Commitment under this statute is for two years, and the individual remains under PSRB jurisdiction for the entire commitment period. The individual may be recommitted indefinitely, in two-year intervals, if the court finds each time that he or she continues to meet jurisdictional criteria. As with the GEI population, Conditional Release is permitted under the Civil Commitment program.

In some limited circumstances, a district attorney may initiate a PSRB Civil Commitment in cases in which the individual's GEI or prison sentence is coming to an end, but there is evidence supporting the necessary criteria under this statute.

Gun Relief Program

The Oregon legislature established the PSRB's Gun Relief program as a direct result of the investigation arising from the Virginia Tech tragedy, which revealed that most states, including Oregon, were not sending the names of people barred from purchasing firearms to the federal National Instant Criminal Background Check System (NICS) database. All federally licensed firearm dealers and law enforcement agencies use NICS to conduct background checks when individuals apply to purchase firearms.

Congress passed legislation requiring states to provide those names for inclusion in the federal database or risk losing some federal criminal justice grant funding. To address various concerns, Congress included a provision requiring states to establish "relief" programs whereby individuals previously barred from purchasing or possessing firearms could petition to have that right restored and their names removed from the NICS database.

As a result, the 2009 Oregon Legislature enacted HB 2853 (amending portions of ORS Chapter 166) which, in part, directed the Oregon State Police to submit the names of firearm-disqualified individuals to the NICS database. The bill also directed the Psychiatric Security Review Board to conduct relief hearings, given the mental health expertise of its Board members. The Board only hears relief petitions from individuals barred from purchasing or possessing a firearm due to an Oregon mental health determination. Relevant mental health determinations include civil commits, persons found guilty except for insanity (GEI), and persons who were found unable to aid and assist in a criminal proceeding.

Persons who previously received judicial relief under ORS 166.274 remain barred from possessing a firearm under federal law. However, the PSRB's relief program is certified by the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF); federal law gives the PSRB the authority to lift a federal mental health prohibitor.

Sex Offender Reclassification and Relief Program

In 2013, the Oregon legislature established PSRB's Sex Offender Classification/Reclassification/Relief program. The early phase of this program required the Board classify all adults under its jurisdiction who: 1) have successfully asserted the Guilty

Except for Insanity defense (GEI); and 2) are required to register as sex offenders. Beginning in January 2019, the agency launched a reclassification and relief program to allow those persons whose sex offense was also their GEI offense the opportunity to be reclassified or relieved from their sex offender registration requirement.

Youths convicted or found Responsible Except for Insanity (REI) of a sex crime do not register as sex offenders while under PSRB or Oregon Youth Authority supervision; the juvenile court determines their registration obligation. The PSRB notifies the juvenile court six months prior to a youth's pending end of jurisdiction or—when a youth's PSRB hearing results in early discharge from Board jurisdiction—no later than three days following the hearing. At that point, the court sets a hearing, at which it determines whether to require the youth to register as a sex offender or to grant relief from the registration requirement. The PSRB notifies the parties' attorneys and the youth's treatment team of the hearing once it becomes aware.

Juvenile Panel

Responsible Except for Insanity

When the court finds a youth courts Responsible Except for Insanity (REI) of an offense, the judge places the individual under Psychiatric Security Review Board (PSRB) jurisdiction if the court finds that:

1. The juvenile has a serious mental condition (defined as major depression, bipolar disorder or psychotic disorder); or
2. The young person has a qualifying mental disorder other than a serious mental condition and represents a substantial danger to others, requiring conditional release or commitment to a hospital or facility.

Individuals found REI are placed under Board jurisdiction for the maximum sentence they could have received if found guilty of the crime. As with the adult panel, sentencing guidelines do not apply.

With respect to juvenile clients, the Psychiatric Security Review Board's statutory functions protect the public because the Board:

1. Accepts jurisdiction over REI clients.
2. Balances the public's concern for safety with the client's rights.
3. Conducts hearings, makes findings, and issues orders.
4. Monitors each client's progress while the client is under its jurisdiction.
5. Revokes conditional release, as necessary, if the client violates his or her terms.
6. Maintains up-to-date histories on all clients.

While under Board jurisdiction, youth can be committed to the Secure Adolescent Intensive Program (SAIP) for those with a mental illness or Secure Children's In-client Treatment Program (ITP) for those with developmental disabilities. When juvenile clients turn 18 years old, they are transferred from SAIP/ITP to the Oregon State Hospital for care and treatment if the Board

determines they need hospital level of care. Individuals can also be conditionally released and placed at a variety of lower levels of care, ranging from residential treatment facilities to independent living. The Board determines the appropriate type of facility based on both clinical and risk assessments, including the level of treatment, care and supervision required by the client. The Board places clients on conditional release once it determines that he or she can be adequately controlled with supervision and treatment in the community and that the necessary supervision and treatment are available.

The Juvenile panel uses the same methods as the Adult panel to assess clients' readiness for conditional release planning. Conditions of release and grounds for revocation also are substantially similar to those used for the Board's adult clients.

Key Diversity & Inclusion Personnel

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AFFIRMATIVE ACTION PLAN

Affirmative Action Policy Statement

The Psychiatric Security Review Board is committed to achieving a workforce that represents Oregon's diversity and being a leader in providing its current employees and applicants with fair and equal employment opportunities regardless of race, religion, color, national origin, marital status, sex, sexual orientation, gender identity, age, veteran's status, or mental or physical disability. The PSRB will engage in employment practices that follow the state's Affirmative Action Guidelines and state and federal laws. The PSRB is committed to providing reasonable accommodations to employees whenever able.

The PSRB believes that it is everyone's responsibility to create and contribute to an inclusive, professional, and safe work environment. The PSRB management team is committed to meeting with all employees to discuss, review, and modify the agency's Affirmative Action Plan on a quarterly basis. The management team is also committed to ensure that all staff can work in an environment that is free from discrimination, harassment, and retaliation for filing a complaint related to workplace concerns and that complaints that are brought to management are addressed with immediacy and that resolution is provided to the complainant.

The PSRB will implement this 2023-2025 Affirmative Action Plan and make it widely known through recruitment postings and the agency website that equal employment opportunities are available based on an individual's merit and that the PSRB does not engage in discriminatory practices. The PSRB will:

- Endeavor to recruit, promote, and retain qualified members of protected groups across all levels of the agency, including Board member positions.
- Create an environment that allows for open communication regarding differences and empowers all individuals to do their best work in serving our community partners, the public, and persons under the jurisdiction of the Board.
- Value and endeavor to sustain a culture of collaboration within the agency where staff at all levels are aligned and working together towards the agency mission with the agency's values in mind.

Diversity & Inclusion Statement

The Psychiatric Security Review Board acknowledges our responsibility to serve all Oregonians by interrupting systemic inequities and upholding human rights. We strive for an environment where one's race/ethnicity, class, gender, sexual orientation, ability, veteran's status and other identities do not predict life outcomes within our programs. We strive to have the humility to acknowledge our mistakes and actively work to correct them. We will include the voices of communities we serve and work to integrate diversity, equity, and inclusion into everything we do.

The Psychiatric Security Review Board will continue to work with the Oregon Office of Cultural Change to ensure that the PSRB continues to serve the public with the State of Oregon's DEI Action Plan in the forefront of our minds.

Executive Order 22-11 Update

[Executive Order 22-11](#) relates to affirmative action, equal employment opportunity, diversity, equity, and inclusion. Governor Kulongoski originally issued the order in 2005 (EO 05-01). Subsequent amendments were EO 08-18, 16-09, 17-11, and currently, EO 22-11. The following information addresses the key points in EO 22-11:

Learning and development

Agency management has encouraged all staff to participate in state-sponsored diversity trainings when available. This includes trainings available in the learning portal as well as the statewide diversity conference. The executive director also gifted employees a shared self-care corner in the breakroom, which contains multiple books with an emphasis on diversity, equity, and inclusion.

The deputy director serves as the agency's affirmative action representative and has attended all meetings conducted by the Office of Cultural Change.

Management performance evaluations

The agency has implemented the Department of Administrative Services' Performance, Accountability, and Feedback (PAF) quarterly check-ins with all non-management employees and the deputy director. The agency has a 100% completion rate on PAF check-ins, where this is opportunity for the executive director to discuss with the deputy director feedback and ideas related to diversity, equity, and inclusion. As mentioned in detail below, the executive director has a performance appraisal that includes feedback provided by agency employees and community partners. This appraisal is reviewed by the adult panel chairperson with the executive director.

Affirmative Action Plan availability

The Affirmative Action Plan is available on the agency's shared drive, due to most staff working remotely for more than half the work week.

Status of Contracts to Minority Businesses (ORS 659A.015)

The agency has very few contracts in place. Currently, there are four contracts in place, two of which are with companies owned by women. Many of the PSRB's services are provided under interagency agreements or memorandums of understanding with other state agencies (e.g., DAS-IT, DAS Human Resources, DAS Shared Financial Services, etc.)

AFFIRMATIVE ACTION PLAN IMPLEMENTATION ROLES

The agency is committed to using Affirmative Action and equity precepts to enhance the agency's diversity, with respect to staff and the Board itself. The agency will continue its implementation of the Affirmative Action Plan by recognizing potential bias individually and within the process by utilizing persons outside of the agency and other subject matter experts in fields related to the positions the agency is hiring for and encouraging continued learning in order to help reduce bias and discrimination in the hiring process, as well as enhancing employment opportunities for applicants who do not originate from the dominant culture.

Executive Director

The Board entrusts and delegates to the executive director the responsibility for implementing and adhering to the affirmative action and equity goals to which the Board is committed.

The executive director meets with the Psychiatric Security Review Board's chair at least once per month, and with the full Board on no less than a quarterly basis. The full Board—which reports to the governor—conducts the executive director's annual performance appraisal, which includes a section on diversity and equity principles. The Board holds the executive director responsible for enhancing the agency's diversity and for pursuing a fair and equitable workplace that appreciates those of all races, genders, and gender expressions, physical or psychological disability, and veterans' status. In turn, the executive director expects the deputy director to support and enhance diversity, equity, and affirmative action principles in all aspects of his work.

The executive director has overall responsibility for complying with policy and achieving the Affirmative Action goals to which the Board is committed. They also monitor agency progress toward the inclusion goals and objectives in the [PSRB's Strategic Plan](#). In addition, the executive director ensures compliance with applicable federal and state laws, rules, regulations, and executive orders.

As mentioned above, and consistent with [ORS 659A.012\(1\)](#), the executive director's annual performance evaluation includes evaluation of their effectiveness in achieving affirmative action objectives as a key consideration of her performance.

Management Staff

The executive director and the deputy director are responsible for expanding the Board's reach into communities outside the traditional places the Board has looked for new employees in the past. These positions are also responsible for equitable treatment of all staff and Board members and for providing a safe work environment for staff. Such an environment includes the psychological safety produced by a respectful workplace. In compliance with [ORS 659A.012\(1\)](#), the deputy director's quarterly check-ins include evaluations of their effectiveness in achieving affirmative action objectives as a key consideration of his performance. The deputy director serves as the affirmative action officer and is responsible for:

- Developing and communicating agency policies and procedures related to AA/EEO, equity, diversity, and inclusion, and for preparing and disseminating affirmative action information.
- Coordinating activities consistently with the Affirmative Action Plan and monitoring progress toward affirmative action goals.
- Identifying solutions to barriers preventing achievement of the Board's affirmative action goals.
- Ensuring that the agency embraces AA/EEO goals in recruiting.
- Applying affirmative action precepts in day-to-day work and in relations with fellow employees, job applicants, and the public.
- Receiving and investigating—or referring to the Board—discrimination complaints.

- Attending equal opportunity, affirmative action, and diversity training in order to be informed of current affirmative action laws and issues and develop knowledge and skill for working with a diverse workplace.

PSRB Employees

The Psychiatric Security Review Board expects each of its staff members to support equity, affirmative action, and equal opportunity: for each other, for clients, and for community stakeholders. Each staff member can contribute to these ideals in several ways. Examples include:

- Serving on hiring panels when internal needs arise and when agency partner agencies request assistance.
- Interrupting and/or reporting discriminatory comments or behavior.
- Holding themselves accountable for any of their own inadvertent discrimination.
- Understanding and engaging in self-reflective practices to minimize the negative impact of confirmation bias.
- Learning about institutional racism and its effect on those to whom it is directed and applying those lessons to the workplace.
- Engaging in DEI trainings to further strengthen teamwork, programming, and communication with colleagues, agency partners and stakeholders, and the Oregonians we serve.

PROGRESS: JULY 1, 2021 – JUNE 30, 2023

In the agency's 2021-2023 Affirmative Action Plan, the PSRB has the following goals:

Goal #1: Increase diversity on the Board and within the PSRB staff through recruitment.

Goal #2: Implement a cultural formulation into the PSRB's service delivery model.

During the 2021-2023 biennium the agency faced many events that made it challenging to work towards these goals. COVID-19 continued to pose challenges and required agency leadership to focus on maintaining its business and creating opportunities and processes to allow work to be completed remotely. In addition, the agency experienced significant turnover with staff, including its deputy director in the months leading up to July 1, 2021, providing the agency the opportunity to recruit for a more diverse workforce. Between July 1, 2021 and June 30, 2023, the PSRB's office specialist 2 (OS2) transferred to another state agency, two paralegals left state service, one administrative specialist 2 (AS2) retired, and one AS2 unfortunately passed away. This ultimately resulted in three internal promotions and bringing on six staff that are new to state service. Challenges encountered included training 50% of our staff on not only their specific role in the agency, but their role with regards to state service and operations. This also meant that seasoned staff members were required to take on additional tasks while their co-workers were going through their training periods. Despite these challenges, seasoned agency

staff report that morale in the office has never been higher and newer staff report feeling supported and welcomed by their more senior counterparts and the management team. Agency leadership believes that this can be attributed to an emphasis placed on communicating transparently with staff and allowing many opportunities to provide feedback in both public and one on one settings. As of September 1, 2022, the agency is comprised of 12 FTE, 75% of which are women, 16.66% are people of color, and 8.33% are veterans. The PSRB remains committed to diversity with regards to hiring practices, as discussed below in the Goals & Strategy section moving forward.

Regarding PSRB Board member recruitment, the Board made some progress toward increasing diversity. Throughout 2021, the agency heavily recruited for six vacancies on the Board. This included the public member on the adult panel and all members of the juvenile panel. The executive director created recruitment flyers for each position and given the agency's goal to increase diversity on the Board, she submitted those flyers for review and feedback to Governor Brown's Diversity, Equity & Inclusion Office. Thereafter, the executive director widely distributed the flyers to an array of agencies including the state boards that oversee psychiatrists, psychologists, and attorneys; Oregon Judicial Department; over 300 statewide providers and stakeholders; OHA's Office of Equity and Inclusion and other leadership officials; DAS CHRO; current Board members; Partners in Diversity; Disability Rights Oregon; Department of Consumer and Business Services; and countless others with a request to further spread the word to their networks. Despite this far-reaching and widespread recruitment process, the agency received minimal responses and even fewer statements of interest. Ultimately, for each of the positions we posted, only one or two individuals applied, revealing ongoing challenges with recruitment. Nevertheless, the agency was able to fill all vacancies with well-qualified professionals. Out of the six new Board members who began their first term between July 1, 2021 and June 30, 2023, one individual identified as a person of color. For the remainder of the biennium, there is one open recruitment for the juvenile panel psychologist.

Regarding implementing a cultural formulation into the PSRB's service delivery model, the executive director has continued to work with community partners through both monthly meetings and trainings where questions regarding diversity, equity, and inclusion as it pertains to access to services and specific treatment options for clients can be discussed. Questions regarding equity of services and culturally specific treatment options are frequently discussed and are discussed within a larger workgroup that is drafting a report with recommendations for the legislature.

For the remainder of the biennium, the following outcomes are planned:

- In partnership with the Oregon Health Authority, the agency is planning its Forensic Conference in October 2022. Presenters will be encouraged to deliver their materials with a diversity, equity, and inclusion lens and there will be at least one workshop specifically focusing on cultural issues. Questions related to principles of diversity, equity, and inclusion will be integrated into a conference evaluation.

- A cultural formulation section will be added to the community evaluation template.² The community evaluation is an assessment that recommends the type of monitoring, supervision and treatment required for a client under the jurisdiction of the PSRB to live safely in the community setting. A cultural formulation section of the evaluation would examine cultural factors that might enhance or destabilize a client's success while on conditional release. It would provide information about the type of environment, programming, treatment services, social supports or other relevant services that could potentially mitigate public safety risk and strengthen a client's recovery. The evaluation is included in a client's exhibit file and made available to the treatment professionals working with the client, including future providers as clients move through the system of care. The evaluation is also accessed by Board members, providing them with increased understanding of how each client's culture impacts thoughts, behaviors, perception of the system. This information enriches the Board's understanding of who the person is and minimizes potential bias in decision-making. The long-term goal is to ensure that all partners working with clients under the Board's jurisdiction are developing conditional release programs and proposing conditional release plans that contemplate these important cultural factors. This information is shared among all the treatment professionals working with the client, including future providers as clients move through the system of care. This analysis would also be available to Board members, providing them with increased understanding of how each client's culture impacts thoughts, behaviors, perception of the system. This information enriches the Board's understanding of who the person is and minimizes potential bias in decision-making. The long-term goal is to ensure that all partners working with clients under the Board's jurisdiction are developing conditional release programs and proposing conditional release plans that contemplate these important cultural factors.

² As described in the literature, a cultural formulation probes cultural explanations of identity, illness, social support, functioning, and interaction with the medical and legal systems. This analysis deepens the person-centered approach to recovery services and ensures historically underserved, oppressed, or otherwise marginalized populations' access to culturally-salient assessment and treatment services. (see, Lewis -Fernandez & Diaz, *The cultural formulation: a method for assessing cultural factors affecting the clinical encounter*. Psychiatry Quarterly (2022) 93:935-946)

GOALS & STRATEGY: JULY 1, 2023 – JUNE 30, 2025

Goals

The PSRB's overarching goals for the 2023-2025 biennium are consistent with Strategy 8 of the State of Oregon's DEI Action Plan: Diversifying the Workforce and Creating an Inclusive Workplace.

Goal #1: Identify and utilize recruitment strategies that increase diversity on the Board and within the PSRB staff.

The agency aims to carry over its 2021-23 goal to increase diversity on the Board, specifically, its goal is have at least two people of color serving on its Board, which is representative of Oregon's current demographic data indicating that people of color make up 20% of Oregon's current available workforce. The agency has an incredible opportunity to achieve this goal given the vast terms that will be expiring during the 2023-25 biennium. Here is a summary of upcoming term expirations:

- Adult psychologist as of June 30, 2023³
- Adult probation officer as of June 30, 2024
- Adult psychiatrist as of June 30, 2025
- Adult attorney as of June 30, 2025
- Adult public member as of June 30, 2025*
- Juvenile psychiatrist as of June 30, 2025*
- Juvenile attorney as of June 30, 2025
- Juvenile public member as of June 30, 2025

The PSRB also aims to continue its goal toward increased diversity among its full-time staff. In a typical year, the PSRB experiences very low turnover, limiting opportunities to change the agency's demographics. Between September 2021 – September 2022, the agency had one person promote to another position that was created during the last biennium, one person transfer to another state agency, one person retired, two people leave state service, and one person pass away. As a result, this created three opportunities for internal promotions and one lateral transition. In total, the agency has welcomed six new staff members as of September 2022 and believes that there will be relative stability in staffing for the next biennium.

Nevertheless, the PSRB is dedicated to taking steps to prepare for a time when, inevitably, one or more employees leave. As a small agency that performs limited customer service to the general public, the PSRB is not well-known, so it must engage in strategies ahead of time that allow it to publicize its open positions when they occur. Agency leadership will actively engage with the Board's human resources recruiter and, as appropriate, the Oregon Office of Cultural

³ * Indicates that the current Board member has the option to apply for a second term.

Change to help identify and eradicate barriers that hinder equitable recruiting and hiring practices.

Outcomes

By September 2023, the PSRB will have examined recruitment practices that hinder and enable increased recruitment of people of color, veterans, and individuals with disabilities. To accomplish this goal, the agency will consult with the Office of Cultural Change and our HR business partner. The outcome of this examination is a written recruitment protocol for both Board members and workforce. The report will include specified strategies to provide individuals in these categories with a welcoming environment. By October 31, 2023 or—if the agency has done no recruiting by that date—the first recruitment that takes place after November 1, 2023, people of color, veterans, and individuals with disabilities should make up at least 25% of PSRB’s applicant pools.

Measures

In order to accomplish this goal, the Psychiatric Security Review Board will require access to the individuals we need to collect the data the agency needs to identify cultural barriers and recommend specific steps to help the agency reach its 25% diverse applicant benchmark. The agency will know it has succeeded when audits of its practices indicate clearly that women believe the PSRB offers them a welcoming environment, and when the applicant pool for any positions the agency does experience attracts 25% or more combined applicants of color, veterans, and individuals with disabilities.

Implementation

The agency’s deputy director, who also serves as the affirmative action representative, will have primary responsibility for ensuring that the proposed cultural audit takes place, and for reporting on the applicant pools’ diversity for the three identified areas. The deputy director will also take necessary steps to ensure that the agency’s emphasis on equity for groups less represented currently does not diminish the agency’s welcoming culture toward women.

Strategies

Recruitment

Targeted outreach and engagement

As outlined above, at 12 FTE, the Psychiatric Security Review Board experiences very few vacancies. With few opportunities to diversity agency staff, PSRB must make the most of its recruiting opportunities.

DEI presentations, training, or activities

Under usual circumstances, the PSRB’s executive director travels around the state conducting training on PSRB and its processes. Due to travel restrictions made necessary by the COVID-19

outbreak, many events have been modified significantly and are conducted online. Nevertheless, the executive director still leads PSRB's state-wide community providers' meeting and meets with the Board's chair and Oregon State Hospital's director of legal affairs at least monthly. Such meetings present opportunities to open the pipeline of potential candidates Board members and any staff vacancies that might occur. The executive director also conducts monthly PSRB trainings for community mental health providers, allowing them to learn more about best practices when working with the Board.

Application process

The PSRB's application process follows the state's general one, using the Workday platform to announce and process applications. The Department of Administrative Services has assigned the PSRB a dedicated recruiter. Working closely with agency leadership, this recruiter has learned a great deal about the Psychiatric Security Review Board and its specific needs. Due to the increase in turnover mentioned above, the deputy director has worked closely with the PSRB's recruiter and has worked to draft interview questions that better explain the qualities and skills needed for each position and has looked for ways to minimize barriers for members of underrepresented populations to apply and compete for agency positions through the position postings.

Internship/mentorship opportunities

The PSRB has worked with student interns in the past with great success. Due to the COVID-19 pandemic and the high level of staff turnover that the agency experienced, there are currently no interns working the PSRB. The agency hopes to continue hosting interns, partnering with state universities, during the 2023-2025 biennium.

The executive director serves as a mentor to graduate students seeking their master's or doctoral degrees, providing didactic trainings, guidance on research/projects, and on expanding their ideas about potential career paths.

Selection

Hiring process

Agency leadership engages actively with its human resources business partner, meeting with them once per week to discuss human resources matters, including equity and inclusion and possible vacancies. These ongoing discussions help the agency's business partner understand the PSRB's priorities well ahead of any need it might have to fill a position. When a vacancy occurs, the executive and deputy directors engage immediately with the agency's human resources business partner and its recruiter, asking them for assistance in developing a diverse applicant pool. In addition, the executive director asks for assistance from PSRB stakeholders in finding candidates with diverse candidates. These efforts to recruit widely most often arise during the monthly provider meeting the executive director leads, and which all counties' representatives attend. In addition to broadening the applicant pool, the PSRB must also

consider a broad base of skills when looking for candidates in order to create more diversity in skills within the agency.

Hiring panels

The PSRB uses hiring panels that include staff, management, agency partners, and human resources representation whenever able with the goal of including individuals representing diverse backgrounds. Because Oregon's demographics can make this challenging, agency leadership will continue to ask for assistance from human resources and agency partners to find panel members from diverse backgrounds and/or with training in cultural competence to add additional perspectives to PSRB's hiring process, alerting leadership to potential pitfalls associated with unconscious bias.

Interview process

Given its small size, the agency has limited internal individuals from whom to draw from when assembling an interview panel. Because of this limitation, the PSRB will partner with its HR Business Partner, its recruiter, and (to the extent appropriate/necessary) the Office of Cultural Change to recruit both panel members from diverse perspectives and those with experience and training in cultural sensitivity to assist in the interview process.

Retention

Mentorship program

With only 12 FTE on staff, the PSRB has very few employees when compared to many other state agencies. On one hand, this means the agency has a limited number of existing employees to serve as mentors; on the other, nearly every initiative involves all staff and managers. The deputy director meets with each direct report at least monthly in order to discuss what support each needs. Each of these meetings covers topics such as training—PSRB-related or not—or career opportunities they might wish to pursue. To the extent that someone in the agency can provide training or mentorship to another individual at the PSRB, the agency pursues those opportunities. If, on the other hand, someone outside the agency would be better positioned to serve as mentor, management would facilitate that relationship.

Diversity, equity, and inclusion training

Given the nature of the PSRB's functions, some aspects of diversity, equity, and inclusion permeate the agency. By definition, Board clients are individuals with disabilities. Every staff member interacts daily with information associated with clients, to include mental health records and other information contained within a client's case file. PSRB management, paralegals, and other administrative staff hold regular weekly meetings to discuss, among other things, clients who may be struggling and at risk of revocation to the Oregon State Hospital. This meeting provides employees with the opportunity to discuss how best to support the treatment providers who work with the clients as well as ways to avoid revoking a client on

conditional release to the Oregon State Hospital that takes into consideration the specific needs of the client.

In addition to regular discussion of the struggles faced by individuals with disabilities, the executive and deputy directors address equity issues affirmatively during staff meetings, allowing for feedback and discussion about individuals' feelings while making the agency's—and the State's—support for diversity, equity, and inclusion clear.

In addition to making equity a regular work topic and the fact that some aspects of diversity occur naturally in the agency, PSRB leadership supports diversity initiatives, including staff members' attendance at the State's annual diversity conference in Salem. Typically, two or three of the PSRB's employees attend the conference; in 2021, 100% of PSRB's staff attended at least part of this conference or watched recorded sessions relating to areas of interest.

Career development

With 12 FTE on staff, movement within the agency is rare. For that reason, any assistance the PSRB can give to its employees typically involves helping staff members gain skills that would help them find positions outside the agency. The deputy director has raised this with all staff members during their one-one-one meetings and follows up at least monthly with staff who show interest. In the past, management has made relevant training available to staff, and has facilitated connections between current PSRB staff and others who might be well-positioned to provide advice and assistance with the staff member's career advancement. Going forward, the agency will continue to offer these opportunities to staff and will continue to inquire about staff interest in advancement: within the agency or without.

The agency also supports a hybrid remote work model for 10 out of the 12 FTE positions. The agency plans on continuing this practice and has been told that the ability to work remotely with the hybrid model has allowed for better work-life balance, reduced burnout, and has led to better morale.

Employee engagement

Employee-led diversity, equity, and inclusion councils, committees, and other groups

Due to its small size, the PSRB has no employee-led committees designated specifically to support diversity, equity, and inclusion.

Employee resource groups and affinity groups

Similarly, with only 12 FTE, the agency is hardly larger than the average affinity group at other state agencies. In several categories, a PSRB affinity group or an Employee Resource Group would contain two or fewer employees. This being the case, the agency has no affinity or Employee Resource Groups.

Employee surveys

The agency has conducted few formal surveys among its entire staff. However, the executive director's performance appraisal questionnaire is sent to all staff and contains a section on diversity, equity, and inclusion. Employees are allowed to fill out this survey anonymously, which is then reviewed in conjunction with input that has been solicited from community partners by the adult panel chairperson. Agency leadership continues to look at new ways to increase the response rate to ensure that meaningful data can be compiled and subsequently acted upon.

The executive director has also created space for anonymous feedback following regular staff meetings through an online resource, with an emphasis on how the management team can better support each employee's ability to thrive in the office environment.

Succession planning

Succession planning is a dynamic and evolving process goal discussed in Goal 5.2 of the [PSRB's Strategic Plan](#), that is consistent with the guidance set forth by the Department of Administrative Services' [Planning Guide](#).

In the Strategic Plan, adopted in 2019, the agency set itself a goal of implementing a succession plan, the first step of which was to write desk manuals for each position. Most of the agency employees now have working desk manuals in use and are continuing to modify them as processes change. The agency anticipates it will have analyzed all its positions and completed its succession plan by December 31, 2023.

APPENDIX

Demographic Analysis

*POC = People of Color; PWD = People with Disabilities

Board Members

The Boards consist of two, five member panels. One panel oversees the adult population under the jurisdiction of the Board and the other panel oversees the juvenile population under the jurisdiction of the Board. Each panel consists of an attorney member, a parole & probation member, a psychiatrist member, a psychologist member, and a public member.

Board Members by Gender Identity		
Disability Status	Total	
	Number	Percent
Female	6	60.00%
Male	3	30.00%
Non-Binary/other	0	0.00%
Declined to respond	1	10.00%
Total	10	100.00%

Board Members by Disability Status		
Disability Status	Total	
	Number	Percent
No reported disability	2	20.00%
Reported disability	7	70.00%
Declined to respond	1	10.00%
Total	10	100.00%

Board Members by Veteran Status		
Disability Status	Total	
	Number	Percent
Is a veteran	0	0.00%
Is not a veteran	9	90.00%
Declined to respond	1	10.00%
Total	10	100.00%

Board Members by Race/Ethnicity		
Disability Status	Total	
	Number	Percent
American Indian or Alaska Native	0	0.00%
Asian	0	0.00%
Black or African American	1	10.00%
Hispanic or Latino	1	10.00%
Native Hawaiian or Other Pacific Islander	0	0.00%
Two or More Races	0	0.00%
White	7	70.00%
Declined to respond	1	10.00%
Total	10	100.00%

Board Members by Generation		
Disability Status	Total	
	Number	Percent
Generation Z (1997-Current)	0	0.00%
Millennial (1981-1996)	0	0.00%
Generation X (1965-1980)	8	80.00%
Baby Boomer (1947-1964)	1	10.00%
Silent Generation (1928-1946)	0	0.00%
Declined to respond	1	10.00%
Total	10	100.00%

Management

With only 12 FTE, the PSRB has only two leadership positions: the executive director and the deputy director. The executive director is a white woman, and the deputy director is a white

woman and a veteran.

Overall Workforce

The PSRB has 12 FTE positions and no volunteers, contractors, or less than full time staff.

Workers by Gender Identity		
Disability Status	Total	
	Number	Percent
Female	9	75.00%
Male	2	16.67%
Non-Binary/other	0	0.00%
Declined to respond	1	8.33%
Total	12	100.00%

Workers by Disability Status		
Disability Status	Total	
	Number	Percent
No reported disability	11	91.67%
Reported disability	0	0.00%
Declined to respond	1	8.33%
Total	12	100.00%

Workers by Veteran Status		
Disability Status	Total	
	Number	Percent
Is a veteran	1	8.33%
Is not a veteran	10	83.33%
Declined to respond	1	8.33%
Total	12	100.00%

Workers by Race/Ethnicity		
Disability Status	Total	
	Number	Percent
American Indian or Alaska Native	1	8.33%
Asian	0	0.00%
Black or African American	0	0.00%
Hispanic or Latino	1	8.33%
Native Hawaiian or Other Pacific Islander	0	0.00%
Two or More Races	0	0.00%
White	9	75.00%
Declined to respond	1	8.33%
Total	12	100.00%

Workers by Generation		
Disability Status	Total	
	Number	Percent
Generation Z (1997-Current)	1	8.33%
Millennial (1981-1996)	1	8.33%
Generation X (1965-1980)	8	66.67%
Baby Boomer (1947-1964)	1	8.33%
Silent Generation (1928-1946)	0	0.00%
Declined to respond	1	8.33%
Total	12	100.00%

The PSRB experienced a number of personnel changes between July 1, 2021 and June 30, 2023. The PSRB's office specialist 2 (OS2) transferred to another state agency, two paralegals left state service, one administrative specialist 2 (AS2) retired, one AS2 accepted a promotional opportunity outside of state service, one AS2 unfortunately passed away, and one executive support specialist 2 (ESS2) accepted a promotional opportunity outside of state service.

The PSRB recruited and hired two external candidates for the paralegal positions based upon the decades of experience each candidate had in the field. Internal staff did not possess the minimum qualifications for the paralegal role.

The PSRB hired an external candidate for the OS2 position. Internal staff did not apply, as this is an entry level position. The candidate selected for the OS2 position was then promoted to an AS2 position. The PSRB then hired another external candidate for the OS2 position, who was then promoted to the next open AS2 position, and an external hire was selected for the OS2 position. Once the ESS2 and the AS2 left, the OS2 promoted to the ESS2 position, and two external hires were selected for the OS2 and AS2 positions.

PSRB Complaint Process

Formal Complaint Options

Employees with complaints regarding other employees' behavior or conduct may lodge formal complaints with the following personnel:

- The deputy director
- The executive director
- The PSRB's human resources business partner
- The Oregon Bureau of Labor & Industries

Employees with complaints regarding the deputy director's behavior or conduct may lodge formal complaints with the following personnel:

- The executive director
- The PSRB's human resources business partner
- The Oregon Bureau of Labor & Industries

Employees with complaints regarding the executive director's behavior or conduct may

lodge formal complaints with the following personnel:

- The PSRB's human resources business partner
- The PSRB's adult panel chairperson
- The Oregon Bureau of Labor & Industries

Contact Information

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PSRB Adult Panel Chairperson

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Oregon Bureau of Labor & Industries

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971-245-3844
help@boli.oregon.gov

Complaint Procedure

1. When employees file formal complaints alleging discriminatory or harassing behavior, the official accepting the complaint will meet with the employee to obtain an account of the alleged conduct, including relevant time(s) and place(s), along with the respondent's identity and that of any potential witnesses.
2. If the complainant has not reduced the complaint to writing (letter, e-mail, agency-approved form), the official accepting the complaint will request that the complainant do so.
3. The official accepting the complaint will alert other officials, as appropriate, including the DAS human resources office or the PSRB's chairperson.

4. The agency will respect the complainant's rights, but agency officials must follow up on all complaints. Agency officials will use discretion and respect the complainant's privacy, but they cannot promise the complainant absolute confidentiality.
5. The PSRB takes all complaints against its staff, management, and Board members seriously.
 - Formal complaints may generate a fact-finding inquiry in which officials will interview witnesses and collect written and physical documentation, as necessary. If agency officials determine by a preponderance of the evidence that the alleged behavior occurred and constituted discrimination and/or harassment, the officials will issue findings to that effect. Upon substantiating a complaint in this way, the investigating officials will take or recommend appropriate corrective action.
 - Typically, informal complaints will result in follow-up with the respondent(s) leading to a mutually agreed-upon solution. Based on the nature of the conduct, it is possible that agency officials might need to conduct a fact-finding inquiry and apply corrective action. Should PSRB officials find a fact-finding inquiry necessary, they will discuss the reasons for this with the complainant and consider any objections the complainant makes prior to proceeding.
6. Appropriate agency officials will contact the complainant within 24 hours of having received a complaint alleging discrimination or harassment. When the agency conducts a fact-finding inquiry, the PSRB shall complete such inquiry within 45 calendar days after receiving the complaint. Should the PSRB official(s) conducting the inquiry find that it requires more time to complete due to witness availability or case complexity, these officials may extend the completion deadline an additional 15 calendar days past the original deadline.

Accessing the Complaint Process

Employees may file formal or informal complaints in writing, via letter, email, or on an agency-approved hard copy or web-based form. The official accepting the complaint will document oral complaints in writing.

State Policy Documentation

- **State HR Policies**
 - [50.020.10](#): ADA & Reasonable Accommodation in Employment
 - [50.010.01](#): Discrimination & Harassment Free Workplace
 - [50.035.01](#): Performance Management Process

- [40.055.04](#): Candidate Preference in Employment

Additional HR policies can be found on the [Statewide Human Resources Policies webpage](#).

- **Administrative Rules**

- [Equal Opportunity and Affirmative Action Rule](#)

- **Executive Orders**

- [Executive Order 22-11](#): Relating to Affirmative Action, Equal Employment Opportunity, Diversity, Equity, and Inclusion

Federal Documentation

- [Title VII of the Civil Rights Act of 1964](#)
- [The Pregnancy Discrimination Act](#)
- [The Equal Pay Act of 1963](#)
- [The Age Discrimination in Employment Act of 1967](#)
- [Title I of the American's with Disabilities Act of 1990](#)
- [Sections 102 & 103 of the Civil Rights Act of 1991](#)
- [Sections 501 & 505 of the Rehabilitation Act of 1973](#)
- [The Genetic Information Nondiscrimination Act of 2008](#)

2023-2025 ORGANIZATIONAL CHART

GOVERNOR

PSYCHIATRIC SECURITY REVIEW BOARD
ADULT PANEL JUVENILE PANEL

EXECUTIVE DIRECTOR
Alison Bort
Principal Executive/Manager F; 1.0 FTE

EXECUTIVE SUPPORT
Laura O'Meara
Executive Support Specialist 2; 1.0 FTE

DEPUTY DIRECTOR
Mandy Standiford
Operations & Policy Analyst 3; 1.0 FTE

CONDITIONAL RELEASE MONITOR
Matthew Berndt
Paralegal; 1.0 FTE

CONDITIONAL RELEASE MONITOR
Dawn Anderson
Paralegal; 1.0 FTE

HEARINGS OFFICER
Maria McCormack
Paralegal; 1.0 FTE

HEARINGS SUPPORT SPECIALIST
Brady Lambert
Administrative Specialist 2; 1.0 FTE

HEARINGS SUPPORT SPECIALIST
Mia Taylor
Administrative Specialist 2; 1.0 FTE

HEARINGS SUPPORT SPECIALIST
Sharon Hall
Administrative Specialist 2; 1.0 FTE

CASE SUMMERIZER
Karen Hoeschler
Administrative Specialist 2; 1.0 FTE

RESEARCH ANALYST
Shelley Banfe
Research Analyst 2; 1.0 FTE

OFFICE SPECIALIST
Kelsey Taylor
Office Specialist 2; 1.0 FTE

SPECIAL REPORTS

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Psychiatric Security Review Board

Summary Cross Reference Listing and Packages

2023-25 Biennium

Agency Number: 39900

BAM Analyst: Heath, Patrick

Budget Coordinator: Martinez, Alejandra - (971)900-9741

Cross Reference Number	Cross Reference Description	Package Number	Priority	Package Description	Package Group
010-00-00-00000	General Program	010	0	Vacancy Factor and Non-ORPICS Personal Services	Essential Packages
010-00-00-00000	General Program	021	0	Phase-in	Essential Packages
010-00-00-00000	General Program	022	0	Phase-out Pgm & One-time Costs	Essential Packages
010-00-00-00000	General Program	031	0	Standard Inflation	Essential Packages
010-00-00-00000	General Program	032	0	Above Standard Inflation	Essential Packages
010-00-00-00000	General Program	033	0	Exceptional Inflation	Essential Packages
010-00-00-00000	General Program	070	0	Revenue Shortfalls	Policy Packages
010-00-00-00000	General Program	081	0	June 2022 Emergency Board	Policy Packages
010-00-00-00000	General Program	090	0	Analyst Adjustments	Policy Packages
010-00-00-00000	General Program	091	0	Additional Analyst Adjustments	Policy Packages
010-00-00-00000	General Program	092	0	Statewide AG Adjustment	Policy Packages
010-00-00-00000	General Program	093	0	Statewide Adjustment DAS Chgs	Policy Packages
010-00-00-00000	General Program	100	0	Transition to DAS IT	Policy Packages
010-00-00-00000	General Program	102	0	New Position: ISS4	Policy Packages
030-00-00-00000	Gun Relief Program	010	0	Vacancy Factor and Non-ORPICS Personal Services	Essential Packages
030-00-00-00000	Gun Relief Program	021	0	Phase-in	Essential Packages
030-00-00-00000	Gun Relief Program	022	0	Phase-out Pgm & One-time Costs	Essential Packages
030-00-00-00000	Gun Relief Program	031	0	Standard Inflation	Essential Packages
030-00-00-00000	Gun Relief Program	032	0	Above Standard Inflation	Essential Packages
030-00-00-00000	Gun Relief Program	033	0	Exceptional Inflation	Essential Packages
030-00-00-00000	Gun Relief Program	070	0	Revenue Shortfalls	Policy Packages
030-00-00-00000	Gun Relief Program	081	0	June 2022 Emergency Board	Policy Packages

Psychiatric Security Review Board

Summary Cross Reference Listing and Packages

2023-25 Biennium

Agency Number: 39900

BAM Analyst: Heath, Patrick

Budget Coordinator: Martinez, Alejandra - (971)900-9741

<i>Cross Reference Number</i>	<i>Cross Reference Description</i>	<i>Package Number</i>	<i>Priority</i>	<i>Package Description</i>	<i>Package Group</i>
030-00-00-00000	Gun Relief Program	090	0	Analyst Adjustments	Policy Packages
030-00-00-00000	Gun Relief Program	091	0	Additional Analyst Adjustments	Policy Packages
030-00-00-00000	Gun Relief Program	092	0	Statewide AG Adjustment	Policy Packages
030-00-00-00000	Gun Relief Program	093	0	Statewide Adjustment DAS Chgs	Policy Packages
030-00-00-00000	Gun Relief Program	100	0	Transition to DAS IT	Policy Packages
030-00-00-00000	Gun Relief Program	102	0	New Position: ISS4	Policy Packages

AGENCY SUMMARY

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Psychiatric Security Review Board

Policy Package List by Priority

2023-25 Biennium

Agency Number: 39900

BAM Analyst: Heath, Patrick

Budget Coordinator: Martinez, Alejandra - (971)900-9741

<i>Priority</i>	<i>Policy Pkg Number</i>	<i>Policy Pkg Description</i>	<i>Summary Cross Reference Number</i>	<i>Cross Reference Description</i>
0	070	Revenue Shortfalls	010-00-00-00000	General Program
			030-00-00-00000	Gun Relief Program
	081	June 2022 Emergency Board	010-00-00-00000	General Program
			030-00-00-00000	Gun Relief Program
	090	Analyst Adjustments	010-00-00-00000	General Program
			030-00-00-00000	Gun Relief Program
	091	Additional Analyst Adjustments	010-00-00-00000	General Program
			030-00-00-00000	Gun Relief Program
	092	Statewide AG Adjustment	010-00-00-00000	General Program
			030-00-00-00000	Gun Relief Program
	093	Statewide Adjustment DAS Chgs	010-00-00-00000	General Program
			030-00-00-00000	Gun Relief Program
	100	Transition to DAS IT	010-00-00-00000	General Program
			030-00-00-00000	Gun Relief Program
	102	New Position: ISS4	010-00-00-00000	General Program
			030-00-00-00000	Gun Relief Program

SPECIAL REPORTS

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Psychiatric Security Review Board**Agency Number: 39900****Version / Column Comparison Report - Detail****Cross Reference Number:39900-010-00-00-00000****2023-25 Biennium****General Program**

Description	Agency Request Budget (V-01) 2023-25 Base Budget	Governor's Budget (Y-01) 2023-25 Base Budget	Column 2 minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		

REVENUE CATEGORIES**GENERAL FUND APPROPRIATION****0050 General Fund Appropriation**

8000 General Fund	4,022,715	4,022,715	0	-
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AVAILABLE REVENUES

8000 General Fund	4,022,715	4,022,715	0	-
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EXPENDITURES**PERSONAL SERVICES****SALARIES & WAGES****3110 Class/Unclass Sal. and Per Diem**

8000 General Fund	2,061,419	2,061,419	0	-
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OTHER PAYROLL EXPENSES**3210 Empl. Rel. Bd. Assessments**

8000 General Fund	636	636	0	-
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3220 Public Employees' Retire Cont

8000 General Fund	310,910	310,910	0	-
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3221 Pension Obligation Bond

8000 General Fund	111,404	111,404	0	-
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3230 Social Security Taxes

8000 General Fund	155,298	155,298	0	-
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3241 Paid Family Medical Leave Insurance

8000 General Fund	6,671	6,671	0	-
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3250 Worker's Comp. Assess. (WCD)

8000 General Fund	552	552	0	-
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Psychiatric Security Review Board**Agency Number: 39900****Version / Column Comparison Report - Detail****Cross Reference Number:39900-010-00-00-00000****2023-25 Biennium****General Program**

Description	Agency Request Budget (V-01) 2023-25 Base Budget	Governor's Budget (Y-01) 2023-25 Base Budget	Column 2 minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		
3260 Mass Transit Tax				
8000 General Fund	12,050	12,050	0	-
3270 Flexible Benefits				
8000 General Fund	475,200	475,200	0	-
TOTAL OTHER PAYROLL EXPENSES				
8000 General Fund	1,072,721	1,072,721	0	-
TOTAL PERSONAL SERVICES				
8000 General Fund	3,134,140	3,134,140	0	-
SERVICES & SUPPLIES				
4100 Instate Travel				
8000 General Fund	29,610	29,610	0	-
4125 Out of State Travel				
8000 General Fund	3,806	3,806	0	-
4150 Employee Training				
8000 General Fund	12,880	12,880	0	-
4175 Office Expenses				
8000 General Fund	54,862	54,862	0	-
4200 Telecommunications				
8000 General Fund	65,409	65,409	0	-
4225 State Gov. Service Charges				
8000 General Fund	183,910	183,910	0	-
4250 Data Processing				
8000 General Fund	25,559	25,559	0	-
4275 Publicity and Publications				

Psychiatric Security Review Board**Agency Number: 39900****Version / Column Comparison Report - Detail****Cross Reference Number:39900-010-00-00-00000****2023-25 Biennium****General Program**

Description	Agency Request Budget (V-01) 2023-25 Base Budget	Governor's Budget (Y-01) 2023-25 Base Budget	Column 2 minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		
8000 General Fund	863	863	0	-
4300 Professional Services				
8000 General Fund	34,845	34,845	0	-
4315 IT Professional Services				
8000 General Fund	8,031	8,031	0	-
4325 Attorney General				
8000 General Fund	153,960	153,960	0	-
4375 Employee Recruitment and Develop				
8000 General Fund	4,030	4,030	0	-
4400 Dues and Subscriptions				
8000 General Fund	5,052	5,052	0	-
4425 Facilities Rental and Taxes				
8000 General Fund	150,340	150,340	0	-
4575 Agency Program Related S and S				
8000 General Fund	3,288	3,288	0	-
4650 Other Services and Supplies				
8000 General Fund	82,311	82,311	0	-
4700 Expendable Prop 250 - 5000				
8000 General Fund	37,215	37,215	0	-
4715 IT Expendable Property				
8000 General Fund	32,604	32,604	0	-
TOTAL SERVICES & SUPPLIES				
8000 General Fund	888,575	888,575	0	-
TOTAL EXPENDITURES				

Description	Agency Request Budget (V-01) 2023-25 Base Budget	Governor's Budget (Y-01) 2023-25 Base Budget	Column 2 minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		
8000 General Fund	4,022,715	4,022,715	0	-
AUTHORIZED POSITIONS				
8150 Class/Unclass Positions	12	12	0	-
AUTHORIZED FTE				
8250 Class/Unclass FTE Positions	12.00	12.00	0	-

AGENCY SUMMARY

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Psychiatric Security Review Board**Agency Number: 39900****Budget Support - Detail Revenues and Expenditures****Cross Reference Number: 39900-000-00-00-00000****2023-25 Biennium****Psychiatric Security Review Board**

<i>Description</i>	<i>2019-21 Actuals</i>	<i>2021-23 Leg Adopted Budget</i>	<i>2021-23 Leg Approved Budget</i>	<i>2023-25 Agency Request Budget</i>	<i>2023-25 Governor's Budget</i>	<i>2023-25 Leg. Adopted Budget</i>
BEGINNING BALANCE						
0025 Beginning Balance						
3400 Other Funds Ltd	1	-	-	-	-	-
REVENUE CATEGORIES						
GENERAL FUND APPROPRIATION						
0050 General Fund Appropriation						
8000 General Fund	3,220,660	3,934,061	4,082,379	4,535,912	4,389,679	-
AVAILABLE REVENUES						
8000 General Fund	3,220,660	3,934,061	4,082,379	4,535,912	4,389,679	-
3400 Other Funds Ltd	1	-	-	-	-	-
TOTAL AVAILABLE REVENUES	\$3,220,661	\$3,934,061	\$4,082,379	\$4,535,912	\$4,389,679	-
EXPENDITURES						
PERSONAL SERVICES						
SALARIES & WAGES						
3110 Class/Unclass Sal. and Per Diem						
8000 General Fund	1,680,717	2,023,715	2,136,749	2,186,459	2,186,459	-
3160 Temporary Appointments						
8000 General Fund	12,572	-	-	-	-	-
3170 Overtime Payments						
8000 General Fund	243	-	-	-	-	-
3190 All Other Differential						
8000 General Fund	9,354	-	-	-	-	-
SALARIES & WAGES						

Psychiatric Security Review Board**Agency Number: 39900****Budget Support - Detail Revenues and Expenditures****Cross Reference Number: 39900-000-00-00-00000****2023-25 Biennium****Psychiatric Security Review Board**

<i>Description</i>	<i>2019-21 Actuals</i>	<i>2021-23 Leg Adopted Budget</i>	<i>2021-23 Leg Approved Budget</i>	<i>2023-25 Agency Request Budget</i>	<i>2023-25 Governor's Budget</i>	<i>2023-25 Leg. Adopted Budget</i>
8000 General Fund	1,702,886	2,023,715	2,136,749	2,186,459	2,186,459	-
TOTAL SALARIES & WAGES	\$1,702,886	\$2,023,715	\$2,136,749	\$2,186,459	\$2,186,459	-
OTHER PAYROLL EXPENSES						
3210 Empl. Rel. Bd. Assessments						
8000 General Fund	512	696	696	689	689	-
3220 Public Employees' Retire Cont						
8000 General Fund	224,104	290,746	310,109	333,317	333,317	-
3221 Pension Obligation Bond						
8000 General Fund	82,658	104,808	111,404	108,950	108,950	-
3230 Social Security Taxes						
8000 General Fund	131,895	154,813	163,460	164,864	164,864	-
3240 Unemployment Assessments						
8000 General Fund	11,604	-	-	-	-	-
3241 Paid Family Medical Leave Insurance						
8000 General Fund	-	-	-	7,171	7,171	-
3250 Worker's Comp. Assess. (WCD)						
8000 General Fund	448	552	552	598	598	-
3260 Mass Transit Tax						
8000 General Fund	8,937	11,372	12,050	13,119	13,119	-
3270 Flexible Benefits						
8000 General Fund	355,317	458,784	458,784	514,800	514,800	-
OTHER PAYROLL EXPENSES						
8000 General Fund	815,475	1,021,771	1,057,055	1,143,508	1,143,508	-

Psychiatric Security Review Board**Agency Number: 39900****Budget Support - Detail Revenues and Expenditures****Cross Reference Number: 39900-000-00-00-00000****2023-25 Biennium****Psychiatric Security Review Board**

<i>Description</i>	<i>2019-21 Actuals</i>	<i>2021-23 Leg Adopted Budget</i>	<i>2021-23 Leg Approved Budget</i>	<i>2023-25 Agency Request Budget</i>	<i>2023-25 Governor's Budget</i>	<i>2023-25 Leg. Adopted Budget</i>
TOTAL OTHER PAYROLL EXPENSES	\$815,475	\$1,021,771	\$1,057,055	\$1,143,508	\$1,143,508	-
PERSONAL SERVICES						
8000 General Fund	2,518,361	3,045,486	3,193,804	3,329,967	3,329,967	-
TOTAL PERSONAL SERVICES	\$2,518,361	\$3,045,486	\$3,193,804	\$3,329,967	\$3,329,967	-
SERVICES & SUPPLIES						
4100 Instate Travel						
8000 General Fund	7,089	29,610	29,610	31,176	31,176	-
4125 Out of State Travel						
8000 General Fund	-	3,806	3,806	3,966	3,966	-
4150 Employee Training						
8000 General Fund	3,884	12,880	12,880	15,035	15,035	-
4175 Office Expenses						
8000 General Fund	26,393	54,862	54,862	59,198	59,194	-
4200 Telecommunications						
8000 General Fund	29,965	65,409	65,409	71,949	71,949	-
4225 State Gov. Service Charges						
8000 General Fund	109,140	183,910	183,910	309,758	181,392	-
4250 Data Processing						
8000 General Fund	62,247	25,559	25,559	144,610	144,345	-
4275 Publicity and Publications						
8000 General Fund	905	863	863	1,138	1,138	-
4300 Professional Services						
8000 General Fund	11,971	34,845	34,845	37,911	37,911	-

Psychiatric Security Review Board**Agency Number: 39900****Budget Support - Detail Revenues and Expenditures****Cross Reference Number: 39900-000-00-00-00000****2023-25 Biennium****Psychiatric Security Review Board**

<i>Description</i>	<i>2019-21 Actuals</i>	<i>2021-23 Leg Adopted Budget</i>	<i>2021-23 Leg Approved Budget</i>	<i>2023-25 Agency Request Budget</i>	<i>2023-25 Governor's Budget</i>	<i>2023-25 Leg. Adopted Budget</i>
4315 IT Professional Services						
8000 General Fund	-	8,031	8,031	8,738	8,738	-
4325 Attorney General						
8000 General Fund	97,080	153,960	153,960	181,165	172,795	-
4375 Employee Recruitment and Develop						
8000 General Fund	-	4,030	4,030	4,438	4,438	-
4400 Dues and Subscriptions						
8000 General Fund	2,727	5,052	5,052	5,503	5,503	-
4425 Facilities Rental and Taxes						
8000 General Fund	136,162	150,340	150,340	156,654	156,654	-
4575 Agency Program Related S and S						
8000 General Fund	3,200	3,288	3,288	3,426	3,426	-
4650 Other Services and Supplies						
8000 General Fund	40,813	82,311	82,311	96,029	86,801	-
4700 Expendable Prop 250 - 5000						
8000 General Fund	3,215	37,215	37,215	41,278	41,278	-
4715 IT Expendable Property						
8000 General Fund	15,142	32,604	32,604	33,973	33,973	-
SERVICES & SUPPLIES						
8000 General Fund	549,933	888,575	888,575	1,205,945	1,059,712	-
TOTAL SERVICES & SUPPLIES	\$549,933	\$888,575	\$888,575	\$1,205,945	\$1,059,712	-
EXPENDITURES						
8000 General Fund	3,068,294	3,934,061	4,082,379	4,535,912	4,389,679	-

Psychiatric Security Review Board**Agency Number: 39900****Budget Support - Detail Revenues and Expenditures****Cross Reference Number: 39900-000-00-00-00000****2023-25 Biennium****Psychiatric Security Review Board**

<i>Description</i>	<i>2019-21 Actuals</i>	<i>2021-23 Leg Adopted Budget</i>	<i>2021-23 Leg Approved Budget</i>	<i>2023-25 Agency Request Budget</i>	<i>2023-25 Governor's Budget</i>	<i>2023-25 Leg. Adopted Budget</i>
TOTAL EXPENDITURES	\$3,068,294	\$3,934,061	\$4,082,379	\$4,535,912	\$4,389,679	-
REVERSIONS						
9900 Reversions						
8000 General Fund	(152,366)	-	-	-	-	-
ENDING BALANCE						
3400 Other Funds Ltd	1	-	-	-	-	-
TOTAL ENDING BALANCE	\$1	-	-	-	-	-
AUTHORIZED POSITIONS						
8150 Class/Unclass Positions	11	12	12	13	13	-
TOTAL AUTHORIZED POSITIONS	11	12	12	13	13	-
AUTHORIZED FTE						
8250 Class/Unclass FTE Positions	11.00	12.00	12.00	13.00	13.00	-
TOTAL AUTHORIZED FTE	11.00	12.00	12.00	13.00	13.00	-

Psychiatric Security Review Board**Agency Number: 39900****Budget Support - Detail Revenues and Expenditures****Cross Reference Number: 39900-010-00-00-00000****2023-25 Biennium****General Program**

<i>Description</i>	<i>2019-21 Actuals</i>	<i>2021-23 Leg Adopted Budget</i>	<i>2021-23 Leg Approved Budget</i>	<i>2023-25 Agency Request Budget</i>	<i>2023-25 Governor's Budget</i>	<i>2023-25 Leg. Adopted Budget</i>
BEGINNING BALANCE						
0025 Beginning Balance						
3400 Other Funds Ltd	1	-	-	-	-	-
REVENUE CATEGORIES						
GENERAL FUND APPROPRIATION						
0050 General Fund Appropriation						
8000 General Fund	3,220,660	3,934,061	4,082,379	4,535,912	4,389,679	-
AVAILABLE REVENUES						
8000 General Fund	3,220,660	3,934,061	4,082,379	4,535,912	4,389,679	-
3400 Other Funds Ltd	1	-	-	-	-	-
TOTAL AVAILABLE REVENUES	\$3,220,661	\$3,934,061	\$4,082,379	\$4,535,912	\$4,389,679	-
EXPENDITURES						
PERSONAL SERVICES						
SALARIES & WAGES						
3110 Class/Unclass Sal. and Per Diem						
8000 General Fund	1,680,717	2,023,715	2,136,749	2,186,459	2,186,459	-
3160 Temporary Appointments						
8000 General Fund	12,572	-	-	-	-	-
3170 Overtime Payments						
8000 General Fund	243	-	-	-	-	-
3190 All Other Differential						
8000 General Fund	9,354	-	-	-	-	-
SALARIES & WAGES						

Psychiatric Security Review Board**Agency Number: 39900****Budget Support - Detail Revenues and Expenditures****Cross Reference Number: 39900-010-00-00-00000****2023-25 Biennium****General Program**

<i>Description</i>	<i>2019-21 Actuals</i>	<i>2021-23 Leg Adopted Budget</i>	<i>2021-23 Leg Approved Budget</i>	<i>2023-25 Agency Request Budget</i>	<i>2023-25 Governor's Budget</i>	<i>2023-25 Leg. Adopted Budget</i>
8000 General Fund	1,702,886	2,023,715	2,136,749	2,186,459	2,186,459	-
TOTAL SALARIES & WAGES	\$1,702,886	\$2,023,715	\$2,136,749	\$2,186,459	\$2,186,459	-
OTHER PAYROLL EXPENSES						
3210 Empl. Rel. Bd. Assessments						
8000 General Fund	512	696	696	689	689	-
3220 Public Employees' Retire Cont						
8000 General Fund	224,104	290,746	310,109	333,317	333,317	-
3221 Pension Obligation Bond						
8000 General Fund	82,658	104,808	111,404	108,950	108,950	-
3230 Social Security Taxes						
8000 General Fund	131,895	154,813	163,460	164,864	164,864	-
3240 Unemployment Assessments						
8000 General Fund	11,604	-	-	-	-	-
3241 Paid Family Medical Leave Insurance						
8000 General Fund	-	-	-	7,171	7,171	-
3250 Worker's Comp. Assess. (WCD)						
8000 General Fund	448	552	552	598	598	-
3260 Mass Transit Tax						
8000 General Fund	8,937	11,372	12,050	13,119	13,119	-
3270 Flexible Benefits						
8000 General Fund	355,317	458,784	458,784	514,800	514,800	-
OTHER PAYROLL EXPENSES						
8000 General Fund	815,475	1,021,771	1,057,055	1,143,508	1,143,508	-

Psychiatric Security Review Board**Agency Number: 39900****Budget Support - Detail Revenues and Expenditures****Cross Reference Number: 39900-010-00-00-00000****2023-25 Biennium****General Program**

<i>Description</i>	<i>2019-21 Actuals</i>	<i>2021-23 Leg Adopted Budget</i>	<i>2021-23 Leg Approved Budget</i>	<i>2023-25 Agency Request Budget</i>	<i>2023-25 Governor's Budget</i>	<i>2023-25 Leg. Adopted Budget</i>
TOTAL OTHER PAYROLL EXPENSES	\$815,475	\$1,021,771	\$1,057,055	\$1,143,508	\$1,143,508	-
PERSONAL SERVICES						
8000 General Fund	2,518,361	3,045,486	3,193,804	3,329,967	3,329,967	-
TOTAL PERSONAL SERVICES	\$2,518,361	\$3,045,486	\$3,193,804	\$3,329,967	\$3,329,967	-
SERVICES & SUPPLIES						
4100 Instate Travel						
8000 General Fund	7,089	29,610	29,610	31,176	31,176	-
4125 Out of State Travel						
8000 General Fund	-	3,806	3,806	3,966	3,966	-
4150 Employee Training						
8000 General Fund	3,884	12,880	12,880	15,035	15,035	-
4175 Office Expenses						
8000 General Fund	26,393	54,862	54,862	59,198	59,194	-
4200 Telecommunications						
8000 General Fund	29,965	65,409	65,409	71,949	71,949	-
4225 State Gov. Service Charges						
8000 General Fund	109,140	183,910	183,910	309,758	181,392	-
4250 Data Processing						
8000 General Fund	62,247	25,559	25,559	144,610	144,345	-
4275 Publicity and Publications						
8000 General Fund	905	863	863	1,138	1,138	-
4300 Professional Services						
8000 General Fund	11,971	34,845	34,845	37,911	37,911	-

Psychiatric Security Review Board**Agency Number: 39900****Budget Support - Detail Revenues and Expenditures****Cross Reference Number: 39900-010-00-00-00000****2023-25 Biennium****General Program**

<i>Description</i>	<i>2019-21 Actuals</i>	<i>2021-23 Leg Adopted Budget</i>	<i>2021-23 Leg Approved Budget</i>	<i>2023-25 Agency Request Budget</i>	<i>2023-25 Governor's Budget</i>	<i>2023-25 Leg. Adopted Budget</i>
4315 IT Professional Services						
8000 General Fund	-	8,031	8,031	8,738	8,738	-
4325 Attorney General						
8000 General Fund	97,080	153,960	153,960	181,165	172,795	-
4375 Employee Recruitment and Develop						
8000 General Fund	-	4,030	4,030	4,438	4,438	-
4400 Dues and Subscriptions						
8000 General Fund	2,727	5,052	5,052	5,503	5,503	-
4425 Facilities Rental and Taxes						
8000 General Fund	136,162	150,340	150,340	156,654	156,654	-
4575 Agency Program Related S and S						
8000 General Fund	3,200	3,288	3,288	3,426	3,426	-
4650 Other Services and Supplies						
8000 General Fund	40,813	82,311	82,311	96,029	86,801	-
4700 Expendable Prop 250 - 5000						
8000 General Fund	3,215	37,215	37,215	41,278	41,278	-
4715 IT Expendable Property						
8000 General Fund	15,142	32,604	32,604	33,973	33,973	-
SERVICES & SUPPLIES						
8000 General Fund	549,933	888,575	888,575	1,205,945	1,059,712	-
TOTAL SERVICES & SUPPLIES	\$549,933	\$888,575	\$888,575	\$1,205,945	\$1,059,712	-
EXPENDITURES						
8000 General Fund	3,068,294	3,934,061	4,082,379	4,535,912	4,389,679	-

Psychiatric Security Review Board**Agency Number: 39900****Budget Support - Detail Revenues and Expenditures****Cross Reference Number: 39900-010-00-00-00000****2023-25 Biennium****General Program**

<i>Description</i>	<i>2019-21 Actuals</i>	<i>2021-23 Leg Adopted Budget</i>	<i>2021-23 Leg Approved Budget</i>	<i>2023-25 Agency Request Budget</i>	<i>2023-25 Governor's Budget</i>	<i>2023-25 Leg. Adopted Budget</i>
TOTAL EXPENDITURES	\$3,068,294	\$3,934,061	\$4,082,379	\$4,535,912	\$4,389,679	-
REVERSIONS						
9900 Reversions						
8000 General Fund	(152,366)	-	-	-	-	-
ENDING BALANCE						
3400 Other Funds Ltd	1	-	-	-	-	-
TOTAL ENDING BALANCE	\$1	-	-	-	-	-
AUTHORIZED POSITIONS						
8150 Class/Unclass Positions	11	12	12	13	13	-
TOTAL AUTHORIZED POSITIONS	11	12	12	13	13	-
AUTHORIZED FTE						
8250 Class/Unclass FTE Positions	11.00	12.00	12.00	13.00	13.00	-
TOTAL AUTHORIZED FTE	11.00	12.00	12.00	13.00	13.00	-

AGENCY SUMMARY

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ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Psychiatric Security Review Board
Pkg: 010 - Vacancy Factor and Non-ORPICS Personal Services

Cross Reference Name: General Program
Cross Reference Number: 39900-010-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	(2,135)	-	-	-	-	-	(2,135)
Total Revenues	(\$2,135)	-	-	-	-	-	(\$2,135)
Personal Services							
Pension Obligation Bond	(2,454)	-	-	-	-	-	(2,454)
Mass Transit Tax	319	-	-	-	-	-	319
Total Personal Services	(\$2,135)	-	-	-	-	-	(\$2,135)
Total Expenditures							
Total Expenditures	(2,135)	-	-	-	-	-	(2,135)
Total Expenditures	(\$2,135)	-	-	-	-	-	(\$2,135)
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Psychiatric Security Review Board
Pkg: 031 - Standard Inflation

Cross Reference Name: General Program
Cross Reference Number: 39900-010-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	178,153	-	-	-	-	-	178,153
Total Revenues	\$178,153	-	-	-	-	-	\$178,153
Services & Supplies							
Instate Travel	1,244	-	-	-	-	-	1,244
Out of State Travel	160	-	-	-	-	-	160
Employee Training	541	-	-	-	-	-	541
Office Expenses	2,304	-	-	-	-	-	2,304
Telecommunications	2,747	-	-	-	-	-	2,747
State Gov. Service Charges	125,848	-	-	-	-	-	125,848
Data Processing	1,073	-	-	-	-	-	1,073
Publicity and Publications	36	-	-	-	-	-	36
Professional Services	3,066	-	-	-	-	-	3,066
IT Professional Services	707	-	-	-	-	-	707
Attorney General	27,205	-	-	-	-	-	27,205
Employee Recruitment and Develop	169	-	-	-	-	-	169
Dues and Subscriptions	212	-	-	-	-	-	212
Facilities Rental and Taxes	6,314	-	-	-	-	-	6,314
Agency Program Related S and S	138	-	-	-	-	-	138
Other Services and Supplies	3,457	-	-	-	-	-	3,457
Expendable Prop 250 - 5000	1,563	-	-	-	-	-	1,563
IT Expendable Property	1,369	-	-	-	-	-	1,369
Total Services & Supplies	\$178,153	-	-	-	-	-	\$178,153

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Psychiatric Security Review Board
Pkg: 031 - Standard Inflation

Cross Reference Name: General Program
Cross Reference Number: 39900-010-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Total Expenditures							
Total Expenditures	178,153	-	-	-	-	-	178,153
Total Expenditures	\$178,153	-	-	-	-	-	\$178,153
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Psychiatric Security Review Board
Pkg: 092 - Statewide AG Adjustment

Cross Reference Name: General Program
Cross Reference Number: 39900-010-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	(8,370)	-	-	-	-	-	(8,370)
Total Revenues	(\$8,370)	-	-	-	-	-	(\$8,370)
Services & Supplies							
Attorney General	(8,370)	-	-	-	-	-	(8,370)
Total Services & Supplies	(\$8,370)	-	-	-	-	-	(\$8,370)
Total Expenditures							
Total Expenditures	(8,370)	-	-	-	-	-	(8,370)
Total Expenditures	(\$8,370)	-	-	-	-	-	(\$8,370)
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Psychiatric Security Review Board
Pkg: 093 - Statewide Adjustment DAS Chgs

Cross Reference Name: General Program
Cross Reference Number: 39900-010-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	(138,863)	-	-	-	-	-	(138,863)
Total Revenues	(\$138,863)	-	-	-	-	-	(\$138,863)
Services & Supplies							
Office Expenses	(4)	-	-	-	-	-	(4)
State Gov. Service Charges	(128,366)	-	-	-	-	-	(128,366)
Data Processing	(1,265)	-	-	-	-	-	(1,265)
Other Services and Supplies	(9,228)	-	-	-	-	-	(9,228)
Total Services & Supplies	(\$138,863)	-	-	-	-	-	(\$138,863)
Total Expenditures							
Total Expenditures	(138,863)	-	-	-	-	-	(138,863)
Total Expenditures	(\$138,863)	-	-	-	-	-	(\$138,863)
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Psychiatric Security Review Board
Pkg: 100 - Transition to DAS IT

Cross Reference Name: General Program
Cross Reference Number: 39900-010-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	118,500	-	-	-	-	-	118,500
Total Revenues	\$118,500	-	-	-	-	-	\$118,500
Services & Supplies							
Data Processing	118,500	-	-	-	-	-	118,500
Total Services & Supplies	\$118,500	-	-	-	-	-	\$118,500
Total Expenditures							
Total Expenditures	118,500	-	-	-	-	-	118,500
Total Expenditures	\$118,500	-	-	-	-	-	\$118,500
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Psychiatric Security Review Board
Pkg: 102 - New Position: ISS4

Cross Reference Name: General Program
Cross Reference Number: 39900-010-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	219,679	-	-	-	-	-	219,679
Total Revenues	\$219,679	-	-	-	-	-	\$219,679
Personal Services							
Class/Unclass Sal. and Per Diem	125,040	-	-	-	-	-	125,040
Empl. Rel. Bd. Assessments	53	-	-	-	-	-	53
Public Employees' Retire Cont	22,407	-	-	-	-	-	22,407
Social Security Taxes	9,566	-	-	-	-	-	9,566
Paid Family Medical Leave Insurance	500	-	-	-	-	-	500
Worker's Comp. Assess. (WCD)	46	-	-	-	-	-	46
Mass Transit Tax	750	-	-	-	-	-	750
Flexible Benefits	39,600	-	-	-	-	-	39,600
Total Personal Services	\$197,962	-	-	-	-	-	\$197,962
Services & Supplies							
Instate Travel	322	-	-	-	-	-	322
Employee Training	1,614	-	-	-	-	-	1,614
Office Expenses	2,032	-	-	-	-	-	2,032
Telecommunications	3,793	-	-	-	-	-	3,793
Data Processing	478	-	-	-	-	-	478
Publicity and Publications	239	-	-	-	-	-	239
Employee Recruitment and Develop	239	-	-	-	-	-	239
Dues and Subscriptions	239	-	-	-	-	-	239
Other Services and Supplies	10,261	-	-	-	-	-	10,261

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Psychiatric Security Review Board
Pkg: 102 - New Position: ISS4

Cross Reference Name: General Program
Cross Reference Number: 39900-010-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
Expendable Prop 250 - 5000	2,500	-	-	-	-	-	2,500
Total Services & Supplies	\$21,717	-	-	-	-	-	\$21,717
Total Expenditures							
Total Expenditures	219,679	-	-	-	-	-	219,679
Total Expenditures	\$219,679	-	-	-	-	-	\$219,679
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-
Total Positions							
Total Positions							1
Total Positions	-	-	-	-	-	-	1
Total FTE							
Total FTE							1.00
Total FTE	-	-	-	-	-	-	1.00

AGENCY SUMMARY

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PIC100 - Position Budget Report

Psychiatric Security Review Board

2023-25 Biennium
Budget Preparation

Cross Reference Number: 39900-000-00-00-00000
Governors Budget

Position Number	Classification	Classification Name	Sal Rng	Pos Type	Pos Cnt	FTE	Mos	Step	Rate	SAL/ OPE	Salary/OPE				
											GF	LF	OF	FF	AF
Total Salary											2,186,459	-	-	-	2,186,459
Total OPE											1,021,439	-	-	-	1,021,439
Total Personal Services											3,207,898	-	-	-	3,207,898

PIC100 - Position Budget Report

General Program

2023-25 Biennium
Budget Preparation

Cross Reference Number: 39900-010-01-00-00000
Governors Budget

Position Number	Classification	Classification Name	Sal Rng	Pos Type	Pos Cnt	FTE	Mos	Step	Rate	SAL/ OPE	Salary/OPE				
											GF	LF	OF	FF	AF
0399001	B Y7500 AE	BOARD AND COMMISSION MEMBER	0	PP	0	0.00	0	0	0	SAL	51,320	-	-	-	51,320
										OPE	3,926	-	-	-	3,926
0399002	B Y7500 AE	BOARD AND COMMISSION MEMBER	0	PP	0	0.00	0	0	0	SAL	51,320	-	-	-	51,320
										OPE	3,926	-	-	-	3,926
0399003	B Y7500 AE	BOARD AND COMMISSION MEMBER	0	PP	0	0.00	0	0	0	SAL	51,320	-	-	-	51,320
										OPE	3,926	-	-	-	3,926
0399004	B Y7500 AE	BOARD AND COMMISSION MEMBER	0	PP	0	0.00	0	0	0	SAL	51,320	-	-	-	51,320
										OPE	3,926	-	-	-	3,926
0399005	B Y7500 AE	BOARD AND COMMISSION MEMBER	0	PP	0	0.00	0	0	0	SAL	51,320	-	-	-	51,320
										OPE	3,926	-	-	-	3,926
0399006	MEAH Z7587 HF	AGENCY HEAD 7	37X	PF	1	1.00	24	10	13862	SAL	332,688	-	-	-	332,688
										OPE	123,432	-	-	-	123,432
0399007	MENN Z0119 AF	EXECUTIVE SUPPORT SPECIALIST 2	20	PF	1	1.00	24	2	4067	SAL	97,608	-	-	-	97,608
										OPE	65,047	-	-	-	65,047
0399008	UA C0108 AP	ADMINISTRATIVE SPECIALIST 2	20	PF	1	1.00	24	3	3865	SAL	92,760	-	-	-	92,760
										OPE	63,789	-	-	-	63,789
0399010	UA C0108 AP	ADMINISTRATIVE SPECIALIST 2	20	PF	1	1.00	24	3	3865	SAL	92,760	-	-	-	92,760
										OPE	63,789	-	-	-	63,789
0399011	MMN X7085 AP	BUSINESS OPERATIONS MANAGER 1	31X	PF	1	1.00	24	6	8015	SAL	192,360	-	-	-	192,360
										OPE	89,655	-	-	-	89,655
0399012	UA C1524 AP	PARALEGAL	26	PF	1	1.00	24	10	7322	SAL	175,728	-	-	-	175,728
										OPE	85,335	-	-	-	85,335
0399013	UA C0104 AP	OFFICE SPECIALIST 2	15	PF	1	1.00	24	4	3331	SAL	79,944	-	-	-	79,944
										OPE	60,461	-	-	-	60,461
0399014	UA C1116 AP	RESEARCH ANALYST 2	23	PF	1	1.00	24	10	6345	SAL	152,280	-	-	-	152,280
										OPE	79,246	-	-	-	79,246
0399015	UA C0108 AP	ADMINISTRATIVE SPECIALIST 2	20	PF	1	1.00	24	10	5367	SAL	128,808	-	-	-	128,808
										OPE	73,150	-	-	-	73,150
0399017	UA C1524 AP	PARALEGAL	26	PF	1	1.00	24	7	6345	SAL	152,280	-	-	-	152,280
										OPE	79,246	-	-	-	79,246
0399018	UA C1524 AP	PARALEGAL	26	PF	1	1.00	24	3	5253	SAL	126,072	-	-	-	126,072

PIC100 - Position Budget Report

General Program

2023-25 Biennium
Budget Preparation

Cross Reference Number: 39900-010-01-00-00000
Governors Budget

Position Number	Classification	Classification Name	Sal Rng	Pos Type	Pos Cnt	FTE	Mos	Step	Rate	SAL/ OPE	Salary/OPE					
											GF	LF	OF	FF	AF	
0399020	B Y7500 AE	BOARD AND COMMISSION MEMBER	0	PP	0	0.00	0	0	0	OPE	72,440	-	-	-	72,440	
										SAL	13,967	-	-	-	13,967	
0399021	B Y7500 AE	BOARD AND COMMISSION MEMBER	0	PP	0	0.00	0	0	0	OPE	1,068	-	-	-	1,068	
										SAL	13,967	-	-	-	13,967	
0399022	B Y7500 AE	BOARD AND COMMISSION MEMBER	0	PP	0	0.00	0	0	0	OPE	1,068	-	-	-	1,068	
										SAL	13,967	-	-	-	13,967	
0399023	B Y7500 AE	BOARD AND COMMISSION MEMBER	0	PP	0	0.00	0	0	0	OPE	1,068	-	-	-	1,068	
										SAL	13,967	-	-	-	13,967	
0399024	B Y7500 AE	BOARD AND COMMISSION MEMBER	0	PP	0	0.00	0	0	0	OPE	1,068	-	-	-	1,068	
										SAL	13,967	-	-	-	13,967	
0399025	UA C0108 AP	ADMINISTRATIVE SPECIALIST 2	20	PF	1	1.00	24	7	4654	OPE	1,068	-	-	-	1,068	
										SAL	111,696	-	-	-	111,696	
0399026	UA C1484 IP	INFORMATION SYSTEMS SPECIALIST 4	25	PF	1	1.00	24	3	5210	OPE	68,707	-	-	-	68,707	
										SAL	125,040	-	-	-	125,040	
											OPE	72,172	-	-	-	72,172
Total Salary												2,186,459	-	-	-	2,186,459
Total OPE												1,021,439	-	-	-	1,021,439
Total Personal Services												3,207,898	-	-	-	3,207,898

AGENCY SUMMARY

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