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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

610 SW Alder Street, Suite 420, Portland, Oregon 97205

**AGENCY NAME**

**AGENCY ADDRESS**



**SIGNATURE**

Co-Chairperson

**TITLE**

Notice: Requests of those agencies headed by a board or commission must be approved by those bodies of official action 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

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## **Budget Summary\***

	2011-13 Legislatively Approved Budget <sup>(1)</sup>	2013-15 Current Service Level	2013-15 Committee Recommendation	Committee Change from 2011-13 Leg. Approved	
				\$ Change	% Change
<u>Board of Parole and Post-Prison Supervision</u>					
General Fund	\$ 0	\$ 0	\$ 254,655	\$ 254,655	100.0%

## **Position Summary**

Authorized Positions	0	0	2	2
Full-time Equivalent (FTE) positions	0.00	0.00	1.67	1.67

<sup>(1)</sup> Includes adjustments through December 2012

\* Excludes Capital Construction expenditures

## **Summary of Revenue Changes**

The Capital Construction Subcommittee appropriated General Fund to support the provisions of the bill.

## **Summary of Capital Construction Subcommittee Action**

House Bill 2549 creates a three-tier system for ranking sex offenders based on their risk as established by a designated risk assessment tool. It requires all offenders in the current system to be reclassified. It creates requirements for notification of the public. It requires all classifications of existing registrants to be completed by December 1, 2016.

Currently, the Department of Corrections, the Oregon Board of Parole and Post-Prison Supervision (BPPPS), and community corrections law enforcement agencies conduct a sex offender risk assessment tool called a "Static 99" that would meet the requirements of the measure. BPPPS reports there are close to 20,000 registered sex offenders currently in Oregon and approximately 16,000 have a current Static 99. BPPPS assumes that at least 4,000 Static 99 assessments will need to be conducted on current offenders that have not already received the assessments. BPPPS anticipates the need for two permanent Administrative Specialist 2 positions (1.67 FTE) to handle the additional 4,000 assessments.

The Subcommittee approved the appropriation of \$254,655 General Fund and the establishment of two positions (1.67 FTE) for the Board of Parole and Post-Prison Supervision to carry out the provisions of the bill.



**Budget Summary\*****Oregon Health Authority**

	2011-13 Legislatively Approved Budget <sup>(1)</sup>	2013-15 Current Service Level	2013-15 Committee Recommendation	Committee Change from 2011-13 Leg. Approved	
				\$\$ Change	% Change
General Fund	\$ 0	\$ 0	\$ 169,571	\$ 169,571	100.0%
Total	\$ 0	\$ 0	\$ 169,571	\$ 169,571	100.0%

**Position Summary**

Authorized Positions	0	0	0	0
Full-time Equivalent (FTE) positions	0.00	0.00	0.00	0.00

**Budget Summary\*****Psychiatric Security Review Board**

	2011-13 Legislatively Approved Budget <sup>(1)</sup>	2013-15 Current Service Level	2013-15 Committee Recommendation	Committee Change from 2011-13 Leg. Approved	
				\$\$ Change	% Change
General Fund	\$ 0	\$ 0	\$36,100	\$ 36,100	100.0%
Total	\$ 0	\$ 0	\$ 36,100	\$ 36,100	100.0%

**Position Summary**

Authorized Positions	0	0	0	0
Full-time Equivalent (FTE) positions	0.00	0.00	0.00	0.00

<sup>(1)</sup> Includes adjustments through December 2012

\* Excludes Capital Construction expenditures

**Summary of Revenue Changes**

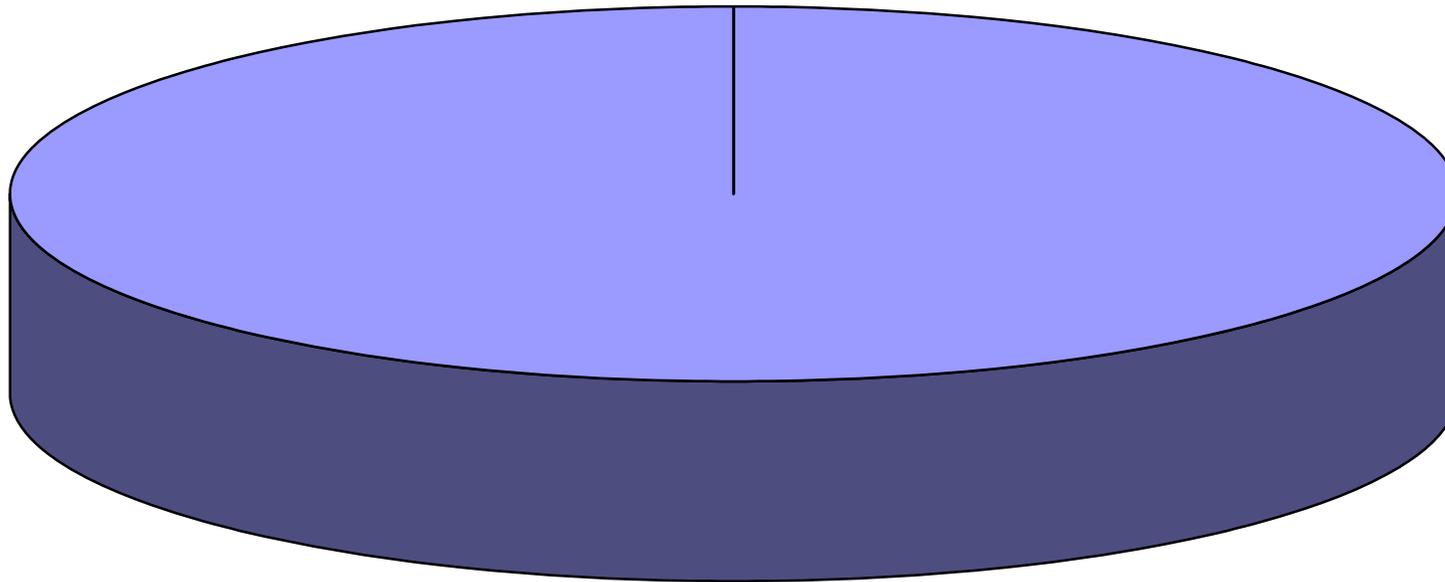
Senate Bill 421 adds \$169,571 General Fund to the Oregon Health Authority's budget and \$36,100 General Fund to the Psychiatric Security Review Board's budget for the 2013-15 biennium.



# BUDGET NARRATIVE

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## 2015-2017 Agency's Requested Budget by Program Unit

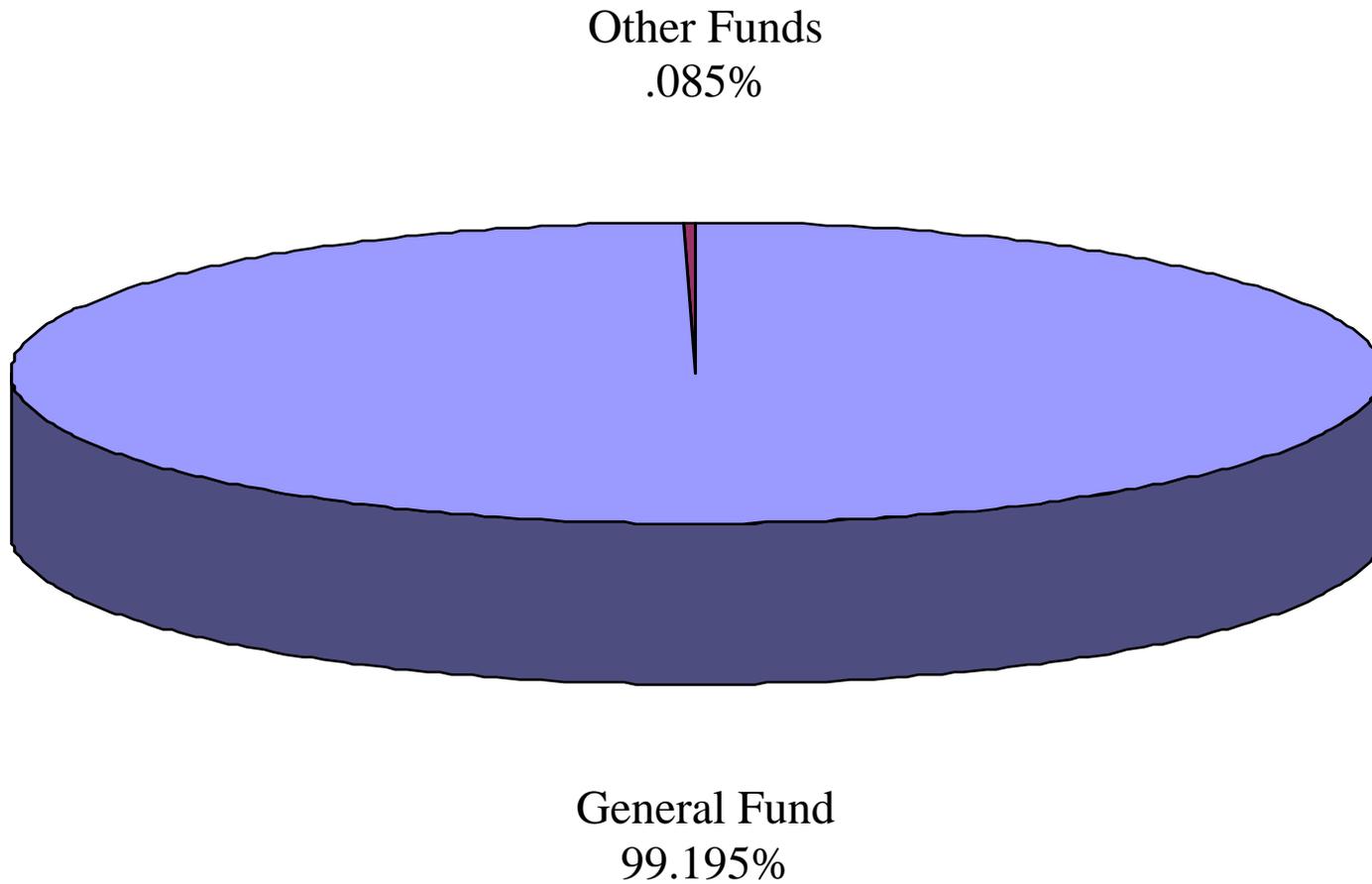


General Program  
100%

# BUDGET NARRATIVE

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## 2015-2017 Agency's Requested Budget by Fund Type

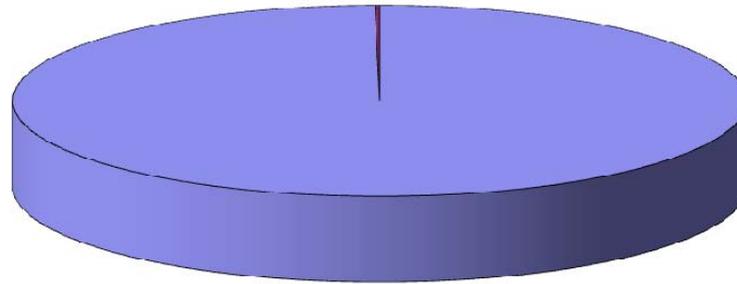


# BUDGET NARRATIVE

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## 2013-2015 Legislatively Approved Budget

Other Funds  
.212%



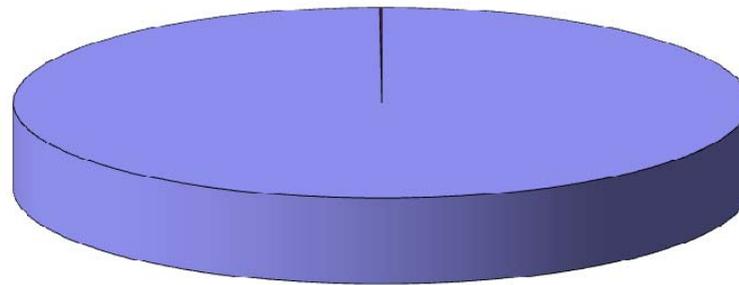
General Fund  
99.788%

# BUDGET NARRATIVE

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## 2015-2017 Agency's Requested Budget

Other Funds  
.085%



General Fund  
99.195%



# BUDGET NARRATIVE

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## AGENCY SUMMARY NARRATIVE

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 using recognized principles of risk assessment, victims' interest and person centered care.

The Psychiatric Security Review Board was created by the legislature pursuant to Chapter 380 Oregon Laws, 1977 to supervise those adults who successfully assert the "guilty except for insanity" (GEI) defense in criminal proceedings. The Board's responsibilities were expanded by the 2005 Legislature that established a juvenile panel of the Board and created a youth insanity defense. Additional duties were given to the Board in 2009 and 2013 when the Legislature designated the Board with the following responsibilities: firearm records reconciliation/relief; sex offender designation/relief; and supervision and monitoring of certain civil commitments. The applicable statutes and administrative rules for adults can be found in ORS 161.295 et seq. and OAR 859-01-005 through 859-100-030; for juveniles in ORS 419C.005 et seq. and OAR 859-501-005 through 859-600-0025; for the Gun Relief Program in Oregon Laws, 2009 Ch. 826 (House Bill 2853) and OAR 859-300-001 et seq.; for civil commitments ORS 426.701 and ORS 426.702; and for sex offender designation/relief ORS 181.800 et seq. These additional duties do not occupy a substantial amount of Board resources. Therefore, this narrative will primarily focus on the Board's original mandate: to supervise and monitor its GEI clients.

c. Agency Plans

- Long-Term Plan:

The Board's long-term goals first seek to continue the initiatives already undertaken by the agency over the course of its history and then to create others in response to the changing circumstances in which the Board and this system find themselves.

First and foremost, the Board aims to continue its outstanding success in fulfilling its primary purpose to protect the public. This directly links with the 10 year outcome of reduced re-entry and likelihood of offenders to commit future crime identified in Strategy 1. This is currently

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## BUDGET NARRATIVE

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accomplished through the informed and effective determination of the appropriate placement of its clients in a hearing process and the subsequent monitoring of these individuals in the community by staff. The Board collaborates with key partners including Oregon State Hospital (OSH), the Children's Farm Home and Albertina Kerr, Addictions and Mental Health Division (AMHD), Department of Human Services' Aging and People with Disabilities Division (APD) and community mental health providers who all play a role in the clients' safe and successful return to a community setting. The Board provides citizens protection from those clients in need of continued hospitalization while carefully supervising the others who do not need hospital level of care and can be adequately controlled and treated in the community through conditional release. In so doing, the Board performs a critical public safety function as evidenced by its historically very low adult recidivism rate, which so far during this biennium is 0%. It has been 2.22% overall since 1997. This factor obviously can be linked to the Oregon Benchmark #65, Adult Recidivism, and is tracked directly by the agency's Key Performance Measure(KPM #1). The Board's KPM #3, percentage of persons maintained on conditional release per month, also helps the Board to assess the efficacy of its decision-making and illustrates its success in this arena.

The Board's second goal is linked to the first in that part of the Board's mission and statutory responsibility is to facilitate the timely placement of its clients in the setting deemed most appropriate by the Board in the hearings' process. This task is becoming even more critical given the recent opening of a new, but smaller, Oregon State Hospital in Salem and with that, a new philosophy for its use; the high cost of hospitalization; the State's fiscal crisis; and other systemic issues. In the past this has been challenging for several reasons. Initially, it was due to the lack of funding for a sufficient number of community placements for PSRB clients. This issue eventually came to the forefront and incremental increases in resources were made until the Legislature finally allocated ongoing caseload growth dollars to AMH's budget to address this gap. A number of new community resources were budgeted. However, the road to actual development was neither smooth nor speedy. A struggle ensued with the siting of residential facilities in local communities. That commitment to this population raised public awareness and scrutiny of placements which then resulted in serious siting difficulties throughout the state. Development became a slow, often painful, process. Because of these difficulties a number of the projects planned by AMH and approved by the 2007 Legislature did not come to fruition despite tremendous effort and intent. This situation culminated in the creation of a Governor's Task Force on Siting which ultimately issued recommendations regarding procedures and community involvement in the process.

## BUDGET NARRATIVE

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Thus, although the number on conditional release has increased significantly since this effort began in the 2003-05 biennium, it has not kept pace with the need.

More recently, the issue regarding client movement has centered on internal procedural barriers to release at both the hospital and Board. Board members in recent years have established greater expectations of the hospital regarding the care, assessment and treatment of its clients with particular focus on documentation of those efforts. The Board needs more than just the subjective judgment of staff on which to rely. Those comprehensive assessments regarding violence risk and substance abuse are now required in order for the Board, and ultimately the community, to be confident that it is making informed and effective decisions regarding placement. This resulted in some delays in conditional release planning as many of those evaluations had not been performed previously by hospital staff. With the assistance of the previous Governor's policy advisor, a "coalition" was formed with representatives from PSRB, AMH and OSH to address these barriers which cause inefficiencies and delays. A Memorandum of Understanding was executed and a matrix of goals was created. Great strides have been made in this arena. Continuances due to lack of required evaluations are now a rarer occurrence. The Board and hospital have agreed to an overarching schematic of how patients should move through this level of care. It is the Board's goal to continue these efforts to assure a straight-forward and efficient system from admission to discharge.

However, in the meantime, there are still a number of individuals in the state hospital who no longer need that level of care. This is true despite the fact that supervision of appropriate individuals in community placements is not only safe as evidenced by KPM #1 and #3 but also cost-effective and desirable from the standpoint of rehabilitation and recovery. A huge cost-savings is realized by DHS/OHA and, ultimately, the taxpayers of Oregon when such clients are allowed to return to the community to live in structured and supported settings with treatment services they need, rather than remaining in the state hospital. Current figures show that most regular community supervision slots cost substantially less with the use of Medicaid match than the annual cost of forensic hospitalization which is more than \$250,000 of General Fund dollars. In these economic times, such a benefit cannot be ignored. Further, conditional release advances the State's goals of restoring functioning, and promoting the resiliency and health of an individual in the community while maintaining public safety.

## BUDGET NARRATIVE

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This situation, if not ameliorated, will likely have a serious impact on the State's transformational plan for the care and treatment of persons with mental illness, particularly with regard to the new state hospital. Because approximately 42% of the Salem state hospital's population is comprised of GEI clients, the Board and its staff must keep working closely with DHS/OHA and OSH as well as with community mental health providers to insure that these issues are addressed. This is so that the Board's hospitalized clients, whom the Board and its partners have determined are no longer in need of that level of care and could be adequately supervised and treated in the community, can continue to be conditionally released. Progress in this arena will be measured by the number of patients whom the Board has found appropriate for conditional release but for whom the necessary resources are not yet available. The Board also faces the challenge of attempting to facilitate conditional release when a client refuses to participate in the process to move into the community. The Board is working closely with the treatment teams to facilitate the buy-in of the client who no longer needs hospital level of care.

To that end, another long-term aim is to continue efforts to develop relationships with community mental health agencies as well as private providers who have not previously worked with Board clients or who are located in underserved areas. This would address one of the concerns articulated in the Governor's Siting Workgroup as well as the intent of 2009 Session's SB 401. That would also enhance the Board's ability to place some of its more challenging sub-populations, including veterans; sex offenders; geriatric patients and a growing number of medically challenged. The services required for the PSRB population are more comprehensive and intense than those now provided for the usual consumer, especially in smaller and more rural counties. The Board will do what it can to support these agencies and serve as an on-going resource for them. Further it will work with AMH to guarantee that funding for such an investment will be adequate and permanent.

In addition, the Board intends to maintain the partnerships it already has in place with existing county agencies and private providers whose outcomes are satisfactory. The Board hopes they will be willing to continue to provide services to PSRB clients despite the scrutiny that comes with this population. The Board will offer whatever resources it has at its disposal, be it training, education, or advocacy, to support a county's efforts in this regard. Because the county is at this point, by law, the local mental health authority, its participation in this endeavor is crucial to the success of community development for PSRB clients.

## BUDGET NARRATIVE

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As a result of the expansion of the Board's mission to include juveniles found "responsible except for insanity" by the 2005 Legislature, another long-term goal is to continue to learn from experience and better meet the needs of those youths placed under the Board's jurisdiction. The agency successfully initiated the original 5-member panel into its role and responsibilities. The Juvenile Board is conducting hearings as required and holding administrative meetings to address issues of concern. Its functioning has been incorporated into the Board's existing infrastructure, for the most part, although the work required in such cases is much greater than initially anticipated. However, the new network of community residential and treatment providers who are trained and experienced in dealing with these transitional age youth and willing to work with PSRB has not yet been fully developed by APD or AMH. This may result in these youths remaining in a secure facility or, worse yet, the state hospital, longer than anyone would have contemplated or desired when creating this system. Thus, the Board will be working with AMH/APD to solicit and engage new partners in the developmental disability and mental health systems to work with the juvenile panel to provide necessary community services and particularly, appropriate residential options, for its younger clients. The aim is to reduce the length of time these young persons are committed to secure facilities when appropriate. The juvenile panel is tracking this outcome for purposes of suggested system improvements in the future.

With regard to one of its newer responsibilities, the Board seeks to become a model process for the conducting of gun relief hearings for those individuals who are prohibited from purchasing or possessing a firearm due to a "mental health determination," including persons previously civilly committed or found "guilty except for insanity" or unable to aid and assist. There are approximately 30,000 names of such Oregonians that were entered into the National Instant Criminal Background Check System (NICS) in December 2011 who are eligible to request relief. It intends to facilitate the timely processing of petitions and make appropriate decisions that maintain public safety with its rigorous risk review process.

In 2013, the Board was given the responsibility to supervise and monitor certain civil commitments. To date, two clients are under its jurisdiction and the Board is in the infancy of developing policies and procedures for its newest population. Finally, as a result of a 2013 law, the Board in conjunction with the Board of Parole and Post-Prison Supervision, is also beginning the task of designating its sex offenders' risk and creating a relief program for those who want to challenge their designation or request relief from registering as a sex offender.

# BUDGET NARRATIVE

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- 2015-17 Short-Term Plan:

Agency Programs - The Psychiatric Security Review Board is the agency that assumes jurisdiction over certain adults who successfully assert the insanity defense. When an adult commits a felony and is found by the court to be Guilty Except for Insanity (GEI) and a substantial danger to others, the judge places the individual under the jurisdiction of the Psychiatric Security Review Board (PSRB) or the Oregon Health Authority (OHA) depending on the nature of the crime and physical placement of the individual. Tier 1 offenders remain under the PSRB's jurisdiction during the length of their term. Tier 2 offenders who are committed to the Oregon State Hospital fall under OHA's jurisdiction while they reside in the hospital. Once a Tier 2 individual is conditionally released to the community, his jurisdiction transfers to the PSRB for monitoring and supervision.

Further, the Board has embarked on the additional responsibility of conducting gun relief hearings for those with a "mental health determination" who have been banned from possessing a firearm who wish to have that right restored. The Board is also required to provide names of those placed under the Board's jurisdiction to Oregon State Police (OSP) for submission to a national database. The Board is consolidated into a single program and was initially designed with one set of staff that was responsible for providing statutorily required GEI hearings for PSRB clients and closely monitoring those on conditional release in the community. The other staff unit's duties were primarily to perform all activities necessary to prepare for and ultimately hold the gun relief hearings. However, all staff now perform the required duties for both activities.

The Board is a national award-winning model for successfully managing and treating adults who have asserted the insanity defense. Historically, it has been a General Fund agency with the exception of a very small Other Funds amount resulting from a \$10,000 award from The American Psychiatric Association years ago. Additionally, between 2009 and 2014, the agency received Other Funds to partially support the creation of the gun relief program and comply with its new records reconciliation responsibilities. This was supported with federal funds received by Oregon State Police (OSP) and passed thru to the PSRB. Federal grant money ends in September 2014. The Board is currently authorized for eleven F.T.E. - an Executive Director, an Operations Policy Analyst, one research analyst, three paralegals, three administrative assistants, one office specialist and an executive secretary.

## BUDGET NARRATIVE

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There are currently 558 individuals under the adult Board's jurisdiction, of which 391 are on conditional release status. Each person under the Board's jurisdiction is entitled to regular administrative law hearings before the Psychiatric Security Review Board. Three of the five members sit as a panel for hearings and make determinations regarding the appropriate placement of its clients. This biennium, the Board is on track to hold a total of approximately 1500 hearings.

The projection for the 2015-17 biennium anticipates no significant reduction in number of hearings despite the implementation of SB 420 and the State Hospital Review Panel. This is because the Board expects the trend of increased demands for outpatient hearings as the number of clients on conditional release increases. Available historical data supports that premise as the Board currently has the highest percentage of clients on conditional release that it ever has. It is also anticipated that more persons will be conditionally released directly from court as a result of HB 3100 and that as more services and housing become available in the community, others will move more quickly and efficiently through the state hospital based on legislative changes and internal system improvements.

The Juvenile Panel currently has 18 young persons under its jurisdiction; 8 are in secure facilities and 10 are on conditional release. That Panel has the same responsibilities to conduct hearings and monitor the youth on conditional release as the adult Panel. The workload involved with these cases is much greater based on the voluminous exhibit files. The reality of the number of stakeholders involved and the complexity of the legal and social issues inherent in these cases has now become increasingly clear. For example, for a youth's initial hearings before the Board, there was an average of 117 exhibits entered in the record. For the same type of hearing for an adult, there are usually 18-20 exhibits. The case summary prepared by staff for members of the Juvenile Panel averages 33 pages in length. The average adult summary is usually 8-10 pages. The work involved in preparing these cases is easily three times that of an adult case. Finally, the hearings themselves take substantially longer. That is due in large part to the number of witnesses called which also often exceeds the usual adult situation, as the youth's juvenile court counselor, child welfare worker, mental health treatment providers, family members and the youth, a well, may testify.

The other equally important aspect to the Board's program is the monitoring of clients on conditional release. This is where the increase in workload has manifested itself on the adult side over the past few years and is likely to be more significant in the next few years.

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Conditional release is a highly structured and supervised community placement for those who do not need a hospital level of care and can be safely managed in the community. Once again, the percentage of PSRB clients on conditional release is greater than at any time in the Board's history.

When a client is in the community, Board staff coordinates the treatment, case management and public safety concerns with the mental health providers as well as other interested parties. One avenue for monitoring this population is monthly conditional release reports. Another is through the Law Enforcement Data System (LEDS) terminal located in the office, which provides staff with an immediate report of any time police personnel run a PSRB client's name. Currently an average of 40 "hits" and 200 "near hits" are received per month by the PSRB. Researching "hits" requires calls to each law enforcement agency as well as case manager and takes an average of 20-30 minutes per hit for the entire procedure. "Near hits" only take a couple of minutes to address. In addition, there are phone calls and correspondence on a daily basis from case managers to discuss various issues affecting the clients. Staff have experienced a significant increase in these contacts already.

Modification of a conditional release plan must be reviewed by the Board or Executive Director. Any violation of Board mandates contained in a release order or change in mental status should be immediately reported to the Executive Director. A discussion then ensues regarding the appropriate action to take. The Board has the authority to revoke an individual's conditional release and issue an order for the client's immediate return to the state hospital, if necessary. Each revocation requires many telephone calls, drafting of official orders and coordination of transportation with law enforcement and mental health agencies. Then, within 20 days of return to the hospital, the Board must conduct a revocation hearing if the revocation involves a Tier I client. In 2013, the Board averaged approximately 2.6 revocations per month, which is a significant decrease from previous years and lowest in Board history. Staff were able to achieve that result this past year by use of alternative interventions such as admission to intensive alcohol and drug residential programs or step-ups to residential level of care or additional supports and services. This, of course, is a benefit not only to the individual who maintains his place in the community and his receipt of Social Security benefits but also to OSH, as the individual is not admitted there so census is not adversely affected. However, this, too, requires a substantial amount of staff time and energy. Thus far in 2014, the Board has seen a slight increase in revocations as the Board is currently averaging three per month.

## BUDGET NARRATIVE

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The 2009 Session's HB 2853 contained two provisions that expanded the PSRB's duties in a different direction. The fairly recently-created Gun Relief Program for persons with a "mental health determination" was set up and began conducting hearings in 2011. In the short term, the Board's focus was to establish the internal infrastructure and then create administrative rules which would govern the operation of the relief hearings. This process involved collaboration with stakeholders including firearm advocates and disability rights groups as well as the other state agencies who were involved in the passage of this bill. Additionally, the PSRB completed the Records Reconciliation piece of the legislation during the first half of the last biennium. It required the Board to provide Oregon State Police the names and dates of birth of persons who were found G.E.I. of a crime in Oregon in the prior 20 years who were then barred from possessing and/or purchasing firearms. This information was transmitted in December 2011 to federal officials for inclusion in the national firearm prohibited persons database called "NICS". This effort was also undertaken by the Oregon Judicial Department and Oregon Health Authority to identify individuals who have been either found unable to aid and assist or civilly committed in the same time period so that all with a "mental health determination" will be accurately identified. These people, as well as any so found since and in the future, are the Board's potential customers for purposes of seeking relief from that prohibition. The Board expects that word will now spread regarding this opportunity, particularly to individuals who are denied a firearm purchase. OSP has calculated that there are approximately 30,000 Oregon "mental health determinations" currently in the national database. While partial costs originally associated with these specific duties were paid with Other Funds as federal grant money was passed to PSRB through Oregon State Police, those funds will expire on September 30, 2014 and will not be renewed.

As a result of action by the 2013 Oregon Legislature, the Board now has the responsibility to supervise and monitor a new type of civil commitment (SB 421). The new law authorizes district attorneys to petition the courts to initiate commitment proceedings for persons who present a danger who previously committed an extremely dangerous act. These persons may reside at Oregon State Hospital or be placed on Conditional Release in the community. The Board is required to hold hearings for these clients as it does for its GEI population. There are currently two civil commitments who have been committed under SB 421 and it is too early to tell how many new clients will be placed under the Board's jurisdiction this next biennium. Current staffing can effectively manage this caseload. Going forward, the Board anticipates the need for only a few hearings annually. However, as more clients are committed, the demand for hearings will increase along with

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the work of existing staff. Civil commitment hearings will require payment of Board members' fees and travel expenses as well as staff time needed to prepare hearings-related exhibit files.

Also in 2013, HB 2549 became law which requires all PSRB sex offenders to be classified with a risk designation. This new law also requires the Board to conduct hearings to consider reclassifying and relieving them of their obligation to report as sex offenders if they request the Board to do so. Similar to SB 421, it is too soon to tell about the actual demand for hearings pertaining to this law but the Board believes it is sufficiently staffed and trained to efficiently manage the demands during the 2015-17 biennium.

Environmental Factors - As the state's population grows, so does the number of persons who require mental health services. When the demand for behavioral health services increases, but those necessary community services are not available or are reduced or eliminated due to budget constraints, persons who are unsuccessful in managing their mental illnesses and unable to obtain needed help come to the attention of law enforcement. Due to the lack of viable alternatives, many are subsequently charged with a crime and taken to jail. Thus the number of persons with mental health disabilities who are incarcerated in state and local correctional institutions has risen dramatically in the past few years. Department of Corrections reported that more than 20% of its current inmate population suffer from a major mental illness. The .370 or "unable to aid and assist" population at Oregon State Hospital has increased 89% since 2010. These individuals are potentially future Board clients when these clients are found able to aid and assist. In the short term, OSH beds are needed for .370 individuals so it is imperative that the Board clients have housing and services available in the community to expedite their conditional release.

Although the Board is an independent state agency, it does not operate in a vacuum. To the contrary, it is a part of a very interdependent system, including the courts, OHA, DHS, OSH and community mental health programs. It is very reliant on the work of both state hospital staff and community providers to fulfill its mission. The hospital must assess and treat the Board's clients to the point that their risk is adequately mitigated before the Board can consider conditional release. Furthermore, the hospital must provide the documentation of those efforts to aid the Board in making informed and effective decisions. Given the Board's mandate to protect the public, it cannot move patients to the community without that.

## BUDGET NARRATIVE

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To be successful, the Board is also in need of an adequately-resourced community mental health system that is equipped with supports and services the clients require to manage their residual risk in a community setting. The Board's programs have a secondary link to the outcome of "Reinvest resources to achieve stronger community system" in Strategy 2. This is even more critical now with the opening of the newer, but smaller, state hospital in Salem that aspires to be truly a psychiatric hospital rather than a prison alternative. The Board conditionally releases individuals to community mental health agencies that agree to treat, monitor and supervise them in their recovery. They must be provided the funding necessary to safely maintain the clients who no longer need a hospital-level of care. Otherwise, the Board will be hindered in its ability and responsibility to facilitate placement in the most appropriate setting.

The price of a forensic bed at OSH is now approximately \$21,000 per month. Placement at even the most secure community facility costs substantially less than that with Medicaid match and is more desirable from the standpoint of rehabilitation and recovery. If the Board is able to continue to release greater numbers of individuals as has been the trend and move them through the continuum of residential care, it will reduce the need for state hospital forensic beds. That, in turn, could then free up resources for an increased investment in community mental health services which are desperately needed.

Legal issues will also impact the Board's ability to achieve desired results. The pending US Department of Justice lawsuit against the state and OSH is a prime example. Although the Board is not directly involved in the litigation, the changes that it has initiated and/or that will eventually result regarding the care and treatment of hospital patients will certainly affect the Board's operation.

The stated goal of the litigation was to improve the staffing levels and treatment processes so that patients move more quickly through the hospital, thus reducing length of hospital stay. The patient is to be discharged once clinically assessed as no longer needing hospital level of care.

All of that implicates the Board and its functioning. It assumes that the Board will have the resources to accomplish that change with regard to both hearings and monitoring. When GEI clients leave OSH, the vast majority remain under the Board's jurisdiction. Conditional release status requires much more Board staff attention than hospitalization. Clients have to be closely

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monitored and supervised. There is significantly more daily contact and correspondence involved for those clients on conditional release.

Finally, recent legislative changes are expected to aid the mental health system in its transformational efforts. They could have a significant effect on the Board as well. HB 3100, which the Board jointly proposed with AMH and the Legislature approved in 2012, requires certification of forensic evaluators who perform GEI and Aid and Assist assessments as well as standardization of the contents of those reports. The goal of this law was to instill greater consistency and confidence in the process. The underlying premise of that piece of the legislation was that it will be more likely that only appropriate individuals will be allowed to assert the insanity defense if the evaluators are forensically trained in the applicable law. Further, the reports generated will be of more use and value to the courts, the hospital and the Board.

In addition, the bill eliminated Board jurisdiction for misdemeanants found GEI and mandated those found GEI of a Class C Felony to undergo a community mental health agency evaluation for possible conditional release consideration. This will only slightly reduce the total number of clients under the PSRB, as misdemeanants comprised less than 2% of the Board's clientele, but could increase the number on conditional release and, with that, staff workload. The Board currently has three misdemeanor only clients still under its jurisdiction from before HB 3100 was signed into law.

Agency Initiatives - The Board's primary aim in the next biennium, as it is each biennium, is to protect the public and fulfill its other statutory mandates for its clients. As noted above, this goal is linked to Oregon Benchmark #65 and #66 and the Safety Outcome Areas outlined in Strategy 1, "Reduced re-entry and likelihood of offenders to commit future crime." This goal is tracked by the agency's KPM #1. Part of that mandate is to facilitate client's placement in the most appropriate level of care. The system will likely expend greater pressure in the not distant future to move PSRB patients more quickly through the hospital setting. The new state hospital is relying on that to happen as there are fewer beds than in the old facility. But this effort to reduce length of unnecessary stays requires not only the development of sufficient community resources but also the ability of the Board to handle and monitor an even greater number of clients on conditional release. That number totals more than 70% of the Board's population already. The Board intends to do its best to manage this responsibility within the resources provided. Maintaining current staffing levels is critical to this point.

## BUDGET NARRATIVE

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d. Criteria for 2015-2017 Budget Development - Oregon Benchmark #65 and #66, the Board's three key performance measures for both populations, the adult and juvenile Panels' relevant statutes and the statutory provisions establishing the Gun Relief and Records Reconciliation Program, the new (SB 421) civil commitment and sex offender responsibilities (HB 2549) were all utilized to develop the agency-requested budget. The budget was regularly discussed at administrative meetings of both panels. A review of the Board's mission and goals was undertaken in this context as well, especially when arriving at the reduction options to propose as required.

The essential packages relate only to state-required adjustments for Non-PICs Personnel Service items and standard inflation rate.

e. Performance Measurement Criteria - The PSRB initially established its performance measures in 1992 when the State first required implementation of this concept. During that process, the Board developed its mission statement, which was amended this year to better reflect its current responsibilities and practices. From the original mission statement, the Board created 6 performance measures to gauge the Board's success in achieving its mission. Three of the measures were to demonstrate the Board's effectiveness, and the other three were to reflect its efficiency. Further, although the PSRB is consolidated into 1 program unit there are now five distinct arenas within it. The first two are Adult GEI and Juvenile REI operations which both have two elements: holding hearings and monitoring those on conditional release. The Board ensured that there were outcomes that related to both of those functions. The Board has tracked and utilized that data on a quarterly basis ever since.

When performance measures became an integral part of the State's budgetary process in 2001, the agency once again reviewed its mission statement to break out the key measures and intermediate goals it desired to meet and report. In so doing, it was noted that the Board's fundamental mission and goals had changed little since 1992. Thus, the performance measures developed in 1992 remain in effect.

However, based on feedback from the agency's legislative budget subcommittee in 2005, the Board now utilizes only three of those for external reporting purposes. Each gauges the Board's progress towards achieving its goals. Each is based on accurate and reliable data as the agency collects the necessary information itself on an ongoing basis, at least monthly. One, the percentage of

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## BUDGET NARRATIVE

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revocations based on commission of a felony, has a primary link to Benchmark #65 - Adult Recidivism and #66 - Juvenile Recidivism. Although that Benchmark refers to "paroled" offenders convicted of a new felony, the situation under the Board is quite analogous. Conditional release is considered by many to be mental health parole for those who have committed a crime but successfully asserted the insanity defense and were placed under the Board's jurisdiction rather than the Department of Corrections. Keeping our clients from re-offending contributes to public safety in the very same way.

The agency's fourth is the standardized customer service performance measure which the Board implemented two biennia ago and is reporting for the fifth time.

The last one is the new Business Best Practices measure which is being reported for the fourth time.

The remaining three performance measures of the original six that were used in the past are now tracked for internal monitoring and reporting purposes only.

The Board is tracking the same measures for juvenile clients as it does for its adults - percent of recidivism; conditional releases maintained and timely hearings. Although based on a small number of clients thus far, the results are consistent with the Board's experience with adults. That is the recidivism rate since 2007 is 0% percent, maintained on conditional release each month is approximately 98%, while timeliness exceeds 81%.

The remaining arenas are the gun relief operations/records reconciliation, civil commitment and the sex offender classification/relief operations. These responsibilities are all newer responsibilities with a hearing component and do not currently create a large enough data base to create a dedicated performance measure. For example, since 2010, only three gun relief hearings have been conducted. The civil commitment and sex offender responsibilities have existed less than a year.

# BUDGET NARRATIVE

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f. Major Information Technology Projects/Initiatives - The Board does not have any major technology initiatives equal to or exceeding \$1,000,000.

g. Sustainability - Not applicable.

**Summary of 2015-17 Biennium Budget**

**Psychiatric Security Review Board  
Psychiatric Security Review Board  
2015-17 Biennium**

**Agency Request 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>
2013-15 Leg Adopted Budget	11	11.00	2,410,277	2,306,552	-	103,725	-	-	-
2013-15 Emergency Boards	-	-	72,748	65,739	-	7,009	-	-	-
<b>2013-15 Leg Approved Budget</b>	<b>11</b>	<b>11.00</b>	<b>2,483,025</b>	<b>2,372,291</b>	<b>-</b>	<b>110,734</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>2015-17 Base Budget Adjustments</b>									
Net Cost of Position Actions									
Administrative Biennialized E-Board, Phase-Out	-	-	56,310	120,718	-	(64,408)	-	-	-
Estimated Cost of Merit Increase			-	-	-	-	-	-	-
Base Debt Service Adjustment			-	-	-	-	-	-	-
Base Nonlimited Adjustment			-	-	-	-	-	-	-
Capital Construction			-	-	-	-	-	-	-
<b>Subtotal 2015-17 Base Budget</b>	<b>11</b>	<b>11.00</b>	<b>2,539,335</b>	<b>2,493,009</b>	<b>-</b>	<b>46,326</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Essential Packages</b>									
010 - Non-PICS Pers Svc/Vacancy Factor									
Non-PICS Personal Service Increase/(Decrease)	-	-	25,405	25,405	-	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>25,405</b>	<b>25,405</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
020 - Phase In / Out Pgm & One-time Cost									
021 - Phase-in	-	-	-	-	-	-	-	-	-
022 - Phase-out Pgm & One-time Costs	-	-	(128,101)	(83,880)	-	(44,221)	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>(128,101)</b>	<b>(83,880)</b>	<b>-</b>	<b>(44,221)</b>	<b>-</b>	<b>-</b>	<b>-</b>
030 - Inflation & Price List Adjustments									
Cost of Goods & Services Increase/(Decrease)	-	-	81,438	81,375	-	63	-	-	-
State Gov't & Services Charges Increase/(Decrease)			17,915	17,915	-	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>99,353</b>	<b>99,290</b>	<b>-</b>	<b>63</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Summary of 2015-17 Biennium Budget**

**Psychiatric Security Review Board  
Psychiatric Security Review Board  
2015-17 Biennium**

**Agency Request 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	-	-	-	-	-	-	-	-	-
<b>Subtotal: 2015-17 Current Service Level</b>	<b>11</b>	<b>11.00</b>	<b>2,535,992</b>	<b>2,533,824</b>	<b>-</b>	<b>2,168</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Summary of 2015-17 Biennium Budget**

**Psychiatric Security Review Board  
Psychiatric Security Review Board  
2015-17 Biennium**

**Agency Request 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>
<b>Subtotal: 2015-17 Current Service Level</b>	<b>11</b>	<b>11.00</b>	<b>2,535,992</b>	<b>2,533,824</b>	<b>-</b>	<b>2,168</b>	<b>-</b>	<b>-</b>	<b>-</b>
070 - Revenue Reductions/Shortfall									
070 - Revenue Shortfalls	-	-	-	-	-	-	-	-	-
<b>Modified 2015-17 Current Service Level</b>	<b>11</b>	<b>11.00</b>	<b>2,535,992</b>	<b>2,533,824</b>	<b>-</b>	<b>2,168</b>	<b>-</b>	<b>-</b>	<b>-</b>
080 - E-Boards									
080 - May 2014 E-Board	-	-	-	-	-	-	-	-	-
<b>Subtotal Emergency Board Packages</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Policy Packages									
101 - Confidential and Securing Filing System	-	-	80,000	80,000	-	-	-	-	-
<b>Subtotal Policy Packages</b>	<b>-</b>	<b>-</b>	<b>80,000</b>	<b>80,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total 2015-17 Agency Request Budget</b>	<b>11</b>	<b>11.00</b>	<b>2,615,992</b>	<b>2,613,824</b>	<b>-</b>	<b>2,168</b>	<b>-</b>	<b>-</b>	<b>-</b>
Percentage Change From 2013-15 Leg Approved Budget	-	-	5.40%	10.20%	-	-98.00%	-	-	-
Percentage Change From 2015-17 Current Service Level	-	-	3.20%	3.20%	-	-	-	-	-

**Summary of 2015-17 Biennium Budget**

**Psychiatric Security Review Board  
General Program  
2015-17 Biennium**

**Agency Request 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>
2013-15 Leg Adopted Budget	8	8.00	1,834,898	1,832,793	-	2,105	-	-	-
2013-15 Emergency Boards	-	-	49,183	49,183	-	-	-	-	-
<b>2013-15 Leg Approved Budget</b>	<b>8</b>	<b>8.00</b>	<b>1,884,081</b>	<b>1,881,976</b>	<b>-</b>	<b>2,105</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>2015-17 Base Budget Adjustments</b>									
Net Cost of Position Actions									
Administrative Biennialized E-Board, Phase-Out	3	3.00	527,153	527,153	-	-	-	-	-
Estimated Cost of Merit Increase			-	-	-	-	-	-	-
Base Debt Service Adjustment			-	-	-	-	-	-	-
Base Nonlimited Adjustment			-	-	-	-	-	-	-
Capital Construction			-	-	-	-	-	-	-
<b>Subtotal 2015-17 Base Budget</b>	<b>11</b>	<b>11.00</b>	<b>2,411,234</b>	<b>2,409,129</b>	<b>-</b>	<b>2,105</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Essential Packages</b>									
010 - Non-PICS Pers Svc/Vacancy Factor									
Non-PICS Personal Service Increase/(Decrease)	-	-	25,405	25,405	-	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>25,405</b>	<b>25,405</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
020 - Phase In / Out Pgm & One-time Cost									
021 - Phase-in	-	-	-	-	-	-	-	-	-
022 - Phase-out Pgm & One-time Costs	-	-	-	-	-	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
030 - Inflation & Price List Adjustments									
Cost of Goods & Services Increase/(Decrease)	-	-	81,438	81,375	-	63	-	-	-
State Gov't & Services Charges Increase/(Decrease)			17,915	17,915	-	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>99,353</b>	<b>99,290</b>	<b>-</b>	<b>63</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Summary of 2015-17 Biennium Budget**

**Psychiatric Security Review Board  
General Program  
2015-17 Biennium**

**Agency Request 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	-	-	-	-	-	-	-	-	-
<b>Subtotal: 2015-17 Current Service Level</b>	<b>11</b>	<b>11.00</b>	<b>2,535,992</b>	<b>2,533,824</b>	<b>-</b>	<b>2,168</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Summary of 2015-17 Biennium Budget**

**Psychiatric Security Review Board  
General Program  
2015-17 Biennium**

**Agency Request 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>
<b>Subtotal: 2015-17 Current Service Level</b>	<b>11</b>	<b>11.00</b>	<b>2,535,992</b>	<b>2,533,824</b>	<b>-</b>	<b>2,168</b>	<b>-</b>	<b>-</b>	<b>-</b>
070 - Revenue Reductions/Shortfall									
070 - Revenue Shortfalls	-	-	-	-	-	-	-	-	-
<b>Modified 2015-17 Current Service Level</b>	<b>11</b>	<b>11.00</b>	<b>2,535,992</b>	<b>2,533,824</b>	<b>-</b>	<b>2,168</b>	<b>-</b>	<b>-</b>	<b>-</b>
080 - E-Boards									
080 - May 2014 E-Board	-	-	-	-	-	-	-	-	-
<b>Subtotal Emergency Board Packages</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Policy Packages									
101 - Confidential and Securing Filing System	-	-	80,000	80,000	-	-	-	-	-
<b>Subtotal Policy Packages</b>	<b>-</b>	<b>-</b>	<b>80,000</b>	<b>80,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total 2015-17 Agency Request Budget</b>	<b>11</b>	<b>11.00</b>	<b>2,615,992</b>	<b>2,613,824</b>	<b>-</b>	<b>2,168</b>	<b>-</b>	<b>-</b>	<b>-</b>
Percentage Change From 2013-15 Leg Approved Budget	37.50%	37.50%	38.80%	38.90%	-	3.00%	-	-	-
Percentage Change From 2015-17 Current Service Level	-	-	3.20%	3.20%	-	-	-	-	-

**Summary of 2015-17 Biennium Budget**

**Psychiatric Security Review Board  
Gun Relief Program  
2015-17 Biennium**

**Agency Request Budget  
Cross Reference Number: 39900-030-00-00-00000**

<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>
2013-15 Leg Adopted Budget	3	3.00	575,379	473,759	-	101,620	-	-	-
2013-15 Emergency Boards	-	-	23,565	16,556	-	7,009	-	-	-
<b>2013-15 Leg Approved Budget</b>	<b>3</b>	<b>3.00</b>	<b>598,944</b>	<b>490,315</b>	<b>-</b>	<b>108,629</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>2015-17 Base Budget Adjustments</b>									
Net Cost of Position Actions									
Administrative Biennialized E-Board, Phase-Out	(3)	(3.00)	(470,843)	(406,435)	-	(64,408)	-	-	-
Estimated Cost of Merit Increase			-	-	-	-	-	-	-
Base Debt Service Adjustment			-	-	-	-	-	-	-
Base Nonlimited Adjustment			-	-	-	-	-	-	-
Capital Construction			-	-	-	-	-	-	-
<b>Subtotal 2015-17 Base Budget</b>	<b>-</b>	<b>-</b>	<b>128,101</b>	<b>83,880</b>	<b>-</b>	<b>44,221</b>	<b>-</b>	<b>-</b>	<b>-</b>
020 - Phase In / Out Pgm & One-time Cost									
021 - Phase-in	-	-	-	-	-	-	-	-	-
022 - Phase-out Pgm & One-time Costs	-	-	(128,101)	(83,880)	-	(44,221)	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>(128,101)</b>	<b>(83,880)</b>	<b>-</b>	<b>(44,221)</b>	<b>-</b>	<b>-</b>	<b>-</b>
040 - Mandated Caseload									
040 - Mandated Caseload	-	-	-	-	-	-	-	-	-
050 - Fundshifts and Revenue Reductions									
050 - Fundshifts	-	-	-	-	-	-	-	-	-
060 - Technical Adjustments									
060 - Technical Adjustments	-	-	-	-	-	-	-	-	-
<b>Subtotal: 2015-17 Current Service Level</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Summary of 2015-17 Biennium Budget**

**Psychiatric Security Review Board  
Gun Relief Program  
2015-17 Biennium**

**Agency Request Budget  
Cross Reference Number: 39900-030-00-00-00000**

<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>
<b>Subtotal: 2015-17 Current Service Level</b>	-	-	-	-	-	-	-	-	-
070 - Revenue Reductions/Shortfall									
070 - Revenue Shortfalls	-	-	-	-	-	-	-	-	-
<b>Modified 2015-17 Current Service Level</b>	-	-	-	-	-	-	-	-	-
080 - E-Boards									
080 - May 2014 E-Board	-	-	-	-	-	-	-	-	-
<b>Subtotal Emergency Board Packages</b>	-	-	-	-	-	-	-	-	-
Policy Packages									
101 - Confidential and Securing Filing System	-	-	-	-	-	-	-	-	-
<b>Subtotal Policy Packages</b>	-	-	-	-	-	-	-	-	-
<b>Total 2015-17 Agency Request Budget</b>	-	-	-	-	-	-	-	-	-
Percentage Change From 2013-15 Leg Approved Budget	-100.00%	-100.00%	-100.00%	-100.00%	-	-100.00%	-	-	-
Percentage Change From 2015-17 Current Service Level	-	-	-	-	-	-	-	-	-

**PROGRAM PRIORITIZATION FOR 2015-17**

Agency Name: <i>Psychiatric Security Review Board</i>														Agency Number: 39900			
2015-17 Biennium																	
Program 1																	
Agency-Wide Priorities for 2015-17 Biennium																	
1	2	3	4	5	6	7	8	14	15	16	17	18	19	20	21	22	
Priority (ranked with highest priority first)	Agency Initials	Program or Activity Initials	Program Unit/Activity Description			Identify Key Performance Measure(s)	Primary Purpose Program-Activity Code	GF	TOTAL FUNDS	Pos.	FTE	New or Enhanced Program (Y/N)	Included as Reduction Option (Y/N)	Legal Req. Code (C, D, FM, FO, S)	Legal Citation	Explain What is Mandatory (for C, FM, and FO Only)	Comments on Proposed Changes to CSL included in Agency Request
Agcy	Prgm/ Div																
1	1	PSRB	GEI/REI	1) Assumes jurisdiction over all adults found "guilty except for insanity" and juveniles found "responsible except for insanity" of a crime in Oregon who may be a substantial danger to others. The program has two aspects: a. Providing statutorily-required hearings for clients b. Monitoring clients on conditional release in the community	1	5	2,533,824	\$2,533,824	11	11.00	Y	Y	S	ORS 161.325-161.351; ORS 419C.529-419C.544; Sections 1, 5, 14 and 15 of Chptr 826, NICS Improvement/Amendments Act of 2007 (NIAA), Public Law 110-180, Section 105, and 181.821, ORS 181.823, ORS 181.830 et seq, ORS 426.701-426.702, ORS 181.820			
			CCP (civil commitment program)	2) Assumes jurisdiction over those found to meet the jurisdictional criteria of SB 421, codified in ORS 426.701 and 426.702, generally referred to as a new type of civil commitment for extremely dangerous mentally ill persons. The program's primary purpose is to monitor individuals found to fit the jurisdictional criteria by the courts and placed under the PSRB for monitoring in the hospital and possibly on conditional release if that is found by the Board to be appropriate. The PSRB is responsible for reviewing these cases by holding statutory hearings initially six months after commitment and thereafter every twenty-four months.													
			Sex Offender Risk Assessment Program	3) New law (HB 2549) requires all PSRB sex offenders to be classified with a risk designation. This new law also requires the PSRB to conduct hearings to consider reclassifying and relieving sex offenders of their obligation to report as sex offenders if they request the Board do so.													
			GRP	4) Administers relief program for those individuals who are prohibited from purchasing or possessing a firearm due to mental health related reasons. The program has two aspects: a. Providing names of PSRB clients to the Oregon State Police for inclusion in the National Instant Criminal Background Check System (NICS) and State of Oregon database b. Providing statutorily-required hearings for petitioners													

**7. Primary Purpose Program/Activity Exists**

- 1 Civil Justice
- 2 Community Development
- 3 Consumer Protection
- 4 Administrative Function
- 5 Criminal Justice
- 6 Economic Development

Within each Program/Division area, prioritize each Budget Program Unit (Activities) by detail budget level in ORBITS

**19. Legal Requirement Code**

- C Constitutional
- D Debt Service
- FM Federal - Mandatory
- FO Federal - Optional (once you choose to participate, certain requirements exist)
- S Statutory

**Document criteria used to prioritize activities**

As a single department agency, the PSRB has only one program. However, within that program are four separate functions. The primary and historical one relates to GEI/REI duties. Budget reductions in this arena would detrimentally impact the Board's ability to meet its statutory obligations and responsibilities, including conducting hearings and monitoring those placed on conditional release in the community. This, in turn, directly affects the rate and frequency that clients are released from the Oregon State Hospital.

The civil commitment, sex offender risk designation and gun relief aspects vary from the Board's ongoing core function. The civil commitment program, instituted in 2013, is still very new and it is therefore too soon to be able to provide a realistic number regarding the demands for staff time that will be necessary going forward. At this time there are only two individuals who have been found by the courts to meet the jurisdictional criteria. With regard to sex offender risk designation and reclassification, the PSRB anticipates having the available staff and resources on board to meet demand going forward in the short term. Beyond short term, it is likely that demand for use of the risk assessment tool by staff to conduct risk assessments will increase and that greater resources will become necessary. There is also the likelihood that the need for hearings pertaining to sex offender reclassification will increase in the not-too-distant future, likely a year or so. Finally, the gun relief aspect of the PSRB has not had the need for hearings that might have occurred. Still, elimination of this responsibility will result in the inability of the State of Oregon to submit the names of individuals barred from possessing a firearm to NICS for entry into the national databank. That will seriously jeopardize public safety as gun dealers would unwittingly sell firearms to those who have lost that privilege as a result of a mental health determination.



## 10% REDUCTION OPTIONS (ORS 291.216)

ACTIVITY OR PROGRAM <small>(WHICH PROGRAM OR ACTIVITY WILL NOT BE UNDERTAKEN)</small>	DESCRIBE REDUCTION <small>(DESCRIBE THE EFFECTS OF THIS REDUCTION. INCLUDE POSITIONS AND FTE IN 2015-17 AND 2017-19)</small>	AMOUNT AND FUND TYPE <small>(GF, LF, OF, FF. IDENTIFY REVENUE SOURCE FOR OF, FF)</small>	RANK AND JUSTIFICATION <small>(RANK THE ACTIVITIES OR PROGRAMS NOT UNDERTAKEN IN ORDER OF LOWEST COST FOR BENEFIT OBTAINED)</small>
1. Reduce number of Juvenile Panel hearing days held	Will reduce allotted juvenile hearing days by 9 over the course of the biennium. Could result in some hearings being held later than statutory timeframes. Could result in longer lengths of stay in secure facilities.	\$9,000 G.F.	
2. Eliminate 1.0 FTE	Eliminates FTE associated with the hearing administrative duties. Would delay in timeliness of processing hearing results to parties, filing needed to create exhibit files for hearings. Work load would have to shift to other positions causing delay in hearings.	\$112,000 G.F.	
	<b>5% TOTAL</b>	<b>\$121,000</b>	
3. Eliminate an additional 1.0 FTE	This action would leave only 1 FTE with sole responsibility for monitoring all 415 plus clients on conditional release. This could seriously jeopardize public safety as quick and effective response by the Board is necessary to avoid bad outcomes	\$132,500	
	<b>5% TOTAL</b>	<b>\$132,500</b>	
	<b>10% TOTAL</b>	<b>\$253,500</b>	



# BUDGET NARRATIVE

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## Effect of Reduction Options In 5% Increments

First 5%: \$121,000.00 G.F.

a) Reduction in Number of Budgeted Hearing Days = \$9,000 G.F.

The Board examined its budget in detail in an effort to find the funds necessary to meet the required 10% reduction option. Given the reluctance to reduce staffing after finally achieving an appropriate level, the Board began its search with Services and Supplies line items to determine where expenditures had fallen short of initial estimates. Because of the size of the agency and the breakdown of its budget with 78% allotted to Personnel Services, there was obviously no one line item or combination of items with a surplus that would make a dent in the target figure. There just isn't much fat to trim as much of Services and Supplies is fixed, such as the State Government Service charge, the rent, office expenses and the like. Certainly the Board may be able to pick off \$1000 here or there but it would be insignificant in the greater scheme.

Thus, having exhausted the possibility in Services and Supplies, the Board was forced to turn to Personnel Services. Committed to making staff cuts only as a last resort, the members explored what reductions in Board services could be suggested to contribute to the target figure.

For the Juvenile Panel, a reduction of hearing days is not so dire as it is for the Adult Panel in the immediate but may be over time if the number of clients grows. Its enabling statutes also set out specific timeframes for the scheduling of youths' hearings. But because this Panel is dealing with juveniles, the legislation set those requirements more frequently than in the adult system. Each committed youth must have a hearing at least annually. The hearings must also be set in a more expeditious manner as the Board has only 30 days within which to schedule a hearing upon receipt of a request. As the population grows over the next biennium, the need for hearings will obviously increase as every youth must be reviewed annually as well as initially.

b) Reduction of 1.0 FTE = \$112,000 G.F.

With regard to the rest of the action necessary for this 5% increment, the Board was left with no other option than to reduce staff. The Board does this with the utmost reluctance as it has taken more than a decade to finally achieve an appropriate staffing level. However, based on the current

## BUDGET NARRATIVE

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staffing, eliminating the position that primarily provides administrative support to the Board, hearings officers and conditional release monitors appears to have the least impact on operations. Eliminating this position could delay in correspondence, Board orders being generated, etc.

Second 5%:

Reduction of another 1.0 FTE = \$132,500 G.F.

With regard to the second 5% increment for the required reduction options, the Board has much graver concerns regarding the consequences of such an action not only to this agency but the entire system of which it is a part and to public safety in general.

Determining what position would be eliminated was a struggle for the Board as each affects the Board's mission and statutory responsibilities. As a result of the 2011 Legislature's actions directed at improving the timeliness of Board hearings, the Board decided that staff associated with hearing preparation had to remain intact. That left the two person unit responsible for monitoring the 401 plus clients on conditional release throughout the state to suffer the reduction. This would leave one FTE the responsibility to coordinate the treatment, case management and public safety concerns with the hospital social workers, community mental health providers and other interested parties for all clients on conditional release as well as monitor their monthly progress thereafter. That is clearly an unreasonable expectation given that there are 401 clients currently on conditional release status. Further, this could jeopardize public safety as one person alone would not be able to respond as quickly and effectively to a crisis which is necessary to avoid bad outcomes.

This position has taken an even more important role in the last few years as the Board strives to avoid revocations of conditional release, if possible, by implementing early interventions. However, that requires staff to be keenly aware of the client's situations to determine appropriate alternatives in a particular case. The Board, too, is attempting to utilize OSH as the place of last resort, rather than first. That, in turn, obviously impacts the State Hospital's census in a positive way by avoiding an admission.





**Agencywide Program Unit Summary  
2015-17 Biennium**

**Version: V - 01 - Agency Request Budget**

<b>Summary Cross Reference Number</b>	<b>Cross Reference Description</b>	<b>2011-13 Actuals</b>	<b>2013-15 Leg Adopted Budget</b>	<b>2013-15 Leg Approved Budget</b>	<b>2015-17 Agency Request Budget</b>	<b>2015-17 Governor's Budget</b>	<b>2015-17 Leg Adopted Budget</b>
<b>010-00-00-00000</b>	<b>General Program</b>						
	General Fund	1,532,016	1,832,793	1,881,976	2,613,824	-	-
	Other Funds	-	2,105	2,105	2,168	-	-
	All Funds	1,532,016	1,834,898	1,884,081	2,615,992	-	-
<b>030-00-00-00000</b>	<b>Gun Relief Program</b>						
	General Fund	217,899	473,759	490,315	-	-	-
	Other Funds	216,225	101,620	108,629	-	-	-
	All Funds	434,124	575,379	598,944	-	-	-
<b>TOTAL AGENCY</b>							
	General Fund	1,749,915	2,306,552	2,372,291	2,613,824	-	-
	Other Funds	216,225	103,725	110,734	2,168	-	-
	All Funds	1,966,140	2,410,277	2,483,025	2,615,992	-	-



# BUDGET NARRATIVE

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## REVENUE FORECAST NARRATIVE

Historically, the Board has been a General Fund agency with a minute amount of Other Funds from the American Psychiatric Association's grant of \$10,000. This was a result of being selected as its Hospital and Community Psychiatry 1994 Gold Award Winner. There were no matching funds from any source. Application for the grant was made for the specific purpose of obtaining funds to provide much needed training for community providers, Board and staff. This is an area that historically has been sorely neglected due to budget constraints. Receipt of the monies was contingent upon its use for such purpose. Since its receipt, the Board has used it sparingly when necessary to contribute to the cost of its joint biennial statewide training with AMH for OSH staff and community treatment and residential providers. The most recent conference was held in the fall of 2012. Another is anticipated to be hosted in the fall of 2014.

The Board proposes to do the same in the 2015-17 biennium in asking for a \$2,000 limitation.

With the 2009 passage of HB 2853 and the addition of the Gun Relief Program/Records Reconciliation came Other Funds from Oregon State Police's receipt of a federal grant to "start-up" the NICS Act Record Improvement Program in Oregon. Under the terms, the Board received \$109,762 for the first year for costs associated with the startups and some on-going supplies and services. However, that was not sufficient to pay for the entire cost of the program so the 2010 Legislature back-filled with General Funds to cover the difference. OSP applied for and was awarded a second year grant from which PSRB received \$171,061. The first year grant has been expended and the second year grant monies terminated September 30, 2012. Third year funding was granted totaling \$101,620. All funding lapses on September 30, 2014. Now that these responsibilities are clearly established and incorporated into the current staffing responsibilities, additional Other Funds will not be available in the 2015-17 biennium.



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

Psychiatric Security Review Board  
2015-17 Biennium

Agency Number: 39900  
Cross Reference Number: 39900-000-00-00-00000

<i>Source</i>	2011-13 Actuals	2013-15 Leg Adopted Budget	2013-15 Leg Approved Budget	2015-17 Agency Request Budget	2015-17 Governor's Budget	2015-17 Leg Adopted Budget
<b>Other Funds</b>						
Donations	-	101,620	108,629	-	-	-
Tsfr From Police, Dept of State	216,222	-	-	-	-	-
<b>Total Other Funds</b>	<b>\$216,222</b>	<b>\$101,620</b>	<b>\$108,629</b>	-	-	-



# BUDGET NARRATIVE

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## PROGRAM UNIT NARRATIVE:

Historically, the Board has been a small agency with a significant task: the protection of the public through the on-going review of the progress of its clients and a determination of their appropriate placement, be it OSH or a Secure Adolescent In-Patient Program (SAIP), in the community on conditional release or discharge. It has proven itself to be a safe and cost-effective means for monitoring chronically mentally ill adults with a history of committing violent crimes and hopes to establish the same track record with young offenders. It 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 limited staff and financial resources. It continues to this day to be the successful operation that brought it that accolade twenty years ago.

The Board's base budget reflects the State's General Fund costs of performing the two primary aspects of this part of its program as well as fulfilling the responsibilities associated with gun relief, sex offender designation/relief and supervision and monitoring certain civil commitments. The first are hearings for persons placed under the Board's jurisdiction. There are currently 558 adults 18 juveniles and two civil commits under the Board. The length of their jurisdiction is typically equal to the maximum period of time they could have received if found guilty. Sentencing guidelines do not apply. Most are indigent. Schizophrenia is the predominant diagnosis for adults. Most clients have a history of drug and alcohol abuse as well. Most clients have committed a felony of which approximately 76% involve serious person-to-person (Ballot Measure 11) felony charges such as homicide, assault and arson. Women account for approximately 16% of the clients; the mean age of the adult client population is 46.4 years. Of the 18 young persons, 9 have mental health disorders and 9 are developmentally disabled. All are male except one female and their mean age is 19.3 years old. All involved felony charges.

Each adult is entitled to regular face-to-face administrative law hearings every six months before the Board which is multi-disciplinary in nature. The Board, by statute, is comprised of five members: a member of the general public, a psychiatrist and psychologist experienced in the criminal justice system, an experienced parole/probation officer and an attorney with criminal trial experience. 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 day's docket of

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## BUDGET NARRATIVE

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cases. Issues considered at hearings are: whether the individual continues to suffer from a mental disease or defect; whether the individual continues to present a substantial danger to others; and whether 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 the protection of society. Clients may appeal the Board's decision directly to the Court of Appeals which accounts for the Board's line item of Attorney General costs.

The Juvenile Panel, too, is multi-disciplinary in nature with five members with the same professions, but with a required focus on juvenile experience, practice and law. Its enabling statutes contemplate much the same in terms of operation with mandated, but more frequent, hearings and required monitoring of youths placed in the community. The Juvenile Psychiatric Security Review Board's primary purpose is identical as well - to protect the public.

Based on the Board's expertise in conducting hearings for persons with mental health issues and its mandate to protect the public, the proponents and, ultimately, the Legislature designated the PSRB to operate the State's Gun Relief Program for those with mental health determinations. The Board is charged with conducting hearings for those individuals to determine if their right to possess a firearm should be restored. The Board made it clear that it could not assume this responsibility without additional staffing to manage this task. Thus the 2009 Legislature authorized three F.T.E. for this purpose - an Operations Policy Analyst, a Paralegal and an Office Specialist II.

In 2012, due to the demand for timely hearings and staff needed to supervise more clients on conditional release and the addition of new duties that fall outside the supervision of those who assert the insanity defense, the Legislature authorized more F.T.E. Board staff now totals 11 F.T.E.

Board members are paid a stipend for each hearing day that they participate. The agency is currently budgeted for only 92 adult hearing days for the biennium despite the significant number of clients for which it is now responsible. As noted earlier, the Board expects to hold close to 660 adult hearings and address an additional 750 adult administrative matters in 2013-2015. The Board expects no significant reduction in the number of administrative review hearings in the 2015-17 biennium due to the same or greater number on conditional release. And despite the implementation of the State Hospital Review Panel for committed Tier 2 offenders, there may be only

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## BUDGET NARRATIVE

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a limited effect on the number of full hearings because the Board now has the staffing to conduct all outpatient hearings, which in previous biennium's, would have been delayed.

Based on the early caseload projection, it was anticipated that the JPSRB should meet twice a month this biennium for a total of 47 hearing days. The Board has not yet had to meet that frequently to fulfill its statutory mandate. Thus it was from that arena that the Board was able to extract some savings. However, the Board expects that pace to pick up in the future as the snowball effect kicks in - that is, as the total number of youth under the Board's jurisdiction increases, so does the demand for annual hearings. In addition, the demand for more outpatient hearings will increase as requests for modifications of conditional release are submitted. Finally, legal practitioners are more aware of this defense for youth. The base budget includes the Personal Services costs associated with the stipends and Services and Supplies costs for travel reimbursement for each member's attendance at all of these hearings. Part of each FTE's salary would be attributed to this aspect of the program, as well.

The other equally important function of the Board is the monitoring of those clients on conditional release. This task is delegated, for the most part, to two F.T.E. although all staff are cross-trained. Each staff person is involved in corresponding and communicating on a daily basis with clients, case managers, hospital staff, law enforcement personnel and the public regarding an individual's performance in the community. Staff constantly monitor a Law Enforcement Data System terminal within the office throughout the day also which informs the Board of any contact a client may have with law enforcement personnel. Any such "hit" requires immediate staff follow-up with the particular police agency as well as the client's case manager. Progress reports on each client are received at least monthly. Key Performance Measures indicate that the Board is doing an extraordinary job in this arena. The Board's average recidivism rate as of 2013 was 2.22%. Even more impressive is the data related to KPM #3 which indicates that over 99% of all clients on conditional release are maintained in that status.

There are presently 401 persons on conditional release which is more than 70% of the Board's total clientele. As mentioned earlier, because of the Legislature's considerable allocation to AMH for the development of additional PSRB community placements a couple biennia ago, the Board had experienced a marked increase in this arena. The Board expected this trend to continue but it has been affected by fiscal constraints as well as a change in approach by AMH. The AMHI project was designed to free up existing civil beds after a utilization review process so that those

## BUDGET NARRATIVE

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residential facilities could be "re-purposed" for use by PSRB. That, in turn, would alleviate the need for new "brick and mortar" facilities as well as reduce siting issues. However, moving civil clients has not proceeded as quickly as AMH had initially anticipated. AMH has only two 5-bed residential treatment homes for PSRB projected to open this biennium. The Board notes that funding supported housing and rental assistance is critical to move its clients from the more costly licensed residential facilities to more independent living. Funding for wrap around mental health services is the critical component to its clients living more independently.

Any person in Oregon who has ever been adjudicated incompetent to face charge(s) brought against him, civilly committed by a court, or placed under the jurisdiction of the PSRB is barred from owning, possessing, or purchasing a firearm. Therefore, all of those individuals are eligible to request restoration of their firearm privileges through the PSRB. Based on Oregon State Police estimates, approximately 30,000 individuals are currently barred from possessing a firearm due to a "mental health determination." The Board has a relief hearing process for those individuals, however, it is not a significant amount of the hearings unit. The Board established its automated submission system in the 2011-13 biennium to ensure prohibited persons' names are submitted to the firearm database in a timely manner. Similarly, the Board is in the process of designing its process so that sex offenders are classified under the new risk designation system and creating a relief program established by the 2013 Legislature. In the same session, a new type of civil commitment was created. To date, two civil clients are under the Board's jurisdiction.

Due to its mission and mandate, the Board has a number of different constituencies other than its clients that it must serve. Each constituency has a unique perspective or interest in the Board's function. Board staff work closely with the hospital psychiatrists, psychologists, social workers and other treatment team members on a myriad of issues that affect our clients on a daily basis. The Executive Director regularly works with administrators of the state hospital, OHA and DHS as well as community mental health providers on broader systemic issues of concern to all, focusing most recently on census issues and community development. This has expanded to include the Director of the Children's Farm Home as well as the Director of the Intensive Treatment Program at Albertina Kerr and those providers who serve our juvenile clientele.

The Board also serves district attorneys, defense attorneys, judges and other members of the criminal justice system. Staff routinely advise and provide information on the functional application of the relevant statutes and administrative rules to members of the Bar. The Executive

## BUDGET NARRATIVE

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Director occasionally lectures these groups at their association meetings or other Continuing Legal Education seminars.

The victims of the crimes for which a person is placed under Psychiatric Security Review Board jurisdiction, families of victims and families and other involved parties of clients also receive PSRB services. Board staff act as a resource to these groups sending notices of hearings and hearing results. Daily telephone inquiries from these persons are also addressed by staff.

With the addition of the Gun Relief, sex offender designation/relief and civil commitment program, the Board will also be working 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. It is the citizens of the State of Oregon that the Board is mandated to protect. The Board and its staff devote much time and energy to educating the public regarding the Board's purpose and operation. Further, the Executive Director represents the Board on numerous state, county and city level workgroups, task forces, advisory councils and committees which focus on issues relating to its clientele which are of interest and concern to the public. The Board and staff will continue to be responsive to the needs of all its stakeholders.

The PSRB is mostly a General Fund agency. However, the Board does have some money left in Other Funds from a \$10,000 cash prize awarded by the American Psychiatric Association in recognition of being named its 1994 Gold Achievement Award winner. The American Psychiatric Association designated that it be used for training and educational purposes only rather than operational expenses. The Board will utilize its \$2,000 allotment this biennium to help sponsor a statewide training program for hospital and community treatment and residential providers in October 2014. Additionally, as previously discussed, the Gun Relief Program is currently partially funded with Other Funds. However, this is expected to cease during the 2015-17 biennium due to the unavailability of federal grant monies and the fact that the program is easily absorbed by existing general fund staff.



**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Psychiatric Security Review Board  
 Pkg: 010 - Non-PICS Psnl Svc / Vacancy Factor

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
<b>Revenues</b>							
General Fund Appropriation	25,405	-	-	-	-	-	25,405
<b>Total Revenues</b>	<b>\$25,405</b>	-	-	-	-	-	<b>\$25,405</b>
<b>Personal Services</b>							
Pension Obligation Bond	23,408	-	-	-	-	-	23,408
Mass Transit Tax	1,997	-	-	-	-	-	1,997
<b>Total Personal Services</b>	<b>\$25,405</b>	-	-	-	-	-	<b>\$25,405</b>
<b>Total Expenditures</b>							
Total Expenditures	25,405	-	-	-	-	-	25,405
<b>Total Expenditures</b>	<b>\$25,405</b>	-	-	-	-	-	<b>\$25,405</b>
<b>Ending Balance</b>							
Ending Balance	-	-	-	-	-	-	-
<b>Total Ending Balance</b>	-	-	-	-	-	-	-

**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
<b>Revenues</b>							
General Fund Appropriation	45,596	-	-	-	-	-	45,596
<b>Total Revenues</b>	<b>\$45,596</b>	-	-	-	-	-	<b>\$45,596</b>
<b>Services &amp; Supplies</b>							
Instate Travel	881	-	-	-	-	-	881
Out of State Travel	110	-	-	-	-	-	110
Employee Training	294	-	63	-	-	-	357
Office Expenses	1,450	-	-	-	-	-	1,450
Telecommunications	590	-	-	-	-	-	590
State Gov. Service Charges	17,915	-	-	-	-	-	17,915
Data Processing	151	-	-	-	-	-	151
Publicity and Publications	59	-	-	-	-	-	59
Professional Services	186	-	-	-	-	-	186
IT Professional Services	547	-	-	-	-	-	547
Attorney General	17,582	-	-	-	-	-	17,582
Employee Recruitment and Develop	99	-	-	-	-	-	99
Dues and Subscriptions	125	-	-	-	-	-	125
Facilities Rental and Taxes	3,519	-	-	-	-	-	3,519
Other Services and Supplies	948	-	-	-	-	-	948
Expendable Prop 250 - 5000	599	-	-	-	-	-	599
IT Expendable Property	541	-	-	-	-	-	541
<b>Total Services &amp; Supplies</b>	<b>\$45,596</b>	-	<b>\$63</b>	-	-	-	<b>\$45,659</b>

**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
<b>Total Expenditures</b>							
Total Expenditures	45,596	-	63	-	-	-	45,659
<b>Total Expenditures</b>	<b>\$45,596</b>	<b>-</b>	<b>\$63</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$45,659</b>
<b>Ending Balance</b>							
Ending Balance	-	-	(63)	-	-	-	(63)
<b>Total Ending Balance</b>	<b>-</b>	<b>-</b>	<b>(\$63)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(\$63)</b>

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Psychiatric Security Review Board  
Pkg: 032 - Above 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
<b>Revenues</b>							
General Fund Appropriation	53,694	-	-	-	-	-	53,694
<b>Total Revenues</b>	<b>\$53,694</b>	-	-	-	-	-	<b>\$53,694</b>
<b>Services &amp; Supplies</b>							
Telecommunications	37,785	-	-	-	-	-	37,785
Professional Services	2	-	-	-	-	-	2
IT Professional Services	5	-	-	-	-	-	5
Other Services and Supplies	15,902	-	-	-	-	-	15,902
<b>Total Services &amp; Supplies</b>	<b>\$53,694</b>	-	-	-	-	-	<b>\$53,694</b>
<b>Total Expenditures</b>							
Total Expenditures	53,694	-	-	-	-	-	53,694
<b>Total Expenditures</b>	<b>\$53,694</b>	-	-	-	-	-	<b>\$53,694</b>
<b>Ending Balance</b>							
Ending Balance	-	-	-	-	-	-	-
<b>Total Ending Balance</b>	-	-	-	-	-	-	-

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Psychiatric Security Review Board  
 Pkg: 101 - Confidential and Securing Filing System

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
<b>Revenues</b>							
General Fund Appropriation	80,000	-	-	-	-	-	80,000
<b>Total Revenues</b>	<b>\$80,000</b>	-	-	-	-	-	<b>\$80,000</b>
<b>Capital Outlay</b>							
Office Furniture and Fixtures	80,000	-	-	-	-	-	80,000
<b>Total Capital Outlay</b>	<b>\$80,000</b>	-	-	-	-	-	<b>\$80,000</b>
<b>Total Expenditures</b>							
Total Expenditures	80,000	-	-	-	-	-	80,000
<b>Total Expenditures</b>	<b>\$80,000</b>	-	-	-	-	-	<b>\$80,000</b>
<b>Ending Balance</b>							
Ending Balance	-	-	-	-	-	-	-
<b>Total Ending Balance</b>	-	-	-	-	-	-	-

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

**Psychiatric Security Review Board**  
**Pkg: 022 - Phase-out Pgm & One-time Costs**

**Cross Reference Name: Gun Relief Program**  
**Cross Reference Number: 39900-030-00-00-00000**

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Revenues</b>							
General Fund Appropriation	(83,880)	-	-	-	-	-	(83,880)
Donations	-	-	(108,629)	-	-	-	(108,629)
<b>Total Revenues</b>	<b>(\$83,880)</b>	<b>-</b>	<b>(\$108,629)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(\$192,509)</b>
<b>Personal Services</b>							
Pension Obligation Bond	(17,666)	-	-	-	-	-	(17,666)
Mass Transit Tax	(1,824)	-	(35)	-	-	-	(1,859)
<b>Total Personal Services</b>	<b>(\$19,490)</b>	<b>-</b>	<b>(\$35)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(\$19,525)</b>
<b>Services &amp; Supplies</b>							
Instate Travel	(1,568)	-	(2,400)	-	-	-	(3,968)
Office Expenses	-	-	(4,890)	-	-	-	(4,890)
Telecommunications	(1,598)	-	(3,162)	-	-	-	(4,760)
IT Professional Services	(12,246)	-	(8,600)	-	-	-	(20,846)
Attorney General	(14,371)	-	(10,000)	-	-	-	(24,371)
Facilities Rental and Taxes	(4,106)	-	(15,134)	-	-	-	(19,240)
Expendable Prop 250 - 5000	(18,102)	-	-	-	-	-	(18,102)
IT Expendable Property	(12,399)	-	-	-	-	-	(12,399)
<b>Total Services &amp; Supplies</b>	<b>(\$64,390)</b>	<b>-</b>	<b>(\$44,186)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(\$108,576)</b>
<b>Total Expenditures</b>							
Total Expenditures	(83,880)	-	(44,221)	-	-	-	(128,101)
<b>Total Expenditures</b>	<b>(\$83,880)</b>	<b>-</b>	<b>(\$44,221)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(\$128,101)</b>

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Psychiatric Security Review Board  
 Pkg: 022 - Phase-out Pgm & One-time Costs

Cross Reference Name: Gun Relief Program  
 Cross Reference Number: 39900-030-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Ending Balance</b>							
Ending Balance	-	-	(64,408)	-	-	-	(64,408)
<b>Total Ending Balance</b>	-	-	<b>(\$64,408)</b>	-	-	-	<b>(\$64,408)</b>



# BUDGET NARRATIVE

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## PROGRAM OPTION PACKAGES

### 101 Confidential/Secure Filing System

**Purpose:** This option package seeks to obtain funding necessary to improve the security of confidential client files and to efficiently maximize office space.

**How Accomplished:** The PSRB's office is open to the public and often conducts hearings and meetings where members of the public are in the office area where our exhibit files are located. Exhibit files include protected medical records and clinical records, therefore, a secure cabinet system is necessary. The Board's current filing cabinets are 20-35 years old and despite attempting to repair the cabinets, many do not lock properly or could be opened with little effort. Each of the 20 filing cabinets would need to be individually locked every night and unlocked each morning to maximize security. The proposed filing system would allow one key to lock all files at once - saving 40 minutes of staff time each day in locking and unlocking.

Additionally, both Oregon State Hospital and community mental health agencies have improved documentation and clinical record keeping. Consequently, these agencies submit more records to the Board now than they ever have which has increased the PSRB's need for more filing space in staff's immediately work area. This request would include implementation of a space-saving filing system that would maximize the floor space of our existing office space for the next 8 (Expires December 31, 2022) years of our lease.

**Staffing Impact:** None

**Revenue Source:** Addition General Funds of \$80,000



**Psychiatric Security Review Board**

**Policy Package List by Priority  
2015-17 Biennium**

**Agency Number: 39900**

**BAM Analyst: Lisper, Michelle**

**Budget Coordinator: Heinrichs, Valerie - (503)373-0743**

<b>Priority</b>	<b>Policy Pkg Number</b>	<b>Policy Pkg Description</b>	<b>Summary Cross Reference Number</b>	<b>Cross Reference Description</b>
0	101	Confidential and Securing Filing System	010-00-00-00000	General Program

**Psychiatric Security Review Board**

**Agency Number: 39900**

Agency Worksheet - Revenues & Expenditures  
 2015-17 Biennium  
 Psychiatric Security Review Board

Version: V - 01 - Agency Request Budget  
 Cross Reference Number: 39900-000-00-00-00000

<i>DESCRIPTION</i>	<i>2011-13 Actuals</i>	<i>2013-15 Leg Adopted Budget</i>	<i>2013-15 Emergency Boards</i>	<i>2013-15 Leg Approved Budget</i>	<i>2015-17 Base Budget</i>	<i>2015-17 Current Service Level</i>
<b>BEGINNING BALANCE</b>						
<b>0025 Beginning Balance</b>						
3400 Other Funds Ltd	10,784	5,554	-	5,554	5,554	5,554
<b>REVENUE CATEGORIES</b>						
<b>GENERAL FUND APPROPRIATION</b>						
<b>0050 General Fund Appropriation</b>						
8000 General Fund	2,105,264	2,306,552	65,739	2,372,291	2,493,009	2,533,824
<b>DONATIONS AND CONTRIBUTIONS</b>						
<b>0905 Donations</b>						
3400 Other Funds Ltd	-	101,620	7,009	108,629	108,629	-
<b>TRANSFERS IN</b>						
<b>1257 Tsfr From Police, Dept of State</b>						
3400 Other Funds Ltd	216,222	-	-	-	-	-
<b>REVENUES</b>						
8000 General Fund	2,105,264	2,306,552	65,739	2,372,291	2,493,009	2,533,824
3400 Other Funds Ltd	216,222	101,620	7,009	108,629	108,629	-
<b>TOTAL REVENUES</b>	<b>\$2,321,486</b>	<b>\$2,408,172</b>	<b>\$72,748</b>	<b>\$2,480,920</b>	<b>\$2,601,638</b>	<b>\$2,533,824</b>
<b>AVAILABLE REVENUES</b>						
8000 General Fund	2,105,264	2,306,552	65,739	2,372,291	2,493,009	2,533,824
3400 Other Funds Ltd	227,006	107,174	7,009	114,183	114,183	5,554

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<i>DESCRIPTION</i>	<i>2011-13 Actuals</i>	<i>2013-15 Leg Adopted Budget</i>	<i>2013-15 Emergency Boards</i>	<i>2013-15 Leg Approved Budget</i>	<i>2015-17 Base Budget</i>	<i>2015-17 Current Service Level</i>
<b>TOTAL AVAILABLE REVENUES</b>	<b>\$2,332,270</b>	<b>\$2,413,726</b>	<b>\$72,748</b>	<b>\$2,486,474</b>	<b>\$2,607,192</b>	<b>\$2,539,378</b>
<b>EXPENDITURES</b>						
<b>PERSONAL SERVICES</b>						
<b>SALARIES &amp; WAGES</b>						
<b>3110 Class/Unclass Sal. and Per Diem</b>						
8000 General Fund	891,810	1,229,923	53,234	1,283,157	1,297,647	1,297,647
3400 Other Funds Ltd	102,664	-	5,714	5,714	-	-
All Funds	994,474	1,229,923	58,948	1,288,871	1,297,647	1,297,647
<b>3160 Temporary Appointments</b>						
8000 General Fund	2,267	-	-	-	-	-
<b>3190 All Other Differential</b>						
8000 General Fund	17,830	-	-	-	-	-
<b>TOTAL SALARIES &amp; WAGES</b>						
8000 General Fund	911,907	1,229,923	53,234	1,283,157	1,297,647	1,297,647
3400 Other Funds Ltd	102,664	-	5,714	5,714	-	-
<b>TOTAL SALARIES &amp; WAGES</b>	<b>\$1,014,571</b>	<b>\$1,229,923</b>	<b>\$58,948</b>	<b>\$1,288,871</b>	<b>\$1,297,647</b>	<b>\$1,297,647</b>
<b>OTHER PAYROLL EXPENSES</b>						
<b>3210 Empl. Rel. Bd. Assessments</b>						
8000 General Fund	246	440	-	440	484	484
3400 Other Funds Ltd	50	-	-	-	-	-

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**Psychiatric Security Review Board**

<i>DESCRIPTION</i>	<i>2011-13 Actuals</i>	<i>2013-15 Leg Adopted Budget</i>	<i>2013-15 Emergency Boards</i>	<i>2013-15 Leg Approved Budget</i>	<i>2015-17 Base Budget</i>	<i>2015-17 Current Service Level</i>
All Funds	296	440	-	440	484	484
<b>3220 Public Employees' Retire Cont</b>						
8000 General Fund	116,505	151,363	7,671	159,034	173,626	173,626
3400 Other Funds Ltd	13,428	-	823	823	-	-
All Funds	129,933	151,363	8,494	159,857	173,626	173,626
<b>3221 Pension Obligation Bond</b>						
8000 General Fund	49,603	79,025	(4,456)	74,569	74,569	80,311
3400 Other Funds Ltd	5,997	-	-	-	-	-
All Funds	55,600	79,025	(4,456)	74,569	74,569	80,311
<b>3230 Social Security Taxes</b>						
8000 General Fund	69,445	94,087	4,072	98,159	99,267	99,267
3400 Other Funds Ltd	7,650	-	437	437	-	-
All Funds	77,095	94,087	4,509	98,596	99,267	99,267
<b>3250 Worker's Comp. Assess. (WCD)</b>						
8000 General Fund	478	649	-	649	759	759
3400 Other Funds Ltd	61	-	-	-	-	-
All Funds	539	649	-	649	759	759
<b>3260 Mass Transit Tax</b>						
8000 General Fund	5,494	7,293	320	7,613	7,613	7,786
3400 Other Funds Ltd	-	-	35	35	35	-

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**Psychiatric Security Review Board**

<i>DESCRIPTION</i>	<i>2011-13 Actuals</i>	<i>2013-15 Leg Adopted Budget</i>	<i>2013-15 Emergency Boards</i>	<i>2013-15 Leg Approved Budget</i>	<i>2015-17 Base Budget</i>	<i>2015-17 Current Service Level</i>
All Funds	5,494	7,293	355	7,648	7,648	7,786
<b>3270 Flexible Benefits</b>						
8000 General Fund	232,078	335,808	4,898	340,706	335,808	335,808
3400 Other Funds Ltd	32,414	-	-	-	-	-
All Funds	264,492	335,808	4,898	340,706	335,808	335,808
<b>TOTAL OTHER PAYROLL EXPENSES</b>						
8000 General Fund	473,849	668,665	12,505	681,170	692,126	698,041
3400 Other Funds Ltd	59,600	-	1,295	1,295	35	-
<b>TOTAL OTHER PAYROLL EXPENSES</b>	<b>\$533,449</b>	<b>\$668,665</b>	<b>\$13,800</b>	<b>\$682,465</b>	<b>\$692,161</b>	<b>\$698,041</b>
<b>P.S. BUDGET ADJUSTMENTS</b>						
<b>3465 Reconciliation Adjustment</b>						
8000 General Fund	-	(8,859)	-	(8,859)	-	-
3400 Other Funds Ltd	-	57,434	-	57,434	-	-
All Funds	-	48,575	-	48,575	-	-
<b>3470 Undistributed (P.S.)</b>						
8000 General Fund	-	(46,969)	-	(46,969)	-	-
<b>3991 PERS Policy Adjustment</b>						
8000 General Fund	-	(39,444)	-	(39,444)	-	-
<b>TOTAL P.S. BUDGET ADJUSTMENTS</b>						
8000 General Fund	-	(95,272)	-	(95,272)	-	-

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<i>DESCRIPTION</i>	<i>2011-13 Actuals</i>	<i>2013-15 Leg Adopted Budget</i>	<i>2013-15 Emergency Boards</i>	<i>2013-15 Leg Approved Budget</i>	<i>2015-17 Base Budget</i>	<i>2015-17 Current Service Level</i>
3400 Other Funds Ltd	-	57,434	-	57,434	-	-
<b>TOTAL P.S. BUDGET ADJUSTMENTS</b>	-	<b>(\$37,838)</b>	-	<b>(\$37,838)</b>	-	-
<b>TOTAL PERSONAL SERVICES</b>						
8000 General Fund	1,385,756	1,803,316	65,739	1,869,055	1,989,773	1,995,688
3400 Other Funds Ltd	162,264	57,434	7,009	64,443	35	-
<b>TOTAL PERSONAL SERVICES</b>	<b>\$1,548,020</b>	<b>\$1,860,750</b>	<b>\$72,748</b>	<b>\$1,933,498</b>	<b>\$1,989,808</b>	<b>\$1,995,688</b>
<b>SERVICES &amp; SUPPLIES</b>						
<b>4100 Instate Travel</b>						
8000 General Fund	32,427	30,931	-	30,931	30,931	30,244
3400 Other Funds Ltd	458	2,400	-	2,400	2,400	-
All Funds	32,885	33,331	-	33,331	33,331	30,244
<b>4125 Out of State Travel</b>						
8000 General Fund	-	3,656	-	3,656	3,656	3,766
<b>4150 Employee Training</b>						
8000 General Fund	-	9,809	-	9,809	9,809	10,103
3400 Other Funds Ltd	-	2,105	-	2,105	2,105	2,168
All Funds	-	11,914	-	11,914	11,914	12,271
<b>4175 Office Expenses</b>						
8000 General Fund	28,159	48,346	-	48,346	48,346	49,796
3400 Other Funds Ltd	1,170	4,890	-	4,890	4,890	-

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<b>DESCRIPTION</b>	<b>2011-13 Actuals</b>	<b>2013-15 Leg Adopted Budget</b>	<b>2013-15 Emergency Boards</b>	<b>2013-15 Leg Approved Budget</b>	<b>2015-17 Base Budget</b>	<b>2015-17 Current Service Level</b>
All Funds	29,329	53,236	-	53,236	53,236	49,796
<b>4200 Telecommunications</b>						
8000 General Fund	16,525	21,258	-	21,258	21,258	58,035
3400 Other Funds Ltd	5,156	3,162	-	3,162	3,162	-
All Funds	21,681	24,420	-	24,420	24,420	58,035
<b>4225 State Gov. Service Charges</b>						
8000 General Fund	44,655	75,180	-	75,180	47,963	65,878
<b>4250 Data Processing</b>						
8000 General Fund	3,292	5,025	-	5,025	5,025	5,176
3400 Other Funds Ltd	3,218	-	-	-	-	-
All Funds	6,510	5,025	-	5,025	5,025	5,176
<b>4275 Publicity and Publications</b>						
8000 General Fund	765	1,978	-	1,978	1,978	2,037
<b>4300 Professional Services</b>						
8000 General Fund	10,296	6,188	-	6,188	6,188	6,376
<b>4315 IT Professional Services</b>						
8000 General Fund	5,550	30,468	-	30,468	30,468	18,774
3400 Other Funds Ltd	1,500	8,600	-	8,600	8,600	-
All Funds	7,050	39,068	-	39,068	39,068	18,774
<b>4325 Attorney General</b>						

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<b>DESCRIPTION</b>	<b>2011-13 Actuals</b>	<b>2013-15 Leg Adopted Budget</b>	<b>2013-15 Emergency Boards</b>	<b>2013-15 Leg Approved Budget</b>	<b>2015-17 Base Budget</b>	<b>2015-17 Current Service Level</b>
8000 General Fund	73,364	105,945	-	105,945	105,945	109,156
3400 Other Funds Ltd	2,100	10,000	-	10,000	10,000	-
All Funds	75,464	115,945	-	115,945	115,945	109,156
<b>4375 Employee Recruitment and Develop</b>						
8000 General Fund	-	3,288	-	3,288	3,288	3,387
<b>4400 Dues and Subscriptions</b>						
8000 General Fund	2,646	4,172	-	4,172	4,172	4,297
3400 Other Funds Ltd	492	-	-	-	-	-
All Funds	3,138	4,172	-	4,172	4,172	4,297
<b>4425 Facilities Rental and Taxes</b>						
8000 General Fund	125,751	84,087	-	84,087	84,087	83,500
3400 Other Funds Ltd	26,845	15,134	-	15,134	15,134	-
All Funds	152,596	99,221	-	99,221	99,221	83,500
<b>4650 Other Services and Supplies</b>						
8000 General Fund	318	4,394	-	4,394	31,611	48,461
<b>4700 Expendable Prop 250 - 5000</b>						
8000 General Fund	8,871	38,082	-	38,082	38,082	20,579
3400 Other Funds Ltd	5,775	-	-	-	-	-
All Funds	14,646	38,082	-	38,082	38,082	20,579
<b>4715 IT Expendable Property</b>						

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<b>DESCRIPTION</b>	<b>2011-13 Actuals</b>	<b>2013-15 Leg Adopted Budget</b>	<b>2013-15 Emergency Boards</b>	<b>2013-15 Leg Approved Budget</b>	<b>2015-17 Base Budget</b>	<b>2015-17 Current Service Level</b>
8000 General Fund	11,540	30,429	-	30,429	30,429	18,571
3400 Other Funds Ltd	7,247	-	-	-	-	-
All Funds	18,787	30,429	-	30,429	30,429	18,571
<b>TOTAL SERVICES &amp; SUPPLIES</b>						
8000 General Fund	364,159	503,236	-	503,236	503,236	538,136
3400 Other Funds Ltd	53,961	46,291	-	46,291	46,291	2,168
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$418,120</b>	<b>\$549,527</b>	<b>-</b>	<b>\$549,527</b>	<b>\$549,527</b>	<b>\$540,304</b>
<b>EXPENDITURES</b>						
8000 General Fund	1,749,915	2,306,552	65,739	2,372,291	2,493,009	2,533,824
3400 Other Funds Ltd	216,225	103,725	7,009	110,734	46,326	2,168
<b>TOTAL EXPENDITURES</b>	<b>\$1,966,140</b>	<b>\$2,410,277</b>	<b>\$72,748</b>	<b>\$2,483,025</b>	<b>\$2,539,335</b>	<b>\$2,535,992</b>
<b>REVERSIONS</b>						
<b>9900 Reversions</b>						
8000 General Fund	(355,349)	-	-	-	-	-
<b>ENDING BALANCE</b>						
8000 General Fund	-	-	-	-	-	-
3400 Other Funds Ltd	10,781	3,449	-	3,449	67,857	3,386
<b>TOTAL ENDING BALANCE</b>	<b>\$10,781</b>	<b>\$3,449</b>	<b>-</b>	<b>\$3,449</b>	<b>\$67,857</b>	<b>\$3,386</b>
<b>AUTHORIZED POSITIONS</b>						
8150 Class/Unclass Positions	12	11	-	11	11	11

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<b>DESCRIPTION</b>	<b>2011-13 Actuals</b>	<b>2013-15 Leg Adopted Budget</b>	<b>2013-15 Emergency Boards</b>	<b>2013-15 Leg Approved Budget</b>	<b>2015-17 Base Budget</b>	<b>2015-17 Current Service Level</b>
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**AUTHORIZED FTE POSITIONS**

8250 Class/Unclass FTE Positions	11.76	11.00	-	11.00	11.00	11.00
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<i>DESCRIPTION</i>	<i>2011-13 Actuals</i>	<i>2013-15 Leg Adopted Budget</i>	<i>2013-15 Emergency Boards</i>	<i>2013-15 Leg Approved Budget</i>	<i>2015-17 Base Budget</i>	<i>2015-17 Current Service Level</i>
<b>BEGINNING BALANCE</b>						
<b>0025 Beginning Balance</b>						
3400 Other Funds Ltd	9,666	5,554	-	5,554	5,554	5,554
<b>REVENUE CATEGORIES</b>						
<b>GENERAL FUND APPROPRIATION</b>						
<b>0050 General Fund Appropriation</b>						
8000 General Fund	1,767,210	1,832,793	49,183	1,881,976	2,409,129	2,533,824
<b>REVENUES</b>						
8000 General Fund	1,767,210	1,832,793	49,183	1,881,976	2,409,129	2,533,824
<b>AVAILABLE REVENUES</b>						
8000 General Fund	1,767,210	1,832,793	49,183	1,881,976	2,409,129	2,533,824
3400 Other Funds Ltd	9,666	5,554	-	5,554	5,554	5,554
<b>TOTAL AVAILABLE REVENUES</b>	<b>\$1,776,876</b>	<b>\$1,838,347</b>	<b>\$49,183</b>	<b>\$1,887,530</b>	<b>\$2,414,683</b>	<b>\$2,539,378</b>

**EXPENDITURES**

**PERSONAL SERVICES**

**SALARIES & WAGES**

**3110 Class/Unclass Sal. and Per Diem**

    8000 General Fund                                   756,570                   938,550                   40,555                   979,105                   1,297,647                   1,297,647

**3160 Temporary Appointments**

    8000 General Fund                                   2,267                   -                   -                   -                   -                   -

**Psychiatric Security Review Board**

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2015-17 Biennium  
General Program**

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<b>DESCRIPTION</b>	<b>2011-13 Actuals</b>	<b>2013-15 Leg Adopted Budget</b>	<b>2013-15 Emergency Boards</b>	<b>2013-15 Leg Approved Budget</b>	<b>2015-17 Base Budget</b>	<b>2015-17 Current Service Level</b>
<b>3190 All Other Differential</b>						
8000 General Fund	17,335	-	-	-	-	-
<b>TOTAL SALARIES &amp; WAGES</b>						
8000 General Fund	776,172	938,550	40,555	979,105	1,297,647	1,297,647
<b>TOTAL SALARIES &amp; WAGES</b>	<b>\$776,172</b>	<b>\$938,550</b>	<b>\$40,555</b>	<b>\$979,105</b>	<b>\$1,297,647</b>	<b>\$1,297,647</b>
<b>OTHER PAYROLL EXPENSES</b>						
<b>3210 Empl. Rel. Bd. Assessments</b>						
8000 General Fund	180	320	-	320	484	484
<b>3220 Public Employees' Retire Cont</b>						
8000 General Fund	98,577	111,998	5,844	117,842	173,626	173,626
<b>3221 Pension Obligation Bond</b>						
8000 General Fund	41,596	61,027	(4,124)	56,903	56,903	80,311
<b>3230 Social Security Taxes</b>						
8000 General Fund	59,336	71,798	3,102	74,900	99,267	99,267
<b>3250 Worker's Comp. Assess. (WCD)</b>						
8000 General Fund	398	472	-	472	759	759
<b>3260 Mass Transit Tax</b>						
8000 General Fund	4,070	5,545	244	5,789	5,789	7,786
<b>3270 Flexible Benefits</b>						
8000 General Fund	188,867	244,224	3,562	247,786	335,808	335,808

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**Agency Number: 39900**

**Agency Worksheet - Revenues & Expenditures  
2015-17 Biennium  
General Program**

**Version: V - 01 - Agency Request Budget  
Cross Reference Number: 39900-010-00-00-00000**

<i>DESCRIPTION</i>	<i>2011-13 Actuals</i>	<i>2013-15 Leg Adopted Budget</i>	<i>2013-15 Emergency Boards</i>	<i>2013-15 Leg Approved Budget</i>	<i>2015-17 Base Budget</i>	<i>2015-17 Current Service Level</i>
<b>TOTAL OTHER PAYROLL EXPENSES</b>						
8000 General Fund	393,024	495,384	8,628	504,012	672,636	698,041
<b>TOTAL OTHER PAYROLL EXPENSES</b>	<b>\$393,024</b>	<b>\$495,384</b>	<b>\$8,628</b>	<b>\$504,012</b>	<b>\$672,636</b>	<b>\$698,041</b>
<b>P.S. BUDGET ADJUSTMENTS</b>						
<b>3465 Reconciliation Adjustment</b>						
8000 General Fund	-	36,766	-	36,766	-	-
<b>3470 Undistributed (P.S.)</b>						
8000 General Fund	-	(46,969)	-	(46,969)	-	-
<b>3991 PERS Policy Adjustment</b>						
8000 General Fund	-	(29,784)	-	(29,784)	-	-
<b>TOTAL P.S. BUDGET ADJUSTMENTS</b>						
8000 General Fund	-	(39,987)	-	(39,987)	-	-
<b>TOTAL P.S. BUDGET ADJUSTMENTS</b>	<b>-</b>	<b>(\$39,987)</b>	<b>-</b>	<b>(\$39,987)</b>	<b>-</b>	<b>-</b>
<b>TOTAL PERSONAL SERVICES</b>						
8000 General Fund	1,169,196	1,393,947	49,183	1,443,130	1,970,283	1,995,688
<b>TOTAL PERSONAL SERVICES</b>	<b>\$1,169,196</b>	<b>\$1,393,947</b>	<b>\$49,183</b>	<b>\$1,443,130</b>	<b>\$1,970,283</b>	<b>\$1,995,688</b>
<b>SERVICES &amp; SUPPLIES</b>						
<b>4100 Instate Travel</b>						
8000 General Fund	32,370	29,363	-	29,363	29,363	30,244
<b>4125 Out of State Travel</b>						

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**Agency Worksheet - Revenues & Expenditures  
2015-17 Biennium  
General Program**

**Version: V - 01 - Agency Request Budget  
Cross Reference Number: 39900-010-00-00-00000**

<b>DESCRIPTION</b>	<b>2011-13 Actuals</b>	<b>2013-15 Leg Adopted Budget</b>	<b>2013-15 Emergency Boards</b>	<b>2013-15 Leg Approved Budget</b>	<b>2015-17 Base Budget</b>	<b>2015-17 Current Service Level</b>
8000 General Fund	-	3,656	-	3,656	3,656	3,766
<b>4150 Employee Training</b>						
8000 General Fund	-	9,809	-	9,809	9,809	10,103
3400 Other Funds Ltd	-	2,105	-	2,105	2,105	2,168
All Funds	-	11,914	-	11,914	11,914	12,271
<b>4175 Office Expenses</b>						
8000 General Fund	28,159	48,346	-	48,346	48,346	49,796
<b>4200 Telecommunications</b>						
8000 General Fund	16,350	19,660	-	19,660	19,660	58,035
<b>4225 State Gov. Service Charges</b>						
8000 General Fund	44,655	75,180	-	75,180	47,963	65,878
<b>4250 Data Processing</b>						
8000 General Fund	3,292	5,025	-	5,025	5,025	5,176
<b>4275 Publicity and Publications</b>						
8000 General Fund	765	1,978	-	1,978	1,978	2,037
<b>4300 Professional Services</b>						
8000 General Fund	10,296	6,188	-	6,188	6,188	6,376
<b>4315 IT Professional Services</b>						
8000 General Fund	5,550	18,222	-	18,222	18,222	18,774
<b>4325 Attorney General</b>						

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General Program**

**Version: V - 01 - Agency Request Budget  
Cross Reference Number: 39900-010-00-00-00000**

<b>DESCRIPTION</b>	<b>2011-13 Actuals</b>	<b>2013-15 Leg Adopted Budget</b>	<b>2013-15 Emergency Boards</b>	<b>2013-15 Leg Approved Budget</b>	<b>2015-17 Base Budget</b>	<b>2015-17 Current Service Level</b>
8000 General Fund	73,364	91,574	-	91,574	91,574	109,156
<b>4375 Employee Recruitment and Develop</b>						
8000 General Fund	-	3,288	-	3,288	3,288	3,387
<b>4400 Dues and Subscriptions</b>						
8000 General Fund	2,646	4,172	-	4,172	4,172	4,297
<b>4425 Facilities Rental and Taxes</b>						
8000 General Fund	124,644	79,981	-	79,981	79,981	83,500
<b>4650 Other Services and Supplies</b>						
8000 General Fund	318	4,394	-	4,394	31,611	48,461
<b>4700 Expendable Prop 250 - 5000</b>						
8000 General Fund	8,871	19,980	-	19,980	19,980	20,579
<b>4715 IT Expendable Property</b>						
8000 General Fund	11,540	18,030	-	18,030	18,030	18,571
<b>TOTAL SERVICES &amp; SUPPLIES</b>						
8000 General Fund	362,820	438,846	-	438,846	438,846	538,136
3400 Other Funds Ltd	-	2,105	-	2,105	2,105	2,168
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$362,820</b>	<b>\$440,951</b>	<b>-</b>	<b>\$440,951</b>	<b>\$440,951</b>	<b>\$540,304</b>
<b>EXPENDITURES</b>						
8000 General Fund	1,532,016	1,832,793	49,183	1,881,976	2,409,129	2,533,824
3400 Other Funds Ltd	-	2,105	-	2,105	2,105	2,168

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**Agency Worksheet - Revenues & Expenditures  
2015-17 Biennium  
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**Version: V - 01 - Agency Request Budget  
Cross Reference Number: 39900-010-00-00-00000**

<b>DESCRIPTION</b>	<b>2011-13 Actuals</b>	<b>2013-15 Leg Adopted Budget</b>	<b>2013-15 Emergency Boards</b>	<b>2013-15 Leg Approved Budget</b>	<b>2015-17 Base Budget</b>	<b>2015-17 Current Service Level</b>
<b>TOTAL EXPENDITURES</b>	<b>\$1,532,016</b>	<b>\$1,834,898</b>	<b>\$49,183</b>	<b>\$1,884,081</b>	<b>\$2,411,234</b>	<b>\$2,535,992</b>
<b>REVERSIONS</b>						
<b>9900 Reversions</b>						
8000 General Fund	(235,194)	-	-	-	-	-
<b>ENDING BALANCE</b>						
8000 General Fund	-	-	-	-	-	-
3400 Other Funds Ltd	9,666	3,449	-	3,449	3,449	3,386
<b>TOTAL ENDING BALANCE</b>	<b>\$9,666</b>	<b>\$3,449</b>	<b>-</b>	<b>\$3,449</b>	<b>\$3,449</b>	<b>\$3,386</b>
<b>AUTHORIZED POSITIONS</b>						
8150 Class/Unclass Positions	9	8	-	8	11	11
<b>AUTHORIZED FTE POSITIONS</b>						
8250 Class/Unclass FTE Positions	8.76	8.00	-	8.00	11.00	11.00

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**Agency Worksheet - Revenues & Expenditures  
2015-17 Biennium  
Gun Relief Program**

**Version: V - 01 - Agency Request Budget  
Cross Reference Number: 39900-030-00-00-00000**

<i>DESCRIPTION</i>	<i>2011-13 Actuals</i>	<i>2013-15 Leg Adopted Budget</i>	<i>2013-15 Emergency Boards</i>	<i>2013-15 Leg Approved Budget</i>	<i>2015-17 Base Budget</i>	<i>2015-17 Current Service Level</i>
<b>BEGINNING BALANCE</b>						
<b>0025 Beginning Balance</b>						
3400 Other Funds Ltd	1,118	-	-	-	-	-
<b>REVENUE CATEGORIES</b>						
<b>GENERAL FUND APPROPRIATION</b>						
<b>0050 General Fund Appropriation</b>						
8000 General Fund	338,054	473,759	16,556	490,315	83,880	-
<b>DONATIONS AND CONTRIBUTIONS</b>						
<b>0905 Donations</b>						
3400 Other Funds Ltd	-	101,620	7,009	108,629	108,629	-
<b>TRANSFERS IN</b>						
<b>1257 Tsfr From Police, Dept of State</b>						
3400 Other Funds Ltd	216,222	-	-	-	-	-
<b>REVENUES</b>						
8000 General Fund	338,054	473,759	16,556	490,315	83,880	-
3400 Other Funds Ltd	216,222	101,620	7,009	108,629	108,629	-
<b>TOTAL REVENUES</b>	<b>\$554,276</b>	<b>\$575,379</b>	<b>\$23,565</b>	<b>\$598,944</b>	<b>\$192,509</b>	<b>-</b>
<b>AVAILABLE REVENUES</b>						
8000 General Fund	338,054	473,759	16,556	490,315	83,880	-
3400 Other Funds Ltd	217,340	101,620	7,009	108,629	108,629	-

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2015-17 Biennium  
Gun Relief Program**

**Version: V - 01 - Agency Request Budget  
Cross Reference Number: 39900-030-00-00-00000**

<i>DESCRIPTION</i>	<i>2011-13 Actuals</i>	<i>2013-15 Leg Adopted Budget</i>	<i>2013-15 Emergency Boards</i>	<i>2013-15 Leg Approved Budget</i>	<i>2015-17 Base Budget</i>	<i>2015-17 Current Service Level</i>
<b>TOTAL AVAILABLE REVENUES</b>	<b>\$555,394</b>	<b>\$575,379</b>	<b>\$23,565</b>	<b>\$598,944</b>	<b>\$192,509</b>	<b>-</b>
<b>EXPENDITURES</b>						
<b>PERSONAL SERVICES</b>						
<b>SALARIES &amp; WAGES</b>						
<b>3110 Class/Unclass Sal. and Per Diem</b>						
8000 General Fund	135,240	291,373	12,679	304,052	-	-
3400 Other Funds Ltd	102,664	-	5,714	5,714	-	-
All Funds	237,904	291,373	18,393	309,766	-	-
<b>3190 All Other Differential</b>						
8000 General Fund	495	-	-	-	-	-
<b>TOTAL SALARIES &amp; WAGES</b>						
8000 General Fund	135,735	291,373	12,679	304,052	-	-
3400 Other Funds Ltd	102,664	-	5,714	5,714	-	-
<b>TOTAL SALARIES &amp; WAGES</b>	<b>\$238,399</b>	<b>\$291,373</b>	<b>\$18,393</b>	<b>\$309,766</b>	<b>-</b>	<b>-</b>
<b>OTHER PAYROLL EXPENSES</b>						
<b>3210 Empl. Rel. Bd. Assessments</b>						
8000 General Fund	66	120	-	120	-	-
3400 Other Funds Ltd	50	-	-	-	-	-
All Funds	116	120	-	120	-	-
<b>3220 Public Employees' Retire Cont</b>						

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2015-17 Biennium  
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**Version: V - 01 - Agency Request Budget  
Cross Reference Number: 39900-030-00-00-00000**

<b>DESCRIPTION</b>	<b>2011-13 Actuals</b>	<b>2013-15 Leg Adopted Budget</b>	<b>2013-15 Emergency Boards</b>	<b>2013-15 Leg Approved Budget</b>	<b>2015-17 Base Budget</b>	<b>2015-17 Current Service Level</b>
8000 General Fund	17,928	39,365	1,827	41,192	-	-
3400 Other Funds Ltd	13,428	-	823	823	-	-
All Funds	31,356	39,365	2,650	42,015	-	-
<b>3221 Pension Obligation Bond</b>						
8000 General Fund	8,007	17,998	(332)	17,666	17,666	-
3400 Other Funds Ltd	5,997	-	-	-	-	-
All Funds	14,004	17,998	(332)	17,666	17,666	-
<b>3230 Social Security Taxes</b>						
8000 General Fund	10,109	22,289	970	23,259	-	-
3400 Other Funds Ltd	7,650	-	437	437	-	-
All Funds	17,759	22,289	1,407	23,696	-	-
<b>3250 Worker's Comp. Assess. (WCD)</b>						
8000 General Fund	80	177	-	177	-	-
3400 Other Funds Ltd	61	-	-	-	-	-
All Funds	141	177	-	177	-	-
<b>3260 Mass Transit Tax</b>						
8000 General Fund	1,424	1,748	76	1,824	1,824	-
3400 Other Funds Ltd	-	-	35	35	35	-
All Funds	1,424	1,748	111	1,859	1,859	-
<b>3270 Flexible Benefits</b>						

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2015-17 Biennium  
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<i>DESCRIPTION</i>	<i>2011-13 Actuals</i>	<i>2013-15 Leg Adopted Budget</i>	<i>2013-15 Emergency Boards</i>	<i>2013-15 Leg Approved Budget</i>	<i>2015-17 Base Budget</i>	<i>2015-17 Current Service Level</i>
8000 General Fund	43,211	91,584	1,336	92,920	-	-
3400 Other Funds Ltd	32,414	-	-	-	-	-
All Funds	75,625	91,584	1,336	92,920	-	-
<b>TOTAL OTHER PAYROLL EXPENSES</b>						
8000 General Fund	80,825	173,281	3,877	177,158	19,490	-
3400 Other Funds Ltd	59,600	-	1,295	1,295	35	-
<b>TOTAL OTHER PAYROLL EXPENSES</b>	<b>\$140,425</b>	<b>\$173,281</b>	<b>\$5,172</b>	<b>\$178,453</b>	<b>\$19,525</b>	<b>-</b>
<b>P.S. BUDGET ADJUSTMENTS</b>						
<b>3465 Reconciliation Adjustment</b>						
8000 General Fund	-	(45,625)	-	(45,625)	-	-
3400 Other Funds Ltd	-	57,434	-	57,434	-	-
All Funds	-	11,809	-	11,809	-	-
<b>3991 PERS Policy Adjustment</b>						
8000 General Fund	-	(9,660)	-	(9,660)	-	-
<b>TOTAL P.S. BUDGET ADJUSTMENTS</b>						
8000 General Fund	-	(55,285)	-	(55,285)	-	-
3400 Other Funds Ltd	-	57,434	-	57,434	-	-
<b>TOTAL P.S. BUDGET ADJUSTMENTS</b>	<b>-</b>	<b>\$2,149</b>	<b>-</b>	<b>\$2,149</b>	<b>-</b>	<b>-</b>
<b>TOTAL PERSONAL SERVICES</b>						
8000 General Fund	216,560	409,369	16,556	425,925	19,490	-

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**Version: V - 01 - Agency Request Budget  
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<b>DESCRIPTION</b>	<b>2011-13 Actuals</b>	<b>2013-15 Leg Adopted Budget</b>	<b>2013-15 Emergency Boards</b>	<b>2013-15 Leg Approved Budget</b>	<b>2015-17 Base Budget</b>	<b>2015-17 Current Service Level</b>
3400 Other Funds Ltd	162,264	57,434	7,009	64,443	35	-
<b>TOTAL PERSONAL SERVICES</b>	<b>\$378,824</b>	<b>\$466,803</b>	<b>\$23,565</b>	<b>\$490,368</b>	<b>\$19,525</b>	<b>-</b>
<b>SERVICES &amp; SUPPLIES</b>						
<b>4100 Instate Travel</b>						
8000 General Fund	57	1,568	-	1,568	1,568	-
3400 Other Funds Ltd	458	2,400	-	2,400	2,400	-
All Funds	515	3,968	-	3,968	3,968	-
<b>4175 Office Expenses</b>						
3400 Other Funds Ltd	1,170	4,890	-	4,890	4,890	-
<b>4200 Telecommunications</b>						
8000 General Fund	175	1,598	-	1,598	1,598	-
3400 Other Funds Ltd	5,156	3,162	-	3,162	3,162	-
All Funds	5,331	4,760	-	4,760	4,760	-
<b>4250 Data Processing</b>						
3400 Other Funds Ltd	3,218	-	-	-	-	-
<b>4315 IT Professional Services</b>						
8000 General Fund	-	12,246	-	12,246	12,246	-
3400 Other Funds Ltd	1,500	8,600	-	8,600	8,600	-
All Funds	1,500	20,846	-	20,846	20,846	-
<b>4325 Attorney General</b>						

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<b>DESCRIPTION</b>	<b>2011-13 Actuals</b>	<b>2013-15 Leg Adopted Budget</b>	<b>2013-15 Emergency Boards</b>	<b>2013-15 Leg Approved Budget</b>	<b>2015-17 Base Budget</b>	<b>2015-17 Current Service Level</b>
8000 General Fund	-	14,371	-	14,371	14,371	-
3400 Other Funds Ltd	2,100	10,000	-	10,000	10,000	-
All Funds	2,100	24,371	-	24,371	24,371	-
<b>4400 Dues and Subscriptions</b>						
3400 Other Funds Ltd	492	-	-	-	-	-
<b>4425 Facilities Rental and Taxes</b>						
8000 General Fund	1,107	4,106	-	4,106	4,106	-
3400 Other Funds Ltd	26,845	15,134	-	15,134	15,134	-
All Funds	27,952	19,240	-	19,240	19,240	-
<b>4700 Expendable Prop 250 - 5000</b>						
8000 General Fund	-	18,102	-	18,102	18,102	-
3400 Other Funds Ltd	5,775	-	-	-	-	-
All Funds	5,775	18,102	-	18,102	18,102	-
<b>4715 IT Expendable Property</b>						
8000 General Fund	-	12,399	-	12,399	12,399	-
3400 Other Funds Ltd	7,247	-	-	-	-	-
All Funds	7,247	12,399	-	12,399	12,399	-
<b>TOTAL SERVICES &amp; SUPPLIES</b>						
8000 General Fund	1,339	64,390	-	64,390	64,390	-
3400 Other Funds Ltd	53,961	44,186	-	44,186	44,186	-

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**Version: V - 01 - Agency Request Budget  
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<i>DESCRIPTION</i>	<i>2011-13 Actuals</i>	<i>2013-15 Leg Adopted Budget</i>	<i>2013-15 Emergency Boards</i>	<i>2013-15 Leg Approved Budget</i>	<i>2015-17 Base Budget</i>	<i>2015-17 Current Service Level</i>
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$55,300</b>	<b>\$108,576</b>	<b>-</b>	<b>\$108,576</b>	<b>\$108,576</b>	<b>-</b>
<b>EXPENDITURES</b>						
8000 General Fund	217,899	473,759	16,556	490,315	83,880	-
3400 Other Funds Ltd	216,225	101,620	7,009	108,629	44,221	-
<b>TOTAL EXPENDITURES</b>	<b>\$434,124</b>	<b>\$575,379</b>	<b>\$23,565</b>	<b>\$598,944</b>	<b>\$128,101</b>	<b>-</b>
<b>REVERSIONS</b>						
<b>9900 Reversions</b>						
8000 General Fund	(120,155)	-	-	-	-	-
<b>ENDING BALANCE</b>						
8000 General Fund	-	-	-	-	-	-
3400 Other Funds Ltd	1,115	-	-	-	64,408	-
<b>TOTAL ENDING BALANCE</b>	<b>\$1,115</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$64,408</b>	<b>-</b>
<b>AUTHORIZED POSITIONS</b>						
8150 Class/Unclass Positions	3	3	-	3	-	-
<b>AUTHORIZED FTE POSITIONS</b>						
8250 Class/Unclass FTE Positions	3.00	3.00	-	3.00	-	-

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**Agency Number: 39900**

**Detail Revenues & Expenditures - Requested Budget  
2015-17 Biennium**

**Version: V - 01 - Agency Request Budget  
Cross Reference Number: 39900-000-00-00-00000**

**Psychiatric Security Review Board**

Description	2015-17 Base Budget	Essential Packages	2015-17 Current Service Level	Policy Packages	2015-17 Agency Request Budget
<b>BEGINNING BALANCE</b>					
<b>0025 Beginning Balance</b>					
3400 Other Funds Ltd	5,554	-	5,554	-	5,554
<b>REVENUE CATEGORIES</b>					
<b>GENERAL FUND APPROPRIATION</b>					
<b>0050 General Fund Appropriation</b>					
8000 General Fund	2,493,009	40,815	2,533,824	80,000	2,613,824
<b>DONATIONS AND CONTRIBUTIONS</b>					
<b>0905 Donations</b>					
3400 Other Funds Ltd	108,629	(108,629)	-	-	-
<b>TOTAL REVENUES</b>					
8000 General Fund	2,493,009	40,815	2,533,824	80,000	2,613,824
3400 Other Funds Ltd	108,629	(108,629)	-	-	-
<b>TOTAL REVENUES</b>	<b>\$2,601,638</b>	<b>(\$67,814)</b>	<b>\$2,533,824</b>	<b>\$80,000</b>	<b>\$2,613,824</b>
<b>AVAILABLE REVENUES</b>					
8000 General Fund	2,493,009	40,815	2,533,824	80,000	2,613,824
3400 Other Funds Ltd	114,183	(108,629)	5,554	-	5,554
<b>TOTAL AVAILABLE REVENUES</b>	<b>\$2,607,192</b>	<b>(\$67,814)</b>	<b>\$2,539,378</b>	<b>\$80,000</b>	<b>\$2,619,378</b>
<b>EXPENDITURES</b>					
<b>PERSONAL SERVICES</b>					
<b>SALARIES &amp; WAGES</b>					
<b>3110 Class/Unclass Sal. and Per Diem</b>					
8000 General Fund	1,297,647	-	1,297,647	-	1,297,647

**Psychiatric Security Review Board**

**Agency Number: 39900**

**Detail Revenues & Expenditures - Requested Budget  
2015-17 Biennium**

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**Psychiatric Security Review Board**

Description	2015-17 Base Budget	Essential Packages	2015-17 Current Service Level	Policy Packages	2015-17 Agency Request Budget
<b>OTHER PAYROLL EXPENSES</b>					
<b>3210 Empl. Rel. Bd. Assessments</b>					
8000 General Fund	484	-	484	-	484
<b>3220 Public Employees' Retire Cont</b>					
8000 General Fund	173,626	-	173,626	-	173,626
<b>3221 Pension Obligation Bond</b>					
8000 General Fund	74,569	5,742	80,311	-	80,311
<b>3230 Social Security Taxes</b>					
8000 General Fund	99,267	-	99,267	-	99,267
<b>3250 Worker's Comp. Assess. (WCD)</b>					
8000 General Fund	759	-	759	-	759
<b>3260 Mass Transit Tax</b>					
8000 General Fund	7,613	173	7,786	-	7,786
3400 Other Funds Ltd	35	(35)	-	-	-
All Funds	7,648	138	7,786	-	7,786
<b>3270 Flexible Benefits</b>					
8000 General Fund	335,808	-	335,808	-	335,808
<b>TOTAL OTHER PAYROLL EXPENSES</b>					
8000 General Fund	692,126	5,915	698,041	-	698,041
3400 Other Funds Ltd	35	(35)	-	-	-
<b>TOTAL OTHER PAYROLL EXPENSES</b>	<b>\$692,161</b>	<b>\$5,880</b>	<b>\$698,041</b>	<b>-</b>	<b>\$698,041</b>
<b>TOTAL PERSONAL SERVICES</b>					
8000 General Fund	1,989,773	5,915	1,995,688	-	1,995,688

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Description	2015-17 Base Budget	Essential Packages	2015-17 Current Service Level	Policy Packages	2015-17 Agency Request Budget
3400 Other Funds Ltd	35	(35)	-	-	-
<b>TOTAL PERSONAL SERVICES</b>	<b>\$1,989,808</b>	<b>\$5,880</b>	<b>\$1,995,688</b>	-	<b>\$1,995,688</b>
<b>SERVICES &amp; SUPPLIES</b>					
<b>4100 Instate Travel</b>					
8000 General Fund	30,931	(687)	30,244	-	30,244
3400 Other Funds Ltd	2,400	(2,400)	-	-	-
All Funds	33,331	(3,087)	30,244	-	30,244
<b>4125 Out of State Travel</b>					
8000 General Fund	3,656	110	3,766	-	3,766
<b>4150 Employee Training</b>					
8000 General Fund	9,809	294	10,103	-	10,103
3400 Other Funds Ltd	2,105	63	2,168	-	2,168
All Funds	11,914	357	12,271	-	12,271
<b>4175 Office Expenses</b>					
8000 General Fund	48,346	1,450	49,796	-	49,796
3400 Other Funds Ltd	4,890	(4,890)	-	-	-
All Funds	53,236	(3,440)	49,796	-	49,796
<b>4200 Telecommunications</b>					
8000 General Fund	21,258	36,777	58,035	-	58,035
3400 Other Funds Ltd	3,162	(3,162)	-	-	-
All Funds	24,420	33,615	58,035	-	58,035
<b>4225 State Gov. Service Charges</b>					
8000 General Fund	47,963	17,915	65,878	-	65,878

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Description	2015-17 Base Budget	Essential Packages	2015-17 Current Service Level	Policy Packages	2015-17 Agency Request Budget
<b>4250 Data Processing</b>					
8000 General Fund	5,025	151	5,176	-	5,176
<b>4275 Publicity and Publications</b>					
8000 General Fund	1,978	59	2,037	-	2,037
<b>4300 Professional Services</b>					
8000 General Fund	6,188	188	6,376	-	6,376
<b>4315 IT Professional Services</b>					
8000 General Fund	30,468	(11,694)	18,774	-	18,774
3400 Other Funds Ltd	8,600	(8,600)	-	-	-
All Funds	39,068	(20,294)	18,774	-	18,774
<b>4325 Attorney General</b>					
8000 General Fund	105,945	3,211	109,156	-	109,156
3400 Other Funds Ltd	10,000	(10,000)	-	-	-
All Funds	115,945	(6,789)	109,156	-	109,156
<b>4375 Employee Recruitment and Develop</b>					
8000 General Fund	3,288	99	3,387	-	3,387
<b>4400 Dues and Subscriptions</b>					
8000 General Fund	4,172	125	4,297	-	4,297
<b>4425 Facilities Rental and Taxes</b>					
8000 General Fund	84,087	(587)	83,500	-	83,500
3400 Other Funds Ltd	15,134	(15,134)	-	-	-
All Funds	99,221	(15,721)	83,500	-	83,500
<b>4650 Other Services and Supplies</b>					

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**Psychiatric Security Review Board**

Description	2015-17 Base Budget	Essential Packages	2015-17 Current Service Level	Policy Packages	2015-17 Agency Request Budget
8000 General Fund	31,611	16,850	48,461	-	48,461
<b>4700 Expendable Prop 250 - 5000</b>					
8000 General Fund	38,082	(17,503)	20,579	-	20,579
<b>4715 IT Expendable Property</b>					
8000 General Fund	30,429	(11,858)	18,571	-	18,571
<b>TOTAL SERVICES &amp; SUPPLIES</b>					
8000 General Fund	503,236	34,900	538,136	-	538,136
3400 Other Funds Ltd	46,291	(44,123)	2,168	-	2,168
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$549,527</b>	<b>(\$9,223)</b>	<b>\$540,304</b>	<b>-</b>	<b>\$540,304</b>
<b>CAPITAL OUTLAY</b>					
<b>5100 Office Furniture and Fixtures</b>					
8000 General Fund	-	-	-	80,000	80,000
<b>TOTAL EXPENDITURES</b>					
8000 General Fund	2,493,009	40,815	2,533,824	80,000	2,613,824
3400 Other Funds Ltd	46,326	(44,158)	2,168	-	2,168
<b>TOTAL EXPENDITURES</b>	<b>\$2,539,335</b>	<b>(\$3,343)</b>	<b>\$2,535,992</b>	<b>\$80,000</b>	<b>\$2,615,992</b>
<b>ENDING BALANCE</b>					
3400 Other Funds Ltd	67,857	(64,471)	3,386	-	3,386
<b>AUTHORIZED POSITIONS</b>					
8150 Class/Unclass Positions	11	-	11	-	11
<b>AUTHORIZED FTE</b>					
8250 Class/Unclass FTE Positions	11.00	-	11.00	-	11.00

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**Detail Revenues & Expenditures - Requested Budget  
2015-17 Biennium  
General Program**

**Version: V - 01 - Agency Request Budget  
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Description	2015-17 Base Budget	Essential Packages	2015-17 Current Service Level	Policy Packages	2015-17 Agency Request Budget
<b>BEGINNING BALANCE</b>					
<b>0025 Beginning Balance</b>					
3400 Other Funds Ltd	5,554	-	5,554	-	5,554
<b>REVENUE CATEGORIES</b>					
<b>GENERAL FUND APPROPRIATION</b>					
<b>0050 General Fund Appropriation</b>					
8000 General Fund	2,409,129	124,695	2,533,824	80,000	2,613,824
<b>AVAILABLE REVENUES</b>					
8000 General Fund	2,409,129	124,695	2,533,824	80,000	2,613,824
3400 Other Funds Ltd	5,554	-	5,554	-	5,554
<b>TOTAL AVAILABLE REVENUES</b>	<b>\$2,414,683</b>	<b>\$124,695</b>	<b>\$2,539,378</b>	<b>\$80,000</b>	<b>\$2,619,378</b>
<b>EXPENDITURES</b>					
<b>PERSONAL SERVICES</b>					
<b>SALARIES &amp; WAGES</b>					
<b>3110 Class/Unclass Sal. and Per Diem</b>					
8000 General Fund	1,297,647	-	1,297,647	-	1,297,647
<b>OTHER PAYROLL EXPENSES</b>					
<b>3210 Empl. Rel. Bd. Assessments</b>					
8000 General Fund	484	-	484	-	484
<b>3220 Public Employees' Retire Cont</b>					
8000 General Fund	173,626	-	173,626	-	173,626
<b>3221 Pension Obligation Bond</b>					
8000 General Fund	56,903	23,408	80,311	-	80,311

**Detail Revenues & Expenditures - Requested Budget  
2015-17 Biennium  
General Program**

**Version: V - 01 - Agency Request Budget  
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Description	2015-17 Base Budget	Essential Packages	2015-17 Current Service Level	Policy Packages	2015-17 Agency Request Budget
<b>3230 Social Security Taxes</b>					
8000 General Fund	99,267	-	99,267	-	99,267
<b>3250 Worker's Comp. Assess. (WCD)</b>					
8000 General Fund	759	-	759	-	759
<b>3260 Mass Transit Tax</b>					
8000 General Fund	5,789	1,997	7,786	-	7,786
<b>3270 Flexible Benefits</b>					
8000 General Fund	335,808	-	335,808	-	335,808
<b>TOTAL OTHER PAYROLL EXPENSES</b>					
8000 General Fund	672,636	25,405	698,041	-	698,041
<b>TOTAL PERSONAL SERVICES</b>					
8000 General Fund	1,970,283	25,405	1,995,688	-	1,995,688
<b>SERVICES &amp; SUPPLIES</b>					
<b>4100 Instate Travel</b>					
8000 General Fund	29,363	881	30,244	-	30,244
<b>4125 Out of State Travel</b>					
8000 General Fund	3,656	110	3,766	-	3,766
<b>4150 Employee Training</b>					
8000 General Fund	9,809	294	10,103	-	10,103
3400 Other Funds Ltd	2,105	63	2,168	-	2,168
All Funds	11,914	357	12,271	-	12,271
<b>4175 Office Expenses</b>					
8000 General Fund	48,346	1,450	49,796	-	49,796

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2015-17 Biennium  
General Program**

**Version: V - 01 - Agency Request Budget  
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Description	2015-17 Base Budget	Essential Packages	2015-17 Current Service Level	Policy Packages	2015-17 Agency Request Budget
<b>4200 Telecommunications</b>					
8000 General Fund	19,660	38,375	58,035	-	58,035
<b>4225 State Gov. Service Charges</b>					
8000 General Fund	47,963	17,915	65,878	-	65,878
<b>4250 Data Processing</b>					
8000 General Fund	5,025	151	5,176	-	5,176
<b>4275 Publicity and Publications</b>					
8000 General Fund	1,978	59	2,037	-	2,037
<b>4300 Professional Services</b>					
8000 General Fund	6,188	188	6,376	-	6,376
<b>4315 IT Professional Services</b>					
8000 General Fund	18,222	552	18,774	-	18,774
<b>4325 Attorney General</b>					
8000 General Fund	91,574	17,582	109,156	-	109,156
<b>4375 Employee Recruitment and Develop</b>					
8000 General Fund	3,288	99	3,387	-	3,387
<b>4400 Dues and Subscriptions</b>					
8000 General Fund	4,172	125	4,297	-	4,297
<b>4425 Facilities Rental and Taxes</b>					
8000 General Fund	79,981	3,519	83,500	-	83,500
<b>4650 Other Services and Supplies</b>					
8000 General Fund	31,611	16,850	48,461	-	48,461
<b>4700 Expendable Prop 250 - 5000</b>					

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2015-17 Biennium  
General Program**

**Version: V - 01 - Agency Request Budget  
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Description	2015-17 Base Budget	Essential Packages	2015-17 Current Service Level	Policy Packages	2015-17 Agency Request Budget
8000 General Fund	19,980	599	20,579	-	20,579
<b>4715 IT Expendable Property</b>					
8000 General Fund	18,030	541	18,571	-	18,571
<b>TOTAL SERVICES &amp; SUPPLIES</b>					
8000 General Fund	438,846	99,290	538,136	-	538,136
3400 Other Funds Ltd	2,105	63	2,168	-	2,168
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$440,951</b>	<b>\$99,353</b>	<b>\$540,304</b>	<b>-</b>	<b>\$540,304</b>
<b>CAPITAL OUTLAY</b>					
<b>5100 Office Furniture and Fixtures</b>					
8000 General Fund	-	-	-	80,000	80,000
<b>TOTAL EXPENDITURES</b>					
8000 General Fund	2,409,129	124,695	2,533,824	80,000	2,613,824
3400 Other Funds Ltd	2,105	63	2,168	-	2,168
<b>TOTAL EXPENDITURES</b>	<b>\$2,411,234</b>	<b>\$124,758</b>	<b>\$2,535,992</b>	<b>\$80,000</b>	<b>\$2,615,992</b>
<b>ENDING BALANCE</b>					
3400 Other Funds Ltd	3,449	(63)	3,386	-	3,386
<b>AUTHORIZED POSITIONS</b>					
8150 Class/Unclass Positions	11	-	11	-	11
<b>AUTHORIZED FTE</b>					
8250 Class/Unclass FTE Positions	11.00	-	11.00	-	11.00

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**Detail Revenues & Expenditures - Requested Budget  
2015-17 Biennium  
Gun Relief Program**

**Version: V - 01 - Agency Request Budget  
Cross Reference Number: 39900-030-00-00-00000**

Description	2015-17 Base Budget	Essential Packages	2015-17 Current Service Level	Policy Packages	2015-17 Agency Request Budget
<b>REVENUE CATEGORIES</b>					
<b>GENERAL FUND APPROPRIATION</b>					
<b>0050 General Fund Appropriation</b>					
8000 General Fund	83,880	(83,880)	-	-	-
<b>DONATIONS AND CONTRIBUTIONS</b>					
<b>0905 Donations</b>					
3400 Other Funds Ltd	108,629	(108,629)	-	-	-
<b>TOTAL REVENUES</b>					
8000 General Fund	83,880	(83,880)	-	-	-
3400 Other Funds Ltd	108,629	(108,629)	-	-	-
<b>TOTAL REVENUES</b>	<b>\$192,509</b>	<b>(\$192,509)</b>	-	-	-
<b>AVAILABLE REVENUES</b>					
8000 General Fund	83,880	(83,880)	-	-	-
3400 Other Funds Ltd	108,629	(108,629)	-	-	-
<b>TOTAL AVAILABLE REVENUES</b>	<b>\$192,509</b>	<b>(\$192,509)</b>	-	-	-
<b>EXPENDITURES</b>					
<b>PERSONAL SERVICES</b>					
<b>OTHER PAYROLL EXPENSES</b>					
<b>3221 Pension Obligation Bond</b>					
8000 General Fund	17,666	(17,666)	-	-	-
<b>3260 Mass Transit Tax</b>					
8000 General Fund	1,824	(1,824)	-	-	-
3400 Other Funds Ltd	35	(35)	-	-	-

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Gun Relief Program**

**Version: V - 01 - Agency Request Budget  
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Description	2015-17 Base Budget	Essential Packages	2015-17 Current Service Level	Policy Packages	2015-17 Agency Request Budget
All Funds	1,859	(1,859)	-	-	-
<b>TOTAL OTHER PAYROLL EXPENSES</b>					
8000 General Fund	19,490	(19,490)	-	-	-
3400 Other Funds Ltd	35	(35)	-	-	-
<b>TOTAL OTHER PAYROLL EXPENSES</b>	<b>\$19,525</b>	<b>(\$19,525)</b>	-	-	-
<b>SERVICES &amp; SUPPLIES</b>					
<b>4100 Instate Travel</b>					
8000 General Fund	1,568	(1,568)	-	-	-
3400 Other Funds Ltd	2,400	(2,400)	-	-	-
All Funds	3,968	(3,968)	-	-	-
<b>4175 Office Expenses</b>					
3400 Other Funds Ltd	4,890	(4,890)	-	-	-
<b>4200 Telecommunications</b>					
8000 General Fund	1,598	(1,598)	-	-	-
3400 Other Funds Ltd	3,162	(3,162)	-	-	-
All Funds	4,760	(4,760)	-	-	-
<b>4315 IT Professional Services</b>					
8000 General Fund	12,246	(12,246)	-	-	-
3400 Other Funds Ltd	8,600	(8,600)	-	-	-
All Funds	20,846	(20,846)	-	-	-
<b>4325 Attorney General</b>					
8000 General Fund	14,371	(14,371)	-	-	-
3400 Other Funds Ltd	10,000	(10,000)	-	-	-

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2015-17 Biennium  
Gun Relief Program**

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Description	2015-17 Base Budget	Essential Packages	2015-17 Current Service Level	Policy Packages	2015-17 Agency Request Budget
All Funds	24,371	(24,371)	-	-	-
<b>4425 Facilities Rental and Taxes</b>					
8000 General Fund	4,106	(4,106)	-	-	-
3400 Other Funds Ltd	15,134	(15,134)	-	-	-
All Funds	19,240	(19,240)	-	-	-
<b>4700 Expendable Prop 250 - 5000</b>					
8000 General Fund	18,102	(18,102)	-	-	-
<b>4715 IT Expendable Property</b>					
8000 General Fund	12,399	(12,399)	-	-	-
<b>TOTAL SERVICES &amp; SUPPLIES</b>					
8000 General Fund	64,390	(64,390)	-	-	-
3400 Other Funds Ltd	44,186	(44,186)	-	-	-
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$108,576</b>	<b>(\$108,576)</b>	-	-	-
<b>TOTAL EXPENDITURES</b>					
8000 General Fund	83,880	(83,880)	-	-	-
3400 Other Funds Ltd	44,221	(44,221)	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$128,101</b>	<b>(\$128,101)</b>	-	-	-
<b>ENDING BALANCE</b>					
3400 Other Funds Ltd	64,408	(64,408)	-	-	-

BDV004B  
 2015-17 Biennium  
 Psychiatric Security Review Board

Version: V - 01 - Agency Request Budget  
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Description	Total Essential Packages	Pkg: 010 Non-PICS Psnl Svc / Vacancy Factor  Priority: 00	Pkg: 022 Phase-out Pgm & One-time Costs  Priority: 00	Pkg: 031 Standard Inflation  Priority: 00	Pkg: 032 Above Standard Inflation  Priority: 00	
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**REVENUE CATEGORIES**

**GENERAL FUND APPROPRIATION**

**0050 General Fund Appropriation**

8000 General Fund 40,815 25,405 (83,880) 45,596 53,694

**DONATIONS AND CONTRIBUTIONS**

**0905 Donations**

3400 Other Funds Ltd (108,629) - (108,629) - -

**REVENUE CATEGORIES**

8000 General Fund 40,815 25,405 (83,880) 45,596 53,694

3400 Other Funds Ltd (108,629) - (108,629) - -

**TOTAL REVENUE CATEGORIES (\$67,814) \$25,405 (\$192,509) \$45,596 \$53,694**

**AVAILABLE REVENUES**

8000 General Fund 40,815 25,405 (83,880) 45,596 53,694

3400 Other Funds Ltd (108,629) - (108,629) - -

**TOTAL AVAILABLE REVENUES (\$67,814) \$25,405 (\$192,509) \$45,596 \$53,694**

**EXPENDITURES**

**PERSONAL SERVICES**

**OTHER PAYROLL EXPENSES**

**3221 Pension Obligation Bond**

8000 General Fund 5,742 23,408 (17,666) - -

**3260 Mass Transit Tax**

8000 General Fund 173 1,997 (1,824) - -

Description	Total Essential Packages	Pkg: 010	Pkg: 022	Pkg: 031	Pkg: 032	
		Non-PICS Psnl Svc / Vacancy Factor	Phase-out Pgm & One-time Costs	Standard Inflation	Above Standard Inflation	
		Priority: 00	Priority: 00	Priority: 00	Priority: 00	
3400 Other Funds Ltd	(35)	-	(35)	-	-	
All Funds	138	1,997	(1,859)	-	-	
<b>OTHER PAYROLL EXPENSES</b>						
8000 General Fund	5,915	25,405	(19,490)	-	-	
3400 Other Funds Ltd	(35)	-	(35)	-	-	
<b>TOTAL OTHER PAYROLL EXPENSES</b>	<b>\$5,880</b>	<b>\$25,405</b>	<b>(\$19,525)</b>	-	-	
<b>SERVICES &amp; SUPPLIES</b>						
<b>4100 Instate Travel</b>						
8000 General Fund	(687)	-	(1,568)	881	-	
3400 Other Funds Ltd	(2,400)	-	(2,400)	-	-	
All Funds	(3,087)	-	(3,968)	881	-	
<b>4125 Out of State Travel</b>						
8000 General Fund	110	-	-	110	-	
<b>4150 Employee Training</b>						
8000 General Fund	294	-	-	294	-	
3400 Other Funds Ltd	63	-	-	63	-	
All Funds	357	-	-	357	-	
<b>4175 Office Expenses</b>						
8000 General Fund	1,450	-	-	1,450	-	
3400 Other Funds Ltd	(4,890)	-	(4,890)	-	-	
All Funds	(3,440)	-	(4,890)	1,450	-	
<b>4200 Telecommunications</b>						
8000 General Fund	36,777	-	(1,598)	590	37,785	

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**Agency Number 39900**

**BDV004B  
2015-17 Biennium  
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Description	Total Essential Packages	Pkg: 010	Pkg: 022	Pkg: 031	Pkg: 032	
		Non-PICS Psnl Svc / Vacancy Factor	Phase-out Pgm & One-time Costs	Standard Inflation	Above Standard Inflation	
		Priority: 00	Priority: 00	Priority: 00	Priority: 00	
3400 Other Funds Ltd	(3,162)	-	(3,162)	-	-	
All Funds	33,615	-	(4,760)	590	37,785	
<b>4225 State Gov. Service Charges</b>						
8000 General Fund	17,915	-	-	17,915	-	
<b>4250 Data Processing</b>						
8000 General Fund	151	-	-	151	-	
<b>4275 Publicity and Publications</b>						
8000 General Fund	59	-	-	59	-	
<b>4300 Professional Services</b>						
8000 General Fund	188	-	-	186	2	
<b>4315 IT Professional Services</b>						
8000 General Fund	(11,694)	-	(12,246)	547	5	
3400 Other Funds Ltd	(8,600)	-	(8,600)	-	-	
All Funds	(20,294)	-	(20,846)	547	5	
<b>4325 Attorney General</b>						
8000 General Fund	3,211	-	(14,371)	17,582	-	
3400 Other Funds Ltd	(10,000)	-	(10,000)	-	-	
All Funds	(6,789)	-	(24,371)	17,582	-	
<b>4375 Employee Recruitment and Develop</b>						
8000 General Fund	99	-	-	99	-	
<b>4400 Dues and Subscriptions</b>						
8000 General Fund	125	-	-	125	-	
<b>4425 Facilities Rental and Taxes</b>						

**Psychiatric Security Review Board**

**Agency Number 39900**

**BDV004B  
2015-17 Biennium  
Psychiatric Security Review Board**

**Version: V - 01 - Agency Request Budget  
Cross Reference Number: 39900-000-00-00-00000**

Description	Total Essential Packages	Pkg: 010	Pkg: 022	Pkg: 031	Pkg: 032	
		Non-PICS Psnl Svc / Vacancy Factor	Phase-out Pgm & One-time Costs	Standard Inflation	Above Standard Inflation	
		Priority: 00	Priority: 00	Priority: 00	Priority: 00	
8000 General Fund	(587)	-	(4,106)	3,519	-	
3400 Other Funds Ltd	(15,134)	-	(15,134)	-	-	
All Funds	(15,721)	-	(19,240)	3,519	-	
<b>4650 Other Services and Supplies</b>						
8000 General Fund	16,850	-	-	948	15,902	
<b>4700 Expendable Prop 250 - 5000</b>						
8000 General Fund	(17,503)	-	(18,102)	599	-	
<b>4715 IT Expendable Property</b>						
8000 General Fund	(11,858)	-	(12,399)	541	-	
<b>SERVICES &amp; SUPPLIES</b>						
8000 General Fund	34,900	-	(64,390)	45,596	53,694	
3400 Other Funds Ltd	(44,123)	-	(44,186)	63	-	
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>(\$9,223)</b>	-	<b>(\$108,576)</b>	<b>\$45,659</b>	<b>\$53,694</b>	
<b>EXPENDITURES</b>						
8000 General Fund	40,815	25,405	(83,880)	45,596	53,694	
3400 Other Funds Ltd	(44,158)	-	(44,221)	63	-	
<b>TOTAL EXPENDITURES</b>	<b>(\$3,343)</b>	<b>\$25,405</b>	<b>(\$128,101)</b>	<b>\$45,659</b>	<b>\$53,694</b>	
<b>ENDING BALANCE</b>						
8000 General Fund	-	-	-	-	-	
3400 Other Funds Ltd	(64,471)	-	(64,408)	(63)	-	
<b>TOTAL ENDING BALANCE</b>	<b>(\$64,471)</b>	-	<b>(\$64,408)</b>	<b>(\$63)</b>	-	

BDV004B  
 2015-17 Biennium  
 General Program

Version: V - 01 - Agency Request Budget  
 Cross Reference Number: 39900-010-00-00-00000

Description	Total Essential Packages	Pkg: 010 Non-PICS Psnl Svc / Vacancy Factor  Priority: 00	Pkg: 031 Standard Inflation  Priority: 00	Pkg: 032 Above Standard Inflation  Priority: 00		
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REVENUE CATEGORIES

GENERAL FUND APPROPRIATION

0050 General Fund Appropriation

8000 General Fund	124,695	25,405	45,596	53,694
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AVAILABLE REVENUES

8000 General Fund	124,695	25,405	45,596	53,694
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<b>TOTAL AVAILABLE REVENUES</b>	<b>\$124,695</b>	<b>\$25,405</b>	<b>\$45,596</b>	<b>\$53,694</b>
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EXPENDITURES

PERSONAL SERVICES

OTHER PAYROLL EXPENSES

3221 Pension Obligation Bond

8000 General Fund	23,408	23,408	-	-
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3260 Mass Transit Tax

8000 General Fund	1,997	1,997	-	-
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OTHER PAYROLL EXPENSES

8000 General Fund	25,405	25,405	-	-
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<b>TOTAL OTHER PAYROLL EXPENSES</b>	<b>\$25,405</b>	<b>\$25,405</b>	<b>-</b>	<b>-</b>
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SERVICES & SUPPLIES

4100 Instate Travel

8000 General Fund	881	-	881	-
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4125 Out of State Travel

8000 General Fund	110	-	110	-
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BDV004B  
 2015-17 Biennium  
 General Program

Version: V - 01 - Agency Request Budget  
 Cross Reference Number: 39900-010-00-00-00000

Description	Total Essential Packages	Pkg: 010	Pkg: 031	Pkg: 032		
		Non-PICS Psnl Svc / Vacancy Factor	Standard Inflation	Above Standard Inflation		
		Priority: 00	Priority: 00	Priority: 00		
<b>4150 Employee Training</b>						
8000 General Fund	294	-	294	-		
3400 Other Funds Ltd	63	-	63	-		
All Funds	357	-	357	-		
<b>4175 Office Expenses</b>						
8000 General Fund	1,450	-	1,450	-		
<b>4200 Telecommunications</b>						
8000 General Fund	38,375	-	590	37,785		
<b>4225 State Gov. Service Charges</b>						
8000 General Fund	17,915	-	17,915	-		
<b>4250 Data Processing</b>						
8000 General Fund	151	-	151	-		
<b>4275 Publicity and Publications</b>						
8000 General Fund	59	-	59	-		
<b>4300 Professional Services</b>						
8000 General Fund	188	-	186	2		
<b>4315 IT Professional Services</b>						
8000 General Fund	552	-	547	5		
<b>4325 Attorney General</b>						
8000 General Fund	17,582	-	17,582	-		
<b>4375 Employee Recruitment and Develop</b>						
8000 General Fund	99	-	99	-		
<b>4400 Dues and Subscriptions</b>						

BDV004B  
 2015-17 Biennium  
 General Program

Version: V - 01 - Agency Request Budget  
 Cross Reference Number: 39900-010-00-00-00000

Description	Total Essential Packages	Pkg: 010	Pkg: 031	Pkg: 032		
		Non-PICS Psnl Svc / Vacancy Factor	Standard Inflation	Above Standard Inflation		
		Priority: 00	Priority: 00	Priority: 00		
8000 General Fund	125	-	125	-		
<b>4425 Facilities Rental and Taxes</b>						
8000 General Fund	3,519	-	3,519	-		
<b>4650 Other Services and Supplies</b>						
8000 General Fund	16,850	-	948	15,902		
<b>4700 Expendable Prop 250 - 5000</b>						
8000 General Fund	599	-	599	-		
<b>4715 IT Expendable Property</b>						
8000 General Fund	541	-	541	-		
<b>SERVICES &amp; SUPPLIES</b>						
8000 General Fund	99,290	-	45,596	53,694		
3400 Other Funds Ltd	63	-	63	-		
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$99,353</b>	<b>-</b>	<b>\$45,659</b>	<b>\$53,694</b>		
<b>EXPENDITURES</b>						
8000 General Fund	124,695	25,405	45,596	53,694		
3400 Other Funds Ltd	63	-	63	-		
<b>TOTAL EXPENDITURES</b>	<b>\$124,758</b>	<b>\$25,405</b>	<b>\$45,659</b>	<b>\$53,694</b>		
<b>ENDING BALANCE</b>						
8000 General Fund	-	-	-	-		
3400 Other Funds Ltd	(63)	-	(63)	-		
<b>TOTAL ENDING BALANCE</b>	<b>(\$63)</b>	<b>-</b>	<b>(\$63)</b>	<b>-</b>		

**BDV004B  
2015-17 Biennium  
Gun Relief Program**

**Version: V - 01 - Agency Request Budget  
Cross Reference Number: 39900-030-00-00-00000**

Description	Total Essential Packages	Pkg: 022 Phase-out Pgm & One-time Costs  Priority: 00				
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**REVENUE CATEGORIES**

**GENERAL FUND APPROPRIATION**

**0050 General Fund Appropriation**

8000 General Fund (83,880) (83,880)

**DONATIONS AND CONTRIBUTIONS**

**0905 Donations**

3400 Other Funds Ltd (108,629) (108,629)

**REVENUE CATEGORIES**

8000 General Fund (83,880) (83,880)

3400 Other Funds Ltd (108,629) (108,629)

**TOTAL REVENUE CATEGORIES (\$192,509) (\$192,509)**

**AVAILABLE REVENUES**

8000 General Fund (83,880) (83,880)

3400 Other Funds Ltd (108,629) (108,629)

**TOTAL AVAILABLE REVENUES (\$192,509) (\$192,509)**

**EXPENDITURES**

**PERSONAL SERVICES**

**OTHER PAYROLL EXPENSES**

**3221 Pension Obligation Bond**

8000 General Fund (17,666) (17,666)

**3260 Mass Transit Tax**

8000 General Fund (1,824) (1,824)

BDV004B  
 2015-17 Biennium  
 Gun Relief Program

Version: V - 01 - Agency Request Budget  
 Cross Reference Number: 39900-030-00-00-00000

Description	Total Essential Packages	Pkg: 022 Phase-out Pgm & One-time Costs				
		Priority: 00				
3400 Other Funds Ltd	(35)	(35)				
All Funds	(1,859)	(1,859)				
<b>OTHER PAYROLL EXPENSES</b>						
8000 General Fund	(19,490)	(19,490)				
3400 Other Funds Ltd	(35)	(35)				
<b>TOTAL OTHER PAYROLL EXPENSES</b>	<b>(\$19,525)</b>	<b>(\$19,525)</b>				
<b>SERVICES &amp; SUPPLIES</b>						
<b>4100 Instate Travel</b>						
8000 General Fund	(1,568)	(1,568)				
3400 Other Funds Ltd	(2,400)	(2,400)				
All Funds	(3,968)	(3,968)				
<b>4175 Office Expenses</b>						
3400 Other Funds Ltd	(4,890)	(4,890)				
<b>4200 Telecommunications</b>						
8000 General Fund	(1,598)	(1,598)				
3400 Other Funds Ltd	(3,162)	(3,162)				
All Funds	(4,760)	(4,760)				
<b>4315 IT Professional Services</b>						
8000 General Fund	(12,246)	(12,246)				
3400 Other Funds Ltd	(8,600)	(8,600)				
All Funds	(20,846)	(20,846)				
<b>4325 Attorney General</b>						
8000 General Fund	(14,371)	(14,371)				

BDV004B  
 2015-17 Biennium  
 Gun Relief Program

Version: V - 01 - Agency Request Budget  
 Cross Reference Number: 39900-030-00-00-00000

Description	Total Essential Packages	Pkg: 022 Phase-out Pgm & One-time Costs				
		Priority: 00				
3400 Other Funds Ltd	(10,000)	(10,000)				
All Funds	(24,371)	(24,371)				
<b>4425 Facilities Rental and Taxes</b>						
8000 General Fund	(4,106)	(4,106)				
3400 Other Funds Ltd	(15,134)	(15,134)				
All Funds	(19,240)	(19,240)				
<b>4700 Expendable Prop 250 - 5000</b>						
8000 General Fund	(18,102)	(18,102)				
<b>4715 IT Expendable Property</b>						
8000 General Fund	(12,399)	(12,399)				
<b>SERVICES &amp; SUPPLIES</b>						
8000 General Fund	(64,390)	(64,390)				
3400 Other Funds Ltd	(44,186)	(44,186)				
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>(\$108,576)</b>	<b>(\$108,576)</b>				
<b>EXPENDITURES</b>						
8000 General Fund	(83,880)	(83,880)				
3400 Other Funds Ltd	(44,221)	(44,221)				
<b>TOTAL EXPENDITURES</b>	<b>(\$128,101)</b>	<b>(\$128,101)</b>				
<b>ENDING BALANCE</b>						
8000 General Fund	-	-				
3400 Other Funds Ltd	(64,408)	(64,408)				
<b>TOTAL ENDING BALANCE</b>	<b>(\$64,408)</b>	<b>(\$64,408)</b>				

**BDV004B**  
**2015-17 Biennium**  
**Psychiatric Security Review Board**

**Version: V - 01 - Agency Request Budget**  
**Cross Reference Number: 39900-000-00-00-00000**

Description	Total Policy Packages	Pkg: 101 Confidential and Securing Filing System  Priority: 00				
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**REVENUE CATEGORIES**

**GENERAL FUND APPROPRIATION**

**0050 General Fund Appropriation**

8000 General Fund	80,000	80,000
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**AVAILABLE REVENUES**

8000 General Fund	80,000	80,000
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<b>TOTAL AVAILABLE REVENUES</b>	<b>\$80,000</b>	<b>\$80,000</b>
---------------------------------	-----------------	-----------------

**EXPENDITURES**

**CAPITAL OUTLAY**

**5100 Office Furniture and Fixtures**

8000 General Fund	80,000	80,000
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**ENDING BALANCE**

8000 General Fund	-	-
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<b>TOTAL ENDING BALANCE</b>	<b>-</b>	<b>-</b>
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**BDV004B**  
**2015-17 Biennium**  
**General Program**

**Version: V - 01 - Agency Request Budget**  
**Cross Reference Number: 39900-010-00-00-00000**

Description	Total Policy Packages	Pkg: 101 Confidential and Securing Filing System  Priority: 00				
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**REVENUE CATEGORIES**

**GENERAL FUND APPROPRIATION**

**0050 General Fund Appropriation**

8000 General Fund	80,000	80,000
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**AVAILABLE REVENUES**

8000 General Fund	80,000	80,000
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<b>TOTAL AVAILABLE REVENUES</b>	<b>\$80,000</b>	<b>\$80,000</b>
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**EXPENDITURES**

**CAPITAL OUTLAY**

**5100 Office Furniture and Fixtures**

8000 General Fund	80,000	80,000
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**ENDING BALANCE**

8000 General Fund	-	-
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<b>TOTAL ENDING BALANCE</b>	<b>-</b>	<b>-</b>
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07/02/14 REPORT NO.: PPDPLBUDCL  
 REPORT: SUMMARY LIST BY PKG BY SUMMARY XREF  
 AGENCY:39900 PSYCHIATRIC REVIEW BOARD  
 SUMMARY XREF:010-00-00 000 General Program

DEPT. OF ADMIN. SVCS. -- PPDB PICS SYSTEM

PAGE 1  
 2015-17  
 PROD FILE  
 PICS SYSTEM: BUDGET PREPARATION

PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
000	B	Y7500	AE BOARD AND COMMISSION MEMBER		.00	.00	0.00	198,039				198,039
000	MEAHZ7006	HA	PRINCIPAL EXECUTIVE/MANAGER D	1	1.00	24.00	7,827.00	187,848				187,848
000	MENNZ0108	AA	ADMINISTRATIVE SPECIALIST 2	1	1.00	24.00	3,072.00	73,728				73,728
000	MENNZ0119	AA	EXECUTIVE SUPPORT SPECIALIST 2	1	1.00	24.00	3,915.00	93,960				93,960
000	MMN X0872	AA	OPERATIONS & POLICY ANALYST 3	1	1.00	24.00	5,764.00	138,336				138,336
000	UA	C0104	AA OFFICE SPECIALIST 2	1	1.00	24.00	2,433.00	58,392				58,392
000	UA	C0108	AA ADMINISTRATIVE SPECIALIST 2	2	2.00	48.00	3,460.00	166,080				166,080
000	UA	C1116	AA RESEARCH ANALYST 2	1	1.00	24.00	4,162.00	99,888				99,888
000	UA	C1524	AA PARALEGAL	3	3.00	72.00	3,908.00	281,376				281,376
000				11	11.00	264.00	2,181.76	1,297,647				1,297,647
				11	11.00	264.00	2,181.76	1,297,647				1,297,647
				11	11.00	264.00	2,181.76	1,297,647				1,297,647

07/02/14 REPORT NO.: PPDPLBUDCL  
REPORT: SUMMARY LIST BY PKG BY SUMMARY XREF  
AGENCY:39900 PSYCHIATRIC REVIEW BOARD  
SUMMARY XREF:010-00-00 000 General Program

DEPT. OF ADMIN. SVCS. -- PPDB PICS SYSTEM

PAGE 2  
2015-17  
PROD FILE  
PICS SYSTEM: BUDGET PREPARATION

PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
				11	11.00	264.00	2,181.76	1,297,647				1,297,647

PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
000	B	Y7500	AE BOARD AND COMMISSION MEMBER		.00	.00	0.00	198,039				198,039
000	MEAHZ7006	HA	PRINCIPAL EXECUTIVE/MANAGER D	1	1.00	24.00	7,827.00	187,848				187,848
000	MENNZ0108	AA	ADMINISTRATIVE SPECIALIST 2	1	1.00	24.00	3,072.00	73,728				73,728
000	MENNZ0119	AA	EXECUTIVE SUPPORT SPECIALIST 2	1	1.00	24.00	3,915.00	93,960				93,960
000	MMN X0872	AA	OPERATIONS & POLICY ANALYST 3	1	1.00	24.00	5,764.00	138,336				138,336
000	UA	C0104	AA OFFICE SPECIALIST 2	1	1.00	24.00	2,433.00	58,392				58,392
000	UA	C0108	AA ADMINISTRATIVE SPECIALIST 2	2	2.00	48.00	3,460.00	166,080				166,080
000	UA	C1116	AA RESEARCH ANALYST 2	1	1.00	24.00	4,162.00	99,888				99,888
000	UA	C1524	AA PARALEGAL	3	3.00	72.00	3,908.00	281,376				281,376
				11	11.00	264.00	2,181.76	1,297,647				1,297,647





**AFFIRMATIVE ACTION PLAN**



**PSYCHIATRIC SECURITY  
REVIEW BOARD**

**2015-2017 Affirmative Action Plan  
Executive Director: Juliet Follansbee, J.D.  
610 SW Alder Street, Suite 420  
Portland, OR 97205  
503.229.5596 (o)  
503.224.0215 (f)**

# PSYCHIATRIC SECURITY REVIEW BOARD

## AFFIRMATIVE ACTION PLAN 2015-2017

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# Oregon

John A. Kitzhaber, MD, Governor

## Psychiatric Security Review Board

610 SW Alder Street, Suite 420

Portland, OR 97205

Phone: (503) 229-5596

Fax: (503) 224-0215

E-mail: psrb@psrb.org

Frank Garcia  
Governor's Office  
Director of Diversity & Inclusion/Affirmative Action  
255 Capitol Street, NE Suite 126  
Salem, OR 97301

Dear Mr. Garcia:

As the Executive Director of the Psychiatric Security Review Board (PSRB), I recognize and appreciate the benefit of Affirmative Action and I pledge my commitment to promote best practices in support of equal employment opportunity and to achieve the full and fair contribution of minorities, women, people with disabilities, older persons, and all protected classes found to be underutilized in the workforce.

To meet the objectives of our Affirmative Action and Equal Employment Opportunity initiative, the PSRB has prepared an Affirmative Action Plan and policy statement that will serve to eliminate and prevent discrimination of all protected classes.

I pledge to uphold and support compliance with the PSRB's Affirmative Action Plan and Policy, to ensure equality and avoid discrimination, and to promote a workforce that is representative of the population as a whole.

Thank you for your continued direction and support.

Regards,

  
\_\_\_\_\_  
Juliet Follansbee, J.D., Executive Director

  
\_\_\_\_\_  
Date



## **II. DESCRIPTION OF AGENCY AND ORGANIZATIONAL CHART**

### **A. Mission**

The Psychiatric Security Review Board's mission is to protect the public through the ongoing review of the progress of "guilty except for insanity" adults and "responsible except for insanity" juveniles clients and determination of their appropriate placement, as well as determining whether persons with a mental health adjudication previously barred from possessing a gun should have their firearm privileges restored.

### **Historical Perspective**

The Board was created by the Legislature in 1977 and authorized by ORS 161.325 et seq to assume jurisdiction over adults who are found "guilty except for insanity" of a crime in Oregon who pose a substantial danger to others. Prior to that, trial court judges remained responsible for placement decisions of persons who successfully asserted the insanity defense in their courtrooms.

In 2007, the Legislature added a juvenile panel to the Board to perform the same function for youth who were found "responsible except for insanity." Previous to this statutory change, the Juvenile Code was silent as to the disposition of youth who successfully asserted the defense.

With the enactment of House Bill 2853 in 2009, the Board's duties were further expanded to conduct "gun relief hearings" for persons who previously have been barred for life from possessing a firearm due to a civil commitment, a finding of guilty except for insanity, or inability to aid and assist in a criminal proceeding. These individuals may petition the Board for a hearing to request that their right to possess a firearm be restored. In 2013, with the enactment of House Bill 2549, additional duties for the PSRB were mandated that pertained to sex offender classification with the use of a risk assessment tool for those conditionally released or discharged. Also in 2013, with the passage of Senate Bill 421, a new type of civil commitment was created that has the effect of assigning jurisdiction to the PSRB for monitoring persons found by the Oregon courts to be extremely dangerous mentally ill and who meet the specific jurisdictional criteria now found in ORS 426.701 and 426.702.

### **Board Composition and FTE**

The Board is comprised of two 5-member panels who are appointed by the Governor and subject to confirmation by the Senate.

The Adult Panel consists of one:

- Attorney Member experienced in criminal law
- Parole and Probation Member
- Psychologist Member
- Psychiatrist Member
- Public Member

The Juvenile Panel consists of one:

- Attorney Member experienced in juvenile law

- Juvenile Court Counselor Member
- Child Psychologist Member
- Child Psychiatrist Member
- Public Member

With the addition of four new FTE authorized by the 2012 Legislature, the Board is now allocated eleven FTE of which 10 are actively filled and one is pending: the Executive Director, an Operations and Policy Analyst III, a Research Analyst, three Paralegals, an Executive Support Specialist II, three Administrative Specialist II's and an Office Specialist II. Of these employees, all but two are female. Additionally, staff is comprised of the following minority groups: one Hispanic-American and one disabled veteran.

### **What We Do**

The Board supervises individuals placed under its jurisdiction who have been found Guilty Except for Insanity (GEI) and a substantial danger to others and juveniles who have been found Responsible Except for Insanity (REI). The Board also has a completely separate function of conducting hearings for individuals with previous “mental health determinations” (civil commitments, unable to aid and assist and GEI) who are barred under State and federal law from possessing a firearm who request to have their firearm privileges restored.

The Board’s mandated functions include:

- a. To accept jurisdiction of persons legally considered adults found guilty except for insanity of a crime in Oregon and juveniles found responsible except for insanity;
- b. To protect the public;
- c. To balance the public’s concern for safety, treatment of persons in the community and the rights of patients;
- d. To conduct hearings at intervals required by statute after giving written notice to the parties to determine the appropriate placement of clients, be it the hospital, conditional release or discharge;
- e. To make findings regarding the jurisdictional elements and whether the person can be controlled adequately if conditionally released with treatment;
- f. To monitor the progress of clients on conditional release in the community;
- g. To revoke the conditional release of any client who violates the terms of his/her release plan or whose mental health has changed;
- h. To issue orders resulting from Board hearings within 15 days of the hearing;
- i. To maintain and keep current the medical, social and criminal history of all persons committed to its jurisdiction.
- j. To conduct gun relief hearings for individuals with mental health determinations who request to have their State and federal firearm privilege restored.

Its primary purpose is to protect the public. It carries out its mission through two arenas: hearings and monitoring. It holds hearings to determine if/when a client is ready to be conditionally released from the state hospital/secure in-patient facility into the community. Once a client is released to a community placement, it is the Board’s responsibility to monitor his progress in the community and to revoke an individual if he

were to violate the terms of his conditional release or his mental health decompensates such that he could pose a substantial danger to others.

The Board also administers the State's Gun Relief Program. The Board had its first full year of running the program in 2012 after it adopted administrative rules and policies in late 2011. The Board did not have to hold any gun relief hearings in 2013 or 2014. In accordance with Oregon and federal law, the Board routinely submits its clients' names and dates of birth to Oregon State Police for submission into the National Instant Criminal Background Check System (NICS). The database houses the data of all persons barred from possessing a firearm. The Board also reviews petitions from individuals who are barred from possessing a firearm due to a mental health determination, including civil commitment, unable to aid and assist or GEI findings. If found by the Board to not be dangerous to public safety, the Board has the authority to re-instate the petitioner's firearm privileges. The Board also has jurisdiction over those persons found to meet the jurisdictional criteria of SB 421, now formalized in ORS 426.701 and ORS 426.702. This jurisdiction pertains to a new type of civil commitment for extremely dangerous mentally ill persons. Also, the Board has responsibility for notification to the Board of Parole and Post-Prison Supervision regarding sex offenders over which it has jurisdiction who are conditionally released or discharged from the Board's jurisdiction.

### **Contact Information**

#### **B. Executive Director**

Juliet Follansbee, J.D.  
Psychiatric Security Review Board  
610 SW Alder Street, Suite 420  
Portland, Oregon 97205  
Ph: 503-229-5596  
Fax: 503-224-0215  
[psrb@psrb.org](mailto:psrb@psrb.org)

#### **C. Governor's Policy Advisor**

Sean Kolmer  
Governor's Office  
State Capitol Building  
900 Court Street NE  
Salem, OR 97301  
Ph: 503-378-1558

#### **D. Agency Affirmative Action Representative**

Juliet Follansbee, J.D., Executive Director

#### **E. Name for designated FTE with "diversity" in working title: n/a**

# 2015-2017 ORGANIZATIONAL CHART

GOVERNOR

PSYCHIATRIC SECURITY REVIEW BOARD  
ADULT PANEL JUVENILE PANEL

## EXECUTIVE DIRECTOR

Principal Executive Manager D, Position # 399006  
1.0 FTE

### EXECUTIVE SUPPORT SPECIALIST II

Class Code: Z0119, Position # 0399007  
1.0 FTE

### ADMINISTRATIVE SPECIALIST II

Class Code: Z0108, Position # 399008  
1.0 FTE

### ADMINISTRATIVE SPECIALIST II

Class Code: C0108U, Position # 399009  
1.0 FTE

### ADMINISTRATIVE SPECIALIST II

Class Code: C0108U, Position # 3990010  
1.0 FTE

### ADMINISTRATIVE SPECIALIST II

Class Code: C0108U, Position # 399007  
1.0 FTE

### OFFICE SPECIALIST II

Class Code: C0104, Position # 3990013  
1.0 FTE

### OPERATIONS AND POLICY ANALYST III

Class Code: X0872, Position # 399011  
1.0 FTE

### PARALEGAL

Class Code: C1524, Position # 399012  
1.0 FTE

### PARALEGAL

Class Code: C1524, Position # 399018  
1.0 FTE

### PARALEGAL

Class Code: C1524, Position # 399017  
1.0 FTE

### RESEARCH ANALYST II

Class Code: C116, Position # 3990014  
1.0 FTE

## **II. AFFIRMATIVE ACTION PLAN**

### **A. Agency Affirmative Action Policy Statement**

<b>AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY POLICY</b>	
Approved by: <i>Psychiatric Security Review Board</i>	Date: August 2014

#### **Applicability**

This policy applies to all employees, board members, and contractors of the Psychiatric Security Review Board. This policy applies to all matters relating to hiring, firing, promotion, benefits, compensation, and other terms and conditions of employment, as well as delivery of Board services.

#### **Affirmative Action Policy Statement**

The Psychiatric Security Review Board supports the spirit and letter of equal employment opportunity laws, rules and regulations, and affirmative action concepts and the right of all persons to work and advance on the basis of merit, ability, and potential.

The Board strives to achieve equal employment opportunity and affirmative action objectives through the recruitment, employment and advancement of a diverse workforce, including women, minorities and the disabled. The Board will not tolerate any form of discrimination or harassment and endeavors to maintain a tolerant and respectful work environment free of hostility or unwelcome behavior.

The Board is committed to providing citizens and employees, through a program of affirmative action, equal access to programs and services and fair and equal opportunities for employment. In administering its program, board members and employees will not discriminate against any person who is a current or potential user of its services on the basis of race, color, ancestry, gender, national origin, age, family or marital status, sexual orientation, political or religious affiliation, veteran status, physical or mental disability.

An individual who has interviewed for employment, who believes they were denied employment based on any of the aforementioned discriminatory factors, may review the employment decision with the Board, by contacting the Board's Affirmative Action Representative (contact information below.) If the concern is not resolved to the satisfaction of the individual, they may contact the Equal Employment Opportunity Commission, Seattle District Office – 909 First Avenue, Ste 400, Seattle, WA 98104-1061.

As part of the annual performance evaluation, the Board's Executive Director will be evaluated, in part, on efforts to promote the equal employment opportunity and affirmative action objectives of the agency. Contractors' and vendors'

performance on affirmative action and non-discrimination will be considered when selecting business partners and suppliers.

The Board shall post a current copy of the Affirmative Action and Equal Employment Opportunity Policy in its employee break room. This policy will also be made available for review by agency employees and contractors, interested citizens, and organizations served by the Board. It will be placed on the Board's website if/when the Board receives the resources to properly and legally maintain such information on its website.

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Juliet Follansbee, J.D., Executive Director

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Date

## **B. Diversity and Inclusion Statement**

The PSRB will ensure that its agency has created, maintains and embeds a diverse and inclusive environment and organizational culture. The Board also ensures that all Oregonians, regardless of gender, age, race, national origin, color, ethnicity, religion, people with disabilities, sexual orientation and veterans (etc.) have a fair and equal chance for available job opportunities in state government.

Staff works daily with other state agency employees, county personnel, clients and the general public. This allows the Board and staff to identify systemic barriers and weaknesses that stand in the way of a diverse and inclusive workforce as well as find and implement effective solutions that will fix the problems and improve the performance and service delivery of state organizations.

The PSRB is working to build an organization that uses the concepts of Diversity & Inclusion to create workplaces that are stronger, better functioning and more dynamic – and can deliver the best possible service to the people of Oregon.

## **C. Training, Education and Development Plan and Schedule of Staff, Volunteers, Providers, Vendors.**

The Board's Affirmative Action Plan is communicated to employees, volunteers, vendors/contractors and the public through a variety of methods.

### **1. Staff**

- New employees are provided the Board's Affirmative Action and Equal Employment Opportunity policy and plan and encouraged to review and discuss questions or concerns with their supervisor.
- Board recruitment announcements and advertisements identify the Board as an Equal Opportunity/Affirmative Action employer.

### **2. Volunteers**

- If the Board had volunteers, they would be encouraged to review and discuss the Affirmative Action policy, workplace expectations, and complaint procedures.

### **3. Vendors/contractors**

- The Board does not provide Affirmative Action training to vendors or contractors.

## **D. Programs**

The Board has no specific Affirmative Action programs in place; however, the Board appreciates the hiring difficulties experienced by minorities, people with disabilities and by many older persons; and where appropriate, will set program goals to achieve the full and fair utilization of these persons in the work force.

1. Internship Program

- The Board does not have an Internship program.

2. Mentorship Program

- The Board does not have a Mentorship program.

3. Community Outreach Program

- The Board does not have a Community Outreach Program.

4. Diversity Awareness Program

- The Board does not have a Diversity Awareness Program.

5. Leadership Development/Training Program

- The Board does not have a Leadership Development/Training Program.

**E. Update: Executive Order 08-18**

1. Cultural Competency Assessment and Implementation Services

- Given its small staff, fairly recently expanded from 8 to 11 FTE, the Board has not requested or received a Cultural Competency Assessment during the current biennium.

2. Statewide Exit Interview Survey

- Because of its small size, and very infrequent turnover of both Board members and staff, the opportunity to conduct exit interviews is very infrequent, and the Board has yet to utilize this survey. There has not been much turnover. However, the Board will look to conduct such surveys in the future.

3. Performance Evaluations of all Management Personnel

- The Board's sole management position, the Executive Director, is subject to an annual performance evaluation by the Board itself. Per the Board's Affirmative Action and Equal Opportunity Policy, the Executive Director will be evaluated, in part, on efforts to promote the equal employment opportunity and affirmative action objectives of the agency.

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

Due to the nature of the Board's operations, the Board rarely enters into any personal service contracts. In the past biennium, the Board did not engage in any such contracts.

However, were the Board to have cause and funding for another type of personal services contract, the Board will post the competitive qualifying contracts on the state's ORPIN system to ensure that the pool of responders is as varied as possible and all qualified responders are given fair and equal consideration.

### **III. ROLES FOR IMPLEMENTATION OF AFFIRMATIVE ACTION PLAN**

The Board is committed to the use of Affirmative Action precepts in hiring employees and in making appointments to its membership. The Board will continue its implementation of the Affirmative Action Plan by exercising impartial and unbiased evaluations of future applications and interviews for employment.

#### **A. Responsibilities and Accountabilities**

The Board entrusts and delegates to the Executive Director the responsibility for implementation and adherence to the Affirmative Action goals to which the Board is committed.

- **Director** – The Board’s Executive Director has overall responsibility for compliance with policy and achievement of the Affirmative Action goals to which the Board is committed and will provide leadership and monitor progress toward meeting goals and objectives of the “Diversity Plan” and ensure compliance with applicable federal and state laws, rules, regulations and executive orders. The annual performance evaluation for the Executive Director will include evaluation of affirmative action efforts and accomplishments.
- **Managers and Supervisors** – Not applicable to agency due to the limited number of FTE.
- **Affirmative Action Representative** – The Board’s Executive Director serves as the Affirmative Action Officer and is responsible for:
  - Developing and communicating agency policies and procedures related to AA/EEO and preparing and disseminating affirmative action information;
  - Coordinating activities in concert 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;
  - Assuring that agency recruitments are conducted in compliance with AA/EEO goals;
  - Applying the precepts of affirmative action in day-to-day work and in relations with fellow employees, job applicants, and the general 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 workforce when possible.

#### ***IV. July 1, 2012 - June 30, 2014***

##### **Accomplishments**

- The Board's budget constraints limit training opportunities for its Executive Director. However, she attends the related learning opportunities as the Board's funding and her work schedule allow. The Executive Director constantly strives to follow the Affirmative Action Plan for the agency by encouraging diversity in the workplace.
- The Board recruited one new female board member to replace the outgoing community member on its juvenile panel.
- The Board hired a female, Hispanic Administrative Specialist in 2013 and an Administrative Specialist in 2014 who is female.
- The Board has continued to work toward meeting its affirmative action/diversity and ADA goals.
- **Progress Made or Lost Since the Last Biennium**
- Staff and Board Membership – 70% of all Board members are female. The Board has added two staff members since the last biennium. The Board's staff is now 80% female. The Board has strived to ensure recruitment information includes outreach to sources representing minorities, women, and persons with disabilities. Staff is currently comprised of all of these categories.
- Client Base – The Board has no control over who is placed under its jurisdiction. However, the Board can report that of its 548 current clients, almost 18% are minorities and 15% are female.

#### ***VI. July 1, 2015 - June 30, 2017***

##### **A. Goals for Affirmative Action Plan and Strategies/Timelines for Implementation**

In the 2015-2017 biennium, the Board will pursue the following goals and strategies:

**Goal – Maintain the Board's commitment to affirmative action through the continued development and adherence to its Affirmative Action Plan.**

##### **Strategy**

- Evaluate and revise policies and procedures as needed to promote the Board's commitment to affirmative action and equal employment opportunity.

- Assertively recruit qualified persons with disabilities, minorities, women, and other protected classes for position/volunteer vacancies.

**Timeline**

- Ongoing.

**Goal – Continue dialogue among staff and board members to foster understanding and support for the Board’s commitment to affirmative action.**

**Strategy**

- Increase staff and board member knowledge and awareness of affirmative action through review and discussion of the Affirmative Action Plan.
- Train and inform employees as to their rights and responsibilities under the Board’s Affirmative Action policy.
- Make the complete Affirmative Action Plan available and accessible to all board members, employees, and contractors.
- Share information regarding diversity events with staff as it becomes available via e-mail.

**Timeline**

- Ongoing.

**Goal - Improve recruitment methods in order to increase ethnic diversity among board members when openings arise.**

**Strategy**

- Apply recruitment methods that include outreach to sources representing persons with disabilities, minorities, women, and other protected classes.
- Ensure that advertisements and employment/volunteer recruitment announcements contain the statement “Equal Opportunity/Affirmative Action Employer”.
- Recommend qualified women, minority, and disabled candidates to the Governor’s Office for board member vacancies.

**Timeline**

- Ongoing.

**Goal - Increase knowledge and skills of the Board's management in applying Affirmative Action and EEO principles and in promoting a diverse workforce environment.**

**Strategy**

- Ensure that the Executive Director understands the Board’s affirmative action goals and responsibilities and asserts her role in achieving these goals.
- Support the Executive Director’s attendance at equal opportunity, affirmative action, and other diversity-related activities or training activities.

- Maintain the Executive Director's performance appraisal reviews to evaluate the Executive Director on her effectiveness in achieving affirmative action objectives.

**Timeline**

- Ongoing.

## VII. APPENDIX A

ADA AND REASONABLE ACCOMMODATION POLICY	
Approved by: <i>Psychiatric Security Review Board</i>	Date: January 2007

### **Applicability**

This policy applies to all applicants, board members, employees, and contractors of the Psychiatric Security Review Board.

### **Definitions**

#### *Reasonable Accommodation*

Is "any modification or adjustment to a job or the work environment that will enable a qualified applicant or employee with a disability to perform essential job functions. Reasonable accommodation also includes adjustments to assure that a qualified individual with a disability has the same rights and privileges in employment as non-disabled employees."

#### *Person With a Disability*

A person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment or is regarded as having such an impairment.

#### *Undue Hardship*

Significant difficulty, expense, or impact on the agency when considered in light of a number of factors that include the nature and cost of the accommodation in relation to the size, resources, and structure of the agency.

#### *ADA Coordinator*

The Board's Executive Director is designated as the ADA Coordinator pursuant to part 35.107 of the American's with Disabilities Act.

### **Policy**

It is the policy of the Psychiatric Security Review Board to employ and advance in employment qualified individuals with disabilities. The Board shall make reasonable accommodations to the known physical or mental limitations of a participating member of the public, a consumer of agency services, or an agency job applicant or employee, unless to do so would create an undue hardship on the agency, as provided under the Americans with Disabilities Act (ADA).

The Board will make every effort to furnish appropriate and necessary auxiliary aids to ensure that individuals with disabilities will have equal opportunities to participate in activities and to receive program services.

In compliance with ADA guidelines, the Board will provide special materials, services or assistance to individuals with a disability upon sufficient notice to the board office. The Oregon Relay Service – 711 – is available to assist individuals with speech or hearing disabilities. In addition, the Speech to Speech Relay Service supplies Oregon with a toll-free number (1-877-735-7525) to assist individuals whose speech may be difficult to understand. If an individual does not request an accommodation, the Board is not obligated to provide one.

No employee of the Board nor any entity contracting with it may coerce, intimidate, threaten, or interfere with any individual who has opposed any act or practice prohibited by the ADA; participated in any investigation; or aided or encouraged others to assert rights granted under the ADA.

An individual who believes they have been discriminated due to their disability should contact the ADA Coordinator, Board Chairperson, or other board member(s). If the issue is not resolved to the individual's satisfaction, they may file a grievance with the:

- U.S. Dept of Justice Civil Rights Division – PO Box 6618, Washington, D.C., 20530
- Equal Employment Opportunity Commission – 1801 L. St. NW #9024, Washington, D.C. 20507

<b>Discrimination and Harassment Free Workplace</b>	
Statewide Policy 50.010.01	Date: Jan 25, 2008

**POLICY STATEMENT:** The State of Oregon is committed to a discrimination and harassment free work environment. This policy outlines types of prohibited conduct and procedures for reporting and investigating prohibited conduct.

**AUTHORITY:** ORS 174.100, 240.086(1); 240.145(3); 240.250; 240.316(4); 240.321; 240.555; 240.560; 659A.029; 659A.030; Title VII; Civil Rights Act of 1964; Executive Order EO-93-05; Rehabilitation Act of 1973; Employment Act of 1967; Americans with Disabilities Act of 1990; and 29 CFR §37.

**APPLICABILITY:** All employees, state temporary employees and volunteers.

**ATTACHMENTS:** None

**DEFINITIONS:** See also HRSD State Policy 10.000.01, Definitions; and OAR 105-010-0000

Collective Bargaining Agreement (CBA): A written agreement between the State of Oregon, (Department of Administrative Services) and a labor union. References to CBAs contained in this policy are applicable only to employees covered by a CBA.

Complainant: A person or persons allegedly subjected to discrimination, workplace harassment or sexual harassment.

Contractor: For the purpose of this policy, a contractor is an individual or business with whom the State of Oregon has entered into an agreement or contract to provide goods or services. Qualified rehabilitation facilities that by contract provide temporary workers to state agencies are considered contractors. Contractors are not subject to ORS 240 but must comply with all federal and state laws.

Discrimination: Making employment decisions related to hiring, firing, transferring, promoting, demoting, benefits, compensation, and other terms and conditions of employment, based on or because of an employee's protected class status.

Employee: Any person employed by the state in one of the following capacities: management service, unclassified executive service, unclassified or classified unrepresented service, unclassified or classified represented service, or represented or unrepresented temporary service. For the purpose of this policy, this definition includes board and commission members, and individuals who volunteer their services on behalf of state government.

Higher Standard: Applies to managers and supervisors. Proactively taking an affirmative

Manager/Supervisor: Those who supervise or have authority or influence to effect employment decisions.

Protected Class Under Federal Law: Race; color; national origin; sex (includes pregnancy related conditions); religion; age (40 and older); disability; a person who uses leave covered by the Federal Family and Medical Leave Act; a person who uses Military Leave; a person who associates with a protected class; a person who opposes unlawful employment practices, files a complaint or testifies about violations or possible violations; and any other protected class as defined by federal law. Protected Class Under Oregon State Law: All Federally protected classes, plus: age (18 and older); physical or mental disability; injured worker; a person who uses leave covered by the Oregon Family Leave Act; marital status; family relationship; sexual orientation; whistleblower; expunged juvenile record; and any other protected class as defined by state law.

Sexual Harassment: Sexual harassment is unwelcome, unwanted, or offensive sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- 1) Submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment, or is used as a basis for any employment decision (granting leave requests, promotion, favorable performance appraisal, etc.); or
- 2) Such conduct is unwelcome, unwanted or offensive and has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Examples of sexual harassment include but are not limited to: unwelcome, unwanted, or offensive touching or physical contact of a sexual nature, such as, closeness, impeding or blocking movement, assaulting or pinching; gestures; innuendoes; teasing, jokes, and other sexual talk; intimate inquiries; persistent unwanted courting; sexist put-downs or insults; epithets; slurs; or derogatory comments.

Sexual Orientation under Oregon State Law: An individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behavior differs from that traditionally associated with the individual's sex at birth.

Workplace Harassment: Unwelcome, unwanted or offensive conduct based on or because of an employee's protected class status. Harassment may occur between a manager/supervisor and a subordinate, between employees, and among non-employees who have business contact with employees. A complainant does not have to be the person harassed, but could be a person affected by the offensive conduct. Examples of harassing behavior include, but are not limited to, derogatory remarks, slurs and jokes about a person's protected class status.

**POLICY:**

(1) The State of Oregon is committed to a discrimination and harassment free work environment. This policy outlines types of prohibited conduct and procedures for reporting and investigating prohibited conduct.

(a) Discrimination, Workplace Harassment and Sexual Harassment. The State of Oregon provides a work environment free from unlawful discrimination or workplace harassment based on or because of an employee's protected class status. Additionally, the state of Oregon provides a work environment free from sexual harassment. Employees at every level of the organization, including state temporary employees and volunteers, must conduct themselves in a business-like and professional manner at all times and not engage in any form of discrimination, workplace harassment or sexual harassment.

(b) Higher Standard. Managers/supervisors are held to a higher standard and are expected to take a proactive stance to ensure the integrity of the work environment. Managers/supervisors must exercise reasonable care to prevent and promptly correct any discrimination, workplace harassment or sexual harassment they know about or should know about.

(c) Reporting. Anyone who is subject to or aware of what he or she believes to be discrimination, workplace harassment, or sexual harassment should report that behavior to the employee's immediate supervisor, another manager, or the agency, board, or commission Human Resource section, Executive Director, or chair, as applicable. A report of discrimination, workplace harassment or sexual

harassment is considered a complaint. A supervisor or manager receiving a complaint should promptly notify the Human Resource section, Executive Director, or chair, as applicable.

(A) A complaint may be made orally or in writing.

(B) A complaint must be filed within one year of the occurrence.

(C) An oral or written complaint should contain the following:

(i) the name of the person filing the report;

(ii) the name of the complainant;

(iii) the names of all parties involved, including witnesses;

(iv) a specific and detailed description of the conduct or action that the employee believes is discriminatory or harassing;

(v) the date or time period in which the alleged conduct occurred; and

(vi) a description of the remedy the employee desires.

(d) Other Reporting Options. Nothing in this policy prevents any person from filing a formal grievance in accordance with a CBA, or a formal complaint with the Bureau of Labor and Industries (BOLI) or the Equal Employment Opportunity Commission (EEOC) or if applicable, the United States Department of Labor (USDOL) Civil Rights Center. However, some CBAs require an employee to choose between the complaint procedure outlined in the CBA and filing a BOLI or EEOC complaint.

(e) Filing a Report with the USDOL Civil Rights Center. An employee whose position is funded by the Oregon Workforce Investment Act (WIA), such as employees of the Oregon Workforce One-stop System, may file a complaint under the WIA, Methods of Administration (MOA) with the State of Oregon WIA, MOA Equal Opportunity Officer or directly through the USDOL, Civil Rights Center. The complaint must be written, signed and filed within 180 days of when the alleged discrimination or harassment occurred.

(f) Investigation. The agency, board, or commission Human Resource section, Executive Director, or chair, as applicable, will coordinate and conduct or delegate responsibility for coordinating and conducting an investigation.

(A) All complaints will be taken seriously and an investigation will be initiated as quickly as possible.

(B) The agency, board or commission may need to take steps to ensure employees are protected from further potential discrimination or harassment.

(C) Complaints will be dealt with in a discreet and confidential manner, to the extent possible.

(D) All parties are expected to cooperate with the investigation and keep information regarding the investigation confidential.

(E) The agency, board or commission will notify the accused and all witnesses that retaliating against a person for making a report of discrimination, workplace harassment or sexual harassment will not be tolerated.

(F) The agency, board or commission will notify the complainant and the accused when the investigation is concluded.

(G) Immediate and appropriate action will be taken if a complaint is substantiated.

(H) The agency, board or commission will inform the complainant if any part of a complaint is substantiated and that action has been taken. The complainant will not be given the specifics of the action.

- (l) The complainant and the accused will be notified by the agency, board or commission if a complaint is not substantiated.
- (g) Penalties. Conduct in violation of this policy will not be tolerated.
- (A) Employees engaging in conduct in violation of this policy may be subject to disciplinary action up to and including dismissal.
- (B) State temporary employees and volunteers who engage in conduct in violation of this policy may be subject to termination of their working or volunteer relationship with the agency, board or commission.
- (C) An agency, board or commission may be liable for discrimination, workplace harassment or sexual harassment if it knows of or should know of conduct in violation of this policy and fails to take prompt, appropriate action.
- (D) Managers and supervisors who know or should know of conduct in violation of this policy and who fail to report such behavior or fail to take prompt, appropriate action may be subject to disciplinary action up to and including dismissal.
- (E) An employee who engages in harassment of other employees while away from the workplace and outside of working hours may be subject to the provisions of this policy if that conduct has a negative impact on the work environment and/or working relationships.
- (F) If a complaint involves the conduct of a contracted employee or a contractor, the agency, board, or commission Human Resource section, Executive Director, chair, or designee must inform the contractor of the problem behavior and require prompt, appropriate action.
- (G) If a complaint involves the conduct of a client, customer, or visitor, the agency, board or commission should follow its own internal procedures and take prompt, appropriate action.
- (h) Retaliation. This policy prohibits retaliation against employees who file a complaint, participate in an investigation, or report observing discrimination, workplace harassment or sexual harassment.
- (A) Employees who believe they have been retaliated against because they filed a complaint, participated in an investigation, or reported observing discrimination, workplace harassment or sexual harassment, should report this behavior to the employee's supervisor, another manager, the Human Resource section, the Executive Director, or the chair, as applicable. Complaints of retaliation will be investigated promptly.
- (B) Employees who violate this policy by retaliating against others may be subject to disciplinary action, up to and including dismissal.
- (C) State temporary employees and volunteers who retaliate against others may be subject to termination of their working or volunteer relationship with the agency, board or commission.
- (i) Policy Notification. All employees including state temporary employees and volunteers shall:
- (A) be given a copy or the location of Statewide Policy 50.010.01, Discrimination and Harassment Free Workplace;
- (B) be given directions to read the policy;
- (C) be provided an opportunity to ask questions and have their questions answered; and
- (D) sign an acknowledgement indicating the employee read the policy and had the opportunity to ask questions.

(i) Signed acknowledgements are kept on file at the agency, board or commission.

(1) Performance Measure: Percent of employees informed of Policy 50.010.01, prohibited behavior and reporting procedures. Performance Standard: 100%

(2) Performance Measure: Percent of complaints where prompt, appropriate action is taken following investigation of a substantiated complaint. Performance Standard: 100%

<b>EMPLOYEE TRAINING AND EDUCATION POLICY</b>	
Approved by: <i>Psychiatric Security Review Board</i>	Date: January 2007

### **Applicability**

This policy applies to all employees of the Psychiatric Security Review Board.

### **Definitions**

*Elective Training* Means training an employee voluntarily takes to enhance or improve the effectiveness of employee performance in the current position.

*Mandated Training* Means training required by law, regulation, or to maintain a license or certificate required by the position.

*Required Training* Means training required by the Board, such as new employee orientation, or to update or to add skills as the job evolves, or to increase employee awareness of legal or policy issues (e.g., ADA, sexual harassment, etc.)

### **Policy**

It is the policy of the Board to provide resources for employees to encourage their career development in state service, as is reasonably practicable to do. The Board remains committed to maintaining a team-based organization with a positive work environment through equitable employee training and development opportunities. To accomplish this mission, the Board may provide opportunities for training to employees for developing proficiency, enhancing skills and encouraging development in areas for potential advancement.

All staff shall be eligible for mandated and required training. Only permanent staff shall be eligible for elective training. The selection of an employee to attend training shall follow equal opportunity guidelines. Any employee may request training and be considered for approval with determinations made on a case-by-case basis. Approval for training and partial or full support of training is a management decision that may be delegated to the Board.

### **Approval Criteria for Training and Education requests:**

1. Availability of budgeted funds;
2. Alignment with agency and position priorities and goals;
3. Ability to meet operating requirements while employee attends training;
4. Training is needed to improve effectiveness in the employee's present job;
5. Training is needed because of changes and/or additions to the employees job duties;
6. Training is part of established career development goals that will benefit the agency.

## **VETERANS PREFERENCE IN EMPLOYMENT**

### **Department of Administrative Services, Human Resource Services Division**

#### **Division 40**

**105-040-0015**

#### **Veteran's Preference in Employment**

Applicability: Recruitment and selection processes for all State of Oregon positions in agencies subject to ORS 240, State Personnel Relations Law, including but not limited to promotional opportunities.

(1) Definitions: (See also HRSD Rule 105-010-0000 Definitions Applicable Generally to Personnel Rules and Policies.)

(a) Initial Application Screening: An agency's process of determining whether an applicant meets the minimum and special qualifications for a position. An Initial Application Screening may also include an evaluation of skills or grading of supplemental test questions if required on the recruiting announcement.

(b) Application Examination: The selection process utilized by an agency after Initial Application Screening. This selection process includes, but is not limited to, formal testing or other assessments resulting in a score as well as un-scored examinations such as interviews and reference checks.

(c) Veteran and Disabled Veteran: As defined by ORS 408.225 and 408.235.

(2) Application of preference points upon Initial Application Screening: Qualifying Veterans and Disabled Veterans receive preference points as follows;

(a) Five Veteran's Preference points are added upon Initial Application Screening when an applicant submits as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215), or a letter from

the US Department of Veteran's Affairs indicating the applicant receives a non-service connected pension with the State of Oregon Application; or

(b) Ten Disabled Veteran's points are added upon Initial Application Screening when an applicant submits as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) with the State of Oregon Application. Disabled Veterans must also submit a copy of their Veteran's disability preference letter from the US Department of Veteran Affairs, unless the information is included in the DD Form 214 or 215.

(c) Veteran's and Disabled Veteran's preference points are not added when a Veteran or Disabled Veteran fails to meet the minimum or the special qualifications for a position.

(3) Following an Initial Application Screening the agency generates a list of qualified applicants to consider for Appointment. An Appointing Authority or designee may then:

(a) Determine whether or not to interview all applicants who meet the minimum and special qualifications of the position (including all Veterans and Disabled Veterans); or

(b) Select a group of Veteran and Disabled Veteran applicants who most closely match the agency's purposes in filling the position. This group of applicants may be considered along with non-veteran applicants who closely match the purposes of the agency in filling the position as determined by:

(A) Scored Application Examinations (including scored interviews): If an agency utilizes, after an Initial Application Screening, a scored Application Examination to determine whom to consider further for Appointment, the agency will add (based on a 100-point scale) five points to a Veteran's score or 10 points to a Disabled Veteran's score or;

(B) Un-scored Application Examinations: Un-scored Application Examinations done by sorting into levels (such as "unsatisfactory," "satisfactory," "excellent") based on desired attributes or other criteria for further consideration will be accomplished by:

(i) Advancing the application of a Veteran one level;

(ii) Advancing an application of a Disabled Veteran two levels.

(4) Preference in un-scored interviews: A Veteran or Disabled Veteran who, in the judgment of the Appointing Authority or designee, meets all or substantially all of the agency's purposes in filling the position will continue to be considered for Appointment.

(5) If a Veteran or Disabled Veteran has been determined to be equal to the top applicant or applicants for a position by the Appointing Authority or designee then

the Veteran or Disabled Veteran is ranked more highly than non-veteran applicants and, a Disabled Veteran is ranked more highly than non-veteran and Veteran applicants.

(6) Preference described in Sections 2 through 5 of this rule is not a requirement to appoint a Veteran or Disabled Veteran to a position. An agency may base a decision not to appoint the Veteran or Disabled Veteran solely on the Veteran's or Disabled Veteran's merits or qualifications.

(7) A Veteran or a Disabled Veteran applicant not appointed to a position may request an explanation from the agency. The request must be in writing and be sent within 30 calendar days of the date the Veteran or Disabled Veteran was notified that they were not selected. The agency will respond in writing with the reasons for not appointing the Veteran or Disabled Veteran.

[ED. NOTE: Forms referenced are available from the agency.]

Stat. Auth: ORS 240.145(3) & 240.250

Stats. Implemented: ORS 408.225, 408.230 & 408.235

Hist.: HRSD 3-2007(Temp), f. & cert ef. 9-5-07 thru 3-3-08; HRSD 1-2008, f. 2-27-08, cert. ef. 3-1-08; HRSD 3-2009, f. 12-30-09, cert. ef. 1-1-10

<b>Maintaining a Professional Workplace</b>	
Statewide Policy 50.010.03	Date: Aug. 27, 2007

POLICY STATEMENT:	It is the policy of the State of Oregon to create and maintain a work environment that is respectful, professional and free from inappropriate workplace behavior.
AUTHORITY:	ORS 240.145 and ORS 240.250
APPLICABILITY:	All employees, including state temporary employees
ATTACHMENTS:	N/A

DEFINITIONS See also HRSD State Policy 10.000.01, Definitions; and OAR 105-010-0000

Agency: Refers to state agencies, boards and commissions

Professional Workplace Behavior: Supporting the values and mission of the State of Oregon and the agency, building positive relationships with others, communicating in a respectful manner, holding oneself accountable and pursuing change within the system.

Inappropriate Workplace Behavior: Unwelcome or unwanted conduct or behavior that causes a negative impact or disruption to the workplace or the business of the state, or results in the erosion of employee morale and is not associated with an employee's protected class status.

Examples of inappropriate workplace behavior include but are not limited to, comments or behaviors of an individual or group that disparage, demean or show disrespect for another employee, a manager, a subordinate, a customer, a contractor or a visitor in the workplace.

Inappropriate workplace behavior does not include actions of performance management such as supervisor instructions, expectations or feedback, administering of disciplinary actions, or investigatory meetings.

Inappropriate workplace behavior does not include assigned, requested or unsolicited constructive peer feedback on projects or work.

Protected Class Under Federal Law: Race; color; national origin; sex (includes pregnancy-related conditions); religion; age (40 and older); disability; a person who uses leave covered by the Federal Family and Medical Leave Act; a person who uses Military Leave; a person who associates with a protected class; a person who opposes unlawful employment practices, files a complaint or testifies about violations or possible violations; and any other protected class as defined by federal law.

Protected Class Under Oregon State Law: All Federally protected classes, plus: age (18 and older); physical or mental disability; injured worker; a person who uses leave covered by the Oregon Family Leave Act; marital status; family relationship; sexual orientation; whistleblower; expunged juvenile record; and any other protected class as defined by state law.

## POLICY

(1) It is the policy of the State of Oregon to create and maintain a work environment that is respectful, professional and free from inappropriate workplace behavior.

(a) Conduct Employees at every level of the agency should foster an environment that encourages professionalism and discourages disrespectful behavior. All employees are expected to behave respectfully and professionally and refrain from engaging in inappropriate workplace behavior.

(b) Addressing Inappropriate Workplace Behavior

(A) Supervisors must address inappropriate behavior that they observe or experience and should do so as close to the time of the occurrence as possible and appropriate.

(B) If an employee observes or experiences inappropriate workplace behavior and the employee feels comfortable in doing so, they should:

- (i) redirect inappropriate conversations or behavior to workplace business; and/or
- (ii) tell an offending employee his/her behavior is offensive and ask him/her to stop.

(c) Reporting Inappropriate Workplace Behavior

(A) An employee should report inappropriate workplace behavior he/she experiences or observes to his/her immediate supervisor as soon as practicable. If the employee's immediate supervisor is the one engaging in the inappropriate behavior, the employee should report the behavior to upper management, the agency head or Human Resource section, as soon as practicable. The report may be made orally or in writing.

(B) If past practice exists in the agency, an employee who is represented by a labor union may have a union representative present during regular work hours, when reporting inappropriate workplace behavior and through the process set forth in this policy. The union representative must not be a witness or party to the investigation.

(C) Reporting behavior or conduct directed toward an employee because of his/her protected class status is addressed in DAS Statewide Policy 50.010.01, Discrimination and Harassment Free Workplace.

(d) Responding to a Report of Inappropriate Workplace Behavior Inappropriate workplace behavior must be addressed and corrected before it becomes pervasive, causes further workplace disruption or lowers employee morale. Unless the agency decides otherwise, the supervisor of the employee allegedly engaging in the inappropriate workplace behavior must investigate the report as soon as possible.

(e) Consequences

(A) Any employee found to have engaged in inappropriate workplace behavior, will be counseled, or, depending on the severity of the behavior, may be subject to discipline, up to and including dismissal.

(B) A supervisor who fails to address inappropriate behavior, will be counseled, or, depending on the severity of the behavior, may be subject to disciplinary action, up to and including dismissal.

(f) Retaliation - Retaliating against someone for reporting or addressing inappropriate workplace behavior is prohibited. The agency will investigate

reports of retaliation. Any employee found to have engaged in retaliation may be subject to discipline, up to and including dismissal.

***VIII. APPENDIX B***

The documents in Appendix B were supplied by the Governor's Affirmative Action Office and follow this page.