

MINUTES
Psychiatric Security Review Board
Administrative Meeting
Joint Panel
January 26, 2018
Approved June 13, 2018

An administrative meeting of the Psychiatric Security Review Board was convened on January 26, 2018 at 1:00 p.m. in the fourth floor conference room of 610 SW Alder Street, Portland, Oregon 97205.

Board members present were:

- Adult Panel – Elena Balduzzi, Psy.D., Chairperson; Trisha Elmer, P.P.O.; Anne Nichol, J.D. (by telephone); Scott Reichlin, M.D.; and John Swetnam.
- Juvenile Panel – Shelly Casteel, Chairperson (by telephone); Bennett Garner, M.D.; Charles Kochlacs, J.D. (by telephone); Kathryn Kuenzi, P.P.O. (by telephone); Catherine Miller, Ph.D. (by telephone).

PSRB Staff: Sid Moore, J.D., Interim Executive Director; and Jane Bigler, Executive Secretary as note taker.

Guest: Jessica Knieling – DAS – Deputy Chief Human Resource Officer

Other Attendees: Stephanie Hoskins and Kamaile Luke – DOJ – Crime Victim Services (by telephone); Derald Walker, Ph.D. and Kas Robinson, Ph.D. – Cascadia Behavioral Healthcare.

The meeting was called to order at 1:05 p.m. by Dr. Balduzzi. Dr. Balduzzi then turned the meeting over to Ms. Knieling as the only topic on the agenda was recruitment of the new PSRB Executive Director.

Ms. Knieling introduced herself, noting that she works for the Department of Administrative Services as the Deputy Chief Human Resource Officer and assists agencies such as the PSRB when they

hire a new director. She provided a proposed recruitment plan to the members and went over each step discussing each in detail, answering inquiries from various Board members, and ultimately ending each topic with an agreed upon proposed completion date.

Ms. Knieling then opened discussion regarding the desired attributes for a new director. Board members discussed with Ms. Knieling facilitating.

Discussions ended and Ms. Knieling indicated she would draft the announcement based on the criteria's discussed, as well as a timeline and distribute to members prior to the next meeting which is scheduled for February 9, 2018 at 2:00 p.m.

Meeting adjourned.