

MINUTES
Psychiatric Security Review Board
Administrative Meeting
Joint Panel
June 4, 2019
Approved September 18, 2019

An administrative meeting of the Psychiatric Security Review Board was convened on June 4, 2019 at 2:45 p.m. in the Crater Lake Room at the University Hotel and Conference Center, 210 SW Lincoln St., Portland, Oregon 97201. Board members present were (in person unless otherwise indicated):

- Adult Panel – Elena Balduzzi, Psy.D., Chair; Trisha Elmer, P.P.O.; Anne Nichol, J.D.; Scott Reichlin, M.D.; and John Swetnam.
- Juvenile Panel – Shelly Casteel, Chair; Bennett Garner, M.D.; Kathryn Kuenzi, P.P.O.; and Catherine Miller, Ph.D.
 - Juvenile Panel member Charles Kochlachs, J.D., was excused.

PSRB staff present in person included Alison Bort, J.D., Ph.D., Executive Director; Sid Moore, Deputy Director; and Jane Bigler, Executive Secretary, as note taker. Also present in person was Pamela Buchanan, Psy.D., who will be the new PSRB Adult Panel Psychologist member starting July 1, 2019.

Dr. Balduzzi called the meeting to order at 2:50 p.m. As there were no public members in attendance, Dr. Balduzzi moved to the second agenda item, the review and possible adoption of the following Administrative Meeting Minutes:

- Joint Panel – December 12, 2018 – Dr. Reichlin pointed out a few typographical errors:
 - Page 3 – Line 9 – “client’s” should be “clients”

- Page 5 – Line 17 and 20, as well as Page 6 – Line 9 – “attorney’s” should be “attorneys”
- Page 5 – Line 22 – should read: “Dr. Garner also mentioned that another time the Board should require communication between...”

Mr. Swetnam moved to accept these minutes with the corrections noted and Ms. Nichol seconded the motion. The motion passed unanimously from the members of both panels.

- Adult Panel – March 20, 2019 – no corrections recommended.

Mr. Swetnam moved to accept the minutes as written and Ms. Nichol seconded the motion. The motion passed unanimously from the other Adult Panel members.

Next, Dr. Bort asked if any members had questions regarding the Best Practice Survey. She also reminded members that this survey is to be completed yearly, reviewed and will be reported to the Legislature next February. Dr. Garner asked about the survey question regarding the performance appraisal of the Board’s Executive Director as he didn’t recall being a part of one during his current term on the Juvenile Panel, nor his term as an Adult Panel member. Other members chimed in that following the change of Executive Director back in 2013, conducting evaluations was implemented. The process since then has included a survey sent to various stakeholders, staff and Board members. The Board Chair historically has taken the lead. Since this is Dr. Reichlin’s first time leading this process, Dr. Balduzzi volunteered to assist with a plan to have Dr. Bort’s performance appraisal completed by the end of the year. Board members then requested that further discussion regarding the Best Practices Survey be revisited at the next Joint Panel meeting in December.

On to a 2019-21 budget update, Dr. Bort noted that the Governor’s Recommended Budget was reviewed by the Ways and Means Committee on May 29th and by the Senate on May

31st. The 2019-21 Legislatively Adopted Budget for PSRB is about \$3.25 million. Board staff are busy determining uses for the leftover funds from the 2017-19 budget. One recommended, major purchase is for Dell laptops with a touch screen or Surface Pro for all Board members. Board member laptops have not been replaced or updated for over two years or more. Some of the Board members indicated they had never been issued a laptop. Shelley Banfe, the Board's Research Analyst, will be sending a link to Board members to review both options and then members need to let Ms. Banfe know their preference. This is a priority as the devices need to be purchased as soon as possible. Once the devices are received and programmed, Board members will be expected to use this agency-issued device for all PSRB related work. Along with the device, each Board member will have a PSRB specific email address, once that is received, Board members should no longer utilize their personal or other work-based email addresses for Board matters. Ms. Banfe will be in contact with members about the email addresses at a later date. Board members then expressed and discussed their various concerns related to both the hardware options and the requirement to use a PSRB specific email address.

Dr. Bort then moved to a discussion on the Key Performance Measures (KPMs) that are included in the budget. She noted that the agency received high praise from the Legislature for the statistics related to recidivism. The Legislative Fiscal Office recommended to the legislature that the PSRB review our existing KPMs and propose changes for the 2021-2023 biennium as needed or based on any legislative feedback. Dr. Bort plans to provide a progress update on behalf of the agency to the Legislative Fiscal Office by February 1, 2020, with the possibility of presenting that work to the legislature during the 2020 legislative session. Examining our KPMs will be implemented into our strategic plan, and the matter will be further discussed at the next Joint Panel meeting in December.

Discussion continued with the feedback received regarding the recent PSRB Conference that was held in April. The conference was well attended, and the survey responses showed high praise. Comments also indicated that the attendees appreciated the Board's Panel and that it was a great success as it helped humanize the Board. Dr. Balduzzi further congratulated staff on a job well done. Dr. Reichlin inquired whether this type of conference will be yearly. Dr. Bort noted that when Ms. Britton was Executive Director, she collaborated with OHA to hold mini-conferences every year, but the plan at this time is to hold a large conference every two years.

Next, Dr. Bort gave a Workgroup update. The first meeting will be held sometime this summer once the legislative session has ended. She provided a hand-out to members which included ideas for system improvements. On a side note, Dr. Bort noted that it has been strongly advised that current Board members not be participants in the group, however, former members may be included and so far, Dr. Balduzzi (who ends her tenure as a Board member on June 30, 2019) and Kate Lieber will be listed as potential participants for the group. Dr. Bort explained that the Board will be updated about the workgroup topics and that current Board members may provide advice, comments, considerations for the workgroup as the workgroup progresses.

Discussion ensued around future trainings, such as was held earlier in the day. Dr. Bort asked the members of both panels their preference to holding more administrative meetings versus more trainings. Dr. Bort opined that additional trainings would be more helpful, especially when there are new Board members. Mr. Swetnam agreed, he would prefer more trainings, rather than meetings. Another member asked if they can come to hearing days they are not scheduled for, just to listen in as additional training, however, this may be more helpful for the Juvenile Panel as they have fewer hearing days. Dr. Miller further inquired about the ability to attend administrative meetings via video using a program such as Zoom, GoToMeeting or

Echo. Dr. Garner and Dr. Balduzzi both seconded that suggestion. Dr. Bort noted that she would discuss this request with staff to determine if any of those options would work with the current video conference system.

Dr. Bort stated she would send a Survey Monkey out to the members to provide feedback they may have about this training day and what they thought worked and what didn't.

The meeting adjourned to Executive Session at 3:40 p.m.