

FINAL MINUTES
Psychiatric Security Review Board
Administrative Meeting
Joint Panel
Wednesday, December 11, 2019
Approved on June 10, 2020

An administrative meeting of the Psychiatric Security Review Board was convened on Wednesday, December 11, 2019 at 8:30 a.m. in the Psychiatric Security Review Board's conference room at 610 SW Alder Street, Portland, Oregon, 97205. The following were in attendance (in person unless otherwise indicated):

- Adult Panel – Pamela Buchanan, Psy.D; Trisha Elmer, P.P.O. (by phone); Anne Nichol, J.D.; Scott Reichlin, M.D., Chair; and John Swetnam.
- Juvenile Panel - Shelly Casteel, Chair; Bennett Garner, M.D.; Kathryn Kuenzi, P.P.O.; and Catherine Miller, Ph.D.
- PSRB Staff – Alison Bort, J.D., Ph.D., Executive Director; Sid Moore, J.D., Deputy Director; and Jane Bigler, Executive Secretary, as note taker.
- Public Attendees – Harris Matarazzo, J.D. (in person); and Tyler Neish, J.D. (by phone).

Dr. Reichlin called the meeting to order at 8:35 a.m. and asked if any of the members of the public in attendance wished to make a comment. Mr. Matarazzo asked to reserve his right to 5 minutes of public comment if he sees need later in the meeting. The Board agreed. No other public attendees indicated they wished to make any comment.

Dr. Reichlin moved to the second agenda item, the review and possible adoption of the following Administrative Meeting Minutes:

- Joint Panel – September 18, 2019 – A few corrections were noted. Ms. Kuenzi moved to accept these minutes with the corrections and Ms. Casteel seconded the motion. The motion passed unanimously from the members of both panels.

Dr. Reichlin then asked Dr. Bort to proceed with her Executive Director Update.

Dr. Bort presented the following:

- Legislation:
 - Legislative Workgroup -
 - The Legislative Workgroup is meeting every other month in Salem, and the alternate months are held in Portland.
 - Each meeting is approximately 2 hours in length. The first hour of each meeting is to provide presentation and to resolve the topic that was originated at the prior meeting. The second hour is a discussion of a new topic and ends with homework/research for the workgroup members to complete prior to the next meeting.
 - Board members may not actively participate in the meetings, but they may listen in. To do so, let Dr. Bort know ahead of time so that she can inform Addie Smith, and she will add you to her email list for that date. For the dates in Portland, the call-in information is the same as the PSRB conference line.
 - Request for 1.0 FTE:
 - We are in the process of working with our Legislative Fiscal Analyst (LFO) to determine how to get another FTE for the agency.

- It's not that we're taking on a giant new program, but that with things happening such as SHRP going away, implementing the strategic plan, and the increase of our GEI population (because the Board is discharging fewer clients, not because we're getting a larger number of new clients), having another staff member would be a great deal of help.
- Key Performance Measures (KPMs) –
 - A handout has been provided to the Board members and a thorough discussion for each KPM occurred at the last administrative meeting. Dr. Bort asked if there were any follow up questions or comments and none were noted.
 - Customer Service – process for gathering of feedback is going to be slightly changed. In previous years the attendees of the PSRB conference were given a chance to participate in a survey, as well as all recipients of Board orders during two separate months during the calendar year for which is being reported. Discussion regarding this survey has concluded with a new plan to include the survey, or a link to the survey, with every Board order that is issued.
 - Dr. Garner inquired about clients who have been on CR for a long time and may not have a full hearing. Dr. Bort noted that the questions on the survey are very hearing oriented. Ms. Bigler added that the orders that are distributed are for all hearing types, not just full face-to-face hearings, so a larger number of clients on conditional release who are only having administrative reviews for modification of their conditional release would be included as well.

Therefore, the survey going out with all orders will reach a good majority of PSRB clients over the course of a year.

- Timeliness of hearings – calculation for this KPM will remain the same.
- Recidivism – calculation for this KPM was changed slightly for the 2019 Legislative Session. The issue was in what year to count the recidivism as a new charge may occur in one year and then the conviction may be a different year.
 - Dr. Reichlin asked if recidivism is being measured throughout the year. Dr. Bort indicated that the data is kept for every year, not just for budget document purposes. Dr. Reichlin then inquired if the information was available to the public. Mr. Moore noted that the KPM information can be found on both the state’s transparency website as well as the legislative website. Mr. Moore will send Board members the link to these websites.
- Best Practices – the yearly survey for Board members will not be modified. Members should expect to see a request for the submission of this survey in January. The email containing the survey will include the information previously provided to Board members which was an explanation of the questions being asked.
- IT – new agency owned devices have recently been distributed to Board members along with new state email addresses. Dr. Bort informed the Board members that the password for the email address must be changed every 3 months. She further noted that Shelley Banfe, the Board’s Research Analyst/IT person informed staff

yesterday that with the new computers/devices (running Windows 10) require updates to be installed at a minimum of every two weeks. Dr. Bort further noted that she realizes that some Board members may need some technical assistance, at least initially, so she plans to set up a training session with Ms. Banfe and the Board members who wish to attend in January. That way Ms. Banfe can walk members through the process. In the interim, if you have any technical issues/questions, please reach out to Ms. Banfe.

- Dr. Garner inquired if remote access, such as through a VPN, could be an option. Dr. Bort noted that only a few staff have access through a VPN and would require that there be a computer in the office for each Board member in order for members to use that capability. However, Ms. Banfe is checking to see if there are any other options available.

Next was a discussion regarding Board Training:

- Dr. Bort inquired if Board members wanted another all-day training session like the one done in June of last year. Members indicated that was their desire. A date for the training combined with an administrative meeting will be scheduled again for June. Dr. Bort asked the Board to send her ideas of topics they would like to discuss or learn more about via email. Some topics she already has listed are: Legal counsel overview; Ethics training; Dr. Guyton or other person to continue on with the information presented at the last training; and a presentation/training by an administrative law judge.
- Ms. Elmer indicated that she would be interested in information to help understand the process/options for keeping a client under supervision at the time

of their lapse date if they are determined to still be a substantial danger. Dr. Bort noted that this was a topic being discussed at the Legislative Workgroup in March.

- Mr. Swetnam asked for information around the issue of nexus. Dr. Bort indicated that this was also a topic in March/April for the Legislative Workgroup.

Members moved on to a discussion regarding administrative meeting dates for 2020 along with how many meetings would be with the Joint Panel. The following was decided:

- Total number of meetings – Four
- Date(s) – To be determined. Ms. Bigler will send out a survey. However, will be scheduled in March, June, September and December.
- Juvenile Panel – JPSRB members indicated that they did not see a need to meet independently of the Joint Panel meetings, but would like the option to have an Adult Panel meeting changed to a Joint Panel if topics on the agenda would be of interest to them.
- Training/Administrative Meeting – to occur on the date best available to both panels in June.
- Joint Panel Meetings – to be held in June and December, or as noted above.

Dr. Reichlin invited the public members attending today's meeting an opportunity for public comment. There was no response from Mr. Neish. Mr. Matarazzo asked if he could have access to the outcomes of the customer service surveys. Mr. Moore indicated he would send Mr. Matarazzo the same links he will be sending to the Board members.

Lastly, Dr. Reichlin asked Dr. Bort if there would be a training for providers in 2020. Dr. Bort noted that the Board cannot do it on its own but there is a plan, in partnership with the Oregon Health Authority, to conduct “on the road” trainings as need determines.

The meeting was adjourned to Executive Session at 9:35 a.m.