

**FINAL MINUTES  
PSYCHIATRIC SECURITY REVIEW BOARD  
ADMINISTRATIVE MEETING  
JUVENILE PANEL  
JANUARY 10<sup>TH</sup>, 2022**

An administrative meeting of the Psychiatric Security Review Board Juvenile Panel was convened on Monday, January 10th, 2022, at 9:05 a.m. via Microsoft Teams and teleconference. Board members, PSRB Staff, and members of the public present via Teams and phone were:

**Juvenile Panel-** Kathryn Kuenzi P.P.O (Chair, probation member), Cari Boyd (public member), Marisha Childs, J.D. (attorney member), Catherine Miller, Ph.D., APBB (psychologist member), and Stewart Newman, M.D., DFAPA, DFAACAP (psychiatrist member).

**PSRB Staff-** Executive Director Alison Bort, J.D., PhD., Deputy Director Mandy Standiford, Executive Support Specialist Justin Hendrick (taking minutes), Paralegal Maria McCormick, and Office Specialist Brady Lambert.

**At 9:07 Chair Kuenzi opened meeting to public comment.** No comments were made.

Chair Kuenzi turned meeting over to Dr. Bort. Dr. Bort introduced new staff members Brady Lambert, office support specialist, and Maria McCormack, paralegal. She then opened the meeting to Mr. Lambert and Ms. McCormack to introduce themselves. Ms. McCormack spoke to her 20 years working in the legal profession and Mr. Lambert spoke to his background in medical records. Dr. Bort then stated that one staff vacancy remained, and that the position will close on the 18<sup>th</sup> of January.

**The meeting was then turned over to Ms. Standiford.**

Ms. Standiford highlighted the new PSRB rules and the process by which they were created. Ms. Standiford stated that 3 different RACs- Rule Advisory Committees were held to draft new legislative rules for the PSRB. The first RAC was focused on cleaning up language and standardizing definitions across the different PSRB populations. The other two were focused on bringing PSRB rules in line with SB- Senate Bill 205 and 206.

Ms. Standiford opened the meeting to questions from Board. Ms. Boyd had a question regarding quorum. She pointed out that for the Adult Panel, a quorum was established by having three adult members of the board present, but in the Juvenile rules it just states three members of the Board are required. She inquired whether the two Boards were interchangeable.

Dr. Bort responded that the Juvenile Panel and Adult Panel are not interchangeable. There was an emergency rule implemented last year that allowed an Adult Panel member to sit on a Juvenile hearing because Juvenile Panel was unable to make quorum.

Ms. Standiford then stated that the purpose of the new rules changes was to clarify current practices and to align juvenile panel with adult panel in administrative rules. Purpose of new legislation is for updating and standardizing language, and to establish remote hearings as the standard going forward.

Dr. Bort reminded the Juvenile Panel that the Adult Panel had already voted unanimously on package.

**At 9:21am Chair Kuenzi brings new rules to a vote.** Rules voted and passed unanimously.

Dr. Bort then spoke to the new procedures for oncoming Board members. Dr. Bort highlighted the change of onboarding for Board members being moved to Workday as well as state training, and the eventual move of times cards to that same platform. She then checked to see if all new board members were able to access Workday.

In response Ms. Boyd established that she had not been able to complete trainings and Ms. Childs stated that she was still in the process of being fully uploaded on to Workday. Dr. Bort then checked to make sure all new Board members were in Workday with updated payroll, and that all pay had been distributed to new board members. Dr. Bort also addressed best practice memo being distributed to members and requested for Ms. Kuenzi and Ms. Boyd to finish best practices survey 2020.

**At 9:23am Chair Kuenzi discussion from trainings to discussion of teams and remote hearings.**

Dr. Bort referred to the recently distributed agency memo that addressed Mr. Matarazzo's concerns, including establishing an exception to the general rule that hearings would be

conducted remotely. Dr. Bort also acknowledges Ms. Standiford's work on creating the Board's new Remote Hearings Guide.

Ms. Standiford addressed topic of standardization around remote hearings. Ms. Standiford stated that the guide will be posted to the PSRB website and made available to the hospital, community providers, attorneys, and members of the public who appear or observe hearings. Ms. Standiford then highlighted best practices from the Board's Remote Hearings Guide including how to access teams, how to join hearings, and best practices around removing tech issues such as cutting out background noise and improving audio quality. She mentioned the removal of chat feature so no disruption of hearings, and maintaining awareness of facial expressions, attire, background, and inadvertent noise. Ms. Standiford also explained that future deliberations would take place in breakout rooms and criminal histories would be uploaded to Teams instead of mailing them.

Board members then inquired who will be sitting for February hearings and who will be the subs. They also discussed who will be moving into the position as Chair of the Juvenile Board given Chair Kuenzi's second term as a board member is due to expire in June 2022. Dr. Bort explained that the panel would vote on a new chair at the April 13, 2022, meeting, and Chair Kuenzi would remain chair until that time. Ms. Childs states she may have someone to refer for the probation officer position.

**At 9:52am Chair Kuenzi asks board members if they have any other questions or comments for Dr. Bort or Ms. Standiford.**

**Chari Kuenzi gave public one last opportunity for comments. No comments were made. Chair Kuenzi gave the date for the next Joint Board Meeting as April 13, 2022.**

**At 9:53am Chair Kuenzi Adjourns meeting.**