

**Adopted PSRB Administrative Meeting Minutes**  
**Psychiatric Security Review Board**  
**June 4, 2025**

An Executive Session meeting of the Psychiatric Review Board was convened on Wednesday, June 4, 2025 at 8:30 a.m. via Microsoft Teams. The meeting was convened pursuant to ORS 192.660(2)(i): to review & evaluate employment-related performance of the Board's Executive Director. Written notice was provided that satisfied the requirements in OAR 199-040-0030. The following provides a brief summary of the meeting minutes.

**Board Members, PSRB staff and members of the public via Teams and phone were:**

Adult Panel: Anne Nichol, J.D. (Chair, attorney member), Scott Reichlin, M.D. (psychiatrist member), Wilson Kenney (psychologist member), Khara Kerns (probation member) and Julie Duke (public member).

PSRB Staff: Alison Bort, Executive Director, Rebecca Avila, Client Agency HR Manager

**Call to Order & Attendance**

Chair Anne Nichol called the meeting to order at 8:35 a.m. and took attendance.

**Overview of Performance Review Process & Feedback**

Rebecca Avila, PSRB's Client Agency HR Manager, introduced her role and the purpose of her attendance.

- Explained the Governor's expectation that Executive Director (ED) performance reviews occur every two years and her role in ensuring those expectations are met.
- Outlined the survey process she coordinated. Reported the survey was sent to 68 participants that Director Bort identified as collaborating with over the past 6 months, with a 48-person response (a strong response rate).

Director Bort shared the agency's history of conducting annual performance reviews since she was hired as director and noted that Rebecca Avila's support made this year's process particularly smooth.

Chair Nichol echoed appreciation for Ms. Avila's coordination and support and reflected on ways to improve future processes to ensure full Board responses:

- Addressing access issues to state email for Board members.
- Possibly aligning future surveys with Board meetings to boost participation.

Chair Nichol thanked Ms. Avila and dismissed her from the meeting.

## **Board Review of 360° Feedback**

- Chair Nichol opened a discussion on the 360° performance review results, characterizing the overall feedback as overwhelmingly positive, with a few outlier comments suggesting dissatisfaction.
- The Board affirmed strong confidence in Director Bort’s leadership, noting the majority of responses were “Very Effective” ratings on the review.
- The Board acknowledged the importance of examining the outlier feedback for any underlying patterns that could inform improvement efforts. Director Bort identified response time as a key area of focus moving forward. The Board recognized the high number of survey respondents as indicative of the wide range of stakeholders with whom the Executive Director regularly engages. They noted that the challenges with her current workload, barriers to delegation—due in part to the agency’s current staffing structure, as outlined in the succession plan, and Director Bort’s detail-oriented approach to her work may contribute to delays in responsiveness.
- The Board also discussed feedback regarding internal agency staffing, including one response indicating Director Bort prohibits staff interaction with the Board. Director Bort clarified that this has never been a directive (many staff roles regularly correspond with Board members); however, that interactions are limited due to public meeting law considerations as well as the Board’s part-time status.

## **Action Items**

- Director Bort noted that the recent reclassification of a position from AS2 to OPA1 is part of a strategy to improve delegation and responsiveness, aligned with succession planning.
- Director Bort referenced the recent Employee Feedback Survey results showing positive experiences, staff engagement, and overall satisfaction, and noted that nothing of similar concern with Director Bort was reported there. Director Bort suggested expanding opportunities beyond annual retreats—such as quarterly meetings or other touchpoints—to foster more connection between staff and Board, while remaining vigilant of public meeting law.
- Chair Nichol engaged the Board in brainstorming other opportunities for the Board to support Director Bort, aligning with the questions considered on the 360 Survey. The following ideas were discussed:
  - Director Bort thanked the Board for their flexibility and adaptability with new technology and processes anticipated to speed up processes and improve response times.
  - Director Bort noted that with the passing of HB 2804, the agency will add a sixth Board member, anticipated to provide director with additional support capacity.
  - Chair Nichol encouraged Director Bort to bring additional ideas for strengthening Board support and collaboration to the next meeting with incoming Chair Dr. Kenney.

**Meeting Adjourned at 9:13 a.m.**