

AMENDED MINUTES
Psychiatric Security Review Board
Joint Administrative Meeting
Adult and Juvenile Panels
September 5, 2013
Approved September 24, 2013

An administrative meeting was convened on September 5, 2013 at 6:10 p.m. in the fourth floor conference room of the Psychiatric Security Review Board offices, 610 S.W. Alder, Suite 420, Portland, Oregon. Adult panel board members present were Elena Balduzzi, Psy.D., Kate Lieber, J.D., Jenna Morrison, P.P.O. and Judy Uherbelau, J.D. Juvenile panel board members present were Ray Burleigh, M.Ed., Eric Johnson, Ph.D., Charmaine Roberts, J.C.C. and Susana Alba, J.D. Attending via telephone for the adult panel was Bennett Garner, M.D. and from the juvenile panel was Robert McKelvey, M.D. Also present were the PSRB's Interim Executive Director, Juliet Follansbee, J.D. and Interim Operations Policy Analyst, Lucy Heil, as note taker. Guests at the meeting included Twyla Lawson, Sr. Human Resource Consultant, from the State of Oregon, Department of Administrative Services, and one member of the press.

The meeting was called to order by Kate Lieber, Adult Panel Chair. Pursuant to the first agenda item, subsection A, Chair Lieber requested a motion from one of the adult or juvenile panel members to approve the joint panel minutes from June 18, 2013. Jenna Morrison so moved; Susana Alba seconded. The motion was carried by vote with no one opposed and no abstentions. Next, also pursuant to agenda item one, subsection B, Chair Lieber requested a motion from one of the juvenile panel members to approve the juvenile panel minutes from December 12, 2011. Susana Alba so moved; Eric Johnson seconded. The motion was carried by vote with no opposition and no

abstentions. Next, pursuant to agenda item one, “subsection C”, Chair Lieber requested a motion from one of the adult panel members to approve the adult panel minutes from May 2, 2011. Jenna Morrison so moved; Kate Lieber seconded. There were three abstentions due to the fact that those three board members were not Board members at the time that panel convened. There was, therefore, a lack of quorum to approve the adult panel minutes of May 2, 2011. The motion was not carried for approval of the minutes of May 2, 2011.

The panels then addressed agenda item two. This item involved discussion of how the Board will conduct its executive search for a new executive director. Initially, the summary of the plan and approach for seeking to fill the executive director position was explained by Chair Lieber. Chair Lieber, after briefly outlining the timeline for posting and seeking to fill the executive director position, introduced Twyla Lawson. Ms. Lawson’s presence at the administrative meeting was requested by Chair Lieber to explain the process used by the State of Oregon in obtaining applicants for executive director positions and the process used in filling such positions. Ms. Lawson works for the Department of Administrative Services for the State of Oregon. She explained that her current position is that of Senior Human Resource Consultant and also that she was a recruiter for a number of years and has been involved in filling twenty-five to thirty different executive director positions while working for the State of Oregon’s Human Resource Division. Ms. Lawson said it has been her job to facilitate close to thirty director appointments and to walk various boards through the applicant process. She identified herself as the primary contact for applicants and stakeholders.

Next, while still discussing agenda item two, the panel members discussed the public meeting law and its requirements. Ms. Lawson explained the need for the panel members to adopt hiring standards and criteria and policy directives. The members also discussed drafting an announcement for the executive director position and the drafting of a policy to obtain additional information for what stakeholder feedback is regarding desired attributes for the PSRB executive director. The concept of drafting an email for a large group of stakeholders with a survey attached in order to receive specific ideas and feedback from stakeholders was discussed at length. The adult and juvenile board panel members discussed how they can decide the characteristics for the director and the plan to have a draft form of the executive director job description at the next administrative meeting on September 24, 2013. Ms. Lawson had drafted a survey that could be used to send to stakeholders or could be used for its general ideas and modified to suit the wishes of the panel members. The information that should be sought from the survey was discussed and how different stakeholder groups were going to be identified and separated so they were not too general nor too specific that stakeholders would not want to participate in the survey. Ms. Lawson reiterated that the idea was for the Board and DAS to receive feedback and assess what to include in the executive director job description.

Once the general idea of how the survey would work and the purpose of doing a mass stakeholder mailing with the survey was discussed, panel members spent several minutes discussing the advantages and disadvantages of using a survey. Panel members seemed in agreement with using a survey as an information-gathering tool to assist them in seeking the most qualified candidates possible by having a very clear and meaningful executive director job description. If panel members agreed on sending out a survey, Ms.

Lawson explained that an email with the attached survey could be sent on September 5, 2013 and stakeholders in receipt of the survey would then have until September 18, 2013 to complete and return the survey. Ms. Lawson would use the information received from the stakeholder survey feedback in her position description draft. Next the panel members discussed the idea of putting non-panel members on the interview panel. Dr. McKelvey did not think that stakeholders needed to be involved at this early stage since they will be involved later. Another member stated there was no harm in seeking feedback from stakeholders. Panel members discussed using a listserv of stakeholders and how the Board can use its own database of contacts. There was no feedback from panel members regarding pages two or three of the proposed/sample survey discussed. Panel members discussed with specificity page four of the sample survey. Page four of the Stakeholder Feedback Survey included a section (“Section Eight”) in which the person completing the survey indicates his/her stakeholder affiliation. The adult and juvenile panel members decided to include the following options for section eight:

“I am affiliated with: (1) PSRB Board and staff members; (2) Judges and DAs; (3) Patients and patient support members; (4) Legislative, State and/or local Advisory members; (5) Victim advocates; (6) Law enforcement; (7) OSH staff; (8) Community providers; (9) Youth facilities; and (10) Other”

At the conclusion of extensive discussion regarding the survey, Chair Kate Lieber made a motion to accept the Shareholder Feedback Survey as amended. Robert McKelvey seconded the motion. The motion was carried by vote with no opposition and no abstentions and the survey was approved.

Board panel members next discussed the memorandum that was to be sent along with the survey. The memorandum explains the process being utilized for recruitment and tells receivers of the survey the estimated time to complete the survey is

approximately five minutes. The surveys, once completed, are anonymous but not confidential. Board members discussed the meaning of “not confidential”. Ms. Lawson suggested she include a sentence in the survey which indicated the survey is not confidential.

Board panel members proceeded in their discussion regarding the overall plan going forward for recruitment of a new PSRB Executive Director. The document outlining details of the plan specified that a screening panel, not a committee, will conduct initial interviews and make a recommendation of the top three people. Ms. Lawson indicated that she expects, based on her previous experience, between eight and thirty or forty people to apply for the position initially. Each screening panel member reviews all applicants who qualify and each then sends their top five picks to Twyla Lawson. After that, there will most likely be five to eight individuals in common among the four screening panel members. The panel will decide how many of the top eight or so individuals to interview. The initial job posting will be posted for three weeks. After the screening panel conducts first-round interviews final interviews will involve the top two or three qualified candidates. Twyla Lawson said the top candidates usually become readily apparent. The Board members then discussed who was available and willing to be a part of the screening panel. They also discussed the benefits of having diversity on the screening panel, including a mixture of male and female members as well as having a person with a medical background and a person with a legal background. Jenna Morrison volunteered to serve and indicated she has experience interviewing applicants for this type of position. Charmaine Roberts said she will be gone in November but is available in October. Ray Burleigh said he is willing to serve on the panel. Bennett Garner also

expressed his willingness to do it. Susana Alba said she will need to check her upcoming trial calendar. Judy Uherbelau said she can do it but Chair Lieber pointed out that the travel distance might make it difficult. The screening panel, it was decided, consists of Jenna Morrison, Ray Burleigh, Susana Alba, and likely Bennett Garner.

Finally, the panel members discussed that their next administrative meeting will be on September 24, 2013. At that time they will discuss doing a public forum although the general consensus is that they are leaning against doing that. Panel members confirmed that in between this meeting and their next one, the stakeholder feedback survey will be sent out and information from that received back and analyzed. At the next meeting the members will adopt an executive director recruitment plan. It was noted that there is not an administrative rule about credentials for the executive director but there is a job description. The drafting of interview questions was discussed. Ms. Lawson said she will draft interview questions and the **screening panel** will decide on which questions to **use** and ask candidates. The PSRB Chair decides who the final candidates are and she is the only person designated to decide based on the nature of candidates' personal references being highly confidential. The reference checks were discussed. Ms. Lawson explained that during the usual course of interviewing to fill executive director positions, reference checks are done after the first round of interviews. The reference checks reveal past criminal conduct and/or unsavory conduct. The information, due to protected interests, may only be revealed to one person which in this case means the Chair of this hiring process. The entire screening panel may be briefed about the information gleaned by the Chair from the reference checks.

Interim Executive Director, Juliet Follansbee, then told panel members that item three on the Administrative Meeting Agenda that called for an executive session to discuss staff personnel matters is removed from the agenda and need not be considered. Ms. Follansbee next brought up an item she wanted panel members to be informed about regarding one of PSRB's clients. Ms. Follansbee informed panel members there was a recent abscond. The person who absconded is reliant on life-saving medications administered three times per day and the Milwaukie Police Chief called the PSRB and requested the PSRB issue a press release regarding this individual because it is a life-or-death matter and the Milwaukie Police Department is concerned about the individual's medical safety. There is also a concern about this person relapsing on drugs and being a danger to others. The person's underlying crimes are Assault 4 and Robbery 3. Milwaukie Police Department does not want to issue its own press release because it has HIPPA concerns. Panel members decided that Milwaukie PD may issue the release and recommend usage of language such as, "public should not approach this individual. He has medical needs." The PSRB Board authorized Milwaukie PD to do a press release and does not think the PSRB should issue one. All members were in agreement on this matter.

The meeting was adjourned at 7:45 p.m.

Amended by Jane Bigler, Secretary following the Administrative Meeting held on September 24, 2013.