

MINUTES  
Psychiatric Security Review Board  
Emergency Administrative Meeting  
Joint Panel  
January 10, 2018  
*Approved June 13, 2018*

An emergency administrative meeting of the Psychiatric Security Review Panel was convened on January 10, 2018 at 8:40 a.m. at the Oregon State Hospital, Kirkbride Building, 2600 Center Street NE, Salem, OR 97301. Adult Panel members present in person were: Elena Balduzzi, Psy.D., Chair; Anne Nichols, J.D. and Scott Reichlin, M.D. Attending via telephone was: John Swetnam. Juvenile Panel Members present via telephone were: Bennett Garner, M.D., Charles Kochlacs, J.D., and Kate Kuenzi, JCC. PSRB staff attending in person was: Juliet Britton, J.D., Executive Director, and Sid Moore, J.D., Deputy Director. Jeanne Schaefer attended via teleconference as note taker.

Ms. Britton, called the meeting to order and reminded the Board members that she had submitted her resignation in December and that the agenda of this emergency administrative meeting was to appoint an Interim Director of the PSRB as of her last resignation is effective as of 5:00 p.m. on January 19, 2018.

Dr. Balduzzi made a motion to appoint Sid Moore, J.D. as Interim Executive Director as of January 19, 2018 at 5:00 p.m. Dr. Reichlin seconded the motion. The motion passed unanimously.

Ms. Britton further explained that the next steps for the Board to take in appointing a new director were as follows:

- DAS (Department of Administrative Services,) which is like a Human Resources Department for the State, has appointed an Executive Recruiter who will be assisting the Board in the recruitment and hiring of a new Executive Director.
- Jane Bigler, PSRB Executive Secretary, will polling the Board members for their availability to attend an administrative meeting in early February to meet with the Executive Recruiter. This meeting is anticipated to last approximately 1 to 1 ½ hours.

- At that meeting, the Executive Recruiter will present an overview of the recruitment processes which will include, job description, timeline, and the process of conducting interviews.

The meeting was adjourned at 8:43 a.m.