

**FINAL MINUTES**  
**PSYCHIATRIC SECURITY REVIEW BOARD**  
**ADMINISTRATIVE MEETING**  
**NOVEMBER 18<sup>TH</sup>, 2021**

An administrative meeting of the Psychiatric Security Review Board was convened on Thursday, November 18<sup>th</sup>, 2021 at 3:00 p.m. via Microsoft Teams, telephone, and in person in the Sellers Building 12<sup>th</sup> floor Conference Room, 610 SW Alder Street, Portland, Oregon, 97205. Board members, PSRB Staff, and members of the public present via Teams, phone, and in person were:

**Adult Panel**<sup>1</sup>- Scott Reichlin, M.D. (Chair, psychiatrist member); Pamela Buchanan, Psy.D. (psychologist member); John Swetnam (public member); Anne Nichol, J.D. (attorney member); Trisha Elmer, P.P.O. (probation member); Julie Duke (Incoming Public Member)

**Juvenile Panel**- Shelly Casteel (public member); Cathy Miller, Ph.D., APBB (psychologist member); Kate Kuenzi, J.C.C. (probation member); Stewart Newman, M.D., DFAPA, DFAACAP (Psychiatrist Member); Cari Boyd (Incoming Public Member), Marisha Childs, J.D. (Incoming Attorney Member)

**PSRB Staff**- Executive Director Alison Bort, J.D., Ph.D., Deputy Director Mandy Standiford, Hearings Officer Christine Forbes, and Executive Support Specialist Justin Hendrick (taking minutes).

**At 3:08pm Dr. Reichlin called the joint meeting to order.**

**Dr. Reichlin opened the meeting to public comment at 3:10 PM. No comments were made.**

**Dr. Bort opened the meeting with new board introductions and procedures.**

Dr. Bort announced that only one new board, Dr. Newman, had been officially confirmed by the senate and began his term on July 1, 2021. The remaining incoming Board members had been appointed by the Governor and had participated in the senate confirmation hearing on November 17, 2021; however, the final Senate vote would not occur until tomorrow, November 19, 2021. Dr. Newman introduced himself stating that he came from Mind Matters in Hillsboro and that his background was in forensic work in the community. Ms. Duke, adult public member of board spoke of her background in child development, speech pathology, and over 15 years working in the medical system. She expressed excitement for joining the Board. Ms. Boyd, juvenile public member, introduced herself and spoke to her 28 years with Oregon State Police, working as a trooper, a detective, and ending as area commander. She is currently studying a master's in psychology. Marisha Childs, juvenile attorney member was also introduced but could not provide an official introduction because of audio issues.

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<sup>1</sup> Incoming board members were due to be officially confirmed by the senate on November 19, 2021; therefore, they did not participate in any voting during this meeting.

**Dr Reichlin moved to the approval of meeting minutes from June 23, 2021.**

After suggested edits made minutes were approved at 3:20p.m.

**At 3:21pm Ms. Childs audio started working and she was given the opportunity for an introduction.**

Ms. Childs introduced herself as an attorney who had practiced in both Oregon and Washington with a history in dependency and delinquency proceeding, as well as family law for both Oregon and Washington. She then spoke to her familiarity with youth being pulled into the criminal systems and struggling to get out.

**Dr. Reichlin turned the meeting over to Ms. Standiford, Deputy Director to cover the topic of OARs.**

Ms. Standiford outlined the 2021 proposed, draft rule changes planned for the December bulletin, with the goal of having the Board conduct a final vote and having the rules go into effect in January 2022.

Ms. Standiford explained that the agency held three rules advisory committees: 1) focused on general GEI rules; 2) SB 205 focused; and 3) SB 206. Today, she presented the proposed rules as one package for the Board's review.

- New definitions: community evaluation, consultations, incident report, jurisdictional report, monthly progress report, changing "patient" to "person," and unauthorized departure
- Under responsibilities of the adult PSRB Board: added clarification regarding court conditional releases, escape from the state hospital, and procedures of tolling the commitment when someone is on unauthorized leave.
- Created a single victim's rights section for each of the Board's programs to make these rules more accessible/easy to find for victims.
- Created a diversity, equity, and inclusion section for each of the Board's programs.
- Established that the Board will hold its initial hearing for court conditional releases 90 days following the GEI adjudication and established burden; outpatient request for conditional releases, will be scheduled 60 days from *completed* application for hearing; added the word *monthly* before "progress reports" to align with our definitions; and discharge requests will require notice, and if not provided, then the Board or parties can move to continue.
- Clarified rules/protocols for serious incidents including, but not limited to: unauthored departure, arrest, positive drug screen, repeated refusal to take psychotropic medication, psychological or medical hospitalization, violent or dangerous behavior, and other circumstances deemed serious by the reporting party.
- Established rules associated with the Board's plan to transition to remote hearings in our three main program areas. Gun Relief and Sex Offender Reclass/Relief hearings may be held via remote means.
- Established rules for emergency placement, both its definition and its rules. An emergency placement was defined as circumstances that could not be reasonably foreseen and pose a substantial risk to the health and safety of the patient. If any patient were to be moved under emergency placement victim would be notified.

- Modified rules related to the civil commitment program to ensure compliance with SB 205 as well as standardize with above-mentioned clean up.
- Modified rules related to the juvenile clients under JPSRB, most of which were a repeat of the same modifications made for the adult clients.

Ms. Standiford established a submission date of rules to the Secretary of State to be December 22, 2021, after the end of public comment. The adult panel would be voting on the final rules at their administrative meeting on December 29, 2021. The juvenile panel would be voting on the final rules at their administrative meeting, which Dr. Bort established would be January 5, 2022. Dr. Bort acknowledged Ms. Standiford for the efforts made to review and upgrade the OARs within all of the many deadlines.

Ms. Standiford confirmed that the proposed plan for future rules changes would be to propose a rules package annually, with the exception of emergency needs.

**Dr. Bort opened meeting for further Board member discussion.** No comments were made.

**Dr. Reichlin moved to the next agenda item, Executive Director Updates, and turned the meeting to Dr. Bort.**

Dr. Bort highlighted some of the larger systems challenges impacting the PSRB, stakeholders, and the clients the agency serves, and what the agency is doing in response. In summary, the two larger issues include a workforce crisis (i.e., programs unable to keep adequate staffing levels, causing delays, program closures, changes in services) as well as the ongoing pandemic, which has had an impact on OSH admissions and has caused lengthier periods of incarceration for newly adjudicated clients. Some of the positive accomplishments to assist with this:

- Dr. Bort has been reviewing every new order to ensure that C Felony cases are getting access to the court conditional release evaluation required by law.
- Partnering with OHA's Health System's Division liaison, Ryan Stafford, to ensure that community programs are getting training and resources necessary to keep their programs open.

Dr. Bort then moved to highlight some of the agency's accomplishments over the past year and ongoing initiatives for the next year:

- Shelley Banfe recognized for supporting the IT needs for the Board's 10 members and 11 FTE. Ms. Banfe has gone above and beyond her original duties in assisting us with the Microsoft 365 transfer and setting up Teams. She also significantly contributed to ensuring Board and staff were set up to operate remotely.
- Ongoing initiatives related to IT:
  - Email name change as of 12/1/21: (all email extensions will be changed to @psrb.orgon.gov.
  - Agency looking to transition to DAS IT for increased IT support
  - Filesharing software (Document Mall) managed by Ricoh is being phased out; agency working with procurement to establish a new platform for filesharing. Presently, we are using sugarsync.

- Board has 100% membership (i.e., all Board vacancies are filled) for the first time in three years.
- Ms. Standiford has continued supporting efforts of developing staff succession plans and standardizing internal protocols.
- Dr. Bort has developed a series of webinars to train community case monitors.
- Publication (next month) of the PSRB legislative workgroup report. Dr. Bort identified that there is momentum by stakeholders to concentrate on the recommendations related to the PSRB Civil Commitment population.
- Ongoing outreach for the JPSRB program—Dr. Bort and Ms. Standiford presented at the Oregon Juvenile Department Directors’ Association Annual Conference.
- Dr. Bort has been participating on the Oregon Judicial Department’s planning committee for the upcoming Behavioral Health Summit. Dr. Bort shared the overarching goals of the summit.
- Internally, there have been several newly hired staff (seven new staff since 2018). Management has been/will continue to work on building our new team. New staff (since last Board meeting) were introduced at the meeting.
- With new Board members, there has been progress toward developing streamlined onboarding and training program.

**Dr. Bort opened the meeting to questions.** No questions were asked.

**Dr. Reichlin opened the meeting to Board members to debrief and discuss the trainings that the Board members had participated in earlier in the day. Board members had been asked to reserve their questions, discussions and decisions related to the training for the public meeting.**

- Remote Hearings Guide was introduced to the Board during the retreat. Dr. Bort summarized what was shared during the training and turned it over the Board members to discuss questions and concerns related to remote hearings. Board advised they would be voting on whether to continue with holding hearings remotely during this public meeting. Ms. Standiford reviewed the hearings guide, explaining this would be provided to stakeholders once completed. Discussed when the Board would be transitioning to Microsoft Teams and opportunities to practice. Dr. Buchanan clarified that the alternative to holding hearings remotely would be that we would be commuting to the State Hospital to hold them in person. Ms. Elmer moved to adopt policy that the Board transition to holding its hearings remotely in perpetuity. Dr. Newman seconded the motion. The motion passed unanimously with voting members of the Board.
- Dr. Reichlin shared some difficulty negotiating all the documentation in Teams and on new laptop to prepare for today’s Board meeting. The hope is that with additional practice, he will experience greater success.
- Ms. Kuenzi thought the retreat went well and thanked the Board’s staff. She acknowledged the steep learning curve with all of the changes and appreciated the planning and information that was provided at the meeting as well as availability of the staff and their support to the Board.
- Ms. Nichol echoed the excellent information and the effort that went into sharing that today.

- Dr. Bort expressed her gratitude and appreciation for the public service conducted by the Board members and encouraged Board members to continue sharing their feedback, noting that Board staff are here to support them. Dr. Bort expressed her dedication to ensuring that the public understands the challenging work that the Board conducts.

**Dr. Reichlin provided members of the public opportunity to make comment.** No comment made.

**Dr. Reichlin adjourned the meeting.**

**Meeting Adjourned 4:29p.m.**