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# BUDGET NARRATIVE

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# CERTIFICATION

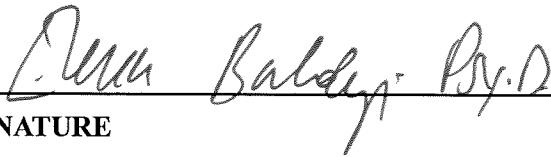
I hereby certify that the accompanying summary and detailed statements are true and correct to the best of my knowledge and belief and that the accuracy of all numerical information has been verified.

Psychiatric Security Review Board

610 SW Alder Street, Suite 420, Portland, Oregon 97205

**AGENCY NAME**

**AGENCY ADDRESS**

  
**SIGNATURE**

Chairperson

**TITLE**

Notice: Requests of those agencies headed by a board or commission must be approved by those bodies of official action and signed by the board or commission chairperson. The requests of other agencies must be approved and signed by the agency director or administrator.

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# BUDGET NARRATIVE

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THERE WAS NO LEGISLATIVE ACTION FOR THE PSRB  
FROM THE 2015-2017 BIENNIUM

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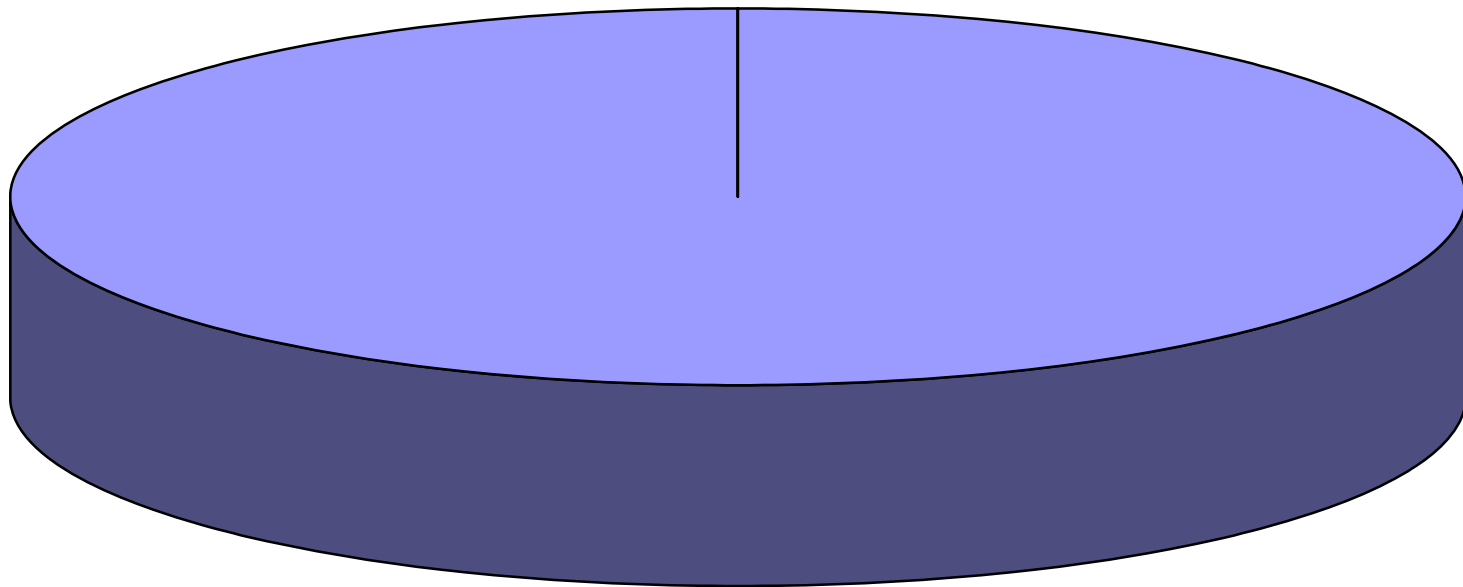
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# BUDGET NARRATIVE

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## 2017-2019 Governor's Requested Budget by Program Unit



General Fund  
100%

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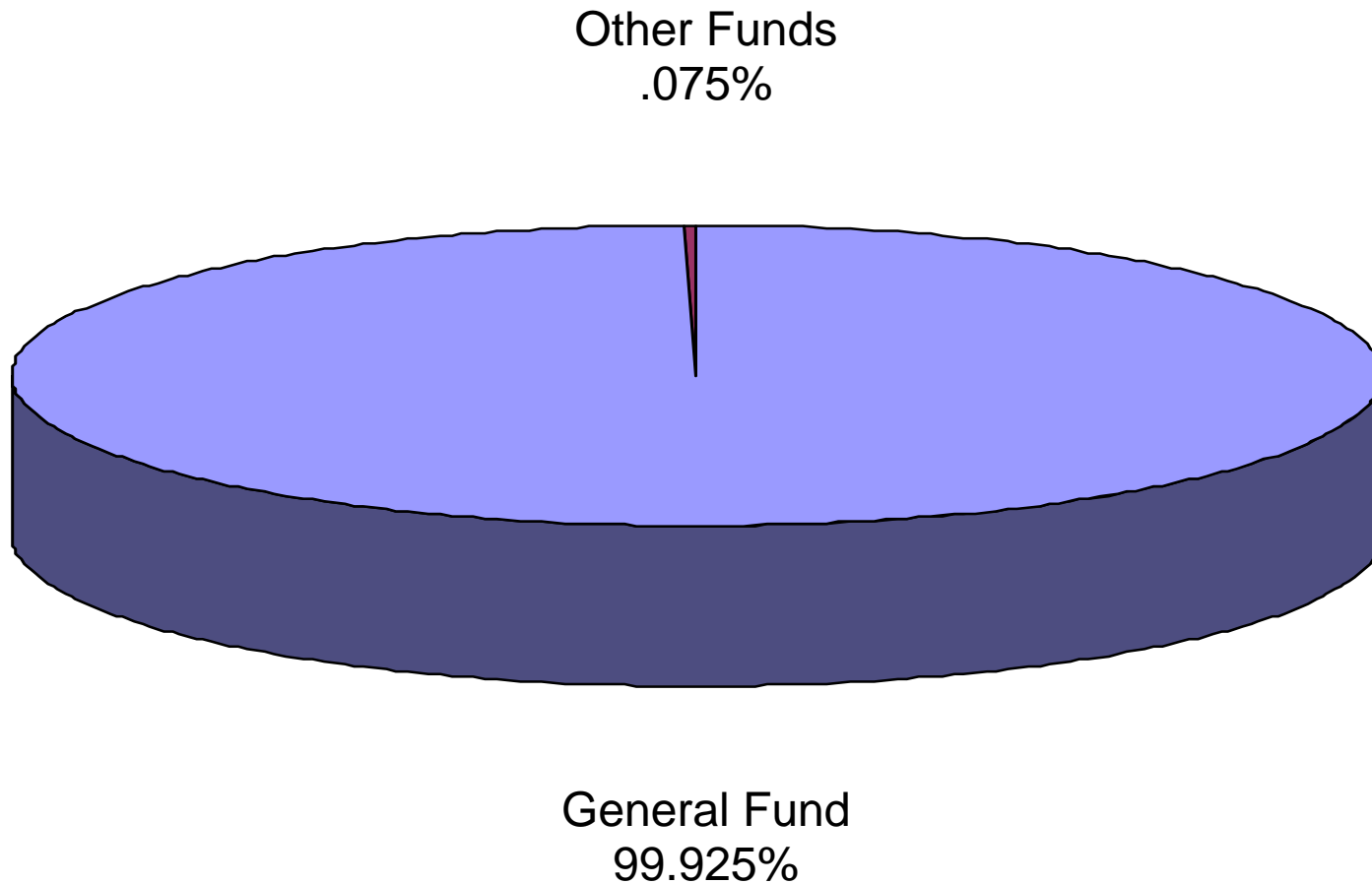
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# BUDGET NARRATIVE

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## 2017-2019 Governor's Requested Budget by Fund Type



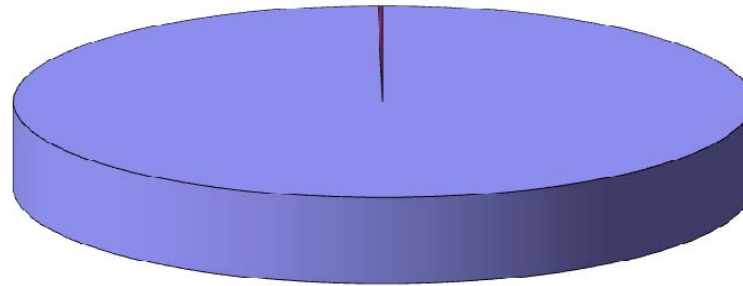


# BUDGET NARRATIVE

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## 2015-2017 Legislatively Adopted Budget

Other Funds  
.805%



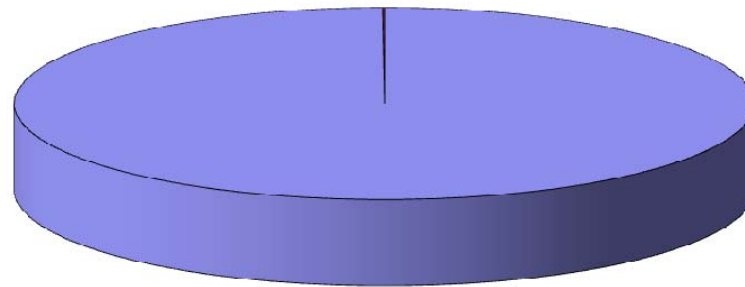
General Fund  
99.915%

# BUDGET NARRATIVE

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## 2015-2017 Legislatively Adopted Budget by Fund Type

Other Funds  
.085%



General Fund  
99.195%

# BUDGET NARRATIVE

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## AGENCY SUMMARY NARRATIVE

b. Mission Statement and Statutory Authority. The Psychiatric Security Review Board's mission is to protect the public by working with partnering agencies to ensure persons under its jurisdiction receive the necessary services and support to reduce the risk of future dangerous behavior. To accomplish this, the Board and its partners use recognized principles of risk assessment, victims' interest and person-centered care.

The Psychiatric Security Review Board was created by the legislature in 1977 to supervise those adults who successfully assert the "guilty except for insanity" (GEI) defense in criminal proceedings. The Board's responsibilities were expanded by the 2005 Legislature, which established a juvenile panel of the Board and created a youth insanity defense ("Responsible Except for Insanity"). The Legislature gave the Board additional duties in 2009 and 2013, involving the following responsibilities: firearm records reconciliation/relief; sex offender classification/relief; and supervision and monitoring of certain civil commitments. The applicable statutes and administrative rules for adults can be found in ORS 161.295 et seq. and OAR 859-001-0005 through 859-100-030; for juveniles in ORS 419C.005 et seq. and OAR 859-501-005 through 859-590-0025; for the Gun Relief Program in ORS 166.273 et seq. and OAR 859-300-0001 et seq.; for civil commitments ORS 426.701 and ORS 426.702; and for sex offender designation/relief ORS 163A.005 et seq. and 859-400-0001 et seq. These additional duties do not occupy a substantial percentage of the Board's resources. Therefore, this narrative will primarily focus on the Board's original mandate: to supervise and monitor its GEI patients.

c. Agency Plans

- Long-Term Plan:

The Board's long-term goals first seek to continue the initiatives the agency has already undertaken over the course of its history and then to create others in response to the changing circumstances in which the Board and this system find themselves.

First and foremost, the Board aims to continue its outstanding success in fulfilling its primary purpose to protect the public. This directly links with the State Strategic Plan of having safe communities, healthy Oregonians. The Board accomplishes this primarily by making informed and effective determinations on the appropriate placement of persons under its jurisdiction. The Board collaborates with key partners including: Oregon State Hospital (OSH); the Children's Farm Home and Albertina Kerr; the Oregon Health Authority's Health Systems Division (formerly known as the Addictions and Mental Health Division, or AMH); Department of Human Services Developmental Disabilities (DD) Services and Aging and People with Disabilities Division (APD); and community mental health providers who all play a role in the patients' safe and successful return to community settings. The PSRB is committed to focusing our work on the common goal of keeping people and communities safe and secure. The Board protects citizens from those patients in need

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of continued hospitalization while carefully supervising those who do not need hospital level of care and can be adequately controlled and treated in the community through conditional release. In so doing, the Board performs a critical public safety function as evidenced by its historically minute adult recidivism rate, which stood at 0% in 2015 and 0.23% in 2016. Since 2011, this rate has been 0.46% overall. This factor obviously can be linked to the 10-Year Plan for Oregon and Oregon Benchmark #65, Adult Recidivism, and is tracked directly by the agency's Key Performance Measures (KPM #1). The Board's KPM #3 (percentage of persons maintained on conditional release per month) also helps the Board to assess the efficacy of its decision-making and illustrates its success in this arena.

The Board's second goal is linked to the first in that part of the Board's mission and statutory responsibility is to facilitate the timely placement of its patients in the setting deemed most appropriate by the Board in its hearings' process. This task has become critical for a number of reasons: a new, smaller, Oregon State Hospital opened in Salem in 2011, bringing with it a new philosophy for its use; the high cost of hospitalization; and other systemic issues. One challenge included a lack of funding for a sufficient number of community placements for PSRB patients. This issue eventually resulted in incremental increases in resources until the Legislature finally allocated ongoing caseload growth dollars to Health Systems' budget to address this gap. A number of new community resources were budgeted, but a struggle ensued with the siting of residential facilities in local communities. That commitment to this population raised public awareness and scrutiny of placements which then resulted in serious siting difficulties throughout the state. Development became a slow, often painful, process. These difficulties caused the cancelation of a number of the projects planned by Health Systems and approved by the 2007 Legislature. This situation culminated in the creation of a Governor's Task Force on Siting which ultimately issued recommendations regarding procedures and community involvement in the process. Thus, although the number of patients on conditional release has increased significantly since this effort began in the 2003-05 biennium, the opportunity remains for the development of specialty programs such as dementia/Alzheimer's programs and supported/supportive housing (also stated in the agency's 2015-2017 budget narrative). This is true despite that supervision of appropriate individuals in community placements is safe—as evidenced by KPM #1 and #3—cost-effective and desirable from the standpoint of rehabilitation and recovery. A huge cost-savings is realized by DHS/OHA and, ultimately, the taxpayers of Oregon when such patients are allowed to return to the community to live in structured and supported settings with treatment services they need, rather than remaining in the state hospital. This supports the improvement of agency coordination with communities and citizens. Current figures show that most regular community supervision slots cost substantially less with the use of Medicaid match than the annual cost of forensic hospitalization: more than \$250,000 of General Fund dollars, a substantial savings. Further, conditional release advances the State's goals of restoring functioning, and promoting the resiliency and health of individuals in the community while maintaining public safety. Continued funding of the agency's current service level resulted in the Board meeting its hearing timeliness performance measure by attaining 98%.

To that end, the agency will continue efforts to develop relationships with community mental health agencies and private providers who have not previously worked with Board patients or who are located in underserved areas. This would address one of the concerns articulated in the Governor's Siting Workgroup as well as the intent of 2009 Session's SB 401 (repealed under its own terms January 2,

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2016). That would also enhance the Board's ability to place some of its more challenging sub-populations, including veterans; sex offenders; geriatric patients and a growing number of those with additional medical challenges. The services required for the PSRB population are more comprehensive and intense than those now provided for the usual consumer, especially in smaller and more rural counties. The Board does what it can to support these agencies and serve as an on-going resource for them, and continues to work with Health Systems to guarantee that funding for such an investment will be adequate and permanent.

As a result of the expansion of the Board's mission to include juveniles found "responsible except for insanity" by the 2005 Legislature, the agency adopted another long-term goal: to continue to learn from experience and better meet the needs of those youths placed under the Board's jurisdiction. The agency successfully initiated the original 5-member juvenile panel into its role and responsibilities, and is now experiencing turnover on the Juvenile Board. The Juvenile Board conducts hearings as required and holds administrative meetings to address issues of concern. Its functioning has been incorporated into the Board's existing infrastructure, for the most part, and though the work required in such cases is sometimes greater than that required in adult cases, fewer youths are currently under the Juvenile Board than in previous biennia. The new network of community residential and treatment providers who are trained and experienced in dealing with these transitional age youth and willing to work with PSRB has continues to grow, and instances of youths remaining in secure facilities or the state hospital longer than anyone would have contemplated or desired when creating this system have decreased. To continue this trend, the Board will continue to work with OHA/DHS to solicit and engage new partners in the developmental disability and mental health systems to work with the juvenile panel to provide necessary community services (particularly appropriate residential options) for its younger patients. The goal remains to reduce the length of time these young persons are committed to secure facilities when appropriate. The juvenile panel is tracking this outcome for purposes of suggested system improvements in the future.

With regard to one of its newer responsibilities, the Board seeks to become a model process for the conduct of gun relief hearings for individuals who are prohibited from purchasing or possessing a firearm due to a "mental health determination," including persons previously civilly committed or found guilty except for insanity or unable to aid and assist [in their own defense]. There are approximately 30,000 names of such Oregonians that were entered into the National Instant Criminal Background Check System (NICS) in December 2011 who are eligible to request relief. The Board intends to facilitate the timely processing of petitions and make appropriate decisions that maintain public safety through its rigorous risk review process.

In 2013, the Board was given the responsibility to supervise and monitor certain civil commitments. At present, nine such patients are under its jurisdiction and the Board is in the beginning stages of supervising its newest population. Finally, as a result of a 2013 law, the Board in conjunction with the Board of Parole and Post-Prison Supervision, has also undertaken the task of classifying all sex offenders' risk by 2018, using that information to mitigate reoffending and create a relief program by January 2019 for those wishing to challenge their designation or request relief from the requirement to register as a sex offender.

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- 2017-19 Short-Term Plan:

d. Agency Programs – The Board is a national award-winning model for successfully managing and treating adults who have asserted the insanity defense. Historically, it has been a General Fund agency with the exception of a small Other Funds amount resulting from a \$10,000 award from The American Psychiatric Association. This grant money is used every biennium to sponsor the statewide PSRB Forensic Conference. The Board is currently authorized for eleven FTE: an executive director; an operations and policy analyst; a research analyst; three paralegals; three administrative specialists; an office specialist and an executive secretary.

There are currently 518 individuals under the adult Board's jurisdiction, of whom 374 are on conditional release status in the community. Each person under the Board's jurisdiction is entitled to regular administrative law hearings before the Psychiatric Security Review Board. During the 2015-2017 biennium, the Board is on track to hold a total of approximately 1000 hearings, averaging 3 hearing days per month.

The projection for the 2017-19 biennium anticipates no significant reduction in number of hearings because the Board expects the trend of increased demand for outpatient hearings to continue as the number of patients on conditional release increases. Historical data supports that premise as the Board currently has the highest percentage of patients on conditional release in its almost 40-year history. In the 2013-15 biennium, the PSRB held 849 total outpatient (including administrative review) hearings; for the current biennium, the Board has held 659 outpatient hearings as of January 1, 2017, putting the Board on track for approximately 890.

The other equally important aspect of the Board's program is the monitoring of patients on conditional release. This had been the source of the largest workload increase on the adult side. However, the number of patients on conditional release peaked in 2011, and has been decreasing since. Though the projected number of outpatient hearings has increased during the 15-17 biennium, projected total hearings over that time have decreased compared to the numbers the Board saw during the 13-15 biennium.

When a patient is in the community, Board staff members coordinate the treatment, case management and public safety concerns with the mental health providers as well as other interested parties. One avenue for monitoring this population is monthly conditional release reports. Another is through the Law Enforcement Data System (LEDS) terminal located in the office, which provides staff with an immediate report when police personnel run a PSRB patient's name. In addition, staff receives phone calls and correspondence on a daily basis from case managers to discuss various issues affecting the patients.

Any change to the conditional release plan requires Board approval. The responsibilities of the agency's eleven dedicated staff include providing administrative support so the Board can conduct its hearings. Staff members also respond to case managers who report patients' change in mental status or non-compliance with their conditional release orders. In 2016, the Board conducted 28 revocations,

# BUDGET NARRATIVE

for an average of approximately 2.3 revocations per month. This represents an increase from the low of 2.25 revocations per month in 2011, but is significantly lower than the high of 3.67 revocations per month, recorded in 2012.

Revocations over the past 7 years:

2010	2011	2012	2013	2014	2015	2016
30	27	44	28	39	32	28

The staff has been able to keep revocations relatively low by facilitating the use of alternative interventions such as admission to intensive alcohol and drug residential programs or step-ups to licensed residential facilities or by using OHA funding for additional supports and services. This, of course, is a benefit not only to the individual who maintains his residence in the community and his receipt of Social Security benefits but also to OSH, as the individual is not admitted there, preventing adverse affects on its census. The Board hopes to continue using all community interventions and save revocation as a last resort. In 2016, revocations decreased, averaging a little over two per month (2.33). In the end, 2016 saw one of the smallest numbers of revocations in Board history, and continued a three year downward trend in revocations. The revocation number often depends on community bed availability. Because the Board would like to maintain low revocation numbers, it is critical that the legislature continue to fund mental health resources in the community, so that the Board has placement options available and can continue maintaining 99% of its patients on conditional release.

The Juvenile Panel currently has nine young persons under its jurisdiction, seven of whom are on conditional release. The Juvenile Panel has the same responsibilities to conduct hearings and monitor the youth on conditional release as the Adult Panel. The workload involved with these cases is much greater due to their voluminous exhibit files. The reality of the number of stakeholders involved and the complexity of the legal and social issues inherent in these cases is now well established. For example, for a youth's initial hearings before the Board, there was an average of 120 exhibits entered in the record. An adult hearing of the same type would usually require 18-20 exhibits. Case summaries prepared by staff for members of the Juvenile Panel average 33 pages in length. The average adult summary usually runs 8-10 pages. The work involved in preparing these cases is easily three times that of an adult case.

The 2009 Session's HB 2853 contained two provisions that expanded the PSRB's duties in a different direction. The fairly recently-created Gun Relief Program for persons with a "mental health determination" was set up and began conducting hearings in 2011. In the short term, the Board's focus is to conduct fair and full hearings when petitioners submit a request to the Board. Additionally, the PSRB completed the Records Reconciliation piece of the legislation during the first half of the 2013-2015 biennium, requiring the Board to provide Oregon State Police the names and dates of birth of persons who were found GEI of a crime in Oregon and were barred from possessing and/or purchasing firearms in the prior 20 years. This database is then used to verify that a prospective gun purchaser may legally purchase. This information was transmitted in December 2011 to federal officials for inclusion in the national firearm prohibited persons database called "NICS." OSP has calculated that there are approximately 30,000 Oregon "mental health determinations"

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currently in the national database. In the short-term, the PSRB will continue submitting the names of new patients within 48 hours after a new patient is assigned to the Board.

Finally, as a result of action by the 2013 Oregon Legislature, the Board is responsible for supervising and monitoring civil commitments of those found to be “extremely dangerous persons with mental illness” under ORS 426.701 and 426.702. The statute authorizes district attorneys to petition the courts to initiate commitment proceedings for persons who previously committed an extremely dangerous act and who continue to present a danger. These persons may reside at Oregon State Hospital or be placed on Conditional Release in the community. The Board is required to hold hearings for these patients as it does for its GEI population. There are currently seven individuals under PSRB jurisdiction who were civilly committed under ORS 426.701 and 426.702. Of these, three are living in the community on conditional release. Current staffing can effectively manage this caseload. Going forward, the Board anticipates the need for only a few hearings annually. However, as more patients are committed, the demand for hearings and the work of existing staff will increase.

ORS 163A.105, requires all PSRB sex offenders to be classified with a risk determination. The Board is in the process of classifying all current and former registrants and should complete the backlog classifying by the statutory deadline of December 2018. This law also requires the Board to establish by January 2019, a hearing’s process for registrants to request reclassification or relief from registration. Similar to ORS 426.701 and 426.702, it is too soon to determine the long-term demand for hearings pertaining to this law, but the Board believes it is sufficiently staffed and trained to efficiently manage the hearing demands during the 2017-19 biennium.

e. Environmental Factors—As the state’s population grows, so does the number of persons who require mental health services. When the demand for behavioral health services increases, but those necessary community services are not available or are reduced or eliminated due to budget constraints, persons who are unsuccessful in managing their mental illnesses and unable to obtain needed help come to the attention of law enforcement. Due to the lack of viable alternatives, many are subsequently charged with crimes and taken to jail. Thus the number of persons with mental health disabilities who are incarcerated in state and local correctional institutions has increased in the past few years. The Oregon Department of Corrections reports that 23.5% of all current inmates have high or severe mental health needs requiring DOC mental health treatment, and the inmates with the highest need meet the definition of “serious mental illness,” making up a total of 7.7% of the inmate population experiences a major mental illness. The “.370” or “unable to aid and assist” population at Oregon State Hospital has increased 157% since 2010. In the short term, OSH beds are needed for “.370” individuals so it is imperative that the Board’s patients have housing and services available to expedite their conditional release when they are ready for placement in the community and have services available in the community in order to avoid re-hospitalization (revocation).

Although the Board is an independent state agency, it does not operate in a vacuum. To the contrary, it is a part of an intricately interdependent system, including the courts, OHA, DHS, OSH and community mental health programs. The Board relies on the work of

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state hospital staff and community providers to fulfill its mission. The hospital must assess and treat the Board's patients to the point that their risk is adequately mitigated before the Board can consider conditional release. Furthermore, the hospital must provide the documentation of those efforts to aid the Board in making informed and effective decisions. Given the Board's mandate to protect the public, it cannot move patients to the community without adequate documentation.

To be successful, the Board also needs an adequately-resourced community mental health system that is equipped with supports and services patients require to manage their residual risk in a community setting. The Board's programs have a secondary link to the goal of prioritizing proven prevention programs. This is critical, especially given the Oregon State Hospital's aspiration to be a truly psychiatric hospital rather than a prison alternative. The Board conditionally releases individuals to community mental health agencies who agree to treat, monitor and supervise them in their recovery. They must be provided the funding necessary to safely maintain the patients who no longer need a hospital-level of care. Inadequate funding for these programs hinders the Board's ability to facilitate placement in the most appropriate setting.

The price of a forensic bed at OSH is now approximately \$21,000 per month. Placement at even the most secure community facility continues to cost substantially less than that with Medicaid match and is more desirable from the standpoint of rehabilitation and recovery. If the Board is able to continue to release greater numbers of individuals—as has been the recent trend—and move them through the continuum of residential care, it will reduce the need for state hospital forensic beds. That, in turn, could then free up resources for an increased investment in community mental health services which are desperately needed to focus on treatment and prevention of those with mental illness from entering the criminal justice system in the first place.

f. Agency Initiatives—The Board's primary aim in the next biennium, as it is each biennium, is to protect the public while fulfilling its other statutory mandates for its patients. As noted above, this goal is linked to Oregon Benchmarks #65 and #66 and the Safety Outcome Areas outlined in Strategy 1, "Reduced re-entry and likelihood of offenders to commit future crime." The agency tracks this goal in its KPM #1. Part of that mandate is to facilitate patient's placement at the most appropriate level of care. The system will likely continue exerting greater pressure in the relatively near future to move PSRB patients more quickly through the hospital setting. The new state hospital is relying on that to happen as it contains fewer beds than the old facility. This effort to reduce length of unnecessary stays requires the development of sufficient community resources and the Board's ability to handle and monitor an even greater number of patients on conditional release; a number totaling more than 70% of the Board's population already. The Board intends to do its best to manage this responsibility at its current resource level. As such, maintaining current staffing levels remains critical.

g. Criteria for 2017-2019 Budget Development—Oregon Benchmarks #65 and #66, the Board's three key performance measures for both populations, the adult and juvenile Panel's relevant statutes and the statutory provisions expanding Board responsibilities to include the Gun Relief and Records Reconciliation Program, the civil commitment (ORS 426.701 and 426.702), and its responsibilities with respect to sex offenders (ORS 163A) were all used to develop the Agency Request Budget. Both panels discussed the budget

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regularly at their administrative meetings. The Board's mission and goals underwent review in this context as well, especially when considering the required reduction options.

The essential packages relate only to state-required adjustments for Non-PICS Personnel Service items and standard inflation rate.

h. Performance Measurement Criteria—The PSRB initially established its performance measures in 1992 when the State first required implementation of this concept. During that process, the Board developed its mission statement, which it amended in 2014 to better reflect its current responsibilities and practices. From the original mission statement, the Board created 6 performance measures to gauge its success in achieving its mission. Three of the measures were designed to demonstrate the Board's effectiveness; the other three were to reflect its efficiency. Further, although the PSRB is consolidated into one program unit, there are five distinct arenas within it. The first two are Adult GEI and Juvenile REI operations, each of which has two elements: holding hearings and monitoring those on conditional release. The Board ensured that there were outcomes that related to both of those functions, and has tracked and used that data on a quarterly basis ever since.

When performance measures became an integral part of the State's budgetary process in 2001, the agency once again reviewed its mission statement to break out the key measures and intermediate goals it desired to meet and report. In so doing, it was noted that the Board's fundamental mission and goals had changed little since 1992. Thus, the performance measures developed in 1992 remain in effect.

Based on feedback from the agency's legislative budget subcommittee in 2005, however, the Board now uses only three of its original six performance measures for external reporting. Each gauges the Board's progress towards achieving its goals. Each is based on accurate and reliable data as the agency collects the necessary information itself at least monthly. One, the percentage of those on conditional release who are convicted of a new crime, has a primary link to Benchmark #65—Adult Recidivism—and #66, Juvenile Recidivism. Although that Benchmark refers to "paroled" offenders convicted of a new felony and the Board's patients are not on parole, the situation under the Board is analogous. Many consider conditional release to be "mental health parole" for those who have committed a crime but successfully asserted the insanity defense and were placed under the Board's jurisdiction rather than the Department of Corrections. Keeping our patients from re-offending contributes to public safety in the very same way.

The agency's second performance measure is the standardized customer service performance measure which the Board implemented three biennia ago and is reporting for the fifth time.

The third performance measure is the new Business Best Practices measure, which is being reported for the fourth time.

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The remaining three performance measures of the original six that were used in the past are now tracked for internal monitoring and reporting purposes only.

The Board is tracking the same measures for juvenile patients as it does for its adults—percent of recidivism; conditional releases maintained; and timely hearings. Although based on a small number of patients thus far, the results are consistent with the Board's experience with adults. The recidivism rate for juveniles since 2011 is 5%, which is an average of less than one youth (0.66) reoffending per year. Both the number maintained on conditional release each month and the Board's hearings timeliness stand at approximately 98%.

The remaining arenas are the gun relief operations/records reconciliation, civil commitment and the sex offender classification/relief operations. These programs all represent newer responsibilities with hearings components and do not currently provide enough data to justify a dedicated performance measure. For example, since 2010, eleven individuals requested restoration of their firearm privileges and 10 hearings have been conducted. During the two years since the civil commitment program began, 20 full hearings and six administrative requests for patients on conditional release have been heard. Finally, the Board began reviewing sex offender risk classifications in 2016 and to date has submitted 41 classifications to the Oregon State Police for inclusion in their sex offender database.

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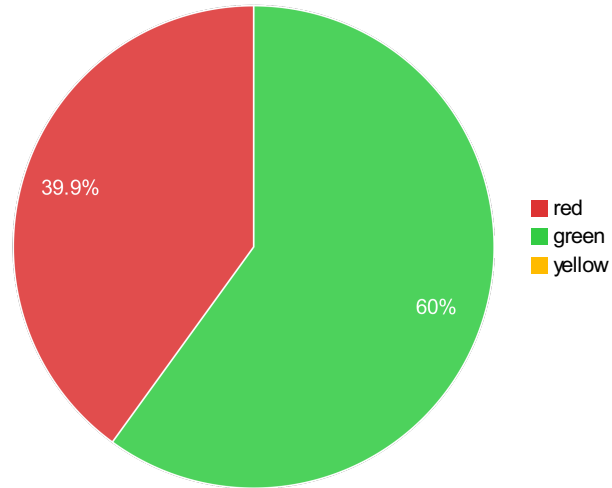
# **Psychiatric Security Review Board**

Annual Performance Progress Report

Reporting Year 2016

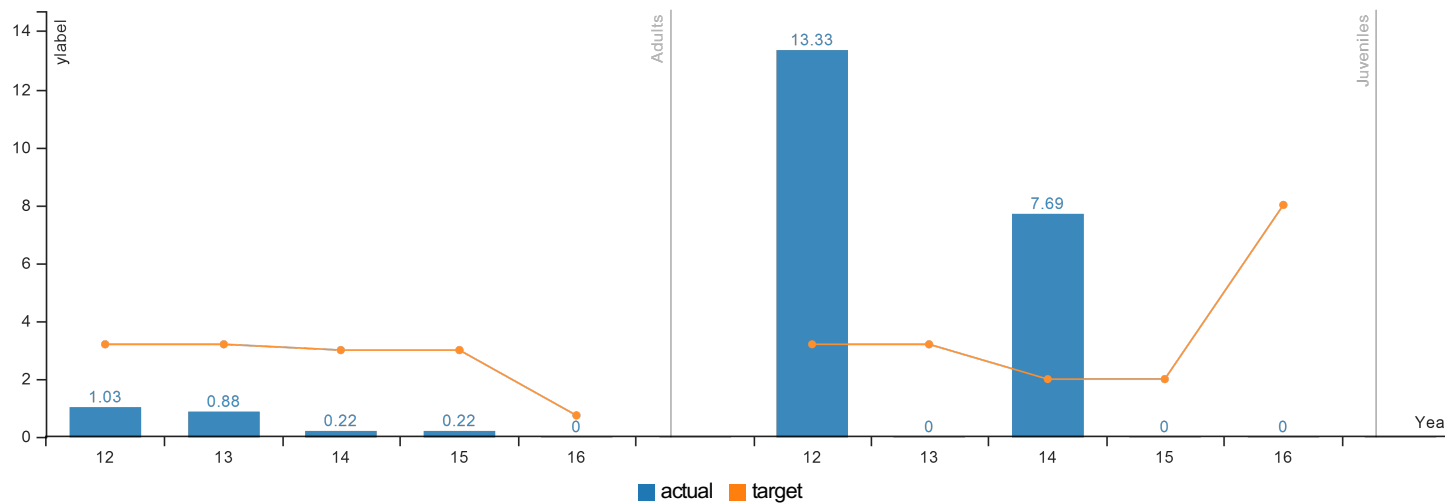
Published: 10/26/2016 5:25:45 PM

KPM #	Approved Key Performance Measures (KPMs)
1	RECIDIVISM RATE - Percentage of clients on conditional release per year convicted of a new felony or misdemeanor.
2	TIMELINESS OF HEARINGS - Percentage of hearings scheduled within statutory timeframes.
3	MAINTENANCE OF RELEASED CLIENTS - Percentage of conditional releases maintained in community per month.
4	CUSTOMER SERVICE - Percent of customers rating their satisfaction with the agency's customer service as "good" or "excellent": overall customer service, timeliness, accuracy, helpfulness, expertise and availability of information.
5	BEST PRACTICES - Percent of total best practices met by the Board.



	Green	Yellow	Red
	= Target to -5%	= Target -6% to -15%	= Target > -15%
<b>Summary Stats:</b>	60%	0%	40%

KPM #1	RECIDIVISM RATE - Percentage of clients on conditional release per year convicted of a new felony or misdemeanor.
	Data Collection Period: Jan 01 - Dec 31



Report Year	2012	2013	2014	2015	2016
<b>Adults</b>					
Actual	1.03%	0.88%	0.22%	0.22%	0%
Target	3.20%	3.20%	3%	3%	0.75%
<b>Juveniles</b>					
Actual	13.33%	0%	7.69%	0%	0%
Target	3.20%	3.20%	2%	2%	8%

### How Are We Doing

Recidivism occurs when a person under PSRB supervision is convicted of a new crime (felony or misdemeanor). A lower recidivism rate means better performance and fewer new crimes being committed by supervised adults. The adult cumulative recidivism rate of 0.22% continues to exceed the performance measure through the availability of psychiatric services, close supervision and effective monitoring of those under PSRB jurisdiction. The PSRB's recidivism rate is well below the average 20-30% recidivism rate of those individuals released into the community and placed on post-prison supervision by the Department of Corrections.

The PSRB has traditionally supervised a very low number of youth compared to its adult acquittees. In 2014, 13 youth were supervised and as of October 30, 2016, the Board is supervising only 8 youth. With such a low number of youth under supervision, the Board will not meet its recidivism performance measure in the event one youth re-offends while on supervision. Despite this, the Board had a 0% recidivism rate in 2013, 2015 and 2016 (January-October 30). In 2012 and 2014, the juvenile recidivism rate was higher than the target because one youth committed a non-violent crime while on conditional release in each of those years. In essence, one youth's reoffending has an outsized effect on the recidivism rate. Due to the current low number of youth under the Board's jurisdiction, the Board recommends that the legislature eliminate the juvenile component of this performance measure.

Since this report is submitted before the end of 2016, this year's statistics were not available but the Board expects to meet its 2016 goal.

### Factors Affecting Results

The Board has created a variety of interventions to independently monitor both the status of its clients on conditional release and the efficacy of their community treatment providers. Every person

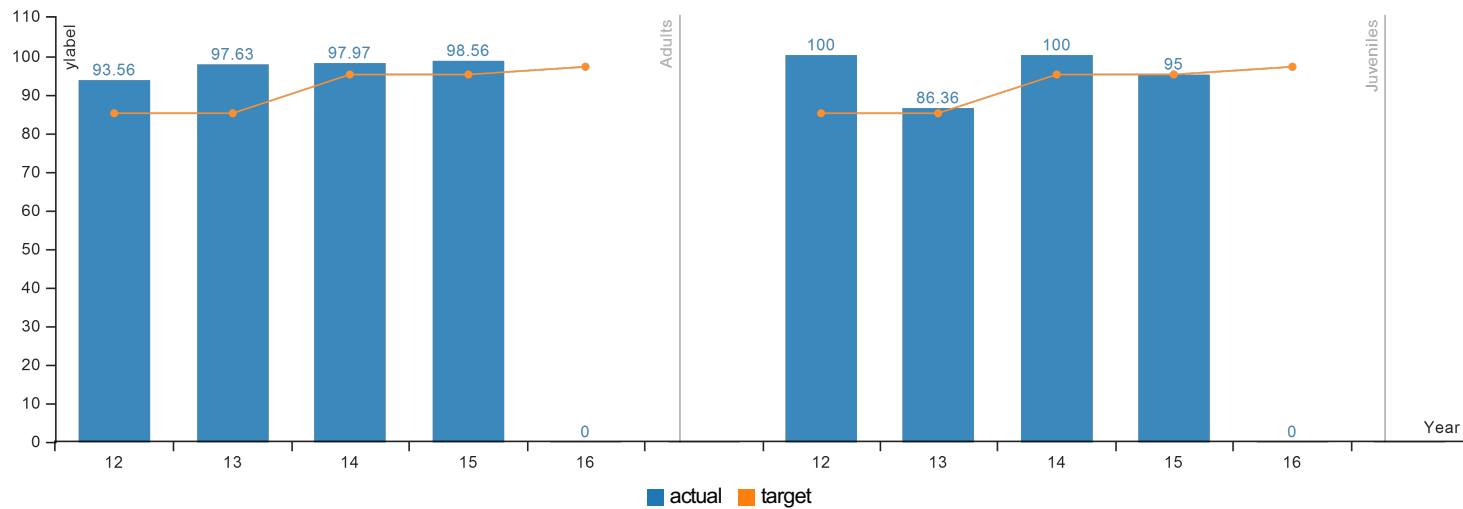
on conditional release is assigned a case manager who is responsible for ensuring the client receives the services he/she needs and reports to the Board any safety or non-compliance concerns. Board staff corresponds with case managers on a daily basis and take appropriate action or implement best practice interventions to ensure client and public safety. The Board also uses the Oregon State Police Department's Law Enforcement Data Systems (LEDS) which notifies the Board if a client has any police contact. In the last ten years in particular, the Legislature has invested in community mental health programs which provide a continuum of care that the Board can use to stabilize a patient in the community and return him/her to psychiatric baseline. Funding of these interventions is critical for this population to remain safe and stable while living in the community.

The Board's collaborative relationship with the Oregon State Hospital is similarly crucial, since the Board needs accurate and current patient information to have a solid basis for its decisions. In addition, the hospital must provide its patients with a base of skills and treatment that will allow them to function successfully in the community.

Further, community mental health agencies overseeing patients on conditional release must provide the structure, support, and supervision necessary to successfully reintegrate the patient into the community. Finally, the Board also relies on the Oregon Health Authority and Department of Human Services to ensure minimum health and safety standards are met by the licensed residential facilities serving patients under the Board's jurisdiction.



KPM #2	TIMELINESS OF HEARINGS - Percentage of hearings scheduled within statutory timeframes.
	Data Collection Period: Jan 01 - Dec 31



Report Year	2012	2013	2014	2015	2016
<b>Adults</b>					
Actual	93.56%	97.63%	97.97%	98.56%	0%
Target	85%	85%	95%	95%	97%
<b>Juveniles</b>					
Actual	100%	86.36%	100%	95%	0%
Target	85%	85%	95%	95%	97%

### How Are We Doing

The Board is currently exceeding its target on timeliness of hearings: holding more than 97% of its hearings on time. Board hearings facilitate decisions that allow for the movement of clients through the continuum of care, thereby ensuring that a person under supervision is at the appropriate placement at any given time. This allows for efficient and effective bed utilization both at Oregon State Hospital and in the community. Given the unique nature of the PSRB and its operations, the Board is not aware of any comparable public or private industry standards.

Since this report is submitted before the end of 2016, this year's statistics were not available but the Board expects to meet its 2016 goal.

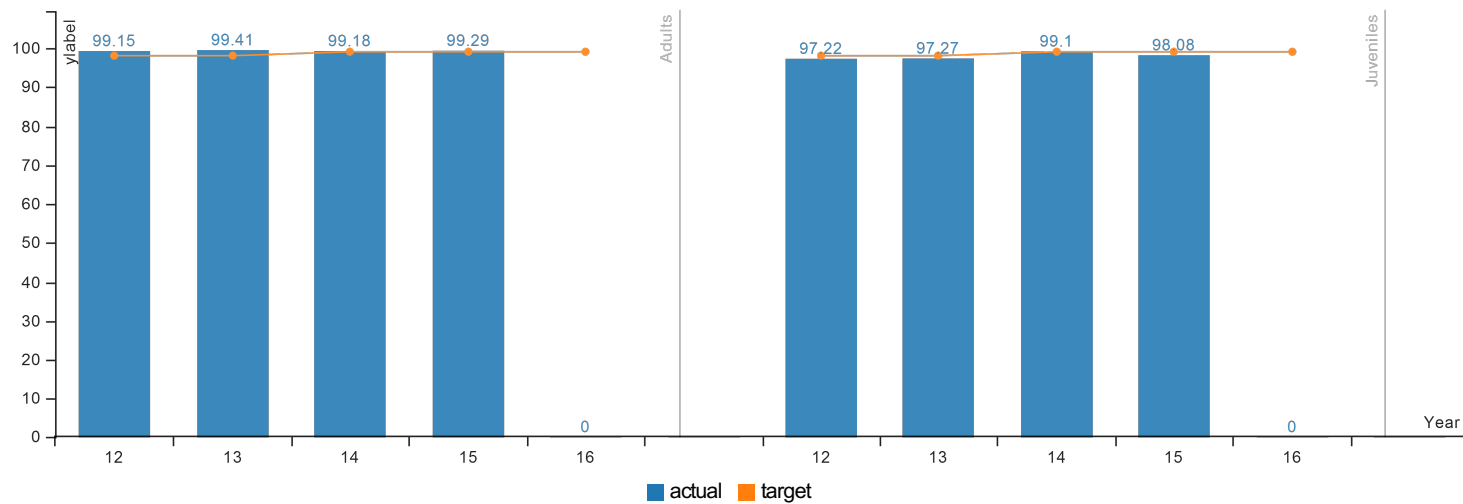
### Factors Affecting Results

Demand for hearings is directly related to the number of patients placed under the Board's jurisdiction. The Board has no control or influence over whether these patients ask for hearings, so if significantly more patients were suddenly placed under Board jurisdiction, it is possible that patient demand could begin to cause an overload on hearings days, which could end up affecting the Board's performance on hearings timeliness. Also, the addition of more patients would require more periodic hearings, increasing the potential size of the docket as more patients' hearings dates arise simultaneously.

Another factor that might affect hearings timeliness is witness availability. The Board cannot complete hearings without available treating physicians or timely case reports generated by outside agencies, so there is a degree to which the Board remains dependent on these others as well for timely hearings scheduling. Board staff have done an outstanding job ensuring that all those who need to be present at hearings are present, so historically, this has not been a significant problem.

In order to meet this performance measure, the Board must have an effective docketing system. To that end, any reduction in PSRB staff size would, of necessity, hinder the hearings section's ability to get all hearings scheduled. For that reason among others, the Board's staff levels should remain stable during the 2017-2019 biennium.

KPM #3	MAINTENANCE OF RELEASED CLIENTS - Percentage of conditional releases maintained in community per month.
	Data Collection Period: Jan 01 - Dec 31



Report Year	2012	2013	2014	2015	2016
<b>Adults</b>					
Actual	99.15%	99.41%	99.18%	99.29%	0%
Target	98%	98%	99%	99%	99%
<b>Juveniles</b>					
Actual	97.22%	97.27%	99.10%	98.08%	0%
Target	98%	98%	99%	99%	99%

### How Are We Doing

The Board has met this goal consistently over the past eleven years, maintaining the conditional release of its patients at a minimum of 99% every month. Since this report is submitted before the end of 2016, this year's statistics were not available but the Board expects to meet its 2016 goal.

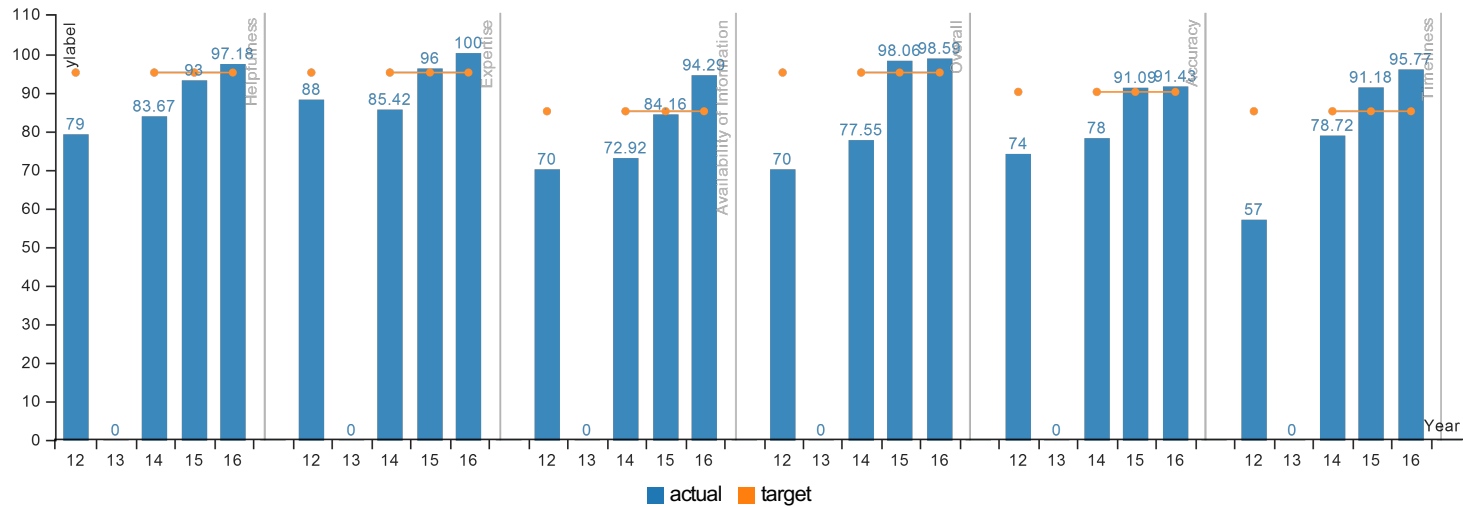
### Factors Affecting Results

The Board has a five layer review process prior to approving a patient's conditional release from Oregon State Hospital. The Board releases only those patients who can be safely managed in the community whereby both hospital staff and community mental health providers agree the individual can be safely supervised.

Other factors that could affect the Board's score on this performance measure include the Board's ability to access community services, housing and treatment. In other words, when community mental health and housing resources are funded, the Board can utilize those services when a client decompensates or violates his conditional release, reserving revocation of conditional release for those who truly need hospital level of care.

Finally, the collaboration between the Board and 36 county mental health authorities, OSH, OHA and DHS prioritizes the funding of mental health and developmental disability services to this population so that individuals can safely remain in the community setting.

KPM #4	CUSTOMER SERVICE - Percent of customers rating their satisfaction with the agency's customer service as "good" or "excellent": overall customer service, timeliness, accuracy, helpfulness, expertise and availability of information.
	Data Collection Period: Jan 01 - Dec 31



Report Year	2012	2013	2014	2015	2016
<b>Helpfulness</b>					
Actual	79%	No Data	83.67%	93%	97.18%
Target	95%	TBD	95%	95%	95%
<b>Expertise</b>					
Actual	88%	No Data	85.42%	96%	100%
Target	95%	TBD	95%	95%	95%
<b>Availability of Information</b>					
Actual	70%	No Data	72.92%	84.16%	94.29%
Target	85%	TBD	85%	85%	85%
<b>Overall</b>					
Actual	70%	No Data	77.55%	98.06%	98.59%
Target	95%	TBD	95%	95%	95%
<b>Accuracy</b>					
Actual	74%	No Data	78%	91.09%	91.43%
Target	90%	TBD	90%	90%	90%
<b>Timeliness</b>					
Actual	57%	No Data	78.72%	91.18%	95.77%
Target	85%	TBD	85%	85%	85%

**How Are We Doing**

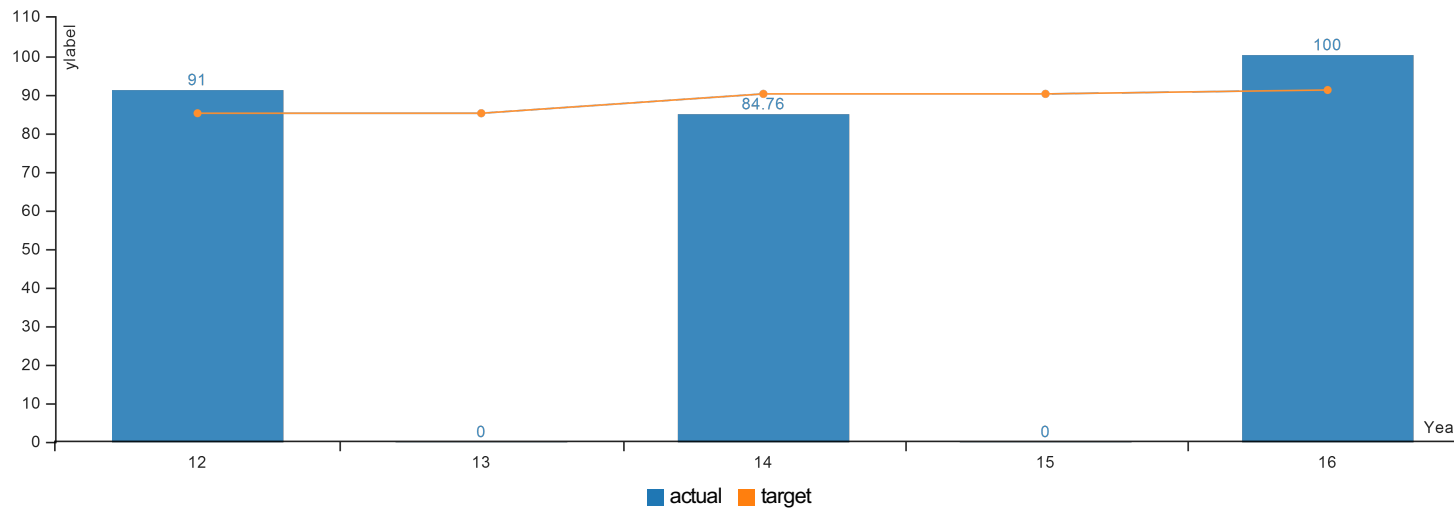
The Board's customer service performance score improved in 2015 and 2016 compared to previous years. As of 2016, this rating sits at 98.59%. In addition, the Board's timeliness measure--79% in 2014--rose to 95.77% in 2016. The only decrease from 2012 to 2014--in "expertise"--recovered for 2016 and now exceeds its target, sitting at 100%. In addition, the Board's scores in "accuracy," "helpfulness," and "availability of information" all exceeded their benchmarks.

#### **Factors Affecting Results**

The Board has many customers including persons under supervision, victims, law enforcement, mental health and developmental disability agencies but the staff of Oregon State Hospital and community mental health programs who work daily with individuals under Board supervision are the primary customers with the most frequent contact with the PSRB and staff. This performance level can be at least partially attributed to the efforts the Board discussed in the last APPR: training of staff (monthly professional development days, paid, job-related courses); and by staff (spring PSRB conferences, executive director personal appearances) have increased providers' general familiarity with the PSRB and its procedures, and have led to more satisfied customers. The Board's handbooks and resource guides--updated and placed on the Board's web page--also provide easy access to information for providers as their needs dictate.

Finally, sometimes the Board's decisions are unpopular with customers. The Board is responsible for all decisions relating to placement and restrictions of a person under the Board's jurisdiction. As such, our customers--be they patients, hospital staff, community mental health providers, persons under the criminal justice system, victims, or members of the general public--may not like the Board's decisions, which can decrease overall satisfaction ratings. Legally correct decisions arrived at through careful and thorough deliberation, however, allow the Board to maintain its credibility, despite the visceral responses experienced by some of its customers.

KPM #5	BEST PRACTICES - Percent of total best practices met by the Board.
	Data Collection Period: Jan 01 - Dec 31



Report Year	2012	2013	2014	2015	2016
<b>Percentage of Best Practices Met</b>					
Actual	91%	No Data	84.76%	No Data	100%
Target	85%	85%	90%	90%	91%

### How Are We Doing

The Psychiatric Security Review Board has reached its goal on this performance measure in every year since 2010, a trend that continued in 2016. The Board members' consensus, according to the 2016 score card/survey, is that the agency has once again surpassed its best practices target of 91% with a score of 100%. The Board is unaware of any comparable public or private industry standards to which to compare these results; nevertheless, 100% compliance with its Best Practices performance measure is an excellent result, regardless of what other, similar organizations would have accomplished under this same Key Performance Measure.

### Factors Affecting Results

The Executive Director maintains transparency with the Board, keeping them informed on all matters of significance, including the agency's best practices and the Board's use of them. The key component of this performance measure is the open and deliberate communication the Executive Director has with the Board. Because the Board is made up largely of professionals with full-time jobs, practices, or other professional interests, they are not with PSRB staff on a day-to-day basis. For this reason, the Executive Director's reports are the best way for them to track what agency staff are accomplishing and how they are going about it. Quarterly administrative meetings and regular consulting between Board staff and Board co-chairpersons facilitates the Board's continued best practices implementation.

Many of the best practices revolve around the budget, which is effective for two-years at a time. As such, the survey is typically completed every two years to get a more complete survey result. Therefore, the Board does not have data in the odd numbered years.

One factor that could affect this result in the future is the addition of new Board members, whose knowledge of Board procedures and best practices will be limited when they start with the Board. To avoid this knowledge gap, the agency provides individual training, information, and updates to new and returning Board members prior to distributing the best practices survey. The agency augments this training with the Executive Director's regular updates, mentioned above.

## BUDGET NARRATIVE

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i. Major Information Technology Projects/Initiatives – The Board does not have any major technology initiatives equal to or exceeding \$1,000,000.

j. Sustainability – Not applicable.

Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page 31

# BUDGET NARRATIVE

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Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page 32



**Summary of 2017-19 Biennium Budget**

**Psychiatric Security Review Board  
Psychiatric Security Review Board  
2017-19 Biennium**

**Governor's Budget  
Cross Reference Number: 39900-000-00-00-00000**

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
2015-17 Leg Adopted Budget	11	11.00	2,606,173	2,604,005	-	2,168	-	-	-
2015-17 Emergency Boards	-	-	84,012	84,012	-	-	-	-	-
<b>2015-17 Leg Approved Budget</b>	<b>11</b>	<b>11.00</b>	<b>2,690,185</b>	<b>2,688,017</b>	<b>-</b>	<b>2,168</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>2017-19 Base Budget Adjustments</b>									
Net Cost of Position Actions									
Administrative Biennialized E-Board, Phase-Out	-	-	175,704	175,704	-	-	-	-	-
Estimated Cost of Merit Increase	-	-	-	-	-	-	-	-	-
Base Debt Service Adjustment	-	-	-	-	-	-	-	-	-
Base Nonlimited Adjustment	-	-	-	-	-	-	-	-	-
Capital Construction	-	-	-	-	-	-	-	-	-
<b>Subtotal 2017-19 Base Budget</b>	<b>11</b>	<b>11.00</b>	<b>2,865,889</b>	<b>2,863,721</b>	<b>-</b>	<b>2,168</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Essential Packages</b>									
010 - Non-PICS Pers Svc/Vacancy Factor									
Non-PICS Personal Service Increase/(Decrease)	-	-	7,474	7,474	-	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>7,474</b>	<b>7,474</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
020 - Phase In / Out Pgm & One-time Cost									
021 - Phase - In	-	-	-	-	-	-	-	-	-
022 - Phase-out Pgm & One-time Costs	-	-	-	-	-	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
030 - Inflation & Price List Adjustments									
Cost of Goods & Services Increase/(Decrease)	-	-	112,920	112,840	-	80	-	-	-
State Gov't & Services Charges Increase/(Decrease)	-	-	15,519	15,519	-	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>128,439</b>	<b>128,359</b>	<b>-</b>	<b>80</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Summary of 2017-19 Biennium Budget**

**Psychiatric Security Review Board  
Psychiatric Security Review Board  
2017-19 Biennium**

**Governor's Budget  
Cross Reference Number: 39900-000-00-00-00000**

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
040 - Mandated Caseload									
040 - Mandated Caseload	-	-	-	-	-	-	-	-	-
050 - Fundshifts and Revenue Reductions									
050 - Fundshifts	-	-	-	-	-	-	-	-	-
060 - Technical Adjustments									
060 - Technical Adjustments	-	-	-	-	-	-	-	-	-
<b>Subtotal: 2017-19 Current Service Level</b>	<b>11</b>	<b>11.00</b>	<b>3,001,802</b>	<b>2,999,554</b>	<b>-</b>	<b>2,248</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Summary of 2017-19 Biennium Budget**

**Psychiatric Security Review Board  
Psychiatric Security Review Board  
2017-19 Biennium**

**Governor's Budget  
Cross Reference Number: 39900-000-00-00-00000**

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
<b>Subtotal: 2017-19 Current Service Level</b>	<b>11</b>	<b>11.00</b>	<b>3,001,802</b>	<b>2,999,554</b>	<b>-</b>	<b>2,248</b>	<b>-</b>	<b>-</b>	<b>-</b>
070 - Revenue Reductions/Shortfall									
070 - Revenue Shortfalls	-	-	-	-	-	-	-	-	-
<b>Modified 2017-19 Current Service Level</b>	<b>11</b>	<b>11.00</b>	<b>3,001,802</b>	<b>2,999,554</b>	<b>-</b>	<b>2,248</b>	<b>-</b>	<b>-</b>	<b>-</b>
080 - E-Boards									
080 - May 2016 E-Board	-	-	-	-	-	-	-	-	-
<b>Subtotal Emergency Board Packages</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Policy Packages									
081 - September 2016 Emergency Board	-	-	-	-	-	-	-	-	-
090 - Analyst Adjustments	-	-	-	-	-	-	-	-	-
091 - Statewide Adjustment DAS Chgs	-	-	(14,023)	(14,023)	-	-	-	-	-
092 - Statewide AG Adjustment	-	-	(8,464)	(8,464)	-	-	-	-	-
<b>Subtotal Policy Packages</b>	<b>-</b>	<b>-</b>	<b>(22,487)</b>	<b>(22,487)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total 2017-19 Governor's Budget</b>	<b>11</b>	<b>11.00</b>	<b>2,979,315</b>	<b>2,977,067</b>	<b>-</b>	<b>2,248</b>	<b>-</b>	<b>-</b>	<b>-</b>
Percentage Change From 2015-17 Leg Approved Budget	-	-	10.75%	10.75%	-	3.69%	-	-	-
Percentage Change From 2017-19 Current Service Level	-	-	-0.75%	-0.75%	-	-	-	-	-

**Summary of 2017-19 Biennium Budget**

**Psychiatric Security Review Board  
General Program  
2017-19 Biennium**

**Governor's Budget  
Cross Reference Number: 39900-010-00-00-00000**

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
2015-17 Leg Adopted Budget	11	11.00	2,606,173	2,604,005	-	2,168	-	-	-
2015-17 Emergency Boards	-	-	84,012	84,012	-	-	-	-	-
<b>2015-17 Leg Approved Budget</b>	<b>11</b>	<b>11.00</b>	<b>2,690,185</b>	<b>2,688,017</b>	<b>-</b>	<b>2,168</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>2017-19 Base Budget Adjustments</b>									
Net Cost of Position Actions									
Administrative Biennialized E-Board, Phase-Out	-	-	175,704	175,704	-	-	-	-	-
Estimated Cost of Merit Increase			-	-	-	-	-	-	-
Base Debt Service Adjustment			-	-	-	-	-	-	-
Base Nonlimited Adjustment			-	-	-	-	-	-	-
Capital Construction			-	-	-	-	-	-	-
<b>Subtotal 2017-19 Base Budget</b>	<b>11</b>	<b>11.00</b>	<b>2,865,889</b>	<b>2,863,721</b>	<b>-</b>	<b>2,168</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Essential Packages</b>									
010 - Non-PICS Pers Svc/Vacancy Factor									
Non-PICS Personal Service Increase/(Decrease)	-	-	7,474	7,474	-	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>7,474</b>	<b>7,474</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
020 - Phase In / Out Pgm & One-time Cost									
021 - Phase - In	-	-	-	-	-	-	-	-	-
022 - Phase-out Pgm & One-time Costs	-	-	-	-	-	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
030 - Inflation & Price List Adjustments									
Cost of Goods & Services Increase/(Decrease)	-	-	112,920	112,840	-	80	-	-	-
State Gov't & Services Charges Increase/(Decrease)			15,519	15,519	-	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>-</b>	<b>128,439</b>	<b>128,359</b>	<b>-</b>	<b>80</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Summary of 2017-19 Biennium Budget**

**Psychiatric Security Review Board  
General Program  
2017-19 Biennium**

**Governor's Budget  
Cross Reference Number: 39900-010-00-00-00000**

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
040 - Mandated Caseload									
040 - Mandated Caseload	-	-	-	-	-	-	-	-	-
050 - Fundshifts and Revenue Reductions									
050 - Fundshifts	-	-	-	-	-	-	-	-	-
060 - Technical Adjustments									
060 - Technical Adjustments	-	-	-	-	-	-	-	-	-
<b>Subtotal: 2017-19 Current Service Level</b>	<b>11</b>	<b>11.00</b>	<b>3,001,802</b>	<b>2,999,554</b>	<b>-</b>	<b>2,248</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Summary of 2017-19 Biennium Budget**

**Psychiatric Security Review Board  
General Program  
2017-19 Biennium**

**Governor's Budget  
Cross Reference Number: 39900-010-00-00-00000**

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
<b>Subtotal: 2017-19 Current Service Level</b>	<b>11</b>	<b>11.00</b>	<b>3,001,802</b>	<b>2,999,554</b>	<b>-</b>	<b>2,248</b>	<b>-</b>	<b>-</b>	<b>-</b>
070 - Revenue Reductions/Shortfall									
070 - Revenue Shortfalls	-	-	-	-	-	-	-	-	-
<b>Modified 2017-19 Current Service Level</b>	<b>11</b>	<b>11.00</b>	<b>3,001,802</b>	<b>2,999,554</b>	<b>-</b>	<b>2,248</b>	<b>-</b>	<b>-</b>	<b>-</b>
080 - E-Boards									
080 - May 2016 E-Board	-	-	-	-	-	-	-	-	-
<b>Subtotal Emergency Board Packages</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Policy Packages									
081 - September 2016 Emergency Board	-	-	-	-	-	-	-	-	-
090 - Analyst Adjustments	-	-	-	-	-	-	-	-	-
091 - Statewide Adjustment DAS Chgs	-	-	(14,023)	(14,023)	-	-	-	-	-
092 - Statewide AG Adjustment	-	-	(8,464)	(8,464)	-	-	-	-	-
<b>Subtotal Policy Packages</b>	<b>-</b>	<b>-</b>	<b>(22,487)</b>	<b>(22,487)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total 2017-19 Governor's Budget</b>	<b>11</b>	<b>11.00</b>	<b>2,979,315</b>	<b>2,977,067</b>	<b>-</b>	<b>2,248</b>	<b>-</b>	<b>-</b>	<b>-</b>
Percentage Change From 2015-17 Leg Approved Budget	-	-	10.75%	10.75%	-	3.69%	-	-	-
Percentage Change From 2017-19 Current Service Level	-	-	-0.75%	-0.75%	-	-	-	-	-

**Summary of 2017-19 Biennium Budget**

**Psychiatric Security Review Board  
Gun Relief Program  
2017-19 Biennium**

**Governor's Budget  
Cross Reference Number: 39900-030-00-00-00000**

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
2015-17 Leg Adopted Budget	-	-	-	-	-	-	-	-	-
2015-17 Emergency Boards	-	-	-	-	-	-	-	-	-
<b>2015-17 Leg Approved Budget</b>	-	-	-	-	-	-	-	-	-
<b>2017-19 Base Budget Adjustments</b>									
Net Cost of Position Actions									
Administrative Biennialized E-Board, Phase-Out	-	-	-	-	-	-	-	-	-
Estimated Cost of Merit Increase			-	-	-	-	-	-	-
Base Debt Service Adjustment			-	-	-	-	-	-	-
Base Nonlimited Adjustment			-	-	-	-	-	-	-
Capital Construction			-	-	-	-	-	-	-
<b>Subtotal 2017-19 Base Budget</b>	-	-	-	-	-	-	-	-	-
<b>Essential Packages</b>									
010 - Non-PICS Pers Svc/Vacancy Factor									
Non-PICS Personal Service Increase/(Decrease)	-	-	-	-	-	-	-	-	-
<b>Subtotal</b>	-	-	-	-	-	-	-	-	-
020 - Phase In / Out Pgm & One-time Cost									
021 - Phase - In	-	-	-	-	-	-	-	-	-
022 - Phase-out Pgm & One-time Costs	-	-	-	-	-	-	-	-	-
<b>Subtotal</b>	-	-	-	-	-	-	-	-	-
030 - Inflation & Price List Adjustments									
Cost of Goods & Services Increase/(Decrease)	-	-	-	-	-	-	-	-	-
<b>Subtotal</b>	-	-	-	-	-	-	-	-	-
040 - Mandated Caseload									

**Summary of 2017-19 Biennium Budget**

**Psychiatric Security Review Board  
Gun Relief Program  
2017-19 Biennium**

**Governor's Budget  
Cross Reference Number: 39900-030-00-00-00000**

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
040 - Mandated Caseload	-	-	-	-	-	-	-	-	-
050 - Fundshifts and Revenue Reductions									
050 - Fundshifts	-	-	-	-	-	-	-	-	-
060 - Technical Adjustments									
060 - Technical Adjustments	-	-	-	-	-	-	-	-	-
<b>Subtotal: 2017-19 Current Service Level</b>	-	-	-	-	-	-	-	-	-



**Summary of 2017-19 Biennium Budget**

**Psychiatric Security Review Board  
Gun Relief Program  
2017-19 Biennium**

**Governor's Budget  
Cross Reference Number: 39900-030-00-00-00000**

<i>Description</i>	<i>Positions</i>	<i>Full-Time Equivalent (FTE)</i>	<i>ALL FUNDS</i>	<i>General Fund</i>	<i>Lottery Funds</i>	<i>Other Funds</i>	<i>Federal Funds</i>	<i>Nonlimited Other Funds</i>	<i>Nonlimited Federal Funds</i>
<b>Subtotal: 2017-19 Current Service Level</b>	-	-	-	-	-	-	-	-	-
070 - Revenue Reductions/Shortfall									
070 - Revenue Shortfalls	-	-	-	-	-	-	-	-	-
<b>Modified 2017-19 Current Service Level</b>	-	-	-	-	-	-	-	-	-
080 - E-Boards									
080 - May 2016 E-Board	-	-	-	-	-	-	-	-	-
<b>Subtotal Emergency Board Packages</b>	-	-	-	-	-	-	-	-	-
Policy Packages									
081 - September 2016 Emergency Board	-	-	-	-	-	-	-	-	-
090 - Analyst Adjustments	-	-	-	-	-	-	-	-	-
091 - Statewide Adjustment DAS Chgs	-	-	-	-	-	-	-	-	-
092 - Statewide AG Adjustment	-	-	-	-	-	-	-	-	-
<b>Subtotal Policy Packages</b>	-	-	-	-	-	-	-	-	-
<b>Total 2017-19 Governor's Budget</b>	-	-	-	-	-	-	-	-	-
Percentage Change From 2015-17 Leg Approved Budget	-	-	-	-	-	-	-	-	-
Percentage Change From 2017-19 Current Service Level	-	-	-	-	-	-	-	-	-

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**PROGRAM PRIORITIZATION FOR 2017-19**

Agency Name: <i>Psychiatric Security Review Board</i>																				
2017-19 Biennium																			Agency Number: 39900	
Program 1																				
Program/Division Priorities for 2017-19 Biennium																				
1	2	3	4	5	6	7	8	14	15	16	17	18	19	20	21	22				
Priority (ranked with highest priority first)	Agency Initials	Program or Activity Initials	Program Unit/Activity Description			Identify Key Performance Measure(s)	Primary Purpose Program-Activity Code	GF	TOTAL FUNDS	Pos.	FTE	New or Enhanced Program (Y/N)	Included as Reduction Option (Y/N)	Legal Req. Code (C, D, FM, FO, S)	Legal Citation	Explain What is Mandatory (for C, FM, and FO Only)	Comments on Proposed Changes to CSL included in Agency Request			
Agcy	Prgm/ Div																			
1	1	PSRB	GEI/REI	1) Assumes jurisdiction over all adults found "guilty except for insanity" and juveniles found "responsible except for insanity" of a crime in Oregon who may be a substantial danger to others. The program has two aspects: a. Providing statutorily-required hearings for clients b. Monitoring clients on conditional release in the community	1	5	\$2,999,554	\$2,999,554	11	11.00	N	Y	S	ORS 161.325-161.351; ORS 419C.529-419C.544; Sections 1, 5, 14 and 15 of Chptr 826, NICS Improvement/Amendments Act of 2007 (NIAA), Public Law 110-180, Section 105, and 181.821, ORS 181.823, ORS 181.830 et seq, ORS 426.701-426.702, ORS 181.820						
			CCP (civil commitment program)	2) Assumes jurisdiction over those found to meet the jurisdictional criteria of SB 421, codified in ORS 426.701 and 426.702, generally referred to as a new type of civil commitment for extremely dangerous mentally ill persons. The program's primary purpose is to monitor individuals found to fit the jurisdictional criteria by the courts and placed under the PSRB for monitoring in the hospital and possibly on conditional release if that is found by the Board to be appropriate. The PSRB is responsible for reviewing these cases by holding statutory hearings initially six months after commitment and thereafter every twenty-four months.																
			Sex Offender Risk Assessment Program	3) New law (HB 2549) requires all PSRB sex offenders to be classified with a risk designation. This new law also requires the PSRB to conduct hearings to consider reclassifying and relieving sex offenders of their obligation to report as sex offenders if they request the Board do so.																
			GRP	4) Administers relief program for those individuals who are prohibited from purchasing or possessing a firearm due to mental health related reasons. The program has two aspects: a. Providing names of PSRB clients to the Oregon State Police for inclusion in the National Instant Criminal Background Check System (NICS) and State of Oregon database b. Providing statutorily-required hearings for petitioners																

- |   |   |  |
|---|---|--|
| <b>7. Primary Purpose Program/Activity Exists</b><br>1 Civil Justice<br>2 Community Development<br>3 Consumer Protection<br>4 Administrative Function<br>5 Criminal Justice<br>6 Economic Development | 7 Education & Skill Development<br>8 Emergency Services<br>9 Environmental Protection<br>10 Public Health<br>11 Recreation, Heritage, or Culture<br>12 Social Support | <b>19. Legal Requirement Code</b><br>C Constitutional<br>D Debt Service<br>FM Federal - Mandatory<br>FO Federal - Optional (once you choose to participate, certain requirements exist)<br>S Statutory |
|---|---|--|

Within each Program/Division area, prioritize each Budget Program Unit (Activities) by detail budget level in ORBITS

**Document criteria used to prioritize activities**

As a single department agency, the PSRB has only one program. However, within that program are four separate functions. The primary and historical one relates to GEI/REI duties. Budget reductions in this arena would detrimentally impact the Board's ability to meet its statutory obligations and responsibilities, including conducting hearings and monitoring those placed on conditional release in the community. This, in turn, directly affects the rate and frequency that clients are released from the Oregon State Hospital.

The civil commitment, sex offender risk designation and gun relief aspects vary from the Board's ongoing core function. The civil commitment program, instituted in 2013, is still very new and it is therefore too soon to be able to provide a realistic number regarding the demands for staff time that will be necessary going forward. At this time there are only two individuals who have been found by the courts to meet the jurisdictional criteria. With regard to sex offender risk designation and reclassification, the PSRB anticipates having the available staff and resources on board to meet demand going forward in the short term. Beyond short term, it is likely that demand for use of the risk assessment tool by staff to conduct risk assessments will increase and that greater resources will become necessary. There is also the likelihood that the need for hearings pertaining to sex offender reclassification will increase in the not-too-distant future, likely a year or so. Finally, the gun relief aspect of the PSRB has not had the need for hearings that might have occurred. Still, elimination of this responsibility will result in the inability of the State of Oregon to submit the names of individuals barred from possessing a firearm to NICS for entry into the national databank. That will seriously jeopardize public safety as gun dealers would unwittingly sell firearms to those who have lost that privilege as a result of a mental health determination.

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## 10% REDUCTION OPTIONS (ORS 291.216)

ACTIVITY OR PROGRAM	DESCRIBE REDUCTION	AMOUNT AND FUND TYPE	RANK AND JUSTIFICATION
(WHICH PROGRAM OR ACTIVITY WILL NOT BE UNDERTAKEN)	(DESCRIBE THE EFFECTS OF THIS REDUCTION. INCLUDE POSITIONS AND FTE IN 2017-19 AND 2019-21)	(GF, LF, OF, FF. IDENTIFY REVENUE SOURCE FOR OF, FF)	(RANK THE ACTIVITIES OR PROGRAMS NOT UNDERTAKEN IN ORDER OF LOWEST COST FOR BENEFIT OBTAINED)
1. Reduce 3.0 FTE to 0.5/0.75 FTE	Reduces FTE's associated with hearing administrative duties. Would delay in timeliness of processing hearing results to parties, filing needed to create exhibit files for hearings. Workload would have to shift to other positions causing delay in hearings.	GF	
	<b>5% TOTAL</b>	<b>\$150,000</b>	
2. Eliminate 2.0 FTE and Reduction of 1.0 FTE to 0.75 FTE	Eliminates two FTE (AS2 and OS2), as well as reduces one (of 2) conditional release monitor positions to 0.75 FTE. In addition to tasks associated with the first 5% reduction, there would be fewer case summaries available at a time, therefore, the Board might not be able to hear as many cases on any given day, which slows down the hearings process and interferes with the Board's ability to meet statutory deadlines. The reduction of the paralegal position would reduce the Board's ability to coordinate the monitoring and supervision. As a result, the reduction could jeopardize public safety as the Board would not be able to respond quickly and effectively to a crisis. The In addition, the Board would not be able to work to avoid revocations by assisting the community to find alternatives to revocation, which in turn would affect the State Hospital's census.	GF	
	<b>5% TOTAL</b>	<b>\$150,000</b>	
	<b>10% TOTAL</b>	<b>\$300,000</b>	

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# BUDGET NARRATIVE

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## Effect of Reduction Options In 5% Increments

First 5%: \$150,000.00 G.F.

### Reduction of 3 FTE Positions

The Board examined its budget in detail in an effort to find the funds necessary to meet the required 10% reduction option. Given the reluctance to reduce staffing after finally achieving an appropriate level, the Board began its search with Services and Supplies line items to determine where expenditures had fallen short of initial estimates. Because of the size of the agency and the breakdown of its budget with 80% allotted to Personnel Services, there was obviously no one line item or combination of items with a surplus that would make a dent in the target figure. There just isn't much "fat" to trim as much of Services and Supplies is fixed, such as the State Government Service charge, the rent, office expenses and the like. Certainly the Board may be able to pick off \$1000 here or there but it would be insignificant in the greater scheme.

Thus, having exhausted the possibility of cutting Services and Supplies, the Board was forced to turn to Personnel Services. Committed to making staff cuts only as a last resort, the members explored what reductions in Board services could be suggested to contribute to the target figure. Reducing hearing days (and thus reducing the PS associated with paying Board Members) would directly slow down the conditional release and movement of patients out of Oregon State Hospital and in the community. This would directly reverse the progress the PSRB has made in the last five years in reducing the GEI OSH population. The Board was left with no other option than to reduce staff. The Board does this with the utmost reluctance as it has taken more than a decade to finally achieve an appropriate staffing level. However, based on the current staffing, reducing three FTE positions to part-time or .75 FTE would achieve the necessary cuts. These positions are: an OS2 position, whose primary function is to provide administrative support to the Board; a hearings assistant (AS2), who supports the hearings division before, during, and after hearings; and a conditional release monitor (a paralegal position) appears to have the smallest impact on operations. Eliminating half of each of these positions could delay correspondence and generation of Board orders and other documents. In addition, the loss of half the paralegal position will delay some conditional releases of patients, along with the Board's ability to successfully monitor those it does place on conditional release. These reductions would reduce expenditures by \$150,299: a projected savings of 5.01%.

Second 5%: \$150,000.00 G.F:

### Elimination of 2.0 FTE and Reduction of 1 FTE

With regard to the second 5% increment for the required reduction options, the Board has much graver concerns regarding the consequences of such an action not only to this agency but the entire system of which it is a part and to public safety in general.

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## BUDGET NARRATIVE

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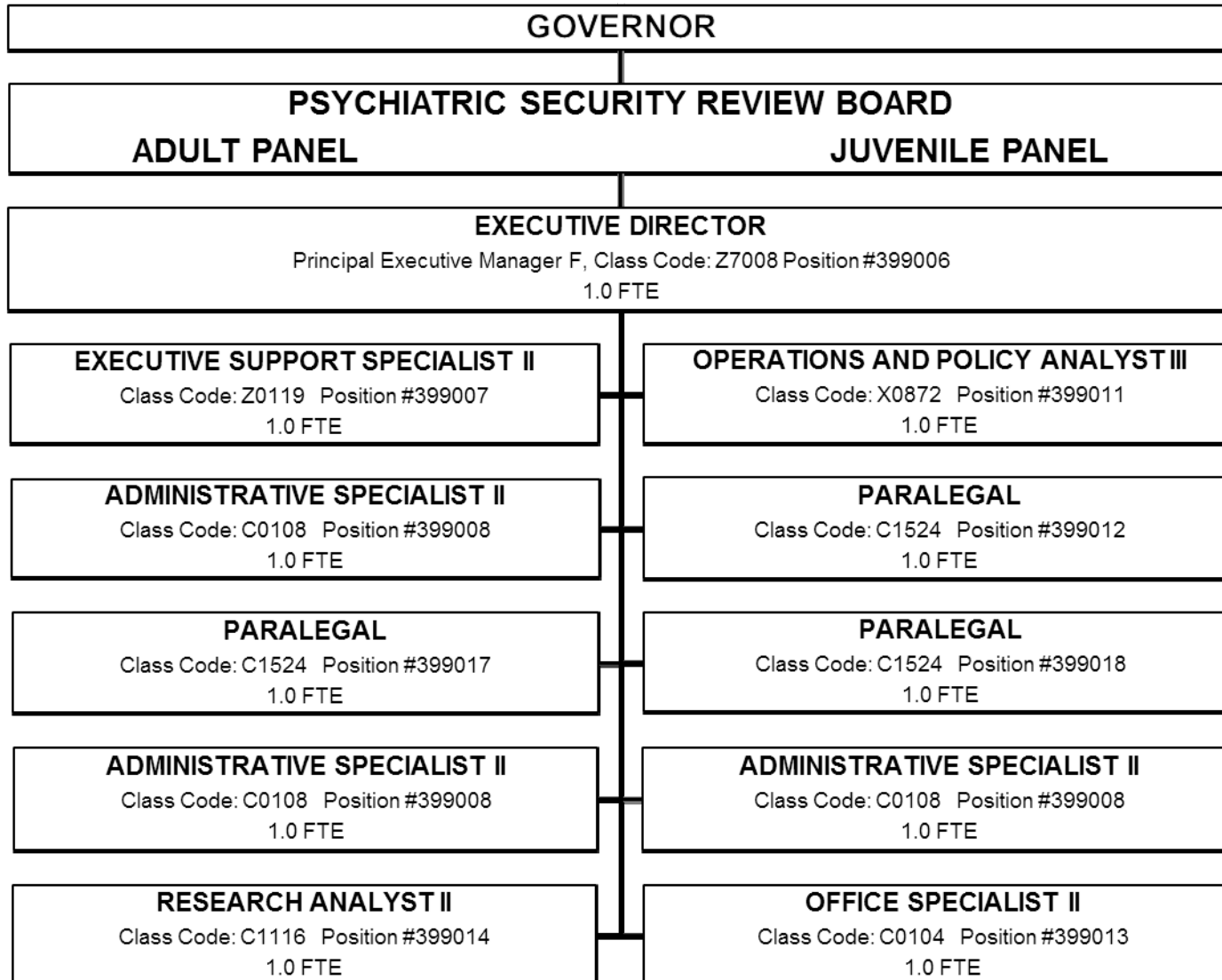
Determining what additional position would be reduced was a struggle for the Board as each affects the Board's mission and statutory responsibilities. As a result of the 2011 Legislature's actions directed at improving the timeliness of Board hearings, the Board decided that primary staff associated with hearings had to remain intact. With reluctance, the Board would: eliminate the Board's primary administrative support position (OS2)—which would be of grave detriment to the Board's ability to correspond effectively with the panel members, the patients, their attorneys, and the public, including victims—and eliminate the hearings case summarizer (AS2). Primarily, the case summarizer position prepares summaries of each case for the Board so members can more efficiently prepare for hearings. In turn, this allows the Board to docket more hearings on a given day, which moves patients faster. Without case summaries, the Board might not be able to hear as many cases in a given hearing day.

The remaining section that would be affected by this reduction plan is the two-person unit responsible for monitoring the patients on conditional release throughout the state. This would leave the Board with only 1.5 FTE to handle the responsibility of coordinating the treatment, case management and public safety concerns with the hospital social workers, community mental health providers and other interested parties for all patients on conditional release as well as monitor their subsequent monthly progress. That is clearly an unreasonable expectation given the large number of patients currently on conditional release status. Further, this reduction could jeopardize public safety as it would inhibit the Board's ability to respond quickly and effectively to a crisis, something the Board needs to avoid bad outcomes. This position has taken on an even more important role in the last few years as the Board strives to avoid revocations of conditional release, if possible, by implementing early interventions. However, that requires staff to be keenly aware of patients' situations to determine appropriate alternatives in particular cases. The Board is also attempting to use OSH as the option of last resort, rather than the first. That, in turn, obviously affects the State Hospital's census for the better by avoiding an admission. The elimination of 2 FTE's and reduction of 1 FTE's-worth of positions from the Board's staff would reclaim \$300,000, a savings of 10%.



# BUDGET NARRATIVE

## 2015-2017 ORGANIZATION CHART



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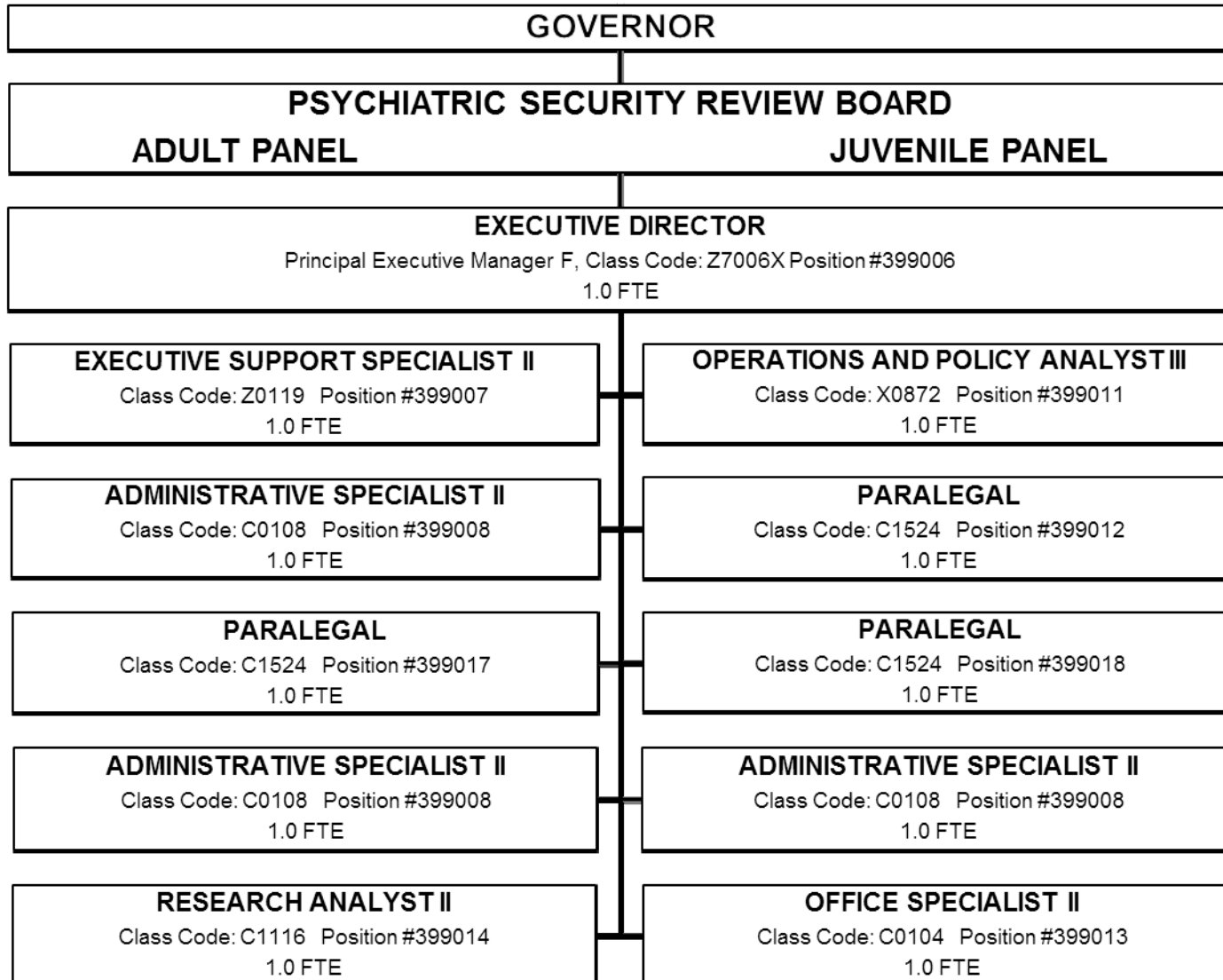
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# BUDGET NARRATIVE

## 2017-2019 ORGANIZATION CHART



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**Psychiatric Security Review Board**

**Agency Number: 39900**

**Agencywide Program Unit Summary  
2017-19 Biennium**

**Version: Y - 01 - Governor's Budget**

<b>Summary Cross Reference Number</b>	<b>Cross Reference Description</b>	<b>2013-15 Actuals</b>	<b>2015-17 Leg Adopted Budget</b>	<b>2015-17 Leg Approved Budget</b>	<b>2017-19 Agency Request Budget</b>	<b>2017-19 Governor's Budget</b>	<b>2017-19 Leg Adopted Budget</b>
<b>010-00-00-00000</b>	<b>General Program</b>						
	General Fund	2,039,542	2,604,005	2,688,017	2,999,554	2,977,067	-
	Other Funds	1,696	2,168	2,168	2,248	2,248	-
	All Funds	2,041,238	2,606,173	2,690,185	3,001,802	2,979,315	-
<b>030-00-00-00000</b>	<b>Gun Relief Program</b>						
	General Fund	126,586	-	-	-	-	-
	Other Funds	80,770	-	-	-	-	-
	All Funds	207,356	-	-	-	-	-
<b>TOTAL AGENCY</b>							
	General Fund	2,166,128	2,604,005	2,688,017	2,999,554	2,977,067	-
	Other Funds	82,466	2,168	2,168	2,248	2,248	-
	All Funds	2,248,594	2,606,173	2,690,185	3,001,802	2,979,315	-

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# BUDGET NARRATIVE

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## REVENUE FORECAST NARRATIVE

Historically, the Board has been a General Fund agency that received a negligible amount of money in Other Funds: namely a \$10,000 American Psychiatric Association grant for being selected as the APA's Hospital and Community Psychiatry Gold Award Winner for 1994. The agency received no matching funds from any source. Funds from this grant are dedicated for training purposes only. Since receiving the funds, the Board has used it sparingly when necessary to contribute to the cost of its joint biennial statewide training with Health Systems for OSH staff and community treatment and residential providers. The agency held its most recent full conference in spring 2015 and held a one-day conference in May 2016. The Board proposes to do the same in the 2017-19 biennium in asking for a \$2,000 limitation.

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**DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE**

Psychiatric Security Review Board  
2017-19 Biennium

Agency Number: 39900

Cross Reference Number: 39900-000-00-00-00000

<i>Source</i>	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Leg Approved Budget	2017-19 Agency Request Budget	2017-19 Governor's Budget	2017-19 Leg Adopted Budget
<b>Other Funds</b>						
Tsfr From Police, Dept of State	79,655	-	-	-	-	-
<b>Total Other Funds</b>	<b>\$79,655</b>	-	-	-	-	-

**DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE**

Psychiatric Security Review Board  
2017-19 Biennium

Agency Number: 39900

Cross Reference Number: 39900-030-00-00-00000

<i>Source</i>	2013-15 Actuals	2015-17 Leg Adopted Budget	2015-17 Leg Approved Budget	2017-19 Agency Request Budget	2017-19 Governor's Budget	2017-19 Leg Adopted Budget
<b>Other Funds</b>						
Tsfr From Police, Dept of State	79,655	-	-	-	-	-
<b>Total Other Funds</b>	<b>\$79,655</b>	-	-	-	-	-



# BUDGET NARRATIVE

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## PROGRAM UNIT NARRATIVE:

Historically, the Board has been a small agency with a significant task: protecting the public through the on-going review of the progress of its patients and a determination of their appropriate placement: at OSH or a Secure Adolescent In-Patient Program (SAIP); in the community on conditional release or discharge. The Board's program has proven itself to be a safe and cost-effective means for monitoring chronically mentally ill adults with a history of committing violent crimes. Since the creation of the Juvenile panel (JPSRB), the Board has begun to establish the same track record with young offenders. The PSRB has been cited as a national model almost since inception. In fact, the American Psychiatric Association named the PSRB as its Gold Award winner in 1994, recognizing the Board as an outstanding program that has made a significant contribution to the field of mental health by providing a model to others while overcoming challenges associated with limited staff and financial resources. The Board continues to be the successful operation that brought it that accolade over twenty years ago.

The Board's base budget reflects the State's General Fund costs of performing the two primary aspects of its program as well as fulfilling the responsibilities associated with gun relief, sex offender designation/relief and supervising and monitoring certain civil commitment patients. The first of the Board's duties is hearings for persons placed under the Board's jurisdiction. There are currently 518 adults, nine juveniles and seven civil commits under the Board. The length of their jurisdiction is typically equal to the maximum period of time they could have received if found guilty. Most patients are indigent, and schizophrenia is the most common diagnosis for adults. All patients have committed a felony; approximately 77% involve serious person-to-person felony charges such as homicide, assault and arson. Most patients have a history of drug and alcohol abuse as well. Women account for approximately 15% of the patients; the mean age of the adult patient population is 46.4 years. Of the nine young persons, six have mental health disorders and 3 are developmentally disabled. Eight of the young persons are male, one is female and their mean age is 19.4 years old. All involved felony charges.

Each adult is entitled to regular face-to-face administrative law hearings before the Board. The Board, by statute, is multi-disciplinary and comprised of five members: a member of the general public, one psychiatrist and one psychologist experienced in the criminal justice system, an experienced parole/probation officer and an attorney with criminal trial experience. The various types of hearings and required timeframes are set out in statute. Except in extraordinary cases, only three of five members sit as a panel to hear a particular day's docket of cases. Issues considered at hearings include whether: the individual continues to suffer from a mental disease or defect; the individual continues to present a substantial danger to others; and the individual is appropriate for conditional release. On each hearing day, the Board also handles administrative review hearings for which the patient is not present but which require staff preparation and the Board's review and deliberation. In making its decisions, the Board's primary purpose is the protection of society. Patients may appeal the Board's decision directly to the Court of Appeals which accounts for the Board's "Attorney General costs" line item.

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## BUDGET NARRATIVE

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The Juvenile Panel, too, is multi-disciplinary in nature, with five members with the same professions, but with a required focus on juvenile experience, practice and law. Its enabling statutes contemplate similar themes in terms of operation with mandated—but more frequent—hearings and required monitoring of youths placed in the community. The Juvenile Psychiatric Security Review Board's primary purpose is identical as well: to protect the public.

In 2012, due to the demand for timely hearings and staff needed to supervise more patients on conditional release and the addition of new duties that fall outside the supervision of those who assert the insanity defense, the Legislature authorized 4 more FTE. Board staff now totals 11 FTE.

Board members are paid a stipend for each hearing day in which they participate. The agency's current hearings budget is appropriate given the likely number of patients due for hearings over the 2017-2019 biennium. As noted earlier, the Board expects to hold close to 500 adult, 25 juvenile and 15 civil commit full hearings and address an additional 550 adult, 15 juvenile, and 10 civil commit administrative matters in 2015-2017 for those on conditional release. The Board expects no significant reduction in the number of administrative review hearings in the 2017-19 biennium because it expects the same or a greater number on conditional release. Since the 2012 implementation of the State Hospital Review Panel for committed Tier 2 offenders, the number of full Board hearings has decreased or at least remained relatively stable, with 253 scheduled in 2015 and 266 in 2016 the lowest in the last 25 years, the period for which the Board has readily-available data. As predicted, the Board now has the staffing to conduct all outpatient hearings, which might have been delayed in previous biennia.

The other equally important function of the Board is the monitoring of those patients on conditional release. This task is delegated, for the most part, to two FTE although all staff members are cross-trained. Each staff person is involved in corresponding and communicating on a daily basis with patients, case managers, hospital staff, law enforcement personnel and the public regarding an individual's performance in the community. Key Performance Measures indicate that the Board is doing an extraordinary job in this arena. The Board's average recidivism rate as of 2016 was 0.59%. This equates to an average of 2.83 patients per year who recidivate. Even more impressive is the data related to KPMs #3 indicating that 99% of all patients on conditional release are maintained in that status.

There are presently 374 persons on conditional release: 72% of the Board's total clientele. As mentioned earlier, because of the Legislature's considerable allocation to Health Systems for the development of additional PSRB community placements several biennia ago, the Board had experienced a marked increase in this arena. Health Systems has no licensed residential development scheduled for this biennium. The Board currently has sufficient licensed beds but not always the type of services patients need. For example, our baby boomer population is aging in large numbers and with that comes the need for nursing care in a setting that is skilled in psychiatric services. The State has only eight dedicated PSRB beds in medically enhanced facilities. There is a critical demand for mental health skilled nursing facilities, not just for PSRB patients but those with serious mental illness in the public health system. PSRB patients

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## BUDGET NARRATIVE

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experience long waits at OSH or their current community placement waiting for a skilled nursing bed to open. The Board notes that many current skilled nursing facilities are reluctant to accept PSRB patients for placement because of their criminal history or psychiatric symptoms. Having a dedicated facility for this population would alleviate these barriers. The Board would strongly urge the Legislature to allocate funds to OHA so such community programs can be developed, noting that Medicaid match could fund some of the service provided. For those waiting at OSH, no such Medicaid resource is available, therefore costing the State of Oregon the full cost of care while they remain at the hospital. Finally, the Board notes that funding supported housing and rental assistance is critical to move its patients from the more costly licensed residential facilities to more independent living. Funding for wrap-around mental health services is the critical component to its patients living more independently and remaining psychiatrically stable.

Due to its mission and mandate, the Board has a number of different constituencies it must serve other than just its patients. Each constituency has a unique perspective on or interest in the Board's function. Board staff works closely with the hospital psychiatrists, psychologists, social workers and other treatment team members on myriad issues affecting our patients on a daily basis. The Executive Director regularly works with administrators of the state hospital, OHA and DHS as well as community mental health providers on broader systemic issues of concern to all, focusing most recently on census issues and community development. This has expanded to include the staff of the Children's Farm Home as well as the staff of the Intensive Treatment Program at Albertina Kerr and those providers who serve our juvenile clientele.

The Board also serves district attorneys, defense attorneys, judges and other members of the criminal justice system. Staff routinely advise and provide information on the functional application of the relevant statutes and administrative rules to members of the Bar. The Executive Director regularly lectures these groups at their association meetings all over the State of Oregon.

The victims of the crimes for which patients are placed under Psychiatric Security Review Board jurisdiction, families of victims and families and other involved parties of patients also receive PSRB services. Board staff members act as resources to these groups, sending notices of hearings and hearing results.

With the addition of the Gun Relief, sex offender designation/relief and civil commitment programs, the Board also works with law enforcement, gun rights advocates, potential petitioners and partners in the civil mental health system.

Finally, the Board's largest constituency is the general public. The Board is mandated to protect the citizens of the State of Oregon. The Board and its staff devote considerable time and energy to educating the public about the Board's purpose and operation. Further, the Executive Director represents the Board on numerous state-level workgroups, task forces, advisory councils and committees which focus on issues relating to its clientele and are of interest and concern to the public. The Board and staff will continue to be responsive to the needs of all its stakeholders.

## BUDGET NARRATIVE

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The PSRB is mostly a General Fund agency. However, the Board did have some Other Funds from a \$10,000 cash prize awarded by the American Psychiatric Association in recognition of being named its 1994 Gold Achievement Award winner. The American Psychiatric Association designated that it be used for training and educational purposes only rather than operational expenses. The Board uses its \$2,000 per biennium allotment to fund a statewide PSRB Forensic Conference.

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**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Psychiatric Security Review Board  
 Pkg: 010 - Non-PICS Psnl Svc / Vacancy Factor

Cross Reference Name: General Program  
 Cross Reference Number: 39900-010-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Revenues</b>							
General Fund Appropriation	7,474	-	-	-	-	-	7,474
<b>Total Revenues</b>	<b>\$7,474</b>	-	-	-	-	-	<b>\$7,474</b>
<b>Personal Services</b>							
All Other Differential	-	-	-	-	-	-	-
Pension Obligation Bond	8,740	-	-	-	-	-	8,740
Mass Transit Tax	(1,266)	-	-	-	-	-	(1,266)
<b>Total Personal Services</b>	<b>\$7,474</b>	-	-	-	-	-	<b>\$7,474</b>
<b>Total Expenditures</b>							
Total Expenditures	7,474	-	-	-	-	-	7,474
<b>Total Expenditures</b>	<b>\$7,474</b>	-	-	-	-	-	<b>\$7,474</b>
<b>Ending Balance</b>							
Ending Balance	-	-	-	-	-	-	-
<b>Total Ending Balance</b>	-	-	-	-	-	-	-

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

**Psychiatric Security Review Board  
Pkg: 031 - Standard Inflation**

**Cross Reference Name: General Program  
Cross Reference Number: 39900-010-00-00-00000**

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Revenues</b>							
General Fund Appropriation	47,965	-	-	-	-	-	47,965
<b>Total Revenues</b>	<b>\$47,965</b>	-	-	-	-	-	<b>\$47,965</b>
<b>Services &amp; Supplies</b>							
Instate Travel	1,177	-	-	-	-	-	1,177
Out of State Travel	139	-	-	-	-	-	139
Employee Training	374	-	80	-	-	-	454
Office Expenses	1,805	-	-	-	-	-	1,805
Telecommunications	2,206	-	-	-	-	-	2,206
State Gov. Service Charges	15,519	-	-	-	-	-	15,519
Data Processing	185	-	-	-	-	-	185
Publicity and Publications	75	-	-	-	-	-	75
Professional Services	261	-	-	-	-	-	261
IT Professional Services	1,272	-	-	-	-	-	1,272
Attorney General	14,961	-	-	-	-	-	14,961
Employee Recruitment and Develop	125	-	-	-	-	-	125
Dues and Subscriptions	159	-	-	-	-	-	159
Facilities Rental and Taxes	6,045	-	-	-	-	-	6,045
Agency Program Related S and S	37	-	-	-	-	-	37
Other Services and Supplies	1,048	-	-	-	-	-	1,048
Expendable Prop 250 - 5000	1,431	-	-	-	-	-	1,431
IT Expendable Property	1,146	-	-	-	-	-	1,146
<b>Total Services &amp; Supplies</b>	<b>\$47,965</b>	-	<b>\$80</b>	-	-	-	<b>\$48,045</b>

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Psychiatric Security Review Board  
Pkg: 031 - Standard Inflation

Cross Reference Name: General Program  
Cross Reference Number: 39900-010-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Capital Outlay</b>							
Office Furniture and Fixtures	-	-	-	-	-	-	-
Telecommunications Equipment	-	-	-	-	-	-	-
<b>Total Capital Outlay</b>	-	-	-	-	-	-	-
<b>Total Expenditures</b>							
Total Expenditures	47,965	-	80	-	-	-	48,045
<b>Total Expenditures</b>	<b>\$47,965</b>	-	<b>\$80</b>	-	-	-	<b>\$48,045</b>
<b>Ending Balance</b>							
Ending Balance	-	-	(80)	-	-	-	(80)
<b>Total Ending Balance</b>	-	-	<b>(\$80)</b>	-	-	-	<b>(\$80)</b>

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

**Psychiatric Security Review Board  
Pkg: 032 - Above Standard Inflation**

**Cross Reference Name: General Program  
Cross Reference Number: 39900-010-00-00-00000**

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Revenues</b>							
General Fund Appropriation	80,394	-	-	-	-	-	80,394
<b>Total Revenues</b>	<b>\$80,394</b>	-	-	-	-	-	<b>\$80,394</b>
<b>Services &amp; Supplies</b>							
Data Processing	18,810	-	-	-	-	-	18,810
Facilities Rental and Taxes	26,169	-	-	-	-	-	26,169
Other Services and Supplies	35,415	-	-	-	-	-	35,415
<b>Total Services &amp; Supplies</b>	<b>\$80,394</b>	-	-	-	-	-	<b>\$80,394</b>
<b>Total Expenditures</b>							
Total Expenditures	80,394	-	-	-	-	-	80,394
<b>Total Expenditures</b>	<b>\$80,394</b>	-	-	-	-	-	<b>\$80,394</b>
<b>Ending Balance</b>							
Ending Balance	-	-	-	-	-	-	-
<b>Total Ending Balance</b>	-	-	-	-	-	-	-



**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Psychiatric Security Review Board  
Pkg: 060 - Technical Adjustments

Cross Reference Name: General Program  
Cross Reference Number: 39900-010-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Services &amp; Supplies</b>							
Professional Services	25,000	-	-	-	-	-	25,000
IT Professional Services	(25,000)	-	-	-	-	-	(25,000)
<b>Total Services &amp; Supplies</b>	-	-	-	-	-	-	-
<b>Total Expenditures</b>							
Total Expenditures	-	-	-	-	-	-	-
<b>Total Expenditures</b>	-	-	-	-	-	-	-
<b>Ending Balance</b>							
Ending Balance	-	-	-	-	-	-	-
<b>Total Ending Balance</b>	-	-	-	-	-	-	-

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

**Psychiatric Security Review Board**  
**Pkg: 091 - Statewide Adjustment DAS Chgs**

**Cross Reference Name: General Program**  
**Cross Reference Number: 39900-010-00-00-00000**

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Revenues</b>							
General Fund Appropriation	(14,023)	-	-	-	-	-	(14,023)
<b>Total Revenues</b>	<b>(\$14,023)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(\$14,023)</b>
<b>Services &amp; Supplies</b>							
Office Expenses	(4)	-	-	-	-	-	(4)
Telecommunications	(3,343)	-	-	-	-	-	(3,343)
State Gov. Service Charges	(5,629)	-	-	-	-	-	(5,629)
Publicity and Publications	(7)	-	-	-	-	-	(7)
Other Services and Supplies	(5,040)	-	-	-	-	-	(5,040)
<b>Total Services &amp; Supplies</b>	<b>(\$14,023)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(\$14,023)</b>
<b>Total Expenditures</b>							
Total Expenditures	(14,023)	-	-	-	-	-	(14,023)
<b>Total Expenditures</b>	<b>(\$14,023)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(\$14,023)</b>
<b>Ending Balance</b>							
Ending Balance	-	-	-	-	-	-	-
<b>Total Ending Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Psychiatric Security Review Board  
Pkg: 092 - Statewide AG Adjustment

Cross Reference Name: General Program  
Cross Reference Number: 39900-010-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Revenues</b>							
General Fund Appropriation	(8,464)	-	-	-	-	-	(8,464)
<b>Total Revenues</b>	<b>(\$8,464)</b>	-	-	-	-	-	<b>(\$8,464)</b>
<b>Services &amp; Supplies</b>							
Attorney General	(8,464)	-	-	-	-	-	(8,464)
<b>Total Services &amp; Supplies</b>	<b>(\$8,464)</b>	-	-	-	-	-	<b>(\$8,464)</b>
<b>Total Expenditures</b>							
Total Expenditures	(8,464)	-	-	-	-	-	(8,464)
<b>Total Expenditures</b>	<b>(\$8,464)</b>	-	-	-	-	-	<b>(\$8,464)</b>
<b>Ending Balance</b>							
Ending Balance	-	-	-	-	-	-	-
<b>Total Ending Balance</b>	-	-	-	-	-	-	-

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Psychiatric Security Review Board  
 Pkg: 010 - Non-PICS Psnl Svc / Vacancy Factor

Cross Reference Name: Gun Relief Program  
 Cross Reference Number: 39900-030-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Personal Services</b>							
All Other Differential	-	-	-	-	-	-	-
<b>Total Personal Services</b>	-	-	-	-	-	-	-
<b>Total Expenditures</b>							
Total Expenditures	-	-	-	-	-	-	-
<b>Total Expenditures</b>	-	-	-	-	-	-	-
<b>Ending Balance</b>							
Ending Balance	-	-	-	-	-	-	-
<b>Total Ending Balance</b>	-	-	-	-	-	-	-

**ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY**

Psychiatric Security Review Board  
Pkg: 031 - Standard Inflation

Cross Reference Name: Gun Relief Program  
Cross Reference Number: 39900-030-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
<b>Services &amp; Supplies</b>							
Instate Travel	-	-	-	-	-	-	-
Telecommunications	-	-	-	-	-	-	-
Facilities Rental and Taxes	-	-	-	-	-	-	-
<b>Total Services &amp; Supplies</b>	-	-	-	-	-	-	-
<b>Total Expenditures</b>							
Total Expenditures	-	-	-	-	-	-	-
<b>Total Expenditures</b>	-	-	-	-	-	-	-
<b>Ending Balance</b>							
Ending Balance	-	-	-	-	-	-	-
<b>Total Ending Balance</b>	-	-	-	-	-	-	-

# BUDGET NARRATIVE

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Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page 70

# BUDGET NARRATIVE

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The Psychiatric Security Review Board has no  
Capital Budgeting for the 2017-19 Biennium

Agency Request

Governor's Recommended

Legislatively Adopted

Budget Page 71

# BUDGET NARRATIVE

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Agency Request

Governor's Recommended

Legislatively Adopted

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**Psychiatric Security Review Board**

**Summary Cross Reference Listing and Packages  
2017-19 Biennium**

**Agency Number: 39900  
BAM Analyst: Lisper, Michelle  
Budget Coordinator: Salov, Lyubov - (503)373-0743**

<b>Cross Reference Number</b>	<b>Cross Reference Description</b>	<b>Package Number</b>	<b>Priority</b>	<b>Package Description</b>	<b>Package Group</b>
010-00-00-00000	General Program	010	0	Non-PICS Psnl Svc / Vacancy Factor	Essential Packages
010-00-00-00000	General Program	021	0	Phase - In	Essential Packages
010-00-00-00000	General Program	022	0	Phase-out Pgm & One-time Costs	Essential Packages
010-00-00-00000	General Program	031	0	Standard Inflation	Essential Packages
010-00-00-00000	General Program	032	0	Above Standard Inflation	Essential Packages
010-00-00-00000	General Program	080	0	May 2016 E-Board	Policy Packages
010-00-00-00000	General Program	081	0	September 2016 Emergency Board	Policy Packages
010-00-00-00000	General Program	090	0	Analyst Adjustments	Policy Packages
010-00-00-00000	General Program	091	0	Statewide Adjustment DAS Chgs	Policy Packages
010-00-00-00000	General Program	092	0	Statewide AG Adjustment	Policy Packages
030-00-00-00000	Gun Relief Program	010	0	Non-PICS Psnl Svc / Vacancy Factor	Essential Packages
030-00-00-00000	Gun Relief Program	021	0	Phase - In	Essential Packages
030-00-00-00000	Gun Relief Program	022	0	Phase-out Pgm & One-time Costs	Essential Packages
030-00-00-00000	Gun Relief Program	031	0	Standard Inflation	Essential Packages
030-00-00-00000	Gun Relief Program	032	0	Above Standard Inflation	Essential Packages
030-00-00-00000	Gun Relief Program	080	0	May 2016 E-Board	Policy Packages
030-00-00-00000	Gun Relief Program	081	0	September 2016 Emergency Board	Policy Packages
030-00-00-00000	Gun Relief Program	090	0	Analyst Adjustments	Policy Packages
030-00-00-00000	Gun Relief Program	091	0	Statewide Adjustment DAS Chgs	Policy Packages
030-00-00-00000	Gun Relief Program	092	0	Statewide AG Adjustment	Policy Packages

**Psychiatric Security Review Board**

**Policy Package List by Priority  
2017-19 Biennium**

**Agency Number: 39900**

**BAM Analyst: Lisper, Michelle**

**Budget Coordinator: Salov, Lyubov - (503)373-0743**

<b>Priority</b>	<b>Policy Pkg Number</b>	<b>Policy Pkg Description</b>	<b>Summary Cross Reference Number</b>	<b>Cross Reference Description</b>
0	080	May 2016 E-Board	010-00-00-00000	General Program
			030-00-00-00000	Gun Relief Program
	081	September 2016 Emergency Board	010-00-00-00000	General Program
			030-00-00-00000	Gun Relief Program
	090	Analyst Adjustments	010-00-00-00000	General Program
			030-00-00-00000	Gun Relief Program
	091	Statewide Adjustment DAS Chgs	010-00-00-00000	General Program
			030-00-00-00000	Gun Relief Program
	092	Statewide AG Adjustment	010-00-00-00000	General Program
			030-00-00-00000	Gun Relief Program

**Psychiatric Security Review Board**

**Agency Number: 39900**

**Budget Support - Detail Revenues and Expenditures**

**Cross Reference Number: 39900-000-00-00-00000**

**2017-19 Biennium**

**Psychiatric Security Review Board**

<i>Description</i>	<i>2013-15 Actuals</i>	<i>2015-17 Leg Adopted Budget</i>	<i>2015-17 Leg Approved Budget</i>	<i>2017-19 Agency Request Budget</i>	<i>2017-19 Governor's Budget</i>	<i>2017-19 Leg Adopted Budget</i>
<b>BEGINNING BALANCE</b>						
<b>0025 Beginning Balance</b>						
3400 Other Funds Ltd	10,781	5,554	5,554	3,386	3,386	-
<b>REVENUE CATEGORIES</b>						
<b>GENERAL FUND APPROPRIATION</b>						
<b>0050 General Fund Appropriation</b>						
8000 General Fund	2,372,291	2,604,005	2,688,017	2,999,554	2,977,067	-
<b>TRANSFERS IN</b>						
<b>1257 Tsfr From Police, Dept of State</b>						
3400 Other Funds Ltd	79,655	-	-	-	-	-
<b>REVENUE CATEGORIES</b>						
8000 General Fund	2,372,291	2,604,005	2,688,017	2,999,554	2,977,067	-
3400 Other Funds Ltd	79,655	-	-	-	-	-
<b>TOTAL REVENUE CATEGORIES</b>	<b>\$2,451,946</b>	<b>\$2,604,005</b>	<b>\$2,688,017</b>	<b>\$2,999,554</b>	<b>\$2,977,067</b>	<b>-</b>
<b>AVAILABLE REVENUES</b>						
8000 General Fund	2,372,291	2,604,005	2,688,017	2,999,554	2,977,067	-
3400 Other Funds Ltd	90,436	5,554	5,554	3,386	3,386	-
<b>TOTAL AVAILABLE REVENUES</b>	<b>\$2,462,727</b>	<b>\$2,609,559</b>	<b>\$2,693,571</b>	<b>\$3,002,940</b>	<b>\$2,980,453</b>	<b>-</b>
<b>EXPENDITURES</b>						
<b>PERSONAL SERVICES</b>						
<b>SALARIES &amp; WAGES</b>						
<b>3110 Class/Unclass Sal. and Per Diem</b>						
8000 General Fund	1,060,380	1,297,647	1,373,196	1,466,199	1,466,199	-

**Psychiatric Security Review Board**

**Agency Number: 39900**

**Budget Support - Detail Revenues and Expenditures**

**Cross Reference Number: 39900-000-00-00-00000**

**2017-19 Biennium**

**Psychiatric Security Review Board**

<i>Description</i>	<i>2013-15 Actuals</i>	<i>2015-17 Leg Adopted Budget</i>	<i>2015-17 Leg Approved Budget</i>	<i>2017-19 Agency Request Budget</i>	<i>2017-19 Governor's Budget</i>	<i>2017-19 Leg Adopted Budget</i>
3400 Other Funds Ltd	54,884	-	-	-	-	-
All Funds	1,115,264	1,297,647	1,373,196	1,466,199	1,466,199	-
<b>3190 All Other Differential</b>						
8000 General Fund	24,172	-	-	-	-	-
<b>SALARIES &amp; WAGES</b>						
8000 General Fund	1,084,552	1,297,647	1,373,196	1,466,199	1,466,199	-
3400 Other Funds Ltd	54,884	-	-	-	-	-
<b>TOTAL SALARIES &amp; WAGES</b>	<b>\$1,139,436</b>	<b>\$1,297,647</b>	<b>\$1,373,196</b>	<b>\$1,466,199</b>	<b>\$1,466,199</b>	<b>-</b>
<b>OTHER PAYROLL EXPENSES</b>						
<b>3210 Empl. Rel. Bd. Assessments</b>						
8000 General Fund	318	484	484	570	570	-
3400 Other Funds Ltd	7	-	-	-	-	-
All Funds	325	484	484	570	570	-
<b>3220 Public Employees' Retire Cont</b>						
8000 General Fund	134,181	173,626	185,555	242,089	242,089	-
3400 Other Funds Ltd	2,379	-	-	-	-	-
All Funds	136,560	173,626	185,555	242,089	242,089	-
<b>3221 Pension Obligation Bond</b>						
8000 General Fund	62,052	97,977	76,355	85,095	85,095	-
3400 Other Funds Ltd	1,127	-	-	-	-	-
All Funds	63,179	97,977	76,355	85,095	85,095	-
<b>3230 Social Security Taxes</b>						
8000 General Fund	85,517	99,267	105,046	112,163	112,163	-

**Psychiatric Security Review Board**

**Agency Number: 39900**

**Budget Support - Detail Revenues and Expenditures**

**Cross Reference Number: 39900-000-00-00-00000**

**2017-19 Biennium**

**Psychiatric Security Review Board**

<i>Description</i>	<i>2013-15 Actuals</i>	<i>2015-17 Leg Adopted Budget</i>	<i>2015-17 Leg Approved Budget</i>	<i>2017-19 Agency Request Budget</i>	<i>2017-19 Governor's Budget</i>	<i>2017-19 Leg Adopted Budget</i>
3400 Other Funds Ltd	1,272	-	-	-	-	-
All Funds	86,789	99,267	105,046	112,163	112,163	-
<b>3250 Worker's Comp. Assess. (WCD)</b>						
8000 General Fund	674	759	759	759	759	-
3400 Other Funds Ltd	9	-	-	-	-	-
All Funds	683	759	759	759	759	-
<b>3260 Mass Transit Tax</b>						
8000 General Fund	6,169	9,610	10,063	8,797	8,797	-
<b>3270 Flexible Benefits</b>						
8000 General Fund	303,703	335,808	347,732	366,696	366,696	-
3400 Other Funds Ltd	4,913	-	-	-	-	-
All Funds	308,616	335,808	347,732	366,696	366,696	-
<b>OTHER PAYROLL EXPENSES</b>						
8000 General Fund	592,614	717,531	725,994	816,169	816,169	-
3400 Other Funds Ltd	9,707	-	-	-	-	-
<b>TOTAL OTHER PAYROLL EXPENSES</b>	<b>\$602,321</b>	<b>\$717,531</b>	<b>\$725,994</b>	<b>\$816,169</b>	<b>\$816,169</b>	<b>-</b>
<b>PERSONAL SERVICES</b>						
8000 General Fund	1,677,166	2,015,178	2,099,190	2,282,368	2,282,368	-
3400 Other Funds Ltd	64,591	-	-	-	-	-
<b>TOTAL PERSONAL SERVICES</b>	<b>\$1,741,757</b>	<b>\$2,015,178</b>	<b>\$2,099,190</b>	<b>\$2,282,368</b>	<b>\$2,282,368</b>	<b>-</b>
<b>SERVICES &amp; SUPPLIES</b>						
<b>4100 Instate Travel</b>						
8000 General Fund	33,815	31,812	31,812	32,989	32,989	-

**Psychiatric Security Review Board**

**Agency Number: 39900**

**Budget Support - Detail Revenues and Expenditures**

**Cross Reference Number: 39900-000-00-00-00000**

**2017-19 Biennium**

**Psychiatric Security Review Board**

<i>Description</i>	<i>2013-15 Actuals</i>	<i>2015-17 Leg Adopted Budget</i>	<i>2015-17 Leg Approved Budget</i>	<i>2017-19 Agency Request Budget</i>	<i>2017-19 Governor's Budget</i>	<i>2017-19 Leg Adopted Budget</i>
3400 Other Funds Ltd	1,406	-	-	-	-	-
All Funds	35,221	31,812	31,812	32,989	32,989	-
<b>4125 Out of State Travel</b>						
8000 General Fund	1,599	3,766	3,766	3,905	3,905	-
<b>4150 Employee Training</b>						
8000 General Fund	2,285	10,103	10,103	10,477	10,477	-
3400 Other Funds Ltd	-	2,168	2,168	2,248	2,248	-
All Funds	2,285	12,271	12,271	12,725	12,725	-
<b>4175 Office Expenses</b>						
8000 General Fund	33,486	49,796	49,796	50,601	50,597	-
<b>4200 Telecommunications</b>						
8000 General Fund	22,154	59,633	59,633	61,839	58,496	-
3400 Other Funds Ltd	2,801	-	-	-	-	-
All Funds	24,955	59,633	59,633	61,839	58,496	-
<b>4225 State Gov. Service Charges</b>						
8000 General Fund	86,697	61,844	61,844	97,678	92,049	-
3400 Other Funds Ltd	120	-	-	-	-	-
All Funds	86,817	61,844	61,844	97,678	92,049	-
<b>4250 Data Processing</b>						
8000 General Fund	8,186	5,176	5,176	24,000	24,000	-
<b>4275 Publicity and Publications</b>						
8000 General Fund	817	2,037	2,037	2,112	2,105	-
<b>4300 Professional Services</b>						

**Psychiatric Security Review Board**

**Agency Number: 39900**

**Budget Support - Detail Revenues and Expenditures**

**Cross Reference Number: 39900-000-00-00-00000**

**2017-19 Biennium**

**Psychiatric Security Review Board**

<i>Description</i>	<i>2013-15 Actuals</i>	<i>2015-17 Leg Adopted Budget</i>	<i>2015-17 Leg Approved Budget</i>	<i>2017-19 Agency Request Budget</i>	<i>2017-19 Governor's Budget</i>	<i>2017-19 Leg Adopted Budget</i>
8000 General Fund	964	6,376	6,376	31,637	31,637	-
<b>4315 IT Professional Services</b>						
8000 General Fund	2,700	31,020	31,020	7,292	7,292	-
<b>4325 Attorney General</b>						
8000 General Fund	118,770	113,862	113,862	128,823	120,359	-
<b>4375 Employee Recruitment and Develop</b>						
8000 General Fund	1,096	3,387	3,387	3,512	3,512	-
<b>4400 Dues and Subscriptions</b>						
8000 General Fund	4,610	4,297	4,297	4,456	4,456	-
<b>4425 Facilities Rental and Taxes</b>						
8000 General Fund	89,799	87,606	87,606	119,820	119,820	-
3400 Other Funds Ltd	13,418	-	-	-	-	-
All Funds	103,217	87,606	87,606	119,820	119,820	-
<b>4575 Agency Program Related S and S</b>						
8000 General Fund	337	-	-	1,037	1,037	-
3400 Other Funds Ltd	130	-	-	-	-	-
All Funds	467	-	-	1,037	1,037	-
<b>4650 Other Services and Supplies</b>						
8000 General Fund	9,273	48,461	48,461	64,780	59,740	-
<b>4700 Expendable Prop 250 - 5000</b>						
8000 General Fund	546	38,681	38,681	40,112	40,112	-
<b>4715 IT Expendable Property</b>						
8000 General Fund	22,077	30,970	30,970	32,116	32,116	-

**Psychiatric Security Review Board**

**Agency Number: 39900**

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**Cross Reference Number: 39900-000-00-00-00000**

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**Psychiatric Security Review Board**

<i>Description</i>	<i>2013-15 Actuals</i>	<i>2015-17 Leg Adopted Budget</i>	<i>2015-17 Leg Approved Budget</i>	<i>2017-19 Agency Request Budget</i>	<i>2017-19 Governor's Budget</i>	<i>2017-19 Leg Adopted Budget</i>
<b>SERVICES &amp; SUPPLIES</b>						
8000 General Fund	439,211	588,827	588,827	717,186	694,699	-
3400 Other Funds Ltd	17,875	2,168	2,168	2,248	2,248	-
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$457,086</b>	<b>\$590,995</b>	<b>\$590,995</b>	<b>\$719,434</b>	<b>\$696,947</b>	<b>-</b>
<b>CAPITAL OUTLAY</b>						
<b>5100 Office Furniture and Fixtures</b>						
8000 General Fund	22,780	-	-	-	-	-
<b>5150 Telecommunications Equipment</b>						
8000 General Fund	26,971	-	-	-	-	-
<b>CAPITAL OUTLAY</b>						
8000 General Fund	49,751	-	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$49,751</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES</b>						
8000 General Fund	2,166,128	2,604,005	2,688,017	2,999,554	2,977,067	-
3400 Other Funds Ltd	82,466	2,168	2,168	2,248	2,248	-
<b>TOTAL EXPENDITURES</b>	<b>\$2,248,594</b>	<b>\$2,606,173</b>	<b>\$2,690,185</b>	<b>\$3,001,802</b>	<b>\$2,979,315</b>	<b>-</b>
<b>REVERSIONS</b>						
<b>9900 Reversions</b>						
8000 General Fund	(206,163)	-	-	-	-	-
<b>ENDING BALANCE</b>						
3400 Other Funds Ltd	7,970	3,386	3,386	1,138	1,138	-
<b>TOTAL ENDING BALANCE</b>	<b>\$7,970</b>	<b>\$3,386</b>	<b>\$3,386</b>	<b>\$1,138</b>	<b>\$1,138</b>	<b>-</b>
<b>AUTHORIZED POSITIONS</b>						



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**Psychiatric Security Review Board**

<i>Description</i>	<i>2013-15 Actuals</i>	<i>2015-17 Leg Adopted Budget</i>	<i>2015-17 Leg Approved Budget</i>	<i>2017-19 Agency Request Budget</i>	<i>2017-19 Governor's Budget</i>	<i>2017-19 Leg Adopted Budget</i>
8150 Class/Unclass Positions	11	11	11	11	11	-
<b>TOTAL AUTHORIZED POSITIONS</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>-</b>
<b>AUTHORIZED FTE</b>						
8250 Class/Unclass FTE Positions	11.00	11.00	11.00	11.00	11.00	-
<b>TOTAL AUTHORIZED FTE</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>-</b>

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**Budget Support - Detail Revenues and Expenditures**

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**2017-19 Biennium**

**General Program**

<i>Description</i>	<i>2013-15 Actuals</i>	<i>2015-17 Leg Adopted Budget</i>	<i>2015-17 Leg Approved Budget</i>	<i>2017-19 Agency Request Budget</i>	<i>2017-19 Governor's Budget</i>	<i>2017-19 Leg Adopted Budget</i>
<b>BEGINNING BALANCE</b>						
<b>0025 Beginning Balance</b>						
3400 Other Funds Ltd	9,666	5,554	5,554	3,386	3,386	-
<b>REVENUE CATEGORIES</b>						
<b>GENERAL FUND APPROPRIATION</b>						
<b>0050 General Fund Appropriation</b>						
8000 General Fund	1,881,976	2,604,005	2,688,017	2,999,554	2,977,067	-
<b>AVAILABLE REVENUES</b>						
8000 General Fund	1,881,976	2,604,005	2,688,017	2,999,554	2,977,067	-
3400 Other Funds Ltd	9,666	5,554	5,554	3,386	3,386	-
<b>TOTAL AVAILABLE REVENUES</b>	<b>\$1,891,642</b>	<b>\$2,609,559</b>	<b>\$2,693,571</b>	<b>\$3,002,940</b>	<b>\$2,980,453</b>	<b>-</b>
<b>EXPENDITURES</b>						
<b>PERSONAL SERVICES</b>						
<b>SALARIES &amp; WAGES</b>						
<b>3110 Class/Unclass Sal. and Per Diem</b>						
8000 General Fund	995,004	1,297,647	1,373,196	1,466,199	1,466,199	-
<b>3190 All Other Differential</b>						
8000 General Fund	23,010	-	-	-	-	-
<b>SALARIES &amp; WAGES</b>						
8000 General Fund	1,018,014	1,297,647	1,373,196	1,466,199	1,466,199	-
<b>TOTAL SALARIES &amp; WAGES</b>	<b>\$1,018,014</b>	<b>\$1,297,647</b>	<b>\$1,373,196</b>	<b>\$1,466,199</b>	<b>\$1,466,199</b>	<b>-</b>
<b>OTHER PAYROLL EXPENSES</b>						
<b>3210 Empl. Rel. Bd. Assessments</b>						

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<i>Description</i>	<i>2013-15 Actuals</i>	<i>2015-17 Leg Adopted Budget</i>	<i>2015-17 Leg Approved Budget</i>	<i>2017-19 Agency Request Budget</i>	<i>2017-19 Governor's Budget</i>	<i>2017-19 Leg Adopted Budget</i>
8000 General Fund	273	484	484	570	570	-
<b>3220 Public Employees' Retire Cont</b>						
8000 General Fund	120,061	173,626	185,555	242,089	242,089	-
<b>3221 Pension Obligation Bond</b>						
8000 General Fund	55,488	97,977	76,355	85,095	85,095	-
<b>3230 Social Security Taxes</b>						
8000 General Fund	78,009	99,267	105,046	112,163	112,163	-
<b>3250 Worker's Comp. Assess. (WCD)</b>						
8000 General Fund	603	759	759	759	759	-
<b>3260 Mass Transit Tax</b>						
8000 General Fund	5,419	9,610	10,063	8,797	8,797	-
<b>3270 Flexible Benefits</b>						
8000 General Fund	272,741	335,808	347,732	366,696	366,696	-
<b>OTHER PAYROLL EXPENSES</b>						
8000 General Fund	532,594	717,531	725,994	816,169	816,169	-
<b>TOTAL OTHER PAYROLL EXPENSES</b>	<b>\$532,594</b>	<b>\$717,531</b>	<b>\$725,994</b>	<b>\$816,169</b>	<b>\$816,169</b>	-
<b>PERSONAL SERVICES</b>						
8000 General Fund	1,550,608	2,015,178	2,099,190	2,282,368	2,282,368	-
<b>TOTAL PERSONAL SERVICES</b>	<b>\$1,550,608</b>	<b>\$2,015,178</b>	<b>\$2,099,190</b>	<b>\$2,282,368</b>	<b>\$2,282,368</b>	-
<b>SERVICES &amp; SUPPLIES</b>						
<b>4100 Instate Travel</b>						
8000 General Fund	33,787	31,812	31,812	32,989	32,989	-
3400 Other Funds Ltd	1,406	-	-	-	-	-

**Budget Support - Detail Revenues and Expenditures**

**Cross Reference Number: 39900-010-00-00-00000**

**2017-19 Biennium**

**General Program**

<i>Description</i>	<i>2013-15 Actuals</i>	<i>2015-17 Leg Adopted Budget</i>	<i>2015-17 Leg Approved Budget</i>	<i>2017-19 Agency Request Budget</i>	<i>2017-19 Governor's Budget</i>	<i>2017-19 Leg Adopted Budget</i>
All Funds	35,193	31,812	31,812	32,989	32,989	-
<b>4125 Out of State Travel</b>						
8000 General Fund	1,599	3,766	3,766	3,905	3,905	-
<b>4150 Employee Training</b>						
8000 General Fund	2,285	10,103	10,103	10,477	10,477	-
3400 Other Funds Ltd	-	2,168	2,168	2,248	2,248	-
All Funds	2,285	12,271	12,271	12,725	12,725	-
<b>4175 Office Expenses</b>						
8000 General Fund	33,486	49,796	49,796	50,601	50,597	-
<b>4200 Telecommunications</b>						
8000 General Fund	22,154	59,633	59,633	61,839	58,496	-
3400 Other Funds Ltd	40	-	-	-	-	-
All Funds	22,194	59,633	59,633	61,839	58,496	-
<b>4225 State Gov. Service Charges</b>						
8000 General Fund	86,697	61,844	61,844	97,678	92,049	-
3400 Other Funds Ltd	120	-	-	-	-	-
All Funds	86,817	61,844	61,844	97,678	92,049	-
<b>4250 Data Processing</b>						
8000 General Fund	8,186	5,176	5,176	24,000	24,000	-
<b>4275 Publicity and Publications</b>						
8000 General Fund	817	2,037	2,037	2,112	2,105	-
<b>4300 Professional Services</b>						
8000 General Fund	964	6,376	6,376	31,637	31,637	-

**Budget Support - Detail Revenues and Expenditures  
2017-19 Biennium  
General Program**

**Cross Reference Number: 39900-010-00-00-00000**

<i>Description</i>	<i>2013-15 Actuals</i>	<i>2015-17 Leg Adopted Budget</i>	<i>2015-17 Leg Approved Budget</i>	<i>2017-19 Agency Request Budget</i>	<i>2017-19 Governor's Budget</i>	<i>2017-19 Leg Adopted Budget</i>
<b>4315 IT Professional Services</b>						
8000 General Fund	2,700	31,020	31,020	7,292	7,292	-
<b>4325 Attorney General</b>						
8000 General Fund	118,770	113,862	113,862	128,823	120,359	-
<b>4375 Employee Recruitment and Develop</b>						
8000 General Fund	1,096	3,387	3,387	3,512	3,512	-
<b>4400 Dues and Subscriptions</b>						
8000 General Fund	4,610	4,297	4,297	4,456	4,456	-
<b>4425 Facilities Rental and Taxes</b>						
8000 General Fund	89,799	87,606	87,606	119,820	119,820	-
<b>4575 Agency Program Related S and S</b>						
8000 General Fund	337	-	-	1,037	1,037	-
3400 Other Funds Ltd	130	-	-	-	-	-
All Funds	467	-	-	1,037	1,037	-
<b>4650 Other Services and Supplies</b>						
8000 General Fund	9,273	48,461	48,461	64,780	59,740	-
<b>4700 Expendable Prop 250 - 5000</b>						
8000 General Fund	546	38,681	38,681	40,112	40,112	-
<b>4715 IT Expendable Property</b>						
8000 General Fund	22,077	30,970	30,970	32,116	32,116	-
<b>SERVICES &amp; SUPPLIES</b>						
8000 General Fund	439,183	588,827	588,827	717,186	694,699	-
3400 Other Funds Ltd	1,696	2,168	2,168	2,248	2,248	-

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**Budget Support - Detail Revenues and Expenditures  
2017-19 Biennium  
General Program**

**Cross Reference Number: 39900-010-00-00-00000**

<i>Description</i>	<i>2013-15 Actuals</i>	<i>2015-17 Leg Adopted Budget</i>	<i>2015-17 Leg Approved Budget</i>	<i>2017-19 Agency Request Budget</i>	<i>2017-19 Governor's Budget</i>	<i>2017-19 Leg Adopted Budget</i>
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$440,879</b>	<b>\$590,995</b>	<b>\$590,995</b>	<b>\$719,434</b>	<b>\$696,947</b>	<b>-</b>
<b>CAPITAL OUTLAY</b>						
<b>5100 Office Furniture and Fixtures</b>						
8000 General Fund	22,780	-	-	-	-	-
<b>5150 Telecommunications Equipment</b>						
8000 General Fund	26,971	-	-	-	-	-
<b>CAPITAL OUTLAY</b>						
8000 General Fund	49,751	-	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$49,751</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES</b>						
8000 General Fund	2,039,542	2,604,005	2,688,017	2,999,554	2,977,067	-
3400 Other Funds Ltd	1,696	2,168	2,168	2,248	2,248	-
<b>TOTAL EXPENDITURES</b>	<b>\$2,041,238</b>	<b>\$2,606,173</b>	<b>\$2,690,185</b>	<b>\$3,001,802</b>	<b>\$2,979,315</b>	<b>-</b>
<b>REVERSIONS</b>						
<b>9900 Reversions</b>						
8000 General Fund	157,566	-	-	-	-	-
<b>ENDING BALANCE</b>						
3400 Other Funds Ltd	7,970	3,386	3,386	1,138	1,138	-
<b>TOTAL ENDING BALANCE</b>	<b>\$7,970</b>	<b>\$3,386</b>	<b>\$3,386</b>	<b>\$1,138</b>	<b>\$1,138</b>	<b>-</b>
<b>AUTHORIZED POSITIONS</b>						
8150 Class/Unclass Positions	11	11	11	11	11	-
<b>TOTAL AUTHORIZED POSITIONS</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>-</b>
<b>AUTHORIZED FTE</b>						

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**General Program**

<i>Description</i>	<i>2013-15 Actuals</i>	<i>2015-17 Leg Adopted Budget</i>	<i>2015-17 Leg Approved Budget</i>	<i>2017-19 Agency Request Budget</i>	<i>2017-19 Governor's Budget</i>	<i>2017-19 Leg Adopted Budget</i>
8250 Class/Unclass FTE Positions	11.00	11.00	11.00	11.00	11.00	-
<b>TOTAL AUTHORIZED FTE</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>-</b>

**Psychiatric Security Review Board**

**Agency Number: 39900**

**Budget Support - Detail Revenues and Expenditures  
2017-19 Biennium  
Gun Relief Program**

**Cross Reference Number: 39900-030-00-00-00000**

<i>Description</i>	<i>2013-15 Actuals</i>	<i>2015-17 Leg Adopted Budget</i>	<i>2015-17 Leg Approved Budget</i>	<i>2017-19 Agency Request Budget</i>	<i>2017-19 Governor's Budget</i>	<i>2017-19 Leg Adopted Budget</i>
<b>BEGINNING BALANCE</b>						
<b>0025 Beginning Balance</b>						
3400 Other Funds Ltd	1,115	-	-	-	-	-
<b>REVENUE CATEGORIES</b>						
<b>GENERAL FUND APPROPRIATION</b>						
<b>0050 General Fund Appropriation</b>						
8000 General Fund	490,315	-	-	-	-	-
<b>TRANSFERS IN</b>						
<b>1257 Tsfr From Police, Dept of State</b>						
3400 Other Funds Ltd	79,655	-	-	-	-	-
<b>REVENUE CATEGORIES</b>						
8000 General Fund	490,315	-	-	-	-	-
3400 Other Funds Ltd	79,655	-	-	-	-	-
<b>TOTAL REVENUE CATEGORIES</b>	<b>\$569,970</b>	-	-	-	-	-
<b>AVAILABLE REVENUES</b>						
8000 General Fund	490,315	-	-	-	-	-
3400 Other Funds Ltd	80,770	-	-	-	-	-
<b>TOTAL AVAILABLE REVENUES</b>	<b>\$571,085</b>	-	-	-	-	-
<b>EXPENDITURES</b>						
<b>PERSONAL SERVICES</b>						
<b>SALARIES &amp; WAGES</b>						
<b>3110 Class/Unclass Sal. and Per Diem</b>						
8000 General Fund	65,376	-	-	-	-	-



<i>Description</i>	<i>2013-15 Actuals</i>	<i>2015-17 Leg Adopted Budget</i>	<i>2015-17 Leg Approved Budget</i>	<i>2017-19 Agency Request Budget</i>	<i>2017-19 Governor's Budget</i>	<i>2017-19 Leg Adopted Budget</i>
3400 Other Funds Ltd	54,884	-	-	-	-	-
All Funds	120,260	-	-	-	-	-
<b>3190 All Other Differential</b>						
8000 General Fund	1,162	-	-	-	-	-
<b>SALARIES &amp; WAGES</b>						
8000 General Fund	66,538	-	-	-	-	-
3400 Other Funds Ltd	54,884	-	-	-	-	-
<b>TOTAL SALARIES &amp; WAGES</b>	<b>\$121,422</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>OTHER PAYROLL EXPENSES</b>						
<b>3210 Empl. Rel. Bd. Assessments</b>						
8000 General Fund	45	-	-	-	-	-
3400 Other Funds Ltd	7	-	-	-	-	-
All Funds	52	-	-	-	-	-
<b>3220 Public Employees' Retire Cont</b>						
8000 General Fund	14,120	-	-	-	-	-
3400 Other Funds Ltd	2,379	-	-	-	-	-
All Funds	16,499	-	-	-	-	-
<b>3221 Pension Obligation Bond</b>						
8000 General Fund	6,564	-	-	-	-	-
3400 Other Funds Ltd	1,127	-	-	-	-	-
All Funds	7,691	-	-	-	-	-
<b>3230 Social Security Taxes</b>						
8000 General Fund	7,508	-	-	-	-	-

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**2017-19 Biennium**

**Gun Relief Program**

<i>Description</i>	<i>2013-15 Actuals</i>	<i>2015-17 Leg Adopted Budget</i>	<i>2015-17 Leg Approved Budget</i>	<i>2017-19 Agency Request Budget</i>	<i>2017-19 Governor's Budget</i>	<i>2017-19 Leg Adopted Budget</i>
3400 Other Funds Ltd	1,272	-	-	-	-	-
All Funds	8,780	-	-	-	-	-
<b>3250 Worker's Comp. Assess. (WCD)</b>						
8000 General Fund	71	-	-	-	-	-
3400 Other Funds Ltd	9	-	-	-	-	-
All Funds	80	-	-	-	-	-
<b>3260 Mass Transit Tax</b>						
8000 General Fund	750	-	-	-	-	-
<b>3270 Flexible Benefits</b>						
8000 General Fund	30,962	-	-	-	-	-
3400 Other Funds Ltd	4,913	-	-	-	-	-
All Funds	35,875	-	-	-	-	-
<b>OTHER PAYROLL EXPENSES</b>						
8000 General Fund	60,020	-	-	-	-	-
3400 Other Funds Ltd	9,707	-	-	-	-	-
<b>TOTAL OTHER PAYROLL EXPENSES</b>	<b>\$69,727</b>	-	-	-	-	-
<b>PERSONAL SERVICES</b>						
8000 General Fund	126,558	-	-	-	-	-
3400 Other Funds Ltd	64,591	-	-	-	-	-
<b>TOTAL PERSONAL SERVICES</b>	<b>\$191,149</b>	-	-	-	-	-
<b>SERVICES &amp; SUPPLIES</b>						
<b>4100 Instate Travel</b>						
8000 General Fund	28	-	-	-	-	-

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**Budget Support - Detail Revenues and Expenditures  
2017-19 Biennium  
Gun Relief Program**

**Cross Reference Number: 39900-030-00-00-00000**

<i>Description</i>	<i>2013-15 Actuals</i>	<i>2015-17 Leg Adopted Budget</i>	<i>2015-17 Leg Approved Budget</i>	<i>2017-19 Agency Request Budget</i>	<i>2017-19 Governor's Budget</i>	<i>2017-19 Leg Adopted Budget</i>
<b>4200 Telecommunications</b>						
3400 Other Funds Ltd	2,761	-	-	-	-	-
<b>4425 Facilities Rental and Taxes</b>						
3400 Other Funds Ltd	13,418	-	-	-	-	-
<b>SERVICES &amp; SUPPLIES</b>						
8000 General Fund	28	-	-	-	-	-
3400 Other Funds Ltd	16,179	-	-	-	-	-
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$16,207</b>	-	-	-	-	-
<b>EXPENDITURES</b>						
8000 General Fund	126,586	-	-	-	-	-
3400 Other Funds Ltd	80,770	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$207,356</b>	-	-	-	-	-
<b>REVERSIONS</b>						
<b>9900 Reversions</b>						
8000 General Fund	(363,729)	-	-	-	-	-

Description	Agency Request Budget (V-01) 2017-19 Base Budget	Governor's Budget (Y-01) 2017-19 Base Budget	Column 2 minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		
<b>BEGINNING BALANCE</b>				
0025 Beginning Balance				
3400 Other Funds Ltd	3,386	3,386	0	-
<b>REVENUE CATEGORIES</b>				
<b>GENERAL FUND APPROPRIATION</b>				
0050 General Fund Appropriation				
8000 General Fund	2,863,721	2,863,721	0	-
<b>AVAILABLE REVENUES</b>				
8000 General Fund	2,863,721	2,863,721	0	-
3400 Other Funds Ltd	3,386	3,386	0	-
<b>TOTAL AVAILABLE REVENUES</b>	<b>\$2,867,107</b>	<b>\$2,867,107</b>	<b>0</b>	<b>-</b>
<b>EXPENDITURES</b>				
<b>PERSONAL SERVICES</b>				
<b>SALARIES &amp; WAGES</b>				
3110 Class/Unclass Sal. and Per Diem				
8000 General Fund	1,466,199	1,466,199	0	-
<b>OTHER PAYROLL EXPENSES</b>				
3210 Empl. Rel. Bd. Assessments				
8000 General Fund	570	570	0	-
3220 Public Employees' Retire Cont				
8000 General Fund	242,089	242,089	0	-
3221 Pension Obligation Bond				
8000 General Fund	76,355	76,355	0	-
3230 Social Security Taxes				

Description	Agency Request Budget (V-01) 2017-19 Base Budget	Governor's Budget (Y-01) 2017-19 Base Budget	Column 2 minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		
8000 General Fund	112,163	112,163	0	-
<b>3250 Worker's Comp. Assess. (WCD)</b>				
8000 General Fund	759	759	0	-
<b>3260 Mass Transit Tax</b>				
8000 General Fund	10,063	10,063	0	-
<b>3270 Flexible Benefits</b>				
8000 General Fund	366,696	366,696	0	-
<b>TOTAL OTHER PAYROLL EXPENSES</b>				
8000 General Fund	808,695	808,695	0	-
<b>TOTAL PERSONAL SERVICES</b>				
8000 General Fund	2,274,894	2,274,894	0	-
<b>SERVICES &amp; SUPPLIES</b>				
<b>4100 Instate Travel</b>				
8000 General Fund	31,812	31,812	0	-
<b>4125 Out of State Travel</b>				
8000 General Fund	3,766	3,766	0	-
<b>4150 Employee Training</b>				
8000 General Fund	10,103	10,103	0	-
3400 Other Funds Ltd	2,168	2,168	0	-
All Funds	12,271	12,271	0	-
<b>4175 Office Expenses</b>				
8000 General Fund	48,796	48,796	0	-
<b>4200 Telecommunications</b>				
8000 General Fund	59,633	59,633	0	-

Description	Agency Request Budget (V-01) 2017-19 Base Budget	Governor's Budget (Y-01) 2017-19 Base Budget	Column 2 minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		
<b>4225 State Gov. Service Charges</b>				
8000 General Fund	82,159	82,159	0	-
<b>4250 Data Processing</b>				
8000 General Fund	5,005	5,005	0	-
<b>4275 Publicity and Publications</b>				
8000 General Fund	2,037	2,037	0	-
<b>4300 Professional Services</b>				
8000 General Fund	6,376	6,376	0	-
<b>4315 IT Professional Services</b>				
8000 General Fund	31,020	31,020	0	-
<b>4325 Attorney General</b>				
8000 General Fund	113,862	113,862	0	-
<b>4375 Employee Recruitment and Develop</b>				
8000 General Fund	3,387	3,387	0	-
<b>4400 Dues and Subscriptions</b>				
8000 General Fund	4,297	4,297	0	-
<b>4425 Facilities Rental and Taxes</b>				
8000 General Fund	87,606	87,606	0	-
<b>4575 Agency Program Related S and S</b>				
8000 General Fund	1,000	1,000	0	-
<b>4650 Other Services and Supplies</b>				
8000 General Fund	28,317	28,317	0	-
<b>4700 Expendable Prop 250 - 5000</b>				
8000 General Fund	38,681	38,681	0	-

Description	Agency Request Budget (V-01) 2017-19 Base Budget	Governor's Budget (Y-01) 2017-19 Base Budget	Column 2 minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		
<b>4715 IT Expendable Property</b>				
8000 General Fund	30,970	30,970	0	-
<b>TOTAL SERVICES &amp; SUPPLIES</b>				
8000 General Fund	588,827	588,827	0	-
3400 Other Funds Ltd	2,168	2,168	0	-
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$590,995</b>	<b>\$590,995</b>	<b>0</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>				
8000 General Fund	2,863,721	2,863,721	0	-
3400 Other Funds Ltd	2,168	2,168	0	-
<b>TOTAL EXPENDITURES</b>	<b>\$2,865,889</b>	<b>\$2,865,889</b>	<b>0</b>	<b>-</b>
<b>ENDING BALANCE</b>				
3400 Other Funds Ltd	1,218	1,218	0	-
<b>AUTHORIZED POSITIONS</b>				
8150 Class/Unclass Positions	11	11	0	-
<b>AUTHORIZED FTE</b>				
8250 Class/Unclass FTE Positions	11.00	11.00	0	-

**Psychiatric Security Review Board**

**Agency Number: 39900**

**Package Comparison Report - Detail  
2017-19 Biennium  
General Program**

**Cross Reference Number: 39900-010-00-00-00000  
Package: Non-PICS Psnl Svc / Vacancy Factor  
Pkg Group: ESS Pkg Type: 010 Pkg Number: 010**

Description	Agency Request Budget (V-01)	Governor's Budget (Y-01)	Column 2 Minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		

**REVENUE CATEGORIES**

**GENERAL FUND APPROPRIATION**

**0050 General Fund Appropriation**

8000 General Fund	7,474	7,474	0	0.00%
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**AVAILABLE REVENUES**

8000 General Fund	7,474	7,474	0	0.00%
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<b>TOTAL AVAILABLE REVENUES</b>	<b>\$7,474</b>	<b>\$7,474</b>	<b>\$0</b>	<b>0.00%</b>
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**EXPENDITURES**

**PERSONAL SERVICES**

**OTHER PAYROLL EXPENSES**

**3221 Pension Obligation Bond**

8000 General Fund	8,740	8,740	0	0.00%
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**3260 Mass Transit Tax**

8000 General Fund	(1,266)	(1,266)	0	0.00%
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**OTHER PAYROLL EXPENSES**

8000 General Fund	7,474	7,474	0	0.00%
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<b>TOTAL OTHER PAYROLL EXPENSES</b>	<b>\$7,474</b>	<b>\$7,474</b>	<b>\$0</b>	<b>0.00%</b>
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**EXPENDITURES**

8000 General Fund	7,474	7,474	0	0.00%
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**Psychiatric Security Review Board**

**Agency Number: 39900**

Package Comparison Report - Detail  
 2017-19 Biennium  
 General Program

Cross Reference Number: 39900-010-00-00-00000  
 Package: Non-PICS Psnl Svc / Vacancy Factor  
 Pkg Group: ESS Pkg Type: 010 Pkg Number: 010

Description	Agency Request Budget (V-01)	Governor's Budget (Y-01)	Column 2 Minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		
<b>TOTAL EXPENDITURES</b>	<b>\$7,474</b>	<b>\$7,474</b>	<b>\$0</b>	<b>0.00%</b>
<b>ENDING BALANCE</b>				
8000 General Fund	-	-	0	0.00%
<b>TOTAL ENDING BALANCE</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>0.00%</b>

**Psychiatric Security Review Board**

**Agency Number: 39900**

Package Comparison Report - Detail  
 2017-19 Biennium  
 General Program

Cross Reference Number: 39900-010-00-00-00000

Package: Standard Inflation

Pkg Group: ESS Pkg Type: 030 Pkg Number: 031

Description	Agency Request Budget (V-01)	Governor's Budget (Y-01)	Column 2 Minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		

**REVENUE CATEGORIES**

**GENERAL FUND APPROPRIATION**

**0050 General Fund Appropriation**

8000 General Fund	47,965	47,965	0	0.00%
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**AVAILABLE REVENUES**

8000 General Fund	47,965	47,965	0	0.00%
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<b>TOTAL AVAILABLE REVENUES</b>	<b>\$47,965</b>	<b>\$47,965</b>	<b>\$0</b>	<b>0.00%</b>
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**EXPENDITURES**

**SERVICES & SUPPLIES**

**4100 Instate Travel**

8000 General Fund	1,177	1,177	0	0.00%
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**4125 Out of State Travel**

8000 General Fund	139	139	0	0.00%
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**4150 Employee Training**

8000 General Fund	374	374	0	0.00%
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3400 Other Funds Ltd	80	80	0	0.00%
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All Funds	454	454	0	0.00%
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**4175 Office Expenses**

8000 General Fund	1,805	1,805	0	0.00%
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**Psychiatric Security Review Board**

**Agency Number: 39900**

**Package Comparison Report - Detail  
2017-19 Biennium  
General Program**

**Cross Reference Number: 39900-010-00-00-00000**

**Package: Standard Inflation**

**Pkg Group: ESS Pkg Type: 030 Pkg Number: 031**

Description	Agency Request Budget (V-01)	Governor's Budget (Y-01)	Column 2 Minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		
<b>4200 Telecommunications</b>				
8000 General Fund	2,206	2,206	0	0.00%
<b>4225 State Gov. Service Charges</b>				
8000 General Fund	15,519	15,519	0	0.00%
<b>4250 Data Processing</b>				
8000 General Fund	185	185	0	0.00%
<b>4275 Publicity and Publications</b>				
8000 General Fund	75	75	0	0.00%
<b>4300 Professional Services</b>				
8000 General Fund	261	261	0	0.00%
<b>4315 IT Professional Services</b>				
8000 General Fund	1,272	1,272	0	0.00%
<b>4325 Attorney General</b>				
8000 General Fund	14,961	14,961	0	0.00%
<b>4375 Employee Recruitment and Develop</b>				
8000 General Fund	125	125	0	0.00%
<b>4400 Dues and Subscriptions</b>				
8000 General Fund	159	159	0	0.00%
<b>4425 Facilities Rental and Taxes</b>				

**Psychiatric Security Review Board**

**Agency Number: 39900**

**Package Comparison Report - Detail  
2017-19 Biennium  
General Program**

**Cross Reference Number: 39900-010-00-00-00000**

**Package: Standard Inflation**

**Pkg Group: ESS Pkg Type: 030 Pkg Number: 031**

Description	Agency Request Budget (V-01)	Governor's Budget (Y-01)	Column 2 Minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		
8000 General Fund	6,045	6,045	0	0.00%
<b>4575 Agency Program Related S and S</b>				
8000 General Fund	37	37	0	0.00%
<b>4650 Other Services and Supplies</b>				
8000 General Fund	1,048	1,048	0	0.00%
<b>4700 Expendable Prop 250 - 5000</b>				
8000 General Fund	1,431	1,431	0	0.00%
<b>4715 IT Expendable Property</b>				
8000 General Fund	1,146	1,146	0	0.00%
<b>SERVICES &amp; SUPPLIES</b>				
8000 General Fund	47,965	47,965	0	0.00%
3400 Other Funds Ltd	80	80	0	0.00%
<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$48,045</b>	<b>\$48,045</b>	<b>\$0</b>	<b>0.00%</b>
<b>EXPENDITURES</b>				
8000 General Fund	47,965	47,965	0	0.00%
3400 Other Funds Ltd	80	80	0	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$48,045</b>	<b>\$48,045</b>	<b>\$0</b>	<b>0.00%</b>
<b>ENDING BALANCE</b>				
8000 General Fund	-	-	0	0.00%

**Psychiatric Security Review Board**

**Agency Number: 39900**

**Package Comparison Report - Detail  
2017-19 Biennium  
General Program**

**Cross Reference Number: 39900-010-00-00-00000**

**Package: Standard Inflation**

**Pkg Group: ESS Pkg Type: 030 Pkg Number: 031**

Description	Agency Request Budget (V-01)	Governor's Budget (Y-01)	Column 2 Minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		
3400 Other Funds Ltd	(80)	(80)	0	0.00%
<b>TOTAL ENDING BALANCE</b>	<b>(\$80)</b>	<b>(\$80)</b>	<b>\$0</b>	<b>0.00%</b>

**Psychiatric Security Review Board**

**Agency Number: 39900**

Package Comparison Report - Detail  
 2017-19 Biennium  
 General Program

Cross Reference Number: 39900-010-00-00-00000  
 Package: Above Standard Inflation  
 Pkg Group: ESS Pkg Type: 030 Pkg Number: 032

Description	Agency Request Budget (V-01)	Governor's Budget (Y-01)	Column 2 Minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		

**REVENUE CATEGORIES**

**GENERAL FUND APPROPRIATION**

**0050 General Fund Appropriation**

8000 General Fund	80,394	80,394	0	0.00%
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**AVAILABLE REVENUES**

8000 General Fund	80,394	80,394	0	0.00%
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<b>TOTAL AVAILABLE REVENUES</b>	<b>\$80,394</b>	<b>\$80,394</b>	<b>\$0</b>	<b>0.00%</b>
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**EXPENDITURES**

**SERVICES & SUPPLIES**

**4250 Data Processing**

8000 General Fund	18,810	18,810	0	0.00%
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**4425 Facilities Rental and Taxes**

8000 General Fund	26,169	26,169	0	0.00%
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**4650 Other Services and Supplies**

8000 General Fund	35,415	35,415	0	0.00%
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**SERVICES & SUPPLIES**

8000 General Fund	80,394	80,394	0	0.00%
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<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>\$80,394</b>	<b>\$80,394</b>	<b>\$0</b>	<b>0.00%</b>
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**EXPENDITURES**

**Psychiatric Security Review Board**

**Agency Number: 39900**

**Package Comparison Report - Detail  
2017-19 Biennium  
General Program**

**Cross Reference Number: 39900-010-00-00-00000  
Package: Above Standard Inflation  
Pkg Group: ESS Pkg Type: 030 Pkg Number: 032**

Description	Agency Request Budget (V-01)	Governor's Budget (Y-01)	Column 2 Minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		
8000 General Fund	80,394	80,394	0	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$80,394</b>	<b>\$80,394</b>	<b>\$0</b>	<b>0.00%</b>
<b>ENDING BALANCE</b>				
8000 General Fund	-	-	0	0.00%
<b>TOTAL ENDING BALANCE</b>	<b>-</b>	<b>-</b>	<b>\$0</b>	<b>0.00%</b>

**Psychiatric Security Review Board**

**Agency Number: 39900**

Package Comparison Report - Detail  
 2017-19 Biennium  
 General Program

Cross Reference Number: 39900-010-00-00-00000  
 Package: Technical Adjustments  
 Pkg Group: ESS Pkg Type: 060 Pkg Number: 060

Description	Agency Request Budget (V-01)	Governor's Budget (Y-01)	Column 2 Minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		
<b>EXPENDITURES</b>				
<b>SERVICES &amp; SUPPLIES</b>				
<b>4300 Professional Services</b>				
8000 General Fund	25,000	25,000	0	0.00%
<b>4315 IT Professional Services</b>				
8000 General Fund	(25,000)	(25,000)	0	0.00%
<b>SERVICES &amp; SUPPLIES</b>				
8000 General Fund	-	-	0	0.00%
<b>TOTAL SERVICES &amp; SUPPLIES</b>	-	-	<b>\$0</b>	<b>0.00%</b>
<b>EXPENDITURES</b>				
8000 General Fund	-	-	0	0.00%
<b>TOTAL EXPENDITURES</b>	-	-	<b>\$0</b>	<b>0.00%</b>
<b>ENDING BALANCE</b>				
8000 General Fund	-	-	0	0.00%
<b>TOTAL ENDING BALANCE</b>	-	-	<b>\$0</b>	<b>0.00%</b>



**Psychiatric Security Review Board**

**Agency Number: 39900**

Package Comparison Report - Detail  
 2017-19 Biennium  
 General Program

Cross Reference Number: 39900-010-00-00-00000  
 Package: Statewide Adjustment DAS Chgs  
 Pkg Group: POL Pkg Type: 090 Pkg Number: 091

Description	Agency Request Budget (V-01)	Governor's Budget (Y-01)	Column 2 Minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		

**REVENUE CATEGORIES**

**GENERAL FUND APPROPRIATION**

**0050 General Fund Appropriation**

8000 General Fund - (14,023) (14,023) 100.00%

**AVAILABLE REVENUES**

8000 General Fund - (14,023) (14,023) 100.00%

**TOTAL AVAILABLE REVENUES - (\$14,023) (\$14,023) 100.00%**

**EXPENDITURES**

**SERVICES & SUPPLIES**

**4175 Office Expenses**

8000 General Fund - (4) (4) 100.00%

**4200 Telecommunications**

8000 General Fund - (3,343) (3,343) 100.00%

**4225 State Gov. Service Charges**

8000 General Fund - (5,629) (5,629) 100.00%

**4275 Publicity and Publications**

8000 General Fund - (7) (7) 100.00%

**4650 Other Services and Supplies**

8000 General Fund - (5,040) (5,040) 100.00%

**Psychiatric Security Review Board**

**Agency Number: 39900**

Package Comparison Report - Detail  
 2017-19 Biennium  
 General Program

Cross Reference Number: 39900-010-00-00-00000  
 Package: Statewide Adjustment DAS Chgs  
 Pkg Group: POL Pkg Type: 090 Pkg Number: 091

Description	Agency Request Budget (V-01)	Governor's Budget (Y-01)	Column 2 Minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		
<b>SERVICES &amp; SUPPLIES</b>				
8000 General Fund	-	(14,023)	(14,023)	100.00%
<b>TOTAL SERVICES &amp; SUPPLIES</b>	-	<b>(\$14,023)</b>	<b>(\$14,023)</b>	<b>100.00%</b>
<b>EXPENDITURES</b>				
8000 General Fund	-	(14,023)	(14,023)	100.00%
<b>TOTAL EXPENDITURES</b>	-	<b>(\$14,023)</b>	<b>(\$14,023)</b>	<b>100.00%</b>
<b>ENDING BALANCE</b>				
8000 General Fund	-	-	0	0.00%
<b>TOTAL ENDING BALANCE</b>	-	-	<b>\$0</b>	<b>0.00%</b>

**Psychiatric Security Review Board**

**Agency Number: 39900**

Package Comparison Report - Detail  
 2017-19 Biennium  
 General Program

Cross Reference Number: 39900-010-00-00-00000  
 Package: Statewide AG Adjustment  
 Pkg Group: POL Pkg Type: 090 Pkg Number: 092

Description	Agency Request Budget (V-01)	Governor's Budget (Y-01)	Column 2 Minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		
<b>REVENUE CATEGORIES</b>				
<b>GENERAL FUND APPROPRIATION</b>				
<b>0050 General Fund Appropriation</b>				
8000 General Fund	-	(8,464)	(8,464)	100.00%
<b>AVAILABLE REVENUES</b>				
8000 General Fund	-	(8,464)	(8,464)	100.00%
<b>TOTAL AVAILABLE REVENUES</b>	-	<b>(\$8,464)</b>	<b>(\$8,464)</b>	<b>100.00%</b>
<b>EXPENDITURES</b>				
<b>SERVICES &amp; SUPPLIES</b>				
<b>4325 Attorney General</b>				
8000 General Fund	-	(8,464)	(8,464)	100.00%
<b>SERVICES &amp; SUPPLIES</b>				
8000 General Fund	-	(8,464)	(8,464)	100.00%
<b>TOTAL SERVICES &amp; SUPPLIES</b>	-	<b>(\$8,464)</b>	<b>(\$8,464)</b>	<b>100.00%</b>
<b>EXPENDITURES</b>				
8000 General Fund	-	(8,464)	(8,464)	100.00%
<b>TOTAL EXPENDITURES</b>	-	<b>(\$8,464)</b>	<b>(\$8,464)</b>	<b>100.00%</b>
<b>ENDING BALANCE</b>				
8000 General Fund	-	-	0	0.00%

**Psychiatric Security Review Board**

**Agency Number: 39900**

**Package Comparison Report - Detail  
2017-19 Biennium  
General Program**

**Cross Reference Number: 39900-010-00-00-00000**

**Package: Statewide AG Adjustment**

**Pkg Group: POL Pkg Type: 090 Pkg Number: 092**

Description	Agency Request Budget (V-01)	Governor's Budget (Y-01)	Column 2 Minus Column 1	% Change from Column 1 to Column 2
	Column 1	Column 2		
<b>TOTAL ENDING BALANCE</b>	-	-	\$0	0.00%

01/09/17 REPORT NO.: PPDPLBUDCL  
 REPORT: SUMMARY LIST BY PKG BY SUMMARY XREF  
 AGENCY:39900 PSYCHIATRIC REVIEW BOARD  
 SUMMARY XREF:010-00-00 000 General Program

DEPT. OF ADMIN. SVCS. -- PPDB PICS SYSTEM

PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
000	B	Y7500	AE BOARD AND COMMISSION MEMBER		.00	.00	0.00	198,039				198,039
000	MEAHZ7010	HA	PRINCIPAL EXECUTIVE/MANAGER F	1	1.00	24.00	9,987.00	239,688				239,688
000	MENNZ0108	AA	ADMINISTRATIVE SPECIALIST 2	1	1.00	24.00	3,386.00	81,264				81,264
000	MENNZ0119	AA	EXECUTIVE SUPPORT SPECIALIST 2	1	1.00	24.00	4,320.00	103,680				103,680
000	MMN X0872	AA	OPERATIONS & POLICY ANALYST 3	1	1.00	24.00	7,000.00	168,000				168,000
000	UA	C0104	AA OFFICE SPECIALIST 2	1	1.00	24.00	3,020.00	72,480				72,480
000	UA	C0108	AA ADMINISTRATIVE SPECIALIST 2	2	2.00	48.00	3,387.50	162,600				162,600
000	UA	C1116	AA RESEARCH ANALYST 2	1	1.00	24.00	4,803.00	115,272				115,272
000	UA	C1524	AA PARALEGAL	3	3.00	72.00	4,516.33	325,176				325,176
000				11	11.00	264.00	2,516.19	1,466,199				1,466,199
				11	11.00	264.00	2,516.19	1,466,199				1,466,199
				11	11.00	264.00	2,516.19	1,466,199				1,466,199

01/09/17 REPORT NO.: PPDPLBUDCL  
REPORT: SUMMARY LIST BY PKG BY SUMMARY XREF  
AGENCY:39900 PSYCHIATRIC REVIEW BOARD  
SUMMARY XREF:010-00-00 000 General Program

DEPT. OF ADMIN. SVCS. -- PPDB PICS SYSTEM

PAGE 2  
2017-19  
PROD FILE  
PICS SYSTEM: BUDGET PREPARATION

PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
				11	11.00	264.00	2,516.19	1,466,199				1,466,199

PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
000	B	Y7500	AE BOARD AND COMMISSION MEMBER		.00	.00	0.00	198,039				198,039
000	MEAHZ7010	HA	PRINCIPAL EXECUTIVE/MANAGER F	1	1.00	24.00	9,987.00	239,688				239,688
000	MENNZ0108	AA	ADMINISTRATIVE SPECIALIST 2	1	1.00	24.00	3,386.00	81,264				81,264
000	MENNZ0119	AA	EXECUTIVE SUPPORT SPECIALIST 2	1	1.00	24.00	4,320.00	103,680				103,680
000	MMN X0872	AA	OPERATIONS & POLICY ANALYST 3	1	1.00	24.00	7,000.00	168,000				168,000
000	UA	C0104	AA OFFICE SPECIALIST 2	1	1.00	24.00	3,020.00	72,480				72,480
000	UA	C0108	AA ADMINISTRATIVE SPECIALIST 2	2	2.00	48.00	3,387.50	162,600				162,600
000	UA	C1116	AA RESEARCH ANALYST 2	1	1.00	24.00	4,803.00	115,272				115,272
000	UA	C1524	AA PARALEGAL	3	3.00	72.00	4,516.33	325,176				325,176
				11	11.00	264.00	2,516.19	1,466,199				1,466,199

PKG	CLASS	COMP	DESCRIPTION	POS CNT	FTE	MOS	AVERAGE RATE	GF SAL	OF SAL	FF SAL	LF SAL	AF SAL
				11	11.00	264.00	2,516.19	1,466,199				1,466,199



PACKAGE: 000 - BASE BUDGET

POSITION NUMBER	CLASS COMP	CLASS NAME	SR	POS TYP	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE
0399001	B Y7500 AE	BRD/COMM MEMBER	00	PP		.00	.00	00	0.00	25,561 1,956				25,561 1,956
0399002	B Y7500 AE	BRD/COMM MEMBER	00	PP		.00	.00	00	0.00	25,660 1,963				25,660 1,963
0399003	B Y7500 AE	BRD/COMM MEMBER	00	PP		.00	.00	00	0.00	25,661 1,963				25,661 1,963
0399004	B Y7500 AE	BRD/COMM MEMBER	00	PP		.00	.00	00	0.00	25,661 1,963				25,661 1,963
0399005	B Y7500 AE	BRD/COMM MEMBER	00	PP		.00	.00	00	0.00	25,661 1,963				25,661 1,963
0399006	MEAHZ7010 HA	PRIN EXEC/MANAGER F	35X	PF	1	1.00	24.00	09	9,987.00	239,688 97,497				239,688 97,497
0399007	MENNZ0119 AA	EXEC SUPPORT SPEC 2	19	PF	1	1.00	24.00	08	4,320.00	103,680 61,187				103,680 61,187
0399008	MENNZ0108 AA	ADMIN SPECIALIST 2	19	PF	1	1.00	24.00	03	3,386.00	81,264 55,192				81,264 55,192
0399010	UA C0108 AA	ADMIN SPECIALIST 2	19	PF	1	1.00	24.00	03	3,150.00	75,600 53,678				75,600 53,678
0399011	MMN X0872 AA	OPS/POLICY ANALYST 3	30	PF	1	1.00	24.00	07	7,000.00	168,000 78,385				168,000 78,385
0399012	UA C1524 AA	PARALEGAL	23	PF	1	1.00	24.00	06	4,373.00	104,952 61,526				104,952 61,526
0399013	UA C0104 AA	OFFICE SPECIALIST 2	15	PF	1	1.00	24.00	06	3,020.00	72,480 52,843				72,480 52,843
0399014	UA C1116 AA	RESEARCH ANALYST 2	23	PF	1	1.00	24.00	08	4,803.00	115,272 64,285				115,272 64,285
0399015	UA C0108 AA	ADMIN SPECIALIST 2	19	PF	1	1.00	24.00	06	3,625.00	87,000 56,725				87,000 56,725
0399017	UA C1524 AA	PARALEGAL	23	PF	1	1.00	24.00	08	4,803.00	115,272 64,285				115,272 64,285
0399018	UA C1524 AA	PARALEGAL	23	PF	1	1.00	24.00	06	4,373.00	104,952 61,526				104,952 61,526

POSITION NUMBER	CLASS	COMP	CLASS NAME	SR	POS TYP	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE	
0399020	B	Y7500	AE BRD/COMM MEMBER	00	PP		.00	.00	00	0.00	13,967 1,068				13,967 1,068	
0399021	B	Y7500	AE BRD/COMM MEMBER	00	PP		.00	.00	00	0.00	13,967 1,068				13,967 1,068	
0399022	B	Y7500	AE BRD/COMM MEMBER	00	PP		.00	.00	00	0.00	13,967 1,068				13,967 1,068	
0399023	B	Y7500	AE BRD/COMM MEMBER	00	PP		.00	.00	00	0.00	13,967 1,068				13,967 1,068	
0399024	B	Y7500	AE BRD/COMM MEMBER	00	PP		.00	.00	00	0.00	13,967 1,068				13,967 1,068	
TOTAL PICS SALARY											1,466,199				1,466,199	
TOTAL PICS OPE											722,277				722,277	
TOTAL PICS PERSONAL SERVICES =						11	11.00	264.00				2,188,476				2,188,476

# AFFIRMATIVE ACTION PLAN



## PSYCHIATRIC SECURITY REVIEW BOARD

**2017-2019 Affirmative Action Plan**  
**Executive Director: Juliet Britton, J.D.**  
**610 SW Alder Street, Suite 420**  
**Portland, OR 97205**  
**503.229.5596 (o)**  
**503.224.0215 (f)**

# PSYCHIATRIC SECURITY REVIEW BOARD

## AFFIRMATIVE ACTION PLAN 2017-2019

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# Oregon

Kate Brown, Governor

## Psychiatric Security Review Board

610 SW Alder Street, Suite 420

Portland, OR 97205

Phone: 503-229-5596

Fax: 503-229-5085

Email: psrb@psrb.org

Serena Stoudamire-Wesley  
Governor's Office  
Director of Diversity & Inclusion/Affirmative Action  
255 Capitol Street, NE Suite 126  
Salem, OR 97301

Dear Ms. Stoudamire-Wesley:

As the Executive Director of the Psychiatric Security Review Board (PSRB), I recognize and appreciate the benefit of Affirmative Action and I pledge my commitment to promote best practices in support of equal employment opportunity and to achieve the full and fair contribution of minorities, women, people with disabilities, older persons, and all protected classes found to be underutilized in the workforce.

To meet the objectives of our Affirmative Action and Equal Employment Opportunity initiative, the PSRB has prepared an Affirmative Action Plan and policy statement that will serve to eliminate and prevent discrimination of all protected classes.

I pledge to uphold and support compliance with the PSRB's Affirmative Action Plan and Policy, to ensure equity and avoid discrimination, and to promote a workforce that is representative of the population as a whole.

Thank you for your continued direction and support.

Regards,

12/30/2016

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Juliet Britton, J.D., Executive Director

---

Date

## ***I. AGENCY DESCRIPTION***

### **A. Mission and Objectives**

The Psychiatric Security Review Board's mission is to protect the public through the ongoing review of the progress of "guilty except for insanity" adults and "responsible except for insanity" juveniles clients and determination of their appropriate placement, as well as determining whether persons with a mental health adjudication previously barred from possessing a gun should have their firearm privileges restored.

### **Historical Perspective**

The Board was created by the Legislature in 1977 and authorized by ORS 161.325 et seq. to assume jurisdiction over adults who are found "guilty except for insanity" of a crime in Oregon who pose a substantial danger to others. Prior to that, trial court judges remained responsible for placement decisions of persons who successfully asserted the insanity defense in their courtrooms.

In 2007, the Legislature added a juvenile panel to the Board to perform the same function for youth who were found "responsible except for insanity." Previous to this statutory change, the Juvenile Code was silent as to the disposition of youth who successfully asserted the defense.

With the enactment of House Bill 2853 in 2009, the Board's duties were further expanded to conduct "gun relief hearings" for persons who previously have been barred for life from possessing a firearm due to a civil commitment, a finding of guilty except for insanity, or inability to aid and assist in a criminal proceeding. These individuals may petition the Board for a hearing to request that their right to possess a firearm be restored. In 2013, with the enactment of House Bill 2549, additional duties for the PSRB were mandated that pertained to sex offender classification with the use of a risk assessment tool for those conditionally released or discharged. Also in 2013, with the passage of Senate Bill 421, a new type of civil commitment was created that has the effect of assigning jurisdiction to the PSRB for monitoring persons found by the Oregon courts to be extremely dangerous mentally ill and who meet the specific jurisdictional criteria now found in ORS 426.701 and 426.702.

### **Board Composition and FTE**

The Board is comprised of two 5-member panels who are appointed by the Governor and subject to confirmation by the Senate.

The Adult Panel consists of one:

- Attorney Member experienced in criminal law
- Parole and Probation Member
- Psychologist Member
- Psychiatrist Member
- Public Member

The Juvenile Panel consists of one:

- Attorney Member experienced in juvenile law

- Juvenile Court Counselor Member
- Child Psychologist Member
- Child Psychiatrist Member
- Public Member

With the addition of four new FTE authorized by the 2012 Legislature, the Board is now allocated eleven FTE of which 10 are actively filled and one is pending: the Executive Director, an Operations and Policy Analyst III, a Research Analyst, three Paralegals, an Executive Support Specialist II, three Administrative Specialist II's and an Office Specialist II. Of these employees, all but two are female. Additionally, staff is comprised of the following minority groups: one Hispanic-American and one disabled veteran.

### **What We Do**

The Board supervises individuals placed under its jurisdiction who have been found Guilty Except for Insanity (GEI) and a substantial danger to others and juveniles who have been found Responsible Except for Insanity (REI). The Board also has a completely separate function of conducting hearings for individuals with previous “mental health determinations” (civil commitments, unable to aid and assist and GEI) who are barred under State and federal law from possessing a firearm who request to have their firearm privileges restored.

The Board’s mandated functions include:

- a. To accept jurisdiction of persons legally considered adults found guilty except for insanity of a crime in Oregon and juveniles found responsible except for insanity;
- b. To protect the public;
- c. To balance the public’s concern for safety, treatment of persons in the community and the rights of patients;
- d. To conduct hearings at intervals required by statute after giving written notice to the parties to determine the appropriate placement of clients, be it the hospital, conditional release or discharge;
- e. To make findings regarding the jurisdictional elements and whether the person can be controlled adequately if conditionally released with treatment;
- f. To monitor the progress of clients on conditional release in the community;
- g. To revoke the conditional release of any client who violates the terms of his/her release plan or whose mental health has changed;
- h. To issue orders resulting from Board hearings within 15 days of the hearing;
- i. To maintain and keep current the medical, social and criminal history of all persons committed to its jurisdiction.
- j. To conduct gun relief hearings for individuals with mental health determinations who request to have their State and federal firearm privilege restored.

Its primary purpose is to protect the public. It carries out its mission through two arenas: hearings and monitoring. It holds hearings to determine if/when a client is ready to be conditionally released from the state hospital/secure in-patient facility into the community. Once a client is released to a community placement, it is the Board’s responsibility to monitor his progress in the community and to revoke an individual if he

were to violate the terms of his conditional release or his mental health decompensates such that he could pose a substantial danger to others.

The Board also administers the State's Gun Relief Program. The Board had its first full year of running the program in 2012 after it adopted administrative rules and policies in late 2011. The Board did not have to hold any gun relief hearings in 2013 or 2014. In accordance with Oregon and federal law, the Board routinely submits its clients' names and dates of birth to Oregon State Police for submission into the National Instant Criminal Background Check System (NICS). The database houses the data of all persons barred from possessing a firearm. The Board also reviews petitions from individuals who are barred from possessing a firearm due to a mental health determination, including civil commitment, unable to aid and assist or GEI findings. If the Board finds that the petitioner is a public safety risk, the Board has the authority to re-instate the petitioner's firearm privileges. The Board also has jurisdiction over those persons found to meet the jurisdictional criteria of SB 421, now formalized in ORS 426.701 and ORS 426.702. This jurisdiction pertains to a new type of civil commitment for extremely dangerous mentally ill persons. Also, the Board has responsibility for notification to the Board of Parole and Post-Prison Supervision regarding sex offenders over which it has jurisdiction who are conditionally released or discharged from the Board's jurisdiction.

### **Contact Information**

#### **B. Executive Director**

Juliet Britton, J.D.  
Psychiatric Security Review Board  
610 SW Alder Street, Suite 420  
Portland, Oregon 97205  
Ph: 503-229-5596  
Fax: 503-224-0215  
[psrb@oregon.gov](mailto:psrb@oregon.gov)

#### **C. Governor's Policy Advisor**

Jeremy Vandehey  
Governor's Office  
State Capitol Building  
900 Court Street NE  
Salem, OR 97301  
Ph: 503-378-1558

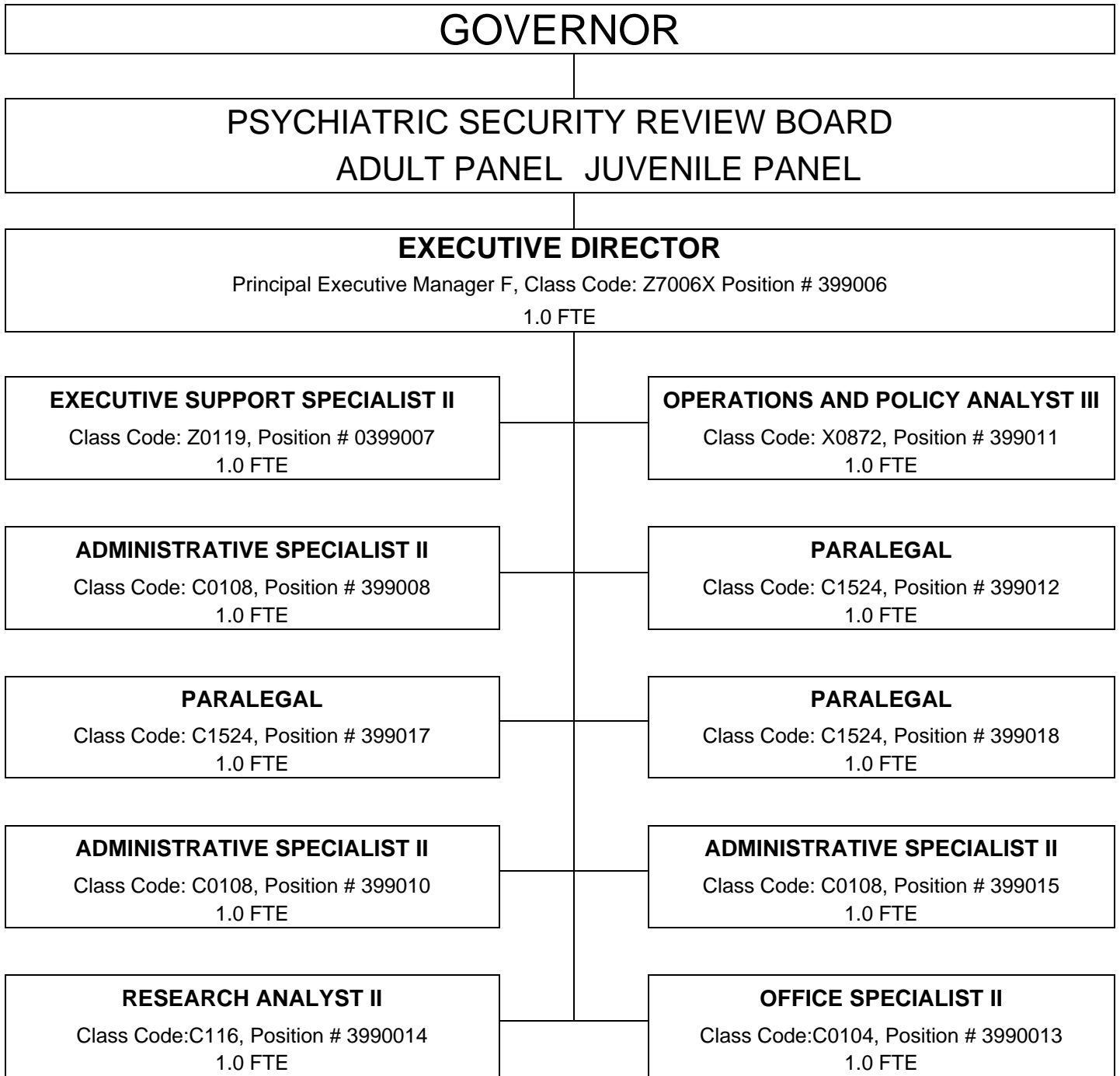
#### **D. Agency Affirmative Action Representative**

Sidney E. (Sid) Moore, Jr., J.D., Deputy Director

**E. Name for designated FTE with "diversity" in working title: none**



**2017-2019 ORGANIZATIONAL CHART**



## **II. AFFIRMATIVE ACTION PLAN**

### **A. Agency Affirmative Action Policy Statement**

<b>AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY POLICY</b>	
Approved by: <i>Psychiatric Security Review Board</i>	Date: September 2016

#### **Applicability**

This policy applies to all employees, board members, and contractors of the Psychiatric Security Review Board and concerns all matters relating to hiring, firing, promotion, benefits, compensation, and other terms and conditions of employment, as well as delivery of Board services.

#### **Affirmative Action Policy Statement**

The Psychiatric Security Review Board supports the spirit and letter of equal employment opportunity laws, rules and regulations, and affirmative action concepts and the right of all persons to work and advance on the basis of merit, ability, and potential.

The Board strives to achieve equal employment opportunity and affirmative action objectives through the recruitment, employment and advancement of a diverse workforce, including women, minorities and the disabled. The Board will not tolerate any form of discrimination or harassment and endeavors to maintain a tolerant and respectful work environment free of hostility or unwelcome behavior.


The Board is committed to providing citizens and employees, through a program of affirmative action, equal access to programs and services and fair and equal opportunities for employment. In administering its program, board members and employees will not discriminate against any person who is a current or potential user of its services on the basis of race, color, ancestry, gender, national origin, age, family or marital status, sexual orientation, political or religious affiliation, veteran status, physical or mental disability.

An individual who has interviewed for employment, who believes they were denied employment based on any of the aforementioned discriminatory factors, may review the employment decision with the Board, by contacting the Board's Affirmative Action Representative (contact information below.) If the concern is not resolved to the satisfaction of the individual, they may contact the Equal Employment Opportunity Commission, Seattle District Office – 909 First Avenue, Suite 400, Seattle, WA 98104-1061.

As part of the annual performance evaluation, the Board's Executive Director will be evaluated, in part, on efforts to promote the equal employment opportunity and affirmative action objectives of the agency. Contractors' and vendors'

performance on affirmative action and non-discrimination will be considered when selecting business partners and suppliers.

The Board shall post a current copy of the Affirmative Action and Equal Employment Opportunity Policy in its employee break room. This policy will also be made available for review by agency employees and contractors, interested citizens, and organizations served by the Board. It will be placed on the Board's website when the Board receives the resources to properly and legally maintain such information on its website.



12/30/2016

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Juliet Britton, J.D., Executive Director

---

Date

## **B. Diversity and Inclusion Statement**

The PSRB will ensure that its agency has created, maintains and embeds a diverse and inclusive environment and organizational culture. The Board also ensures that all Oregonians, regardless of gender, age, race, national origin, color, ethnicity, religion, individuals with disabilities, sexual orientation and veterans (etc.) have a fair and equal chance for available job opportunities in state government.

Staff works daily with other state agency employees, county personnel, clients and the general public. This allows the Board and staff members to identify systemic barriers and weaknesses that stand in the way of a diverse and inclusive workforce as well as find and implement effective solutions that will fix the problems and improve the performance and service delivery of state organizations.

The PSRB is working to build an organization that uses the concepts of Diversity & Inclusion to create workplaces that are stronger, better functioning and more dynamic—and can deliver the best possible service to the people of Oregon.

## **C. Training, Education and Development Plan and Schedule of Staff, Volunteers, Providers, Vendors.**

The Board's Affirmative Action Plan is communicated to employees, volunteers, vendors/contractors and the public through a variety of methods.

### 1. Staff

- The Board provides new employees Affirmative Action and Equal Employment Opportunity policy and plan and encourages them to review and discuss questions or concerns with the deputy director or Executive Director.
- As part of the plan's implementation, PSRB leadership offers all staff members numerous opportunities for training, either in the staff member's current position or for a possible promotion, inside or outside the agency.
- Board recruitment announcements and advertisements identify the Board as an Equal Opportunity/Affirmative Action employer.

### 2. Volunteers

- If the Board had volunteers, they would be encouraged to review and discuss the Affirmative Action policy, workplace expectations, and complaint procedures.

### 3. Contractors/vendors

- The Board's limited budget and scope of work provides few opportunities to work with contractors. Though historically PSRB has not provided

Affirmative Action training to vendors or contractors, it will do so for the 2017-2019 biennium.

#### **D. Programs**

The Board's Affirmative Action programs are limited by the size of the agency; however, the Board appreciates the hiring difficulties experienced by people of color, individuals with disabilities, veterans, and by others based on age; and where appropriate, will set program goals to achieve the full and fair utilization of these persons in the work force.

##### 1. Internship Program

- Through mid-September 2016, the Board had one intern, from March through September 2016. This intern worked with Board staff while studying psychology in preparation for a career in law enforcement. Most of her work involved developing more user-friendly versions of the Board's policies and procedures for distribution to and use by the public.
- In fall 2016, the Board agreed to begin hosting externs through the University of Oregon School of Law. The Board expects to place the first of these interns during spring semester of 2017 and to host two to four such externs per biennium.
- During the 2015-2017 biennium, the Board hosted several interns, including one African-American woman. The Board will continue to collect demographic data on its interns and volunteers.

##### 2. Mentorship Program

- The Board's mentorship program is relatively informal at the moment; however, during the 2015-2017 biennium, the Executive Director mentored an early-career professional of color through the Oregon Health Authority's leadership academy. In addition, the Executive Director and deputy director regularly reach out into the community (community colleges, four-year institutions, and law schools, predominantly) to find students and others interested in the psychological/psychiatric health or law enforcement fields to help them explore a possible interest in PSRB's mission.

##### 3. Community Outreach Program

- The Board does not have a formal Community Outreach Program, though the Executive Director travels to all Oregon counties, providing training at the agency's providers' offices. Most of the time, this training involves and introduction to the PSRB, what it does, how it does it, and outlines the providers' role in the process of providing services to the public and the patients under the Board's supervision. The Executive Director also conducts these training sessions for law enforcement, judicial personnel, and to the public, exposing the agency to community contact.

The Executive Director regularly contacts resources from the treatment, legal, and academic communities—in addition to state government—in search of candidates for Board seats. The Executive Director also meets regularly with

communities of color, including tribal organizations, to find potential Board members and/or staff and to enhance treatment options through consideration of racial and ethnic diversity.

#### 4. Diversity Awareness Program

- Due to its size, the Board does not have a formal Diversity Awareness Program. Nevertheless, diversity and diversity-related efforts remain vital to the Board's operations, particularly with respect to individuals with disabilities. Between July 1, 2015 and August 31, 2016, the Board brought in a trainer to teach PSRB staff about trauma-informed care, which will help staff members be more compassionate toward patients, their relatives, members of the public, and each other, producing a welcoming environment in which diversity awareness and appreciation is second nature.

#### 5. Leadership Development/Training Program

- Due to the limited number of positions available in the agency, the Board does not have a formal Leadership Development/Training Program aimed at advancement within the agency, but the Executive Director and deputy director are engaged with staff members in managing their careers. In addition, each staff member is required to engage in four hours of professional development per month, according to the employee's preference. One possible use of this time is—and will continue to be—for career advancement, inside or outside the agency.
- In 2016, the Board's deputy director participated in the Leadership Oregon program, designed to train managers and experienced staff members for possible future leadership roles in state government. The Board will encourage other eligible employees to pursue this and other such opportunities as appropriate.

### **E. Update: Executive Order 16-09**

#### 1. Respectful Leadership Training (Diversity, Equity, & Inclusion)

- Given its small staff, fairly recently expanded from 8 to 11 FTE, the Board has not requested or received a Cultural Competency Assessment during the current biennium. Nevertheless, several of the Board's staff members have engaged in training relevant to respectful leadership, diversity, equity, and/or inclusion. During the 2015-2017 biennium, Board staff have attended the state employees' diversity conference in Salem and the Northwest Public Employees' Diversity Conference in Portland. The deputy director attended several diversity and inclusion-related programs, including, for example, a workshop by well-known anti-racist speaker Tim Wise.
- PSRB's Executive Director prioritizes employee development, and has offered to mentor at least two members of the Board's staff (18% of the staff). She has mentored others outside the agency (but in the mental health field), and performs outreach in the treatment community, actively searching for community members of color and to members of other underserved communities to serve on the Board. This the Executive Director does whether

or not current vacancies exist on the Board, in order to keep up with—and keep rejuvenating—the pipeline of potential Board members who will make sound decisions and add diverse viewpoints to the Board’s decisions.

- The Executive Director nominated the deputy director, an African-American man, for inclusion in Leadership Oregon’s class of 2016. He was accepted into the program and as a result was exposed to learning and advancement opportunities, and enhancing the chances to further diversify state leadership.

## 2. Statewide Exit Interview Survey

- Because of its small size and infrequent turnover of both Board members and staff, exit interviews are similarly infrequent. As such the Board has yet to use this survey. Historically, the Board has seen little turnover, but it will encourage any staff who do leave to complete the survey.

## 3. Performance Evaluations of all Management Personnel

- The Board's Executive Director is subject to an annual performance evaluation by the Board. The Board chair gathers input on the Executive Director’s performance from the Board, community providers, and staff, and consults with the Deputy Director prior to delivering the performance evaluation. The Board uses this opportunity to provide direction and guidance to the Executive Director based on the current state of the Board, including the Board’s commitment to diversity and inclusion. Per the Board's Affirmative Action and Equal Opportunity Policy, the Board evaluates the Executive Director, in part, on her efforts to promote the equal employment opportunity, diversity, and affirmative action objectives of the agency.

## **F. Status of Contracts to Minority Businesses (ORS 659A.015)**

Due to the nature of the Board's operations, the Board rarely enters into any personal service contracts. During the 2015-2017 biennium, the Board engaged the services of Katherine Gotch, MA, LPC, CSOT, of Integrated Clinical & Correctional Services and Dr. Pamela Buchanan, licensed psychologist and certified forensic evaluator, for assistance in classifying the Board's sex offender populations. In both cases, the Board used a competitive process through ORPIN to select these women as service providers, and all qualified responders are given fair and equitable consideration. Though neither of these providers is currently registered as a Women Business Enterprise (WBE), each might be eligible for certification and as such, the Board will seek out businesses certified by Business Oregon and will encourage eligible businesses with which the Board conducts business to seek certification as MBEs, WBEs, and/or SDVBEs, as appropriate.

The Board has signed four personal services contracts during the 2015-2017 biennium, for a total of \$49,369.45. None have been COBID contracts and as such, no Board money has been paid to COBID firms. A COBID search yielded no potential contractors who interview and classify sex offenders, services making up 81% of the services for which the Board has contracts in place.

### **III. ROLES FOR IMPLEMENTATION OF AFFIRMATIVE ACTION PLAN**

The Board is committed to the use of Affirmative Action precepts in hiring employees and in making appointments to its membership. The Board will continue its implementation of the Affirmative Action Plan by exercising impartial and unbiased evaluations of future applications and interviews for employment.

#### **A. Responsibilities and Accountabilities**

The Board entrusts and delegates to the Executive Director the responsibility for implementation and adherence to the Affirmative Action goals to which the Board is committed.

##### **1. Executive Director**

The Executive Director has overall responsibility for compliance with policy and achievement of the Affirmative Action goals to which the Board is committed and provides leadership and monitors progress toward meeting the goals and objectives of the Diversity Plan. The Executive Director also ensures compliance with applicable federal and state laws, rules, regulations and executive orders. Consistent with ORS 659A.012(1), the Executive Director's annual performance evaluation includes evaluation of her effectiveness in achieving affirmative action objectives as a key consideration of her performance.

##### **2. Managers and Supervisors**

The Executive Director and the Deputy Director are responsible expanding the Board's reach into communities outside the traditional places the Board has looked for new employees in the past. These positions are also responsible for equitable treatment of all staff and Board members and for providing a safe work environment for staff. Such an environment includes the psychological safety produced by a respectful workplace. In compliance with ORS 659A.012(1), the Deputy Director's annual performance evaluation includes evaluation of his effectiveness in achieving affirmative action objectives as a key consideration of his performance.

##### **3. Affirmative Action Representative**

- The Deputy Director serves as the Affirmative Action Officer and is responsible for:
  - Developing and communicating agency policies and procedures related to AA/EEO and diversity and inclusion, and for preparing and disseminating affirmative action information;
  - Coordinating activities in concert with the Affirmative Action Plan and monitoring progress toward affirmative action goals;
  - Identifying solutions to barriers preventing achievement of the Board's affirmative action goals;
  - Ensuring that the agency complies with AA/EEO goals in recruiting;



- Applying the precepts of affirmative action in day-to-day work and in relations with fellow employees, job applicants, and the general public;
- Receiving and investigating or referring to the Board discrimination complaints;
- Attending equal opportunity, affirmative action, and diversity training in order to be informed of current affirmative action laws and issues and develop knowledge and skill for working with a diverse workforce when possible.

#### ***IV. July 1, 2015 - June 30, 2016***

##### **Accomplishments**

- The Executive Director attends related learning opportunities as the Board's funding and her work schedule allow. The Executive Director constantly strives to follow the Affirmative Action Plan for the agency by encouraging diversity in the workplace, and by visiting—and conducting training in—all parts of the state, in turn providing exposure to the agency in communities in which the Board's work, and therefore any positions it might have open, are not well known.
- The Board recruited two new female board members to replace the outgoing psychiatrist and parole and probation member on its juvenile panel.
- The Board hired a female Administrative Specialist in 2014 and a female Administrative Specialist in 2015.
- In 2015, the Board hired a male person of color as its Operations and Policy Analyst III (Deputy Director).
- The Board has continued to work toward meeting its affirmative action/diversity and ADA goals by initiating employee programs designed to engage staff, which the Board hopes will manifest in appropriate work-life balance, with the goal of maintaining a desirable level of retention while helping staff prepare for possible promotions or other development opportunities.
- The Deputy Director served on the steering committee for the 2015 edition of the Northwest Public Employees' Diversity Conference, the largest such conference in the Northwest. In October 2015, the Deputy Director attended and presented at the conference.
- In August 2016, the Executive Director and Deputy Director attended a training session on improving management skills. One of the breakout sessions had as its subject managing in and for a diverse workforce.

- In September 2016, the Deputy Director attended the State Employees' Diversity Conference in Salem, including workshops on managing employees with disabilities, and unconscious bias.

### Progress Made or Lost Since the Last Biennium

- Staff and Board Membership—60% of all Board members (adult and juvenile panel) are female. The Board has added two new staff members since the last biennium, making the Board's staff 73% female. The Board strives to ensure that its recruitments include outreach to sources which will be seen by people of color, women, veterans, and individuals with disabilities. All these groups are currently represented in the staff's current makeup.

The Board's positions fit into four EEO categories: Official/Administrator; Professional; Paraprofessional; and Administrative Support. As of June 30, 2016, the parity numbers (representing the percentages of qualified applicants for the relevant EEO categories) were as follows:

EEO Category	Women at PSRB	Parity Women	POC at PSRB	Parity POC	PWD FT*	Parity PWD***
A. Official/Administrator	1	36.6	0	12.2	0	6
B. Professional	1	43.7/41.1**	1	10/9.5	0	6
E. Paraprofessional	1	58.1	0	9.8	0	6
F. Administrative Support	5	70.3	1	9.7	0	6
* According to PPDB. Reports to the AA/EO officer indicate 4 PWD. ** 43.7% "Social Science/Planner" group; 41.1% in "Prog. Coordinator/Analyst" *** PWD=People with Disabilities						

**Official/Administrator:** PSRB has one employee in the "Official/Administrator" category: the Executive Director. While this number meets the Board's affirmative action goal for women in this category, obviously a change in directors could result in the agency being short of its goal. The fact that the Executive Director is not a person of color leaves the Board short of parity for people of color by .1 of an FTE, which is insignificant and again, could change dramatically if the agency changed directors. It is also worth noting that the Executive Director is a disabled veteran.

**Professional:** The Board has two employees in the "Professionals" category: a woman (in the "Social Science/Planner" job group) and an African-American man (in the "Program Coordinator/Analyst" job group). In this category, the Board is .4 FTE short of parity for women and .1 FTE short for people of color. As they amount to less than one whole person each, these shortages are not insurmountable, but they can change dramatically and do bear observation.

**Paraprofessional:** One of the Board's "Paraprofessional" staff is a woman, and one of those staff members is a person of color. As such, in this category,

is .7 (for women) and .2 (for people of color) short of parity. Once again, these percentages are subject to large changes due to the small number of positions (3) in the job category.

**Administrative Support:** All five employees in the “Administrative Support” category are women, which puts the agency in line with the 70.3% parity number for women. The Board has one person of color in this category, making the category 20% people of color. This is well over the 9.7% expected in this category for people of color, though a loss of this one employee would put the agency roughly one whole person under parity.

**Strategies:** Since the Board has only eleven employees and turnover is low, direct strategies for increasing the race and gender diversity of the staff are limited in effectiveness. Nevertheless, PSRB engages in personal outreach, volunteer boards, and community engagement opportunities (through secondary schools, colleges and universities, and law schools) to raise its profile to potential employees should vacancies occur.

In addition to outreach, PSRB leadership engages current staff members in training and development opportunities, potentially resulting in promotional opportunities. In addition, employee engagement efforts can motivate employees to be ambassadors for the agency, which can aid in recruiting a diverse work force when turnover does occur.

**PSRB Workforce Representation as of June 30, 2016**

<b>GROUP</b>	<b>NUMBER for GROUP</b>	<b>PERCENTAGE</b>
People of Color	1	18.2
Women	8	73
People with Disabilities	1	36.4

- Client Base: The Board’s client (patient) base is determined by the results of criminal court proceedings over which the Board has no control. Nevertheless, the Board does have race and sex statistics on its client base and can report that of its 511 current clients, nearly 18% are minorities and 15% are female.

***V. July 1, 2017 - June 30, 2019***

**A. Goals for Affirmative Action Plan and Strategies/Timelines for Implementation**

During the 2017-2019 biennium, the Board will pursue the following goals and strategies:

**Goal: Maintain the Board’s commitment to affirmative action through the continued development and adherence to its Affirmative Action Plan.**

### **Strategy**

- Evaluate and revise policies and procedures as needed to further and promote the Board's commitment to affirmative action and equal employment opportunity. The Board commits to revising or excising any policies or procedures that provide unfair advantages or disadvantages to individuals or groups based on any factors other than qualifications.
- Assertively recruit qualified persons with disabilities, minorities, women, and other protected classes for position/volunteer vacancies. The Executive Director and Deputy Director in particular engage in active outreach through membership on other boards and by going out into the community to conduct training sessions and speak to providers and the public. Such personal contact remains vital to the Board's diversity and inclusion-related goals, as such personal contact has been shown to be useful in increasing comfort around employers among people of color, women, individuals with disabilities, and veterans, which could lead to higher numbers of applications and a more diverse overall candidate pool. In addition, the Board will screen its interview questions for the presence of hidden bias that would discourage or exclude women, people of color, veterans, or individuals with disabilities from applying for or accepting work at the PSRB.

### **Timeline**

- Ongoing, but with particular commitment to vetting the recruitment process and questions before the next vacancy arises.

**Goal: Continue dialogue among staff and board members to foster understanding and support for the Board's commitment to affirmative action.**

### **Strategy**

- Increase staff and board member knowledge and awareness of affirmative action through review and discussion of the Affirmative Action Plan.
- Train and inform employees as to their rights and responsibilities under the Board's Affirmative Action policy. The Deputy Director is qualified to provide training on this topic, but training opportunities will not be limited to those sessions alone.
- Make the complete Affirmative Action Plan available and accessible to all board members, employees, and contractors.
- Share information regarding diversity events with staff as it becomes available, and encourage participation in diversity-related programs by ensuring that employees are allowed to code diversity and employment-related events as regular time.

### **Timeline**

- Ongoing.

**Goal: Improve recruitment methods in order to increase ethnic diversity among board members when openings arise.**

**Strategy**

- Apply recruitment methods that include outreach to sources representing persons with disabilities, minorities, women, and other protected classes.
- Seek guidance from the Governor's office of Diversity and Inclusion regarding what candidates
- Ensure that advertisements and employment/volunteer recruitment announcements contain the statement "Equal Opportunity/Affirmative Action Employer".
- Recommend qualified women, minority, and disabled candidates to the Governor's Office for board member vacancies.

**Timeline**

- Ongoing.

**Goal: Increase knowledge and skills of the Board's management in applying Affirmative Action and EEO principles and in promoting a diverse workforce environment.**

**Strategy**

- Ensure that the Executive Director understands the Board's affirmative action goals and responsibilities and asserts her role in achieving these goals. The Board will accomplish this through regular briefings by the Deputy Director on state and national EEO news and on the state and possible job movement of the Board's staff members.
- Support the Executive Director's attendance at equal opportunity, affirmative action, and other diversity-related activities or training activities. In addition, the Executive Director will continue to travel around the state and meet with private citizens and organizations, allowing her audiences to put a "face with a name," which humanizes the Board and increases the likelihood of someone in the room being interested in possible employment with the Board should an opportunity arise.
- Maintain the Executive Director's performance appraisal reviews to evaluate the Executive Director on her effectiveness in achieving affirmative action objectives and honoring and increasing diversity in a broad manner.

**Timeline**

- Ongoing.

**Employee Engagement; Diversity Conferences**

**Strategy**

- Employee engagement: the Board continues to measure employee engagement, the best indicator of the Board's retention efforts. The Board conducted an employee engagement survey during the 2013-

2015 biennium and has been making efforts to increase employee engagement since then. The Board will conduct a follow-up survey in mid-winter to determine whether it has made progress in this area and if so, to what extent.

- The Deputy Director was a steering committee member for the Northwest Public Employees' Diversity Conference for six years, and has presented twice at the conference throughout the years. In addition, the Deputy Director attended the State of Oregon Leadership Conference in September, learning strategies for managing individuals with disabilities, generational difference in the workplace, and about the causes and impact of unconscious bias.

### **Timeline**

- Ongoing. The Northwest Public Employees' Diversity Conference takes place every October, and the State of Oregon Diversity Conference occurs in September.

## VI. APPENDIX A—State Policy Documentation

ADA AND REASONABLE ACCOMMODATION POLICY	
Approved by: <i>Psychiatric Security Review Board</i>	Date: January 2007

### Applicability

This policy applies to all applicants, board members, employees, and contractors of the Psychiatric Security Review Board.

### Definitions

*Reasonable Accommodation* Is "any modification or adjustment to a job or the work environment that will enable a qualified applicant or employee with a disability to perform essential job functions. Reasonable accommodation also includes adjustments to assure that a qualified individual with a disability has the same rights and privileges in employment as non-disabled employees."

*Person With a Disability* A person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment or is regarded as having such an impairment.

*Undue Hardship* Significant difficulty, expense, or impact on the agency when considered in light of a number of factors that include the nature and cost of the accommodation in relation to the size, resources, and structure of the agency.

*ADA Coordinator* The Board's Executive Director is designated as the ADA Coordinator pursuant to part 35.107 of the American's with Disabilities Act.

### Policy

It is the policy of the Psychiatric Security Review Board to employ and advance in employment qualified individuals with disabilities. The Board shall make reasonable accommodations to the known physical or mental limitations of a participating member of the public, a consumer of agency services, or an agency job applicant or employee, unless to do so would create an undue hardship on the agency, as provided under the Americans with Disabilities Act (ADA).

The Board will make every effort to furnish appropriate and necessary auxiliary aids to ensure that individuals with disabilities will have equal opportunities to participate in activities and to receive program services.

In compliance with ADA guidelines, the Board will provide special materials, services or assistance to individuals with a disability upon sufficient notice to the board office. The Oregon Relay Service – 711 – is available to assist individuals with speech or hearing disabilities. In addition, the Speech to Speech Relay Service supplies Oregon with a toll-free number (1-877-735-7525) to assist individuals whose speech may be difficult to understand. If an individual does not request an accommodation, the Board is not obligated to provide one.

No employee of the Board nor any entity contracting with it may coerce, intimidate, threaten, or interfere with any individual who has opposed any act or practice prohibited by the ADA; participated in any investigation; or aided or encouraged others to assert rights granted under the ADA.

An individual who believes they have been discriminated due to their disability should contact the ADA Coordinator, Board Chairperson, or other board member(s). If the issue is not resolved to the individual's satisfaction, they may file a grievance with the:

- U.S. Dept. of Justice Civil Rights Division – PO Box 6618, Washington, D.C., 20530
- Equal Employment Opportunity Commission – 1801 L. St. NW #9024, Washington, D.C. 20507

<b>Discrimination and Harassment Free Workplace</b>	
Statewide Policy 50.010.01	Date: Jan 25, 2008

**POLICY STATEMENT:** The State of Oregon is committed to a discrimination and harassment free work environment. This policy outlines types of prohibited conduct and procedures for reporting and investigating prohibited conduct.

**AUTHORITY:** ORS 174.100, 240.086(1); 240.145(3); 240.250; 240.316(4); 240.321; 240.555; 240.560; 659A.029; 659A.030; Title VII; Civil Rights Act of 1964; Executive Order EO-93-05; Rehabilitation Act of 1973; Employment Act of 1967; Americans with Disabilities Act of 1990; and 29 CFR §37.

**APPLICABILITY:** All employees, state temporary employees and volunteers.

**ATTACHMENTS:** None

**DEFINITIONS:** See also HRSD State Policy 10.000.01, Definitions; and OAR 105-010-0000



Collective Bargaining Agreement (CBA): A written agreement between the State of Oregon, (Department of Administrative Services) and a labor union. References to CBAs contained in this policy are applicable only to employees covered by a CBA.

Complainant: A person or persons allegedly subjected to discrimination, workplace harassment or sexual harassment.

Contractor: For the purpose of this policy, a contractor is an individual or business with whom the State of Oregon has entered into an agreement or contract to provide goods or services. Qualified rehabilitation facilities that by contract provide temporary workers to state agencies are considered contractors. Contractors are not subject to ORS 240 but must comply with all federal and state laws.

Discrimination: Making employment decisions related to hiring, firing, transferring, promoting, demoting, benefits, compensation, and other terms and conditions of employment, based on or because of an employee's protected class status.

Employee: Any person employed by the state in one of the following capacities: management service, unclassified executive service, unclassified or classified unrepresented service, unclassified or classified represented service, or represented or unrepresented temporary service. For the purpose of this policy, this definition includes board and commission members, and individuals who volunteer their services on behalf of state government.

Higher Standard: Applies to managers and supervisors. Proactively taking an affirmative

Manager/Supervisor: Those who supervise or have authority or influence to effect employment decisions.

Protected Class Under Federal Law: Race; color; national origin; sex (includes pregnancy related conditions); religion; age (40 and older); disability; a person who uses leave covered by the Federal Family and Medical Leave Act; a person who uses Military Leave; a person who associates with a protected class; a person who opposes unlawful employment practices, files a complaint or testifies about violations or possible violations; and any other protected class as defined by federal law. Protected Class Under Oregon State Law: All Federally protected classes, plus: age (18 and older); physical or mental disability; injured worker; a person who uses leave covered by the Oregon Family Leave Act; marital status; family relationship; sexual orientation; whistleblower; expunged juvenile record; and any other protected class as defined by state law.

Sexual Harassment: Sexual harassment is unwelcome, unwanted, or offensive sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- 1) Submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment, or is used as a basis for any employment decision (granting leave requests, promotion, favorable performance appraisal, etc.); or
- 2) Such conduct is unwelcome, unwanted or offensive and has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Examples of sexual harassment include but are not limited to: unwelcome, unwanted, or offensive touching or physical contact of a sexual nature, such as, closeness, impeding or blocking movement, assaulting or pinching; gestures; innuendoes; teasing, jokes, and other sexual talk; intimate inquiries; persistent unwanted courting; sexist put-downs or insults; epithets; slurs; or derogatory comments.

Sexual Orientation under Oregon State Law: An individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behavior differs from that traditionally associated with the individual's sex at birth.

Workplace Harassment: Unwelcome, unwanted or offensive conduct based on or because of an employee's protected class status. Harassment may occur between a manager/supervisor and a subordinate, between employees, and among non-employees who have business contact with employees. A complainant does not have to be the person harassed, but could be a person affected by the offensive conduct. Examples of harassing behavior include, but are not limited to, derogatory remarks, slurs and jokes about a person's protected class status.

**POLICY:**

(1) The State of Oregon is committed to a discrimination and harassment free work environment. This policy outlines types of prohibited conduct and procedures for reporting and investigating prohibited conduct.

(a) Discrimination, Workplace Harassment and Sexual Harassment. The State of Oregon provides a work environment free from unlawful discrimination or workplace harassment based on or because of an employee's protected class status. Additionally, the state of Oregon provides a work environment free from sexual harassment. Employees at every level of the organization, including state temporary employees and volunteers, must conduct themselves in a business-like and professional manner at all times and not engage in any form of discrimination, workplace harassment or sexual harassment.

(b) Higher Standard. Managers/supervisors are held to a higher standard and are expected to take a proactive stance to ensure the integrity of the work environment. Managers/supervisors must exercise reasonable care to prevent and promptly correct any discrimination, workplace harassment or sexual harassment they know about or should know about.

(c) Reporting. Anyone who is subject to or aware of what he or she believes to be discrimination, workplace harassment, or sexual harassment should report that behavior to the employee's immediate supervisor, another manager, or the agency, board, or commission Human Resource section, Executive Director, or chair, as applicable. A report of discrimination, workplace harassment or sexual

harassment is considered a complaint. A supervisor or manager receiving a complaint should promptly notify the Human Resource section, Executive Director, or chair, as applicable.

(A) A complaint may be made orally or in writing.

(B) A complaint must be filed within one year of the occurrence.

(C) An oral or written complaint should contain the following:

(i) the name of the person filing the report;

(ii) the name of the complainant;

(iii) the names of all parties involved, including witnesses;

(iv) a specific and detailed description of the conduct or action that the employee believes is discriminatory or harassing;

(v) the date or time period in which the alleged conduct occurred; and

(vi) a description of the remedy the employee desires.

(d) Other Reporting Options. Nothing in this policy prevents any person from filing a formal grievance in accordance with a CBA, or a formal complaint with the Bureau of Labor and Industries (BOLI) or the Equal Employment Opportunity Commission (EEOC) or if applicable, the United States Department of Labor (USDOL) Civil Rights Center. However, some CBAs require an employee to choose between the complaint procedure outlined in the CBA and filing a BOLI or EEOC complaint.

(e) Filing a Report with the USDOL Civil Rights Center. An employee whose position is funded by the Oregon Workforce Investment Act (WIA), such as employees of the Oregon Workforce One-stop System, may file a complaint under the WIA, Methods of Administration (MOA) with the State of Oregon WIA, MOA Equal Opportunity Officer or directly through the USDOL, Civil Rights Center. The complaint must be written, signed and filed within 180 days of when the alleged discrimination or harassment occurred.

(f) Investigation. The agency, board, or commission Human Resource section, Executive Director, or chair, as applicable, will coordinate and conduct or delegate responsibility for coordinating and conducting an investigation.

(A) All complaints will be taken seriously and an investigation will be initiated as quickly as possible.

(B) The agency, board or commission may need to take steps to ensure employees are protected from further potential discrimination or harassment.

(C) Complaints will be dealt with in a discreet and confidential manner, to the extent possible.

(D) All parties are expected to cooperate with the investigation and keep information regarding the investigation confidential.

(E) The agency, board or commission will notify the accused and all witnesses that retaliating against a person for making a report of discrimination, workplace harassment or sexual harassment will not be tolerated.

(F) The agency, board or commission will notify the complainant and the accused when the investigation is concluded.

(G) Immediate and appropriate action will be taken if a complaint is substantiated.

(H) The agency, board or commission will inform the complainant if any part of a complaint is substantiated and that action has been taken. The complainant will not be given the specifics of the action.

- (l) The complainant and the accused will be notified by the agency, board or commission if a complaint is not substantiated.
- (g) Penalties. Conduct in violation of this policy will not be tolerated.
- (A) Employees engaging in conduct in violation of this policy may be subject to disciplinary action up to and including dismissal.
- (B) State temporary employees and volunteers who engage in conduct in violation of this policy may be subject to termination of their working or volunteer relationship with the agency, board or commission.
- (C) An agency, board or commission may be liable for discrimination, workplace harassment or sexual harassment if it knows of or should know of conduct in violation of this policy and fails to take prompt, appropriate action.
- (D) Managers and supervisors who know or should know of conduct in violation of this policy and who fail to report such behavior or fail to take prompt, appropriate action may be subject to disciplinary action up to and including dismissal.
- (E) An employee who engages in harassment of other employees while away from the workplace and outside of working hours may be subject to the provisions of this policy if that conduct has a negative impact on the work environment and/or working relationships.
- (F) If a complaint involves the conduct of a contracted employee or a contractor, the agency, board, or commission Human Resource section, Executive Director, chair, or designee must inform the contractor of the problem behavior and require prompt, appropriate action.
- (G) If a complaint involves the conduct of a client, customer, or visitor, the agency, board or commission should follow its own internal procedures and take prompt, appropriate action.
- (h) Retaliation. This policy prohibits retaliation against employees who file a complaint, participate in an investigation, or report observing discrimination, workplace harassment or sexual harassment.
- (A) Employees who believe they have been retaliated against because they filed a complaint, participated in an investigation, or reported observing discrimination, workplace harassment or sexual harassment, should report this behavior to the employee's supervisor, another manager, the Human Resource section, the Executive Director, or the chair, as applicable. Complaints of retaliation will be investigated promptly.
- (B) Employees who violate this policy by retaliating against others may be subject to disciplinary action, up to and including dismissal.
- (C) State temporary employees and volunteers who retaliate against others may be subject to termination of their working or volunteer relationship with the agency, board or commission.
- (i) Policy Notification. All employees including state temporary employees and volunteers shall:
- (A) be given a copy or the location of Statewide Policy 50.010.01, Discrimination and Harassment Free Workplace;
- (B) be given directions to read the policy;
- (C) be provided an opportunity to ask questions and have their questions answered; and
- (D) sign an acknowledgement indicating the employee read the policy and had the opportunity to ask questions.

(i) Signed acknowledgements are kept on file at the agency, board or commission.

(1) Performance Measure: Percent of employees informed of Policy 50.010.01, prohibited behavior and reporting procedures. Performance Standard: 100%

(2) Performance Measure: Percent of complaints where prompt, appropriate action is taken following investigation of a substantiated complaint. Performance Standard: 100%

<b>EMPLOYEE TRAINING AND EDUCATION POLICY</b>	
Approved by: <i>Psychiatric Security Review Board</i>	Date: January 2007

### **Applicability**

This policy applies to all employees of the Psychiatric Security Review Board.

### **Definitions**

*Elective Training* Means training an employee voluntarily takes to enhance or improve the effectiveness of employee performance in the current position.

*Mandated Training* Means training required by law, regulation, or to maintain a license or certificate required by the position.

*Required Training* Means training required by the Board, such as new employee orientation, or to update or to add skills as the job evolves, or to increase employee awareness of legal or policy issues (e.g., ADA, sexual harassment, etc.)

### **Policy**

It is the policy of the Board to provide resources for employees to encourage their career development in state service, as is reasonably practicable to do. The Board remains committed to maintaining a team-based organization with a positive work environment through equitable employee training and development opportunities. To accomplish this mission, the Board may provide opportunities for training to employees for developing proficiency, enhancing skills and encouraging development in areas for potential advancement.

All staff shall be eligible for mandated and required training. Only permanent staff shall be eligible for elective training. The selection of an employee to attend training shall follow equal opportunity guidelines. Any employee may request training and be considered for approval with determinations made on a case-by-case basis. Approval for training and partial or full support of training is a management decision that may be delegated to the Board.

### **Approval Criteria for Training and Education requests:**

1. Availability of budgeted funds;
2. Alignment with agency and position priorities and goals;
3. Ability to meet operating requirements while employee attends training;
4. Training is needed to improve effectiveness in the employee's present job;
5. Training is needed because of changes and/or additions to the employees job duties;
6. Training is part of established career development goals that will benefit the agency.

## **VETERANS PREFERENCE IN EMPLOYMENT**

### **Department of Administrative Services, Human Resource Services Division**

#### **Division 40**

**105-040-0015**

#### **Veteran's Preference in Employment**

Applicability: Recruitment and selection processes for all State of Oregon positions in agencies subject to ORS 240, State Personnel Relations Law, including but not limited to promotional opportunities.

(1) Definitions: (See also HRSD Rule 105-010-0000 Definitions Applicable Generally to Personnel Rules and Policies.)

(a) Initial Application Screening: An agency's process of determining whether an applicant meets the minimum and special qualifications for a position. An Initial Application Screening may also include an evaluation of skills or grading of supplemental test questions if required on the recruiting announcement.

(b) Application Examination: The selection process utilized by an agency after Initial Application Screening. This selection process includes, but is not limited to, formal testing or other assessments resulting in a score as well as un-scored examinations such as interviews and reference checks.

(c) Veteran and Disabled Veteran: As defined by ORS 408.225 and 408.235.

(2) Application of preference points upon Initial Application Screening: Qualifying Veterans and Disabled Veterans receive preference points as follows;

(a) Five Veteran's Preference points are added upon Initial Application Screening when an applicant submits as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215), or a letter from

the US Department of Veteran's Affairs indicating the applicant receives a non-service connected pension with the State of Oregon Application; or

(b) Ten Disabled Veteran's points are added upon Initial Application Screening when an applicant submits as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) with the State of Oregon Application. Disabled Veterans must also submit a copy of their Veteran's disability preference letter from the US Department of Veteran Affairs, unless the information is included in the DD Form 214 or 215.

(c) Veteran's and Disabled Veteran's preference points are not added when a Veteran or Disabled Veteran fails to meet the minimum or the special qualifications for a position.

(3) Following an Initial Application Screening the agency generates a list of qualified applicants to consider for Appointment. An Appointing Authority or designee may then:

(a) Determine whether or not to interview all applicants who meet the minimum and special qualifications of the position (including all Veterans and Disabled Veterans); or

(b) Select a group of Veteran and Disabled Veteran applicants who most closely match the agency's purposes in filling the position. This group of applicants may be considered along with non-veteran applicants who closely match the purposes of the agency in filling the position as determined by:

(A) Scored Application Examinations (including scored interviews): If an agency utilizes, after an Initial Application Screening, a scored Application Examination to determine whom to consider further for Appointment, the agency will add (based on a 100-point scale) five points to a Veteran's score or 10 points to a Disabled Veteran's score or;

(B) Un-scored Application Examinations: Un-scored Application Examinations done by sorting into levels (such as "unsatisfactory," "satisfactory," "excellent") based on desired attributes or other criteria for further consideration will be accomplished by:

(i) Advancing the application of a Veteran one level;

(ii) Advancing an application of a Disabled Veteran two levels.

(4) Preference in un-scored interviews: A Veteran or Disabled Veteran who, in the judgment of the Appointing Authority or designee, meets all or substantially all of the agency's purposes in filling the position will continue to be considered for Appointment.

(5) If a Veteran or Disabled Veteran has been determined to be equal to the top applicant or applicants for a position by the Appointing Authority or designee then

the Veteran or Disabled Veteran is ranked more highly than non-veteran applicants and, a Disabled Veteran is ranked more highly than non-veteran and Veteran applicants.

(6) Preference described in Sections 2 through 5 of this rule is not a requirement to appoint a Veteran or Disabled Veteran to a position. An agency may base a decision not to appoint the Veteran or Disabled Veteran solely on the Veteran's or Disabled Veteran's merits or qualifications.

(7) A Veteran or a Disabled Veteran applicant not appointed to a position may request an explanation from the agency. The request must be in writing and be sent within 30 calendar days of the date the Veteran or Disabled Veteran was notified that they were not selected. The agency will respond in writing with the reasons for not appointing the Veteran or Disabled Veteran.

[ED. NOTE: Forms referenced are available from the agency.]

Stat. Auth: ORS 240.145(3) & 240.250

Stats. Implemented: ORS 408.225, 408.230 & 408.235

Hist.: HRSD 3-2007(Temp), f. & cert ef. 9-5-07 thru 3-3-08; HRSD 1-2008, f. 2-27-08, cert. ef. 3-1-08; HRSD 3-2009, f. 12-30-09, cert. ef. 1-1-10

<b>Maintaining a Professional Workplace</b>	
Statewide Policy 50.010.03	Date: Aug. 27, 2007

POLICY STATEMENT:	It is the policy of the State of Oregon to create and maintain a work environment that is respectful, professional and free from inappropriate workplace behavior.
AUTHORITY:	ORS 240.145 and ORS 240.250
APPLICABILITY:	All employees, including state temporary employees
ATTACHMENTS:	N/A



DEFINITIONS See also HRSD State Policy 10.000.01, Definitions; and OAR 105-010-0000

Agency: Refers to state agencies, boards and commissions

Professional Workplace Behavior: Supporting the values and mission of the State of Oregon and the agency, building positive relationships with others, communicating in a respectful manner, holding oneself accountable and pursuing change within the system.

Inappropriate Workplace Behavior: Unwelcome or unwanted conduct or behavior that causes a negative impact or disruption to the workplace or the business of the state, or results in the erosion of employee morale and is not associated with an employee's protected class status.

Examples of inappropriate workplace behavior include but are not limited to, comments or behaviors of an individual or group that disparage, demean or show disrespect for another employee, a manager, a subordinate, a customer, a contractor or a visitor in the workplace.

Inappropriate workplace behavior does not include actions of performance management such as supervisor instructions, expectations or feedback, administering of disciplinary actions, or investigatory meetings.

Inappropriate workplace behavior does not include assigned, requested or unsolicited constructive peer feedback on projects or work.

Protected Class Under Federal Law: Race; color; national origin; sex (includes pregnancy-related conditions); religion; age (40 and older); disability; a person who uses leave covered by the Federal Family and Medical Leave Act; a person who uses Military Leave; a person who associates with a protected class; a person who opposes unlawful employment practices, files a complaint or testifies about violations or possible violations; and any other protected class as defined by federal law.

Protected Class Under Oregon State Law: All Federally protected classes, plus: age (18 and older); physical or mental disability; injured worker; a person who uses leave covered by the Oregon Family Leave Act; marital status; family relationship; sexual orientation; whistleblower; expunged juvenile record; and any other protected class as defined by state law.

## POLICY

(1) It is the policy of the State of Oregon to create and maintain a work environment that is respectful, professional and free from inappropriate workplace behavior.

(a) Conduct Employees at every level of the agency should foster an environment that encourages professionalism and discourages disrespectful behavior. All employees are expected to behave respectfully and professionally and refrain from engaging in inappropriate workplace behavior.

(b) Addressing Inappropriate Workplace Behavior

(A) Supervisors must address inappropriate behavior that they observe or experience and should do so as close to the time of the occurrence as possible and appropriate.

(B) If an employee observes or experiences inappropriate workplace behavior and the employee feels comfortable in doing so, they should:

- (i) redirect inappropriate conversations or behavior to workplace business; and/or
- (ii) tell an offending employee his/her behavior is offensive and ask him/her to stop.

(c) Reporting Inappropriate Workplace Behavior

(A) An employee should report inappropriate workplace behavior he/she experiences or observes to his/her immediate supervisor as soon as practicable. If the employee's immediate supervisor is the one engaging in the inappropriate behavior, the employee should report the behavior to upper management, the agency head or Human Resource section, as soon as practicable. The report may be made orally or in writing.

(B) If past practice exists in the agency, an employee who is represented by a labor union may have a union representative present during regular work hours, when reporting inappropriate workplace behavior and through the process set forth in this policy. The union representative must not be a witness or party to the investigation.

(C) Reporting behavior or conduct directed toward an employee because of his/her protected class status is addressed in DAS Statewide Policy 50.010.01, Discrimination and Harassment Free Workplace.

(d) Responding to a Report of Inappropriate Workplace Behavior Inappropriate workplace behavior must be addressed and corrected before it becomes pervasive, causes further workplace disruption or lowers employee morale. Unless the agency decides otherwise, the supervisor of the employee allegedly engaging in the inappropriate workplace behavior must investigate the report as soon as possible.

(e) Consequences

(A) Any employee found to have engaged in inappropriate workplace behavior, will be counseled, or, depending on the severity of the behavior, may be subject to discipline, up to and including dismissal.

(B) A supervisor who fails to address inappropriate behavior, will be counseled, or, depending on the severity of the behavior, may be subject to disciplinary action, up to and including dismissal.

(f) Retaliation - Retaliating against someone for reporting or addressing inappropriate workplace behavior is prohibited. The agency will investigate

reports of retaliation. Any employee found to have engaged in retaliation may be subject to discipline, up to and including dismissal.

**VII. APPENDIX B—Federal Documentation**

The documents in Appendix B may be found at this link:

[http://www.oregon.gov/gov/policy/Documents/Federal\\_Affirmative\\_Action\\_TitleVII.pdf](http://www.oregon.gov/gov/policy/Documents/Federal_Affirmative_Action_TitleVII.pdf).

**VIII. APPENDIX C—Additional State Policy Documentation**

The documents in Appendix C may be found at this link:

[http://www.oregon.gov/gov/policy/Documents/State\\_Affirmative\\_Action.pdf](http://www.oregon.gov/gov/policy/Documents/State_Affirmative_Action.pdf)