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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 | | |
| | Co-Chairperson | | |
| SIGNATURE | 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.

_____ Agency Request

<u>X</u> Governor's Recommended

____ Legislatively Adopted

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2015-17

| <u>Budget Summary</u> * Oregon Health Authority | 2011-13 Leg Approved H | | +- | urrent Service evel | | 5 Committee amendation | Comm | ittee Change f Leg. Appro | |
|--|---------------------------|------|----|------------------------|----|---------------------------|------|-------------------------------|----------|
| | | | | | · | | \$\$ | Change | % Change |
| General Fund | | 0 | \$ | 0 | \$ | 169,571 | \$ | 169,571 | 100.0% |
| Total | \$ | 0 | \$ | 0 | \$ | 169,571 | \$ | 169,571 | 100.0% |
| Position Summary | | | | | | | | | |
| Authorized Positions | | 0 | | 0 | | 0 | | 0 | |
| Full-time Equivalent (FTE) positions | | 0.00 | | 0.00 | | 0.00 | | 0.00 | |
| <u>Budget Summary</u> * Psychiatric Security Review Board | 2011-13 Leg Approved H | - | | rrent Service evel | | 5 Committee mendation | Comm | úttee Change fi Leg. Appro | |
| General Fund | | | | | | | | Change | % Change |
| Total | | 0 | | 0 | | \$36,100 | \$ | 36,100 | 100.0% |
| Iotai | \$ | 0 | \$ | 0 | \$ | 36,100 | \$ | 36,100 | 100.0% |
| Position Summary Authorized Positions | | 0 | | <u>^</u> | | | | | |
| | | 0 | | 0 | | 0 | | 0 | |
| Full-time Equivalent (FTE) positions | | | | | | | | | |
| 1 | | 0.00 | | 0.00 | | 0.00 | | 0.00 | |

* Excludes Capital Construction expenditures

Summary of Revenue Changes

Senate Bill 421 adds \$169,571 General Fund to the Oregon Health Authority's budget and \$36,100 General Fund to the Psychiatric Security Review Board's budget for the 2013-15 biennium.

SB 421-B Page 2 of 4

Budget Summary*

| | 2011-13 Legislatively Approved Budget ⁽¹⁾ | 20 | 13-15 Current Service Level | 15 Committee ommendation | Comn | uittee Change fi Leg. Appro | |
|--|---|----|--------------------------------|-----------------------------|------|--------------------------------|----------|
| Board of Parole and Post-Prison Supervisi | | | | | \$(| Change | % Change |
| General Fund | \$00 | \$ | 0 | \$ 254,655 | \$ | 254,655 | 100.0% |
| Position Summary | | | | | | | |
| Authorized Positions | 0 | | 0 | 2 | | 2 | |
| Full-time Equivalent (FTE) positions | 0.00 | | 0.00 | 1.67 | | 1.67 | |
| ⁽¹⁾ Includes adjustments through December 201 * Excludes Capital Construction expenditures | 2 | | | | | | |

Summary of Revenue Changes

The Capital Construction Subcommittee appropriated General Fund to support the provisions of the bill.

Summary of Capital Construction Subcommittee Action

House Bill 2549 creates a three-tier system for ranking sex offenders based on their risk as established by a designated risk assessment tool. It requires all offenders in the current system to be reclassified. It creates requirements for notification of the public. It requires all classifications of existing registrants to be completed by December 1, 2016.

Currently, the Department of Corrections, the Oregon Board of Parole and Post-Prison Supervision (BPPPS), and community corrections law enforcement agencies conduct a sex offender risk assessment tool called a "Static 99" that would meet the requirements of the measure. BPPPS reports there are close to 20,000 registered sex offenders currently in Oregon and approximately 16,000 have a current Static 99. BPPPS assumes that at least 4,000 Static 99 assessments will need to be conducted on current offenders that have not already received the assessments. BPPPS anticipates the need for two permanent Administrative Specialist 2 positions (1.67 FTE) to handle the additional 4,000 assessments.

The Subcommittee approved the appropriation of \$254,655 General Fund and the establishment of two positions (1.67 FTE) for the Board of Parole and Post-Prison Supervision to carry out the provisions of the bill.

HB 2549-C Page 2 of 3

2015-2017 Agency's Requested Budget by Program Unit



X Governor's Recommended

_ Legislatively Adopted

2015-2017 Agency's Requested Budget by Fund Type

Other Funds .085%



99.195%

X Governor's Recommended

Legislatively Adopted

2013-2015 Legislatively Approved Budget

Other Funds .212%



General Fund 99.788%

____ Agency Request

X Governor's Recommended

_ Legislatively Adopted

2015-2017 Agency's Requested Budget

Other Funds .085%



General Fund 99.195%

____ Agency Request

X Governor's Recommended

_ Legislatively Adopted

AGENCY SUMMARY NARRATIVE

b. <u>Mission Statement and Statutory Authority</u>. 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 using recognized principles of risk assessment, victims' interest and person centered care.

The Psychiatric Security Review Board was originally 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. Additional duties were given to the Board in 2009 and 2013 when the Legislature designated the Board with the following responsibilities: firearm records reconciliation/relief; sex offender designation/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 859-01-005 through 859-100-030; for juveniles in ORS 419C.005 et seq. and OAR 859-501-005 through 859-600-0025; for the Gun Relief Program in Oregon Laws, 2009 Ch. 826 (House Bill 2853) and OAR 859-300-001 et seq.; for civil commitments ORS 426.701 and ORS 426.702; and for sex offender designation/relief ORS 181.800 et seq. These additional duties do not occupy a substantial amount of Board resources. Therefore, this narrative will primarily focus on the Board's original mandate: to supervise and monitor its GEI clients.

c. Agency Plans

• Long-Term Plan:

The Board's long-term goals first seek to continue the initiatives already undertaken by the agency 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 10-Year Plan for Oregon outcome of ensuring every Oregonian's individual safety and that of their community is protected. This is currently accomplished through the informed and effective determination of the appropriate placement of its clients in a hearing process and the subsequent monitoring of these individuals in the community by staff. The Board collaborates with key partners including Oregon State Hospital (OSH), the Children's Farm Home and Albertina Kerr, Addictions and Mental Health Division (AMHD), Department of Human Services' Aging and People with Disabilities Division (APD) and community mental health providers who all play a role in the clients' safe and successful return to a community setting. The PSRB is committed to integrating and coordinating our work towards the common goal of keeping people and communities safe and secure. The Board provides citizens protection from those clients in need of continued hospitalization while carefully supervising the others who do not need hospital level of

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|----------------|--------------------------|-----------------------|-----------------------|
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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 very low adult recidivism rate, which so far during this biennium is 0.21%. It has been 0.77% overall since 2011. 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 Measure (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. It should be noted that this biennium, the Board modified how it calculates recidivism to more accurately reflect its safety record.

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 clients in the setting deemed most appropriate by the Board in the hearings' process. This task is becoming even more critical given the recent opening of a new, but smaller, Oregon State Hospital in Salem and with that, a new philosophy for its use; the high cost of hospitalization; and other systemic issues. In the past this has been challenging for several reasons. Initially, it was due to the lack of funding for a sufficient number of community placements for PSRB clients. This issue eventually came to the forefront and incremental increases in resources were made until the Legislature finally allocated ongoing caseload growth dollars to AMH's budget to address this gap. A number of new community resources were budgeted. However, the road to actual development was neither smooth nor speedy. 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. Because of these difficulties a number of the projects planned by AMH and approved by the 2007 Legislature did not come to fruition despite tremendous effort and intent. 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 on conditional release has increased significantly since this effort began in the 2003-05 biennium, there remains opportunity for the development of specialty programs such as dementia/Alzheimer's programs. This is true despite the fact that supervision of appropriate individuals in community placements is not only safe as evidenced by KPM #1 and #3 but also costeffective 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 clients 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 Governor's 10-Year Plan to improve 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 which is more than \$250,000 of General Fund dollars. In these economic times, such a benefit cannot be ignored. Further, conditional release advances the State's goals of restoring functioning, and promoting the resiliency and health of an individual in the community while maintaining public safety. Continued funding of the agency's current service level resulted in the Board exceeding its hearing timeliness performance measure by attaining 97.8%.

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To that end, another long-term aim is to continue efforts to develop relationships with community mental health agencies as well as private providers who have not previously worked with Board clients 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. 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 medically challenged. 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 will do what it can to support these agencies and serve as an on-going resource for them. Further it will work with AMH 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, another long-term goal is 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 panel into its role and responsibilities. The Juvenile Board is conducting hearings as required and holding administrative meetings to address issues of concern. Its functioning has been incorporated into the Board's existing infrastructure, for the most part, although the work required in such cases is much greater than initially anticipated. However, 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 not yet been fully developed by DHS or AMH. This may result in these youths remaining in a secure facility or, worse yet, the state hospital, longer than anyone would have contemplated or desired when creating this system. Thus, the Board will be working with AMH/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 and particularly, appropriate residential options, for its younger clients. The aim is 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 conducting of gun relief hearings for those 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. 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. It intends to facilitate the timely processing of petitions and make appropriate decisions that maintain public safety with its rigorous risk review process.

In 2013, the Board was given the responsibility to supervise and monitor certain civil commitments. To date, two clients are under its jurisdiction and the Board is in the infancy 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, is also beginning the task of designating its sex offenders' risk and creating a relief program for those who want to challenge their designation or request relief from registering as a sex offender.

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|----------------|--------------------------|-----------------------|-----------------------|
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• <u>2015-17 Short-Term Plan</u>:

<u>Agency Programs</u> – 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 very small Other Funds amount resulting from a \$10,000 award from The American Psychiatric Association years ago. Additionally, between 2009 and 2014, the agency received Other Funds to partially support the creation of the gun relief program and comply with its new records reconciliation responsibilities. This was supported with federal funds received by Oregon State Police (OSP) and passed thru to the PSRB. Federal grant money was fully expended on June 30, 2014. The Board is currently authorized for eleven F.T.E. – an Executive Director, an Operations Policy Analyst, a Research Analyst, three Paralegals, three Administrative Specialists, an Office Specialist and an Executive Secretary.

There are currently 540 individuals under the adult Board's jurisdiction, of which 378 are on conditional release status, meaning they live in the community. Each person under the Board's jurisdiction is entitled to regular administrative law hearings before the Psychiatric Security Review Board. This biennium, the Board is on track to hold a total of approximately 1500 hearings, averaging 3-4 hearing days per month.

The projection for the 2015-17 biennium anticipates no significant reduction in number of hearings despite the implementation of SB 420 and the State Hospital Review Panel which places Tier 2 GEI patients under OHA authority while they reside at OSH. This is because the Board expects the trend of increased demand for outpatient hearings to continue as the number of clients on conditional release increases. Available historical data supports that premise as the Board currently has the highest percentage of clients on conditional release that it ever has. In the 2011-13 biennium, the PSRB held 675 total outpatient (including administrative review hearings), so far this biennium, there have been 620 as of November 1, 2014, putting us on track for 930.

The other equally important aspect to the Board's program is the monitoring of clients on conditional release. This is where the increase in workload has manifested itself on the adult side over the past few years and is likely to be more significant in the next few years due to the increased number of clients on conditional release.

When a client is in the community, Board staff 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 of any time police personnel run a PSRB client's name. In addition, there are phone calls and correspondence on a daily basis from case managers to discuss various issues affecting the clients. Staff have experienced a significant increase in these contacts already.

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Any change to the conditional release plan requires Board approval. The eleven dedicated staff responsibilities include providing administrative support so the Board can conduct its hearings. Staff also respond to case managers who report clients' change in mental status or non-compliance with their conditional release order. In 2013, the Board averaged approximately 2.6 revocations per month, which is a significant decrease from previous years and lowest in Board history. Staff were able to achieve that result 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 AMH funding 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 so census is not adversely affected. The Board hopes to continue using all community interventions and save revocation as a last resort. Thus in 2014, the Board has seen a slight increase in revocations as the Board is currently averaging three per month. This often is dependent on the availability of community beds, therefore, it is critical that this legislature continue to fund mental health resources in the community, so that the Board can continue maintaining 99% of its clients on conditional release.

The Juvenile Panel currently has 17 young persons under its jurisdiction; 7 are in secure facilities and 10 are on conditional release. That 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 based on the voluminous exhibit files. The reality of the number of stakeholders involved and the complexity of the legal and social issues inherent in these cases has now become increasingly clear. For example, for a youth's initial hearings before the Board, there was an average of 117 exhibits entered in the record. For the same type of hearing for an adult, there are usually 18-20 exhibits. The case summary prepared by staff for members of the Juvenile Panel averages 33 pages in length. The average adult summary is usually 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 recentlycreated 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 last biennium. It required the Board to provide Oregon State Police the names and dates of birth of persons who were found G.E.I. of a crime in Oregon in the prior 20 years who were then barred from possessing and/or purchasing firearms. This database is then used to verify that a gun purchaser can legally do so. 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" currently in the national database. In the short-term, the PSRB will continue submitting the names of new clients within 48 hours of being notified of a new client.

Finally, as a result of action by the 2013 Oregon Legislature, the Board now has the responsibility to supervise and monitor a new type of civil commitment (SB 421). The new law authorizes district attorneys to petition the courts to initiate commitment proceedings for

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persons who present a danger who previously committed an extremely dangerous act. 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 clients as it does for its GEI population. There are currently two civil commitments who have been committed under SB 421 and it is too early to tell how many new clients will be placed under the Board's jurisdiction this next biennium. Current staffing can effectively manage this caseload. Going forward, the Board anticipates the need for only a few hearings annually. However, as more clients are committed, the demand for hearings will increase along with the work of existing staff.

HB 2549 became law in 2013 which requires all PSRB sex offenders to be classified with a risk designation. This new law also requires the Board to conduct hearings to consider reclassifying and relieving them of their obligation to report as sex offenders if they request the Board to do so. Similar to SB 421, it is too soon to tell about the actual 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 2015-17 biennium.

<u>Environmental Factors</u> – 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 a crime and taken to jail. Thus the number of persons with mental health disabilities who are incarcerated in state and local correctional institutions has risen dramatically in the past few years. Department of Corrections reported that more than 20% of its current inmate population suffer from a major mental illness. The .370 or "unable to aid and assist" population at Oregon State Hospital has increased 89% since 2010. These individuals are potentially future Board clients when these clients are found able to aid and assist. In the short term, OSH beds are needed for .370 individuals so it is imperative that the Board clients have housing and services available to expedite their conditional release when they are ready to place in the community.

Although the Board is an independent state agency, it does not operate in a vacuum. To the contrary, it is a part of a very interdependent system, including the courts, OHA, DHS, OSH and community mental health programs. It is very reliant on the work of both state hospital staff and community providers to fulfill its mission. The hospital must assess and treat the Board's clients 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 that.

To be successful, the Board is also in need of an adequately-resourced community mental health system that is equipped with supports and services the clients require to manage their residual risk in a community setting. The Board's programs have a secondary link to the 10-Year goal to prioritize proven prevention programs. This is even more critical now with the opening of the newer, but smaller, state hospital in Salem that aspires to be truly a psychiatric hospital rather than a prison alternative. The Board conditionally releases

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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 clients who no longer need a hospital-level of care. Otherwise, the Board will be hindered in its ability and responsibility 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 costs 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 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.

<u>Agency Initiatives</u> – The Board's primary aim in the next biennium, as it is each biennium, is to protect the public and fulfill its other statutory mandates for its clients. As noted above, this goal is linked to Oregon Benchmark #65 and #66 and the Safety Outcome Areas outlined in Strategy 1, "Reduced re-entry and likelihood of offenders to commit future crime." This goal is tracked by the agency's KPM #1. Part of that mandate is to facilitate client's placement in the most appropriate level of care. The system will likely exert greater pressure in the not distant future to move PSRB patients more quickly through he hospital setting. The new state hospital is relying on that to happen as there are fewer beds than in the old facility. But this effort to reduce length of unnecessary stays requires not only the development of sufficient community resources but also the ability of the Board to handle and monitor an even greater number of clients on conditional release. That number totals more than 70% of the Board's population already. The Board intends to do its best to manage this responsibility within the resources provided. Maintaining current staffing levels is critical to this point.

d. <u>Criteria for 2015-2017 Budget Development</u> – Oregon Benchmark #65 and #66, the Board's three key performance measures for both populations, the adult and juvenile Panels' relevant statutes and the statutory provisions expanding Board responsibilities to include the Gun Relief and Records Reconciliation Program, the civil commitment (SB 421) and sex offender responsibilities (HB 2549) were all utilized to develop the agency-requested budget. The budget was regularly discussed at administrative meetings of both panels. A review of the Board's mission and goals was undertaken in this context as well, especially when arriving at the reduction options to propose as required.

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

e. <u>Performance Measurement Criteria</u> – 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 was amended this

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year to better reflect its current responsibilities and practices. From the original mission statement, the Board created 6 performance measures to gauge the Board's success in achieving its mission. Three of the measures were to demonstrate the Board's effectiveness, and the other three were to reflect its efficiency. Further, although the PSRB is consolidated into 1 program unit there are now five distinct arenas within it. The first two are Adult GEI and Juvenile REI operations which both have two elements: holding hearings and monitoring those on conditional release. The Board ensured that there were outcomes that related to both of those functions. The Board has tracked and utilized 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.

However, based on feedback from the agency's legislative budget subcommittee in 2005, the Board now utilizes only three of those for external reporting purposes. 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 on an ongoing basis, 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, the situation under the Board is quite analogous. Conditional release is considered by many 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 clients from re-offending contributes to public safety in the very same way.

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

The last one is the new Business Best Practices measure which is being reported for the fourth time.

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 clients as it does for its adults – percent of recidivism; conditional releases maintained and timely hearings. Although based on a small number of clients thus far, the results are consistent with the Board's experience with adults. That is the recidivism rate since 2011 is 4.1% (this biennium is 0%), maintained on conditional release each month is approximately 98.5%, while timeliness is 86% this biennium.

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The remaining arenas are the gun relief operations/records reconciliation, civil commitment and the sex offender classification/relief operations. These responsibilities are all newer responsibilities with a hearing component and do not currently create a large enough data base to create a dedicated performance measure. For example, since 2010, only three individuals requested restoration of their firearm privileges. The civil commitment and sex offender responsibilities have existed less than 2 years.

____ Agency Request

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Annual Performance Progress Report (APPR) for Fiscal Year (2013-2014)

Original Submission Date: 2014

Finalize Date:

| 2013-2014 KPM # | 2013-2014 Approved Key Performance Measures (KPMs) |
|--------------------|--|
| 1 a | RECIDIVISM RATE - Percentage of clients on conditional release per year convicted of a new felony or misdemeanor - Adults |
| 1 b | RECIDIVISM RATE - Percentage of clients on conditional release per year convicted of a new felony or misdemeanor - Juveniles |
| 2 a | TIMELINESS OF HEARINGS - Percentage of hearings scheduled within statutory timeframes - Adults. |
| 2 b | TIMELINESS OF HEARINGS - Percentage of hearings scheduled within statutory timeframes- Juveniles. |
| 3 a | MAINTENANCE OF RELEASED CLIENTS - Percentage of conditional releases maintained in community per month - Adults. |
| 3 b | MAINTENANCE OF RELEASED CLIENTS - Percentage of conditional releases maintained in community per month - Juveniles. |
| 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. |

| New Delete | Proposed Key Performance Measures (KPM's) for Biennium 2015-2017 |
|---------------|--|
| | Title: |
| | Rationale: |

| PSYCHIATRIC S | ECURITY REVIEW BOARD | I. EXECUTIVE SUMMARY | | |
|-----------------------|--|----------------------|--|--|
| Agency Mission: | The Psychiatric Security Review Board's mission is to protect the public by working with partnering ag jurisdiction receive the necessary services and support to reduce the risk of future dangerous behavior u assessment, victims' interest and person centered care. | - | | |
| Contact: Julie | Contact: Juliet Britton, J.D., Executive Director Contact Phone: 503-229-5596 | | | |
| Alternate: | | Alternate Phone: | | |



1. SCOPE OF REPORT

The Psychiatric Security Review Board is consolidated into one program that effectively provides statutorily required hearings for adult and juvenile clients and close supervision of those on conditional release in the community. The two aspects of the Board's program, hearings and monitoring, are addressed by the five reported performance measures. Recently, the Board was assigned several additional tasks by the Oregon legislature – gun relief hearings, sex offender relief/reclassification hearings and the supervision and monitoring of a new type of civil commitment. Given the small number of petitioners and civil

commitments, and the infancy of its implementation, the Board has not yet developed KPMs for these responsibilities.

2. THE OREGON CONTEXT

As the State's population continues to grow, 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 reduced or eliminated or are not accessed for whatever reason, persons who are unsuccessful in managing their mental illness and unable to obtain needed help come to the attention of law enforcement personnel. In Oregon, the number of persons with mental health diagnoses involved in the criminal justice system has grown significantly as evidenced by the numbers housed in local jails and Department of Corrections' institutions. Once charged with a crime, historically a very small percent of defendants opt for the insanity defense and, usually by stipulation, are placed under the Psychiatric Security Review Board. The Board has been cited as a national model for the management and treatment of insanity clients. As a result, the 2007 Legislature created a Juvenile Panel to assume jurisdiction over youth who are found "Responsible Except for Insanity." In fulfilling its statutory mandate the Board's primary purpose is to protect the public. Thus, it serves a critical societal need and contributes to the high-level outcome measures #65 of the Oregon Benchmarks – Adult Recidivism and #66 - Juvenile Recidivism. Its work necessarily requires collaboration with a number of partners in both the criminal justice and mental health systems, including judges, district attorneys and defense attorneys as well as OHA's Addictions and Mental Health Division and DHS's Seniors and Persons with Disabilities Division, Oregon State Hospital, local mental health authorities, county and community mental health agencies and other treatment and residential providers.

3. PERFORMANCE SUMMARY

The summary chart indicates that the Board is exceeding the targets on its three critical measures. The former long-standing issue of timeliness of hearings reflects the consequence of inadequate Board staffing for many years. Recognizing the Board's performance in this area and its effect on the system as a whole, the 2011 Legislature allocated two new FTE to help address this issue. The timeliness of new adult hearings has jumped to 98% since additional staff was hired in the fall of 2011. Finally, the Board's Best Practices continues to improve since it began measuring this in 2008. The state recommended score card shows that the Board has a strong foundation in providing ethical and fiscally responsible oversight to this agency. The Board recognizes that now that it is adequately staffed, more staff resources can be allocated to improve its customer service performance.

4. CHALLENGES

The Board anticipates continued pressure to increase the number of persons on conditional release as a result of the size of the new state hospital, the change in philosophy for its use, and this State's increased investment in community mental health residential resources. Currently, the Board has the highest percentage of its total clients on conditional release that it has ever had; 70% of its clients are on conditional release. Most changes to a client's conditional release order require Board action, be it at an administrative or full hearing. Due to the nature of the population the Board serves, it is by definition in the risk business. The more persons on conditional release, the greater the chance, at least statistically, of someone re-offending. Obviously, the Board does its utmost to mitigate that risk but it cannot be eliminated under our system. The same is true for the number who remain in the community each month. The greater the number on

conditional release, the more likely some may need to return to the hospital for more intensive treatment due to the very nature of mental illness and its symptomology or due to relapse of a co-occurring disorder.

5. RESOURCES AND EFFICIENCY

The Board's Legislative Approved budget amount for the 2013-15 biennium is \$2,533,824.00. The reported measure that reflects efficiency is #02, the percentage of hearings scheduled within statutory timelines. The Board also keeps two other efficiency measures for internal tracking and management use.

II. KEY MEASURE ANALYSIS

| KPM #1a | 1a RECIDIVISM RATE - Percentage of clients on conditional release per year convicted of a new felony or misdemeanor - Adults 1992 | | | | | |
|---|--|--|--|--|--|--|
| Goal | To protect the public. | | | | | |
| Oregon Con | regon Context Oregon Benchmark #65 - Adult Recidivism. | | | | | |
| Data Source Agency records of Court Convictions, done quarterly | | | | | | |
| Owner | Juliet Britton, J.D., Executive Director – (503) 229-5596 | | | | | |



1. OUR STRATEGY

The Board's strategy is to maintain public safety by engaging in effective decision-making regarding appropriate placement of its clients and the subsequent monitoring of those living in the community. Its partners in this endeavor include OHA's Addictions and Mental Health Division and DHS' Developmental

Disabilities Division; Oregon State Hospital and a host of community agencies and treatment providers.

2. ABOUT THE TARGETS

The Board originally set its target at 0% based on its statutory mandate. However, after discussion with the then Progress Board, it realized that that may have been a worthy goal but was unrealistic given this population so the target was increased each year, to its highest level of 5% between 2007 and 2011, due to the anticipated rise in the number of clients that would be conditionally released in the community. However, the 2012 Legislature began reducing the Board's target again, to 3.2% for 2012 and 2013, and to 3% thereafter.

3. HOW WE ARE DOING

At the end of June, 2014, the Board was supervising 391 adult clients on conditional release, most with a serious and persistent mental illness. This is the highest percentage of clients on conditional release in the Board's history. The low recidivism rate of 0.64% for adult clients, cumulative since 2011 when the Board began tracking the commission of felonies and misdemeanors committed by clients while on conditional release, is a testament to the Board's diligent oversight of these numerous clients and the agencies involved.

4. HOW WE COMPARE

The Psychiatric Security Review Board is a unique model for the management and treatment of those who successfully assert the insanity defense. There are no public or private industry standards for this population. The State of Connecticut established a system modeled after, but not identical to, Oregon's. For fiscal year 2012-2013, it reported a recidivism rate of 0%. It should be noted, however, that Connecticut's program only had 26 clients on conditional release as of June 30, 2013. The Oregon Board, on the other hand, had 381 clients on conditional release on that date. The Board would cite the Department of Corrections' second half of 2010 recidivism rate of 29.1% for parole/post-prison supervision and 23.5% for probation as the closest comparison to an agency in Oregon.

5. 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. Staff corresponds with the mental health providers on a daily basis and advises them regarding clients who may be showing beginning signs of a mental health decompensation. Additionally, the Board has an agreement with the Oregon State Police's Law Enforcement Data Systems (LEDS) to be notified whenever a Board client is "run" by a law enforcement agency. Board staff then contacts that law enforcement agency and gets information about

the situation involving the client so appropriate interventions are implemented. Similarly, the Executive Director travels around the state of Oregon visiting the network of providers that has been established and trains their staff. However, these formal and informal methods of oversight are very labor intensive. Board staff have to be familiar with all clients on conditional release to be able to instantly respond to the variety of calls that come in. Staff must be able to summarize these communications with the varied parties in the community clearly and concisely to the Board. The Board also must keep abreast of a client's progress in the community for they are asked to make numerous decisions regarding the individual's status throughout the term of their jurisdiction. The Board is currently able to maintain its success on this measure. Although it is the Board's responsibility to make informed and effective decisions regarding the readiness of a client to return to live in the community without further violations of the law, it is extremely dependent on Oregon State Hospital to provide complete and accurate information on which to base those determinations. Further, the Hospital has to provide the client with the treatment and skills necessary to be successful in a community setting. In addition, the community agency overseeing the client on conditional release must provide the structure, support and supervision necessary for a client's successful reintegration. Finally, the Board relies on the Addictions and Mental Health licensing division to ensure minimum health and safety standards are met by the licensed residential facilities who serve our clients.

6. WHAT NEEDS TO BE DONE

Community mental health providers must have adequate funding to sustain a continum of care program to ensure clients remain stable and appropriate for CR.

7. ABOUT THE DATA

The reporting cycle is based on a calendar year. However, information regarding arrests is collected from correspondence the Board receives on a daily basis from County Mental Health workers, law enforcement personnel, and State and local Courts; conviction information is tallied on a quarterly basis from staff review of court conviction records as contained in LEDS, eCourt and OJIN.

II. KEY MEASURE ANALYSIS

| KPM #1b | ECIDIVISM RATE - Percentage of clients on conditional release per year convicted of a new felony or misdemeanor - Juveniles | | | | |
|-------------|---|--|--|--|--|
| Goal | Goal To protect the public. | | | | |
| Oregon Con | text Oregon Benchmark #66 - Juvenile Recidivism. | | | | |
| Data Source | Agency Records of Court Convictions, done quarterly. | | | | |
| Owner | Juliet Britton, J.D., Executive Director – (503) 229-5596 | | | | |



1. OUR STRATEGY

The Board's strategy is to maintain public safety by engaging in effective decision-making regarding appropriate placement of its clients and the subsequent monitoring of those living in the community. Its partners in this endeavor include OHA's Addictions and Mental Health Division and DHS' Developmental

Disabilities Division; Oregon State Hospital; Secure Adolescent Intensive Program (SAIP) at the Children's Farm Home; Secure Intensive Treatment Program (ITP) at Albertina Kerr and a host of community agencies and treatment providers.

2. ABOUT THE TARGETS

The target for this juvenile performance measure has historically been identical to the legislatively determined adult targets due to the similarity in programs. However for 2014 and 2015, it was lowered to 2%, which is one percent lower than the target for the Board's adult population for the corresponding years. As with the adult measure, the lower the actual percent, the better.

3. HOW WE ARE DOING

The Board supervised 18 juvenile clients as of June 30, 2014, ten of which were on conditional release. For two of the three previous years, the recidivism rate for juveniles under the Board's jurisdiction was 0%. However, in 2012, two youth were convicted of misdemeanor crimes committed while on conditional release. Because of the very small number of juvenile clients under its jurisdiction and an even smaller number on conditional release, the recidivism rate for 2012 was 13.33%. Since then, the Board has met this target.

4. HOW WE COMPARE

The Psychiatric Security Review Board is a unique model for the management and treatment of those juveniles who successfully assert the insanity defense. There are no public or private industry standards for this population. The Board would cite the Oregon Youth Authority's recidivism rates from 2010 of 21.6% probation and 30.8% for parole as the closest comparison to an agency in Oregon.

5. 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. The youth, compared to its adult clients, have been diagnosed with far more complicated and vulnerable mental conditions. This, coupled with the normal brain development of youth and young adults makes this population very susceptible to impulse control issues and negative influences. Staff corresponds with the mental health providers on a daily basis and advises them regarding clients who may be showing beginning signs of a mental health decompensation. Additionally, the Board has an agreement with the Oregon State Police's Law Enforcement Data Systems (LEDS) to be notified whenever a Board client is "run" by a law enforcement agency. Board staff then contacts that law enforcement agency and gets information about the situation involving the client. This communication invariably leads to a discussion about how the client and his/her treatment provider are performing. Similarly, the Executive Director

travels around the state of Oregon visiting the network of providers that has been established and trains their staff. However, these formal and informal methods of oversight are very labor intensive. Board staff have to be familiar with all current clients on conditional release to be able to instantly respond to the variety of calls that come in. Staff must be able to summarize these communications with the varied parties in the community clearly and concisely to the Board. The Board also must keep abreast of a client's progress in the community for they are asked to make numerous decisions regarding the individual's status throughout the term of their jurisdiction. The Board is currently able to maintain its success on this measure. Although it is the Board's responsibility to make informed and effective decisions regarding the readiness of a client to return to live in the community without further violations of the law, it is extremely dependent on Oregon State Hospital and SAIP/ITP to provide complete and accurate information on which to base those determinations. Further, these facilities have to provide the client with the treatment and skills necessary to be successful in a community setting. In addition, the community agency overseeing the client on conditional release must provide the structure, support and supervision necessary for a client's successful reintegration. Finally, the Board relies on the Addictions and Mental Health licensing division to ensure minimum health and safety standards are met by the licensed residential facilities who serve our clients.

6. WHAT NEEDS TO BE DONE

The Board and staff need to continue their successful efforts to assure public safety by demanding adequate and accurate information from the State Hospital, SAIP and ITP staff and community treatment teams on which they can base these critical decisions.

7. ABOUT THE DATA

The reporting cycle is based on a calendar year. However, information regarding arrests is collected from correspondence the Board receives on a daily basis from County Mental Health workers, law enforcement personnel, and State and local Courts and conviction information is tallied on a quarterly basis from staff review of court conviction records.

II. KEY MEASURE ANALYSIS

| KPM #2a | FIMELINESS OF HEARINGS - Percentage of hearings scheduled within statutory timeframes - Adults. 1992 | | | | |
|--|--|--|--|--|--|
| Goal To review client's progress in a timely manner and protect clients' due process rights. | | | | | |
| Oregon Con | ntext Timeliness and Agency Mission | | | | |
| Data Source | Data Source Agency records – hearing dockets and client files with pertinent dates. | | | | |
| Owner | ner Juliet Britton, J.D., Executive Director – (503) 229-5596 | | | | |



1. OUR STRATEGY

The Board's intent is to set each client's hearing within the required timelines set by statute. Staff maintain a running calendar outlining when each PSRB client's particular hearing is due which is utilized to set the weekly Board docket.

2. ABOUT THE TARGETS

The Board adjusted this target as well because its original goal was far too ambitious given the reality of the hearing schedule. The Board reduced it to what was thought to be a more reasonable figure. In this situation, the higher the percent, the better the Board has done.

3. HOW WE ARE DOING

In 2012, the Board exceeded its on-time target for the first time in seven years. As noted in the previous Annual Performance Progress Report, a DAS time study showed that staffing levels prior to 2011 were insufficient to meet the demands for hearings. The 2011 Legislature realized this and allocated two new FTEs to assist the Board in meeting this performance goal. Since the hiring of this staff, performance of this measure increased to 98% in 2013.

4. HOW WE COMPARE

Given the unique nature of the PSRB and its operations, the Board is not aware of any comparable public or private industry standards.

5. FACTORS AFFECTING RESULTS

The Board's more recent targets reflect the fact that there will always be a percentage of hearings that cannot be held in a timely fashion. Timeliness is often affected by circumstances outside the Board's control. The demand for hearings is directly related to the number of clients placed under the Board's jurisdiction and whether or not clients request hearings. The Board has no control over either of these variables. Additionally, hearings cannot be conducted without treating psychiatrists being available to testify, as well as the timely submission of reports and evaluations generated by outside agencies.

6. WHAT NEEDS TO BE DONE

Board staff continue to diligently use LEAN practices inside the agency as well as with community providers and hospital staff to ensure that necessary documentation and witnesses are available for hearings. Ongoing evaluation and improvement in this arena will ensure that the Board continues to meet this performance measure. PSRB staffing should remain at the current level in the next biennium.

7. ABOUT THE DATA

The reporting cycle for this measure is the calendar year. However, the data is collected weekly and tallied on a quarterly basis from the calendar and

| PSYCHIATRIC SECURITY REVIEW BOARD | II. KEY MEASURE ANALYSIS |
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computer reports generated that outline when each client's particular hearing is due.

II. KEY MEASURE ANALYSIS

| KPM #2b | TIMELINESS OF HEARINGS - Percentage of hearings scheduled within statutory timeframes- Juveniles. |
|-------------|---|
| Goal | To review juvenile client's progress in a timely manner and protect clients' due process rights. |
| Oregon Con | ext Timeliness and Agency Mission |
| Data Source | Agency records – hearing dockets and client files with pertinent dates. |
| Owner | Juliet Britton, J.D., Executive Director – (503) 229-5596 |



1. OUR STRATEGY

The Board's intent is to set each client's hearing within the required timelines set by statute. Staff maintain a running calendar outlining when each PSRB client's particular hearing is due which is utilized to set the weekly Board docket.

2. ABOUT THE TARGETS

The target for this juvenile performance measure is identical to the adult target due to the similarity in the hearing process. In this situation, the higher the percent, the better the Board has done.

3. HOW WE ARE DOING

The Board is currently exceeding its designated target by holding the vast majority of hearings on-time. This is a significant improvement from 2008-2011 when the Board failed to meet its 85% target.

4. HOW WE COMPARE

Given the unique nature of the PSRB and its operations, the Board is not aware of any comparable public or private industry standards.

5. FACTORS AFFECTING RESULTS

The Board's historical targets reflect the fact that there will always be a percentage of hearings that cannot be held in a timely fashion. The demand for hearings is directly related to the number of clients placed under the Board's jurisdiction. With only 18 youth under its jurisdiction as of June 30, 2014, the Juvenile Panel meets on average only once per month. If a particular hearing deadline does not sync with the monthly hearing schedule and cannot be considered the prior month, it is counted as late, and even one late hearing can significantly affect the timeliness percentage for a given year. Despite this, most juvenile hearings are typically conducted within the statutory time frames.

6. WHAT NEEDS TO BE DONE

Board staff work diligently using LEAN practices inside the agency as well as with community providers and hospital staff to ensure that necessary documentation and witnesses are available for hearings. Ongoing evaluation and improvement in this arena will ensure that the Board continues to meet this performance measure.

7. ABOUT THE DATA

The reporting cycle for this measure is the calendar year. However, the data is collected weekly and tallied on a quarterly basis from the calendar and

| PSYCHIATRIC SECURITY REVIEW BOARD | II. KEY MEASURE ANALYSIS |
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computer reports generated that outline when each client's particular hearing is due.

II. KEY MEASURE ANALYSIS

| KPM #3a | MAINTENANCE OF RELEASED CLIENTS - Percentage of conditional releases maintained in community per month - Adults. 1992 | | |
|-------------|---|--|--|
| Goal | To determine appropriate community placement and conditions of release so that a client is successfully reintegrated and public safety is maintained. | | |
| Oregon Con | text Agency mission and OBM #65 – Recidivism which may be impacted. | | |
| Data Source | e Agency records – revocation orders and monthly statistical reports. | | |
| Owner | Juliet Britton, J.D., Executive Director – (503) 229-5596 | | |



1. OUR STRATEGY

The Board seeks to make appropriate decisions regarding community placement so that its clients remain on conditional release status and do not engage in criminal activity nor need to be returned to Oregon State Hospital.
2. ABOUT THE TARGETS

The Board lowered its target in this area due to the anticipated and actual increase in the number of clients who were placed on conditional release status during the biennium. It was thought that with more clients in the community, it was likely that more revocations would occur that would, in turn, reduce the number who stayed in the community. In this measure, the higher the number, the better the performance.

3. HOW WE ARE DOING

The Board is in its seventh year of meeting this goal by maintaining the Conditional Release of 99% of its adult clients. This impressive rate in due to the Board's ability to assure that those leaving Oregon State Hospital have the treatment, supports and services necessary to be safely and successfully managed in the community.

4. HOW WE COMPARE

There are no relevant public or private industry standards related to this population with which to compare.

5. FACTORS AFFECTING RESULTS

Authorizing release to the community program and residential facility most fitting to a client's needs is critical to the client's success and the Board's ability to meet its target in this area. Also, continuous communication between the Board staff and treatment providers is essential. Community case managers must keep Board staff apprised of a client's status so that the Board can intervene early in any difficulties that present themselves. Access to alternatives to Oregon State Hospital such as residential alcohol and drug treatment programs or community hospitalization are an important resource for the Board to have available to reduce revocations. Again, the success of the Board is meeting this measure is directly related to an extensive amount of communication amongst all the stakeholders which is the direct result of the Board's current staffing levels. Reducing staffing levels or redirecting current staff into other areas will result in the Board not being able to meet this measure.

6. WHAT NEEDS TO BE DONE

The Board and staff need to continue to provide whatever supports are necessary to maintain its clients in a community setting. This, in turn, requires OHA's and DHS' commitment to provide the financial resources necessary to access appropriate alternatives to State hospitalization. The Board must also continue

to facilitate new or differing treatment modalities amongst these parties. There are over 40 different agencies providing treatment to Board clients on conditional release. The Board has always welcomed new treatment providers but must make sure that they comply with evidence based practices and that public safety is never compromised. It also must make sure that Oregon State Hospital is giving these agencies the information needed to properly judge the client's level of risk and whether a client will fit in with a particular community treatment provider. By taking a proactive role in this arena, the Board hopes to help keep Oregon safe.

7. ABOUT THE DATA

The reporting cycle is based on a calendar year. However, the data is collected and tallied on a quarterly basis from the revocation orders issued by the Board.

II. KEY MEASURE ANALYSIS

| KPM #3b | MAINTENANCE OF RELEASED CLIENTS - Percentage of conditional releases maintained in community per month - Juveniles. | | | | | |
|---|---|--|--|--|--|--|
| Goal To determine appropriate community placement and conditions of release so that a juvenile client is successfully reintegrated and public safe is maintained. | | | | | | |
| Oregon Con | Agency mission and OBM #66 – Recidivism which may be impacted. | | | | | |
| Data Source Agency records – revocation orders and monthly statistical reports. | | | | | | |
| Owner | Juliet Britton, J.D., Executive Director – (503) 229-5596 | | | | | |



1. OUR STRATEGY

The Board seeks to make appropriate decisions regarding community placement so that its juvenile clients remain on conditional release status and do not engage in criminal activity nor need to be returned to a secure inpatient treatment setting.

2. ABOUT THE TARGETS

Due to its existing conditional release process for adults, the Board used the same target for its juvenile clients. In this measure, the higher the number, the better the performance. However, it should be noted that with only 18 youth under its jurisdiction as of June 30, 2014, even one revocation of a client back to a secure in-patient setting can significantly affect the percentages for a given year.

3. HOW WE ARE DOING

The overall success of the Board in maintaining clients in community settings is due to its ability to ensure that those leaving secure in-patient treatment facilities have the treatment, supports and services necessary to be safely and successfully managed in the community. However, in the last seven years, the Board has failed to meet its goal three times for juvenile clients. The first time was in 2008, when, with a target of 95%, the Board had only two clients on conditional release, and one was returned to an in-patient setting for care, custody and treatment. In 2012 and 2013, the Board's performance again fell slightly below the desired target. However, in the intervening years, the target was raised to 98%, and the Board failed to meet that standard by 1% or less.

4. HOW WE COMPARE

There are no relevant public or private industry standards related to this population with which to compare.

5. FACTORS AFFECTING RESULTS

Authorizing release to the community program and residential facility most fitting to a client's needs is critical to the client's success and the Board's ability to meet its target in this area. Also, continuous communication between the Board staff and treatment providers is essential. Community case managers must keep Board staff apprised of a client's status so that the Board can intervene early in any difficulties that present themselves. Juveniles tend to have less impulse control and are mentally fragile, which can cause them to decompensate faster than adult clients. Therefore, access to alternatives to hospitalization such as respite care or having the ability to "step up" a client to a 24/7 residential facility is an important resource for the Board to have available to reduce revocations. Finally, the Board has the highest number of juveniles on conditional release in its history which makes it more likely that a revocation will occur.

6. WHAT NEEDS TO BE DONE

Again, the success of the Board in meeting this measure is directly related to an extensive amount of communication amongst all the stakeholders which is the

direct result of the Board's current staffing levels. The Board and staff need to continue to provide whatever supports are necessary to maintain its clients in a community setting. This, in turn, requires OHA's and DHS' commitment to provide the financial resources necessary to access appropriate alternatives to hospitalization. The Board must also continue to facilitate new or differing treatment modalities amongst these clients who typically are not successful in setting with non-PSRB residents. The Board welcomes new treatment providers but must make sure that they comply with evidence based practices and that public safety is never compromised. It also must make sure that the secure facilities are giving these agencies the information needed to properly judge the youth's level of risk and whether the youth will fit in with a particular community treatment provider. By taking a proactive role in this arena, the Board hopes to help keep Oregon safe.

7. ABOUT THE DATA

The reporting cycle is based on a calendar year. However, the data is collected and tallied on a quarterly basis from the revocation orders issued by the Board.

II. KEY MEASURE ANALYSIS

| KPM #4 | CUSTOMER SERVICE - Percent of customers rating their satisfaction with the agency's customer service as "good" or "excellent": 2007 overall customer service, timeliness, accuracy, helpfulness, expertise and availability of information. 2007 | , | | | | |
|--|--|---|--|--|--|--|
| Goal To provide excellent customer service. | | | | | | |
| Oregon Context Agency Mission. | | | | | | |
| Data Source Survey of participants at Board's statewide training program and requests for feedback from stakeholders via paper and electronic survey | | | | | | |
| Owner | Juliet Britton, J.D., Executive Director – (503) 229-5596 | | | | | |



1. OUR STRATEGY

To conduct customer service surveys to gain a sense of stakeholders' satisfaction with the Board's performance in the five listed domains. The Board then reviews and acts on the assessments received.

2. ABOUT THE TARGETS

This is still a relatively new measure for the Board (baseline data was gathered in 2006). Higher percentages reflect higher satisfaction from our customers. It is interesting to note that customers' past dissatisfaction of the Board's timeliness did not impact their overall positive view of how well the Board functions.

3. HOW WE ARE DOING

Performance in this measure has increased with an overall rating of 78% in 2014, up from 70% in 2012. Customer satisfaction with the timeliness of services provided was the Board's greatest increase, rising from 57% in 2012 to 79% in 2014. The only decrease noted in 2014 was in the area of expertise, down from 88% in 2012 to 85% in 2014. Given that the Board lost two staff with more than 20 years each working with the Board, this is not overly surprising. In the last 18 months, Board staff have implemented a robust training program and started developement of several handbooks and resource guides to assist partnering agency staff successfully supervise our clients. The hope is these efforts will improve stakeholder satisfaction in the areas of availability of information and helpfullness of Board staff.

4. HOW WE COMPARE

There is no comparative data available.

5. FACTORS AFFECTING RESULTS

It is important to note the role the Psychiatric Security Review Board plays in the lives of those responding to the survey. The Board is ultimately responsible for all decisions relating to a client's placement, be it at the State Hospital, in the community, on conditional release or discharge. As such, our customers, be it clients, hospital staff, community providers, persons in the criminal justice system, victims or members of the general public, often may not like the Board's decisions, even if they are legally correct. This can adversely effect the Board's satisfaction ratings.

6. WHAT NEEDS TO BE DONE

In 2011, the agency began using LEAN principles to identify and address deficiencies in all its various processes and intends to continue to dedicate staff time to improving those processes which are directly related to customer service. Particular attention will continue on the domains of timeliness of service, which has improved significantly with the increase in staffing, and availability of information. Expertise will increase as the new employees hired to replace those that have left the agency become more familiar with Board functions and mandates, and overall satisfaction with the Board's service should rise accordingly.

7. ABOUT THE DATA

The first two surveys were distributed via hard copy to attendees of the Board's two day trainings held in the fall of 2006 and 2008, which included DHS and OSH staff, community case managers, treatment and residential providers and a few clients. The survey in 2010 was sent by email to case managers who monitor the Board's clients on conditional release in the community. In 2012 the survey was again distributed at the statewide training which was primarily attended by case managers and providers. As of 2014, the Board shifted from only distributing customer service satisfaction surveys in conjunction with its biennial statewide trainings to mailing surveys to random samples of clients and victims as well as providing links to an electronic version of the survey via email to various other stakeholders. This change was made in an effort to diversify the pool of respondents and ensure that the Board is responsive to the needs of all of its customers. Results are retained by the agency and are utilized by management to determine what actions should be undertaken to achieve improvement in certain areas.

II. KEY MEASURE ANALYSIS

| KPM #5 | BEST PRACTICES - Percent of total best practices met by the Board. 20 | 008 | | | | |
|---|---|-----|--|--|--|--|
| Goal To ensure Board and its staff are appropriately carrying out the Board's mission and duties. | | | | | | |
| Oregon Context Agency Mission. | | | | | | |
| Data Source Board Self-Assessment. | | | | | | |
| Owner | Juliet Britton, J.D., Executive Director - (503) 229-5596 | | | | | |



1. OUR STRATEGY

The Psychiatric Security Review Board conducts biennial self-assessments to determine how it well it is following the Best Practices guidelines and to identify areas where it needs to improve. The Board then attempts to conduct its duties in a manner that best effectuates the Best Practices policy.

2. ABOUT THE TARGETS

The Board initially set 80% as the target for number of Best Practices' met. In this case, the higher the percentage, the more of the Best Practices the Board is meeting. This target was set to reflect the relative newness of the juvenile panel. As that panel gained experience, the target was adjusted upward to 85% in 2012.

3. HOW WE ARE DOING

Since 2010, the Board has met its target goal of this measure.

4. HOW WE COMPARE

Once again, given the unique nature of the PSRB and its operations, the Board is not aware of any comparable public or private industry standards.

5. FACTORS AFFECTING RESULTS

The members of each panel meet together, at most, on a quarterly basis to discuss administrative matters. On hearing days, only 3 of the 5 respective Board members sit as a panel to hear cases. Thus, there is limited opportunity for all members to reflect on some of the operational aspects listed on the survey. Others, such as budget and policy issues, are addressed regularly at those meetings. This affects the score of Best Practices met, because several of the Best Practices center around intra-Board communication.

6. WHAT NEEDS TO BE DONE

The Board is cognizant of the need to find time on its administrative meeting agenda to discuss and engage more fully in its oversight function of Board staff and improving its overall functioning. The Board completed its most recent self-assessment in July, 2014. The Board will discuss the results of this assessment and the previous assessments at the next joint Board meeting. At that time, the Board will set its target for the percentage of Best Practices to be met, consider if any other Best Practices unique to its functions should be tracked, and establish a timetable of expected dates for each Best Practice to be completed.

7. ABOUT THE DATA

In 2008, the Board completed its first self-assessment by answering yes or no to the 15 legislatively suggested Best Practices. The Board conducted the same

| PSYCHIATRIC SECURITY REVIEW BOARD | II. KEY MEASURE ANALYSIS |
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self-assessment in 2010, 2012, and 2014.

| PSYCHIATRIC SEC | URITY REVIEW | BOARD | III. USING PERFORMANCE DATA |
|----------------------|------------------------|---|---|
| ju | risdiction receive the | ity Review Board's mission is to protect the public by working with partnering age e necessary services and support to reduce the risk of future dangerous behavior un nterest and person centered care. | - |
| Contact: Juliet Brit | ton, J.D., Executive | Director | Contact Phone: 503-229-5596 |
| Alternate: | | | Alternate Phone: |
| The | e following question | ns indicate how performance measures and data are used for management an | d accountability purposes. |
| 1. INCLUSIVITY | | * Staff: As a small agency with 4 FTE for many years, it was easy to in were literally at the table when our performance measures were initially time and throughout the modification of the performance measure system now 11 FTE staff have been engaged in the discussions related to the a measures to utilize to demonstrate its performance. * Elected Officials: Legislators' provided input in the 2005 Session by semeasure from the external reporting process and utilizing it only for interactive stakeholders: Stakeholders' opinions were solicited and received in measure the board to achieve. As a result of such comments, the Board current measures or development of additional ones. * Citizens: The public, as represented by the Legislature, approved these performance. | developed in 1992. Since that am by the D.A.S., the Board and agency's goals and what uggesting the removal of one rnal purposes. neetings and individual track and what outcomes they may consider changes to |
| | | hearing in the 2007 Legislative Assembly. Citizens have also been present at put their concerns have been noted. | |
| 2 MANAGING FOR | RESULTS | Given that the Board's primary purpose is to protect the public, the Board revie efficacy of its decision-making process at hearings. The agency further assesses with its statutory mandates from this data. Depending on the results, the Board outcomes. Based on the results of the performance data collected, the agency has in the areas where it fell significantly short of its target. In 2007, the Board incr per day to address the Board's failure to provide hearings in a timely fashion fo However, due to staffing issues, in 2008 the Board reduced that number again. | s its monitoring function and compliance adjusts its procedures to improve the as made efforts to improve outcomes reased the number of hearings scheduled r a significant percentage of clients. |

| 3 STAFF TRAINING | its case for additional FTE that was included as a policy option package in the 2011-13 Governor's Recommended Budget. That request was approved and the Board is currently meeting all of its critical performance measure goals. DAS and LFO staff have assisted Board staff regarding the newly required Best Practices KPM. The other measures are calculated and reviewed quarterly to see what changes in operation might have to be implemented to improve measures that are wanting. Board members are also kept apprised as they recognize the value of performance measures in assessing the effectiveness of their work as well as areas of the agency's functioning that might need additional resources when developing the Board's budget. |
|-------------------------|---|
| 4 COMMUNICATING RESULTS | * Staff : As noted above, staff review these measures quarterly to evaluate what operations might need to be adjusted to deal with any deficiencies that may be revealed. Board members are then informed as the adjustments usually affect their workload. * Elected Officials: The Board communicates results to the Legislature through this report as well as biannually in its budget preparation documents for review by the D.A.S., the Governor and ultimately by the Legislature and the public. The purpose would be to demonstrate how well the agency is carrying out its mission and statutory mandates. * Stakeholders: The results are often cited in public testimony and presentations made by the Board and its Executive Director in various venues as well as at training seminars for all the various stakeholders in this system. * Citizens: In citing the Board's Key Performance Measure of recidivism and the percentage of those maintained on conditional release, the Board is often able to instill more confidence in a skeptical public and potential providers with these impressive figures when efforts are made to expand community resources and site residential facilities for Board clients. The Executive Director routinely responds to citizen's concerns and/or questions about its functions and clients. |

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

g. <u>Sustainability</u> – Not applicable.

____ Agency Request

X Governor's Recommended

_ Legislatively Adopted

Psychiatric Security Review Board Psychiatric Security Review Board 2015-17 Biennium

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

| Description | Positions | Full-Time Equivalent (FTE) | ALL FUNDS | General Fund | Lottery Funds | Other Funds | Federal Funds | Nonlimited Other Funds | Nonlimited Federal Funds |
|---|-----------|----------------------------------|-----------|--------------|------------------|-------------|------------------|---------------------------|--------------------------------|
| 2013-15 Leg Adopted Budget | 11 | 11.00 | 2,410,277 | 2,306,552 | | - 103,725 | | | |
| 2013-15 Emergency Boards | - | - | 72,748 | 65,739 | | - 7,009 | | | |
| 2013-15 Leg Approved Budget | 11 | 11.00 | 2,483,025 | 2,372,291 | | - 110,734 | | | |
| 2015-17 Base Budget Adjustments | | | | | | | | | |
| Net Cost of Position Actions | | | | | | | | | |
| Administrative Biennialized E-Board, Phase-Out | - | - | 56,310 | 120,718 | | - (64,408) | | | |
| Estimated Cost of Merit Increase | | | - | - | | | | | |
| Base Debt Service Adjustment | | | - | - | | | | | |
| Base Nonlimited Adjustment | | | - | - | | | | | |
| Capital Construction | | | - | - | | | | | |
| Subtotal 2015-17 Base Budget | 11 | 11.00 | 2,539,335 | 2,493,009 | | - 46,326 | | | |
| Essential Packages | | | | | | | | | |
| 010 - Non-PICS Pers Svc/Vacancy Factor | | | | | | | | | |
| Non-PICS Personal Service Increase/(Decrease) | - | - | 25,405 | 25,405 | | | | | |
| Subtotal | - | - | 25,405 | 25,405 | | | | | |
| 020 - Phase In / Out Pgm & One-time Cost | | | | | | | | | |
| 021 - Phase-in | - | - | 83,880 | 83,880 | | | | | |
| 022 - Phase-out Pgm & One-time Costs | - | - | (128,101) | (83,880) | | - (44,221) | | | |
| Subtotal | - | - | (44,221) | - | | - (44,221) | | - - | |
| 030 - Inflation & Price List Adjustments | | | | | | | | | |
| Cost of Goods & Services Increase/(Decrease) | - | - | 76,321 | 76,258 | | - 63 | | | |
| State Gov"t & Services Charges Increase/(Decrease |) | | 21,820 | 21,820 | | | | | |
| Subtotal | - | - | 98,141 | 98,078 | | - 63 | | | |

Psychiatric Security Review Board Psychiatric Security Review Board 2015-17 Biennium

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

| Description | Positions | Full-Time Equivalent (FTE) | ALL FUNDS | General Fund | Lottery Funds | Other Funds | Federal Funds | Nonlimited Other Funds | Nonlimited Federal Funds |
|---|-----------|----------------------------------|-----------|--------------|------------------|-------------|------------------|---------------------------|--------------------------------|
| 040 - Mandated Caseload | | | | | | | | | |
| 040 - Mandated Caseload | - | - | - | - | | | - | | - |
| 050 - Fundshifts and Revenue Reductions | | | | | | | | | |
| 050 - Fundshifts | - | - | - | - | | | - | | - |
| 060 - Technical Adjustments | | | | | | | | | |
| 060 - Technical Adjustments | - | - | - | - | | | - | | - |
| Subtotal: 2015-17 Current Service Level | 11 | 11.00 | 2,618,660 | 2,616,492 | | - 2,168 | - | | - |

Psychiatric Security Review Board Psychiatric Security Review Board

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

| Description | Positions | Full-Time Equivalent (FTE) | ALL FUNDS | General Fund | Lottery Funds | Other Funds | Federal Funds | Nonlimited Other Funds | Nonlimited Federal Funds |
|--|-----------|----------------------------------|-----------|--------------|------------------|-------------|------------------|---------------------------|--------------------------------|
| Subtotal: 2015-17 Current Service Level | 11 | 11.00 | 2,618,660 | 2,616,492 | | - 2,168 | - | . . | |
| 070 - Revenue Reductions/Shortfall | | | | | | | | | |
| 070 - Revenue Shortfalls | - | - | - | - | | | - | | |
| Modified 2015-17 Current Service Level | 11 | 11.00 | 2,618,660 | 2,616,492 | | - 2,168 | - | · - | |
| 080 - E-Boards | | | | | | | | | |
| 080 - May 2014 E-Board | - | - | - | - | | | - | | |
| 081 - September 2014 E-Board | - | - | - | - | | | - | | |
| Subtotal Emergency Board Packages | - | - | - | - | | | - | · - | |
| Policy Packages | | | | | | | | | |
| 090 - Analyst Adjustments | - | - | - | - | | | - | | |
| 101 - Confidential and Securing Filing System | - | - | - | - | | | - | | |
| Subtotal Policy Packages | - | - | - | - | | | - | - | |
| Total 2015-17 Governor's Budget | 11 | 11.00 | 2,618,660 | 2,616,492 | | - 2,168 | | - | |
| Percentage Change From 2013-15 Leg Approved Budget | - | - | 5.46% | 10.29% | | 98.04% | | | |
| Percentage Change From 2015-17 Current Service Level | | - | - | - | | | | | |

Psychiatric Security Review Board General Program

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

2015-17 Biennium

| Description | Positions | Full-Time Equivalent (FTE) | ALL FUNDS | General Fund | Lottery Funds | Other Funds | Federal Funds | Nonlimited Other Funds | Nonlimited Federal Funds |
|---|-----------|----------------------------------|-----------|--------------|------------------|-------------|------------------|---------------------------|--------------------------------|
| 2013-15 Leg Adopted Budget | 8 | 8.00 | 1,834,898 | 1,832,793 | - | - 2,105 | - | | - |
| 2013-15 Emergency Boards | - | - | 49,183 | 49,183 | - | | - | | - |
| 2013-15 Leg Approved Budget | 8 | 8.00 | 1,884,081 | 1,881,976 | - | · 2,105 | - | - - | - |
| 2015-17 Base Budget Adjustments | | | | | | | | | |
| Net Cost of Position Actions | | | | | | | | | |
| Administrative Biennialized E-Board, Phase-Out | 3 | 3.00 | 527,153 | 527,153 | - | | - | | - |
| Estimated Cost of Merit Increase | | | - | - | - | | - | | - |
| Base Debt Service Adjustment | | | - | - | - | | - | | - |
| Base Nonlimited Adjustment | | | - | - | - | | - | | - |
| Capital Construction | | | - | - | - | | - | | - |
| Subtotal 2015-17 Base Budget | 11 | 11.00 | 2,411,234 | 2,409,129 | - | · 2,105 | - | · - | - |
| Essential Packages | | | | | | | | | |
| 010 - Non-PICS Pers Svc/Vacancy Factor | | | | | | | | | |
| Non-PICS Personal Service Increase/(Decrease) | - | - | 25,405 | 25,405 | - | | - | | - |
| Subtotal | - | - | 25,405 | 25,405 | - | | - | . . | - |
| 020 - Phase In / Out Pgm & One-time Cost | | | | | | | | | |
| 021 - Phase-in | - | - | 83,880 | 83,880 | - | | - | | - |
| 022 - Phase-out Pgm & One-time Costs | - | - | - | - | - | | - | | - |
| Subtotal | - | - | 83,880 | 83,880 | - | | - | . . | - |
| 030 - Inflation & Price List Adjustments | | | | | | | | | |
| Cost of Goods & Services Increase/(Decrease) | - | - | 76,321 | 76,258 | - | - 63 | - | | - |
| State Gov"t & Services Charges Increase/(Decrease | e) | | 21,820 | 21,820 | - | | - | | - |
| Subtotal | - | - | 98,141 | 98,078 | - | - 63 | - | . . | - |

Psychiatric Security Review Board General Program

2015-17 Biennium

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

| Description | Positions | Full-Time Equivalent (FTE) | ALL FUNDS | General Fund | Lottery Funds | Other Funds | Federal Funds | Nonlimited Other Funds | Nonlimited Federal Funds |
|---|-----------|----------------------------------|-----------|--------------|------------------|-------------|------------------|---------------------------|--------------------------------|
| 040 - Mandated Caseload | | | | | | | | | |
| 040 - Mandated Caseload | - | - | - | - | - | | - | | - |
| 050 - Fundshifts and Revenue Reductions | | | | | | | | | |
| 050 - Fundshifts | - | - | - | - | - | | - | | - |
| 060 - Technical Adjustments | | | | | | | | | |
| 060 - Technical Adjustments | - | - | - | - | | | - | · - | - |
| Subtotal: 2015-17 Current Service Level | 11 | 11.00 | 2,618,660 | 2,616,492 | • | · 2,168 | - | - | - |

Psychiatric Security Review Board

General Program

2015-17 Biennium

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

| Description | Positions | Full-Time Equivalent (FTE) | ALL FUNDS | General Fund | Lottery Funds | Other Funds | Federal Funds | Nonlimited Other Funds | Nonlimited Federal Funds |
|--|-----------|----------------------------------|-----------|--------------|------------------|-------------|------------------|---------------------------|--------------------------------|
| Subtotal: 2015-17 Current Service Level | 11 | 11.00 | 2,618,660 | 2,616,492 | | - 2,168 | | | |
| 070 - Revenue Reductions/Shortfall | | | | | | | | | |
| 070 - Revenue Shortfalls | - | - | - | - | | | | | |
| Modified 2015-17 Current Service Level | 11 | 11.00 | 2,618,660 | 2,616,492 | | - 2,168 | | | |
| 080 - E-Boards | | | | | | | | | |
| 080 - May 2014 E-Board | - | - | - | - | | | | | |
| 081 - September 2014 E-Board | - | - | - | - | | | | | |
| Subtotal Emergency Board Packages | - | - | - | - | | | | | |
| Policy Packages | | | | | | | | | |
| 090 - Analyst Adjustments | - | - | - | - | | | | | |
| 101 - Confidential and Securing Filing System | - | - | - | - | | | | | |
| Subtotal Policy Packages | - | - | - | - | | | | | |
| Total 2015-17 Governor's Budget | 11 | 11.00 | 2,618,660 | 2,616,492 | | - 2,168 | | - - | |
| Percentage Change From 2013-15 Leg Approved Budget | 37.50% | 37.50% | 38.99% | 39.03% | | - 2.99% | | | |
| Percentage Change From 2015-17 Current Service Level | - | - | - | - | | | | | |

Psychiatric Security Review Board Gun Relief Program 2015-17 Biennium

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

| | Positions | Full-Time | ALL FUNDS | General Fund | Lottery | Other Funds | Federal | Nonlimited | Nonlimited |
|--|-----------|---------------------|-----------|--------------|---------|-------------|---------|-------------|------------------|
| Description | | Equivalent (FTE) | | | Funds | | Funds | Other Funds | Federal Funds |
| 2013-15 Leg Adopted Budget | 3 | 3.00 | 575,379 | 473,759 | - | 101,620 | - | | - |
| 2013-15 Emergency Boards | - | - | 23,565 | 16,556 | - | 7,009 | | | - |
| 2013-15 Leg Approved Budget | 3 | 3.00 | 598,944 | 490,315 | - | 108,629 | - | | - |
| 2015-17 Base Budget Adjustments | | | | | | | | | |
| Net Cost of Position Actions | | | | | | | | | |
| Administrative Biennialized E-Board, Phase-Out | (3) | (3.00) | (470,843) | (406,435) | - | (64,408) | - | | - |
| Estimated Cost of Merit Increase | | | - | - | - | | | | - |
| Base Debt Service Adjustment | | | - | - | - | - | - | | - |
| Base Nonlimited Adjustment | | | - | - | - | | - | | - |
| Capital Construction | | | - | - | - | | - | | - |
| Subtotal 2015-17 Base Budget | - | - | 128,101 | 83,880 | - | 44,221 | - | | - |
| 020 - Phase In / Out Pgm & One-time Cost | | | | | | | | | |
| 021 - Phase-in | - | - | - | - | - | - | | | - |
| 022 - Phase-out Pgm & One-time Costs | - | - | (128,101) | (83,880) | - | (44,221) | - | | - |
| Subtotal | - | - | (128,101) | (83,880) | - | (44,221) | | · - | - |
| 040 - Mandated Caseload | | | | | | | | | |
| 040 - Mandated Caseload | - | - | - | - | - | - | | | - |
| 050 - Fundshifts and Revenue Reductions | | | | | | | | | |
| 050 - Fundshifts | - | - | - | - | - | - | - | | - |
| 060 - Technical Adjustments | | | | | | | | | |
| 060 - Technical Adjustments | - | - | - | - | - | | - | | - |
| Subtotal: 2015-17 Current Service Level | - | - | - | - | - | - | - | - - | - |

Psychiatric Security Review Board Gun Relief Program

2015-17 Biennium

Governor's Budget Cross Reference Number: 39900-030-00-000000

| Description | Positions | Full-Time Equivalent (FTE) | ALL FUNDS | General Fund | Lottery Funds | Other Funds | Federal Funds | Nonlimited Other Funds | Nonlimited Federal Funds |
|--|-----------|----------------------------------|-----------|--------------|------------------|-------------|------------------|---------------------------|--------------------------------|
| Subtotal: 2015-17 Current Service Level | - | - | - | - | | · - | | | - |
| 070 - Revenue Reductions/Shortfall | | | | | | | | | |
| 070 - Revenue Shortfalls | - | - | - | - | | | | | - |
| Modified 2015-17 Current Service Level | - | - | - | - | | · - | | | - |
| 080 - E-Boards | | | | | | | | | |
| 080 - May 2014 E-Board | - | - | - | - | | | | | - |
| 081 - September 2014 E-Board | - | - | - | - | | | | | - |
| Subtotal Emergency Board Packages | - | - | - | - | | · - | | - - | - |
| Policy Packages | | | | | | | | | |
| 090 - Analyst Adjustments | - | - | - | - | | | | | - |
| 101 - Confidential and Securing Filing System | - | - | - | - | | | | | - |
| Subtotal Policy Packages | - | - | - | - | | | | | - |
| Total 2015-17 Governor's Budget | - | - | - | - | | | | . . | - |
| Percentage Change From 2013-15 Leg Approved Budget | -100.00% | -100.00% | -100.00% | -100.00% | | 100.00% | | | - |
| Percentage Change From 2015-17 Current Service Level | - | - | - | - | | | | | - |

PROGRAM PRIORITIZATION FOR 2015-17

| | 7 Bienniu | | | irity Review Board | | | | | | | Agency N | imber: | 39900 | | l | |
|-----------------|--|--------------------|---|---|--|---|--------------------|--|--|-------|---------------|--------------------|---------------------|---|----|----|
| roarar | | | | | Agency Manuel. 00000 | | | | | | | | - | | | |
| grui | | | | | Agency-Wide Priorities f | Agency-Wide Priorities for 2015-17 Biennium | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| <u> </u> | - | | | · · · · · · · · · · · · · · · · · · · | v | | | Î | | | | | 10 | 20 | 2. | |
| (rank highes | ority ed with st priority irst) | Agency Initials | Program or Activity Initials | Program Unit/Activity Description | Init/Activity Description Identify Key Performance Measure(s) Primary Purpose Program. Activity Code GF FUNDS Pos. FTE Punds Pos. FTE Punds Program. Reduction Progra | | Legal Citation | Explain What is Mandatory (for C, FM, and FO Only) | Comments on Propos Changes to CSL include Agency Request | | | | | | | |
| gcy | Prgm/ Div | | | | | | | | | | | | | | | |
| 1 | 1 | PSRB | GEI/REI | 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 | 2,533,824 | \$2,533,824 | 11 | 11.00 | Y | Y | s | ORS 161.325-161.351; ORS 419C.529- 419C.544; Sections 1, 5, 14 and 15 of Chpt 826, NICS Improvement Amendmenis Acto 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 is 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 | | | | | | | | | | | | |
| | 1 | 1 | | 4 Administrative Function | 7 Education & Skill Developme 8 Emergency Services 9 Environmental Protection 10 Public Health 11 Recreation, Heritage, or Cultu 12 Social Support | | C E FM FC | Legal Requi Constitutiona Debt Service Federal - Mar Federal - Opt Statutory | l ndatory | | noose to part | icipate, certain i | requirements exist) | | 0 | 1 |

by detail budget level in ORBITS

Document criteria used to prioritize activities

As a single department agency, the PSRB has only one program. However, with in 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 to 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 relassification will increase in the not-too-distant future, likely a year os co. Finally, the gun relief aspect of the PSRB has not had the need for hearings that will be recurred. 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.

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 2015-17 AND 2017-19) | (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 number of Juvenile Panel hearing days held | Will reduce allotted juvenile hearing days by 9 over the course of the biennium. Could result in some hearings being held later than statutory timeframes. Could result in longer lengths of stay in secure facilities. | \$9,000 G.F. | |
| 2. Eliminate 1.0 FTE | Eliminates FTE associated with the hearing administrative duties. Would delay in timeliness of processing hearing results to parties, filing needed to create exhibit files for hearings. Work load would have to shift to other positions causing delay in hearings. | \$112,000 G.F. | |
| | 5% TOTAL | \$121,000 | |
| 3. Eliminate an additional 1.0 FTE | This action would leave only 1 FTE with sole responsibility for monitoring all 415 plus clients on conditional release. This could seriously jeopardize public safety as quick and effective response by the Board is necessary to avoid bad outcomes | \$132,500 | |
| | 5% TOTAL | \$132,500 | |
| | 10% TOTAL | \$253, 500 | |

BUDGET NARRATIVE

Effect of Reduction Options In 5% Increments

First 5%: \$121,000.00 G.F.

a) <u>Reduction in Number of Budgeted Hearing Days</u> = \$9,000 G.F.

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 78% 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 in 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.

For the Juvenile Panel, a reduction of hearing days is not so dire as it is for the Adult Panel in the immediate but may be over time if the number of clients grows. Its enabling statutes also set out specific timeframes for the scheduling of youths' hearings. But because this Panel is dealing with juveniles, the legislation set those requirements more frequently than in the adult system. Each committed youth must have a hearing at least annually. The hearings must also be set in a more expeditious manner as the Board has only 30 days within which to schedule a hearing upon receipt of a request. As the population grows over the next biennium, the need for hearings will obviously increase as every youth must be reviewed annually as well as initially.

b) <u>Reduction of 1.0 FTE</u> = \$112,000 G.F.

With regard to the rest of the action necessary for this 5% increment, 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, eliminating the position that primarily provides administrative support to the Board, hearings officers and conditional release monitors appears to have the least impact on operations. Eliminating this position could delay in correspondence, Board orders being generated, etc.

____ Agency Request

X Governor's Recommended

_ Legislatively Adopted

BUDGET NARRATIVE

Second 5%:

<u>Reduction of another 1.0 FTE</u> = \$132,500 G.F.

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.

Determining what position would be eliminated 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 staff associated with hearing preparation had to remain intact. That left the two person unit responsible for monitoring the 389 plus clients on conditional release throughout the state to suffer the reduction. This would leave one FTE the responsibility to coordinate the treatment, case management and public safety concerns with the hospital social workers, community mental health providers and other interested parties for all clients on conditional release as well as monitor their monthly progress thereafter. That is clearly an unreasonable expectation given that there are such a large number of clients currently on conditional release status. Further, this could jeopardize public safety as one person alone would not be able to respond as quickly and effectively to a crisis which is necessary to avoid bad outcomes.

This position has taken 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 the client's situations to determine appropriate alternatives in a particular case. The Board, too, is attempting to utilize OSH as the place of last resort, rather than first. That, in turn, obviously impacts the State Hospital's census in a positive way by avoiding an admission.

____ Agency Request

2015-2017 ORGANIZATION CHART



_ Agency Request

<u>X</u> Governor's Recommended

_ Legislatively Adopted

Psychiatric Security Review Board

Agency Number: 39900

| Summary Cross Reference Number | Cross Reference Description | 2011-13 Actuals | 2013-15 Leg Adopted Budget | 2013-15 Leg Approved Budget | 2015-17 Agency Request Budget | 2015-17 Governor's Budget | 2015-17 Leg Adopted Budget |
|--------------------------------------|-----------------------------|--------------------|----------------------------------|-----------------------------------|--|---------------------------------|----------------------------------|
| 010-00-00-00000 | General Program | | | | | | |
| | General Fund | 1,532,016 | 1,832,793 | 1,881,976 | 2,613,824 | - | |
| | Other Funds | - | 2,105 | 2,105 | 2,168 | - | |
| | All Funds | 1,532,016 | 1,834,898 | 1,884,081 | 2,615,992 | - | |
| 030-00-00-00000 | Gun Relief Program | | | | | | |
| | General Fund | 217,899 | 473,759 | 490,315 | - | - | |
| | Other Funds | 216,225 | 101,620 | 108,629 | - | - | |
| | All Funds | 434,124 | 575,379 | 598,944 | - | - | |
| TOTAL AGENCY | | | | | | | |
| | General Fund | 1,749,915 | 2,306,552 | 2,372,291 | 2,613,824 | - | |
| | Other Funds | 216,225 | 103,725 | 110,734 | 2,168 | - | |
| | All Funds | 1,966,140 | 2,410,277 | 2,483,025 | 2,615,992 | - | |

Agencywide Program Unit Summary 2015-17 Biennium

Version: V - 01 - Agency Request Budget

_____ Agency Request 2015-17 Biennium

BUDGET NARRATIVE

REVENUE FORECAST NARRATIVE

Historically, the Board has been a General Fund agency with a minute amount of Other Funds from the American Psychiatric Association's grant of \$10,000. This was a result of being selected as its Hospital and Community Psychiatry 1994 Gold Award Winner. There were no matching funds from any source. Application for the grant was made for the specific purpose of obtaining funds to provide much needed training for community providers, Board and staff. This is an area that historically has been sorely neglected due to budget constraints. Receipt of the monies was contingent upon its use for such purpose. Since its receipt, the Board has used it sparingly when necessary to contribute to the cost of its joint biennial statewide training with AMH for OSH staff and community treatment and residential providers. The most recent conference was held in the fall of 2012. Another is anticipated to be hosted in the spring of 2015.

The Board proposes to do the same in the 2015-17 biennium in asking for a \$2,000 limitation.

With the 2009 passage of HB 2853 and the addition of the Gun Relief Program/Records Reconciliation came Other Funds from Oregon State Police's receipt of a federal grant to "start-up" the NICS Act Record Improvement Program in Oregon. Under the terms, the Board received \$382,000 over four years for costs associated with developing the program and ensuring compliance with federal and state law. Grant funding lapsed in June 2014. Now that these responsibilities are clearly established and incorporated into the current staffing responsibilities, additional Other Funds will not be available in the 2015-17 biennium.

____ Agency Request

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

Psychiatric Security Review Board Agency Number: 39900 2015-17 Biennium Cross Reference Number: 39900-000-00-00000 2013-15 Leg 2013-15 Leg 2015-17 Agency 2015-17 Governor's 2015-17 Leg 2011-13 Actuals Adopted Budget Approved Budget **Request Budget** Budget Adopted Budget Source **Other Funds** Donations 101,620 108,629 --Tsfr From Police, Dept of State 216,222 ----

\$101,620

\$108,629

-

\$216,222

Total Other Funds

-

PROGRAM UNIT NARRATIVE:

Historically, the Board has been a small agency with a significant task: the protection of the public through the on-going review of the progress of its clients and a determination of their appropriate placement, be it OSH or a Secure Adolescent In-Patient Program (SAIP), in the community on conditional release or discharge. It has proven itself to be a safe and cost-effective means for monitoring chronically mentally ill adults with a history of committing violent crimes and hopes to establish the same track record with young offenders. It 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 limited staff and financial resources. It continues to this day to be the successful operation that brought it that accolade twenty years ago.

The Board's base budget reflects the State's General Fund costs of performing the two primary aspects of this part of its program as well as fulfilling the responsibilities associated with gun relief, sex offender designation/relief and supervision and monitoring certain civil commitments. The first are hearings for persons placed under the Board's jurisdiction. There are currently 540 adults 17 juveniles and two 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 are indigent. Schizophrenia is the predominant diagnosis for adults. Most clients have a history of drug and alcohol abuse as well. Most clients have committed a felony of which approximately 77% involve serious person-to-person (Ballot Measure 11) felony charges such as homicide, assault and arson. Women account for approximately 16% of the clients; the mean age of the adult client population is 46.4 years. Of the 17 young persons, 9 have mental health disorders and 8 are developmentally disabled. All are male except one female and their mean age is 19.6 years old. All involved felony charges.

Each adult is entitled to regular face-to-face administrative law hearings before the Board which is multi-disciplinary in nature. The Board, by statute, is comprised of five members: a member of the general public, a psychiatrist and 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 day's docket of cases. Issues considered at hearings are: whether the individual continues to suffer from a mental disease or defect; whether the individual continues to present a substantial danger to others; and whether the individual is appropriate for conditional release. On each hearing day, the Board also handles administrative review hearings for which the client 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. Clients may appeal the Board's decision directly to the Court of Appeals which accounts for the Board's line item of Attorney General costs.

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 much the same in terms of operation with mandated, but more

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BUDGET NARRATIVE

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 clients 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 F.T.E. Board staff now totals 11 F.T.E.

Board members are paid a stipend for each hearing day that they participate. The agency is currently budgeted for only 92 adult and 47 juvenile hearing days for the biennium despite the significant number of clients for which it is now responsible. As noted earlier, the Board expects to hold close to 665 adult, 60 juvenile and 8 civil commit hearings and address an additional 750 adult, 20 juvenile and 2 civil commit administrative matters in 2013-2015 for those on conditional release. The Board expects no significant reduction in the number of administrative review hearings in the 2015-17 biennium due to the same or greater number on conditional release. And despite the implementation of the State Hospital Review Panel for committed Tier 2 offenders, there may be only a limited effect on the number of full hearings because the Board now has the staffing to conduct all outpatient hearings, which in previous biennia, would have been delayed.

The other equally important function of the Board is the monitoring of those clients on conditional release. This task is delegated, for the most part, to two F.T.E. although all staff are cross-trained. Each staff person is involved in corresponding and communicating on a daily basis with clients, 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 2013 was 0.88%. This equates to an average of four clients per year who recidivate. Even more impressive is the data related to KPM #3 which indicates that over 99% of all clients on conditional release are maintained in that status.

There are presently 389 persons on conditional release which is 70% of the Board's total clientele. As mentioned earlier, because of the Legislature's considerable allocation to AMH for the development of additional PSRB community placements a couple biennia ago, the Board had experienced a marked increase in this arena. The Board expected this trend to continue but it has been affected by fiscal constraints as well as a change in approach by AMH. The AMHI project was designed to free up existing civil beds after a utilization review process so that those residential facilities could be "re-purposed" for use by PSRB. That, in turn, would alleviate the need for new "brick and mortar" facilities as well as reduce siting issues. However, moving civil clients has not proceeded as quickly as AMH had initially anticipated. AMH has only two 5-bed residential treatment homes for PSRB projected to open this biennium. The Board notes that funding supported housing and rental assistance is critical to move its clients from the more costly licensed residential facilities to more independent living. Funding for wrap around mental health services is the critical component to its clients living more independently.

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BUDGET NARRATIVE

Due to its mission and mandate, the Board has a number of different constituencies other than its clients that it must serve. Each constituency has a unique perspective or interest in the Board's function. Board staff work closely with the hospital psychiatrists, psychologists, social workers and other treatment team members on a myriad of issues that affect our clients 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 or other Continuing Legal Education seminars.

The victims of the crimes for which a person is placed under Psychiatric Security Review Board jurisdiction, families of victims and families and other involved parties of clients also receive PSRB services. Board staff act as a resource to these groups sending notices of hearings and hearing results. Daily telephone inquiries from these persons are also addressed by staff.

With the addition of the Gun Relief, sex offender designation/relief and civil commitment program, the Board will also be working 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. It is the citizens of the State of Oregon that the Board is mandated to protect. The Board and its staff devote much time and energy to educating the public regarding the Board's purpose and operation. Further, the Executive Director represents the Board on numerous state, county and city level workgroups, task forces, advisory councils and committees which focus on issues relating to its clientele which are of interest and concern to the public. The Board and staff will continue to be responsive to the needs of all its stakeholders.

The PSRB is mostly a General Fund agency. However, the Board does have some money left in 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 will utilize its \$2,000 allotment this biennium to help sponsor a statewide training program for hospital and community treatment and residential providers in the spring of 2015. Additionally, as previously discussed, the Gun Relief Program historically was partially funded with Other Funds. However, this funding ended in June 2014. The program is easily absorbed by existing general fund staff.

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ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

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

Cross Reference Name: General Program Cross Reference Number: 39900-010-00-000000

| Description | General Fund | Lottery Funds | Other Funds | Federal Funds | Nonlimited Other Funds | Nonlimited Federal Funds | All Funds |
|----------------------------|--------------|---------------|-------------|---------------|---------------------------|-----------------------------|-----------|
| | | | | | | | |
| Revenues | | | | | | | |
| General Fund Appropriation | 25,405 | - | - | - | - | . <u>-</u> | 25,405 |
| Total Revenues | \$25,405 | - | - | - | - | . <u>-</u> | \$25,405 |
| Personal Services | | | | | | | |
| Pension Obligation Bond | 23,408 | - | - | - | - | · - | 23,408 |
| Mass Transit Tax | 1,997 | - | - | - | - | · - | 1,997 |
| Total Personal Services | \$25,405 | - | - | - | | | \$25,405 |
| Total Expenditures | | | | | | | |
| Total Expenditures | 25,405 | - | - | - | - | | 25,405 |
| Total Expenditures | \$25,405 | - | - | - | - | · - | \$25,405 |
| Ending Balance | | | | | | | |
| Ending Balance | - | - | - | - | - | . <u>-</u> | - |
| Total Ending Balance | - | - | - | - | - | . <u>-</u> | - |

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Psychiatric Security Review Board Pkg: 021 - Phase-in

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

| Description | General Fund | Lottery Funds | Other Funds | Federal Funds | Nonlimited Other Funds | Nonlimited Federal Funds | All Funds |
|-----------------------------|--------------|---------------|-------------|---------------|---------------------------|-----------------------------|-----------|
| Revenues | | | | | | | |
| General Fund Appropriation | 83,880 | - | | · - | - | | 83,880 |
| Total Revenues | \$83,880 | - | - | - | - | | \$83,880 |
| Personal Services | | | | | | | |
| Pension Obligation Bond | 17,666 | - | - | | - | . <u>-</u> | 17,666 |
| Mass Transit Tax | 1,824 | - | - | | - | | 1,824 |
| Reconciliation Adjustment | - | - | - | | - | | - |
| Total Personal Services | \$19,490 | - | - | · - | - | · - | \$19,490 |
| Services & Supplies | | | | | | | |
| Instate Travel | 1,568 | _ | _ | | | | 1,568 |
| Telecommunications | 1,598 | - | | - | - | - - | 1,598 |
| IT Professional Services | 12,246 | | | | | | 12,246 |
| Attorney General | 14,371 | - | | | | | 14,371 |
| Facilities Rental and Taxes | 4,106 | - | - | - | - | . <u>-</u> | 4,106 |
| Expendable Prop 250 - 5000 | 18,102 | - | - | | - | | 18,102 |
| IT Expendable Property | 12,399 | - | | | . <u>-</u> | | 12,399 |
| Total Services & Supplies | \$64,390 | - | - | - | - | | \$64,390 |
| Total Expenditures | | | | | | | |
| Total Expenditures | 83,880 | - | - | - | - | | 83,880 |
| Total Expenditures | \$83,880 | - | | | | · - | \$83,880 |

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Psychiatric Security Review Board Pkg: 021 - Phase-in

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

| Description | General Fund | Lottery Funds | Other Funds | Federal Funds | Nonlimited Other Funds | Nonlimited Federal Funds | All Funds |
|----------------------|--------------|---------------|-------------|---------------|---------------------------|-----------------------------|-----------|
| Ending Balance | | | | | | | |
| Ending Balance | - | - | - | - | - | - | - |
| Total Ending Balance | - | - | - | - | - | - | - |
Psychiatric Security Review Board Pkg: 031 - Standard Inflation

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

| Description | General Fund | Lottery Funds | Other Funds | Federal Funds | Nonlimited Other Funds | Nonlimited Federal Funds | All Funds |
|----------------------------------|--------------|---------------|-------------|---------------|---------------------------|-----------------------------|-----------|
| Revenues | | | | | | | |
| General Fund Appropriation | 44,384 | - | - | - | | | 44,384 |
| Total Revenues | \$44,384 | - | - | - | | . <u> </u> | \$44,384 |
| Services & Supplies | | | | | | | |
| Instate Travel | 881 | - | - | - | | - | 881 |
| Out of State Travel | 110 | - | - | - | | . <u>-</u> | 110 |
| Employee Training | 294 | - | 63 | - | | - | 357 |
| Office Expenses | 1,450 | - | - | - | | · - | 1,450 |
| Telecommunications | 590 | - | - | - | | - | 590 |
| State Gov. Service Charges | 21,820 | - | - | - | | - | 21,820 |
| Data Processing | 151 | - | - | - | | | 151 |
| Publicity and Publications | 59 | - | - | - | | - | 59 |
| Professional Services | 186 | - | - | - | | - | 186 |
| IT Professional Services | 547 | - | - | - | | - | 547 |
| Attorney General | 12,465 | - | - | - | | - | 12,465 |
| Employee Recruitment and Develop | 99 | - | - | - | | - | 99 |
| Dues and Subscriptions | 125 | - | - | - | | | 125 |
| Facilities Rental and Taxes | 3,519 | - | - | - | | - | 3,519 |
| Agency Program Related S and S | - | - | - | - | | - | - |
| Other Services and Supplies | 948 | - | - | - | | | 948 |
| Expendable Prop 250 - 5000 | 599 | - | - | - | | | 599 |
| IT Expendable Property | 541 | - | - | - | | · | 541 |
| Total Services & Supplies | \$44,384 | - | \$63 | - | | - | \$44,447 |

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Psychiatric Security Review Board Pkg: 031 - Standard Inflation

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

| Description | General Fund | Lottery Funds | Other Funds | Federal Funds | Nonlimited Other Funds | Nonlimited Federal Funds | All Funds |
|----------------------|--------------|---------------|-------------|---------------|---------------------------|-----------------------------|-----------|
| Total Expenditures | | | | | | | |
| Total Expenditures | 44,384 | - | 63 | - | - | - | 44,447 |
| Total Expenditures | \$44,384 | - | \$63 | - | - | - | \$44,447 |
| Ending Balance | | | | | | | |
| Ending Balance | - | - | (63) | - | - | - | (63) |
| Total Ending Balance | - | - | (\$63) | - | - | - | (\$63) |

Psychiatric Security Review Board Pkg: 032 - Above Standard Inflation

Cross Reference Name: General Program Cross Reference Number: 39900-010-00-000000

| Description | General Fund | Lottery Funds | Other Funds | Federal Funds | Nonlimited Other Funds | Nonlimited Federal Funds | All Funds |
|-----------------------------|--------------|---------------|-------------|---------------|---------------------------|-----------------------------|-----------|
| | | | | | | | |
| Revenues | | | | | | | |
| General Fund Appropriation | 53,694 | - | - | - | - | - | 53,694 |
| Total Revenues | \$53,694 | - | - | - | - | . <u>-</u> | \$53,694 |
| Services & Supplies | | | | | | | |
| Telecommunications | 37,785 | - | - | - | - | | 37,785 |
| Data Processing | - | - | - | - | - | - | - |
| Professional Services | 2 | - | - | - | - | - | 2 |
| IT Professional Services | 5 | - | - | - | - | | 5 |
| Other Services and Supplies | 15,902 | - | - | - | - | - | 15,902 |
| Total Services & Supplies | \$53,694 | - | - | - | - | - | \$53,694 |
| Total Expenditures | | | | | | | |
| Total Expenditures | 53,694 | - | - | - | - | - | 53,694 |
| Total Expenditures | \$53,694 | - | - | - | - | · <u> </u> | \$53,694 |
| Ending Balance | | | | | | | |
| Ending Balance | - | - | - | - | - | - | - |
| Total Ending Balance | - | - | - | - | - | · - | - |

Psychiatric Security Review Board

Pkg: 101 - Confidential and Securing Filing System

Cross Reference Name: General Program Cross Reference Number: 39900-010-00-000000

| | General Fund | Lottery Funds | Other Funds | Federal Funds | Nonlimited Other | Nonlimited Federal | All Funds |
|--------------------------------------|--------------|---------------|-------------|---------------|------------------|--------------------|------------|
| Description | | | | | Funds | Funds | |
| | | | | | | | |
| Revenues | | | | | | | |
| General Fund Appropriation | - | - | | - | | | - |
| Total Revenues | - | - | · - | - | | · - | - |
| Services & Supplies | | | | | | | |
| Other Services and Supplies | (41,319) | - | | - | | | (41,319) |
| Expendable Prop 250 - 5000 | (38,681) | - | | - | | | (38,681) |
| S and S - BAM Analyst Adjustment | - | - | · - | - | | | - |
| Total Services & Supplies | (\$80,000) | - | - | - | - | - | (\$80,000) |
| | | | | | | | |
| Capital Outlay | | | | | | | |
| Office Furniture and Fixtures | 80,000 | - | . <u>-</u> | - | | . <u>-</u> | 80,000 |
| Total Capital Outlay | \$80,000 | - | . <u>-</u> | - | . <u> </u> | . <u> </u> | \$80,000 |
| | | | | | | | |
| Total Expenditures | | | | | | | |
| Total Expenditures | - | | | | | | - |
| Total Expenditures | - | - | - | - | • | - | - |
| Ending Balanco | | | | | | | |
| Ending Balance Ending Balance | | | | | | | |
| | - | | · | - | · - | | |
| Total Ending Balance | - | - | • | - | | - | - |

Psychiatric Security Review Board Pkg: 022 - Phase-out Pgm & One-time Costs

Cross Reference Name: Gun Relief Program Cross Reference Number: 39900-030-00-000000

| Description | General Fund | Lottery Funds | Other Funds | Federal Funds | Nonlimited Other Funds | Nonlimited Federal Funds | All Funds |
|-----------------------------|--------------|---------------|-------------|---------------|---------------------------|-----------------------------|-------------|
| Revenues | | | | | | | |
| General Fund Appropriation | (83,880) | - | - | - | - | - | (83,880) |
| Donations | - | - | (108,629) | - | - | - | (108,629) |
| Total Revenues | (\$83,880) | - | (\$108,629) | - | - | - | (\$192,509) |
| Personal Services | | | | | | | |
| Pension Obligation Bond | (17,666) | - | - | - | - | - | (17,666) |
| Mass Transit Tax | (1,824) | - | (35) | - | - | - | (1,859) |
| Total Personal Services | (\$19,490) | - | (\$35) | - | - | - | (\$19,525) |
| Services & Supplies | | | | | | | |
| Instate Travel | (1,568) | - | (2,400) | - | - | - | (3,968) |
| Office Expenses | - | - | (4,890) | - | - | - | (4,890) |
| Telecommunications | (1,598) | - | (3,162) | - | - | - | (4,760) |
| IT Professional Services | (12,246) | - | (8,600) | - | - | - | (20,846) |
| Attorney General | (14,371) | - | (10,000) | - | - | - | (24,371) |
| Facilities Rental and Taxes | (4,106) | - | (15,134) | - | - | - | (19,240) |
| Expendable Prop 250 - 5000 | (18,102) | - | - | - | - | - | (18,102) |
| IT Expendable Property | (12,399) | - | - | - | - | - | (12,399) |
| Total Services & Supplies | (\$64,390) | - | (\$44,186) | - | - | - | (\$108,576) |
| Total Expenditures | | | | | | | |
| Total Expenditures | (83,880) | - | (44,221) | - | - | - | (128,101) |
| Total Expenditures | (\$83,880) | - | (\$44,221) | - | - | - | (\$128,101) |

_____ Agency Request

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2015-17 Biennium

Psychiatric Security Review Board Pkg: 022 - Phase-out Pgm & One-time Costs

Cross Reference Name: Gun Relief Program Cross Reference Number: 39900-030-00-000000

| Description | General Fund | Lottery Funds | Other Funds | Federal Funds | Nonlimited Other Funds | Nonlimited Federal Funds | All Funds |
|----------------------|--------------|---------------|-------------|---------------|---------------------------|-----------------------------|------------|
| Ending Balance | | | | | | | |
| Ending Balance | - | - | (64,408) | - | - | - | (64,408) |
| Total Ending Balance | - | - | (\$64,408) | - | - | - | (\$64,408) |

The Psychiatric Security Review Board has no Capital Budgeting for the 2015-2017 Biennium.

Summary Cross Reference Listing and Packages 2015-17 Biennium

Agency Number: 39900

BAM Analyst: Lisper, Michelle

Budget Coordinator: Heinrichs, Valerie - (503)373-0743

| Cross Reference | Cross Reference Description | Package | Priority Package Description | | Package Group |
|--------------------|-----------------------------|---------|------------------------------|---|--------------------|
| Number | | Number | | | |
| 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 | 033 | 0 | Exceptional Inflation | Essential Packages |
| 010-00-00-00000 | General Program | 081 | 0 | September 2014 E-Board | Policy Packages |
| 010-00-00-00000 | General Program | 090 | 0 | Analyst Adjustments | Policy Packages |
| 010-00-00-00000 | General Program | 101 | 0 | Confidential and Securing Filing System | Policy Packages |
| 030-00-00-00000 | Gun Relief Program | 010 | 0 | Non-PICS PsnI 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 | 033 | 0 | Exceptional Inflation | Essential Packages |
| 030-00-00-00000 | Gun Relief Program | 081 | 0 | September 2014 E-Board | Policy Packages |
| 030-00-00-00000 | Gun Relief Program | 090 | 0 | Analyst Adjustments | Policy Packages |

Policy Package List by Priority

2015-17 Biennium

Agency Number: 39900

BAM Analyst: Lisper, Michelle

Budget Coordinator: Heinrichs, Valerie - (503)373-0743

| Priority | Policy Pkg Number | Policy Pkg Description | Summary Cross Reference Number | Cross Reference Description |
|----------|----------------------|---|--------------------------------|-----------------------------|
| 0 | 081 | September 2014 E-Board | 010-00-00-00000 | General Program |
| | | | 030-00-00-00000 | Gun Relief Program |
| | 090 | Analyst Adjustments | 010-00-000000 | General Program |
| | | | 030-00-00-00000 | Gun Relief Program |
| | 101 | Confidential and Securing Filing System | 010-00-000000 | General Program |

Version / Column Comparison Report - Detail 2015-17 Biennium

General Program

| Description | Agency Request Budget (V-01) 2015-17 Base Budget | Governor's Budget (Y-01) 2015-17 Base Budget | Column 2 minus Column 1 | % Change from Column 1 to Column 2 | |
|--------------------------------------|--|--|----------------------------|---------------------------------------|--|
| | Column 1 | Column 2 | | | |
| BEGINNING BALANCE | | | | | |
| 0025 Beginning Balance | | | | | |
| 3400 Other Funds Ltd | 5,554 | 5,554 | 0 | | |
| REVENUE CATEGORIES | | | | | |
| GENERAL FUND APPROPRIATION | | | | | |
| 0050 General Fund Appropriation | | | | | |
| 8000 General Fund | 2,409,129 | 2,409,129 | 0 | | |
| AVAILABLE REVENUES | | | | | |
| 8000 General Fund | 2,409,129 | 2,409,129 | 0 | | |
| 3400 Other Funds Ltd | 5,554 | 5,554 | 0 | | |
| TOTAL AVAILABLE REVENUES | \$2,414,683 | \$2,414,683 | 0 | | |
| EXPENDITURES | | | | | |
| PERSONAL SERVICES | | | | | |
| SALARIES & WAGES | | | | | |
| 3110 Class/Unclass Sal. and Per Diem | | | | | |
| 8000 General Fund | 1,297,647 | 1,297,647 | 0 | | |
| OTHER PAYROLL EXPENSES | | | | | |
| 3210 Empl. Rel. Bd. Assessments | | | | | |
| 8000 General Fund | 484 | 484 | 0 | | |
| 3220 Public Employees' Retire Cont | | | | | |
| 8000 General Fund | 173,626 | 173,626 | 0 | | |
| 3221 Pension Obligation Bond | | | | | |
| 8000 General Fund | 56,903 | 56,903 | 0 | | |
| 3230 Social Security Taxes | | | | | |
| 1/1 / 1/1 5 | Page 1 of | 7 | | lumn Comparison Bonort Dot | |

Version / Column Comparison Report - Detail 2015-17 Biennium

General Program

Agency Number: 39900

Cross Reference Number:39900-010-00-00000

| Description | Agency Request Budget (V-01) 2015-17 Base Budget | Governor's Budget (Y-01) 2015-17 Base Budget | Column 2 minus Column 1 | % Change from Column 1 to Column 2 |
|-----------------------------------|--|--|----------------------------|---------------------------------------|
| | Column 1 | Column 2 | | |
| 8000 General Fund | 99,267 | 99,267 | 0 | - |
| 3250 Worker's Comp. Assess. (WCD) | | | | |
| 8000 General Fund | 759 | 759 | 0 | - |
| 3260 Mass Transit Tax | | | | |
| 8000 General Fund | 5,789 | 5,789 | 0 | - |
| 3270 Flexible Benefits | | | | |
| 8000 General Fund | 335,808 | 335,808 | 0 | - |
| TOTAL OTHER PAYROLL EXPENSES | | | | |
| 8000 General Fund | 672,636 | 672,636 | 0 | - |
| TOTAL PERSONAL SERVICES | | | | |
| 8000 General Fund | 1,970,283 | 1,970,283 | 0 | - |
| SERVICES & SUPPLIES | | | | |
| 4100 Instate Travel | | | | |
| 8000 General Fund | 29,363 | 29,363 | 0 | - |
| 4125 Out of State Travel | | | | |
| 8000 General Fund | 3,656 | 3,656 | 0 | - |
| 4150 Employee Training | | | | |
| 8000 General Fund | 9,809 | 9,809 | 0 | - |
| 3400 Other Funds Ltd | 2,105 | 2,105 | 0 | - |
| All Funds | 11,914 | 11,914 | 0 | - |
| 4175 Office Expenses | | | | |
| 8000 General Fund | 48,346 | 48,346 | 0 | - |
| 4200 Telecommunications | | | | |
| 8000 General Fund | 19,660 | 19,660 | 0 | - |
| 01/14/15 | Page 2 of | 7 | ANA100A - Version / Col | umn Comparison Report - Detail |

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Version / Column Comparison Report - Detail 2015-17 Biennium

General Program

Agency Number: 39900

| Description | Agency Request Budget (V-01) 2015-17 Base Budget | Governor's Budget (Y-01) 2015-17 Base Budget | Column 2 minus Column 1 | % Change from Column 1 to Column 2 |
|---------------------------------------|--|--|----------------------------|---------------------------------------|
| | Column 1 | Column 2 | | |
| 4225 State Gov. Service Charges | | | | • |
| 8000 General Fund | 47,963 | 47,963 | 0 | - |
| 4250 Data Processing | | | | |
| 8000 General Fund | 5,025 | 5,025 | 0 | - |
| 4275 Publicity and Publications | | | | |
| 8000 General Fund | 1,978 | 1,978 | 0 | - |
| 4300 Professional Services | | | | |
| 8000 General Fund | 6,188 | 6,188 | 0 | - |
| 4315 IT Professional Services | | | | |
| 8000 General Fund | 18,222 | 18,222 | 0 | |
| 4325 Attorney General | | | | |
| 8000 General Fund | 91,574 | 91,574 | 0 | |
| 4375 Employee Recruitment and Develop | | | | |
| 8000 General Fund | 3,288 | 3,288 | 0 | , |
| 4400 Dues and Subscriptions | | | | |
| 8000 General Fund | 4,172 | 4,172 | 0 | |
| 4425 Facilities Rental and Taxes | | | | |
| 8000 General Fund | 79,981 | 79,981 | 0 | |
| 4650 Other Services and Supplies | | | | |
| 8000 General Fund | 31,611 | 31,611 | 0 | |
| 4700 Expendable Prop 250 - 5000 | | | | |
| 8000 General Fund | 19,980 | 19,980 | 0 | |
| 4715 IT Expendable Property | | | | |
| 8000 General Fund | 18,030 | 18,030 | 0 | |
| 5 | Page 3 of 1 | 7 | ANA100A - Version / Col | umn Comparison Report - Deta |

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Version / Column Comparison Report - Detail

2015-17 Biennium

General Program

| Description | Agency Request Budget (V-01) 2015-17 Base Budget | Governor's Budget (Y-01) 2015-17 Base Budget | Column 2 minus Column 1 | % Change from Column 1 to Column 2 |
|----------------------------------|--|--|----------------------------|---------------------------------------|
| | Column 1 | Column 2 | | |
| TOTAL SERVICES & SUPPLIES | | | | |
| 8000 General Fund | 438,846 | 438,846 | 0 | - |
| 3400 Other Funds Ltd | 2,105 | 2,105 | 0 | - |
| TOTAL SERVICES & SUPPLIES | \$440,951 | \$440,951 | 0 | - |
| TOTAL EXPENDITURES | | | | |
| 8000 General Fund | 2,409,129 | 2,409,129 | 0 | - |
| 3400 Other Funds Ltd | 2,105 | 2,105 | 0 | - |
| TOTAL EXPENDITURES | \$2,411,234 | \$2,411,234 | 0 | • |
| ENDING BALANCE | | | | |
| 3400 Other Funds Ltd | 3,449 | 3,449 | 0 | - |
| AUTHORIZED POSITIONS | | | | |
| 8150 Class/Unclass Positions | 11 | 11 | 0 | - |
| AUTHORIZED FTE | | | | |
| 8250 Class/Unclass FTE Positions | 11.00 | 11.00 | 0 | - |

Cross Reference Number:39900-010-00-00000

Version / Column Comparison Report - Detail 2015-17 Biennium

Gun Relief Program

Agency Number: 39900

Cross Reference Number:39900-030-00-000000

| Description | Agency Request Budget (V-01) 2015-17 Base Budget | Governor's Budget (Y-01) 2015-17 Base Budget | 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 | 83,880 | 83,880 | 0 | - |
| DONATIONS AND CONTRIBUTIONS | | | | |
| 0905 Donations | | | | |
| 3400 Other Funds Ltd | 108,629 | 108,629 | 0 | - |
| TOTAL REVENUES | | | | |
| 8000 General Fund | 83,880 | 83,880 | 0 | - |
| 3400 Other Funds Ltd | 108,629 | 108,629 | 0 | - |
| TOTAL REVENUES | \$192,509 | \$192,509 | 0 | - |
| AVAILABLE REVENUES | | | | |
| 8000 General Fund | 83,880 | 83,880 | 0 | - |
| 3400 Other Funds Ltd | 108,629 | 108,629 | 0 | - |
| TOTAL AVAILABLE REVENUES | \$192,509 | \$192,509 | 0 | - |
| EXPENDITURES | | | | |
| PERSONAL SERVICES | | | | |
| OTHER PAYROLL EXPENSES | | | | |
| 3221 Pension Obligation Bond | | | | |
| 8000 General Fund | 17,666 | 17,666 | 0 | - |
| 3260 Mass Transit Tax | | | | |
| 8000 General Fund | 1,824 | 1,824 | 0 | - |
| 3400 Other Funds Ltd | 35 | 35 | 0 | - |
| All Funds | 1,859 | 1,859 | 0 | - |
| 01/14/15 | Page 5 of 7 ANA100A - Version / Column Comparison Report | | | umn Comparison Report - Detail |

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Version / Column Comparison Report - Detail 2015-17 Biennium

Gun Relief Program

| Description | Agency Request Budget (V-01) 2015-17 Base Budget | Governor's Budget (Y-01) 2015-17 Base Budget | Column 2 minus Column 1 | % Change from Column 1 to Column 2 |
|----------------------------------|--|--|----------------------------|---------------------------------------|
| | Column 1 | Column 2 | | |
| TOTAL OTHER PAYROLL EXPENSES | | | | |
| 8000 General Fund | 19,490 | 19,490 | 0 | - |
| 3400 Other Funds Ltd | 35 | 35 | 0 | - |
| TOTAL OTHER PAYROLL EXPENSES | \$19,525 | \$19,525 | 0 | - |
| SERVICES & SUPPLIES | | | | |
| 4100 Instate Travel | | | | |
| 8000 General Fund | 1,568 | 1,568 | 0 | - |
| 3400 Other Funds Ltd | 2,400 | 2,400 | 0 | - |
| All Funds | 3,968 | 3,968 | 0 | - |
| 4175 Office Expenses | | | | |
| 3400 Other Funds Ltd | 4,890 | 4,890 | 0 | - |
| 4200 Telecommunications | | | | |
| 8000 General Fund | 1,598 | 1,598 | 0 | - |
| 3400 Other Funds Ltd | 3,162 | 3,162 | 0 | - |
| All Funds | 4,760 | 4,760 | 0 | - |
| 4315 IT Professional Services | | | | |
| 8000 General Fund | 12,246 | 12,246 | 0 | - |
| 3400 Other Funds Ltd | 8,600 | 8,600 | 0 | - |
| All Funds | 20,846 | 20,846 | 0 | - |
| 4325 Attorney General | | | | |
| 8000 General Fund | 14,371 | 14,371 | 0 | - |
| 3400 Other Funds Ltd | 10,000 | 10,000 | 0 | - |
| All Funds | 24,371 | 24,371 | 0 | - |
| 4425 Facilities Rental and Taxes | | | | |

Cross Reference Number:39900-030-00-000000

Version / Column Comparison Report - Detail 2015-17 Biennium

Gun Relief Program

Agency Number: 39900

Cross Reference Number:39900-030-00-000000

| Description | Agency Request Budget (V-01) 2015-17 Base Budget | Governor's Budget (Y-01) 2015-17 Base Budget | Column 2 minus Column 1 | % Change from Column 1 to Column 2 |
|---------------------------------|--|--|----------------------------|---------------------------------------|
| | Column 1 | Column 2 | | |
| 8000 General Fund | 4,106 | 4,106 | 0 | - |
| 3400 Other Funds Ltd | 15,134 | 15,134 | 0 | - |
| All Funds | 19,240 | 19,240 | 0 | - |
| 4700 Expendable Prop 250 - 5000 | | | | |
| 8000 General Fund | 18,102 | 18,102 | 0 | - |
| 4715 IT Expendable Property | | | | |
| 8000 General Fund | 12,399 | 12,399 | 0 | - |
| TOTAL SERVICES & SUPPLIES | | | | |
| 8000 General Fund | 64,390 | 64,390 | 0 | - |
| 3400 Other Funds Ltd | 44,186 | 44,186 | 0 | - |
| TOTAL SERVICES & SUPPLIES | \$108,576 | \$108,576 | 0 | - |
| TOTAL EXPENDITURES | | | | |
| 8000 General Fund | 83,880 | 83,880 | 0 | - |
| 3400 Other Funds Ltd | 44,221 | 44,221 | 0 | - |
| TOTAL EXPENDITURES | \$128,101 | \$128,101 | 0 | - |
| ENDING BALANCE | | | | |
| 3400 Other Funds Ltd | 64,408 | 64,408 | 0 | - |

| Package Comparison Report - Detail 2015-17 Biennium General Program | Cross Reference Number: 39900-010-00-0- Package: Non-PICS PsnI Svc / Vacancy F Pkg Group: ESS Pkg Type: 010 Pkg Number | | | | |
|---|--|--------------------------|----------------------------|---------------------------------------|--|
| 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 | 25,405 | 25,405 | 0 | 0.00% | |
| AVAILABLE REVENUES | | | | | |
| 8000 General Fund | 25,405 | 25,405 | 0 | 0.00% | |
| TOTAL AVAILABLE REVENUES | \$25,405 | \$25,405 | \$0 | 0.00% | |
| EXPENDITURES | | | | | |
| PERSONAL SERVICES | | | | | |
| OTHER PAYROLL EXPENSES | | | | | |
| 3221 Pension Obligation Bond | | | | | |
| 8000 General Fund | 23,408 | 23,408 | 0 | 0.00% | |
| 3260 Mass Transit Tax | | | | | |
| 8000 General Fund | 1,997 | 1,997 | 0 | 0.00% | |
| OTHER PAYROLL EXPENSES | | | | | |
| 8000 General Fund | 25,405 | 25,405 | 0 | 0.00% | |
| TOTAL OTHER PAYROLL EXPENSES | \$25,405 | \$25,405 | \$0 | 0.00% | |
| EXPENDITURES | | | | | |
| 8000 General Fund | 25,405 | 25,405 | 0 | 0.00% | |
| 01/14/15 | Pag | e 1 of 16 | ΔΝΔ101Δ - P | ackage Comparison Report - Detai | |

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| Psychiatric Security Review Board | | | | Agency Number: 39900 |
|---|---------------------------------|--------------------------|----------------------------|---|
| Package Comparison Report - Detail 2015-17 Biennium General Program | | | Package: Non-PIC | ber: 39900-010-00-00-00000 S Psnl Svc / Vacancy Factor e: 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 | | |
| TOTAL EXPENDITURES | \$25,405 | \$25,405 | \$0 | 0.00% |
| ENDING BALANCE | | | | |
| 8000 General Fund | - | - | 0 | 0.00% |
| TOTAL ENDING BALANCE | - | - | \$0 | 0.00% |

| Package Comparison Report - Detail | | | Cross Reference Num | ber: 39900-010-00-0000 |
|-------------------------------------|---------------------------------|--------------------------|----------------------------|---|
| 2015-17 Biennium General Program | | P | | Package: Phase-in be: 020 Pkg Number: 02 |
| 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 | - | 83,880 | 83,880 | 100.00% |
| AVAILABLE REVENUES | | | | |
| 8000 General Fund | - | 83,880 | 83,880 | 100.00% |
| TOTAL AVAILABLE REVENUES | - | \$83,880 | \$83,880 | 100.00% |
| EXPENDITURES | | | | |
| PERSONAL SERVICES | | | | |
| OTHER PAYROLL EXPENSES | | | | |
| 3221 Pension Obligation Bond | | | | |
| 8000 General Fund | - | 17,666 | 17,666 | 100.00% |
| 3260 Mass Transit Tax | | | | |
| 8000 General Fund | - | 1,824 | 1,824 | 100.00% |
| OTHER PAYROLL EXPENSES | | | | |
| 8000 General Fund | - | 19,490 | 19,490 | 100.00% |
| TOTAL OTHER PAYROLL EXPENSES | - | \$19,490 | \$19,490 | 100.00% |
| SERVICES & SUPPLIES | | | | |
| 4100 Instate Travel | | | | |

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| Psychiatric Security Re | eview Board |
|-------------------------|-------------|
|-------------------------|-------------|

Agency Number: 39900

Package Comparison Report - Detail 2015-17 Biennium

General Program

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

Package: Phase-in

Pkg Group: ESS Pkg Type: 020 Pkg Number: 021

| 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 | _ | 1,568 | 1,568 | 100.00% |
| 4200 Telecommunications | | | | |
| 8000 General Fund | - | 1,598 | 1,598 | 100.00% |
| 4315 IT Professional Services | | | | |
| 8000 General Fund | - | 12,246 | 12,246 | 100.00% |
| 4325 Attorney General | | | | |
| 8000 General Fund | - | 14,371 | 14,371 | 100.00% |
| 4425 Facilities Rental and Taxes | | | | |
| 8000 General Fund | - | 4,106 | 4,106 | 100.00% |
| 4700 Expendable Prop 250 - 5000 | | | | |
| 8000 General Fund | - | 18,102 | 18,102 | 100.00% |
| 4715 IT Expendable Property | | | | |
| 8000 General Fund | - | 12,399 | 12,399 | 100.00% |
| SERVICES & SUPPLIES | | | | |
| 8000 General Fund | - | 64,390 | 64,390 | 100.00% |
| TOTAL SERVICES & SUPPLIES | - | \$64,390 | \$64,390 | 100.00% |
| (PENDITURES | | | | |
| 8000 General Fund | - | 83,880 | 83,880 | 100.00% |
| OTAL EXPENDITURES | - | \$83,880 | \$83,880 | 100.00% |

Psychiatric Security Review Board Agency Number: 39900 Package Comparison Report - Detail Cross Reference Number: 39900-010-00-00000 2015-17 Biennium Package: Phase-in **General Program** Pkg Group: ESS Pkg Type: 020 Pkg Number: 021 Agency Request Budget | Governor's Budget (Y-01) Description (V-01) Column 2 Minus % Change from Column 1 to Column 2 Column 1 Column 1 Column 2 ENDING BALANCE 8000 General Fund 0 0.00% --TOTAL ENDING BALANCE \$0 0.00% --

| Package Comparison Report - Detail 2015-17 Biennium | | | | ber: 39900-010-00-00-00000 Package: Standard Inflation |
|--|---------------------------------|--------------------------|----------------------------|---|
| General Program | | P | kg Group: ESS Pkg Typ | be: 030 Pkg Number: 03 |
| 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 | 45,596 | 44,384 | (1,212) | (2.66%) |
| AVAILABLE REVENUES | | | | |
| 8000 General Fund | 45,596 | 44,384 | (1,212) | (2.66%) |
| TOTAL AVAILABLE REVENUES | \$45,596 | \$44,384 | (\$1,212) | (2.66%) |
| EXPENDITURES | | | | |
| SERVICES & SUPPLIES | | | | |
| 4100 Instate Travel | | | | |
| 8000 General Fund | 881 | 881 | 0 | 0.00% |
| 4125 Out of State Travel | | | | |
| 8000 General Fund | 110 | 110 | 0 | 0.00% |
| 4150 Employee Training | | | | |
| 8000 General Fund | 294 | 294 | 0 | 0.00% |
| 3400 Other Funds Ltd | 63 | 63 | 0 | 0.00% |
| All Funds | 357 | 357 | 0 | 0.00% |
| 4175 Office Expenses | | | | |
| 8000 General Fund | 1,450 | 1,450 | 0 | 0.00% |

| age Comparison Report - Detail -17 Biennium | | | Cross Reference N | Number: 39900-010-00-0000 Package: Standard Inflatic |
|--|---------------------------------|--------------------------|----------------------------|---|
| eral Program | | P | kg Group: ESS Pkg | Type: 030 Pkg Number: 0 |
| 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 | | |
| 4200 Telecommunications | | | | |
| 8000 General Fund | 590 | 590 | | 0 0.00% |
| 4225 State Gov. Service Charges | | | | |
| 8000 General Fund | 17,915 | 21,820 | 3,90 | 21.80% |
| 4250 Data Processing | | | | |
| 8000 General Fund | 151 | 151 | | 0 0.00% |
| 4275 Publicity and Publications | | | | |
| 8000 General Fund | 59 | 59 | | 0 0.00% |
| 4300 Professional Services | | | | |
| 8000 General Fund | 186 | 186 | | 0 0.00% |
| 4315 IT Professional Services | | | | |
| 8000 General Fund | 547 | 547 | | 0 0.00% |
| 4325 Attorney General | | | | |
| 8000 General Fund | 17,582 | 12,465 | (5,11 | 7) (29.10%) |
| 4375 Employee Recruitment and Develop | | | | |
| 8000 General Fund | 99 | 99 | | 0 0.00% |
| 4400 Dues and Subscriptions | | | | |
| 8000 General Fund | 125 | 125 | | 0 0.00% |
| 4425 Facilities Rental and Taxes | | | | |

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Psychiatric Security Review Board

Agency Number: 39900

ANA101A - Package Comparison Report - Detail

ANA101A

| 015-17 Biennium ieneral Program | | Р | | Package: Standard Inflat e: 030 Pkg Number: (| |
|------------------------------------|---------------------------------|--------------------------|----------------------------|--|--|
| 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 | 3,519 | 3,519 | 0 | 0.00% | |
| 4650 Other Services and Supplies | | | | | |
| 8000 General Fund | 948 | 948 | 0 | 0.00% | |
| 4700 Expendable Prop 250 - 5000 | | | | | |
| 8000 General Fund | 599 | 599 | 0 | 0.00% | |
| 4715 IT Expendable Property | | | | | |
| 8000 General Fund | 541 | 541 | 0 | 0.00% | |
| SERVICES & SUPPLIES | | | | | |
| 8000 General Fund | 45,596 | 44,384 | (1,212) | (2.66%) | |
| 3400 Other Funds Ltd | 63 | 63 | 0 | 0.00% | |
| TOTAL SERVICES & SUPPLIES | \$45,659 | \$44,447 | (\$1,212) | (2.65%) | |
| EXPENDITURES | | | | | |
| 8000 General Fund | 45,596 | 44,384 | (1,212) | (2.66%) | |
| 3400 Other Funds Ltd | 63 | 63 | 0 | 0.00% | |
| TOTAL EXPENDITURES | \$45,659 | \$44,447 | (\$1,212) | (2.65%) | |
| ENDING BALANCE | | | | | |
| 8000 General Fund | - | - | 0 | 0.00% | |
| 3400 Other Funds Ltd | (63) | (63) | 0 | 0.00% | |
| TOTAL ENDING BALANCE | (\$63) | (\$63) | \$0 | 0.00% | |

Package Comparison Report - Detail

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

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| Package Comparison Report - Detail 2015-17 Biennium General Program | | Pi | Packag | ber: 39900-010-00-00-00000 e: Above Standard Inflatior e: 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 | 53,694 | 53,694 | 0 | 0.00% | |
| AVAILABLE REVENUES | | | | | |
| 8000 General Fund | 53,694 | 53,694 | 0 | 0.00% | |
| TOTAL AVAILABLE REVENUES | \$53,694 | \$53,694 | \$0 | 0.00% | |
| EXPENDITURES | | | | | |
| SERVICES & SUPPLIES | | | | | |
| 4200 Telecommunications | | | | | |
| 8000 General Fund | 37,785 | 37,785 | 0 | 0.00% | |
| 4300 Professional Services | | | | | |
| 8000 General Fund | 2 | 2 | 0 | 0.00% | |
| 4315 IT Professional Services | | | | | |
| 8000 General Fund | 5 | 5 | 0 | 0.00% | |
| 4650 Other Services and Supplies | | | | | |
| 8000 General Fund | 15,902 | 15,902 | 0 | 0.00% | |
| SERVICES & SUPPLIES | | | | | |
| 8000 General Fund | 53,694 | 53,694 | 0 | 0.00% | |

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| Psychiatric Security Review Board | | | | Agency Number: 39900 |
|---|---------------------------------|--------------------------|----------------------------|---|
| Package Comparison Report - Detail 2015-17 Biennium General Program | | | Packag | ber: 39900-010-00-00-00000 e: Above Standard Inflation e: 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 | - | |
| TOTAL SERVICES & SUPPLIES | \$53,694 | \$53,694 | \$0 | 0.00% |
| EXPENDITURES | | | | |
| 8000 General Fund | 53,694 | 53,694 | 0 | 0.00% |
| TOTAL EXPENDITURES | \$53,694 | \$53,694 | \$0 | 0.00% |
| ENDING BALANCE | | | | |
| 8000 General Fund | - | - | 0 | 0.00% |
| TOTAL ENDING BALANCE | - | - | \$0 | 0.00% |

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| Package Comparison Report - Detail 2015-17 Biennium General Program | | F | Package: Confidential | ber: 39900-010-00-00-00000 and Securing Filing System e: POL Pkg Number: 101 |
|---|---------------------------------|-------------------------|----------------------------|--|
| 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 | 80,000 | - | (80,000) | (100.00%) |
| AVAILABLE REVENUES | | | | |
| 8000 General Fund | 80,000 | - | (80,000) | (100.00%) |
| TOTAL AVAILABLE REVENUES | \$80,000 | - | (\$80,000) | (100.00%) |
| EXPENDITURES | | | | |
| SERVICES & SUPPLIES | | | | |
| 4650 Other Services and Supplies | | | | |
| 8000 General Fund | - | (41,319) | (41,319) | 100.00% |
| 4700 Expendable Prop 250 - 5000 | | | | |
| 8000 General Fund | - | (38,681) | (38,681) | 100.00% |
| SERVICES & SUPPLIES | | | | |
| 8000 General Fund | | (80,000) | (80,000) | 100.00% |
| TOTAL SERVICES & SUPPLIES | - | (\$80,000) | (\$80,000) | 100.00% |
| CAPITAL OUTLAY | | | | |
| 5100 Office Furniture and Fixtures | | | | |
| 8000 General Fund | 80,000 | 80,000 | 0 | 0.00% |
|)1/14/15 | Page | e 11 of 16 | ANA101A - P | ackage Comparison Report - Deta |

| Psychiatric Security Review Board | | | | Agency Number: 39900 |
|---|---------------------------------|--------------------------|----------------------------|--|
| Package Comparison Report - Detail 2015-17 Biennium General Program | | Pk | Package: Confidential | ber: 39900-010-00-00-00000 and Securing Filing System e: POL Pkg Number: 101 |
| 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 | | |
| EXPENDITURES | | | | |
| 8000 General Fund | 80,000 | - | (80,000) | (100.00%) |
| TOTAL EXPENDITURES | \$80,000 | - | (\$80,000) | (100.00%) |
| ENDING BALANCE | | | | |
| 8000 General Fund | - | - | 0 | 0.00% |
| TOTAL ENDING BALANCE | - | - | \$0 | 0.00% |

| Package Comparison Report - Detail 2015-17 Biennium | | | | ber: 39900-030-00-00-00000 -out Pgm & One-time Costs | |
|--|---------------------------------|--------------------------|----------------------------|---|--|
| Gun Relief Program | | Pk | - | e: 020 Pkg Number: 022 | |
| 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 | (83,880) | (83,880) | 0 | 0.00% | |
| DONATIONS AND CONTRIBUTIONS | | | | | |
| 0905 Donations | | | | | |
| 3400 Other Funds Ltd | (108,629) | (108,629) | 0 | 0.00% | |
| REVENUE CATEGORIES | | | | | |
| 8000 General Fund | (83,880) | (83,880) | 0 | 0.00% | |
| 3400 Other Funds Ltd | (108,629) | (108,629) | 0 | 0.00% | |
| TOTAL REVENUE CATEGORIES | (\$192,509) | (\$192,509) | \$0 | 0.00% | |
| AVAILABLE REVENUES | | | | | |
| 8000 General Fund | (83,880) | (83,880) | 0 | 0.00% | |
| 3400 Other Funds Ltd | (108,629) | (108,629) | 0 | 0.00% | |
| TOTAL AVAILABLE REVENUES | (\$192,509) | (\$192,509) | \$0 | 0.00% | |

PERSONAL SERVICES

OTHER PAYROLL EXPENSES

Psychiatric Security Review Roard

3221 Pension Obligation Bond

01/14/15

| kage Comparison Report - Detail 5-17 Biennium n Relief Program | | I | | ber: 39900-030-00-00-00 -out Pgm & One-time Co e: 020 Pkg Number: 0 |
|--|---------------------------------|--------------------------|----------------------------|---|
| 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 | (17,666) | (17,666) | 0 | 0.00% |
| 3260 Mass Transit Tax | | | | |
| 8000 General Fund | (1,824) | (1,824) | 0 | 0.00% |
| 3400 Other Funds Ltd | (35) | (35) | 0 | 0.00% |
| All Funds | (1,859) | (1,859) | 0 | 0.00% |
| OTHER PAYROLL EXPENSES | | | | |
| 8000 General Fund | (19,490) | (19,490) | 0 | 0.00% |
| 3400 Other Funds Ltd | (35) | (35) | 0 | 0.00% |
| TOTAL OTHER PAYROLL EXPENSES | (\$19,525) | (\$19,525) | \$0 | 0.00% |
| ERVICES & SUPPLIES | | | | |
| 4100 Instate Travel | | | | |
| 8000 General Fund | (1,568) | (1,568) | 0 | 0.00% |
| 3400 Other Funds Ltd | (2,400) | (2,400) | 0 | 0.00% |
| All Funds | (3,968) | (3,968) | 0 | 0.00% |
| 4175 Office Expenses | | | | |
| 3400 Other Funds Ltd | (4,890) | (4,890) | 0 | 0.00% |
| 4200 Telecommunications | | | | |
| 8000 General Fund | (1,598) | (1,598) | 0 | 0.00% |
| 3400 Other Funds Ltd | (3,162) | (3,162) | 0 | 0.00% |

01/14/15

| ckage Comparison Report - Detail I5-17 Biennium n Relief Program | | Pkg | Package: Phase | ber: 39900-030-00-00-0000 -out Pgm & One-time Cost e: 020 Pkg Number: 02 |
|--|---------------------------------|--------------------------|----------------------------|--|
| 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 | | |
| All Funds | (4,760) | (4,760) | 0 | 0.00% |
| 4315 IT Professional Services | | | | |
| 8000 General Fund | (12,246) | (12,246) | 0 | 0.00% |
| 3400 Other Funds Ltd | (8,600) | (8,600) | 0 | 0.00% |
| All Funds | (20,846) | (20,846) | 0 | 0.00% |
| 4325 Attorney General | | | | |
| 8000 General Fund | (14,371) | (14,371) | 0 | 0.00% |
| 3400 Other Funds Ltd | (10,000) | (10,000) | 0 | 0.00% |
| All Funds | (24,371) | (24,371) | 0 | 0.00% |
| 4425 Facilities Rental and Taxes | | | | |
| 8000 General Fund | (4,106) | (4,106) | 0 | 0.00% |
| 3400 Other Funds Ltd | (15,134) | (15,134) | 0 | 0.00% |
| All Funds | (19,240) | (19,240) | 0 | 0.00% |
| 4700 Expendable Prop 250 - 5000 | | | | |
| 8000 General Fund | (18,102) | (18,102) | 0 | 0.00% |
| 4715 IT Expendable Property | | | | |
| 8000 General Fund | (12,399) | (12,399) | 0 | 0.00% |
| SERVICES & SUPPLIES | | | | |
| 8000 General Fund | (64,390) | (64,390) | 0 | 0.00% |

01/14/15

| Package Comparison Report - Detail 2015-17 Biennium | | | | ber: 39900-030-00-00-00000 -out Pgm & One-time Costs |
|--|---------------------------------|------------------------|----------------------------------|---|
| Gun Relief Program | | | - | e: 020 Pkg Number: 022 |
| Description | Agency Request Budget (V-01) | Governor's Budget (Y-0 | 1) Column 2 Minus Column 1 | % Change from Column 1 to Column 2 |
| | Column 1 | Column 2 | _ | |
| 3400 Other Funds Ltd | (44,186) | (44,186) | 0 | 0.00% |
| TOTAL SERVICES & SUPPLIES | (\$108,576) | (\$108,576) | \$0 | 0.00% |
| EXPENDITURES | | | | |
| 8000 General Fund | (83,880) | (83,880) | 0 | 0.00% |
| 3400 Other Funds Ltd | (44,221) | (44,221) | 0 | 0.00% |
| TOTAL EXPENDITURES | (\$128,101) | (\$128,101) | \$0 | 0.00% |
| ENDING BALANCE | | | | |
| 8000 General Fund | - | - | 0 | 0.00% |
| 3400 Other Funds Ltd | (64,408) | (64,408) | 0 | 0.00% |
| TOTAL ENDING BALANCE | (\$64,408) | (\$64,408) | \$0 | 0.00% |

01/13/15 REPORT NO.: PPDPLBUDCL

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AF

2015-17 PICS SYSTEM: BUDGET PREPARATION

LF

FF

REPORT: SUMMARY LIST BY PKG BY SUMMARY XREF AGENCY:39900 PSYCHIATRIC REVIEW BOARD SUMMARY XREF:010-00-00 000 General Program POS AVERAGE PKG CLASS COMP DESCRIPTION CNT FTE MOS RATE

| | | P05 | | | AVERAGE | GF | OF | F F | | Ar |
|--------------------|--------------------------------|-----|-------|--------|----------|-----------|-----|-----|-----|-----------|
| PKG CLASS COMP | DESCRIPTION | CNT | FTE | MOS | RATE | SAL | SAL | SAL | SAL | SAL |
| 000 B Y7500 AE H | BOARD AND COMMISSION MEMBER | | .00 | .00 | 0.00 | 198,039 | | | | 198,039 |
| 000 MEAHZ7006 HA 1 | PRINCIPAL EXECUTIVE/MANAGER D | 1 | 1.00 | 24.00 | 7,827.00 | 187,848 | | | | 187,848 |
| 000 MENNZ0108 AA 2 | ADMINISTRATIVE SPECIALIST 2 | 1 | 1.00 | 24.00 | 3,072.00 | 73,728 | | | | 73,728 |
| 000 MENNZ0119 AA 1 | EXECUTIVE SUPPORT SPECIALIST 2 | 1 | 1.00 | 24.00 | 3,915.00 | 93,960 | | | | 93,960 |
| 000 MMN X0872 AA (| OPERATIONS & POLICY ANALYST 3 | 1 | 1.00 | 24.00 | 5,764.00 | 138,336 | | | | 138,336 |
| 000 UA C0104 AA (| OFFICE SPECIALIST 2 | 1 | 1.00 | 24.00 | 2,433.00 | 58,392 | | | | 58,392 |
| 000 UA C0108 AA 2 | ADMINISTRATIVE SPECIALIST 2 | 2 | 2.00 | 48.00 | 3,460.00 | 166,080 | | | | 166,080 |
| 000 UA C1116 AA B | RESEARCH ANALYST 2 | 1 | 1.00 | 24.00 | 4,162.00 | 99,888 | | | | 99,888 |
| 000 UA C1524 AA B | PARALEGAL | 3 | 3.00 | 72.00 | 3,908.00 | 281,376 | | | | 281,376 |
| 000 | | 11 | 11.00 | 264.00 | 2,181.76 | 1,297,647 | | | | 1,297,647 |
| | | 11 | 11.00 | 264.00 | 2,181.76 | 1,297,647 | | | | 1,297,647 |
| | | 11 | 11.00 | 264.00 | 2,181.76 | 1,297,647 | | | | 1,297,647 |

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| AGENCY: 39900 PSYCHIAT | | | | | | | | PICS SYST | EM: BUDGET PRI | EPARATION | | |
| SUMMARY XREF:010-00-0 | 0 000 General Program | | | | | | | | | | | |
| | | POS | | | AVERAGE | GF | OF | FF | LF | AF | | |
| PKG CLASS COMP | DESCRIPTION | CNT | FTE | MOS | RATE | SAL | SAL | SAL | SAL | SAL | | |
| | | 11 | 11 00 | 264.00 | 2 1 2 1 7 6 | 1 207 647 | | | | 1 007 | 647 | |
| | | 11 | 11.00 | 264.00 | 2,181.76 | 1,297,647 | | | | 1,297 | , 647 | |

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| REPORT: SUMMARY LIST BY AGENCY:39900 PSYCHIATR | | | | | | | | PICS SYST | 2015-17 EM: BUDGET PREPA | PROD FILE ARATION |
| | | | | | | | | 1100 0101 | | |
| | | POS | | | AVERAGE | GF | OF | FF | LF | AF |
| PKG CLASS COMP | DESCRIPTION | CNT | FTE | MOS | RATE | SAL | SAL | SAL | SAL | SAL |
| 000 B Y7500 AE BOARD | AND COMMISSION MEMBER | | .00 | .00 | 0.00 | 198,039 | | | | 198,039 |
| 000 MEAHZ7006 HA PRINC | IPAL EXECUTIVE/MANAGER D | 1 | 1.00 | 24.00 | 7,827.00 | 187,848 | | | | 187,848 |
| 000 MENNZ0108 AA ADMINI | ISTRATIVE SPECIALIST 2 | 1 | 1.00 | 24.00 | 3,072.00 | 73,728 | | | | 73,728 |
| 000 MENNZ0119 AA EXECUT | TIVE SUPPORT SPECIALIST | 2 1 | 1.00 | 24.00 | 3,915.00 | 93,960 | | | | 93,960 |
| 000 MMN X0872 AA OPERAT | TIONS & POLICY ANALYST 3 | 1 | 1.00 | 24.00 | 5,764.00 | 138,336 | | | | 138,336 |
| 000 UA C0104 AA OFFICH | S SPECIALIST 2 | 1 | 1.00 | 24.00 | 2,433.00 | 58,392 | | | | 58,392 |
| 000 UA C0108 AA ADMINI | ISTRATIVE SPECIALIST 2 | 2 | 2.00 | 48.00 | 3,460.00 | 166,080 | | | | 166,080 |
| 000 UA C1116 AA RESEAR | RCH ANALYST 2 | 1 | 1.00 | 24.00 | 4,162.00 | 99,888 | | | | 99,888 |
| 000 UA C1524 AA PARALI | EGAL | 3 | 3.00 | 72.00 | 3,908.00 | 281,376 | | | | 281,376 |

2,181.76 1,297,647

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| REPORT: SUMMARY LIST | | | | | | | | 2015-17 | | PROD FILE | |
| AGENCY:39900 PSYCHIAT | | | | | | | PICS SYST | CEM: BUDGET PR | EPARATION | | |
| | | POS | | | AVERAGE | GF | OF | FF | LF | AF | |
| PKG CLASS COMP | DESCRIPTION | CNT | FTE | MOS | RATE | SAL | SAL | SAL | SAL | SAL | |
| | | | | | | | | | | | |
| | | 11 | 11.00 | 264.00 | 2,181.76 | 1,297,647 | | | | 1,297, | 647 |
AFFIRMATIVE ACTION PLAN



PSYCHIATRIC SECURITY REVIEW BOARD

2015-2017 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 2015-2017

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Psychiatric Security Review Board 610 SW Alder Street, Suite 420 Portland, OR 97205 Phone: (503) 229-5596 Fax: (503) 224-0215 E-mail: psrb@psrb.org

Frank Garcia Governor's Office Director of Diversity & Inclusion/Affirmative Action 255 Capitol Street, NE Suite 126 Salem, OR 97301

Dear Mr. Garcia:

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 equality 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,

Juliet Britton, J.D., Executive Director

430/14

Date

II. DESCRIPTION OF AGENCY AND ORGANIZATIONAL CHART

<u>A. Mission</u>

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 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 found by the Board to not be dangerous to public safety, 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 Follansbee, J.D. Psychiatric Security Review Board 610 SW Alder Street, Suite 420 Portland, Oregon 97205 Ph: 503-229-5596 Fax: 503-224-0215 psrb@psrb.org

C. Governor's Policy Advisor

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

D. Agency Affirmative Action Representative

Juliet Follansbee, J.D., Executive Director

E. Name for designated FTE with "diversity" in working title: n/a

2015-2017 ORGANIZATIONAL CHART

GOVERNOR

PSYCHIATRIC SECURITY REVIEW BOARD ADULT PANEL JUVENILE PANEL



II. AFFIRMATIVE ACTION PLAN

A. Agency Affirmative Action Policy Statement

| Approved by: Psychiatric Security Review Board | Date: August 2014 |
|--|-----------------------|
| AFFIRMATIVE ACTION AND EQUAL EMPLOYMEN | IT OPPORTUNITY POLICY |

Applicability

This policy applies to all employees, board members, and contractors of the Psychiatric Security Review Board. This policy applies to 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, Ste 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 if/when the Board receives the resources to properly and legally maintain such information on its website.

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, people 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 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
 - New employees are provided the Board's Affirmative Action and Equal Employment Opportunity policy and plan and encouraged to review and discuss questions or concerns with their supervisor.
 - 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. Vendors/contractors
 - The Board does not provide Affirmative Action training to vendors or contractors.

D. Programs

The Board has no specific Affirmative Action programs in place; however, the Board appreciates the hiring difficulties experienced by minorities, people with disabilities and by many older persons; and where appropriate, will set program goals to achieve the full and fair utilization of these persons in the work force. 1. Internship Program

- The Board does not have an Internship program.
- 2. Mentorship Program
- The Board does not have a Mentorship program.
- 3. Community Outreach Program
- The Board does not have a Community Outreach Program.

4. Diversity Awareness Program

• The Board does not have a Diversity Awareness Program.

5. Leadership Development/Training Program

• The Board does not have a Leadership Development/Training Program.

E. Update: Executive Order 08-18

1. Cultural Competency Assessment and Implementation Services

- 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.
- 2. Statewide Exit Interview Survey
- Because of its small size, and very infrequent turnover of both Board members and staff, the opportunity to conduct exit interviews is very infrequent, and the Board has yet to utilize this survey. There has not been much turnover. However, the Board will look to conduct such surveys in the future.

3. Performance Evaluations of all Management Personnel

• The Board's sole management position, the Executive Director, is subject to an annual performance evaluation by the Board itself. Per the Board's Affirmative Action and Equal Opportunity Policy, the Executive Director will be evaluated, in part, on efforts to promote the equal employment opportunity 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. In the past biennium, the Board did not engage in any such contracts.

However, were the Board to have cause and funding for another type of personal services contract, the Board will post the competitive qualifying contracts on the state's ORPIN system to ensure that the pool of responders is as varied as possible and all qualified responders are given fair and equal consideration.

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.

- Director The Board's Executive Director has overall responsibility for compliance with policy and achievement of the Affirmative Action goals to which the Board is committed and will provide leadership and monitor progress toward meeting goals and objectives of the "Diversity Plan" and ensure compliance with applicable federal and state laws, rules, regulations and executive orders. The annual performance evaluation for the Executive Director will include evaluation of affirmative action efforts and accomplishments.
- Managers and Supervisors Not applicable to agency due to the limited number of FTE.
- Affirmative Action Representative The Board's Executive Director serves as the Affirmative Action Officer and is responsible for:
 - Developing and communicating agency policies and procedures related to AA/EEO and 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;
 - Assuring that agency recruitments are conducted in compliance with AA/EEO goals;
 - 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.

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IV. July 1, 2012 - June 30, 2014

Accomplishments

- The Board's budget constraints limit training opportunities for its Executive Director. However, she attends the 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.
- The Board recruited one new female board member to replace the outgoing community member on its juvenile panel.
- The Board hired a female, Hispanic Administrative Specialist in 2013 and an Administrative Specialist in 2014 who is female.
- The Board has continued to work toward meeting its affirmative action/diversity and ADA goals.
- Progress Made or Lost Since the Last Biennium
- <u>Staff and Board Membership</u> 78% of all Board members are female. The Board has added two new staff members since the last biennium. The Board's staff is now 82% female. The Board has strived to ensure recruitment information includes outreach to sources representing minorities, women, and persons with disabilities. Staff is currently comprised of all of these categories.

PSRB Workforce Representation as of June 30,

| | ACTUAL NUMBER for | PERCENT of | |
|--------------------------|-------------------|------------|--|
| GROUP | GROUP | GROUP | |
| People of Color | 0 | 0 | |
| Women | 8 | 80 | |
| People with Disabilities | 1 | 10 | |

• <u>Client Base</u> – The Board has no control over who is placed under its jurisdiction. However, the Board can report that of its 548 current clients, almost 18% are minorities and 15% are female.

VI. July 1, 2015 - June 30, 2017

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

In the 2015-2017 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 promote the Board's commitment to affirmative action and equal employment opportunity.
- Assertively recruit qualified persons with disabilities, minorities, women, and other protected classes for position/volunteer vacancies.

Timeline

• Ongoing.

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.
- 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 via e-mail.

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.
- 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.
- Support the Executive Director's attendance at equal opportunity, affirmative action, and other diversity-related activities or training activities.
- Maintain the Executive Director's performance appraisal reviews to evaluate the Executive Director on her effectiveness in achieving affirmative action objectives.

Timeline

• Ongoing.

VII. APPENDIX A

| ADA AND REASONABLE ACCOMMO | DATION POLICY |
|--|--------------------|
| Approved by: Psychiatric Security Review Board | 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).

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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

Discrimination and Harassment Free Workplace

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.

(I) 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%

| EMPLOYEE TRAINING AND EDUCATION POLICY | | | |
|--|------------------------------|--------------------------------|--|
| Approved by: Psych | iatric Security Review Board | Date: January 2007 | |
| Applicability This policy applies to all employees of the Psychiatric Security Review Board. | | | |
| Definitions Elective Training | Means training an employe | e voluntarily takes to enhance | |

| Elective Training | 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 nonservice 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

| Maintaining a Professional Workplace | | | | |
|--------------------------------------|---|-------------------|--|--|
| Statewide Policy 50.010.03 | Da | te: 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 employees | g state temporary | | |
| 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.

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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.

VIII. APPENDIX B

The documents in Appendix B were supplied by the Governor's Affirmative Action Office and follow this page.