



**STATE BOARD of LICENSED SOCIAL WORKERS**  
**Consumer Protection Committee**  
Saturday, January 7<sup>th</sup>, 2012  
Second Floor Small Conference Room  
3218 Pringle Road SE, Salem, OR 97302

**Committee Members Present:** Carol Zancanella, *Chair*  
Mark Oldham  
Kittee Custer

**Board Counsel Present:** Kyle Martin, *AIC, Oregon Dept. of Justice*

**Staff Members Present:** Martin Pittioni, *Executive Director*  
Aaron Bales, *Investigator*  
Mindy Tucker, *Temporary Investigator*

---

1. **CALL TO ORDER:**

**Chair Zancanella** called the Committee Meeting to order at 10:14 a.m.

2. **REVIEW OF AGENDA:**

**Chair Zancanella** asked for review of the draft agenda.

- *Oldham moved to adopt the agenda as presented.*
- *Custer seconded.*
- *Motion passed unanimously.*

3. **Consumer protection Committee (CPC) Organizational Discussion**

**Chair Zancanella** discussed organizational matters with the Committee, focusing on the changing role of the CPC now that the Board has a staff-based investigation function. **Zancanella** reviewed the CPC section of the Delegation of Authority document approved by the Board of Licensed Social Workers (Board) on December 9, 2011. **Zancanella** reminded the committee that decision making on complaint case outcomes in the form of any Board actions remains the province of the full Board and is not delegated to the CPC. **Zancanella** advised she intended to focus at this meeting more on clarifying with members and staff procedural matters and expectations in light of CPC's role.

Committee members and **Zancanella** first discussed with staff the possibility of electronic dissemination of information in a secure medium. **Pittioni** agreed to arrange a briefing of options for the February 10, 2012 CPC.

**Zancanella** then discussed with committee members and staff general expectations regarding the records to be presented to CPC when presenting a completed investigation. Direction was provided by CPC to staff that a presentation should generally include a copy of the investigation report, the complaint, responses from Respondent, and any complex or lengthy medical records requiring analysis. Staff was further directed by the committee to provide CPC an updated case index at every CPC meeting, and copies of any new complaints that warrant

immediate attention.

**Zancanella** then discussed with committee members and staff what was to be provided to the full Board in the event of CPC forwarding any cases to the full Board for a decision on what action the Board should take. Staff was directed to provide the full Board with copies of the investigation report for any cases forwarded by CPC to the Board for the purpose of considering a board action.

**Zancanella** then raised scheduling of CPCs that occur prior to conference call meetings of the Board. Committee members and staff discussed the issue, and settled on Saturday meetings on March 3 and May 5, 2012, at 10 a.m. at the Salem Board offices. **Zancanella** confirmed that in February, April and June 2012 the CPC meetings would be held on the scheduled in-person Board meeting days.

4. **MOVE TO EXECUTIVE SESSION:**

**Chair Zancanella** announced that the CPC would now enter into Executive Session to conduct CPC business, pursuant to ORS 162.660(2)(f)(h)(k). The CPC entered into Executive Session at 11:28 a.m.

- *Chair Zancanella moved the CPC out of Executive Session at 1:28 p.m.*

5. **COMMITTEE Motions:**

*In the matter of case #2011-50:*

- Oldham moved to release case records to the Teacher Standards and Practices Commission pursuant to ORS 676.177*
- Custer seconded.*
- Motion passed unanimously.*

6. **MOVE TO EXECUTIVE SESSION:**

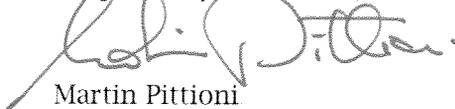
**Chair Zancanella** announced that the CPC would now re-enter into Executive Session to conduct CPC business, pursuant to ORS 162.660(2)(f)(h)(k), and excused Custer from the remainder of the meeting. The CPC re-entered into Executive Session at 1:32 p.m.

- *Chair Zancanella moved the CPC out of Executive Session at 1:53 p.m.*

7. **ANNOUNCEMENT AND ADJOURNMENT:**

**Chair Zancanella** adjourned the CPC meeting at 1:54 p.m.

Respectfully submitted,



Martin Pittioni  
Executive Director