

# PIP Board Meeting Minutes

**September 29, 2016**

The meeting was called to order at 2:00pm by Liz Pence.

In attendance:

Ray DiCiccio, Liz Pence, Renee Kobak, Jose Mercado, Frances (Jolene) Teethers, Shannon Parrish (sitting in for Denise Dombrowski), and Valerie Ruelas

1. Due to the lack of minutes from prior 2015 meeting, the motion to adopt minutes was waived.
2. Discussion was held regarding board members. We will be short a board member. Ms. Michelle Campbell, foster parent and previous member, is no longer providing foster care. Shannon Parrish will assist in locating a new foster parent to fill the position. DCS did not appoint a board member, but will research updated statute § 41-621B and replace a DES appointee.
3. Discussed and reviewed PIP Historical data FY12-FY16.
4. Status on unfinished business:
  - a. PIP Brochure language
    - i. Draft was distributed, reviewed and edits incorporated. The draft will be sent for legal review (AAG Bowen) in preparation for review by the board at the next meeting.
5. New Business
  - a. Provider Property Claim Form
    - i. Draft was distributed for review and suggestions
    - ii. Created with instructions included.
    - iii. Agencies were asked if they could provide access to a database of individual service providers that would have signed the ISP or provide access to copies to fully executed ISPs. This would eliminate the need for the provider to submit copies with each claim.
      1. OLCR data is not DES data – Contact Abraham Vicente or Owen Blackshaw and reference Jolene Teethers. Quick Connect System has a report manager that we may be able to have access to. Kirk Stephens is the new Administrator for OLCR.
  - b. Discuss and determine the best way to get the information out to the providers

- i. Historically Risk Management has attended Foster Parent annual meeting. In the past, Liz Pence was invited to attend and present but this is no longer the practice.
- ii. DDD has a Supervisor Quarterly Meeting - could do a train-the-trainer and supervisors can go back and train.
- iii. DES members have been asked to go back and reach out to other departments that could utilize train-the-trainer.
- iv. Contractors, such as Christian Family Core and Aid to Adoption of Special Kids "AASK" are willing to assist. Additional entities for follow up are Raising Special Kids, and First Things First.

6. No Public Comments

7. Next Meeting set for December 8, 2016 from 1:00pm – 2:30pm

- a. A 'hold the date' appointment will be sent advising of the next meeting

8. Ray DiCiccio motioned to adjourn the meeting. Jolene Teethers seconded the motion.