This meeting was called to order by Liz Pence.

Attendance:
Ray DiCiccio, Liz Pence, Renee Kobak, Caroline Lautt-Owens, Elizabeth Shoemaker, Jim Bowen

1. Verify the Board members and attendees have recorded attendance.

2. Review of Minutes of last meeting. No comments or changes. Minutes approved.
   PIP Brochure Review
   • Keep as close to the statute/rules as possible
   • No longer a user friendly document
   • Jim Bowen & Liz Pence will work to revise pamphlet
   • Liz Pence requests input from all Board members; requests should be sent directly to
     her
   • Discussion of exclusions of coverages
     a. Coverage should be provided based on replacement costs
     b. Language needs to be clarified, therefore eliminating #7 (Normal wear and
        tear)
     c. Jim Bowen will research language (Reference Title 8 or statute)
     d. Add §12-661
     e. Often times coverage is provided based on lack of evidence
     f. Liability is both foster parent and foster child
   • Per Elizabeth Shoemaker: pamphlets are distributed at orientation, ensure it is user
     friendly and simple
   • Font size should be larger, less wording
   • Pamphlet should be accessible on the website for foster parents
   • Websites and contact information should be added for additional information e.g:
     Respite care, DDD, foster parents

3. Open Discussion
   • Elizabeth Shoemaker to appoint a design committee to assist with a new pamphlet
     design based on foster parents needs
   • Foster home agreement / claims history to be conducted in January
   • Jim Bowen and Liz Pence to work on language of pamphlets and provide to
     Elizabeth Shoemaker for review.
   • Board to re-group after the first of the year.

4. New Business – NONE

5. Public Comment - NONE

6. Meeting adjourned