

PIP Board Meeting Minutes

December 8, 2016

The meeting was called to order at 1:05pm by Liz Pence.

In attendance:

Liz Pence(ADOA-Chair), Jose Mercado (DES/DDD alternate member), Denise Dombrowski (DES-Member), Julie O'Dell (DCS-Member), Billy Henderson (ADOA-Foster Parent Member), AAG Jim Bowen and Valerie Ruelas (ADOA-Statistical Analyst & Minutes) – Quorum present

1. Introductions: The new board members were introduced. The chairman thanked the new members for their anticipated engagement and participation.
2. The purpose and background of the Board was briefly discussed. Since most of the attendees were new to the Board, it was explained that over the last few years it has been difficult getting the Board together to meet (often lacking a quorum to vote) due to agency changes, turn over, scheduling, etc.
3. The minutes from the last PIP Board Meeting held on September 29, 2016 were reviewed. A Motion was entered to adopt the minutes; seconded and passed.
4. The revised PIP Brochure in draft form was provided for review (all were advised the draft was not for release, but the current version was available on the ADOA Website):
 - a. PIP Brochure
 - i. The draft, that incorporated edits from the September meeting, was distributed and reviewed.
 - ii. The members agreed the format/folding of brochure should be reviewed, even adding page numbers if necessary.
 - iii. The draft will be sent for legal review (AAG Bowen) in preparation for final review by the board at the next meeting.
5. The attendees were provided a copy of the Provider Property Claim Form- created by the ADOA RMD Claim Department as part of a Kaizen Project.
 - a. Provider Property Claim Form
 - i. Now in the testing stage
 - ii. The form includes detailed instructions
6. The Board discussed the concern that the Individual Service Providers were not familiar with PIP or the benefits it provides. The Board discussed options to get the information out to the providers:

- i. Historically Risk Management had been invited to attend Foster Parent annual meetings. In the past several years, Risk Management has not been invited to present. Julie O'Dell confirmed the Annual Foster Parent Meetings have not been scheduled for at least the past couple of years.
 - ii. A few weeks ago A Place to Call Home (APTCH) asked Liz Pence to attend and present at foster parent training session. She attended and presented an overview of the Provider Indemnity Program that included discussions involving mitigation and loss prevention alternatives. This group was selected to pilot the new PIP Claim form designed specifically for eligible service providers (Foster Parents, DDD program providers, respite care, etc.)
 - iii. Julie O'Dell confirmed that DCS has the capability to send out information to foster parents. She provided contact information at DCS: Kylah Ross – CWTI/DCS to assist, possibly including sending an email blast to the field as a refresher/training.
 - iv. The Board also queried a way to access the agencies' data base that lists current and qualified providers. This would eliminate the need for providers to send a copy of the agreement with each claim form.
7. Billy Henderson volunteered to lead a subcommittee to research alternative ways to better educate caseworkers, care providers, etc. about PIP. He will present this information to Risk Management as part of the education part of the Kaizen project. The Board will be kept informed as the project proceeds.
8. PIP historical data FY13-FY17(as of 12/8/16) was reviewed.
9. No further discussions were raised
10. There were no public comments
11. Next Meeting will be scheduled for late February or early March of 2017
 - a. Date options will be sent out in an effort to accommodate the members before the final meeting notice is sent.
12. Julie O'Dell motioned to adjourn the meeting. Denise Dombrowski seconded the motion. Meeting adjourned at 2:20 p.m.