

**AGENDA**  
**ASSET Administrative Team**  
April 1, 2020, 12:15 p.m.  
Conference Call  
**Dial in: 515-606-5372**  
**Access Code: 739693**

1. APPROVAL OF MARCH 4, 2020 MINUTES
2. TREASURER’S REPORT
3. OLD BUSINESS
  - A. Equity Training for ASSET agencies – May 21, 10:00 – 11:30 a.m.
4. NEW BUSINESS
  - A. Special Meeting for New(er) Executive Directors
  - B. COVID-19 and Agency Allocations for FY 20
  - C. Julia Castillo (HIRTA) at 1:00 p.m. (calling in to give 15 minute update on services)
  - D. Agency Contingency Plans
  - E. ASSET Administrative Assistant position
5. ADDITIONAL ITEMS/ CONCERNS
6. ANNOUNCEMENTS/REMINDERS
  - A. Next ASSET Administrative Team Meeting – May 6, 2020 at 12:15 p.m. (United Way)
  - B. Next ASSET Meeting– April 9, 2020 (via conference call)
7. ADJOURN