

MINUTES
ASSET Administrative Team
February 7, 2018, 12:15 p.m.
United Way of Story County, 315 Clark Avenue

The Analysis of Social Services Evaluation Team (ASSET) Administrative Team met at 12:15 p.m. at United Way of Story County, 315 Clark Avenue with the following members present: Michelle Fullerton, Jean Kresse, Brian Phillips, Deb Schildroth, Matt Soderstrum, and Karla Webb.

APPROVAL OF NOVEMBER 29, 2017 MINUTES – Moved by Kresse and seconded by Webb to approve the November 29, 2017 minutes. Motion approved unanimously.

TREASURER’S REPORT – Treasurer Fullerton reported a balance of \$4,546.18.

NEW BUSINESS

Discussion of ABF Data/ Clear Impact Scorecard – Ms. Bardole-Foley entered the meeting. She told the group that the information in Scorecard comes from values assigned to certain areas for each agency. Over time the information can be compared year to year. She used Raising Readers to create an example for ASSET. She said this could be a different way for volunteers to view information. Ms. Bardole-Foley told the group that the ASSET Budget Form (ABF) 4 would be hard to include but information from all other pages would be within the Scorecard. She said measures can be added if funders have other needs. Mr. Phillips said the actual program description would be nice to have added. Discussion ensued on the ABF 5(O). Ms. Bardole-Foley said everyone except All Aboard for Kids have been given Scorecard information. It was discussed that the Scorecard information can be integrated over time. She told the group to look through the ABF 5(O) questions to see what questions need answered. She said some agencies will not have any performance measures unless they are asked since they don’t receive UWSC funding. Ms. Webb said she will do some checking on outpatient mental health outcomes. The group will get back to Shannon on dates.

Discussion on Large Funding Requests – Ms. Kresse said a couple of United Way volunteers asked if there was additional screening that can be done for the very large increases in requests. As a volunteer, they were unsure how to speak toward those requests. Ms. Kresse said the United Way of Story County Board of Directors is honing in on priority areas so that any large expansions would need to be within those priorities. She said the way service expansions are done now includes a projected dollar amount, but the form could be updated to ask how much more that program will cost and how it will be paid for in the future. She provided an example of an expanded service form that was approved when the administrative team didn’t know the extent of the cost to expand. Ms. Schildroth said at the point the information is received, budgets are being received and liaisons are visiting agencies, so it would be nice to know about the new or expanded services earlier. She said there is the possibility to create a committee to discuss expanded services, and include liaisons to sit down with the agency and discuss the expansion. The calendar was reviewed. Mr. Soderstrum wondered if a number could be included in the Policies and Procedures to determine what is considered an expanded service, such as 10% more than what was requested the prior year. He also said there could be situations where expanded services meet the top priorities and community needs, which could potentially cause ASSET to look at cutting programs that have historically never seen cuts in funding. Discussion ensued.

Ms. Schildroth said a meeting will take place next week to determine if ASSET can fund parts of services that Medicaid doesn’t fund. Ms. Kresse said CICS has clearly defined lines of what they can fund and

cannot fund. It was noted that UWSC and the City of Ames are wide open in considering requests. Ms. Fullerton said the Income group had a lengthy discussion, so some of the discussions among volunteers have started. Mr. Phillips said if a new service is being proposed that all agree is needed in the community, the funding boards could provide authority to support that increase without cutting others, but there isn't a great way for the funding boards to dig into the specifics of that program enough to make that decision. He said the way we do allowed funding amounts makes it difficult. Ms. Schildroth wondered about dollars set aside by funders to specifically go towards expansions or new services, but that would have to have its own request procedure. Ms. Kresse said when it's better understood the impact programs are having and clear progress can be seen, funders need to say what programs are making a difference and further fund those programs. She said it doesn't look like the increases can be more than 5% in any given year based on funds available, so the major increases cannot be sustained. It was discussed that the communication back to agencies needs to be if they are looking for significant new funding they should be speaking with ASSET early on to see if it's even feasible.

Mr. Phillips said it comes down to the philosophy of how ASSET budgets. If a 3% increase is given every year, there is never room for major increases; but if agencies have to fight for the volatility of programs each year, there could be shifting of funding. Ms. Fullerton said the conversation would have to be changed as funders narrow priorities, and proven results will have to be the focus. Mr. Phillips said that would be a hard transition, but especially for non-profits if their funding is cut considerably. Ms. Schildroth thought of the child care centers that are in high demand vs. social development services. Mr. Soderstrum said that would have to be up to the funders. Mr. Phillips said doing it this way would require a tremendous amount of discipline. He said a reserve for special services/ expansions could possibly work by setting a certain amount. Ms. Kresse said as she thinks about that option for the expansions and requests that were received, the question of sustaining the funding is still a question.

Ms. Webb said maybe ASSET should be stricter on the approval of the New/ Expanded Services that come forward in August. Discussion ensued on the several increases in requests. Mr. Phillips said several agencies might look at ASSET like it's a gift, but agencies should lose some of its autonomy when receiving these funds. Mr. Phillips said a point of emphasis should be strategic planning and how the new/ expanded services are tied to the strategic plan. Ms. Schildroth said agencies used to have to tie to the community needs assessment.

Ms. Webb wondered if having the due date for the New/ Expanded Service application earlier in the year would be beneficial. Ms. Kresse agreed, and also said the committee will look at updating the questions to include tying the service to the strategic plan, support from Board of Directors, sustainability of the funding for the service, etc. Ms. Schildroth asked how many agencies have strategic plans. Ms. Thompson estimated 2/3. Ms. Schildroth wondered about offering agencies training on creating a strategic plan. Ms. Kresse said the Non-profit Management Academy has offered courses in the past. It was noted that audit training, fraud training, and diversity training has been discussed. It was said that tools should be offered if it will be more strictly required. Ms. Kresse said she'd be willing to work on overall criteria for New/ Expanded Services. Ms. Schildroth said maybe there's something that can be incorporated into the agency training in August.

It was discussed that the Deadline for New/ Expanded service will be moved to June 1, 2018.

CICS Fee-For Service Funding – Ms. Webb said she wants to discuss fee-for service funding as she is becoming more familiar with the ASSET process. She told the group that the volunteers spend a lot of time allocating funds, and for the CICS-only funded agencies that fund fee-for service, it is

sometimes confusing for the volunteers. She said she's not sure it makes a lot of sense for those agencies to go through the process. She said she feels it does make sense to have the block granted programs part of the ASSET process. Ms. Kresse said it's important for volunteers and funders to know what the region is paying toward fee-for service services. Mr. Phillips said it would work to prefill all CICS fee-for service services figures into the spreadsheets before the spreadsheets are sent to volunteers. Discussion ensued on services. UWSC Partner agencies can only get annual UWSC dollars if they request through ASSET. The group decided to have the fee-for service figures already put into the spreadsheets before sending it to the volunteers.

Discussion on Notes from MidYear Reports/ Liaison Reports – Ms. Kresse addressed the following:

ACCESS – In the liaison report there was a comment on the difficulty ACCESS sometimes has determining how to count staff hours. It was noted that Ms. Thompson will invite ACCESS to attend the April Administrative Team meeting for a discussion. Ms. Schildroth said a new director will be starting later this month.

Boys & Girls Club – It was noted on the Mid-year report that a survey was sent out and 32% reported a good club experience. More information may be needed.

HIRTA – In the liaison report it was noted that HIRTA suggested a workshop to help with the ASSET Budget Forms.

IA Able Foundation – In the liaison report it was mentioned that staff has a hard time using the same unit of service for group education and individual education. It was noted that therapy is similar.

The Arc of Story County – Ms. Kresse said the Active Lifestyles funding was drawn down very quickly. Ms. Webb said funding was increased by 35%.

Volunteer Center of Story County – On the liaison report it was mentioned that the Clear Impact Scorecard may not be accurately measuring the effectiveness of the center. It was noted that Ms. Thompson will connect with Ms. Owens.

Draft ASSET Calendar – The calendar for 2018/19 was reviewed.

ASSET Officers – 2018/19 – The slate of officers to go before ASSET are: Tim Lubinus, Chair; Lisa McCoy, Vice-Chair; Matt Soderstrum, Past Chair; and Michelle Fullerton, Treasurer.

Draft ASSET Agenda – The agenda was reviewed.

OLD BUSINESS

Discussion of Agency Reports by Volunteers at the December meeting – It was noted that staff will ask volunteers at the ASSET meeting for feedback on the liaison sharing in December.

Crestview Mobile Home Park Update – Ms. Webb said that for July – December Story County has expended \$21,126 for relocation assistance. Ms. Schildroth and Ms. Webb updated the group.

ADDITIONAL ITEMS/ CONCERNS

Ms. Kresse suggested training for volunteers on how to review audits, program budgets, balance sheets, etc. be incorporated into the training in September. She said a cheat sheet for the volunteers would be very helpful as they go through budget requests.

Ms. Webb said it was brought up at the hearings that ASSET could look into employee benefits. Ms. Schildroth said agencies could group together and work on these things outside of the ASSET process, but not something ASSET should get involved in.

Ms. Schildroth said it was discussed a couple months ago that agency board meeting minutes should be made available. Ms. Kresse told the group that in the UWSC partner agreement will be changed to include meeting minutes need to be provided. Ms. Thompson will be getting back to the group with ideas on how this could work.

Ms. Kresse said UWSC exclusions from campaign donations could slightly change allocations.

ANNOUNCEMENTS/REMINDERS

- A. Next ASSET Administrative Team Meeting – April 4, 2018 at 12:15 p.m. (United Way)
- B. Next ASSET Meeting – February 15, 2018 at 5:00 p.m. (City Church)
- C. Funding Letters sent – February 28, 2018

ADJOURN

The meeting adjourned at 2:37 p.m.