

MINUTES
ASSET Administrative Team
March 6, 2019, 12:15 p.m.
United Way of Story County, 315 Clark Avenue

APPROVAL OF FEBRUARY 6, 2019 MINUTES

Moved by Schildroth, seconded by Fullerton, to approve the February 6, 2019 minutes with one correction on page 1. Motion carried unanimously.

TREASURER'S REPORT

Director Fullerton reported a balance of \$4,333.16. It was later reported that the current balance is \$3,441.56.

NEW BUSINESS

VCSC Update – It was discussed that the strategic plan emailed to ASSET on November 28, 2018 stated that VCSC was to meet with ASSET agencies (under Infrastructure, section C). It was noted that follow-up information is needed. Ms. Kresse said it is unknown if the intern is handling ASSET requests. Ms. McCoy said if Ms. Owens can come to the April meeting, staff could talk to her ahead of time. It was decided that in April the updates received can be discussed and Ms. Owens will be invited to attend the May administrative team meeting. Ms. McCoy asked about the changes in VCSC over the last five years. Ms. Kresse said that they had a second staff person at one point that provided additional support to the summer programs. After the last person in that position left, they did not replace.

Lectio Plan/ Raising Readers Update – Malai Amfahr entered the meeting. She told the group that Raising Readers has one more session where the ideas on Template 3 will be discussed. Specific program elements of each program have been discussed. When examined, and ideas come out of that, they get categorized which results in priorities and action steps. Programs warranting future discussion are identified. She said there are programs that are fine, and programs that need re-strategized. She said this was well-timed by them because of strategic planning with their Board coming soon. She said items shared with the Board will be: team defined outcomes of the process, list of programs evaluated, condensed Template 3, program strategies and next steps, and Mapping Template 3.

Ms. Amfahr showed an evaluation tool that is used to assist agencies in seeing if the programs are meant to change behavior or raise awareness and determine if that is what the group desires. Ms. Kresse said on that continuum, human capital and financial resources investments are shown. She said it's important to funders because if certain programs are making an impact, it could be a service that more money should be sent on. If data shows that a service is raising awareness it will show up in that area, even though the agency might assume it is a service that changes behavior. Self-identified outcomes by Raising Readers were shared. Ms. Amfahr said this list will be examined at the last meeting to make sure they got out of the training what they hoped to get out of it. Ms. Schildroth asked about the process. Ms. Amfahr said it has exceeded her expectations because anytime program analysis is done, there can be some pride there that

prevents going through the weeds together. She said the split teams and discussions prevent that pride from taking away from the process. Ms. Amfah said the group wanted the process to help and said they approached her wanting to do it and wanting the tools, which helped the dynamic. She said it also helped that three team members had been through Lectio. She said they were the only agency there, and they felt safe throughout the process.

Ms. Kresse said the discussion by the Administrative team previously was that a couple agencies could go through it together. She said that has changed, and one agency at a time may be a better idea. Discussion ensued on a potential agency to discuss this with. Ms. Schildroth said we would want an agency's buy-in, and a good way to get that is to have someone with an agency that has been through the process available for questions. Ms. Amfah said she could facilitate it for more than one agency, but one agency at a time would be ideal to be sure the participants felt safe to share. She said it is also up to the agencies how much they want to get out of it. Ms. McCoy asked if there will be any follow up by Ms. Amfah with Raising Readers when the process is done. Ms. Amfah said she believes there will be. Ms. Kresse said it will be interesting as funders to see a future strategic plan. Ms. Kresse said if the agency focuses on the programs it does well and makes the most impact, they could remove other services. She said the trend of impact will be seen on Scorecard. Ms. Amfah said some programs are not able to be evaluated well and that is being discussed.

Ms. Kresse asked if there is an ASSET volunteer that is willing to visit an agency to discuss Lectio with Ms. Amfah. Ms. Amfah said it would help in forming a bridge for discussion. Ms. Amfah said it will be discussed that this opportunity is available to youth-serving organizations in Story County for agencies that are growing. Ms. McCoy said she is willing to be a liaison to attend the first meeting with a potential agency. Ms. Amfah said May would be the target time to go through the process. Ms. Schildroth asked if there is a certain number of agencies she desires to take through the process this year. Ms. Amfah said she doesn't have a specific number, but she does have a lump sum of funding available for the process. Agencies discussed as possibilities included YSS, ACCESS, and Boys and Girls Club.

CFR Update – Ms. Schildroth told the group that she will be inviting CFR to a Board of Supervisors meeting and she will present ASSET's recommendation at that time. It was discussed that CFR will be doing a needs study after the start of the new fiscal year.

Admin Team Staff Retreat Update – Ms. Kresse said the group looked at what agencies report in the budget and whether there is something that can be added about funding priorities. It was discussed that the new/expanded service requests could be updated to include more questions on the determined need. She said the group discussed getting funders together to discuss priorities and ask about additional information needed to focus the priorities.

Mr. Phillips said if significant changes are made to ASSET operations, it wouldn't be beneficial to try to implement them all at one time. It may be a staged plan to accomplish changes at certain times.

Ms. Webb said CICS's role within ASSET was discussed. She said it was helpful this year to have the fee-for-service services identified, but she feels like it didn't follow the ASSET process. She said she wonders if having herself and CICS volunteers remain involved, but not have the funding go through the process. She said she meshes what the volunteers recommend and what the administrative team's decisions are, and the numbers may be changed in the end. Ms. Webb said CICS could still be at the table and involved for coordination purposes, but not have the funding go through the process. Ms. Fullerton said that makes sense to her.

Ms. Kresse said the funders will try to convene this spring.

Review of Policies and Procedures and Reference Manual – Ms. Webb said depending on the meeting of funders, changes could be made after May. Ms. Kresse said if each member could review the Policies so the Administrative Team can approve it in April then it can go to funders, and if changes are made at a later time, those can get approved by funders at a later date.

Healthy Life Center Update – Ms. Schildroth said the Healthy Life Center was before the Board of Supervisors at its February meeting and nothing was decided, and it was tabled to next week's meeting.

ASSET Officers – 2019/20 – It was noted that the proposed Vice Chair is Keith Hobson, and the Chair will be Lisa McCoy. Ms. Schildroth said she is checking with a County volunteer to see if he would be willing to be Treasurer following Michelle Fullerton. Ms. McCoy suggested having one less officer and making Treasurer duties part of the Vice-Chair duties. Ms. Schildroth said part of the problem is the time commitment of attending the Administrative Team meeting. Ms. Fullerton said her only trouble is making it to the Administrative Team meeting. Mr. Phillips said it's asking a lot of volunteers to attend the Administrative Team meeting. He said it would be easier to find a Treasurer if attending the Administrative Team meeting was not required. Discussion ensued and it was proposed that the Treasurer's attendance be optional. Ms. Fullerton said with that revision she is able to remain Treasurer through next April. Ms. Kresse said anything needing action can be put to the top of the agenda at the Administrative Team meetings

ASSET Calendar – 2019/20 – Moved by Kresse, seconded by Schildroth, to approve the 19/20 ASSET calendar. Motion approved unanimously.

OLD BUSINESS

Ms. Kresse said exclusions impacting two agencies were received and she will update Erin with the numbers.

Ms. Webb said that NAMI has decided against the space they were considering and continue to look. She said the building that used to be American Red Cross is being considered. Ms. Kresse said NAMI did apply for a grant for new chairs.

ADDITIONAL ITEMS/ CONCERNS

Ms. Schildroth said she spoke with Iowa Able Director Anna Magnuson regarding the funding recommendation. Ms. Schildroth told her that there was more going on than financial counseling, more like case work which was concerning because other agencies are doing that. Ms. Schildroth said the Board is trying to revamp the financial education program to make it more robust. Ms. Schildroth said she communicated understanding toward the clients' needs and demands of staff members.

Ms. Schildroth said Iowa Able is located on South Sheldon behind Dunkin Donuts, and the building also includes two other organizations (The Arc and Friendship Ark Homes) that are looking at moving to share space and share administrative staff.

Ms. Schildroth said HSS will see a reduction from Aging Resources beginning July 1, 2019 of about \$20,000 that will affect nutrition and adult day care. Ms. Carroll will figure out exactly how that impacts resources and will keep ASSET posted. Ms. Kresse said now is the time to contact elected officials.

Ms. Schildroth reported that ACPC gave a report to Supervisors and a tiered tuition system is new, and tuition reduction will be provided to a larger range of families. Ms. Fullerton said before it would include family size, and now only includes family salary. The HVAC system is wrapping up, fire system improvements, and one extra classroom is empty. Ms. Schildroth said the toddler program runs at a loss, but school age program helps carry it. Ms. Schildroth will follow up with income level.

Ms. Schildroth said Story County will be creating an ordinance to allow CCJ to collect fees from clients. Ms. Schildroth said a court case in Iowa had a recent ruling that the Department of Criminal Justice was the only entity that could collect client fees. She noted that 60% of the CCJ budget is client fees.

It was noted that AMOS held a housing meeting on February 20, 2019 for permanent supportive housing that is geared toward individuals with mental health needs. The service would provide housing first, then wrap around services. Ms. Webb and Ms. Schildroth will be meeting with AMOS to discuss this.

Ms. Kresse said a Nevada Community Conversation on Substance Abuse will occur on March 27. Ms. Webb said the Mayor requested a committee be put together, and that committee is putting on the event.

ANNOUNCEMENTS/REMINDERS

- A. Next ASSET Administrative Team Meeting – April 3, 2019 at 12:15 p.m. (United Way)
- B. Next ASSET Meeting – April 11, 2019 at 5:00 p.m. (City Church)

ADJOURN - The meeting adjourned at 2:04 p.m.