

MINUTES
ASSET Administrative Team

April 3, 2019, 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: Keith Hobson, Jean Kresse, Tim Lubinus, Lisa McCoy, Brian Phillips, Deb Schildroth, and Karla Webb.

APPROVAL OF MARCH 6, 2019 MINUTES

Moved by Schildroth and seconded by Webb, to approve the March 6, 2019 minutes. Motion carried unanimously.

TREASURER'S REPORT

The ASSET balance was reported as \$2,961.56.

NEW BUSINESS

VCSC update – It was discussed that the information provided does not include the responses received and the type of responses received from agencies. Ms. Schildroth said the original plan submitted in November to the Administrative Team was approved by the VCSC Board of Directors in September. Mr. Phillips said outcomes of the meetings with 15 agencies would be helpful to know. It was discussed that the information received doesn't seem to include information related to the conversation in July. It was discussed that a strategic plan addressing those items may be needed.

Ms. Schildroth said the majority of ASSET agencies have a volunteer coordination function, whether it's a volunteer coordinator or another staff person. Ms. Schildroth wondered about the results or action steps coming out of the meetings VCSC is having with ASSET agencies. It was discussed that if agencies are good on volunteer efforts, ASSET needs to know that. Mr. Lubinus stated that ASSET funding amounts to most of the agency's budget. It was noted that a plan to drive people to the VCSC website is needed.

Discussion ensued. Mr. Phillips said if agencies don't engage with VCSC for assistance, it would be nice to know. Mr. Hobson asked about tracking. It was discussed that volunteers for ASSET agencies could be the "unit" being reimbursed. Mr. Phillips said if the goal is to get VCSC to use ASSET funds for ASSET agencies, it could be asked of the agencies if they are utilizing the agency and to what extent. Mr. Lubinus said he believes people to be motivated specifically, not generally if they want to volunteer. Mr. Lubinus said he likes the idea of asking the other ASSET agencies.

Ms. Webb suggested asking for more information from VCSC, and requesting information from agencies so all the data is received. A short survey and questions were discussed. Mr. Lubinus said a spreadsheet and survey rough draft with accompanying email should be prepared by next week.

Lectio Plan – Next Agency Update – Ms. Kresse said Lisa McCoy and Malai Amfahr met, and then sent an invitation to Boys and Girls Club Executive Director Erika Peterson to invite their agency to be the next agency to go through the process. Ms. Kresse said if they are not interested in being part of the process, Malai will need further direction. Mr. Lubinus said this could be on the May agenda if needed.

Policies and Procedures and Reference Manual – Changes were discussed. Erin will prepare updated drafts of the documents. It was noted that the CICS funding line on ASSET budget forms will need to be moved up. Other Gov't funds (CICS Region) will be the name of the budget line, and it will become line 12, bumping down the current line 12. It was noted that the financial instructions in the Reference Manual will need changes. Ms. Webb said she will know tomorrow if CICS is in support of this. Ms. Kresse said the Policies and Procedures would be on the May 9, 2019 ASSET agenda for updates.

Mr. Phillips asked if Mainstream Living, Eyerly Ball, and Friendship Ark are only requesting funds from CICS, would they even need to go through the process. Ms. Kresse said UWSC major grants can go to any non-profit. Ms. Kresse said for UWSC an agency can be a partner agency and not an ASSET agency. Ms. Schildroth wondered if those agencies could be on the books for a number of years, and then require agency application again if needed. Ms. Kresse said it could be required that they would need to fill out a New/ Expanded service form to get back into the process. Mr. Hobson asked if money would be taken away from other ASSET-funded agencies. Ms. Webb said much of what CICS funds is fee for service and requires client eligibility, which is very hard to estimate. Ms. Webb said CICS is dedicated to funding services. Until there's a waiting list or funding is short, she doesn't anticipate the funding not being available for the agencies being funded.

It was noted on page 11 in the Policies that language can be added after "H" stating that agencies that have been in the ASSET process within the last three years are not required to submit a new application for participation, rather a New/ Expanded Service form can be submitted along with comparative financial audits for the years not in the ASSET process. Ms. Kresse said the allocations committee updated requested information about the need statement and if the need for the service is not discussed in the application, clarification will be requested. Mr. Phillips said agencies could be asked who else provides the service in the community, and what they have done to partner with other agencies.

Healthy Life Center Update – Ms. Schildroth told the group that Story County Board of Supervisors approved \$2 million in capital funding and \$100,000 in annual operating expenses plus a 3% inflation increase annually. She said the steering team is working on how the gap in funding will be filled. Mr. Hobson asked what the gap is. Ms. Schildroth said about \$15 million. She said the City Council will be determining when the bond issue will occur. August 6, 2019 is the next opportunity. Mr. Phillips said lots of details will be discussed by the City Council soon. Mr. Hobson asked about operating expenses. Mr. Phillips said the bond issue would be to build it and funders will be partnering on the operating side, and the rest would fall to the City of Ames. A formal operations agreement is needed and will be put together this summer/fall. Mr. Lubinus asked when construction would begin if the bond issue passes. Mr. Phillip said it would need designed first. Ms. Schildroth said the goal is to start serving residents in 2023/24. Ms. Schildroth said the County's participation allows residents outside of the City to pay the same rates.

Draft ASSET Agenda – The agenda was reviewed and approved.

Liaison Assignments – The group made some changes and will revisit this again at the May meeting.

ADDITIONAL ITEMS/ CONCERNS

Ms. Webb said the legislature is considering legislation for MHDS regions to develop and coordinate children behavioral health services. The bill being considered includes core services for children. MHDS

regions would need to have annual services and the budget plan in place by April 1 identifying a plan to develop and address core services for children. A Coordinator of Disability Services for Children will be needed for the region. She said there is much planning to work through until then. Funding still has to be worked out for the children's system. Ms. Webb said a bill regarding MHDS funding allowing a 40% ending fund balance is being considered. She said currently, legislation going into effect in about a year requires a 20% ending fund balance.

Ms. Webb said new adult core services will need to be developed. CICS is looking at an Access Center Network concept where services that make up an Access Center can be provided at different locations with coordination. CICS is discussing the possibility of a lead agency for Access Center Network. Sub-acute services will need to be developed for the Access Center. Residential service homes is another service that will need to be developed in the region.

It was noted that the Children's Well-being Collaborative will next meet on April 12 at Gateway Center.

Ms. Schildroth said Craig Evans will be retiring from CCJ at the end of the month. Virginia Griesheimer (ACCESS) has resigned and will stay on until June. She will be going back to school.

ANNOUNCEMENTS/REMINDERS

Next ASSET Administrative Team Meeting – May 1, 2019 at 12:15 p.m. (United Way)

Next ASSET Meeting – April 11, 2019 at 5:00 p.m. (City Church)

ADJOURN

The meeting adjourned at 2:09 p.m.