

MINUTES

ASSET Administrative Team

May 6, 2020, 12:15 p.m.

The Analysis of Social Services Evaluation Team (ASSET) Administrative Team met at 12:15 p.m. via Zoom with the following members present: Keith Hobson, Sandra King, Jean Kresse, Anneke Mundel, Deb Schildroth, Ashley Thompson, and Karla Webb.

APPROVAL OF APRIL 1, 2020 MINUTES

Moved by Schildroth, seconded by King, to approve the April 1, 2020 minutes. Motion carried unanimously.

TREASURER'S REPORT

Treasurer Schill reported a balance of \$4,264.13. Mr. Hobson said it was discussed the general fund would be requesting more from funders. Ms. Schildroth said \$500 more per year from funders was discussed to provide additional training for agencies. She said that would go into effect next fiscal year.

NEW BUSINESS

CICS Withdrawal from ASSET – Ms. Webb said the governing board approved CICS withdrawal from the 28E ASSET Agreement effective July 1, 2020. She said a letter from the Board Chair will be coming. She will follow up to see when that can be expected.

Ms. Webb said the Story County Board of Supervisors (BOS) has been notified and Ms. Schildroth and Ms. Kresse have notified their respective governing entities. CICS volunteers have been notified. Ms. Webb said Quinn Wood is the only volunteer that has indicated interested in staying on. Ms. Webb said he lives within city limits so he could volunteer for any funder. It was noted his father Russell Wood is in Franklin County and will become the CICS CEO July 1, 2020. Ms. Webb said notice should be provided to ASSET agencies and all volunteers. Ms. Schildroth said the notification from the regional governing board could be sent along with Ms. Webb's notification. Ms. Kresse said volunteers and agencies will need to know what will be different after CICS is not involved.

Ms. Webb said Ms. Kresse has worked on the draft edits of the 28E Agreement. Ms. King asked if revising the agreement should coincide with getting the letter from CICS CEO Jody Eaton. Ms. Schildroth said the letter should be in hand. She noted a signature from ISU Student Government may not be possible until students return, but the process can begin. Mr. Hobson asked if, after July 1, the CICS volunteers will not be a part of ASSET. Ms. Kresse concurred and noted there are six agencies with CICS volunteer liaisons. Mr. Hobson asked if ASSET will lose any agencies. Ms. Kresse said five agencies receiving CICS funding didn't go through the most recent ASSET process. Ms. Schildroth said it will need to be decided if those three volunteers can be absorbed by other funders and the change in number of volunteers per funder (from 5 to 6) reflected in the updates to the Policies and Procedures. Ms. Webb said Quinn Wood is the only volunteer that has indicated interested in staying on.

Ms. Kresse said she will start revisions on the Policies and Procedures. Ms. King said she will work on the Liaison Assignments. Ms. Schildroth said if a volunteer is added, it needs determined under which funder. She said the City would have to post the application for a period of time and then make the appointment. Ms. Kresse said UWSC doesn't have that lengthy of a process and would be willing to take another volunteer. Ms. Webb asked if the Policies would have to be approved before moving forward with another volunteer.

Ms. Kresse said each Funder currently contributes \$600 to the general fund for expenses and an additional \$500 was discussed for agency training. She said UWSC holds the contract for the Administrative Assistant, which is about \$3,152 per year for each funder. She said those amounts from CICS will need covered by the four remaining funders. It was agreed that increasing the general fund yearly amount by \$500 to provide additional training not be added next fiscal year because of the increase to funders because of CICS' withdrawal.

Planning for May 13th Joint Funders Meeting – Nancy Franz joined the meeting. The group reviewed the draft agenda. Ms. Kresse said she is happy to report on the Clear Impact Scorecard, though many agencies are not operating as usual. Ms. Schildroth said outcome data used during the last allocation process would be helpful to discuss. Mr. Hobson said he is available to begin the meeting. Ms. Schildroth said she will be managing the Zoom meeting. Mr. Hobson asked if members of the public will be there. Ms. Schildroth said members of the public can join but there won't be a public forum. The Funders will be having the discussion. Ms. Franz will take the lead on the Community Needs Assessment update.

Ms. King said the BOS will be continuing to discuss County priorities at its next meeting. Ms. Kresse said a document could be shown with the joint priorities. Ms. Schildroth said there will need to be something sent out ahead of time so Funders can review the information. Ms. Franzen asked about the common priorities. Ms. Schildroth said she compared all priorities about six or seven months ago, but not since the priorities have been reviewed. Ms. Webb said there was some confusion on the document shown last year. Ms. Kresse showed the document used last year, and the draft joint priorities identified by staff. Ms. Franz asked if the discussion will go around editing those joint priorities. Ms. Kresse said there are many things funders do similarly and wondered if the funders should rate the services by priority.

Ms. Kresse said ultimately it would be great to know, as a community, what can be done together by investing in resources to move the needle. Ms. Franz said many agencies now will not deal with "symptoms" but want to fund services dealing with the "root cause" of the issue. Ms. Kresse said she wants Ms. Franz to help guide discussion. Ms. Kresse said the agenda could include the ASSET mission statement. Ms. Franz asked if next steps will be discussed at the meeting. Ms. Kresse said the bulk of the discussion should focus on joint funder priorities. Ms. Franz suggested 50 minutes on the core discussion, then 20 minutes on the next steps.

Ms. Franz said she will ask questions and ask how funders want to proceed in next steps. Mr. Hobson could do the end summary.

Ms. Franz left the meeting.

It was discussed that sharing a screen during the meeting would be helpful as changes or new ideas need added.

Filling the Administrative Assistant Position – Ms. Schildroth told the group she sent out the document used last time there was a recruitment. She reviewed the proposed timeline for the process so that the appointed person can begin work on July 1, 2020. She said if anyone has ideas on places to post the Request for Qualifications to let her know. Ms. Webb asked if all funders need to post the RFQ. Ms. Kresse said she believes all funders have shared it.

Moved by Kresse, and seconded by Schill, to approve the changes to the RFQ. Motion carried unanimously.

COVID-19 Issues/ Updates – Ms. Kresse said all agencies were asked to complete a survey about services being continued, modified, or stopped; and give updates on funds received during this time. She said staff went through the responses and funders made decisions based on current contracts. UWSC voted to fund all agencies through April as usual, and not fund agencies in May or June for programs stopped or significantly modified. Ms. Schildroth said the City Council voted on April 28 to allow the 16 agencies that have remaining funds to draw down funds as usual if services are being provided as usual, and modified services could draw down funds if the service still meets the service code definition in the ASSET Reference Manual. She said if agencies have used all funding in one service and not in another, those funds could be requested for reallocation to another service. She said Council will allow agencies to roll over from 19/20 to 20/21 if they make a request to Ms. Schildroth by June 1, and contract addendums will be sent to agencies for any dollars carried over. She said the City Council approved ERP's request for additional funding. Ms. King said the County is still looking at options for agencies and will discuss it on Friday.

Ms. Kresse said emergency funding of \$39,670 is in place and UWSC pushed out over \$3,000, and will soon meet to discuss the ERP request of \$20,007. Good Neighbor has requested \$12,000 for emergency rent/utility services. She said UWSC is working closely with the Immigration Coalition to make sure those in our community are secure. She said the LIVE UNITED food drive has been moved to a virtual food drive and over \$27,000 has been raised of which \$10,000 has already been pushed out. Ms. Kresse said on March 16 when schools announced closures, child care for essential workers was discussed. She said 700 childcare spots were eliminated. ChildServe was able to do some shuffling and has some spots available for essential service workers. Ms. Kresse said she is planning to work with the child care centers to help them access funding. ACPC is planning to open May 26. She said she hasn't heard from UCC or StoryTime. Ms. Kresse said CCR&R has a map showing who has openings. Ms. Schildroth said a City employee was told ACPC is not sure of reopening plans because they have not been given permission by the school district yet to use those spaces. Ms. Kresse said Cornerstone Church has offered space and they are looking into options.

Mr. Hobson said 20/21 allocations were considered. Ms. Kresse said tough decisions were made last week, including reducing allocations for 20/21 by 10%. The Board asked the staff to review the services most critical during COVID-19 and hold those programs at the allocated amount. Services such as childcare and rent/utility/food assistance will remain fully funded. Ms. Kresse said the FY 19/20 changes were sent to agencies from UWSC as well as the revised allocations for 20/21. She said the Board is moving to implement a reimbursement process similar to the way other funders do it. Ms. Kresse said the monthly funding amounts would be fee for service, but not more than 1/12 of the contracted amount per month. Ms. Kresse said if the process is a hardship for agencies she will ask the Board for a grace period.

Ms. King said she has held the contracts to see if language should be added about COVID-19. Ms. Schildroth said contracts were sent out and the City has not made any changes. Ms. King asked what the City will do for agencies that are closed. Ms. Schildroth said she has received many of the contracts back from agencies that are currently closed.

Draft ASSET Agenda- Edits were made.

ADDITIONAL ITEMS/ CONCERNS – Ms. Schildroth said the City Council will soon discuss whether or not to extend City facility closures. She said special events guidelines and procedures will also be considered.

Ms. King said County buildings are still closed and the Board has not yet identified a day for reopening. She said the BOS is following the president's Re-Opening America guidelines. Mr. Hobson asked about absentee voting. Ms. King said absentee voting is taking place.

ANNOUNCEMENTS/REMINDERS

- A. Next ASSET Administrative Team Meeting – June 3, 2020 at 12:15 p.m. (United Way)
- B. Joint Funders Meeting – May 13, 2020 (Zoom)
- C. Next ASSET Meeting– May 14, 2020 (via conference call)

ADJOURN

The meeting adjourned at 2:27 p.m.