

Minutes

ASSET Administrative Team

Nov 4, 2020, 12:15 p.m.

Due to the COVID-19 Pandemic, this was an electronic meeting. Access to the meeting was made available by video (Zoom) and call-in.

The Analysis of Social Services Evaluation Team (ASSET) was called to order at 12:17pm by Chair Keith Hobson. Members present: Chair Keith Hobson, Vice Chair Ashley Thompson, Treasurer Jennifer Schill, Deb Schildroth, Jean Kresse, Administrative Assistant Tori Pierce, Sandra King, Anneke Mundel, and Max Ruehle.

WELCOME & INTRODUCTIONS

Introductions took place.

APPROVAL OF MINUTES

Ms. Schildroth moved to approve September 2, 2020 Minutes. Seconded by Ms. Kresse, motion carried unanimously.

TREASURER'S REPORT

Ms. Schill reported a balance of \$2,843.56. All funder annual contributions are now accounted for.

OLD BUSINESS

New Volunteers

Ms. Shchildroth reported that Neil Upadhyay is the new city volunteer. Ms. King stated that the county is still interviewing for their new volunteer and a selection is expected to be made sometime in December. Updated information for new volunteers was provided to the Administrative Assistant to be posted on the ASSET website.

Evaluations – Dr. Scott Training

Ms. Kresse reviewed the feedback from the evaluations after the Dr. Scott Training. It was generally indicated that participants appreciated knowing what/how the funders are doing work to better serve the community. Additionally, it was a good opportunity for funders to learn how to support agency efforts to continue to educate their staff. There is an interest in future opportunities like this to come together and learn more about how to serve marginalized members of the community.

Primary Health Care Dental Services Update

Ms. Schildroth shared the update that the board has approved the use of funds previously allocated to MICA for the Primary Health Care Dental Services this year, however, a contract still needs to be drawn before they can proceed.

NEW BUSINESS

Budget Books – PDF and Printed

The administrative assistant has finalized the printing and distribution of the budget books. Additionally, she has provided the admin team with a searchable pdf of the budget book, which will come in handy during the virtual agency hearings. Due to the cost of printing so many books, the administrative assistant recommended that the need for so many printed budget books be reviewed before next year, as a digital copy seems like a viable possibility, and would save ASSET approximately \$850 per year.

Scorecard data and ASSET Volunteers and Funders

Ms. Kresse and Ms. Mundel discussed the need for making Scorecard data available to ASSET volunteers and funders during decision making. Ms. Schildroth and Ms. King requested that there be some sort of training provided to volunteers and funders on what to use scorecard for, when, and why. Additionally, it was discussed whether scorecard reports could be prepared prior to liaison visits, or even liaison training in the future. Ms. Kresse agreed that Ms. Mundel could provide training on Scorecard at the December board meeting after Liaison Reports are discussed, with an emphasis on how summaries of scorecard could be obtained and used by liaisons in the future.

Agency Liaison Reports

The Administrative Assistant reported that 12 liaison reports have been received thus far. Ms. Schill requested guidance on what to do with any off-subject feedback provided to liaisons by an agency during the visit. The Admin Team agreed to add this feedback for discussion at the December 2nd meeting.

Updates on Agency Allocation Requests for FY21

Ms. Schildroth reviewed the allocation requests from Boys and Girls Club and Raising Readers. The reallocation of some funds based on service needs can be approved by individual funders.

Audits Request

The Administrative Assistant read in a request made by Raising Readers Board & Lisa through their liaison Sue Draper that their audits be every other year instead of yearly. Ms. Schildroth indicated that this would be a policy change consideration, which we typically reserve for spring. Ms. Kresse requested to know why the agency did not want a yearly audit for their own use. Ms. Schildroth shared that the cost of obtaining the audit was almost the same as the funding the agency receives from ASSET for their service. It was agreed that the Admin Team would review the policy and consider the request. The Administrative Assistant agreed to create a summary table of who would be affected if the \$100,000 policy requiring yearly audits was changed. This will be reviewed in the February/March Admin Team Meeting.

ISU Child Care Task Force Report and Recommendations

Ms. Schildroth summarized the report from the task force. The report breaks into short and long term recommendations. One of the short-term recommendations involves UCC and their Comfort Zone program that offers childcare to mildly-ill children. Comfort Zone closed last spring and there are no current plans to reopen due to needing an RN to oversee the care. The plan is to convert the space into an additional infant care room.

Survey Feedback Summary

The Administrative Assistant shared the survey feedback on Agency Needs during COVID-19 with the staff members; 27 of the agencies completed the survey.

Updates to ASSET Website

Ms. Schildroth worked with the Administrative Assistant to make some updates to the website. All updates were made that the website manager allows, additional changes that must be made by the website manager were discussed and the Administrative Assistant will reach back out to have the changes handled by the responsible party.

ASSET Board

There were no items for discussion as the November 19th ASSET board meeting, so the Admin Team agreed to cancel the meeting and reconvene at the December 10th ASSET Meeting.

ADDITIONAL ITEMS

There were no additional items for discussion.

ANNOUNCEMENTS/REMINDERS

- a. ~~ASSET Board Meeting – November 19, 2020 @ 5 p.m.~~
- b. Liaison Reports Due – November 19, 2020
- c. Administrative Team Meeting – Dec 2, 2020 @ 12:15 p.m.
- d. ASSET Board Meeting – Dec 10, 2020 @ 5 p.m.
- e. Mid-Year Updates Due – Dec 15, 2020 @5 p.m.

ADJOURNMENT

Mr. Hobson adjourned the meeting at 1:55pm.