

# Minutes

ASSET Administrative Team

Feb 3, 2021, 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 12:15pm 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, Max Ruehle and Anneke Mundel.

## **WELCOME**

Chair Hobson welcomed everyone.

## **APPROVAL OF MINUTES**

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

## **TREASURER'S REPORT**

Ms. Schill reported a balance of \$2,615.26

## **OLD BUSINESS**

Jodi Stumbo, the Executive Director of The Bridge Home shared some thoughts her agency has on the ASSET Budget process. She was asked to follow up with the administrative assistant and provide a list of specific changes that the ASSET staff could address.

Brooke Ramsey also shared some thoughts from her HIRTA on the ASSET Budget process. She was also asked to follow up with the administrative assistant and provide a specific list of changes that the ASSET staff could address.

Ms. Schildroth suggested that we reach out to some of the seasoned ASSET organizations and include their input on the all agency training for any suggestions they have to newer directors/organizations who are completing the ASSET budget process for the first time.

## **NEW BUSINESS**

Ms. Schildroth noted that YWCA is making a request from the city for the first time. She believes that all funders of the YWCA need to meet with the organization to clarify some of their revenue reporting and ensure they understand what to submit in order to draw down funds. Ms. Kresse also noted that there are some significant differences between what YWCA is reporting on the budget forms and reporting on Scorecard which needs clarification as well.

Ms. Kresse noted that there are some ASSET organizations that are consistently missing deadlines to provide information required to maintain their eligibility for ASSET funding. Ms. Kresse plans to contact the organizations on behalf of United Way and remind them of the requirements of being a partner agency (of UWSC) and participating in the ASSET process.

Ms. Mundel suggested that there be a step added to the ASSET budget review process where she provides a checklist for the data reported by agency in Scorecard vs on the ASSET budget forms. The

purpose of this checklist would be to ensure consistency in how the agency is reporting the data on their programs?

Ms. Kresse shared that she is unclear whether or not the agency are providing meaningful data on the mid-Year reports, or whether or not these reports are being utilized during the funding allocation process to inform budget decisions. Ms. Schildroth suggested the creation of a task force of the volunteers to review and determine what ASSET resources are being utilized in the ASSET process, and which may need to be revised or removed. Ms. Mundel will be the leader of the task force. The administrative assistant will be creating and sending out a brief survey about the resources used by the volunteers prior to next week's all ASSET meeting, to provide data for the task force which will be created at the meeting.

The administrative assistant proposed an overhaul on the January Hearing schedule before next year. Ms. Pierce believes that the schedule could be reorganized to better optimize the volunteers time by organizing the agencies by panel. There was approval from the admin team that a reorganization could be beneficial, so Ms. Pierce will proceed. Ms. Pierce also suggested a review of the agency presentation instructions, in order to limit agencies to sharing information that is relevant and pertinent to the funding allocation process. There was agreement from the admin team that a different, perhaps more structured guideline for the hearings should be developed.

The 2021-2022 ASSET Calendar has been updated and is ready for approval at next week's all ASSET meeting. It must be voted into approval by the ASSET board.

Ms. Kresse highlighted the agency requirements to provide ASSET with their yearly audits, 990s, and board minutes. This is a requirement that is not being met by a number of agencies, and UWSC board will not fund an agency's requests without this information. The administrative assistant provided a summary of the different ways agencies are asked to provide this information and reminded when it is overdue. She also suggested several additional ways agencies could be reminded of these requirements; but ultimately it was agreed by the admin team that agencies must take more of the responsibility to fulfill the ASSET requirements on themselves, not rely on ASSET.

Ms. Schildroth requested that ASSET Funds be used to purchase the UNI Report on COVID-19 impact on human service organizations. Ms. Schildroth moves to use \$500 from the ASSET general fund to purchase the United Way of Iowa and UNI Report. Ms. King seconded the motion. Motion carries.

A brief review of any agency appeals to the FY22 ASSET Funding Allocations was shared with the Admin Team. There were no appeals made to any funder.

The agenda for Feb 11 ASSET Board meeting was created.

### **ADDITIONAL ITEMS/CONCERNS**

ACCESS is celebrating 45 years of serving the community this year.

Boys and Girls Club has a new Operations Director.

### **ANNOUNCEMENTS/REMINDERS**

- a. ASSET Board Meeting – Feb 11, 2021 @ 5 p.m.
- b. Admin Team Meeting – March 3, 2021 @ 12:15 p.m.