

Minutes

ASSET Administrative Team

Mar 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.

WELCOME

Chair Hobson welcomed everyone.

APPROVAL OF MINUTES

Approval of Feb 3, 2021 Minutes was tabled until the March 3, 2021 Meeting.

TREASURER'S REPORT

Ms. Schill reported a balance of \$2,551.26 most recently paid Global Reach for the ASSET website.

OLD BUSINESS

Follow-up from Bridge home and HIRTA; the directors were asked to provide actionable steps for ASSET to address, Admin Assistant has not received that feedback from either organization. The Admin Assistant will reach out and ask for that written feedback prior to April Meeting. Ms. Schildroth shared that we should encourage agencies to reach out earlier – at the all agency training.

ASSET Resources Task Force – Anneke, Mary Beth, Jane, Quinn, & Deb – Review of ASSET resources/materials. Meeting next week, will provide update at April meeting.

2021-2022 ASSET Calendar was Approved at February ASSET meeting, Admin Assistant will post it to the website this week, and notify agencies that it's up.

NEW BUSINESS

YSS- Kids Club will work with Jean and Sandra on a revised budget for and adjust the unit rate – effective retroactive to July 1, 2020.

Agency's with under 100k Budget for Audits – The Admin Team is in favor of looking into it more to determine a reasonable cutoff – Ms. Kresse and Ms. Schildroth will each reach out and ask current auditors for input on a reasonable budget amount for yearly audits. Admin Assistant created a list of budgets for each agency to know who will be impacted.

United Way Workshop Series – Included agency's representatives as presenters: took place February 23 – discussed challenges and solutions for data collection during the COVID-19 pandemic. March covers qualitative data – what it is and how to collect it; the collective impact; data for equity; a scorecard bootcamp; results-based accountability, and Scorecard and Funders - making the connection. Ms. Mundel received permission to specifically focus on ASSET.

New ClearImpact Scorecard Results-Based Accountability Guide is available. Ms. Mundel suggested the guide be put onto the ASSET website. It is also possible put a link to the toolkit for agencies that is housed on the UWSC website. It will be added to the Resources tab by the Admin Assistant this week.

Funder Appeal Forms Updated – Admin Assistant found the paragraph in the Reference Manual referencing appeals and sent each funder their independent appeal form to review their separate process. The Admin Team agreed to be sure to re-address appeals in the agency training; make sure

our processes are online. Agencies must understand that the appeal reasons can be up to individual funder. Appeal is for the set of recommendations that are released in January. Some agencies have shared they weren't aware that the funding recommendations were "posted". An email will be sent out informing Agencies that the recommendations are posted; Admin Assistant added this to the manual.

Joint funders Meeting Dates – Ms. Schildroth shared that a special meeting of the funders to address changes and also present the outcome of the 2020 Needs Assessment – possibly May 5 (4pm) or May 6 (4pm) be about 1.5 hour meeting. Ms. Schilidroth will work with funders to finalize the meeting time and then invite ASSET members.

Plan to Review Policies and Procedures and Reference Manual – The ASSET staff will divide up the documents and start taking a look – changes to ASSET Policies and Procedures are finalized in May; Ms. Kresse will obtain input from agencies on the Reference Manual.

ADDITIONAL ITEMS/CONCERNS

Ms. Schildroth shared that Karla Webb with CICS sent information about crisis beds at Rosedale – how does this work for their shelter beds – some funders are covering "holds on beds for shelter emergencies" – The Admin Team would like to bring YSS Andrew Allen to our April meeting to cover this – Ms. Schildroth will invite Andrew.

ANNOUNCEMENTS/REMINDERS

- a. Admin Team Meeting – April 7, 2021 @ 12:15 p.m.
- b. ASSET Board Meeting – April 15, 2021 @ 5 p.m.