

## **MINUTES**

ASSET Administrative Team

April 7, 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**

Vice Chair Thompson welcomed everyone.

### **APPROVAL OF MINUTES**

Approval of Feb 3, 2021 and March 3, 2021 Minutes was moved by Kresse and seconded by King, motion carried.

### **TREASURER'S REPORT**

Ms. Schill reported a balance of \$1,571.26 most recently paid Global Reach for the ASSET website updates, and the Market Research.

The debit card for the ASSET account has arrived for the ASSET accounts to be transferred onto the card.

### **OLD BUSINESS**

Community Needs Assessment is currently being modified to be more user friendly, which is in the works. Ultimately the report will help us to identify gaps in services for our community and it will be up to this community to figure out the best way to address those gaps. This will be available to the Funders at the special Joint Funders meeting in May, so if there is something the Funders want to address that will be discussed.

The Forms and Processes Task Force has concluded their review and has several recommendations for ASSET, including:

- Eliminating the ABF 5-O because of the redundancy with Scorecard; add the "Issues/Factors Affecting Budget" question from the ABF-5-O to the bottom of the ABF 5 and direct agencies to use Scorecard to detail services, purpose, and outcomes.
- Eliminating the current Mid-Year report form and have agencies report the following on Scorecard: Service delivery, Outcomes measurement status and Numeric stats (# of Story Co clients served AND # turned away between July 1 – Nov 30.
- Consider options to share Funder draw-down reports more frequently.
- Add more extensive Scorecard training to the volunteer orientation in the fall. Schedule panel meetings with Mundel to review agency-Scorecard data.
- Provide clearer guidance on Funder priorities; integrate Funder Priorities into the funding recommendation Spreadsheets.
- Schildroth checked and the Liaison Reports are considered public records but there are no posting requirements, so we can remove them from the ASSET website.

Kresse moved that these recommendations be incorporated to the best of our ability into the Reference Manual. Schill seconded, the motion carried.

In addition to the above recommendations, the role of the ASSET Liaison was brought up with the Forms and Processes Task Force.

VCSC Notification – Written notice was received from Anne Owens, executive director, stating that the VCSC would not be entering into contracts with the ASSET funds for FY22. Kresse noted that shared with Anne that the VCSC would remain a UWSC Partner Agency regardless of funding from United Way. There are three agencies that is currently the case – Mainstream Living, Eyerly Ball and Friendship Ark.

A Review of Policies and Procedures and Reference Manual is still underway by the ASSET staff. One of the changes will be an increase in the Agency Audits threshold. This will be brought forward in May when the Policies and Procedures updates are presented for approval.

The administrative assistant recommended removing all existing instructions in the budget forms and instead providing a link to the reference manual sections related to completing the budget forms.

ISU Priorities have been updated by Student Government. Additionally Ruehle will be transitioning out as the ISU Student Government representative, but will be assisting the new representative and the Student Government advisor through the transition.

The information submitted by Bridge Home and HIRTA was reviewed and ways to incorporate the feedback into the Policies and Procedures and Reference Manual updates were discussed. The ASSET administrative assistant will reach out to two agencies to receive input on one of the recommended changes.

## **NEW BUSINESS**

Emily Rebollozo and Peg Ragner from YSS Crisis Stabilization Service shared an update on this newer service in Ames, clarifying what they do, and how it has addressed the need in Ames.

Friends of Iowa CASA ASSET Application is resubmitted incorporating the recommendations they received from the Admin Team last year. The minutes over the review of this application will be shared and it will be discussed at the next Admin Team meeting.

RSVP/HSS Grocery Delivery Service is a new offering in the community. They are unsure how to represent this service in their ASSET funds. It is believed by the admin team that this service would fall under volunteer management. Ms. Schildroth will follow up with the agencies to explain how ASSET would like this to be handled. Ms. Schildroth moved that this service does not qualify as a new or expanded service, but that it falls under the existing volunteer management service. Kresse seconded, motion carried.

Ms. Schildroth inquired as to whether the Funders would be engaging in agency forecasting with funding in FY 22. The Administrative Assistant asked if they should remind agencies to reach out to individual Funders if they have questions about how they will end the year with their funding, Ms. Schildroth said this may need further discussion in May.

The ASSET Board Agenda for April 15<sup>th</sup> was prepared.

The ASSET Joint Funder Agenda for May 5<sup>th</sup> was prepared.

**ADDITIONAL ITEMS/CONCERNS**

The ASSET Administrative Assistant recommends that the USPS PO Box be cancelled due to lack of paper mail; all significant communications take place electronically. Ms. Kresse shared that if there was an option for “care of” mail service, that could be an alternative.

**ANNOUNCEMENTS/REMINDERS**

ASSET Board Meeting – April 15, 2021 @ 5pm

ASSET Admin Team Meeting – May 5, 2021 @ 12:15pm

ASSET Joint Funder Special Meeting – May 5, 2021 @ 4pm