

## **Minutes**

ASSET Administrative Team

Sept 2, 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 August 5, 2020 Minutes. Seconded by Ms. Kresse, motion carried unanimously.

### **TREASURER'S REPORT**

Ms. Schill reported a balance of \$2,344.22. Ms. Schill will inquire how to add the Administrative Assistant to the FNB ASSET account in order to deposit checks. Ms. Pierce will scan the paper trail and email to Ms. Schill for our records.

### **OLD BUSINESS**

#### Agency Liaison Visits – COVID-19

ISU Volunteers are being recruited by Mr. Ruehle, he hopes they will be in attendance at the Volunteer Orientation next week.

#### ASSET Administrative Team's Authority – Joint Funders Discussion

Mr. Hobson reviewed the memo he received from Story County Supervisor Lauris Olson. The Team determined where the item should be placed on the Joint Funder agenda.

### **NEW BUSINESS**

#### New ISU Student Government Representative

Mr. Hobson welcomed Max Ruehle to the team as the new representative of the Iowa State Student Government.

#### PHC – Dental Clinic Funding

Ms. Kresse shared a request she received from PHC to access the funding for dental services that was originally allocated to MICA for the 2020-2021 Fiscal Year. Ms. Schildroth clarified that PHC must individually request each funder to reallocate funds.

### Service Delivery and Residency (WoR)

Ms. Schildroth presented the question of how to determine residency as it pertains to Wings of Refuge's employment service. Similar circumstances with other agency services were cited. Ms. Schildroth suggested that a meeting between members of the Admin team and Wings of Refuge would be necessary to reach a conclusion on the residency issue. A meeting will be scheduled later in September. Ms. Kresse reiterated the policies of United Way funding being allocated only to partner agencies.

### Service Code (WoR)

After a brief review of the service code included on the Wings of Refuge Application, Ms. Schildroth moved to revise service code 1.01 to reflect "serving individuals needing support in developing job skills and obtaining competitive employment." Ms. Kresse seconded, the motion carried unanimously.

### Hosting Agency Hearings via Zoom (Jean)

Ms. Kresse wanted to remind everyone that this is a possibility. Ms. Pierce informed everyone that the agency hearing schedule on the ASSET website includes a disclaimer that due to COVID-19 agency hearings may take place via Zoom, and that a final decision will be made by the Admin Team at the December 2<sup>nd</sup> Administrative Team meeting. Ms. Kresse and Ms. Pierce briefly described what it might look like for hearings to take place over Zoom and how Ms. Pierce would serve as a facilitator to keep the meetings on time and organized.

### Fiscal Year – Scorecard reporting (Anneke)

Ms. Mundel requested permission to ask and enforce that agencies are consistently reporting FY data to the clear impact scorecard as required by the ASSET process. Ms. Kresse confirmed that the ASSET Admin Team would send out a message to all agencies on the subject.

### Prepare ASSET Board Agenda for Sept 10

The Admin Team reviewed and made edits to the ASSET Board and Joint Funders Meeting Agenda for Thursday, September 10<sup>th</sup>. The Volunteer Orientation Agenda was also reviewed and small changes were made.

## **ADDITIONAL ITEMS**

There were no additional items for discussion.

## **ANNOUNCEMENTS/REMINDERS**

- ASSET Board Meeting, Joint Funders & Volunteer Orientation – September 10, 2020 @ 5 p.m. via Zoom
- a. ASSET Administrative Team Budget Reviews – Oct 5, 2020 @ 10 a.m. via Zoom

## **ADJOURNMENT**

Mr. Hobson adjourned the meeting at 2:23pm.