

## MINUTES

ASSET Administrative Team

May 5, 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 ASSET Administrative Team meeting was called to order at 12:18 pm by Chair Ashley Thompson with the following members present: Jean Kresse, Keith Hobson, Jenny Schill, Sandra King, Nikki Fischer, and Deb Schildroth. Also present were Anneke Mundel, and Administrative Assistant Tori Pierce.

### APPROVAL OF MINUTES

Approval of April 7, 2021 Approval of minutes was moved by Jean Kresse and seconded by Keith Hobson, motion carried unanimously.

### TREASURER'S REPORT

Ms. Schill reported a balance of \$1,571.26.

### OLD BUSINESS

**Community Needs Assessment Update.** Sandra King, Jean Kresse and Deb Schildroth have PowerPoint presentation with key conclusions from the assessment that will be presented at the Joint Funders meeting later today. The report includes an Executive Summary and the full report is over 170 pages long. After the Story County Quality of Life Alliance has had an opportunity to review the report it will be released to public. The report will be posted to the ASSET website under the Forms and Resources tab.

**Forms and Process Task Force.** Deb Schildroth indicated recommendations from the Task Force have been incorporated in the Policies and Procedures. Work continues on the Reference Manual updates. Deb suggested asking the Task Force to look at the liaison instructions within the Reference Manual and reduce to a more user-friendly format. The Mid-Year Report and ABF 5-O will both be removed and information reflected within Scorecard. Deb moved having the Task Force review the liaison instructions in the Reference Manual and Keith Hobson seconded, motion carried unanimously.

**Update on Volunteer Center of Story County.** Jean Kresse shared that VCSC notified all ASSET Funders that they will not be accessing funding for FY22 and not planning on providing services or being a UWSC partner agency. VCSC is currently seeking donations and offering some type of membership program at \$75 per agency. If they can raise funds (approximately \$65,000 needed) to provide services, those services would be provided remotely. They will be vacating the office space they share with Central Iowa RSVP. RSVP is looking for a replacement tenant, or for other space and temporarily relocate their Ames office.

We need to discuss with agencies that non-profits are not guaranteed funding. Funder staff will need to review agency budgets to identify services and agencies that are primarily funded by ASSET. In the situation involving VCSC, information had been provided over the last couple of years by ASSET to the

Volunteer Center, but nothing changed in terms of reliance on ASSET funding. In addition to providing that information, may need to have agencies sign something that states they understand ASSET funding priorities. Language about reliance on ASSET funding should be added-in the Reference Manual.

**Status of Policies and Procedures.** The Policies and Procedures will go before the ASSET Board next week for approval and then on to the Funders.

**Status of Review of Reference Manual.** The service codes and service definitions have been cleaned up and updated. Liaison instructions will be looked at and updated. All the instructions regarding the budgets will be updated. The plan is to seek input from agencies on what is helpful and what is not. RSVP, Legal Aid, YSS, ChildServe and Heartland Senior Services are invited to participate on a newly created Task Force and will meet on May 24 from 1:30 to 4:00. Homework was sent and agencies were asked to review budget instructions in Reference Manual. Pandora Lamar (new incoming Administrative Assistant) will attend this meeting. Tori suggested asking about forms 7A and 7B where they manually enter the same information twice and they sometimes enter different numbers, which should not be the case. The Task Force will be created under new business.

**Friends of CASA application review.** CASA applied last year and were told they could resubmit this year under their Friends of CASA. It is not CASA itself, but rather their non-profit fundraising organization. They receive state and private funding and ASSET has not provided funding to state agencies in the past. Tori reported that minutes from June and July 2020 when Friends of CASA was reviewed are available. They did submit a budget with the resubmission of their application, which Tori will forward to ASSET Admin Team. Audit statement provided indicates over \$400,000 in assets, but much of these funds have donor restrictions. Keith Hobson indicated we would need more information about what that means. We will need to provide them with appropriate service codes before they submit a budget. Jean moved that ASSET approve them as an ASSET agency, but remind them that this does not necessarily guarantee funding. Sandra King seconded and motion was carried. Deb Schildroth abstained due to conflict of interest.

**Heartland Senior Service/RSVP Grocery Delivery Program.** Heartland Senior Services and RSVP are jointly launching a pilot project to provide grocery delivery services for elderly and homebound Story County residents. There is an application on RSVP's website because their volunteers are handling the deliveries (phone numbers are 515-292-8890 or 515-733-4917). Currently, a grant is being used to fund this service. The service falls under volunteer management. It will be up to RSVP if they will continue to provide the service after the grant is exhausted or if Heartland will assume it under their nutrition program.

## **NEW BUSINESS**

**Approval of ASSET Policies and Procedures.** The New Agency Application form has been removed from the Appendix but will now be available on the ASSET website under the Forms and Resources tab. The criteria to apply to be an agency remains in the Policies and Procedures under Appendix A. Appendix B has the conflict-of-interest form for staff and volunteers and should be reviewed by legal for next year. Motion to approve proposed modifications by Keith Hobson, Nikki seconded, motion carried unanimously.

**Timeline Data Review by Work Teams.** Anneke talked about need to meet with all the impact teams before budget hearing process, due July 31st. It would be helpful to do before Liaison visits at beginning of September. Incorporate overview of scorecard into September 9 meeting. Anneke suggested three separate sessions to look at data to be attended by volunteers. Add item to May 13<sup>th</sup> agenda to discuss specifics with agencies.

**New Task Force to Assist with Reference Manual Review.** Jean Kresse motioned to create a Task Force of agencies (Legal Aid, YSS, Child Serve, RSVP and Heartland Senior Services) to review ABF forms and budget instructions in the Reference Manual, Sandra King seconded, motion carried unanimously.

**YSS Unit Rate Change.** Sandra and Jean provided an update on YSS requesting a change in their unit rate. In December requested emergency funds from Funders for \$25,000. They had a shortfall in Kid's Club because enrollment was down. Now enrollment has increased. They were approved for a unit rate increase from \$12.63 to \$22.98. For United Way, ASSET did approve the \$22.98 retroactive to FY21, so will receive approximately an extra \$9,000 in funds. This occurrence is unique due to pandemic and would probably not happen in a regular year.

**Presentation on GivePulse.** Jean has had discussions on how to cover volunteer services previously provided by Volunteer Center of Story County. GivePulse and SignUpGenius are a couple of options. Bethany McCurdy is new to the United Way Board and will administer GivePulse for them. There was a demonstration at an ASSET Board meeting over a year ago and we could invite GivePulse back to do that again. GivePulse can integrate into websites to sign up volunteers. It could be a good way to uniformly share information about this with the partnership agency network. A presentation could be offered at the ASSET August board meeting.

#### **ADDITIONAL ITEMS/CONCERNS**

Worked on ASSET Board meeting agenda together. Lydia Youngquist, ISU Student Government, will move from volunteer to treasurer position and will be joining Adm Team in the future.

Tori will send out invoices for Administrative Assistant expenses to Funder. Tori recommends that the ASSET USPS PO Box be cancelled due to lack of paper mail. All significant communications take place electronically. Currently, cost is \$180 a year. Could do a "care of" mail service, as an alternative, using either Pandora or United Way. ASSET Admin Team should review the header and footer on the ASSET website to see what might need to be changed. Make sure logos are up-to-date (specifically ISU and Untied Way). Tori will cover July invoicing with new Administrative Assistant, however, may need some assistance/review of these.

Deb reported that the City of Ames is putting together a Mental Health Wellness and Recovery Initiative as a result of mental health issues caused by pandemic. On May 20<sup>th</sup> there will be a public forum at City Auditorium. It will also to be live streamed on YouTube and Facebook. Mental Health First Aid training and suicide prevention training will also be offered free to the public.

Deb also shared that the Ames Chamber has brought in KinderCare to provide consulting services and to look at childcare needs and expansion of services. They will first do a needs assessment to identify gaps in services.

**Meeting adjourned at 1:45 pm.**

**ANNOUNCEMENTS/REMINDERS**

ASSET Board Meeting – May 13, 2021 @ 5pm via Zoom

Letter of Interest Deadline – June 1, 2021 @ 5pm

ASSET Admin Team Meeting – June 2, 2021 @ 12:15pm via Zoom