

MINUTES

ASSET Administrative Team
December 1, 2021, 12:15 p.m.
United Way of Story County

The ASSET Administrative Team meeting was called to order at 12:25 pm by Chair Ashley Thompson with the following present: Jean Kresse, Anneke Mundel, Jenny Schill, Sandra King, Deb Schildroth, Lydia Youngquist, and Administrative Assistant, Pandora Lamar.

1. WELCOME AND INTRODUCTIONS

2. APPROVAL OF MINUTES

Approval of minutes for November 3, 2021 was moved by Jean and seconded by Deb; motion was carried unanimously.

3. TREASURER'S REPORT

Jenny Schill reported a balance of \$1805.88.

4. OLD BUSINESS

Pandora reported on the missing Liaison reports which includes Boy Scouts, Raising Readers, The Arc of Story County, MICA, and Primary Health. It was decided we would send out the reports with the December 9 ASSET Board Meeting Packet and then update those as the others become available.

Deb discussed the Funder Priority Checklist pilot. Anneke submitted a one-page feedback on what the participating agencies perceptions were. There was discussion on how the Checklist could be most useful. It was suggested it could be attached to the liaison reports, but that might be adding too much detail. We could also send it back to the agencies with feedback and continue to reiterate that ASSET prioritizes funding programs that meet the funders' priorities. Jean indicated that the agencies United Way works with thought it was helpful. However, it was not particularly helpful to United Way in that it indicated alignment with their priorities but did not indicate how that particular priority was being met. Anneke has a handout that gives them the information they need to fill out the checklist correctly. Ashley thought it would have been helpful to have the checklist when reviewing allocations last year. Jean said she and Anneke had discussed whether or not this is something funders would want to utilize. The checklist is not as meaningful to funders without Anneke's interpretation and analyses. It would be challenging to find a way to expand Anneke's hours to help other funders with this. There was agreement that this is the direction in which ASSET needs to move and should be something to be addressed further down the line. Anneke said one option would be to identify or code priorities to assist with this. She suggested offering training for each funder in how to use this tool. Jean is looking at what the higher priorities are for United Way and what programs are delivering or meeting those. Right now, agencies are not reporting data that indicates how. Deb said it sounded like there is still a disconnect for agencies on what they are reporting on and what they are asking for, so somehow, they need to close that gap. For the most part, programs are reporting good data, with a few exceptions. Deb felt like it was an exercise, but it didn't really sway decisions one way or another. Sandra felt it was good that the agencies went through the process of thinking about how they are meeting funder priorities. Deb said we are trying to build on that. Jean recommended that after the hearings process ASSET funders pull the participating agencies together to ask how they are identifying how they are meeting the funder priorities. Ashley agreed that it would be good if Deb and Sandra and Lydia discuss with Anneke what the future uses for the checklist might be. Jean indicated that United Way is going in this direction already.

5. NEW BUSINESS

A. Audits

Pandora reported on the audits she has received. Only about a fourth have been submitted so far. Some agencies have not submitted the correct documents either. Pandora will contact all of those agencies who have not submitted the paperwork to make sure we have all required audits and 990s.

B. Assistance with Allocation Spread Sheets

At the next ASSET Board meeting Deb will walk through the responsibilities for the volunteers in filling out the allocation spreadsheets. It will be on the agenda for next week. Deb will also be meeting with City volunteers next week to go through it with them.

6. ASSET Board Agenda for Dec 9, 2021

Items to add to the agenda:

1. Call to Order
2. Treasurer's Report
3. Administrative Team Report
 - a. It is important to stress how valuable the liaison reports are and how they are the best way to get additional information communicated to the ASSET group. Jean said she relies a great deal on the liaison reports which are very helpful. Deb added that looking at the report early also helps people to formulate questions to ask during the hearings. The liaison report is a snapshot of the visits, and we want to find out the usefulness of the information. Liaison reports will be e-mailed out.
 - b. Remind the volunteers of information they will need to look at and use when completing spreadsheets. When we review the sample spreadsheet, we can incorporate that into that portion of the. The budget book now has the Scorecard data incorporated. Volunteers should know it is alright to ask questions. Ashley said it is good to also highlight an increase in an agency's request for funding. Jean said she gives the United Way volunteers her cell phone so they can call at any point for guidance. She also lets them know that sometimes, based on all the information we have, the program might not be aligned with United Way priorities.
 - c. Drawdown reports from FY 21 should show how much money drawn down in each circumstance. This gives the volunteers an idea of how quickly an agency is going through the funds.
4. Volunteers Report
5. Old Business
6. New Business
 - a. Liaison Reports (Jean)
 - b. Mid-Year Updates (Anneke)
 - c. Sample Allocation Spreadsheet Demo (Deb)
 - d. Meal Sign Up Sheet for Agency Hearings and Focus Area Work Sessions
7. Pandora will double check meetings date and eliminate anything before December 9 and only add January dates. Ashley asked how the mid-year updates in Scorecard will get to the volunteers. Anneke said she will put them all in a PDF and send them out.

7. ADDITIONAL ITEMS/CONCERNS

Deb said a couple of months ago agencies received letters from the City of Nevada regarding ending funding. In the past, they have just been providing agencies with a check, so it appeared to be more like a donation or contribution to the agency rather than purchasing of services. The State Auditor objects to

cities and counties providing funding in this manner. A total of \$55,000 goes out to agencies from the City of Nevada. Deb reached out to them to let them know that if it is a contract and they can show they are purchasing services it should meet the requirements of the State Auditor's Office. She received an email indicating that they would need an intergovernmental agreement to proceed. Those are 28E agreements. Deb suggested sharing this information with those with counties and cities that are saying they can't fund services. She was willing to go back and talk to city of Nevada. Sandra also shared this information with the City of Nevada, but it seemed more likely that they did not want to fund these programs anymore. Deb will take the agency requests to the city council on December 14. Lydia reported that ISU Student Government has allocated \$260,277 for FY22 funding, an increase of 2% for inflation. Jean will be presenting agency requests to the United Way Board on Dec 16.

Anneke went through all the data reported by agency and by program and some is still mismatched. We heard back from some regarding the discrepancies, but not all. An example of a discrepancy is where total agency clients don't match Story County clients. We won't be able to ask those questions at the agency hearings. Anneke will draft an email to send to those agencies who have not responded that we need it by December 15. Anneke will also provide Ashley with a checklist that she can bring up at meeting. Pandora will send another reminder about Mid-Year reports and then should combine with Scorecard data discrepancy resolution requests.

1. INFORMATION/ANNOUNCEMENTS

- a. December 15, 2021 – Mid-Year Updates Due
- b. December 15, 2021 – Scorecard Data Updates Due
- c. January 7, 2022, 11 am – 1 pm – Scorecard "Office Hours" (optional) – Virtual will get link from ANNEKE
- d. January 21, 2022 – Recommendations Posted

2. MEETING DATES

- a. January 5, 2022 @ 4:30 pm – Agency Hearings – CityChurch, 2400 Oakwood Rd
- b. January 6, 2022 @ 4:30 pm – Agency Hearings – CityChurch, 2400 Oakwood Rd
- c. January 10, 2022 @ 4:30 pm – Education Work Session – CityChurch, 2400 Oakwood Rd
- d. January 12, 2022 @ 4:30 pm – Financial Stability Work Session – CityChurch, 2400 Oakwood Rd
- e. January 13, 2022 @ 4:30 pm – Health Work Session – CityChurch, 2400 Oakwood Rd
- f. January 20, 2022 @ 5:00 pm – ASSET & Joint Funders Meeting, 2400 Oakwood Rd

Meeting adjourned at 1:33 pm.