

MINUTES

ASSET Administrative Team
United Way of Story County
July 7, 2021, 12:15 p.m.

The ASSET Administrative Team meeting was called to order at 12:24 pm by Chair Ashley Thompson with the following members present: Jean Kresse, Jenny Schill, Sandra King, Nikki Fischer, Lydia Youngquist and Deb Schildroth. Also, present were Administrative Assistant Pandora Lamar.

WELCOME AND INTRODUCTIONS

APPROVAL OF MINUTES

Table of approval of June 5, 2021 Minutes – *Table of approval of minutes were moved by Jean Kresse and seconded by Deb Schildroth. Motion was carried unanimously.*

TREASURER'S REPORT

Jen Schill reported a balance of \$827.16.

OLD BUSINESS

Community Needs Assessment Update. The report and comparison report have been distributed to all the Funders. Both are on the website and can point agencies to those.

Review Reference Manual Revisions.

- Will present Reference Manual revisions to ASSET Board on July 8 for approval.
- Will discuss the following changes:
 - Budget form cover sheet is now part of Scorecard.
 - Cleanup of the categories of services.
 - Service codes show which ones are active/not active.
 - Service descriptions that are active are indicated in **bold**. Some have been left in but are not currently being utilized.
 - Language was added regarding appropriate percentage of funding coming from ASSET. A threshold has not been determined yet.

NEW BUSINESS

Service Code for Friends of CASA.

- Based on description of what CASA provided mission is promoting volunteer advocacy for children. CASA will be requesting funding for coordinator, but volunteers are not paid.
- Is CASA receiving information from volunteers to let them know how many contacts they have with the child/client, and judges?
- CASA will need to be clear that they are documenting volunteer management for reimbursement of services.

- Pandora will send email referring to definition and let them know what code is and what unit of service is.
- They can submit questions or concerns at August Adm Team meeting.

Jean Kresse moved we look at service code 1.11 Volunteer Management and let CASA know that we can discuss what that means. Deb Schildroth seconded; motion was carried unanimously.

Review Proposed Volunteer Confidentiality Agreement

- ASSET currently has a conflict-of-interest policy but not a confidentiality agreement.
- Volunteers will be trained to access individual agency Scorecards.
- Will be implemented this year and can be signed any time now.
- Rename as Volunteer Confidentiality Agreement form.
- Deb offered to have the City attorney review and send back to Adm Team by August meeting.

Liaison Assignment for FY 2022-23 Budget Year

- Should there be a special meeting to do this work?
- Changed from work teams so that each agency had one volunteer with exception of a few that also had an ISU volunteer.
- Better to assign one volunteer per agency because volunteers might have a conflict of interest this year that they did not have last year.
- Get clarification from Wings of Refuge because they are not receiving ASSET funding. Could ask them what their plans are for next year or if they are adding a different service. Pandora will contact WOR about intention to submit a budget for FY 2022. Tell them we are working on liaison assignments and need to know plans for FY 2022.
- Visits start in September.
- Sandra and Jean will work on Assignments. Target date for completion is next Adm Team Meeting in August.
- There will be additional updates on ISU volunteers—they need six.

Develop Agency Training Agenda.

- Welcome and Introductions
- Dates to Remember
- Open Meetings and Open Records
- Funder Priorities and Community Needs Assessment
- Outcomes-- Anneke will review Scorecard
- Resources
- Website
- Review of documents—ABF forms. Put an example of a completed budget on the ASSET website.
- Instead of Budget form demonstration list ABF 1, 2 etc.
- Add Community Needs Assessment Report to Agenda.
- Resources Have draft agenda and ppt for August Adm Team Meeting--

Additional Items and Concerns

- Cornerstone Church is opening a daycare, combining their infant and early toddler programs.
- Deb shared that the City has FY 2020-21 carryover funds requests: Bridge Home is carrying over \$17,051 from Shelter to Transitional housing. Heartland Senior Services is carrying over \$101,932 because they did not use any funding last year for activities and carrying funds over to adult day center and meals on wheels. MICA has a carryover balance in \$6,028 in food pantry. YSS requested child safety and youth employment assistance carryover of \$31,300 to same services in FY 2021-22. The same requirements apply to draw down these funds and if not expended by June 30, 2022, the funds will revert to the City's local option sales tax fund.
- HIRTA has set up the grocery shuttle. HIRTA has said that they are now limiting rides within the City of Ames for medical and grocery trips. Deb has requested that HIRTA include in their billing documentation the trip purpose. HIRTA is also limiting the number of trips per person.

ANNOUNCEMENTS/REMINDERS

July 8, 2021 Special ASSET Board Meeting to approve Reference Manual via Zoom @ 5:00 pm

August 4, 2021 Adm Team Meeting at United Way of Story County @ 12:15 pm

August 12, 2021 ASSET Board Meeting at Story County Human Services Bldg, Room 225 @ 5:00 pm

August 16, 2021 ASSET Agency Training at Ames City Hall Council Chambers @ 1:00 pm

September 1, 2021 Adm Team Meeting at United Way of Story County @12:15 pm

Meeting adjourned at 2:00 pm.