

Minutes

ASSET Meeting

May 13, 2021

5:00 pm

Due to the COVID-19 Pandemic, this was an electronic meeting.

The Analysis of Social Services Evaluation Team (ASSET) was called to order at 5:00 p.m. by Vice-Chair Nikki Fischer with the following members present: Nikki Fischer, MaryBeth Golemo, Quinn Wood, Jennifer Schill, Jean Kresse, Deb Schildroth, Sandra King, Anne Mundel, Jane Acker, Linda Hegedorn, Tim Neubauer, Jehan Faisal, Becky Harker, Ed Gillott, Andrea Rich, and Tori Pierce (Current Administrative Assistant) and Pandora Lamar (New Administrative Assistant).

Guests present: None

PUBLIC FORUM None

APPROVAL OF April 13, 2021, ASSET Minutes:

Moved by Golemo and seconded by Rich to approve the April 13, 2021, ASSET minutes. Motion carried unanimously.

TREASURER'S REPORT

Treasurer Schill reported an ASSET balance of \$1,571.26

REPORTS

Administrative Team

Update on CASA Agency application. Deb Schildroth reported that CASA applied a year ago but was asked to resubmit under their 501c 3 non-profit status, Friends of CASA. CASA provides volunteer court advocates for children. CASA is asking for funding for their Story County programming only. Admin Team is recommending that CASA be approved as an ASSET agency for the FY23 funding cycle. The Admin Team is still determining which service code will be assigned. Approval as an ASSET agency does not guarantee funding.

Forms and Process Task Force. Deb reported that the Task Force will review the section in the ASSET Reference Manual that addresses liaison responsibilities. There may need to be a special ASSET meeting in June or July to approve changes in the Reference Manual.

Task Force to Review ABF forms. Jean Kresse is recommending some seasoned agencies (YSS, Legal Aid, RSVP, Heartland Senior Services, and ChildServe) to help review the ABF budget forms and instructions in the Reference Manual. A meeting to do this is scheduled for May 24.

YSS Kids Club. Sandra King reports YSS made an initial request for \$25,000 in additional emergency funds. Working with them to fine tune proposal so they can draw down county allocations. Requested additional funding from United Way as well. Enrollment was down, so revenue was down, but enrollment is now increasing. Will increase unit rate from \$12.63 to \$22.98. Jean Kresse said UW will provide additional funds at new rate for approximately \$9,000 in additional funding, which will come from UW COVID emergency fund. It is not typical to change a unit rate during a fiscal year, but this year

has been unusual and child care is definitely a need in community. For FY 22 their unit rate will go down to \$14.01.

Volunteers

No reports

Agencies

None present

NEW BUSINESS

Editing/Fine-Tuning of ASSET Policies and Procedures Manual.

- Increasing agency budget amount that requires an agency to do an annual comparative audit from \$100,000 to \$250,000. If under \$250,00 an agency still needs to turn in 990 forms. Audits are expensive and just a handful of firms do audits for small non-profits now. Agencies currently impacted are Arc of Story County, Story Time Child Care, and the Volunteer Center.
- New record retention policy requires retaining records for five years.
- New ASSET Agency application is now under the Forms and Resources tab on the ASSET website.
- Pages 7-8 on agency participation requirements are revised.
- Clarified under funding process that agencies must post board meeting minutes in a timely manner automatically, instead of as when requested.
- Attendance at annual agency training will now be required.
- New and expanded service application form is now on the ASSET website under the Forms and Resources tab.
- Funder appeal processes are now on the ASSET website under the Forms and Resources tab.
- Cleaned up Appendices.
- Service code table is removed from Policies Manual because it is also in the Reference Manual.

Motion to approve changes as presented by Acker, Seconded by Hagedorn. Motion carried unanimously. Each funder will need to approve individually, too.

Update on Volunteer Center of Story County. Jean explained that VCSC has made the decision to not receive ASSET funds for FY 22 and has given notification they will no longer be a United Way partner agency. VCSC recently put out a request to restructure their annual membership dues to \$75.00. They are currently seeking to raise \$65,000 to stay open beyond July 1. VCSC was sharing space with RSVP, so RSVP is looking for another tenant.

ASSET is looking at other platforms to recruit/sign up volunteers.

OLD BUSINESS

None.

ADDITIONAL ITEMS

Tori reported some emails have bounced back from a couple agencies. One is Salvation Army and she's trying to contact to see why.

INFORMATION/ ANNOUNCEMENTS:

- a. Ames Public Library will conduct four pop-up clinics to administer COVID vaccine. They are partnering with Story County Public Health to do this. CyRide will provide free rides.
- b. City of Ames is sponsoring a mental health wellness recovery and resilience initiative. A Public forum is scheduled on May 20 from 6:30-8:30 pm at City Auditorium. It will also be streamed through YouTube and Facebook and archived for later viewing. A keynote

speaker and panel will answer questions. Mental Health First Aid training is being offered. as will training on suicide prevention.

- c. Policies and Procedures Manual will go before ~~to~~ City Council for approval on May 25, 2021.
- d. New and expanded services applications due May 26, 2021
- e. Letters of interest deadline is June 1, 2021.
- f. ASSET Admin Team Meeting: June 2, 2021 via Zoom (12:15pm)
- g. New ASSET agency applications due June 23, 2021.
- h. Potential special meeting for volunteers in June or July.

ADJOURNMENT

The meeting adjourned at 5:47 pm.