

Minutes

ASSET Meeting

July 8, 2021

5:00 pm

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

The Analysis of Social Services Evaluation Team (ASSET) was called to order at 5:04 p.m. by Chair Ashley Thompson with the following members present: Jehan Faisal, Nikki Fischer, Ed Gillott, Mary Beth Golemo, Linda Hagedorn, Keith Hobson, Sandra King, Jean Kresse, Anneke Mundel, Tim Neubauer, Andrea Rich, Deb Schildroth, Jennifer Schill, Quinn Wood, Lydia Youngquist and Pandora Lamar (Administrative Assistant).

Guests present: None

PUBLIC FORUM

None

TREASURER'S REPORT

None

REPORTS

None

NEW BUSINESS

Approval of ASSET Reference Manual:

The following changes/edits made to the Reference Manual were reviewed by staff

- ASSET history updated to reflect withdrawal of the Central Iowa Community Services/Mental Health Region as a Funder.
- Page 5, under Division 2/Guidelines—Allocation recommendation process. Added the statement, "ASSET funding is not meant to cover the entire cost of any one program, nor should it represent the majority of funding."
- Page 8, under Division 3/Volunteer or Liaison Responsibilities. Suggested questions and outline moved to Liaison Report form. Form is on page 20 of Reference Manual and is on ASSET website. Liaison Reports will no longer be posted on the ASSET website but will be available if requested.
- Page 10, reviewed instructions with group of agencies for ASSET Budget Forms (ABFs)—Changed audit threshold for agencies changed from \$100,000 to \$250,000.
- Page 11, Description in the header of what it is, now have agency summary, statistics.
- Deleted references to Liaison visits.
Overall, reordered pages so more logical
- Page 12, updated ABF 3—Added explanation re FTEs (how many hours) and positions that can be clustered.
- Page 12, updated ABF 4—Non-Asset funded Services, #2 service and source of revenue.
- Page 12 updated ABF 5—Agencies will provide detailed budgets and no longer also provide consolidated budgets. Reordered items per recommendations from agencies.

- Page 14, #16 re issues and factors effecting budget—Outcomes will now be rolled into Scorecard. ABF 7A, historical agency budget was cleaned up.
- Page 15, ABF 7A and ABF 7B—Clarified language.
- Page 18, Section I—Clarified instructions on equipment and what it means to ASSET.
- Page 27-30, Appendix B—Reviewed Service Code descriptions and some were deactivated. Those service codes currently active are indicated in **bold**.
- Page 31-34, Appendix C—Index of Agencies and Services, some changes due to inactivated codes. Four agencies have service code changes and these changes will be communicated with them so they can use the new codes in their FY23 budget requests.
- Page 34, Appendix D—Index of Agencies updated to add Friends of CASA and remove the Volunteer Center of Story County.
- Page 34, Appendix E—Acronyms updated with new agencies added and former ones deleted.

Motion to approve changes to the Reference Manual made by Andrea Rich and seconded by Jehan Faisal. Motion carried unanimously.

Old Business

None

ADDITIONAL ITEMS

None

INFORMATION/ ANNOUNCEMENTS:

- a) ASSET Admin Team Meeting – August 04, 2021 @ 12:15 pm – United Way
- b) ASSET Board Meeting – August 12, 2021 @ 5:00pm – Story County Human Services Bldg., 126 S. Kellogg Ave., Ames – Multipurpose Room, 2nd Floor
- c) ASSET Agency Annual Training/Orientation – August 16, 2021 @ 1:00pm – City of Ames Council Chambers
- d) ASSET Admin Team Meeting – September 1, 2021 @ 12:15pm – United Way
- e) ASSET & Joint Funders Meeting followed by Volunteer Orientation – September 9, 2021 – location City Church, 2400 Oakwood Road, Ames

ADJOURNMENT

The meeting adjourned at 5:40 pm.