

## MINUTES

ASSET Administrative Team  
United Way of Story County  
August 4, 2021, 12:15 p.m.

The ASSET Administrative Team meeting was called to order at 12:16 pm by Chair Nikki Fischer with the following members present: Jean Kresse, Jenny Schill, Sandra King, Lydia Youngquist, Deb Schildroth, and Pandora Lamar

### WELCOME AND INTRODUCTIONS

#### APPROVAL OF MINUTES

*Approval of minutes for June 2, 2021 and July 7, 2021 was moved by Jean and seconded by Jenny; Motion was carried unanimously.*

#### TREASURER'S REPORT

Jenny reported a balance of \$893.16.

### OLD BUSINESS

#### Confidentiality Agreement

Jean explained the use of the new Confidentiality Agreement. Adm Team members and Volunteers will need to sign the form. The form was reviewed by the City Attorney and the only advised change is to the title so that it reads "agreement" instead of "policy". Pandora will bring copies to the August 12 Board Meeting for signatures along with the Conflict-of-Interest Statement. *Deb moved for approval of the Confidentiality Agreement, Sandra seconded; Motion was carried unanimously.*

#### Liaison Assignments

Sandra discussed the liaison assignments and new volunteers have been added, but more slots are needed to be assigned for ISU volunteers. Lydia has set up an application and will send it out to students so ISU Student Government will eventually have a total of six volunteers. Sandra will add liaison assignments for ISU Student Government volunteers to Boys and Girls Club and ACCESS. Wings of Refuge and Story County Volunteer Center will not be assigned liaisons. *Deb moved for approval of the Liaison Assignments with noted updates, Jenny seconded; Motion was carried unanimously.*

#### Agency Training Agenda

- Welcome and Introductions (Chair, Ashley Thompson or Vice Chair Nikki Fisher)
- ASSET Website (Sandra)
- Dates to Remember (Sandra)
- Open Meetings and Open Records (Deb)
- Funder Priorities and Community Needs Assessment (Deb, Jean, Sandra)
- Impact/Outcomes (Anneke will review Scorecard)
- ASSET Reference Manual/Resources/Budget Pages (Jean)
- Review of documents—ABF forms

Pandora will send a reminder to agencies regarding the required training session on August 16. Jean will check with Lynne Carey (Raising Readers) and with CCJ for new agency representative names. It is preferred that the Agency Directors and Finance Personnel attend. Pandora will note in reminder that they should refer to CDC guidelines regarding the wearing masks, etc. If anything changes, we can let them know.

### NEW BUSINESS

#### The ASSET Funder Priority Checklist

Deb explained that the checklist is a new form that came out of discussion of the Forms and Processes Task Force. The intent is for the checklist to be completed by agencies and submitted with their budget application

packet. Deb is suggesting we pilot the checklist this fall by asking some of the agencies if they are willing to give assist. Suggested agencies include RSVP, ACPC, Bridge Home, YSS, or Heartland Senior Services. Anneke can reach out to agencies when she returns from vacation. The checklist is broken down by panels – Education, Financial Stability, and Health *Deb moved to use the new ASSET Funder Priority Checklist sectioned by ASSET panels, and pilot implementation with 4-5 agencies that would be willing to participate, Sandra seconded; Motion carried unanimously.*

### **Updates to Reference Manual**

The ABF 5(0) and the Expense Summary will be eliminated from the budget forms. Margins will be resized so that there are fewer pages overall. The Reference Manual will be included in the agency training packets. *Jean moved approval of updates to the Reference Manual with the inclusion of an explanation on ABF 5 (0), Deb seconded; Motion was carried unanimously.*

### **Develop ASSET Board Meeting AGENDA**

Agenda for the August 12 Board Meeting:

- a. Review Funder Priorities, including discussion about how to encourage agencies to review programming so that it aligns with funder priorities
- b. New Agency – Friends of CASA
- c. New and Expanded Service (YSS)
- d. Conflict-of-Interest Agreement
- e. Confidentiality Agreement
- f. Updates on Agency Directors (Raising Readers and CCJ)
- g. Liaison Assignments/Agency Visit/Joint Funder Priorities.

### **Additional Items and Concerns**

Deb shared that to date 52 individuals have attended the Mental Health First Aid Training Sessions sponsored by the City of Ames. The next training dates are August 25 and 26 at the Ames Public Library. Sessions may be added later in the fall depending on demand.

Deb also shared that a total of 5 agencies requested FY 21 carryover funds from the City - MICA, Heartland, UCC, YSS, and Bridge Home. This carry-over option was approved by City Council to allow agencies to continue accessing funding as they increased service levels and/or re-opened services that had been impacted by the COVID-19 pandemic.

Rummage Rampage is underway and proceeds go to non-profit agencies that volunteer to assist with it. Four agencies are ASSET-funded agencies.

Lydia stated that she will have names of ISU Student Government volunteers by September.

### **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 1:41 pm.**