

## COUNCIL ACTION FORM

**SUBJECT: REVISIONS TO ASSET POLICIES AND PROCEDURES MANUAL**

### **BACKGROUND:**

Each year, the ASSET Administrative Team and volunteers review the ASSET Policies and Procedures. In 2014, modifications were made to accommodate the creation of the new mental health services region, called Central Iowa Community Services (CICS). At that time, the goal was to integrate CICS into the ASSET process, with further changes to come at a later time.

CICS is now organized to the point where it is prepared to appoint volunteers in the same manner as the other ASSET funders. Previously, Story County volunteers had acted to represent both the county and CICS. With the proposed changes, CICS will appoint three volunteers to ASSET. In addition, a change has been recommended to clarify the name of the BooSt Together for Children Board (Early Childhood Iowa Area Board).

The paragraphs that require changes are as follows (additions underlined, deletions in strikethrough):

### **III. TEAM STRUCTURE (subject to change and pending approval by ASSET funders)**

- A. The City, County, UWSC, and GSB shall each appoint five (5) volunteers as voting members of the team (Volunteers). Due to the nature of the services funded by CICS, CICS shall appoint three (3) volunteers as voting members of the team (Volunteers). ~~FY 2015-16 is the first year CICS is participating in the ASSET process. The County is a member of CICS and CICS will utilize the County volunteers until further determination is made on making separate volunteer appointments.~~

### **XII. FUNDING PROCESS**

- K. After completion of the funding process, the Volunteers shall refer information on unfunded or under funded services, if any, to the BooST Together for Children (Early Childhood Iowa Area Board), Decategorization Board, Community Partnerships for Protecting Children, United Way of Story County Grant Program, and any other potential funders of those services.

### **ADDENDUM A**

## **STORY COUNTY DECATEGORIZATION / EARLY CHILDHOOD IOWA AREA BOARDS**

The Story County Decategorization Board and the BooST Together for Children (Early Childhood Iowa Area Board) ~~BooSt Together for Children (Boone and Story Counties) Early Childhood Iowa (ECI) Area Board~~ will provide ASSET with quarterly reports to update funders and community stakeholders.

The ASSET team met on May 14 and voted to recommend adoption of these changes by each funder. Amendments to the Policies and Procedures become effective upon approval by a majority of ASSET funders.

### **ALTERNATIVES:**

1. Approve the changes to Paragraphs III and XII and Addendum A of the ASSET Policies and Procedures, as recommended by the ASSET board.
2. Do not approve changes to the ASSET Policies and Procedures.

### **MANAGER'S RECOMMENDED ACTION:**

ASSET's Administrative Team and volunteers have discussed and now recommend approval of the proposed changes to the ASSET Policies and Procedures Manual by the Funders. These changes will help clarify the ASSET process and allow for the appointment of volunteers by the CICS mental health region.

Therefore, it is the recommendation of the City Manager that City Council approve Alternative #1, thereby approving the changes to Paragraphs III and XII and Addendum A of the ASSET Policies and Procedures, as recommended by the ASSET board.