

**COUNCIL ACTION FORM**

**SUBJECT:** REVISION TO ASSET POLICIES AND PROCEDURES

**BACKGROUND:**

Earlier this year, the City Council and other ASSET Funders approved the annual comprehensive revision to the ASSET Policies and Procedures. Changes to the Policies and Procedures are adopted once a majority of the Funders approve the revisions.

Subsequent to that revision, RSVP and the Volunteer Center of Story County requested a modification in the unit of service for the Volunteer Management service. Currently, Volunteer Management is measured on a staff-hour basis. Both organizations have requested that for the FY 2017/18 ASSET budgeting process, this service be measured on a volunteer-hour basis.

This change would only affect these two agencies. The agencies would adjust their previous costs per unit to reflect the new unit of service, so the costs per unit and number of units delivered could be compared over time.

This modification to the Policies and Procedures was approved by ASSET at its meeting on September 15. Per the ASSET Policies and Procedures, the revision must now be submitted to each funder for adoption. Once adopted by a majority of the funders, the new policy takes effect. The proposed modification is highlighted on the attached page.

**ALTERNATIVES:**

1. Approve a revision to the ASSET Policies and Procedures, changing the unit of service for Volunteer Management from “1 Staff Hour” to “1 Volunteer Hour”
2. Do not approve a change to the ASSET Policies and Procedures

**MANAGER’S RECOMMENDED ACTION:**

The conversion of Volunteer Management service from a staff-hour basis to a volunteer-hour basis better captures how productive each agency has been in organizing volunteers. The change was requested by the agencies affected by this service, and has been approved by the ASSET team. A majority of the ASSET funders must approve the change for it to go into effect for the FY 2017/18 funding process.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as described above.

### ADDENDUM C - SERVICE CODES

(Complete descriptions of each service code are in the ASSET Reference Manual)  
 Services were categorized into three panels: Education, Income, and Health.

<b>New Service Code #</b>	<b>Old Service Code #</b>	<b>Service Code Name</b>	<b>Unit of Service</b>	<b>Panel</b>
1.01	1.3g	Supported Employment for Mental Health or Developmentally Disabled	1 Staff Hour	Education
1.02	4.3b	Advocacy for Social Development	1 Staff Hour	Education
1.03	4.3c	Resource Development	1 Staff Hour	Education
1.04	4.3e	Informal Education for Self-Improvement and Self-Enrichment	1 Client Contact	Education
1.05	1.3l	Enclave Services	15 minutes	Education
1.06	3.1d	Preschool	1 Day	Education
1.07	3.2a	Youth Development and Social Adjustment	1 Client Contact / Day	Education
1.08	3.2c	Employment Assistance for Youth	1 Staff Hour	Education
1.09	3.2d	Out of School Program	1 Partial Day	Education
1.10	4.1a	Family Development / Education	1 Client Hour	Education
<b>1.11</b>	<b>4.2b</b>	<b>Volunteer Management</b>	<b>1 Volunteer Hour</b>	<b>Education</b>
1.12	4.3a	Public Education and Awareness	1 Staff Hour	Education
2.01	2.1a	Emergency Assistance for Basic Material Needs	1 Client Contact	Income
2.02	3.1a	Day Care - Infant	1 Full Day	Income
2.03	3.1b	Day Care - Children	1 Full Day	Income
2.04	3.1c	Day Care - School Age	1 Partial Day	Income
2.05	3.1h	Childcare for Mildly Ill Children	1 Partial Day	Income
2.06	4.1c	Separated Families	1 Client Contact	Income
2.07	new	Transitional Living Services	1 day	Income