

COUNCIL ACTION FORM

SUBJECT: REVISIONS TO ASSET POLICIES AND PROCEDURES

BACKGROUND:

Each year, the ASSET Administrative Team and ASSET volunteers review the ASSET Policies and Procedures. Changes to the Policies and Procedures are adopted once a majority of the Funders (three of five) approves the revisions. This year, revisions are recommended to the Policies and Procedures to address several issues:

- **Provide for the Human Services Council to select a single representative to be a liaison at ASSET meetings if the Human Services Council desires to do so.** The current policies require three representatives, and for many years this provision has not been fulfilled. ASSET has had discussions with the Human Services Council about the Council's purpose and the need for this formal connection. This modification provides the Human Services Council flexibility to decide whether continuing to have such a liaison is beneficial.
- **Require minutes of agency boards to be submitted to ASSET as requested.** It is the intent of the Administrative team to proceed with requesting agencies to regularly upload minutes for review. This will allow ASSET to stay apprised of agency planning efforts and to prepare well in advance for potential changes and strategies being implemented at agencies.
- **Adjust the timeline for these policies and procedures to be reviewed.** The policies currently call for a specific date, which does not always correspond with when ASSET meetings are held.
- **Modify the service titles for two services provided by ACCESS.** These services are currently referred to as the "Battering Relief" and "Rape Relief" services. At the request of ACCESS, these services will be revised to "Domestic Abuse Crisis and Support" and "Sexual Abuse Crisis and Support," respectively.

The ASSET board reviewed these proposed changes and recommended approval to the Funders at the May 10, 2018 meeting. A copy of the revised Policies and Procedures is attached.

ALTERNATIVES:

1. Approve the recommended changes to the ASSET Policies and Procedures
2. Do not approve changes to the ASSET Policies and Procedures

MANAGER'S RECOMMENDED ACTION:

From time to time it is necessary to amend the ASSET Policies and Procedures. The proposed changes this year will provide flexibility in ASSET's formal relationship with the Human Services Council, allow for ASSET volunteers and staff to be better informed about discussions taking place at agency board meetings, modify ASSET's policymaking timeline, and update the language used to define two ASSET services (at that agency's request). The ASSET board, comprised of ASSET staff and volunteers, has recommended approval of these changes.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the recommended changes to the ASSET Policies and Procedures.