

## COUNCIL ACTION FORM

**SUBJECT: APPROVAL OF MODIFICATIONS TO ANALYSIS OF SOCIAL SERVICES EVALUATION TEAM (ASSET) “POLICIES AND PROCEDURES”**

### **BACKGROUND:**

Over the past several months, funder volunteers, ASSET staff, and agency representatives have reviewed the ASSET Policies and Procedures as well as the ASSET manual, and have recommended a number of changes to each document. The Policies and Procedures document must be approved by each of the funders. The volunteers have approved these recommendations for approval by each of the funders.

A summary of the significant changes follows:

- A. Section 4, Items D and E have been revised to allow for the past chair, chair, and chair elect to serve longer than two consecutive terms in order to fulfill the duties of their offices. This means that these volunteers may serve for more than six consecutive years.
- B. A newly appointed volunteer filling the remainder of an unexpired term may also serve a maximum of seven consecutive years.
- C. Under Section 6, Item A, regular meetings of ASSET shall be held in accordance with Chapter 21 of the Code of Iowa and the reference to monthly meetings has been deleted. As a note of explanation, this is being done due to eliminate unnecessary meetings.
- D. Section 10, Item A - recommendations from ASSET shall be consistent with instructions and priorities (additional language) received from each funder. Item E has been revised completely to read: “To meet with the funders at least twice yearly. At these meetings each funder has one vote. A majority of funders constitutes quorum.”
- E. Section 11, Item B – agencies and services (additional language) will be reviewed annually by ASSET. As a note of explanation, this is being added to reinforce ASSET’s emphasis on service delivery.

Item C – Agencies with an annual budget below \$100,000 will now be required to submit 6 copies of IRS Form 990 and a balance sheet prepared by an external and independent entity. Agencies with an annual budget of \$100,000 or more will be

required to submit 6 copies of a full audit and an IRS Form 990 at the conclusion of each fiscal year. As a note of explanation, full audits had been required from all agencies with an annual budget of \$50,000 or more. In the City's case, this will make no difference in the complete audits which we will be receiving – with the exception of Foster Grandparents and National Alliance on Mental Illness, both of which are very small contracts for the City. All other agencies will continue to submit a full audit as they have in the past.

Item I has been moved here from Section 13.

- F. Section 13 regarding the planning process has been completely rewritten. This has been done to clarify ASSET's role as a planning mechanism and not just a funding mechanism.

The Policies and Procedures also now contains copies of the criteria for funding eligibility and Agency Participation Application (Addendum B) and a listing of all of the approved service codes (Addendum C). The notification of New or Expanded Service Form is now Addendum D. The Conflict of Interest Form is now Addendum E.

**ALTERNATIVES:**

1. The City Council can approve the proposed changes to the ASSET "Policies and Procedures" as requested by the ASSET volunteers.
2. The City Council can ask ASSET for more information.
3. The City Council can deny this request.

**MANAGER'S RECOMMENDED ACTION:**

It is the recommendation of the City Manager that the City Council Alternative #1 thereby approving the proposed changes to the ASSET "Policies and Procedures" as requested by the ASSET volunteers. This will allow for closer collaboration between ASSET, the funders, and the agencies.