

COUNCIL ACTION FORM

SUBJECT: REVISIONS TO ASSET POLICIES AND PROCEDURES

BACKGROUND:

Each year, the Administrative Team for the Analysis of Social Services Evaluation Team (ASSET) and a number of volunteers review the Policies and Procedures for any needed updates or revisions. On September 8, ASSET volunteers approved the following revisions for approval by the funders:

IV. Tenure of Members

- F. If a volunteer accumulates three consecutive unexcused absences in any one ASSET year (April through March), or otherwise fails to fulfill his/her responsibilities, the Volunteers may, by *a simple majority ~~two thirds~~* vote of quorum, request that a Funder appoint a replacement Volunteer. An unexcused absence is defined as when a Volunteer does not notify an Administrative Team member or the Administrative Assistant about being absent. Notifying the Administrative Assistant is the preferred method.

This change is being made to simplify the ability of ASSET to request that a funder replace a volunteer who is very sporadic in attendance. We continue to have attendance and quorum issues at ASSET meetings.

VI. ASSET Operations

- D. *A quorum shall consist of one-half plus one of the currently appointed volunteers. A majority vote of the quorum present shall constitute a decision of ASSET. In the event a quorum is not present, ASSET business may be conducted by a vote of a simple majority of those present except for funding recommendations or changes to the Policies and Procedures, or anything that requires Funder approval, if at least one voting member from each funder is represented. A quorum shall consist of one half plus one of the currently appointed Volunteers. A majority vote of the quorum present shall constitute a decision of ASSET.*

The above change is again being requested due to quorum issues. The intent is for ASSET to be able to handle time-sensitive and routine matters (approval of liaison assignments, the calendar, new or expanded service requests, etc.) without delaying to the next meeting should a quorum not be present.

Strikethrough in the above areas indicates the former language being deleted. Language in italics has been added to the ASSET Policies and Procedures.

ALTERNATIVES:

1. The City Council may approve the amendments to the ASSET Policies and Procedures as recommended by the ASSET volunteers.
2. The City Council may ask staff for further information.
3. The City Council may deny approval of the proposed amendments.

MANAGER'S RECOMMENDED ACTION:

Staff agrees that the proposed revisions will clarify the process and make the volunteers more effective in accomplishing their work.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative #1, thereby approving the amendments to the ASSET Policies and Procedures as recommended by the ASSET volunteers.