

Minutes

ASSET Administrative Team

June 3, 2026 @ 12:15 pm

United Way of Story County @ 315 Clark Ave, Ames, IA 50010

In Attendance: Becky Harker, Linda Hagedorn, Sandra King, Sarah Mansell, Jess Peebler, Ron Smith, Amy Shaw

Virtual: Pa Vang Goldbeck, Liz Zuercher

The meeting was called to order at 12:15 pm by Chair, Hagedorn

APPROVAL OF May 6, 2026 MINUTES

Motion by King, seconded by Harker to approve the May 6, 2026 ASSET Administrative Team meeting minutes. Motion passed unanimously.

TREASURER'S REPORT

Smith confirmed a total of \$1,602.30.

OLD BUSINESS

Status of Annual Review of Policies and Procedures

King led a discussed of flagged concerns, starting with questioning the \$250,000 amount listed on page seven. After Mansell's comment about UWSC using this amount at their cutoff, the admin team agreed to leave the \$250,000 cutoff alone at this time. King went on to recommend removing a comma on page nine, updating page eleven to read "New/Expanded/Returning" services (along with the form listed on the ASSET website), moving "Appendix A" to page thirteen instead of the former page twelve, and removing a highlighted section that was formerly listed on page fourteen.

Motion by Harker, seconded by Hagedorn to recommend approval of the Policies and Procedures pending the discussed changes. Motion passed unanimously. Policies and Procedures will be passed onto ASSET Board, then to separate funders.

Status of Annual Review of Reference Manual

Pending funder staff discussions.

Status of Audit of Books

King reported that she and Amy Shaw completed the audit and returned the book to Ron Smith, ASSET Treasurer.

SWOT Analysis

Goldbeck recommended to table the SWOT discussions until the Admin Team can take a closer look into previous SWOT Analysis information, including notes from the May 14, 2026 ASSET Board and Joint Funder Meeting. There was a correction to the agenda packet to correct the number of votes for goal number three from 15 votes to 18.

NEW BUSINESS

Funder Staff Updates

Story County: King reported that Story County's new Outreach and Special Projects Manager will be on board on June 15, 2026.

City of Ames: Goldbeck reported the May 27, 2026 homelessness open house event had approximately 64 individuals attend (this number includes staff and others who tabled). The City of Ames is wrapping up their fiscal year and they are communicating with agencies about reallocations and drawing down remaining amounts. A new Human Services Manager position is posted online accepting applications now; this position will take Pa's spot on the ASSET Funder staff team.

UWSC: Mansell reported on Ashley Thompson's behalf. The PHC Dental Clinic asked for re-allocations, as well as Youth Shelter Services to ask for re-allocations. The UWSC Board will meet to discuss their decision on any re-allocation of funds. UWSC is ready to launch their childcare study results, they plan to first present their findings to funding partners. They will announce strategies and updates at a later date.

ISU Student Government: Shaw reported that students are on summer break. The deadline for submission of Funder priorities will be late but should be in by September.

New Foundations Learning Center Application Received

Invitation to the July 1, 2026 Admin Team Meeting will be sent. King will update the Admin Team of any information that Story County attorneys may have.

Goals/Plans after SWOT Analysis

Goldbeck recommended to table SWOT discussions until next Admin Team Meeting.

New/Expanded/Returning Services

Campfire Heart of Iowa: Invitation to July 1, 2026 ASSET Admin Team Meeting will be sent.

Good Neighbor: Invitation to July 1, 2026 ASSET Admin Team Meeting will be sent.

The Bridge Home: Determined that a notice was not needed. Jess will reach out to explain New/Expanded/Returning services and let them know they did not have to submit this form.

Youth Shelter Services: Invitation to July 1, 2026 ASSET Admin Team Meeting will be sent.

CLEAR IMPACT SCORECARD

Mansell reported that she is nearly complete with her one-on-one agency Scorecard meeting, with only one or two outstanding meetings. Six total agencies declined to meet or work through their data. Within the next 12 months, Sarah will start to group similar services provided by agencies

E-CIMPACT

Sarah Mansell and Ashley Thompson have attended three of the eight implementation meetings for E-CImpact, the new software that ASSET will be switching to. ASSET will be paying for the software based on the number of agencies in the system and not by the number of Funders/Volunteers/staff.

ADDITIONAL ITEMS/CONCERNS

The June 18, 2026 Annual Scorecard “Bootcamp” Workshop is optional for all but recommended for new ASSET partners.

Shaw reported that ISU Student Government will not make the July 29, 2026 deadline for the Joint Funder Priorities Submission.

ADJOURNMENT

Motion by Hagedorn, seconded by King to adjourn the meeting at 1:19pm. Motion passed unanimously.