Minutes

ASSET Administrative Team
July 1, 2026 @ 12:15pm
United Way of Story County @ 315 Clark Ave, Ames, IA 50010

In Attendance: Linda Hagedorn, Sandra King, Sarah Mansell, Jess Peebler, Deb Schildroth, Amy Shaw, Ron Smith, Ashley Thompson, Pa Vang Goldbeck

Guests: Betsy Magalhães of New Foundations Learning Center, Susan Cramer and George Belitsos of the Ames Interfaith Refugee Alliance, Owen Ballard of Campfire Heart of Iowa, Bill Stodden of Good Neighbor Emergency Assistance, and Andrew Allen, Belinda Meis, and Katie Ranney of Youth Shelter Services

Virtual: Liz Zuercher

The meeting was called to order at 12:16 pm by Chair Linda Hagedorn.

New Introduction: Deb Schildroth hired as the City of Ames' Human Services Manager. She will take Goldbeck's position on the ASSET Funder Staff.

APPROVAL OF June 3, 2026, MINUTES
Motion by Pa Goldbeck, seconded by Sandra King to approve the June 3, 2026, ASSET Administrative Team meeting minutes with additional space added on the last line of the first page. Motion passed unanimously.

TREASURER'S REPORT
A current balance of $1,577.58 as reported by Smith in a follow-up email to Jess Peebler, ASSET Administrative Assistant. There is an upcoming Microsoft bill, but no other transactions.

OLD BUSINESS
Policies and Procedures
King reminded the group that the Policies and Procedures draft must be approved by the ASSET Board. After approval, the draft will need final approval from Funders before being adopted and added to the website. Approval should come before the August 10 Training/Orientation for ASSET Agencies. Ashley Thompson noted the highlighted section on page nine; Goldbeck confirmed that the language can be unhighlighted as no changes are needed.

Goldbeck recommended an additional July or early August ASSET Board meeting to approve or deny new agency applications. It was decided that this meeting would be held on August 5, 2026, prior to the Administrative Team meeting. This meeting will be dedicated to the ASSET Board voting on the draft Policies and Procedures and new agency applications. Motion by Hagedorn, seconded by King to hold a special ASSET Board Meeting prior to the August 5, 2026 Administrative Team Meeting and for Peebler to send a

Doodle Poll out to the ASSET Board about the draft Policies and Procedures as well as the new agency applications. Motion passed unanimously.

Status of Annual Review of Reference Manual

Thompson shared that with the implementation of the e-CImpact platform, changes will be needed to the ASSET Reference Manual, as a large section of the manual refers to specific processes for completing the ASSET Budget Forms (ABF) in the former Excel workbook format. With the move to e-CImpact, these processes will change. Given this, Thompson recommended holding off on approving updates to the Reference Manual until e-CImpact has been built out.

King shared additions from today's meeting to incorporate into the new Reference Manual. Thompson suggested that, for future consideration, the Reference Manual should perhaps not include step-by-step instructions for completing the budget and proposed creating a separate instruction manual instead. Mansell shared that ASSET volunteers and agencies will have e-CImpact user and instructional manuals, which ASSET staff can amend for ease of use.

The team agreed that further discussion is needed on what should be included in future Reference Manuals versus Instruction Manuals.

NEW BUSINESS

Foundations Learning Center 12:30 pm

Betsy Magalhães of Foundations Learning Center presented to the ASSET Administrative Team about the current enrollment, operations, location, bylaws, and other aspects of the childcare center. Magalhães informed the team of their current location and the difficulties they have with parents being able to find transportation to the childcare center as it is outside of city limits. She noted many families have found funding to attend this childcare center but have pulled out due to having no means to transport their child to and from Foundations Learning Center. Magalhães also went on to include that their board is looking to recruit more members who are not affiliated with Cornerstone Church. In response to questions from the Administrative Team about the Center's curriculum and the use of "ministry" as one of the criteria for selection of board members, Magalhães explained that Foundations Learning Center operates with a non-religious curriculum and limited prayer and Bible study time, though the center as a "gospel center". Additionally, Magalhães noted that the "Statement of Belief" and "Agreement of Faith" is utilized by the Center. Currently, 60% of enrolled children receive child care assistance (CCA) and that the Center's budget is built to accommodate up to 75%. She noted that potential ASSET funds would help to cover the gap in scholarships for families who prefer to not be supported financially by the church. Magalhães added that any ASSET funds would be used to pay staff during non- religious activities taking place, anbd that the Center's open-play classroom environment allows children to opt in and out of story time. Currently all but two children are from Story County; 14 families are on their waiting list, but this summer they have been under-enrolled. They are looking to adjust toddler spots into infant spots. They are hopeful to have their non-Cornerstone Church board members in September and October.

Motion by Smith, seconded by Schildroth to recommend denial of the application on the basis that religion and operation are closely intertwined, and separation between the two is unclear. Motion passed unanimously.

Ames Interfaith Refugee Alliance (AIRA) 1:00 pm
Susan Cramer and George Belitsos presented to the ASSET Administrative Team about the history, purpose, and needs of the AIRA, which currently assists 60 local refugees. Belitsos described the challenges refugees face in obtaining and maintaining work permits and driver's licenses, noting that requested ASSET funds would help cover the $550 work-permit application fee for each working refugee served; this request represents 25% of the organization's overall budget ($10,000). Belitsos indicated that this need is unlikely to grow, citing an expected decline in refugee arrivals and possible decreases in federal support; employers do not currently help cover work-permit fees.

AXIOM is the parent organization of AIRA and holds its 501(c)(3) status; the alliance serves only clients with legal status. Cramer reported that the organization has raised $18,000 toward its goal, with five to six months remaining in its fundraising period. Regarding the organization's name, Belitsos clarified that Ames Interfaith Refugee Alliance is not a faith-centered agency, drawing funding and support from a range of faith communities, and that its advocacy activities are limited to responding to public comment rather than supporting candidates. Clients are identified through informal referral "matches," federal vetting, and a first-year sponsorship requirement. In clarifying the specific service for which ASSET funding is requested, Belitsos explained that the funding would help refugees maintain resettlement status so they can continue working, living in the community, and accessing needed assistance.

Motion by Goldbeck, seconded by Smith, to recommend denial of the applications due to concerns about the viability of the service proposed and the stability of the agency as a volunteer organization. Motion passed unanimously.

Camp Fire Heart of Iowa 1:30 pm
Owen Ballard of Camp Fire Heart of Iowa presented virtually on their request for a new service with their afterschool program "Sparks," which has traditionally operated only during the summer and on select days when school is not in session. Fiscal year 2024–2025 (FY24/25) marked the starting point for offering afterschool assistance where financial aid is accepted; Camp Fire initially could not accept financial assistance through the Iowa Department of Health and Human Services (Iowa HHS) but has since worked through the process and can now do so. Camp Fire is seeking additional funding from

partners, including ASSET, to help keep Sparks affordable for families. Without ASSET assistance, the afterschool program would not be able to offer a sliding fee scale; funding equal to 25% of the program's budget would allow more students to be served under a sliding scale. Enrollment fluctuated between 15 and 18 students last school year, with a moderate increase expected, against a licensed on-site capacity of 30 students. Most participants, 80%, are referred by schools rather than the summer program. Camp Fire noted that if it does not receive the full funding request, more students may face higher costs or be unable to participate, particularly families who are ineligible for Child Care Assistance (CCA) and may otherwise "fall through the cracks." The program is located on North Duff; Ballard indicated that several served families fall below the poverty line, though exact income distribution data was not available.

Motion by Schildroth, seconded by King to accept Camp Fire Heart of Iowa's new service, Daycare – School Age (2.04). Motion passed unanimously.

Good Neighbor Emergency Assistance 1:45 pm
Bill Stodden of Good Neighbor presented on the organization's gas assistance voucher service, describing reliable gas access as a preventative measure that helps families avoid a broader financial domino effect. Stodden explained that since the program began, rising gas prices have increased both costs and the number of individuals seeking assistance.

Families may receive up to $50 in vouchers every three months; income is not independently verified and is instead self-reported. Vouchers are redeemable at Ames-area Hy-Vee and Phillips 66 locations and are issued directly through the Good Neighbor office. Although Good Neighbor partners with other agencies, including the Romero House, any ASSET funding would be kept separate and used only for vouchers issued through the Good Neighbor office. Stodden works directly with participating gas stations to verify voucher amounts and tracks anonymized data on individuals served. Good Neighbor does not currently offer a car-repair assistance service.

Motion by King, seconded by Hagedorn to accept Good Neighbor's new service. Motion not carried with a 3-3 vote: Smith, King, and Hagedorn to vote "yay" and Shaw, Thompson, and Schildroth to vote "nay."

Motion by Thompson, seconded by Schildroth to table the decision pending additional information from Good Neighbor about the program. Motion passed unanimously.

Youth Shelter Services (YSS) 2:00 pm
Andrew Allen, Belinda Meis, and Katie Ranney of YSS presented on a new service, Supportive Housing, to serve youth in recovery. Allen described the need for youth and young-adult recovery housing and long-term substance use disorder treatment, noting that housing stability is critical to long-term recovery. YSS is exploring the purchase or renovation of a facility to provide this service and may receive state funding to help support it. Clients, primarily through the Ember Youth program, would be expected to contribute

toward the cost of care, with ASSET funding helping to support a sliding fee scale. The service could be operational by January 2027; YSS expects to finalize its program model and location before submitting its fiscal year 2027–2028 (FY27/28) budget request to ASSET.

Motion by Hagedorn, seconded by Schildroth to deny YSS their request for new service—Supportive Housing (2.15) as it is currently not operational in Story County. Motion passed unanimously.

Zoom Account Cost Increase (Renews 8/6/26; $10.00 increase; Yearly Total Now $169.90)
Peebler will run a trial virtual meeting using Microsoft Teams to see about the viability of using that platform and canceling the Zoom account. A decision will be made at the next Administrative Meeting.

2026 SWOT Analysis of Story County ASSET, a cumulative report
Motion by Goldbeck, seconded by Smith to table any action or decisions about this item until February 2027. Motion passed unanimously.

Liaison Assignments

Peebler will send a draft to Funder Staff for their review, with approval by the Administrative Team to occur at the next meeting.

HF-2490—Changes to Open Meeting Notice Requirements
King shared the following changes to the open meeting notice requirements: agendas must be posted in a physical location that the public can view 24/7; amended agendas need to be titled as such and identify the amended items. The Administrative Team will need to update the Policies and Procedures to reflect these changes.

Open Meeting & Open Records Training Approved by IPIB
Peebler has communicated with the Funder Staff about any volunteers in need of completing this training.

ASSET Website
Discussion has been tabled until the next meeting.

CLEAR IMPACT SCORECARD
Attached pdf agreements with agencies.

E-CImpact
Funder staff have reviewed ABFs, gathered feedback, and overall, it has been well accepted. Past funding information has been gathered and Thompson and Mansell are

working through training and entering data into the E-CIpmact software. Implementation meetings are expected to conclude by approx. August 1, 2026, to meet the August 10 deadline.

ADDITIONAL ITEMS/CONCERNS

Thompson shared that YSS submitted an ASSET reallocation request to UWSC in the amount of $22,000 from funds previously approved for use in their Mental Health Outpatient Treatment program. The request proposed shifting $2,000 to Substance Use Disorder Outpatient Treatment and $20,000 to Youth Development Programming.

The UWSC Board of Directors did not approve YSS's reallocation request due to several factors, including that a portion of the request was intended to cover services already delivered, which is inconsistent with ASSET practice and the request was submitted with less than two months remaining in the fiscal year.

Thompson shared information on The Community Academy. Per the ASSET agreement between The Community Academy and UWSC, funding for their UWSC-funded programs was provided as a one-time annual allocation. In accordance with this agreement, The Community Academy received $1,920 for their Out of School Program (1.09) for FY 2025/26 in July 2025.

Near the end of the fiscal year, it was discovered that The Community Academy had not implemented the Out of School Program during FY 2025–26. When Thompson followed up, The Community Academy confirmed that the service had not been delivered. Thompson is working with The Community Academy on returning the funds to UWSC.

NAMI of Central Iowa has completed their audit for FY22-23. TrustPoint is the firm working on the subsequent years. Not going to release any FY26 funds.

The City of Ames had a re-allocation request from YSS in the amount of $59,332. Funds were re-allocated from Outpatient Mental Health and Service Coordination to Outpatient Substance Use Treatment and Transitional Living. The request was approved though concerns were conveyed to Council about the significant amount of the re-allocation request.

ADJOURNMENT

Motion by Hagedorn, seconded by Thompson to adjourn the meeting at 3:57 pm. Motion passed unanimously.