

**MINUTES**  
**ASSET Administrative Team**  
February 6, 2019, 12:15 p.m.  
United Way of Story County, 315 Clark Avenue

The Analysis of Social Services Evaluation Team (ASSET) Administrative Team met at 12:15 p.m. at United Way of Story County, 315 Clark Avenue with the following members present: Michelle Fullerton, Jean Kresse, Lisa McCoy, Brian Phillips, Deb Schildroth, Matt Soderstrum, and Karla Webb.

**APPROVAL OF DECEMBER 5, 2018 MINUTES**

Moved by Schildroth and seconded by Kresse to approve the December 5, 2018 minutes.  
Motion carried unanimously.

**TREASURER'S REPORT**

Ms. Fullerton reported a balance of \$4,333.16

**NEW BUSINESS**

**CFR Request** – Ms. Schildroth said the Supervisors would like the ASSET Admin Team to give them a recommendation on the request from Community and Family Resources (CFR). CFR is still providing services in Story County, and its main office is in Fort Dodge. Ms. Schildroth told the group the Iowa Department of Public Health (IDPH) has reorganized some grants and CFR applied for an integrated network provider grant and received it. She said YSS said during the hearing they had also applied for this grant and did not receive it. There will not be a subcontract with YSS for these services; rather CFR will provide the substance abuse and gambling prevention services required of the grant. YSS does not do gambling prevention.

Ms. Schildroth said Shelly Zabel of CFR requested \$7,200 for FY 19/20 to complement and supplement the grant funds for evidence-based curriculum, supplies, and providing service. Ms. Kresse said this is a prevention grant and they will work directly with youth on service projects and with youth that are already receiving treatment. Ms. Schildroth said the Supervisors didn't get too deep in this request because they wanted ASSET to look at it. She said she is not sure if it would be duplicative of services being provided in the community. Mr. Soderstrum asked, since CFR is not an ASSET agency, would it still be okay for ASSET to give advice to this request. Ms. Schildroth said the advice may involve applying to become an ASSET agency again. Mr. Phillips asked if the grant requires a match. Ms. Schildroth said no. Ms. Fullerton asked what would prevent other agencies from going to funders to circumvent the ASSET process if this request was approved.

Ms. Kresse said UWSC has a grant process that doesn't require agencies to be an ASSET agency. Ms. Schildroth said Ms. Olson is on the CFR Board of Directors. Ms. Webb asked if any dollars were allocated to YSS for this service. It was discussed that questions regarding this request would include the seven strategies, how they will identify the community needs, and what other money is being received from other counties.

CFR Prevention Supervisor Shelly Zabel and Executive Director Michelle De La Riva entered the meeting. Ms. Zabel said in the fall IDPH had a competitive process for the catchment areas for treatment and prevention services. Boone and Story counties had always been outside the catchment area, but were included this time. Prevention services provided will be substance abuse prevention and gambling prevention. Ms. Zabel said CFR is asking all counties for \$7,200 to go toward this.

Ms. De La Riva said in the six counties where CFR provides services they did a community needs assessment and they will be doing that in Story County as well to determine needs and then match the needs. She said there will be an additional cost to train staff in the curriculum. She said evidence-based curriculums have been used by CFR, but some are new. Two full time staff have been hired for Story and Boone counties and are housed in Story County. Ms. Zabel said they will be working with different coalitions and community groups to see if this will be feasible in the communities. She said strategic prevention framework will be used each year with IDPH's guidance, and one of the efforts is not to duplicate services. Mr. Phillips asked what response has been received from other counties. Boone, Calhoun, Hamilton, Humboldt, Pocahontas, Story, Webster, and Wright counties are included in the catchment area and funds have been requested of each. She said alcohol, tobacco, marijuana, problem gambling, and other substances if needed are part of the prevention service. It was noted that Ms. De La Riva has been leading the Opioid Task force for almost three years. Ms. Kresse asked if \$7,200 is in the ball park for Counties. Ms. De La Riva said County funds are very specific for alcohol and substance abuse prevention dollars and the request fits into those requirements.

Mr. Phillips said the initial contract period is 19/20 and asked if it is expected to continue beyond. Ms. De La Riva said it is a five year grant. The last RFP the IDPH did was five years and was then extended up ten. Ms. Kresse asked what will be done if that money isn't received from the counties. Ms. De La Riva said some cities do funding through special grants and some United Ways do too. Ms. Kresse asked if there is a budget for the \$57,600. Ms. Zabel said those funds would assist in finishing out each year because the funding isn't sufficient. Ms. Zabel said this request is not included as part of the match. Mr. Soderstrum asked if they envision this being a yearly request. CFR said yes. He asked if this would mean CFR would be interested in becoming an ASSET agency again. Ms. De La Riva said yes. Ms. Kresse asked how services will be delivered. Ms. Zabel said through the health curriculum at schools. Ms. Kresse said YSS is still providing substance abuse in the schools, and asked how they will work together. Ms. De La Riva said she's not sure. Ms. De La Riva said if the community needs assessment is completed and if it says that is not needed because YSS has found other funding, other services would be provided. Ms. McCoy asked about timing of needs assessment. Ms. Zabel said July 1 they will start working on it. She said stakeholders will be brought together to report out. Ms. De La Riva said Iowa Youth Survey results are also used. Schools and community members will be invited to share needs. Ms. Zabel said in 18 years she has never seen such a need in the schools. Ms. Kresse asked if this is a one-time purchase. Ms. Zabel said those providing services would need training, and some of the trainings are not offered in the state at this time. Curriculum is a one-time cost, but most have workbooks and supplies to go with them. When the curriculums are revised and updated, they update.

Ms. Schildroth asked about age range. Ms. Zabel said they serve clients for lifespan. Ms. Kresse asked about the letter that stated they would be working with youth already receiving treatment. Ms. Zabel said youth development activities will be done because of the benefits of service projects. IDPH approves the work to coordinate youth projects but does not approve the actual time spent doing the service project. Ms. Kresse asked how that program would get started. Ms. Zabel said it doesn't happen in every community, and depends if a needs assessment shows youth need youth development opportunities.

Ms. Schildroth said the focus will be on substances and gambling. She said Story County Quality of Life Alliance has been here since 2000 and formed by stakeholders to develop the community needs assessment to be done through public health every five years. Les White with MGMC Home Health is the contact. She said they are gearing up to do this in 2020 and it will usually address mental health care, substance abuse, medical matrixes, safety in the community, access to resources, etc. She said it may be beneficial to speak with Ms. White. Ms. Schildroth said any way they can partner would be great.

Mr. Phillips asked what the expectation is for receiving the requested \$7,200. Ms. De La Riva said by April or May it would be great to know. Ms. Schildroth said ASSET Admin team was asked to get more information about this request and provide a recommendation to the Supervisors.

Ms. Zabel and Ms. De La Riva left the meeting.

Ms. Kresse said it was found out that Story County was the only county providing substance abuse funding to CFR in the past.

Moved by Kresse and seconded Phillips to make a recommendation to Story County Supervisors not to recommend funding this request for Fiscal Year 2019/20 and to invite CFR to apply as an ASSET agency for 2020/21.

Ms. Schildroth said requesting these funds from Story County seems premature when there is not yet a needs assessment showing community needs. Ms. Kresse said this will be a transition year for YSS and for CFR in networking in schools. Ms. Schildroth said she sees education on medications being needed for the older population. She said opioids are on the rise with older adults. Ms. Webb said some of the services listed on the handout are already being provided in Story County.

Motion carried unanimously.

Ms. Kresse said YSS prevention services are being funded through ASSET, so it will be a transition year.

**Lectio Plan** – Malai Amfahr entered the meeting. Ms. Amfahr said Raising Readers has reached out to her for the process of program evaluation. It will be a 5 week session, 2 hours per session going step by step looking at programs. She said two weeks ago they charted outcomes and discussed programs being evaluated. Then they selected direct staff and board members to participate (seven people). Ms. Amfahr distributed the program design evaluation tool. Services will be determined to either raise awareness or change behavior, and the combination of those will be discussed. Ms. Kresse said went through Lectio herself with the grade level reading program. She said with raising awareness and changing behaviors – one isn't better than the other, but knowing that can help determine where the funding is going. She said the Admin Team had discussed the out of school programs going through Lectio collectively, but they need more direction from ASSET and the authority to encourage the players.

Ms. Amfahr asked what outcomes ASSET desires for the process. She asked what would be their incentive and what would be ASSET's desired outcome of the process. Ms. Schildroth said for certain agencies, ASSET should try to help them get focused in order to do their best at the services they provide. Ms. McCoy asked about checking to see what agencies can partner. Ms. Malai said yes, want to make sure impact is strong and limit duplication. Ms. Kresse said for agencies to go through this process their purpose is stated and then the process helps determine if they are measuring what they are set out to do. Ms. Kresse said out of school learning would be a great group, but it would be a very large group. Ms. Malai said that would be great, but would be challenging. It was discussed the group could be divided into groups of three during lunch and learns.

Ms. Webb asked if it could be offered to all out of school learning agencies and see if any agencies volunteer. Ms. Kresse said they will come up with the invitation language. Ms. Malai said she goes into the process unbiased and only facilitates the process. Ms. Kresse said the grant is limited in resources so if lunches or snacks are needed, they may have to request ASSET general funds. The grant amount is \$588. Mr. Soderstrum asked how that works with the Clear Impact Scorecard. Ms. Kresse said it will help agencies understand their own purposes and measures for their programming. She said those two things have to fit or ASSET is funding programs without knowing the impact.

It was discussed how beneficial it would be to have all agencies go through this process. Ms. Amfahr said if the team is interested in seeing what Raising Readers desires to get out of this process, she can forward the information. Ms. Kresse said that Elizabeth Miner (ACPC), Autumn (Raising Readers) and Jen Schmitt (YSS) are all trained as trainers.

**Healthy Life Center Update** – Ms. Schildroth said there was a meeting of all partners on January 31, 2019. She said a fundraising cabinet was formed and a goal of \$18 million was established, and currently at \$5.9 million. Fundraising efforts continue. The city is planning on doing a bond issue, likely to be August 6, and in order to know how much that will be, they need commitments from MGMC, Story County, and HSS. On February 19 the Board of Supervisors will consider \$3 million for capital and \$200,000 per year for operating. HSS has its

\$3.5 million and MGMC's \$7 million will go before its Board. Location for the Healthy Life Center would be the ISU land off of Ontario (10 acres) and will be gifted. DMACC is at the table and looking at students helping in varying degrees as its contribution. Ms. Schildroth said there is a section on the City of Ames website about the HLC. Ms. Webb asked about other agencies. Ms. Schildroth said at this time HSS is the only agency that would office out of it.

Mr. Soderstrum asked about the agencies needing more space. Mr. Phillips said with this particular project the door is closed to others because the conceptual design has already been done. Ms. Schildroth said there is conference room space and educational space that can be rented out. Mr. Phillips said there would be gyms, training facilities, a demo kitchen, etc. Mr. Phillips said many classes would be moved to the HLC but not sure exactly what that would look like. Ms. Kresse said the agencies needing more space are all so different. Ms. Schildroth said the critique for the HLC is the west Ames location, but it is the right size, it will be given, and it's not taking something off the tax rolls.

**Funding Process Discussion** – Ms. Kresse said the staff group will have a mini retreat on February 15 to brainstorm on what could be done better during the funding process. She said anything that comes out of that session will be brought to the administrative team and the full group. She said at the minimum, the new and expanded service form and process needs looked at and improved.

Ms. McCoy said Ashley Thompson, as a new volunteer, had some good observations and would be good to ask for feedback.

**ASSET Officers** – Discussion ensued on possibilities. The proposed group:

Chair: Lisa McCoy  
Vice Chair: Keith Hobson  
Past Chair: Tim Lubinus  
Treasurer: Michelle Fullerton

It was noted that Ms. Schildroth will check with a County volunteer about becoming Treasurer sometime during the year.

**Draft ASSET Calendar** – The draft calendar will be emailed to the group.

**Draft ASSET Agenda** – It was decided to cancel the February meeting and vote on officers in April.

#### **ADDITIONAL ITEMS/ CONCERNS**

Carrie Moser from ERP has submitted her resignation effective in June because of relocation to South Dakota. Penny Pepper has officially retired. Stacy Lehman is now Director of UCC.

Ms. Schildroth said two counties in the HIRTA area continue to have subcontracts. The HIRTA board has decided to end those subcontracts on June 30 and provide services there (Madison and Dallas counties).

Ms. Schildroth said the Board of Supervisors approved the recommendations from ASSET with one change. \$1,637 from ERP new client service was moved to ERP service coordination service, which will now be at \$3,537. She said this was done because of the requirements through Community Services and they want to be sure they are avoiding duplication. She said if they would have left it, more agencies could have come forward.

Mr. Phillips said City Council will consider ASSET recommendations on February 12. Ms. Kresse said UWSC approved recommendations last Thursday. Ms. Webb said CICS does not formally approve the recommendations, funding is approved through the contracting process.

Ms. Webb said NAMI is looking at new space south of Aunt Maude's (formerly Kosama). She said they are interested in it, and rent is much higher. Ms. Webb said she believes it would work very nicely for them. She said they are asking CICS to revise 18/19 budget adding \$47,000 for costs related to the buildout of the space. Mr. Phillips said in their budget request they bumped their occupancy expenses from \$20,000 to \$40,000 so some of it is built in. Ms. Webb said there are 33 individuals coming currently, but not all on the same day. Ms. Kresse said there is a room for quiet time now, so their daily attendance could go up. Ms. Webb said the classes they hold could accept more participants. She said they would like to put in a kitchen and serve daily meals and be open 10-5 instead of 1-4. It was noted that ASSET funds the majority of NAMI's budget. Ms. Webb said self-generated funds are going up.

Ms. Webb said the entire ask for the move for NAMI is coming to the region, and asked if there are other opportunities. Ms. Kresse said they could come to UWSC for a grant. She said through the City grant program funds were given toward ACPC HVAC project to reduce the debt. Mr. Phillips asked if they could get the space usable now and then apply for money in the fall for the buildout. Ms. Webb asked about timeline. Ms. Kresse said there is a letter of intent, then the application, and up to \$100,000 can be requested.

Ms. Webb said a centralized intake process for homelessness prevention is still being discussed. Ms. Webb said they met with Iowa State Association of Counties staff about a database for the process. She said the ISAC staff is very interested in this. Central intake partners will meet next week to see if the group wants to pursue this option. Steps will need to be taken for agencies to participate in the database. Ms. Webb said at the Community Services budget work session the Story County Board of Supervisors was supportive for a new position to rest within Community Services offices to be the central intake point. She noted this hasn't been finalized; the Board will need to approve the position at a regular board meeting. It was noted this would focus on rent and utility assistance to help keep people from becoming homeless.

#### **ANNOUNCEMENTS/REMINDERS**

- A. Next ASSET Meeting – April 11, 2019 at 5:00 p.m. (City Church)

- B. Next ASSET Administrative Team Meeting – March 6, 2019 at 12:15 p.m. (United Way)

**ADJOURN**

The meeting adjourned at 2:12 p.m.