

MINUTES
ASSET Administrative Team
February 3, 2020, 8:00 am
United Way of Story County, 315 Clark Avenue, Ames IA

The Analysis of Social Services Evaluation Team (ASSET) Administrative Team met at United Way of Story County, 315 Clark Avenue, starting at 8:10 am, with the following members present: Keith Hobson (arrived at 8:25 am), Sandra King, Jean Kresse, Lisa McCoy, Anneke Mundel, Deb Schildroth, and Karla Webb. Absent: Tim Lubinus, Erin Thompson

APPROVAL OF DECEMBER 4, 2019 MINUTES

Moved by Schildroth, seconded by Webb, to approve the December 4, 2019 minutes. Motion declared carried unanimously.

TREASURER'S REPORT

No report as ASSET is between treasurers. Jen Schill, ASSET volunteer for the City, will begin her duties once approved by the full ASSET Board in April. Ms. Schildroth and Ms. Kresse will work on the audit this afternoon. Ms. Schildroth stated she will check if she is on the ASSET account and therefore able to write a check for a pending bill. If not, Ms. Kresse noted that she might be able to use the UWSC credit card and seek reimbursement.

NEW BUSINESS

Draft Asset Agenda – It was determined there would be no ASSET Board meeting on February 13, so no agenda was drafted. Ms. Thompson will be asked to notify the ASSET Board.

HIRTA Update – The Admin Team reviewed the requested mid-year report for HIRTA's Iowa City service. Ms. Kresse noted that she would like recommendations from the ASSET Admin team and volunteers on whether to release the currently-sequestered funds for this particular Iowa City service. The Admin team discussed previous protocol with sequestered funds and agreed the full ASSET Board would need to review the service and make a decision in April.

Ms. Webb noted that Jess Sherzan, the part-time Outreach Coordinator for Story County, met with the region staff at their recent staff meeting. Ms. Webb stated that Ms. Sherzan has been meeting primarily with agencies, not with individual clients to explore funding streams; the latter is being done by Amber Falls of HIRTA. The team discussed whether this was the County's expectation for this position. Ms. King stated that she would follow up. Ms. Schildroth noted that HIRTA is supposed to provide quarterly reports to the Board of Supervisors.

YWCA Update – Ms. Kresse stated that to her knowledge a decision has not yet been made by the ISU Student Government regarding YWCA funding for FY20-21. Ms. Kresse had been scheduled to meet with the finance committee last week, but the meeting was shortened and Lucy Dougherty suggested postponing Ms. Kresse's meeting. Ms. Mundel stated that her understanding from Ms. Dougherty was that YWCA had met with ISU Student Government and been apprised of the current discussions of funding levels.

OLD BUSINESS

Equity Trainings for ASSET Agencies – Ms. Kresse suggested that ASSET move ahead with scheduling Dr. Kesho Scott for her “-isms” training at the rate of \$1,750 for up to 75 individuals. She suggested providing a limit of 2 staff per partner agency and then also encouraging ASSET volunteers and funder staff to attend. Ms. Schildroth suggested that the balance in the ASSET account be used to pay for this training. Ms. Webb advised that CICS could use local dollars to help defray this cost with Board approval, as long as these dollars are used prior to July 1. The team proposed holding the training in May, possibly May 14 or 21, at 10 am. Ms. Mundel said she would look into booking the City Church auditorium or Ames Public Library auditorium for this event and contacting Dr. Scott to confirm availability.

Ms. Kresse noted that she would like to have ongoing equity training for partner agencies, noting various ISU professors and other community members who might be able to facilitate and/or be panelists.

GivePulse – Ms. Schildroth suggested that agencies be given information about multiple resources available to them at the agency training in August. One such resource could be GivePulse. Other resources that could be shared at this time include 2-1-1, SignUp Genius, and future equity training opportunities based on feedback from Dr. Scott’s event. Ms. Kresse said she would reach out to Ms. Thompson about setting this up, possibly in a 1-5 pm timeframe.

Human Services Council – Ms. Kresse noted that ASSET will need to update its policies and procedures to remove references to the Story County Human Services Council now that they have disbanded. Ms. Kresse also noted that the balance remaining in the SCHSC account (under \$500) was given to United Way to distribute through its mini-grant process. Ms. Schildroth asked if ASSET has formal documentation of the SCHRC disbanding; Ms. Kresse stated that she recalled receiving such notice from Melissa Murray but will confirm.

Joint Set of Funder Priorities – Ms. Schildroth provided a brief review of how the joint set of funder priorities was arrived at (May 2019 conversation, September 2019 introduction to funders, no “deep dive” yet). Ms. Kresse asked if it might be helpful to have each of the funders group their priorities under Education, Income, and Health, like the United Way, to make the priorities clearer for the ASSET volunteers. She suggested the funders could then also examine which currently funded programs meet their priorities. Ms. Schildroth agreed that each funder should review and clarify their priorities. Ms. King stated that she wants to ensure each funder’s voice can be heard and asked what would happen with those priorities that are distinctive to each funder (i.e. not shared priorities). Ms. Kresse stated that these other priorities also would be listed, something which is currently done with a number of unique funder priorities. Ms. Webb noted that it will be important for funders to “weight” each priority and figure out a way to communicate this to their volunteers. Ms. Kresse noted that the ASSET service codes dictate which pillar a program is funded under. That said, Mr. Hobson noted that a given program may impact other pillars and that volunteers are cognizant of this when they allocate dollars. Ms. Schildroth suggested that each funder work on their priority list for the May 6 Admin Team Meeting and that these priorities then also be reviewed at the May 13 Joint Funders meeting.

ADDITIONAL ITEMS/CONCERNS

Ms. McCoy asked if a vice-chair has been selected yet. Ms. Schildroth said she would check with the three City volunteers to see if one would be willing to serve in this capacity. Mr. Hobson will become chair on April 1.

Ms. Mundel shared that Camp Fire is close to selecting its new Executive Director which is scheduled to happen by February 13.

Ms. Webb noted that local Centralized Intake Process continues to be worked on. The Iowa State Association of Counties (ISAC) has done a mock-up of the intake information they would like to collect in the CSN database. ISAC will have its next operations meeting in April. It is therefore unlikely this process will be operational until after July 1. Ms. Webb also noted the Board of Supervisors is supportive of a full-time position to do centralized intakes, and she will approach the BOS for approval of the position once more has been worked out on the database. At that point, Ms. Webb and Erin Rewerts will be establishing MOUs with each partner agency. Ms. Kresse asked if this process will just be used for rent and utilities applications. Ms. Webb said Centralized Intake is for rent and utilities, and the database would have the capacity for agencies to use for food pantries and other resources, if desired.

Ms. Webb stated she would review Erin Thompson's duties and prepare the feedback form for staff to complete prior to the April meeting.

ANNOUNCEMENTS/REMINDERS

- * Next ASSET Administrative Team Meeting – April 1 at 12:15 p.m. (United Way)
- * Funding Letters Sent: February 28

ADJOURN

The meeting adjourned at 9:56 am.