

MINUTES

ASSET Administrative Team

June 3, 2020, 12:15 p.m.

Due to the COVID-19 Pandemic, this was an electronic meeting. Access to the meeting was made available by video (Zoom) and call-in.

The Analysis of Social Services Evaluation Team (ASSET) Administrative Team met at 12:15 p.m. via Zoom with the following members present: Keith Hobson, Sandra King, Jean Kresse, Anneke Mundel, Deb Schildroth, Jenny Schill, Ashley Thompson, and Karla Webb.

APPROVAL OF MAY 6, 2020 MINUTES

The minutes of May 6, 2020 were approved.

TREASURER'S REPORT

Treasurer Schill reported a balance of \$2,547.53. It was noted the website domain will be renewed soon for \$75 (5 years).

OLD BUSINESS

Joint Funders Meeting (5/13/20) – Ms. Schildroth said the Administrative Team will be cleaning up the joint priorities document based on the comments received at the meeting on May 13 and bring it back to the funders for comment. She said the team is hopeful the joint priorities can be piloted for Fiscal Year 2021/22. Ms. Schildroth said funders have until early August to finalize priorities, so there is time to finalize the joint priorities. Ms. Kresse said she's not sure the funders would need to approve the joint priorities because they contain priorities that are already in common. Ms. Kresse said the group was really focused on the words in the document, which were common ASSET terms. She said she assumed funders would collectively agree on the services that are most important to help guide decisions when more funding is available. Ms. Kresse said she heard the funders say they wanted staff to consider 211, the Story County Needs Assessment, COVID-19 updates, etc. and bring back the most important needs at this time. She said in order to do that, the Administrative Team can assess the current data and the current environment and quickly report to funders.

Ms. Kresse said at UWSC, the services needed most right now are rent/utility assistance, food, and supplies to provide services safely (PPE). She said if funders have an extra amount, attacking those shared priorities would be the focus. Mr. Hobson asked what the next step is. Ms. Kresse said the biggest needs are in basic needs services. Ms. Schildroth said the need is going to get greater the longer people are without jobs. She also said childcare is a great need, and although there seems to be a little more flexibility locally it may not be so everywhere. She said a more normal workforce will place more demand on those agencies as time goes on, and suggested a smaller committee may be helpful to look into the needs and bring information back to the Administrative Team. Ms. Kresse ASSET may have to shift what it is doing to have more funding in the joint priority areas to try and make a difference where the needs are greatest. She said ASSET will not have the luxury to purchase every service during this time. Ms. Webb wondered about identifying a couple top priorities, because if they are all left on the sheet, big change may not happen. Ms. Kresse said a plan of action is needed if ASSET is serious about "moving the needle" in an area.

Mr. Hobson said in talking with many business owners, there may be some people that won't come back to the office and keep their children at home going forward. He said those decisions will result in a lesser

need for childcare in some instances; and though there could be less people needing the service, the service could be needed even more by the ones hit the hardest economically. Ms. Kresse said a brainstorming retreat is needed that would include more than this group. Ms. King asked how the team could move forward. Ms. Kresse said a certain amount of dollars would be carved out to go toward one of the highest needs. She said if everything is a priority then nothing is a priority. Ms. King said Funders may think they have already agreed to a joint set of priorities at the meeting on May 13. Ms. Kresse said if they all are used it could be ASSET as usual, or a shorter list could be agreed upon along with a plan on how to move forward. Ms. Schildroth said the updated document is the foundation, but the “pilot” could be focusing on two or three of the priorities, done by carving out a certain amount of dollars from the current process to make an impact. Ms. Kresse said she will notify Les White of Story County Quality of Life Alliance that on June 17th the meeting could involve a robust discussion on this topic. Ms. Kresse said she will request time on the agenda.

COVID-19 Issues/Updates – Ms. Kresse said \$10,000 in emergency funding was pushed out to Good Neighbor for services, of which \$5,000 was given out for rent assistance in one day. She said CCJ has requested funding for supplies including masks, gloves, and a plastic barrier for the office. Ms. Kresse said for those that have not been working, helping with one month’s rent is not enough. Ms. Webb said Story County is not seeing near the number of applicants from the general public for rent/utility assistance that they thought they would, and that the number of requests is actually going down. She wondered if it’s because agencies are not requiring clients to start at their office during this time. Ms. Schildroth wondered if there are some that would have to get their back rent caught up before getting help with current rent. She said landlords can now start filing evictions in small claims court. She said Community Development Block Grant funds in the amount of almost \$350,000 will be allocated to the City of Ames and Housing Coordinator Ms. Baker-Latimer is looking at using that amount for mortgage payments and rent/utility payments to help catch people up. She said the City has held off on shut off notices for water and electric customers. Ms. Webb said she hears there’s an increased need but they are seeing a decline in requests. She said Story County is open to changing things to make the application process better if feedback is received.

Ms. Kresse said ACCESS is seeing an increase in domestic violence calls. Ms. Webb said the Iowa Finance Authority program is another resource. Ms. Mundel said she understands if any other community service has been received then they are not eligible for that program. Ms. Kresse said Mainstream Living has requested funding because some residents have been taken home by family members, and now those family members still need to pay for rent and utilities at the Mainstream home in addition to having the costs associated with caring for someone.

Administrative Assistant Position Update – Ms. Schildroth said seven applications have been received and they will be reviewed after this meeting.

Mr. Hobson left the meeting.

Status of 28E Amendment – Ms. Schildroth said the 28E Agreement is being reviewed in the City Attorney’s office. She said a new agreement is being recommended because termination notices for the previous versions of the agreement would need to be drafted and filed. It will probably be August before Funders could sign an updated agreement. She said Assistant City Attorney Jane Chang brought it to her attention that the agreement and amendments refer to termination language in the ASSET Policies and Procedures, which is not there so there will be language added.

NEW BUSINESS

Expanded Service Request – UCC Infant Care – Ms. Kresse said she believes the ratio is one adult for four infants. Ms. Schildroth said at the Childcare Task Force meetings it continues to come up that UCC may discontinue the Comfort Zone service because it's not heavily utilized. She said adding infants would utilize that space, so she would like to know when UCC is planning to discontinue Comfort Zone and what will happen to the allocated Comfort Zone funding for 20/21. Ms. Mundel said Comfort Zone services have been suspended until fall. It was decided that a couple questions will be sent to the UCC Director.

Letters of Intent – Ms. Schildroth said this is the first step for agencies requesting to be part of the ASSET process.

Wings of Refuge – Moved by Kresse, seconded by Schildroth, to allow full application by Wings of Refuge. Motion carried unanimously.

Iowa Child Advocacy Board – Story County CASA – Ms. Schildroth explained the structure and said the governor appoints members to the Iowa Child Advocacy Board, and that Board oversees the CASA program. She said the program is a 501c3 and receives state funding and private funding. She said individual CASA programs do look for other sources of funding. Ms. Schildroth said they report to the Child Advocacy Board. Questions to ask included: Do they have a date of corporation? Is it a 501c3? Do they have a tax ID number? Erin will send the questions.

Moved by Schildroth, seconded by King, to allow full application pending answers to the above questions.

Martha's House of Hope – Ms. Schildroth said agencies must be incorporated and actively providing services for at least one year at the time of application. She said Martha's House of Hope started providing services in February of 2020. Ms. Schill asked if YSS is providing this program. Ms. Kresse said YSS had a program in Boone to provide services to pregnant women (Lighthouse) but it has closed. Ms. Schildroth said YSS provides adolescent pregnancy prevention services and the Stork's Nest program, but they don't have a service similar to this. Ms. Webb said YSS' website still lists Lighthouse on their website. Ms. Schildroth said Martha's House of Hope doesn't meet the criteria at this point in time, and it can be clarified with YSS regarding its similar service.

Moved by Schildroth, seconded by Schill, to deny full application because services have not been provided for a year. Motion carried unanimously.

Primary Healthcare – Ms. Schildroth said MICA reached out to Adm Team staff to discuss the dental clinic. MICA's dentist left and they have been evaluating the dental clinic. The MICA Board is looking at options of organizations to take over the service.

Moved by Kresse, seconded by Schildroth, to allow full application by Primary Healthcare. Motion approved unanimously.

Ms. Thompson asked when MICA would have more information. Ms. Schildroth said she believes after MICA's next board meeting. It was noted that if another agency takes over the clinic, a contract would be needed to access the previously allocated funds. It was discussed a proposed budget for 20/21 could be submitted.

Reference Manual and Policies Update – Ms. Kresse reviewed the draft changes of the Policies and Procedures. She said the updates will need approved at the ASSET meeting on June 11. Ms. Schildroth reviewed draft language to address the ability of funders to terminate relationship with ASSET.

Moved by Kresse, and seconded by King, to approve the draft language. Motion approved unanimously.

Ms. Schildroth reviewed the draft Reference Manual changes.

Moved by Kresse, and seconded by Schill, to approve the Reference Manual changes. Motion declared carried unanimously.

Liaison Assignments – Ms. King said she and Ms. Webb worked on the updates. Ms. Webb said each funder will gain a volunteer as CICS is leaving the process. It was noted that Income will be changed to Financial Stability. Ms. Schill asked when the new volunteers will come on board. Ms. Webb said by September the liaisons will need to be final.

Ms. Schill said she's the lead volunteer for ACCESS with two ISU students. She said she has not had good experience coordinating with student volunteers. Ms. Kresse wondered if, instead of looking at liaisons by focus area, if a volunteer could just be assigned to an agency. It was noted that volunteers don't really bring up agency details by service, rather by agency. Ms. Schill said she looks at the organization as a whole, not just the education services. Ms. Kresse said some of the agencies like Boy Scouts/ Girl Scouts can still be paired up so some volunteers would have two agencies.

It was suggested another draft of liaison assignments be attempted. It was noted ISU students could be assigned to agencies with a volunteer from another Funder.

Draft ASSET Agenda – The agenda was discussed.

ADDITIONAL ITEMS/ CONCERNS

Ms. Kresse said Dr. Scott was lined up to do training for ASSET agencies in May and it was postponed. She said Dr. Scott is open to do a Zoom version, or an in-person option with 35 people maximum with one person per table. Ms. Scott said her concern with doing the "isms" training as initially planned without focusing on the present moment, is it might ring hollow. She said she's open to doing two shorter workshops and is available as soon as the first two weeks of August. Ms. Kresse said prior to COVID-19, UWSC talked about an equity task force. She said it needs to be more than a task force but a committee. She said UWSC is committing to looking at its own biases, and to challenging its partners to do more than just provide services, but making sure services are being provided to those that need it most.

Ms. King said to not include the funders would be overlooking something big. She said in looking at agencies, there might be some that feel they are not racist with the common term, and yet they may not have considered that they haven't worked with someone who doesn't look like them. Ms. Webb asked how many could participate on the Zoom meeting. Ms. Mundel said Ms. Scott wants to have discussion and is concerned about having many participants with a lot of privilege not being able to experience conversations truthfully. Ms. Kresse asked Ms. King how she thinks it would work best. Ms. King said she's not sure, but many times these events are held and the ones you hope attend, don't. Ms.

Schildroth said there have been symposiums on Building Inclusive Organizations in the fall but they are expensive and non-profits may not be able to afford sending staff. Ms. Mundel said Ms. Scott recommended having opportunities available and ready to share and to ask agencies what they need. Ms. Kresse said maybe this does need to start at the funder level in order to get “our own house in order,” to discuss policies and approach, etc. Ms. King said UWSC already discusses an equity lens, but many organizations haven’t even started the discussion.

Ms. Schildroth said City Council has goals in place to continue community-wide discussions. Ms. Thompson said the Administrative Team and Funders would be a great place to start. Ms. Mundel said what she likes about Dr. Scott is that she helps all to understand there are different levels of understanding. Ms. Schildroth said ASSET has a role, and if offering something to leadership and decision-makers is being considered, she’s not sure if that should come from ASSET. She said she still thinks agencies need to be offered this opportunity because they may not receive opportunities often. She said she’s not sure how, but coordinating and partnering wherever possible would be great. Ms. King said the Chamber could be a good place to start for coordination.

Ms. Schildroth said July 17th is the newer director training. An agenda will be worked on. Erin will email directors to see if they are still willing to meet in person with precautions. Ms. Webb said there is a PowerPoint that was used last year for training and she will send that out.

Ms. Kresse said she is having one-on-one meetings with agency directors. She said she’s having conversations on UWSC moving toward having agencies draw down funds.

ANNOUNCEMENTS/REMINDERS

- A. Next ASSET Administrative Team Meeting – July 1, 2020 at 12:15 p.m.
- B. ASSET Agency Applications Due – June 22, 2020
- C. Next ASSET Meeting– June 11, 2020

ADJOURN

The meeting adjourned at 2:44 p.m.