

MINUTES

ASSET Administrative Team

June 2, 2021, 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 ASSET Administrative Team meeting was called to order at 12:16 pm by Chair Ashley Thompson with the following members present: Jean Kresse, Keith Hobson, Jenny Schill, Sandra King, Nikki Fischer, Lydia Youngquist and Deb Schildroth. Also, present were Anneke Mundel, and Administrative Assistant Pandora Lamar.

APPROVAL OF MINUTES

Approval of May 5, 2021 – *Approval of minutes was moved by Jean Kresse and seconded by Sandra King; Motion was carried unanimously.*

TREASURER'S REPORT

Jen Schill reported a balance of \$1,501.26.

OLD BUSINESS

Community Needs Assessment Update. Jean Kresse presented the Community Needs Assessment report to ASSET Board Members. There is will also be a comparison report from UNI. Full report (170 pages) will be released. A copy will be available at the Ames library as well as on the ASSET website.

NEW BUSINESS

YSS New and Expanded Services Requests.

Toby O'Berry (Director of Transition Services), Hope Metheny (Transitional Housing Programs Manager), and Gerri Bugg (Community Youth & Family Development Director) from YSS joined the meeting to discuss two new and expanded services requests, Transitional Housing Services and Kids Club.

Transitional Housing Expansion. YSS currently has four transitional living units in Story County and was just awarded a human trafficking grant to add six Rapid Re-housing units to house youth victims of human trafficking (separate from this expansion). Through ESG COVID Cares funding YSS also received funding to provide three additional transitional living units to double the number of units available. That funding ends in September 2021 and this additional funding request of \$52,000 would allow YSS to continue to support the three additional housing units. Half of the \$52,000 goes directly to rental assistance, rest will be used for staffing support and apartment furnishing/supplies.

Kids Club Expansion. YSS is requesting fund to expand the Kids Club program in Story County. The Superintendent is seeing a need for summer. Kids are leaving the district for other districts with after school care. A survey in 2019 indicated a need for after school care. Schools would like to start this Fall, but not sure we can make it happen. Middle School program already in Colo/Nesco is doing well. The teen club program is currently funded through ASSET. It is under out-of-school programming.

Discussion Points.

Re: Rapid Rehousing Request:

- Where will the \$52,000 come from?
- Concerned about request only serving 3 kids.
- The Rapid Rehousing request is a bundled service (rent, utilities, furnishings, staff time). Would need to separate it into two different models of service.

Jean Kresse moved for approval of Rapid Rehousing as an expanded service, but the service needs to be split between basic services and service coordination, Sandra King moved to second; Motion was carried unanimously.

Re afterschool care request:

- Will need to do second assessment with either the school district or parents themselves to be sure there is a demand/need and can get it going by Fall.
- We will want that assessment with submission of ASSET budget.
- Will the school district support this program, so that all funds do not have to be requested from ASSET?
- Will need more detail on parent fees and sliding fee scale.

Jean Kresse moved for approval under the conditions they provide the following information before submitting a budget: the specific amount the school district would contribute; a survey of parents to determine need; and more detail on the sliding fee scale. Nikki Fisher seconded; Motion was carried unanimously.

Review Reference Manual Revisions.

- An extensive cleanup was done with the Reference Manual.
- Took out information about Central Iowa Community Services since no longer a funder.
- Review of agency budget requests was changed to September/October.
- Specified importance of ASSET funder priorities.
- Added language to make it clear that ASSET funding should not cover entire costs or majority of costs for a program.
- Annual Agency hearings clarified.
- Taking Mid-year report out because Scorecard is replacing that as data collection service. Added language about what will need to be done in the future. Add as part of budget process agencies will need to make report by December 15. Look at how to incorporate into changes.
- ASSET Board will need both documents to see where changes were made.
- Volunteer Liaison responsibilities condensed and clarified role of liaisons. Focused on report form and questions to use for agency visits. Forms will still be submitted electronically, and Adm Assistant will review for formatting. Reports will not be posted on website, but will get them to staff, volunteers and agencies. If there are items of concern, they should be brought to attention of Adm Team so they can address. Report form has been redesigned as a focus and guide for them to follow during visits.
- Perhaps would be beneficial to send a spreadsheet/form to agencies and have them indicate which priorities they met. Need to make it easier for agencies. Task Force has not seen the forms yet. Have Task Force review the forms and get feedback for next Adm Team meeting.

- Budget forms and instructions were reviewed by Agencies and revised for consistency and flow, also to align with the workbook.
- Cleaned up service codes and clarified descriptions. Some no longer active but leaving them in.
- Index was updated.
- Needs to be done for Agency Training by beginning of August.
- Will schedule Zoom meeting on July 8 at 5 pm for approval.

Deb Schildroth moved to set a special ASSET Board meeting to approve the Reference Manual changes on July 8 at 5 pm and Sandra King seconded; Motion was carried unanimously.

Nikki Fisher, ASSET Co-Chair, took over as Chair of meeting at 2:15.

Discussion of Returning to In-Person Adm Team and ASSET Board Meetings.

- Could offer a conference call but not a hybrid Zoom/in-person meeting. The speaker and mic used last January belonged to Tori and was used through a driver on her computer. City Church does not have this technology but could use a cell phone and put on speaker. Pandora will investigate possible options to allow for both in-person and remote attendance.
- Adm Team meeting on July 7 could be held in person at United Way offices.
- ASSET Board meeting on August 12 could be held in person at Story County Human Services Center if City Church is not available.

Deb Schildroth moved that the ASSET Board meeting on 8/12 return to in-person meeting with location TBD and Jean Kresse seconded; Motion was carried unanimously.

Deb Schildroth moved that we return to in-person Adm Team meetings on 7/7 at United Way and it was seconded by Sandra King. 6 ayes and 1 nay Motion carried.

Asset website header and footer.

- Footer has wrong link for United Way and logo is not current one.
- City of Ames logo takes us to wrong page.
- Story County goes right to County Site.
- Should ISU student government logo be updated—it says GSB. Lydia will check.
- Should the logos be active links or just logos without links?
- Eliminate PO Box address and update phone number.
- Privacy page needs updating.

Additional Items and Concerns:

- Deb will meet with HIRTA on June 7 to discuss changes to Ames rides. They want to limit the purpose of trips just medical and grocery trips. Will talk about that and how it impacts individuals. Will discuss issues re limitations on number of rides and how it may not align with City ASSET contract. HIRTA is creating grocery shuttles and looking at ways to condense trips instead of providing single rides. HIRTA is also looking to buy more fuel-efficient vehicles.
- Jean reports that UW Board of Directors did approve Policies and Procedures Manual.

ANNOUNCEMENTS/REMINDERS

June 23 New ASSET Agency applications are due

July 7 Adm Team Meeting at United Way of Story County @ 12:15 pm

July 8 Special ASSET Board Meeting to approve Reference Manual via Zoom @ 5:00 pm

August 4 Adm Team Meeting at United Way of Story County @ 12:15 pm

August 16 ASSET Agency Training at City of Ames Council Chambers @ 1:00 pm

September 1 Adm team Meeting @12:15 pm – Location TBD

Meeting adjourned at 2:44 pm.