

**ASSET ADMINISTRATIVE TEAM
JULY 1, 2020
MINUTES**

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) was called to order at 12:15p.m. by Chair Keith Hobson with the following members present: Keith Hobson, Sandra King, Jean Kresse, Deb Schildroth, Jen Schill, and Ashley Thompson. Also present: Anneke Mundel, Bailey Pearson, Kelly Butcher & Joy Fotma (Wings of Refuge), Jennifer Cress-Slife & Amy Carpenter (CASA), Kelly Huntsman & Marissa Conrad (PHC).

WELCOME/ INTRODUCTIONS

Introductions took place.

APPROVAL OF JUNE 3, 2020 ASSET MINUTES

Moved by Schildroth, seconded by Thompson, to approve the June 3, 2020 minutes. Motion declared carried unanimously.

TREASURER'S REPORT

Treasurer Schill reported an ASSET balance of \$2,472.30

OLD BUSINESS

Agency Applications:

Wings of Refuge - Joy Fopma and Kelly Butcher joined the meeting and introduced themselves. The ASSET team and others in attendance introduced themselves. Ms. Kresse asked if their job titles, "development" focuses on fundraising or program. They responded fund raising. Keith asked for Wings of Refuge to give an agency introduction. Ms. Fopma said they are an organization founded over 7 years ago after learning about human trafficking. Twelve people came together and researched what were the needs and created a program to provide a safe home focusing on restoration of females that have been trafficked. They began with a small home in Iowa Falls. The women had an enormity of needs without resources in a small town. To keep up with the needs and serve the women completely they relocated to Ames, and are looking to be able to serve 10 women. Ms. Schildroth asked about the service they are looking for ASSET to help fund and asked them to talk about what the "social enterprise" means. Ms. Fopma said the goals of a social enterprise is to give the women an opportunity to get to create a product, learn how to apply for jobs, learn work etiquette, how to earn an income, and also sell the product they have created. The women found it impactful that people wanted to purchase things they made. Schildroth asked if the social enterprise coordinator is considered staff. Fopma answered yes.

Hobson asked if they are familiar with other ASSET agencies providing similar services and asked how they collaborate? They answered they know YSS also serves youth survivors. Wings of Refuge shares referrals with ACCESS. Ms. Butcher stated that Wings provides more long term restorative and in depth programming in their homes. Wings is unique in that it is more holistic. Women may have worked with multiple agencies prior to coming to Wings. They feel safer being able to have their needs met in one place [Wings]. Ms. Thompson asked how long women stay. Fopma said women stay an average of 8 months. They want to see the average grow. They've had women stay over 2 years. The program is individualized for each women.

Ms. Kresse said, looking at the income page on your application, what are you projecting for 2021? Fopma stated that the revenue is based on previous years and they feel confident in the projections for FY21. She said this year they were on track to meet budget. Kresse asked if women retained the dollars they have earned through social enterprise? Ms. Fopma answered, the women work 8-10 hours a week and earn \$8 per hour and it is included in the expenses.

Ms. Kresse asked if Wings of Refuge has a trained therapist on staff. Wings answered, that some women have their own counselors, and they also partner with existing agencies including Optimae.

Ms. Kresse asked for the Wings representatives to talk about their diversity and inclusion policy. Fopma answered, that they are a Christ-centered organization, and they have a statement of faith. We are very upfront about what the women can expect. If it's not for them they don't have to take that route. They have served women that identify with the LGBTQ+ community.

Ms. King asked, are you sure there's no duplication with ACCESS? Ms. Butcher answered, it is our understanding is that our service is only to sex trafficking, offering in depth restoration for the women. ACCESS may also serve this population but not in the same way.

It was asked, what is the best evidence that the program is are making a difference for survivors? Fopma responded, what I've learned is that healing looks different on everyone. It could be someone who is able to walk out in public, or someone who can sleep an extra hour. Butcher stated that they do track specific metrics. The # women who stay 6 months or more, % women who maintain their sobriety, % of women who establish community (Support system), % women who gained employment while at wings. Schildroth thanked the ladies for joining and providing answers to the ASSET team's questions. She said, we will let you know either way if we can move forward to the next steps for funding. If it is approved we have a training in August. Budgets are due end of September. She asked if the Wings of Refuge ladies had questions. Fopma asked if they wanted to request funding for TLC, would that be possible to do so. Schildroth answered, if they think they want to request funding for their TLC services too, they should submit that request soon.

Iowa Child Advocacy Board – Story County CASA – Introductions took place with Jennifer Cress-Sliffe and Amy Carpenter on the call. Ms. Sliffe said there had been a coordinator's office in Story County until 2016. When the person in the position left they also had to make drastic budget cuts and closed the physical office in Ames. The current coordinator covering Story County is remote. If funding was available, an office would be located in Story County. Sliffe stated that Story County CASA is under the Iowa Child Advocacy Board, and although they receive state funding it isn't enough to provide the services. Statewide they have applied for five United Way grants and have received two.

Ms. Carpenter stated that even though they are a state agency, the appropriation does not cover salary for the staff and everything else that's needed, like travel or an office budget. Ms. King asked if they are seeking funding from Story County to supplement the services they provide. Sliffe said, no just supplement services provided in Story County would allow the Part-Time coordination services to be enhanced, because they could find someone closer who could do that. She added they are set up like Iowa Public Radio used to be where they used to receive state appropriations, and they have an annual fundraiser. Schildroth asked where the state funding comes through. Sliffe stated the IA Department of Inspections and Appeals. Schildroth asked if they receive funding from any other sources. Carpenter said what they receive she would consider as in-kind, in Council Bluffs the county gives them an office, but they don't have an appropriation direct from the county or city. Sliffe stated that they are trying to identify additional

funding. They are limited in the amount of services they can provide because of the state funding. Each Local Field Office must conduct their own fund raising efforts.

Ms. Kresse requested they provide an agency budget in addition to the Story County CASA budget included in the application. Kresse asked about the FY20 budget. It appears the total of \$60,051 doesn't show the source. Slife stated it should be under Appropriations. Kresse said FY21 is starting today and it looks as if there is enough state appropriations to cover the expenses that listed. Kresse asked, come next year what you would want ASSET funders to fund that is not already covered by state appropriations. Slife said additional time spent in the county. She added this is based on 50% of the coordinators time, any additional time depends on number of kids served and court demand. Ms. Carpenter added overall the vision of the organization is to have a staff person who covers Story County and it might be 30 hours a week, but the case load, court demand and number of kids who need to be served is there.

Ms. Schildroth stated that ASSET has not provided funding to a state agency before. Slife stated when they can apply as a state agency they do. When they apply through Friends of CASA in the past they charge a fee for funding which is not unusual, but they weren't asking for much money so it impacted on what they were able to do with the funds received. Recently Friends has been waiving the fee, but at the time they decided to apply because it would make it easier on their end if the funds came directly to the agency. Carpenter added it depends on how the funder wants those funds to be held. They can pull them through the 501c3 or through the state of Iowa. Kresse asked if the other United Ways in the state who are funding CASA are funding through the 501c3. Slife responded, yes. Kresse stated that this would be how they need to appeal to receive funding from United Way. Kresse also asked, does the Friends support other efforts? Carpenter stated, the Friends only support. Ms. Thompson asked, if the state appropriations come through the HHS and where does the funding come through on a state perspective? Carpenter answered they are an attached unit to the department of inspection and appeals.

Kresse requested a full budget to show where they are at, and the tax id number for the Friends and the actual names of the Friends. Slife said she would provide the full budget and asked if ASSET wants the Friends budget too. Schildroth said possibly, but ASSET will need to discuss before asking for information on Friends. She also requested they send the information to Erin Thompson.

Primary Health Care- Introductions took place with Kelly Huntsman, CEO of PHC, and Marissa Conrad, Director of at PHC. Ms. Schildroth asked what are the proposed plans in the next 3-6 months? Ms. Hunstman said they had a call with MICA yesterday. They are in the process of reopening 3 sites since COVID. They had been shut down significantly. They have now un-furloughed their staff and have to make significant adjustments to how they practice as a result of COVID and infection control requirements. So at this time it is not a good idea to build a dental clinic from the bottom while also implementing new sanitary procedures. She added they were going to use the MICA site but we can't without it being an operating loss. In the next 3 months they have to address emergency care, whether that's transporting the patient to Des Moines/Marshalltown or if they can see them in the medical office in Ames to evaluate what their emergent need is. They are thinking more along the line of using some mobile dental equipment in their medical clinic which would allow them to use the same staff in that space which would allow them to provide dental care. The ultimate goal is to use space adjacent to the medical office which is big enough for 6 operator so they don't need to build any registration since it's adjacent to the medical office. They are not in a position to do that until they raise those funds. They may not be able to use the dental equipment that MICA has due to consistency with PHC's equipment and because of some of the requirements for infection control. Worst case it would cost about a million to get up and running, best case it will cost about 800,000 if they can use any of MICA's equipment.

Ms. Kresse asked about funding from Delta Dental and other sources and if those funds would still be available long-term. Huntsman said they have about 240,000 available to them right now. Last year there was a dental expansion opportunity and they had applied for the maximum they could get. They had intended to use that in Ames to use a couple of the medical exam rooms to provide additional services to what MICA was providing, given the needs of the community. She added they decided not to do that and they were going to repurpose that money, until MICA called asking for PHC to step in. So, they will be using that \$240,000 in Ames. They had also had a conversation with Delta Dental in regards to their needs, and Huntsman thinks they may be able to get their support of about \$250,000. There's an issue with timing for Delta Dental because they've used all of their funds and will not have anything available until maybe April of 2021. There is the possibility that in the next stimulus package they could receive funds in December. They also have a Marshalltown clinic they need to update and expand, but they could utilize some of that in Ames as well.

King asked if they have an idea of when they would be able to make funding on their own before they would be able to provide services beyond temporary. Huntsman said the earliest they could have commitments from partners wouldn't be until April. She added if they could start construction in April they could be open towards the end of the fiscal year but not much before that. Until then they could run on a temporary basis in 2 operatories out of the medical facility, and do full-time hygiene and supplement with a provider, but it would require recruiting because they need a provider. Temporary services could be up and running between 3-6 months, they would handle emergencies prior to that in Des Moines, and have full services up and running towards the end of the fiscal year. Ms. Thompson asked if their fiscal year is July 1. Huntsman said yes their fiscal year is July 1- June 30.

Kresse said looking ahead to FY 22, everything is up and running, would there need to be any supplemental funding coming from any of the 4 funders to subsidize the actual services in FY22? Huntsman said if they don't get up running in the end of this FY it would be their first year in the new space. They do anticipate losses in the first few years, but the clinic should be self-sustaining by year three or four. She said the first year operating losses would be about 100-200k. Support is needed in the first year.

Huntsman said she wants to explain how the grant works. PHC does get HERSA grant dollars to provide care to the uninsured. When they opened the Ames clinic they did it as a new site and got 50k/year. When they pick up dental in Ames they will not get additional grant dollars, that's now how it works. They would have to apply for a service expansion. If there are additional opportunities for service expansion in Ames, they could apply for that funding to help with operations, but they don't know when it will be offered. Once PHC gets dental up and running smoothly, in about 1-2 years, they can cover their costs.

Ms. Schildroth said right now besides the dental clinic, MICA also provides fluoride services for children and another service they provide is called child dental. Are you planning to cover those too? Huntsman said after speaking with MICA they want to continue offering the fluoride program. They didn't speak about the child dental program, but she thinks that's more direct care. If MICA is unable to do that PHC can provide that service. Kresse said the child dental is a voucher program too.

Schildroth said, MICA used to partner with local dentists who came in to volunteer their time. Is that an option with your dental service model? Huntsman said they are a full-time operation, operating 4 dental clinics and need to be open 5 days a week 8-5, and need to make sure they have providers all the time. A volunteer model isn't the best practice for PHC. They have had retired dentists as needed and are happy

to utilize dentists who want to pick up time or new providers who needs more time working during the week. Schildroth asked if this would fill the temporary need. Huntsman said she thinks they can look at doing that if there are dentists.

Huntsman said MICA communicated to PHC yesterday that Lisa Heddens shared with the Board of supervisors. Huntsman doesn't want to disappoint the community that they won't be up and ready to serve right away but she asks if there's anything she needs to communicate to the board about PHC not being available right away. She and Marissa are happy to be involved in conversations. Ms. King said she thinks the board of supervisors need to be updated once the next steps have been decided.

Huntsman said she thinks PHC may need the funding that would have been going to MICA in order to provide temporary services this year. She asked what this year would look like, and if PHC is not able to provide services full-time, if it's only interim, what would that look like as far as how ASSET would support that work. Schildroth said she gave the city council a heads up about there being a change and planning going on, and that the dollars may be needed for PHC. The city is holding onto the funds for FY21 because they knew of this service change. She also spoke with MICA about it. Schildroth said she needs to know is what amount in the contract with MICA they would be withholding from MICA for FY21. Between funders there is \$198,921 allocated to MICA for just the dental clinic, not child dental or fluoride. Schildroth told the council those dollars might be needed this year for PHC to move forward to provide services.

Huntsman asked if it's a possibility if that request included a partial operational dollars to help build the gap, and could part of it also be used to help provide dollars for the equipment or construction gap if we got started this fiscal year, or could it be a combination of both? Schildroth said potentially, and that she would want to word it carefully. She added that the city has helped human service organizations with capital projects. She said the city's amount of the \$198,921 available is \$94k.

Kresse said when PHC first came to town you had an ambitious goal of raising \$625k, and being a few years down the road, do you think you have the structure in place to raise between \$500k-700k for a dental clinic? Huntsman said that makes her nervous to have such a big number to reach before they are able to be operational. She said a smaller number like a couple hundred thousand to raise they might be able to do that. If PHC was in a different financial place like they were a year ago, they would have, but not right now. They want to make sure they have commitments from funders before they start to build the project.

King asked how long does PHC think they'll be able to provide services temporally, if the necessity was there to go beyond COVID. Huntsman said they've looked at a six month period and it would be running at an operating loss. The longer they run that way, at interim, the more of an operating loss that would be. She said the goal is not to do that long term because it's not efficient. She believes 6-9 months is reasonable. Huntsman added if the city and county and United Way would be interested in allowing PHC to utilize some of this year's funds towards capital, then they could utilize their existing facility. They do have some mobile units that would be used and that would be more cost effective for PHC then operating out of the MICA site. The initial loss might be less in their own facility and they haven't gotten a chance to calculate the costs yet.

Finalize Liaison Assignments – Schildroth said we could temporarily assign them, or approve them as is knowing there could be a shuffle. Members are still looking for volunteers. Ms. Kresse asked if we could wait until August 5th to approve them so we wouldn't need to come back and approve them again. That would give us time to get them printed.

Finalize Agenda for New Director Training – Schildroth will share an agenda.

Update an Administrative Assistant – Ms. Schildroth gave an update on what was received and that there will be an offer made early next week and then the other individuals in regards to filling the position. Once the offer has been made the ASSET team will be updated.

UCC – Expanded Services Request (Infant Care) – Ms. Kresse said the information needed was the comfort zone. At this point in time they are saying they are not operating this program. *Kresse moved, second by Schildroth to accept the new expanded services request for FY22 budget process. Motion carried.*

Update on Dr. Kesho Scott Training – Ms. Mundel said she has set a date for the training, August 13. Dr. Scott wanted to know what size and format the team wanted to use, and she proposed 2 new prices that Ms. Kresse has forwarded in an email. One option is a workshop style with breakouts which would be 40 people or however many she can see on one screen and that is \$1800. The second option is a presentation and more of a lecture with no maximum but no breakout rooms and less hands on for \$1500. Kresse thinks we are more ready for the lecture style. Thompson said logistically having people watching online she also thinks a lecture style would be best and recognizing that we could have her come back at a different time. King also agreed with the lecture style. Kresse said she wants to strongly encourage leaders of organizations to be present and then sign on others. Mundel said she will relay the decision and let ASSET know what Dr. Scott says.

NEW BUSINESS

ASSET BOARD AGENDA – Agency Updates: Kresse stated that when ASSET had agency representatives that this agenda item was reserved for those reports. Since there are no long representatives so suggested this should be removed. Schildroth stated that there could and should be a place for public comment for things not on the agenda. This modification will be used on future agendas.

PROPOSED REVISIONS TO ABF2; SCORECARD VS. ABF5 – Ms. Mundel shared her screen to show how Scorecard could be used to gather client data. Kresse stated that the current ABF2 doesn't have a race and ethnicity category, and that believes it should be added. Mundel also requested we add a category for gender and sex identity. King questioned how this information would be used. Kresse stated that it currently is not used for anything. Schildroth mentioned the city has deleted gender from documents and applications. Kresse asked if ASSET should remove "male/female" from the form completely. Schildroth agreed and King stated that until there's more discussion on it we should take it off. Kresse asked if we want to pilot the ABF2 on Scorecard. For those agencies participating in the pilot they fill out an ABF2 on the spreadsheet. Ms. King said it's important for agencies to know who they serve and if someone or a group of people is being impacted negatively.

BOYS & GIRLS CLUBS OF STORY COUNTY – Request for modified service during COVID-19 – Ms. Kresse said BGCSC wanted ASSET to accept a modified service to be conducted via Zoom. Kresse said when we did the review of all the program services after COVID we based it on the definition of the service. She read the definition and said she would love to see them open the club even if it's 10 kids. Ms. Schill asked if they are open. Schildroth read the email from BGCSC, their board would regroup in mid-June and consider a potential early July opening. Kresse said United Way made the decision not to fund the virtual programming in June. Schildroth said their website says they are open July 6-August 13. Kresse

wants to give them further direction before making a motion on this item. Schildroth said BGCSC wanted to do this virtual programming for June, we're not sure how they handled that so we will need to ask them. Going forward, if they are reopening and providing 10 units they should bill us for 10 units. Schildroth will reach out to Erika.

CREATE AGENCY TRAINING AGENDA – Schildroth will share the PowerPoint used last year.

ALL ABOARD FOR KIDS – external preparation of balance sheet – Kresse state that All Aboard's total funding is under \$25,000 and that they are having a hard time getting an external auditor to do the balance sheet. We had agreed to extend the deadline for them in time for ASSET to talk about it. ASSET requires that an external audited balance sheet be complete if the budget is below \$100,000. Lisa McCarty has contacted an auditor in Boone, but did not have an answer yet. Kresse suggested ASSET grant them an extension of 3 months to September 30. *Kresse moved, second by Schildroth to grant All Aboard for Kids an extension of 3 months to submit an audited balance sheet. Motion carried.*

ASSET ADMINISTRATIVE TEAM'S AUTHORITY – Joint Funders Discussion – King stated that Supervisor Oleson requested that this be included as an agenda item for the September Joint Funders.

ADDITIONAL ITEMS/CONCERNS – Nothing discussed.

ANNOUNCEMENTS/REMINDERS

New Directors Meeting – July 17, 2020 @ 10am

ASSET Administrative Team Meeting – August 5, 2020 @ 12:15 p.m.

Dr. Kesho Scott Training – August 13, 2020 @ 1 p.m.

ASSET Board Meeting – August 13, 2020 @ 5 p.m.

ASSET Agency Training – August 17, 2020 @ 1 p.m.