

MINUTES
ASSET Administrative Team
April 6, 2022, 12:15pm
Zoom

The Analysis of Social Services Evaluation Team (ASSET) Administrative Team met at 12:15pm via Zoom with the following members present: Sandra King, Jean Kresse, Jenny Schill, Nikki Fischer, Lydia Youngquist, Keith Hobson, Ashley Thompson, and Deb Schildroth. Also present was Annke Mundel.

APPROVAL OF MARCH 2, 2022 MINUTES

Moved by Schildroth, seconded by Fischer, to approve the March 2, 2022 minutes. Motion carried unanimously.

TREASURER'S REPORT

Treasurer Schill reported a balance of \$1,325.88.

Angela Tharp, Executive Director, NAMI of Central Iowa – Ms. Tharp and members of her Board attended the meeting to discuss concerns she had about the ASSET process. The specific concerns were using the allotted time during the NAMI agency hearing, the role of the Liaison, and communication around reporting Mid-Year outcome information. Tharp asked if everyone (Adm Team) had received the email she sent to Kresse in January following the NAMI of CI agency hearing. Chair Thompson explained that Kresse had shared the concerns with the Adm Team but not the email. Kresse clarified that the time allotment of 15 minutes is given to each ASSET agency for their hearing and in reviewing the Zoom recording, NAMI of CI was allotted 15 minutes. Schildroth clarified that 5 minutes of the time is spent on budget and program presentation and 10 minutes is for questions from the volunteers and Funder staff. These instructions are outlined at the top of the Agency Hearing Schedule posted on the ASSET website and provided to the agencies. ASSET staff confirmed that NAMI of CI was given 15 minutes for their hearing.

NAMI of CI Board Chair Marty Chitty asked what deficiencies were noted in the information from NAMI of CI. Kresse stated that at the time of NAMI's hearing, we had not received the Mid-Year Report which was due December 15th. Several email messages were sent to Ms. Tharp, but there were no responses. This is why it was brought up during her agency hearing where she provided the explanation of thinking that staff had completed the report and submitted it to ASSET.

Ms Tharp asked why she has had to write the Liaison Report for the past two years. Chair Thompson stated that she is the NAMI of CI Liaison and sent a blank copy of the Liaison Report form to Ms. Tharp in preparation of the Liaison visit. Chair Thompson stated that the report that was submitted to the ASSET Administrative Assistant was written by her and Liaison Bryce Garman. Ms Tharp requested a copy of the report submitted by Thompson and Garman and Adm Team said a copy would be forwarded to her following the meeting.

Ms Tharp stated she felt publicly humiliated and shamed during the NAMI of CI agency hearing. Kresse stated that was not the intent and that we would review the Zoom video for clarity. Ms Tharp asked if she could have access to the video and was told that ASSET Adm Staff would work something out for that to happen.

Board Chair Chitty asked what can NAMI do to avoid this from happening again? Schildroth stated that email is the primary way in which ASSET communicates with the 32 agencies involved in the process. It's also important to review information posted on the ASSET website such as the calendar, hearings schedule, Funder

allocations, etc., and to attend the annual ASSET agency training held in August. Mundel stated that she meets with agencies to review outcome data and had included the NAMI of CI staff person collecting the data in email correspondence. King reiterated that it is the agency's responsibility to submit the data and to communicate with the Adm Team if/when there are issues with doing so.

Follow-up to be done by Adm Team includes forwarding last year's Liaison Report to Ms Tharp and determining the best way to provide the NAMI of CI portion of the Zoom video from the agency hearings.

Jodi Stumbo, President and CEO, The Bridge Home – Ms Stumbo and members of her Executive Committee attended the meeting to discuss the proposed plan to unsequester FY2022-23 ASSET funding. Schildroth reviewed the plan and explained that the ASSET Board will be taking action on it at the April 14th meeting. If approved, the plan will be provided to TBH for their action.

John Dalhoff, TBH Treasurer, stated that the plan sounds doable. He stated that the biggest concern from the March 14, 2022 letter is there seems to be a lack of trust between TBH and ASSET. Mr. Dalhoff stated that 80% of the stays at the shelter are 30 days or less. In his opinion, turning away homeless individuals and drop-ins is of concern. TBH is turning away approximately 15-50 people per month. Additional staff has been hired at TBH to help move people out of the shelter and open up capacity. TBH is tracking three new metrics:

- Average number of days from shelter to permanent housing
- Number of individuals in shelter less than 30 days
- Number of individuals in shelter 30 days and longer

Mr. Dalhoff shared that TBH is remodeling a duplex that had previously been used by families but was empty. Its new use will be a "drop-in" shelter offering 12 beds with a limit of 1 overnight stay. A donor provided funds for the remodeling costs and TBH is in the process of equipping the rooms. Funds for operational costs will need to be raised, but the intent is to have it open this summer.

Mr. Dalhoff concluded TBH values the relationship with ASSET.

OLD BUSINESS

Revision to the 2022-23 ASSET Calendar – Kresse reviewed the changes to the calendar which include the deletion of the Funding Letters in February, and the addition of the July 31 deadline for FY Scorecard data, and three ClearImpact Scorecard training sessions in December. Schildroth moved approval of the calendar with the noted changes and Kresse seconded. Motion carried unanimously.

Follow-up Discussion for The Bridge Home – King moved to approve the plan for unsequestering FY 2022-23 funds and Hobson seconded. Motion carried unanimously. The ASSET Board will take action on the plan at their April 14 meeting.

ASSET Administrative Assistant Update – King shared that there was one applicant for the position and she and Schildroth would be interviewing the candidate following the Adm Team meeting. Kresse reported that final revisions have been made to the Administrative Assistant Manual.

Status of ASSET Policies and Procedures Review – Revisions will be brought to the Adm Team in May with expected approval by the ASSET Board at the May 12 meeting. Upon ASSET's approval, the Funder's will need to individually approve the Policies and Procedures.

Status of ASSET Reference Manual Review – Revisions are still underway and it is anticipated that the document will be ready for Adm Team approval later this summer. It will be on the August 11 ASSET Board agenda.

ASSET Officers for 2022-23 – Kresse shared the following slate of officers for 2022-23:

- Chair – Nikki Fischer (Story County volunteer)
- Vice Chair – Joel Hochstein (United Way volunteer)
- Treasurer – Jenny Schill (City of Ames volunteer)
- Past Chair – Ashley Thompson (City of Ames volunteer)

This slate will be presented to the ASSET Board for approval at the April 14 meeting.

NEW BUSINESS

Definitions for Rapid Rehousing and Transitional Living (TBH) – This item is tabled until a meeting with TBH has been scheduled to discuss the definitions.

YSS – Kids Club:

Service code for Teen Club – This item is tabled until a discussion can occur with YSS staff.

Colo Kids Club – merge with existing Kids Club – Moved by Kresse and seconded by Schildroth to merge Colo Kids Club with regular Kids Club service for the FY 2023-24 budget cycle. Motion carried unanimously.

YSS – Service Coordination – Need mental health outcome data in Scorecard – Mundel provided an overview of the data currently collected. Schildroth moved to split the data reporting between ancillary services (housing, employment, healthcare) and mental health, Kresse seconded. Motion carried unanimously.

ASSET Board Meeting Agenda for 4/14/22 – Adm Team worked on finalizing the agenda.

Additional Items/Concerns – Schildroth shared that HSS and ChildServe made requests to the City to reallocate FY 2021-22 funds and City Council approved the requests. Kresse commented that the HSS building has been demolished for the construction of the facility.

Kresse shared that Peggy Michelotti is the new Legal Aid Executive Director and that Ryan Santi is the Interim Executive Director at Boys and Girls Club.

Announcement/Reminders

ASSET Board Meeting – April 14, 2022 at 5pm via Zoom

Admin Team Meeting – May 4, 2022 at 12:15pm at United Way of Story County

ASSET Board Meeting – May 12, 2022 at 5pm at CityChurch (North Education Room)

Meeting adjourned at 2:42 p.m.