

MINUTES
ASSET Administrative Team
March 2, 2022, 12:15pm
Zoom

The Analysis of Social Services Evaluation Team (ASSET) Administrative Team met at 12:21pm via Zoom with the following members present: Sandra King, Jean Kresse, Jenny Schill, Nikki Fischer, Lydia Youngquist, Ashley Thompson, and Deb Schildroth. Also present was Annke Mundel.

APPROVAL OF FEBRUARY 2, 2022 MINUTES

Moved by Schildroth, seconded by King, to approve the February 2, 2022 minutes. Motion carried unanimously.

TREASURER'S REPORT

Schill reported a balance of \$1,805.88.

Angela Tharp, Executive Director, NAMI of Central Iowa – invited

Schildroth reported that Ms. Tharp was not able to attend this meeting but could attend the April 6th Adm Team meeting.

OLD BUSINESS

Follow-up from the February 28 meeting with The Bridge Home (TBH) and Next Steps

Kresse shared that Schildroth, King, and she met with TBH earlier on March 2nd to learn about their proposed campus plans.

Discussion ensued amongst Adm Team members about continued concerns regarding the definition of emergency shelter versus shelter, changes in service model, length of stay, accurate computing of a unit rate and drawing down funds, and an overall understanding of community need for emergency shelter and what the ASSET funders have identified funding.

Kresse moved, and Schildroth seconded, drafting a letter to TBH that includes:

- the funders intent to pay for emergency shelter per the definition in the ASSET Reference Manual, including the understanding of a 30 day length of stay
- the need to provide consistent outcome data
- the need to provide accurate program budgets, including proposed units of service and corresponding unit rates

King will draft the letter and Adm Team members will review and provide comment. The issue should go back to the ASSET Board for a recommendation to the Funders before the funds can be released. It was agreed to copy TBH's Executive Committee on all communications.

2022-2023 ASSET calendar

Approved by ASSET Board on February 10, 2022. It will be posted to the ASSET website after April 1st and emailed out to volunteers and agencies in the meantime.

ASSET Administrative Assistant status

King reported that the position has been posted on the Story County website and the closing date is March 4th. One application has been received. Schildroth moved, seconded by Fischer to extend the application deadline to Friday, March 25th. Motion carried unanimously.

Updates to Administrative Assistant manual

Review of the manual and a checklist is underway by King, Kresse, and Schildroth.

NEW BUSINESS

April meetings

The City and County have removed their mask requirements. United Way will continue their mask requirement until after spring break.

Motion by Kresse, seconded by King to hold April Administrative Team and Board meetings via Zoom. Motion carried unanimously.

Correspondence to agencies

Kresse will email agencies reminding them to visit the ASSET website for calendar and deadlines.

Review of Policies and Procedures and Reference Manual

Extensive review of both documents was done a year ago, but there are additional revisions. Kresse will put both documents on Google docs for editing.

As a reminder, both documents need the ASSET Board's approval and the Policies and Procedures also need approval of the Funders.

Schildroth stated that we need to revisit the definitions of Transitional Living, Rapid Re-housing, and Emergency Assistance for Basic Material needs. Kresse concurred.

Sharing Clear Impact Scorecard Data with Funders

Schildroth inquired how outcome data can best be shared with Funders. Mundel stated that there is a public view of ASSET funded data on the UWSC website. For agency-specific data, Mundel would need to provide the scorecard or provide access credentials to view the information. She also offered to provide Scorecard tutorials to the funders.

Mundel can generate reports upon request. She shared that Scorecard is working on a 7.0 version that will become available in the near future.

Additional Items/Concerns

Kresse suggested streamlining the process by not sending out the funding letters as stated on the ASSET calendar as very little changes between posting the recommendations in January and sending the funding letters in February. Since this requires a change on the calendar, Schildroth will revise it and the calendar will be brought back to ASSET at the April board meeting.

King inquired about the deadlines for FY 24 budget submission and new agency applications. Kresse stated that we should make sure and review the criteria as part of the Policies and Procedures review.

Announcements/Reminders

Chair Thompson reviewed upcoming meetings.

Kresse reminded everyone about upcoming changes in ASSET officers. It is United Way's turn to have a volunteer serve as Vice Chair, and Kresse said it would be Joel Hochstein. Schildroth said we'll need to place the slate of officers on the April ASSET Board meeting.

Funder staff shared information about new volunteers.

Lydia announced that she will be graduating in May!

Meeting adjourned at 1:32pm.