

MINUTES

ASSET Administrative Team
September 01, 2021, 12:15 p.m.
United Way of Story County

The ASSET Administrative Team meeting was called to order at 12:17 pm by Chair Ashley Thompson with the following present: Nikki Fischer, Jean Kresse, Anneke Mundel, Jenny Schill, Sandra King, Lydia Youngquist, Deb Schildroth, and Pandora Lamar.

1. WELCOME AND INTRODUCTIONS

2. APPROVAL OF MINUTES

Approval of minutes (with removal of line under Liaison Assignments re adding slots) for August 4, 2021 was moved by Jean and seconded by Nikki; Motion was carried unanimously.

3. TREASURER'S REPORT

Jenny Schill reported a balance of \$622.12.

4. OLD BUSINESS

Finalize Budget Review Checklist

Pandora will remove the ABF 5-0 section on the Checklist and the narrative section of Scorecard should be completed instead. We will have them complete the questions; What we do, who we serve, and what is the impact. Pandora will add more space for comments/details under the last two items.

ASSET Board Meeting—In person or Zoom?

Deb said we could use the City Council Chambers instead of CityChurch if the auditorium is unavailable. There is a possibility of offering a Zoom option if we can get the equipment from either the Ames Public Library or Nikki. There was discussion about the benefits of meeting in person vs meeting via Zoom. It was generally agreed upon that it would be beneficial to meet in person if we can safely do that. Deb stated that during the pandemic there were exceptions allowed within the open meetings law for electronic meetings. Those exceptions ceased at the end of June 2021. There are criteria that must be met in order to hold an electronic meeting and "convenience" for board members does not meet the criteria.

ASSET General Fund—\$600 Funder Contribution

Funder payments of the \$600 to the ASSET General Fund have been delayed as tax exemption status is reviewed. This issue will need to be addressed. Deb noted that one option is to close the current ASSET bank account and have one of the funders assume fiduciary responsibilities. It was suggested that ASSET collect the \$600 and have Jenny continue as Treasurer for now. It was agreed that changes will need to be a joint funder decision because this issue falls under the ASSET Policies and Procedures. ASSET could continue to have a treasurer appointed. Lydia asked for a new W9 with EIN number for ISU Student Government.

Jean moved to explore having a funder take over the role of fiscal oversight for ASSET and it was seconded by Nikki; Motion was carried unanimously.

5. NEW BUSINESS

ASSET Board and Joint Funders Agenda

Pandora will make copies of the Reference Manual and the Policies and Procedures for distribution at the meeting. It was discussed whether or not joint funder priorities should be a separate item on the agenda. It was suggested that that they could be brought up under joint funder reports. Deb will look for the Power Point presentation for Volunteer Orientation.

HSS Facility Update

The facility used by Heartland Senior Services (HSS) is owned by the City of Ames. HSS has explored the possibility of building a new facility because expansion of current facilities seems unlikely. They have been working with the City Planning Department to explore options. Nancy Carroll sent a letter to the City that proposes combining two parcels and demolishing the existing building. A new building would be constructed on the site. In the letter she proposed that HSS would own the building and lease the land from the City. The proposal has been referred to the City Planning Department who will make a recommendation to the City Council.

Scorecard Narrative

There was discussion of the current word and character count within Clear Impact Scorecard and whether or not we still want to include those. One reason to keep them is for ease of copying and printing in the budget book. It could be all on one page, or we could allow it goes to two pages. It was decided that for now, we will not limit length. The size and type of font will be standardized for consistency. Anneke will draft an email for Pandora to send to agencies with instructions for completing Scorecard. A Scorecard should be filled out for each program.

Discussion on Piloting Funder Priorities Checklist

It was proposed that YSS, Able Up Iowa, UCC, RSVP, and Heartland Senior Services be contacted as potential pilot agencies for the new Funder Priorities Checklist form. Adm Team needs to decide when the information is collected when would it be shared with the volunteers. There was discussion of how the information would be utilized. The Process and Forms Task Force felt it would help focus agencies on priorities and provide direction. An item could be added to the budget checklist regarding whether or not the service is meeting funder priorities. Originally, it was thought that the Volunteers should fill it out, but it may be preferable to have the agencies do that instead. Volunteers could still use the information as a gauge. It may prompt agencies to look at funder priorities before they make budget requests. Anneke will send an email to the aforementioned agencies on behalf of the ASSET Adm Team and copy Pandora. We will ask them to turn it in with their budget and use October 11 as the deadline. The Checklists should be returned to Anneke so she can compare the information with Scorecard.

Review Work Teams

We will put together the Work Teams (Education, Financial Stability and Health) by focus area and Anneke will pull out the highlights. Work Teams will meet on Dec 6 and 7 (5-6 pm), and on Dec 9 after the ASSET meeting. On January 7 after budget hearings, we could have a Zoom to review from 11am-1pm or any time that is convenient for everyone.

Clarification on YSS (Teen Maze for Scorecard)

Anneke did get clarification from Katie at YSS that Teen Maze is reported under child safety. There was discussion regarding the appropriateness of this. In terms of "accounting" for reimbursement, they are counting portions of the event in several different service areas. They are now doing six 15-minute video

segments to be used in schools. Should the impact data be spread across different categories? Staff hours could be claimed differently, such as youth employment, public education, and community youth development for reimbursement. It was decided to ask them to report data (Scorecard) as a separate item, instead of spreading over multiple service areas. It is to be considered an event and not a program.

Homeless Issue

Sandra brought up an issue they experienced at the Story County Human Services Building in June. An individual who needed emergency housing stopped in and staff tried all day to contact The Bridge Home with no success. This individual had to leave at 4:30pm when the building closed for the day. Sandra met with Jodi Stumbo (Director) at The Bridge Home (TBH) to discuss their approach to emergency shelter services and found that TBH no longer considers the services they provide to be “emergency” shelter. It is now being described by TBH as simply “shelter services.” Their current procedure for fielding calls is to have people leave voice messages and then they return the calls. They indicated they do not have space in either the shelter on Kellogg or at hotels to accommodate drop ins. This would indicate a gap in providing emergency shelter services for Story County residents. There was discussion of the role ASSET should pursue in addressing this gap. The Bridge Home indicated they are taking approximately 200 phone calls a day. Jodi indicated they need more staff in the shelter and are expecting a budget increase this year to cover that. If there is not room in the shelter, they will need to use more hotel rooms. Ashley added it would be good to know how many people are on the waiting list and how long they have to wait. They have hired a marketing and public relations person for TBH. TBH in partnership with Central Iowa Housing Authority (CIRHA) is receiving vouchers for Section 8 housing. They are working to find people to process applications. There are currently 75 vouchers (attached to COVID funding) available for the CIRHA region. If they don’t get leased up, they will be combined with regular Section 8 housing, which has a waiting list. The Bridge Home did not submit their Scorecard 2021 outcome report. Each ASSET funder has an agreement with agencies to report data as a condition of funding. If an agency is not completing Scorecard, then it would fall to individual funders to address that situation. TBH also made a request to Story County and the City of Ames for permission to carryover funds. Sandra said the Story County Board has expressed interest in starting a conversation regarding the homeless situation.

Additional Items and Concerns

Deb reported that Nancy Carroll with HSS shared a letter she received from the City of Nevada regarding the grant payment HSS receives from them. It sounds as if the payment method involves issuing a lump sum for the fiscal year in one check and this method does not meet the requirements of “public purpose” for the State Auditor’s Office. The letter indicated that this was the last grant payment that would be issued and on the advice of the City of Nevada legal counsel they cannot be providing public money to fund non-profits. The City of Nevada will look at other options for funding services There are approximately 8 ASSET agencies who received similar letters. This is important for us to know as we may see an increase in budget requests from those agencies due to the loss of these funds.

Announcements/Reminders

- a. September 9, 2021 @ 5:00 pm – ASSET Joint Funders and Volunteers (Volunteer Orientation to follow) – CityChurch, 2400 Oakwood Rd
- b. September 10, 2021 – Liaison Visits Begin
- c. September 30, 2021 – Deadline Budget Requests
- d. October 4, 2021 @ 10:00 am – Administrative Team Review of Budgets – United Way
- e. November 1, 2021 – Liaison Visits Completed
- f. November 3, 2021 @ 12:15 pm – Administrative Team Meeting – United Way
- g. November 18, 2021 @ 5:00 pm – ASSET Board Meeting – CityChurch, 2400 Oakwood Rd

- h. November 19, 2021 – Deadline Restated Budgets Due
- i. December 1, 2021 @ 12:15 pm – ASSET Admin Team Meeting – United Way
- j. December 6, 2021 @ 5:00 pm – Education Work Team Scorecard Review – Zoom
- k. December 7, 2021 @ 5:00 pm – Financial Stability Work Team Scorecard Review – Zoom
- l. December 9, 2021 @ 5:00 pm – ASSET Board Meeting – TBD
- m. December 9, 2021 @ 6:30 pm – Health Work Team Scorecard Review, one hour to immediately follow the ASSET meeting scheduled for the same evening
- n. December 15, 2021 – Mid-Year Updates Due
- o. January 7, 2022 @ 11 am – 1 pm – Scorecard “Office Hours” (optional) – Virtual

Meeting adjourned at 2:28 pm.