

Minutes
ASSET Administrative Team
July 6, 2022 at 12:15 p.m.
United Way of Story County @ 315 Clark Avenue, Ames, IA

The Analysis of Social Services Evaluation Team (ASSET) met at 12:17 p.m. with the following members present: Jean Kresse, Anneke Mundel, Jenny Schill, Nikki Fischer, Sandra King, Joel Hochstein, Lois Vidmos, and Deb Schildroth (12:25pm). Sarah Schroeder attended via conference call.

Approval of June 1, 2022 Minutes

Moved by Kresse, seconded by King to approve the June 1, 2022 minutes. Motioned passed unanimously.

Treasurer's Report

Schill reported a balance of \$651.78 as of June 8.

Mike Todd – Executive Director & Educator - The Community Academy

Mike Todd and Sarah Mansell, Associate Director, were present to discuss their Letter of Intent to submit an application to become an ASSET agency. The Community Academy currently hosts summer programs, but they now feel ready to offer a variety of out-of-school programming option for PK-12th grade kids and families. Todd and Mansell explained that their program is for those kids who 'fall through the cracks.' In January 2020, they started to move forward toward structuring the agency as a microschool, but then COVID hit. They were still able to hold some programming, but it was difficult. Since several kids struggle in a traditional program setting, they thought about becoming a micro school. However, most of the participants were from lower income households and this was not going to be financially feasible for the organization. They are committed to making the programs affordable to middle and low income families, and have a sliding fee scale that results in a 90% cost difference between the top and bottom income tiers.

Todd stated that they changed direction and offered extracurricular, after school, and evening projects for kids and sometimes for families. They work with Keith Abraham with the City of Ames Park and Recreation on a 3-year service project at Brookside Park and that worked out well. The focus is to teach kids through these type of projects and to collaborate with other agencies. However, in working on some of these projects, they need to offer transportation and that costs money.

Kresse asked about PK-12th grade projects, having multi-aged kids, some projects probably can't be for all ages. Todd explained that you would be surprised at what the younger kids can do and they gear different project parts for all grade levels. It's surprising to see how much the older kids love helping the younger kids. So far this has worked out and some of the older kids' favorite time is working with younger kids. Mentorship is a part of this, for kids above and below their age. Mansell agreed that they have been able to find something within the projects for all ages.

Kresse asked about the 90% cost difference between the top and lower income tiers. Todd explained they have a sliding scale set at \$4 per hour per child or about \$80 for the week.

King asked if they have collected historical data. Todd explained that have no data but could try to collect some. Mansell said it would be hard to look at data from 2018-19 to 2021-22 due to COVID.

Fischer asked if all staff are volunteers? Todd said they are not, they are paid. They had three part time and 17 full time staff in 2019. They want to keep them on staff long term so it is consistent for the kids.

We try to have certified staff; however, several are not, but we train them. Mansell said staff teams work out well as not all staff members are the same and some may enjoy working with older students versus younger students, and they try to keep the same teams together.

Hochstein asked if any activities happen during school hours. Todd has heard from homeschool families so that may lead to some programming during school hours. Hochstein just wanted to verify that their board agreed not to become a micro school and Todd said that was true.

Schildroth asked about Community Academy's plans to offer programming year round. How many students do they feel they could serve during the course of the year? Todd said they'd rather take less students to be able to make a long term impact, but probably about 100 kids.

Todd asked about the application process. Schildroth explained that the Adm Team will discuss the information provided by Todd and Mansell today and if approved, Community Academy can apply to become an ASSET agency and funding would be considered for fiscal year 2023/24.

Kresse explained that to receive United Way of Story County funds, the organization would also need to become a United Way partner agency. She explained the application process. Todd and Mansell were thanked and dismissed from the meeting.

Schildroth motioned, Hochstein seconded to have them go ahead and submit application by August 1, 2022. Motion passed unanimously. Vidimos will notify Todd to submit the application by August 1st.

Lori Allen – Director – Good Neighbor Emergency Assistance

Lori Allen was invited in to discuss thenewservice requests for Gasoline Vouchers and Navigator. During the meeting, an email was received stating that she was unable to attend. An alternate meeting will be scheduled.

Old Business

The Bridge Home (TBH) (Follow up from June 1 meeting for their Supportive Housing New/Expanded Service Request) – Kresse stated that TBH transitional housing program has evolved into a different service, , supportive housing. Hochstein asked if ASSET is currently supporting this and the response is no. Schildroth said the difference between the two services is that clients are now housed in apartments owned by TBH and other property management businesses. Criteria to live in supportive housing includes meeting the chronic homelessness definition, low income, and having a household member with a mental disability. Hochstein asked if what they have now meets ASSET Funders' criteria? ASSET Funders continue funding transitional housing as that is the service currently included in the ASSET process; supportive is currently not included in the ASSET process. The ASSET Reference Manual states that transitional housing is provided from 6 to 18 months. Supportive housing houses people indefinitely. Schildroth stated that supportive housing is a mental health service.

Fischer asked that if the Administrative Team approves the new/expanded service request will funding follow as TBH only really changed their definition? Kresse suggested that we double check with TBH during one of the monthly meetings to see if they are no longer providing transitional housing and only providing supportive housing. We currently do not have supportive housing as a service and for this service their first funder should be the (CICS) Region.

Schildroth said there is an inactive service code in the ASSET Reference Manual, 3.18 for Supported Community Living and read the description. There was discussion about whether or not this would be an appropriate code to use. It's likely not the code to use as supportive housing includes rental costs

and supported community living is just the living arrangement (i.e. apartment) and staff support services.

Kresse moved that we not accept the new expanded service request as we believe they should request funding from the CICS Region due to mental disabilities and health. Schildroth seconded. Motion carried unanimously.

Ames Community Preschool Center (ACPC) – Expanded Services

Kresse explained that Elizabeth Miner is no longer with ACPC and Sue Wuhs is serving as the interim director. Kresse emailed board president and was told to contact Linda, who is a board member. Kresse explained that Elizabeth was involved in many ongoing projects. ACPC's response to the Administrative Team's question about the agency's ability to expand infant care, if they do not receive all of the funding requested is that they would either reduce infant care slots or delay opening the infant room.

New Business

Liaison Assignments

Liaison Assignments are being worked on by Kresse. She will need to meet with King and Schildroth to finalize.

Develop Agency Training and Orientation for August 15 meeting

Schildroth emailed King and Kresse a PowerPoint to review. Reviewed last year's agenda for August 15th. Hochstein asked if it is mandatory for volunteers to attend? No, but they are welcome to attend.

FY 21-22 Unused Funds for Administrative Services

Kresse explained that we have two different accounts Funders contribute to – ASSET Administrative services and General Fund expenses UWSC holds the contract for the Administrative Assistant services. Since funds were not used during the months there was not an Administrative Assistant (February – April 2022) so each funder has overpaid \$771.17. King would like Story County's \$771.17 deducted from semi-annual payment along with a letter of explanation. Schildroth (City of Ames) and Schroeder (ISU) would like a refund for auditing purposes. Vidimos will get the invoices out by July 20th.

Notification to Wings of Refuge

Schildroth said one of the new revisions to the Policies and Procedures is notifying nonparticipating agencies about being removed from the process if they have not actively participated in the ASSET process by submitting a budget request, reporting outcome data, participating in liaison visits and agency hearings for two consecutive budget years. Wings of Refuge has been considered an ASSET agency for the past three years but is not active or providing us with any information. Based on this, they will need to be notified that they will no longer be considered a participating agency. Schildroth will work with Chair Fischer on drafting a letter. Wings of Refuge can always re-enter the process by submitting a new agency application.

Units – Boys & Girls Clubs

Kresse explained that 1.09 service code is for out-of-school program and the unit is one partial day. UWSC put into their agency agreement that one partial day equals 3 hours. During COVID, Funders allowed for up to three units in one day. We want to be consistent with agencies providing this service. In reviewing budget forms, we did find that a unit is 3 hours, so we will need to update this in the appendix and definition sections of the Reference Manual.

Clear Impact Scorecard Update

Mundel stated they had a boot camp for staff or volunteers last Thursday, with 16 or 17 in attendance. Data is due July 31st and she will send a reminder at end of this week. A couple items, such as volunteer hours, will move from ASSET to Clear Impact Scorecard, but will wait until August to make these changes.

Additional Items/Concerns

- King said that the Board of Supervisors denied YSS' request to carryover \$50,000 for suicide prevention training as it fell into a gray area for the County. They were directed to go to CICS and a meeting has been scheduled. YSS' request to reallocate funds from one service to another (service coordination to transitional living) was approved.
- Kresse said Heartland Senior Services was approved to carryover ~\$2,400 in FY 2021-22 funds from one service to another due to COVID. Story Time Child Care will have an unspent balance.
- Hochstein asked about SHOP, which is a food pantry, run as a 501 (c) 3 ISU student organization. When he read through the ASSET application for new agencies it says "agency" so can SHOP apply? Mundel had already received an inquiry and it was sent it onto Kresse. Kresse replied to them that they had missed the deadline and they'd need to apply again the following year.
- Schildroth shared that City Council had a workshop to discuss ASSET priorities within a social justice context. While no specific definition was determined, Council did vote to place a statement that emphasizes low to moderate income within all of its priority areas. Schildroth will be meeting with city volunteers to review the priorities and present them for approval to Council by the end of July.
- Schildroth suggested that Clear Impact Scorecard data be introduced to Funders at the September Joint Funders meeting. More discussion at future meetings.
- Schildroth and King said that YSS, Heartland Senior Services, ChildServe and TBH were also approved by the respective Funders to reallocate FY 2021-22 funding from one service to another.

Announcements/Reminders

- a. ASSET Administrative Team Meeting – August 3, 2022 at 12:15 p.m. (United Way) (Lisa McCarty -All Aboard will attend to discuss request for expanded service)
- b. ASSET Board Meeting – Review Priorities – August 11, 2022 at 5 p.m. (CityChurch) Karla Webb with CICS will attend and Erin Rewerts Story County General Assistance will attend.
- c. Agency Training/Orientation (mandatory) – August 15, 2022 at 1 p.m. (Ames City Council Chambers)
- d. ASSET Administrative Team Meeting – August 31, 2022 at 12:15 p.m. (United Way)