

ASSET Administrative Team Minutes

February 1, 2023 @ 12:15 p.m.

United Way of Story County @ 315 Clark Avenue, Ames, IA 50010

The Analysis of Social Services Evaluation Team (ASSET) Administrative Team was called to order by Joel Hochstein, Vice-Chair, at 12:15 p.m. with the following members present: Sandra King, Jean Kresse, Jenny Schill, Bryce Garman, Deb Schildroth and Lois Vidimos (Adm Ass't)

Approval of November 30, 2022 and January 5, 2023 Minutes

Schildroth motioned and King seconded to approve the November 30, 2022 and January 5, 2023, minutes. Motion passed unanimously.

Treasurer's Report (Schill)

Current balance is \$1617.64, but will be \$1,559.32 when recent reimbursement check to Vidimos is cashed. She has received the requested extra general funds from United Way and City of Ames.

Audit of Books – Transition

ASSET books were audited 2 or 3 years ago and since Schill will be off the ASSET Team the end of February, it would be good time to do another audit. Kresse and King volunteered to be on the audit team. Ron Smith has expressed interest as Treasurer. If approved, he and Schill will need to find a time to go to the bank to switch information from Schill to Smith.

Old Business

Agency Requirements Update (Audits, 990s, Board minutes)

United Way has a policy that agency audits and 990's should be received within six months from year ending or they need to get approval for an extension, or U W funds would be held. The Bridge Home extension ended yesterday. Per TBH dropbox, we only received updated minutes. Kresse received an email from TBH that their audit and 990 should be approved by the end of February. Vidimos will email a reminder to agencies on requirements for audits, 990's and board minutes.

Clear Impact Scorecard Update

TBH Scorecard Question – Mundel received an email and passed it onto the team from TBH. Stumbo's email stated that she thought TBH shelter numbers were incorrect on their mid year report. Per team discussion, Vidimos will respond by email to Stumbo that the mid year report is done and the volunteers have already considered the data. They'll have an opportunity to complete their year end report later this year. The year end deadline is July 31, 2023.

Mundel would like us to review how we look at summer programs as most go across two fiscal years. Proposal would be to have a separate deadline by ASSET's budget date for them and this year end numbers would be for FY22-23 summer stats. Mundel had reached out to UW of Central Iowa and this is the way they do it. This would be for YSS, All Aboard, Camp Fire, The Community Academy and Raising Readers. ASSET Team thought this seemed fair and will be more accurate.

Schildroth stated that Clear Impact Scorecard Update can have its own title, it doesn't need to be under Old Business. Vidimos will make this change on the next agenda.

New Business

2023-2024 ASSET Calendar Draft – Vidimos needs to confirm locations before taking it to the board.

The highlighted dates were reviewed and decided that: May 26 ok, June 1 change to May 1 for Letter of Intent, June 23 ok, August 14 ok if location open, September 29 change to September 27 by noon, October 13 ok, December 14 to December 7 so change ASSET Team to November 29, Hearings January 3 and 4 and ASSET Team to January 31 (* for those that didn't fall on 1st Wednesday) and yellow dates to TBD.

Hochstein asked if we are able to find more public facilities to meet such as the Water Treatment Plant or City Hall? Schildroth can check on the Water Treatment Plant but is in high demand.

ASSET Officers – 2023-2024 (Vice-Chair and Treasurer)

Scott Dryer was asked to hold Vice-Chair position, he is deciding if he can make it work due to his work schedule and commute. Schildroth will keep us posted. Ron Smith has put his hat in the ring for treasurer. Joel Hochstein will become the Chair.

MBA – Class – ISU MBA

We were selected and Kresse is meeting with them on Friday. They have four team members and her hope is there is an option for our spreadsheet other than google docs as the City of Ames cannot use that. She will keep us posted.

Agenda for February 9, 2023 ASSET Board meeting

Update on Emergency Shelter Services can be deleted. For officers, add Chair, add names to Chair and Treasurer and TBD as Vice Chair.

Discuss RFP Process – Emergency Shelter Services

Kresse has sent out a draft to King and Schildroth to review. Is there anyone who wants to be on this team as well? Schill would like to and Hochstein would also if available. After the letter is drafted, we will meet with the Joint Funders to approve letter.

Kresse stated that TSA submitted a grant application to UW for hotel vouchers. King met with TSA about hotel stays. Between 7-1-22 and now, TSA has paid \$18,759 for 47 adults and 28 children for a total of 350 nights. They always check with TBH and ACCESS (if appropriate) prior to hotel stay.

Discuss Contingency Plans – Emergency Shelter Services

King, Kresse and Schildroth are meeting with TBH on a monthly basis, starting again on 2-16-23. King stated that TBH has funds available through Emergency Shelter Services and can also access allocated funds set aside for housing purposes.

Schildroth stated she is letting other agencies providing services of ~\$11,000 funds available.

Other Planning as Needed – Emergency Shelter Services

King explained that she feels we need a true description of the Emergency Shelter Service plan, such as when TBH has to turn people away. Kresse agrees we need something in writing on services and procedures.

Letter received this morning from TBH, Vidimos will respond with receipt of the letter and any questions can be addressed at their 2-16-23 meeting.

Additional Items/Concerns

Garman stated that he and Schroeder are having a meeting with their advisor, presenting that the non-profit coordinator (Schroeder's current position) would go away and their student advisor would be the main representative on the ASSET team, but still have ISU student volunteers. They feel it will be a

better collaboration and communication process for all. The student advisor position is year round. ASSET Team agreed this is a great idea and asked Garman to keep us posted.

Announcements/Reminders

- a. ASSET Meeting, February 9, 2023, 5pm at CityChurch, 2400 Oakwood Rd, Ames
- b. ASSET Administrative Meeting, March 1, 2023, 12:15pm at United Way, 315 Clark Ave, Ames
- c. ASSET Administrative Meeting, April 5, 2023, 12:15pm at United Way, 315 Clark Ave, Ames
- d. ASSET Board Meeting, April 13, 2023, 5pm at CityChurch, 2400 Oakwood Rd, Ames

Adjournment at 1:50PM