

MINUTES

ASSET Administrative Team

April 5, 2023 @ 12:15pm

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

Attendees: Jean Kresse, Sandra King, Jennifer Schill, Sophia “Sophie” Sarver, Joel Hochstein, Anneke Mundel, Deb Schildroth,

Guests: Julie Popken (Raising Readers), Kristi Mayo (Raising Readers)

Meeting was called to order at 12:17pm, introductions were made for Sarver.

Approval of March 1, 2023, Minutes

Changes – remove Nevada location listed for Human Services Building. Motion to approve by Schildroth, seconded by Kresse. Motion carried unanimously.

Treasurer’s Report

Schill gave the report Smith’s absence, the current balance in the bank is \$1292.78. Smith has been added to the account, Schildroth has been removed and Schill was left of the account. King will be added soon and needs to stop by the bank to sign the paperwork.

Kristi Mayo of Raising Readers

Kresse explained that Raising Readers is approved for funding under advocacy for social development, out of school programming and family education. Currently Raising Readers programs advocacy would be a better fit under Education and Awareness. Mayo agreed that Education and Awareness is a better fit as they do not work with the kids on being self-advocates. Raising Readers advocates for reading but not working with their clients on being advocates. Kresse pointed out that units of service are the same. Mayo was concerned that changing service codes might affect funding and asked the question to the Admin Team. Is a funder looking at a specific code or more at a service level? Schildroth and King didn’t think this change would affect funding. Mayo asked when this change would take effect. Kresse mentioned that since this issue was brought up to staff, would we need to wait until the next funding cycle to make the change? Mayo asked when the time was to make aware of a program change, Mundel answered that listing a change could be done in September, but if it’s a new or expanded service that would be in May. Kresse explained details of what specific changes would be examples of program changes that need to be brought to our attention and reported in May. Specific program details listed in Scorecard can be updated at any time. Schildroth pointed out that the details of these changes, and what qualifies where, are listed in the Policies and Procedures on page 8. Kresse mentioned that this should be reviewed at new agency training in August. Mayo asked that the Thrive by Five label be discontinued. Schill will communicate with Mayo on what is decided for the program code.

Kresse would like to consider change before next contract takes effect. King thinks because it’s such a small change this should be doable. Changes would need to be made in the funder contracts/agreements. Kresse motioned to change service code that we currently fund Raising Readers at 1.02 to 1.12 FY 2024, seconded by King. Motion carried unanimously. Kresse will help Schill draft an email to Mayo.

Old Business

Final approval of 2023-24 ASSET Calendar

Schildroth motioned approval of the 2023-2024 calendar and to add it to the ASSET Board agenda for next week, Kresse seconded the motion. Motion carried unanimously . Kresse pointed out that meeting locations have been changed. King pointed out that reservations at the Human Services

building can only be made six months in advance. Dates have been reserved through 2023 but dates into 2024 need to be reserved.

Follow-up on Audit of Books

King and Kresse performed audit and let the Team know that the books looked good. Schildroth has a stack of financial records in her office that she will pass onto Kresse for record retention purposes. King asked if the internal audit process was spelled out in the Reference Manual? If not, staff will add it.

Follow-up Discussion – Be Rare Initiative

Vidimos followed up with them and they are not interested in applying for ASSET funding at this time.

Follow-up Discussion – The Bridge Home

Schildroth stated that Funder staff met with them last month. TBH continues to provide emergency shelter services. The City Contract has been sent to them for the next year. Kresse asked if all of FY 24 funding would be reallocated to a new provider? Schildroth responded that any remaining funds for Emergency Shelter Services would be reallocated to the new provider. King said the County would do the same. Kresse gave a quick explanation for Sarver that TBH is working to create a 12-bed overflow shelter. There have been some issues with zoning and inspections with the overflow area. Schildroth stated that the police continue to deal with people that have been turned away from TBH as recently as last week. King reported that the county recently had to call TBH for someone who was released from jail who needed housing. TBH communicated they would send an Uber but could only house them for a night. The County decided to not use TBH because of only being able to house one night so The Salvation Army housed them instead. Schildroth stated that TBH applied for grant funding for Permanent Supportive Housing services from Central Iowa Community Services (CICS), and in their application they described receipt of approximately \$2 million in other grant funding to be used to buy a hotel in Boone that will be a new shelter to serve Boone County.

RFP for Emergency Shelter Services

King let the Team know that they are working on changes and a draft will be provided in the board packet for next week's meeting. Mundel asked how the RFP will be shared when it's released. Kresse shared it will go to ASSET funded agencies and UWSC partner agencies Schildroth that Vanessa Baker Latimer will share it with Iowa Finance Authority.. Hochstein stated if funders have questions, they will ask their respective staff. The answer was yes. Final document should be released on Monday, 4/17/23 . Schildroth said that Story County Housing Trust has come forward showing interest in contributing funding to this project and this is included in the RFP.

ASSET Administrative Assistant Update

Schill is on board and a contract has been signed for the remaining three months.

Status of Updates to the Administrative Assistant Manual

Kresse got her updates to Schildroth and then King will pass along her changes to Schill when they are finalized.

Status of ASSET Policies and Procedures Review

Schildroth has made her change and King is in progress. Schildroth gave a quick explanation to Sarver on what ISU Student Government will need to do as far as approving Policies and Procedures and the Reference Manual since they don't meet over the summer.

Status of ASSET Reference Manual Review

Changes in progress. Mundel mentioned the need to change the wording for summer programs and when they report for Scorecard, Pg 3. Schildroth will make that change.

Status of Budget Form Project with ISU MBA Class –

Kresse stated that Funder staff will meet with the class on Thursday at noon to hear their recommendations.. Kresse mentioned that the Reference Manual may not be ready for next board meeting if the MBA class suggests changes to the budget forms. Hochstein asked if it might be possible for ASSET's IT needs to be housed under one of the funders? Kresse thinks it is worth exploring.

Hochstein also suggested looking into Smart Sheets but might not work for storage needs Hochstein suggested using Microsoft Teams. Joel offered to do a walk-thru of Teams for the Admin Team after May.

ASSET Officers

On agenda for April board meeting

- Joel Hochstein – Chair
- Becky Harker – Vice Chair
- Ron Smith - Treasurer

New Business

ASSET Board Meeting – April 13, 2023, Agenda

Changes will be made and the final agenda will be sent out. Hochstein asked for clarification on how public forum works with items on the agenda. It was clarified that the public is not able to comment on agenda items during the public forum.

Clear Impact Scorecard

Mundel met with The Community Academy and discussed performance measures. They will be taking it back to their board before June to decide their performance measures. They also discussed how they will collect data on how they are serving the different income levels. Mundel provided them with information and suggestions on how to get that data. She also discussed how to conduct and collect surveys with their clients.

She also met with ACCESS, and Michelle Cole noted that she may want to change reporting on Court Watch and combine it with another service. Mundel let her know if she wanted to do that it would need to come before the Administrative Team.

Anneke is meeting with All Aboard for Kids to go over the new service they will be reporting on.

She is also meeting with TBH, along with Schildroth, to develop a case management section. Kresse said to make sure we use the same term of Service Coordination. Mundel passed around the sheet on what she will be suggesting TBH collect data on. Mundel is unsure who the new data person is at TBH, she will ask staff at their meeting. The goal of this meeting is to aid in collecting accurate data from TBH.

Invitations will go to Michelle Cole at ACCESS and Andrew Allen at YSS to attend the next Admin Team Meeting.

Additional Items/Concerns –

Mundel shared that the Story County Transportation Collaboration was in conversation with MICA to start a program to help fund car repairs, but they are no longer able to. The Salvation Army has been

piloting a program for funding this, so they are willing to take the lead on this program. Schildroth stated that there had been another organization in the past approach ASSET about funding similar types of things. Legal advice was sought, and Funder staff was told there was a lot of liability with programs like this. So, it was not accepted as a new/expanded service. Mundel explained they are looking at more of a voucher program. If The Salvation Army wants ASSET to consider funding, they need to submit a new service request.

Sarver – ISU funding priorities are up for vote at the next Student Government meeting, and she will send the approved priorities to Schill.

Announcements/Reminders

- a. ASSET Board Meeting – April 13, 2023 @ 5pm @ CityChurch, 2400 Oakwood Rd, Ames
 - b. Letter of Intent (to become an ASSET agency) Deadline – May 1, 2023 @ 5pm to storycountyasset@gmail.com
 - c. ASSET Administrative Team Meeting – May 3, 2023 @ 12:15pm @ United Way Story County, 315 Clark Ave, Ames
 - d. *ASSET Board Meeting – May 11, 2023 @5pm @ Story County Human Services Center, 126 S. Kellogg Ave, Ames
 - e. Last Day to Submit New/Expanded Services – May 26, 2023 @ 5pm to storycounty@gmail.com
- *please note new location for the upcoming Board Meetings from May-December 2023. The 2024 dates are still TBD.

Adjournment at 3:07 pm