

# Minutes

ASSET Administrative Team

May 3, 2023 @ 12:15pm

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

The ASSET Administrative Team meeting was called to order 12:15 by Chair Joel Hochstein with the following present: Becky Harker, Jean Kresse, Sandra King, Anneke Mundel, Sophia Sarver, Deb Schildroth, and Jenny Schill

Guests – Michelle Cole (ACCESS); Andrew Allen, Belinda Meis, Katie Raney, and Jennifer Schmit (YSS)

## **Approval of Minutes**

Motion by Schildroth and seconded by King to approve the April 5, 2023 minutes Motion carried unanimously.

## **Treasurer's Report (Smith)**

Hochstein gave the report in Smith's absence. The current balance is \$812.78.

## **Michelle Cole of ACCESS**

Cole gave a quick update on recent incidents in the community and how ACCESS is offering services and support.

Kresse stated that Court Watch is the service that is being discussed today. Cole shared what Court Watch is. The primary role in this service is advocacy for victims throughout the entire system. Advocates could also be working with law enforcement agencies in explaining and walking through the situation. Cole stated she wants to make sure that she is reporting numbers correctly and not reporting them twice. Because there are so many variables through the Court Watch process Cole stated it is hard to predict if there will be an increase in services or not. Question was asked if there are other ways to measure the impact in the community for this service. Kresse read the ASSET definitions of Domestic Abuse 3.07 and Sexual Assault 3.08 and asked if these services could cover Court Watch? Mundel clarified that Court Watch numbers would be counted in the Domestic Violence and Sexual Assault numbers, so there is crossover. Kresse suggested that for FY 25, ACCESS would not request funding for Court Watch service, and have an increase for the other two services. Court Watch would no longer be a stand-alone service. Becky shared concerns that we might lose data attached to tracking how many cases go to court. Cole stated if ASSET needs data on the Court Watch impact ACCESS can get that data and show the impact to the community. Schildroth asked how Court Watch services overlap with the Victim Witness services offered by Story County Cole stated that they do work with other agencies working with clients in the court system. Other services work with clients on the process, ACCESS works with the client on advocating solely for the victim in the process. ACCESS also offers financial support for the victim such as gas cards to get to court proceedings.

Kresse motioned to accept request to eliminate Court Watch knowing that the request will come through Domestic Abuse and Sexual Assault, seconded by Schildroth. Motion passed unanimously.

## **Andrew Allen of YSS**

Schildroth stated the focus of this meeting is the lack of consistency in reporting on outcomes in Scorecard for Summer Enrichment, Youth Employment, and Community Youth Development Services. Participant numbers are reported but lacking other data points. There have been previous discussions about the data needing to be collected. Mundel met with staff from the summer program and walked through each specific data point that is lacking adequate data for Scorecard. Schmit shared that staff have been working with local school districts in collecting Summer Enrichment data for reading progress and expressing how important this data is. YSS is moving away from depending on the schools for data and developing ways to collect their own data. Schmit will explore what Raising Readers in Story County is doing for collecting data related to their specific curriculum. Allen asked is this a tool problem or staff problem? Kresse stated this is a tool issue. Mundel stated that whatever tool is used, staff needs to be adequately trained to use the tool to collect the data. Allen stated that the team will work with staff and communicate soon on how they will get this onboard before summer enrichment starts. Mundel will meet with YSS staff.

Allen shared that YSS has provided school-based mentoring for 25 years and received a partnership grant with Youth Collaboratives for community based Youth Mentoring. They didn't get the funding for FY24 and need to fill a gap year for service. A request has been made to CICS for this funding. YSS staff will submit a summary to Schill of this. Allen also stated that the YSS CFO is leaving and position is open.

## **Old Business**

### **Status of ASSET Policies and Procedures Review**

In order to retain institutional knowledge and knowledge of the ASSET process King proposed adding a third term for volunteers to serve for a total of 9 years. Schildroth asked if this a short-term change or an ongoing one. King stated it would be a change going forward so there is continuity with knowledge and understanding of the process due to staff turnover.

Hochstein added that there needs to be an update to the wording on a volunteer being excused before their term is up. Corrections and suggested changes were discussed and made to the document.

Schildroth motioned to approve amendments and changes. Seconded by King. Motion passed unanimously.

### **Status of ASSET Reference Manual Review**

King stated that the manual review is in progress, and she is the last staff member to look at it. She also went over remaining questions she had, and a discussion ensued.

### **RFP for Emergency Shelter Services Update**

Kresse shared that the RFP was released on April 17, 2023. The County sent out a press release. Staff have sent it out to local contacts and local agencies. It was also sent to the Iowa Finance Authority to make available to housing providers in the state.

## **New Business**

ASSET Board Meeting – May 11, 2023 Agenda

Board discussed changes to the May 11<sup>th</sup> agenda and Schill will make these updates and send it to Kresse.

### **Purchase of software and Laptop**

A laptop and software will be purchased for use by the ASSET Admin Assistant. The City is purchasing the laptop and mouse and will invoice the other funders. Expense is \$1,412 for the laptop, \$22 for mouse. The software will be purchased through the ASSET expense fund.

Kresse motioned to purchase laptop with amount being determined after ISU Student Government decides whether to contribute towards the purchase, seconded by King. Motion passed with Sarver abstaining.

Schildroth motioned to purchase Office 365 using the existing funds in the ASSET expense account, seconded by Harker. Motion passed unanimously.

Kresse shared that everything has been downloaded from Dropbox and is on the ASSET external hard drive. Lewis Callaway, MBA student, (Callaway Technologies LLC) has provided a quote of \$800 for transferring files and training and the City IT quote is \$50 per hour to set up software, transfer files, and provide training. The number of hours involved needs to be determined.

The transition costs will be discussed at the next Adm Team meeting. Sarver suggested that we determine how many folders are needed and how much space is available.

### **Global Reach quote for website**

This item was tabled for June.

### **Letter of Intent – New Agencies**

Mary Greeley Medical Center (MGMC) has inquired about requesting for funding the Alternative Response for Community Health (ARCH) program. A question was raised about MGMC's status as an agency as it was believed that MGMC Home Health, which is currently part of the ASSET process, was a separate entity. Discussion ensued. Kresse motioned that MGMC be considered an existing agency that can apply under a new or expanded service and Directs chill to respond to Melissa to submit the form by May 26, 2023, seconded by Harker. Motion passed unanimously.

### **Clear Impact Scorecard (Mundel)**

#### **Mundel provided the following update:**

- Met with All Aboard for Kids and have developed a scorecard for Future Focus, the new program.
- The Community Academy has not sent Mundel their proposed list of performance measures but expects to have that before June.
- Able Up Iowa, meeting with them soon to see where their services are at. They have not been reporting data.

Schildroth and Mundel met with TBH to develop outcome measurements in Scorecard for Service Coordination (Rapid Rehousing case management). Mundel shared with the Adm Team the performance measures that had previously been agreed on and some additional measures based on national standards information provided by TBH. Mundel stated the Service Coordination Scorecard

needed to be completed by July 1<sup>st</sup>. If this gets delayed, Funders have mechanisms to withhold contracts until resolved.

### **Additional Items/Concerns**

Kresse stated that some agencies are starting to form their own food pantries (ACPC, Boys & Girls Club, TBH). United Way is reviewing how to distribute food through the LIVE UNITED Food Drive. It will be important to address this at the August agency training by reminding agencies that they need to submit a new/expanded service request for funding if they want to start asking for funds for their food pantries. ASSET wants to encourage agencies to have their program participants use community resources instead of each individual agency keeping all services in-house and avoiding silo effect.

Sarver stated that Raising Readers in Story County has asked how to draw down funds from the University and who to submit their invoice to. Schildroth directed her to ISU Student Government's finance person. Sarver will communicate with Raising Readers in Story County about the process. Kresse wants to circle back with NAMI staff to better understand each role before Schildroth leaves.

King stated that the County Board of Supervisors approved TBH to use up to \$16,322 for emergency shelter.

King also shared that the main entrance at HCS is temporarily closed Schildroth suggested that we include a map with directions for the volunteers.

- a. Letter of Intent Deadline (new ASSET agencies) – May 1, 2023 @ 5pm to [storycountyasset@gmail.com](mailto:storycountyasset@gmail.com)
- b. \*ASSET Board Meeting – May 11, 2023 @5pm @ Story County Human Services Center, 126 S. Kellogg Ave, Ames
- c. Last Day to Submit New/Expanded Services – May 26, 2023 @ 5pm to [storycounty@gmail.com](mailto:storycounty@gmail.com)

\*please note new location for the upcoming Board Meetings from May-December 2023. The 2024 dates are still TBD.

Adjournment – 3:48 pm