

ASSET Administrative Team Meeting Minutes
August 3, 2022, 12:15 p.m.
United Way of Story County @ 315 Clark Ave, Ames, IA

The Analysis of Social Services Evaluation Team (ASSET) Administrative Team met at 12:16 p.m. with the following members present: Jean Kresse, Deb Schildroth, Sandra King, Joel Hochstein, Anneke Mundel, Jenny Schill and Lois Vidimos (Administrative Assistant)

Due to the absence of Chair Nikki Fischer, Vice-Chair Joel Hochstein facilitated the meeting.

Approval of July 6, 2022, Minutes

Moved by King, seconded by Schildroth to approve the July 6, 2022, minutes. Motion passed unanimously.

Treasurer's Report

Schill reported a balance of \$2,381.73, however, has not received ISU Student Government's check of \$600 for their share of annual general funds. Vidimos will follow up with them.

Old Business

Correction to June 1, 2022, Minutes

Schildroth asked to correct page 2 last sentence "It was explained to Schroeder that ISU Student Government does not need to approve the manual..." to "Vidimos will email the manual to Sarah, and she is to reach out with any questions."

Moved by Schildroth, seconded by Hochstein to approve this change. Motion passed unanimously.

Good Neighbor Gasoline Vouchers New Service Request Follow Up

Kresse stated that she, King, and Schildroth spoke with Lori Allen from Good Neighbor about the Gasoline Vouchers New Service Request. Schildroth has the understanding that the vouchers go to other agencies for issuance and Good Neighbor issues very few of them on their own. People who request them must provide ID, and proof of residency when at Good Neighbor. The concern is that people could go to multiple agencies requesting vouchers and the tracking of this is not as clear.

Moved by Kresse, seconded by Schildroth to decline due to tracking/documentation and limited ability to show success. Motion passed unanimously

Good Neighbor Navigator New Service Request Follow Up

Schildroth stated this new service is being funded with ARPA from Story County, and that there is always a concern on new service with no data history. Kresse asked how it would be sustained after ARPA funds as they are only asking for \$5,000 from ASSET. Kresse stated it is one of the agencies that is trying to assist with rent assistance and this new person will help those needing assistance get out of the rent assistance cycle. Schildroth said the position's other role is to assist with a tenant/landlord online dispute resolution process. Schildroth stated that service code would be Service Coordination, #3.13. Moved by Kresse, seconded by King to approve the Navigator services. Motion passed unanimously.

All Aboard for Kids – Full STEAM Ahead Expanded Services Request

Lisa McCarty and Lisa Schuelka were welcomed to the meeting with introductions. Hochstein asked them to explain a little about their expanded service request. McCarty stated she ran program as a pilot this summer with a private grant donation. The focus of the service is on helping youth ages 14-18 years of age develop pre-employment soft skills.

Schuelka asked if we were familiar with Project Search. A Project Search representative spoke to the Full STEAM Ahead students and it was helpful.

Kresse asked McCarty if this was only for summer and yes it is scheduled for the summer for now. The service is designed more like a workshop, or a workplace readiness program. Because it is geared toward students on the autism spectrum, Schildroth recommended requesting CICS for funding. McCarty said they are working on how to make both of their programs sustainable. They had 35 kids this summer in the mornings for camp and afternoons were limited to 10 for workplace readiness. Kresse asked if parents paid more for afternoon? McCarty stated no, because they had community funding from a private donor and wanted to pilot the program. Kresse asked if \$34,000 was for workplace readiness, and McCarty said it would be. Kresse asked if they have donor dollars to help, and McCarty stated that none are confirmed at this time. Schildroth reminded them that if they are approved, there is no guarantee of funding. They were thanked for their time and left approximately 12:53 p.m.

The Admin Team discussed potential service codes for this service: 1.02, 1.07, or 1.08? Kresse read code 1.01, "Activities include but are not limited to, educational and vocational assessment, job development, skill development, job coaching, worked-related transportation, and consultation." Hochstein asked how are service codes and descriptions are determined to be active or inactive? Kresse explained if no agencies are using them, they are inactive, but can be made active again. Moved by Kresse, seconded by Schildroth to approve the service under the revised 1.01 service code, now called Supported Employment for Individuals with Mental Health of Developmental Disabilities. Motion passed unanimously.

The Community Academy Application for New Agency

Kresse stated that the one concern she has is that funding should only be for students after school hours only, and not for serving home school students during the school day. It was noted that their sliding fee scale is more than most families may be able to afford. Schildroth read documentation off the application that it sounds like they are trying to serve children from families with low and moderate incomes. King said she supports this for low income since they may receive additional services that they might not get in school.

After discussion, the consensus was to approve the service code #1.09, Out of School Program for the 2023-24 funding cycle. Moved by Kresse, seconded by King to approve as new agency and 1.09 service code, Out of School. Motion passed unanimously. The Adm Team discussed that an email needs to be sent to Community Academy explaining that programming to be funded needs to be after the school hours for those schools in Story County, including home school students. Vidimos will send an email to Mike Todd about approval, service code and after school hours.

The Bridge Home – Supportive Housing Update

Schildroth stated TBH was previously denied their request for Supportive Housing as a New ASSET Service. It was a program that focused on individuals with a mental health issues and the CICS mental health region should be contacted for funding. Schildroth stated that Jodi Stumbo had provided additional information stating that TBH is not providing the mental health service, but only the housing service. Schildroth stated that TBH would still need to contact the region as mental health is an eligibility requirement for the housing and support services. The Adm Team created a new Service Code and definition, 2.15 Supportive Housing. This new service code was added to the reference manual being considered for approval. Moved by Schildroth, seconded by King approval of TBH Supportive Housing as a new ASSET service for the 2023-24 funding cycle and pending approval of reference manual with new code and definition. Motion passed unanimously.

Prepare ASSET Board Agenda-August 11 and Agency Training/Orientation Agenda-August 15
The Adm Team worked on both documents.

Reference Manual Approval

Kresse stated there was clarification on the instructions for completing the forms along with some clean up. The new service codes and descriptions were noted. Moved by Schill, seconded by King to approve the Reference Manual as amended. Motion passed unanimously.

Liaison Assignments

Kresse explained that the agency a volunteer is assigned might not be in their work team (Education, Financial Stability and Health). Minor updates were made. Moved by Schildroth, seconded by Schill to approve the Liaison Assignments. Motion passed unanimously.

New Business

Be RARE Initiative – New ASSET Agency Letter of Intent

Due to time constraints, this agenda item was tabled until the next meeting, August 31. Vidimos will inform the agency.

Clear Impact Scorecard Update

Anneke Mundel reported that three agencies have not submitted information, yet; Able Up Iowa has indicated they will not be submitting information at all as they did not have data for serving anyone in Story County. and ACPC and Raising Readers have both requested extensions.

Mundel shared that she has added the information to report Volunteers numbers and hours, and the Client Statistics (ABF-2) to Scorecard. King asked if Mundel could provide training for funders, a cheat sheet at the joint funders' meeting? Mundel would be able to do so.

Additional items

1. Schildroth reminded everyone that Rummage RAMPage is under way. The first four days raised around \$38,000 which is the most money raised. It runs through Saturday at noon.
2. Kresse heard someone state that United Way designations are subtracted from ASSET funds. This is not true, so please clarify if you hear someone state this.
3. Lois will be checking with Adm Team and ASSET Board members about preferences on paper copies of the agenda packets. Schildroth stated that some paper copies need to be at the meetings as they are considered public meetings.
4. Kresse will draft an email to YSS as they have been using an incorrect service code for Transitional Living. Hochstein asked to be copied in as well.

Meeting adjourned at 3 pm.