

# Minutes

ASSET Administrative Team

March 6, 2024 @ 12:15pm

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

In attendance: Becky Harker, Pa Goldbeck, Sandra King, Deb Schildroth, Ashley Thompson, Anneke Mundel, Joel Hochstein (virtual), Jenny Schill

**Harker called the meeting to order at 12:16 pm**

## **Approval of January 31, 2024, Minutes**

King motioned approval of the minutes, Thompson seconded. Motion carried unanimously.

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

Smith sent report via email to Schill, current balance is \$1621.40

## **Old Business**

### **ASSET 2024-2025 Calendar – change in meeting location**

Schill will update the calendar for the Scorecard Review and locations that are still listed as TBD. Schildroth asked Schill to send the calendar to volunteers and agencies that meeting locations changed.

### **Update – Emergency Shelter Discussion with The Salvation Army**

Funder staff met with The Salvation Army (TSA) to explore their capacity to provide Emergency Services (ES). Major Hull with TSA will meet internally with their partners to see if they could have the capacity. TSA thought if they couldn't be the primary agency to provide this service, they could come along side another agency and assist them in providing this service like they currently do with providing hotel vouchers. Next steps will include another meeting with TSA, Primary Healthcare and General Assistance. Funder staff has learned that the Central Iowa Community Services (CICS) grant was denied to The Bridge Home (TBH) for Permanent Supportive Housing.

## **New Business**

### **Correspondence to Agencies – Reminder to check the ASSET website and 2024-2025 Calendar**

Schill will send this to volunteers and agencies.

### **Correspondence to Agencies – Submit all required documents (990s, annual audits, board minutes, etc.)**

Schill will send a reminder to those agencies that are overdue. She will also send a reminder to those that are due soon. She will email all agencies about sending board minutes and rosters dating back to 2017.

### **Plan for Annual Review of Reference Manual**

Funder staff will start reviewing the Reference Manual and it will go to the ASSET Board in August for approval.

### **Plan for Annual Review of Policies and Procedures**

The Policies and Procedures will go to the ASSET Board May for approval, Staff will start making changes and updates.

### **Plan for Annual Review of Administrative Assistant Manual**

Schill will turn on track changes for Staff to start reviewing

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

Mundel has met with Goldbeck to go over what Scorecard is and what it tracks. There will be an increase in cost for Scorecard and the licenses. Mundel reported that if partners want to make changes in their Scorecard, now is the time to do that as communication goes out soon to agencies.

### **Additional Items/Concerns**

Thompson reported that she is asking for feedback with partner agencies on what's going well, and ASSET has been a part of that conversation with United Way's partner agencies. There has been some feedback that on the front end the ASSET process is a singular process, but the draw down of funds looks different from each funder. Goldbeck thought the City could be flexible on how contracts are worded.

Thompson updated that YSS has ended the Nest program Jan 1<sup>st</sup> and is talking with LSI to transition the program to them. Schill will send a communication to LSI reminding them that this would be a new service for LSI in the ASSET process so they will need to submit the notification of request for a new service by the May deadline. YSS has requested UW to consider unbilled units for the Nest program. King noted that YSS' ES Rosedale has sequestered funds, so ASSET needs to have a plan for releasing the funds. She has sent a request for information from YSS for more information. She has not received information for FY25 and will need to follow up.

It was brought up that it might be a good idea to put together FAQ for ASSET to help possible new Agencies understand what ASSET is. Mundel will send Schill what the United Way put together for their FAQ.

Schill reported she is on vacation next week. She also updated the team on communication with ISU Student Government and isn't hearing much back. Schildroth suggested that Schill call Kristine Heflin and touch base on getting new ISU volunteers identified before they leave for the summer and ISU priorities identified.

### **Funder Staff and Administrative Assistant Feedback Discussion**

Funder staff will go over the form with Schill to review the Admin Assistant position. Staff will communicate with Schill on setting a time to do that.

**Adjournment at 1:59pm**