

Minutes

ASSET Administrative Team

July 5, 2023 @ 12:15pm

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

In Attendance: Jean Kresse, Anneke Mundel, Ron Smith, Jenny Schill, Sandra King, Sophia Sarver, Becky Harker

Guests: Kathy Pinkerton, The Salvation Army (TSA)

Meeting called to order 12:17pm

June 7, 2023 Minutes - Smith asked about the wording of the ARCH motion that failed. Schill and King clarified that there were two motions and the first motion failed. Schill will add that Smith and Jaeger, MGMC Intern, left the meeting before the ARCH vote. Kresse moved approval of the June 7, 2023, minutes with changes, Sarver seconded. Motion carried.

Treasurer's Report (Smith)

Two Microsoft Office monthly charges have been paid. Current balance in the ASSET account is \$535.38.

Old Business

Status of ASSET Reference Manual Review & Software Training

Kresse updated that Schill, Kresse, and King will be working on this. The changes to Share Point have not happened yet. Kresse stated that there was not enough time to move forward with creating agency-specific ASSET budget pages. Therefore, the process for the 2025 Budget cycle will stay the same. Hochstein asked what assistance staff needs in this process of transitioning to using SharePoint? Kresse responded that Lewis Callaway, one of the MBA students, has been contacted and agreed to help with this process. Kresse announced that she, Schill, and King will work with Callaway on setting up the system on July 17th and 18th from 5:30-8:30pm. Members of the Admin Team are welcome to join. Callaway will also provide an additional 4 hours of technical assistance if Schill runs into any problems after the initial set-up. Hochstein asked if he could assist with this process? Kresse explained that it would be best to use Callaway to get it set up initially. Then going forward Hochstein or Sarver could assist with ongoing questions.

Emergency Shelter Services Update to Review Summary

Kresse asked what documents the Admin Team wanted from the RFP submission, to be included in the agenda packet to ASSET Board and the Joint Funders for the meeting next month? Kresse gave a quick review of what was decided at the RFP Review Meeting. Specifically, does the team want to include the entire response from the TBH or just the narrative and budget. The entire response, include attachments such as the audit. A few updates were made to the document headings that helped clarify the Review Teams recommendations. Kresse clarified that just the narrative and budget of TBH application and the Review Committees recommendation will be included in the agenda packet. Schill will email the agenda packet to ASSET Volunteers and Funder Staff to forward to the Funders.

New Business

Liaison Assignments FY 25 Budget Cycle

Tabled until staff hears back from a few volunteers on conflicts and each Funder confirms who their new volunteers are.

Hochstein left the meeting and Harker served as Chair for the rest of the meeting.

New/Expanded Service Requests

Kathy Pinkerton gave an overview of how the What IFS program, which started with funding from Golf Fore Kids. The What IFS did not originally include covering car repairs, but staff saw that there was a high correlation between household expenses not being covered due to car repairs. Pinkerton has identified repair shops that are willing to bill TSA Kresse asked about the types of expenses that the What IFS program would cover. The ASSET service for this service would meet the description for Emergency Assistance for Basic Needs and the rate is one client hour. Would TSA only have ASSET Funds for the vehicle maintenance and repairs? King stated that she views this program as having two lines of service--service coordination and the actual service. Pinkerton stated that TSA is looking at doing a scoring system to see what repair needs are the highest need and also if the recipient has the funds to complete the repair if the What IFS dollar amount doesn't cover the full repair. Kresse asked if TSA is asking ASSET to cover all types of expenses or just for vehicle repairs? Pinkerton responded it would just be for vehicle repair. Smith asked about the Story County Transportation Collaboration pursuing donations for this program. Mundel clarified that a subcommittee of the Transportation Collaboration is working to identify partners for the vehicle repair program. Smith contributed that it would be a good idea to partner with one or two repair shops to do all the work and TSA can brand that as part of the program. Kresse pointed out that this would be a service for FY25 and asked Pinkerton if TSA would be fundraising for FY24? Pinkerton replied that yes, fundraising and the Kettle campaign for this year would be happening for FY24. King asked how TSA is assessing the other miscellaneous needs? Pinkerton responded that they are all coming in as referrals from other agencies. Pinkerton left the meeting and the Admin Team continued discussion on the What IFS program. Smith pointed out that it will be hard to track how the funding will be spent. King thinks TSA staff will be able to control it. Mundel also pointed out that the other funding they have received for this service is specific to vehicle repairs. Kresse is concerned that ASSET funds are limited and could not cover every need from household goods to car repairs. Kresse wants to be specific on what ASSET will fund. Mundel mentioned that Overflow is an organization in the community that can help with household needs. Hochstein asked if it is ASSETs job to drill down what service agencies request for funding; instead, the agency should be specific in the service requested. Hochstein, motioned to table the current What IFS request and that Staff provide guidance to Pinkerton that the Admin Team would like to have this program submission revised to specifically fund emergency vehicle repairs. Kresse seconded the motion. Discussion: Smith would like to see transportation and vehicle repairs separated. He also added that it would be a stronger proposal if Pinkerton included the partner repair shops that TSA is working with. Motion approved. Schill will notify Pinkerton of the Admin Team's action.

Clear Impact Scorecard

Mundel reported that she held Scorecard Bootcamp on June 30 and had great attendance. She followed up with the agencies present with a recording of the meeting and reminders about the July 31 due date for data in Scorecard.

The Community Academy scorecard is finalized and Mundel reported that they are collecting a lot of data.

Mundel will be gone for the next Admin Team meeting. She will provide the team with an update on the status of data submission and what is missing.

Additional Items/Concerns

Kresse updated the team that the second candidate for the Assistant City Manager dropped out and they are starting the search process over with a search firm.

Sarver let the team know that she is planning on being at the next meeting but is also moving that day, so she may not be present. Kresse asked which ISU volunteers are still active and Sarver reported that Quinn Margaret is the only student still eligible but may not be in the Fall.

Adjournment at 1:56 pm