

# Minutes

ASSET Administrative Team

June 5, 2024 @ 12:15pm

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

In Attendance: Ashley Thompson, Becky Harker (Chair), Pa Vang Goldbeck, Sandra King, Jenny Schill (Admin Assistant), Linda Hagedorn, Joel Hochstein, Brad Hill (ISU Rep), Anneke Mundel

Guests: Lauris Olson (Home Allies)

Meeting called to order at 12:15 pm

King moved to approve the May 1, 2024 minutes with corrections, Hill seconded. Motion carried unanimously. Correction is on page two, first paragraph, third line--changed 1.2 FTE to 1.5 FTE.

Treasurer's Report (Smith) No Report

## Old Business

### Status of Annual Review of Reference Manual (Heartland Name Change)

Moved to the July meeting

### Status of Annual Review of Administrative Assistant Manual

This document will be updated but it doesn't need to come to the Admin Board.

### Update on YSS Sequestered Funds for Emergency Shelter (Rosedale)

King stated that she and Goldbeck had a meeting and tour scheduled with YSS and that she expected to have an update after that.

### Update on Emergency Shelter Services

TSA has requested \$282,228 total from ASSET. Of that amount, \$91,000 was requested for FY24 and \$191,228 was requested for FY25. The County approved \$40,000 for FY24 and \$80,000 for FY25. United Way awarded them \$11,000 of the \$26,062 we had set aside in FY24 (RFP dollars) and then \$16,228, \$5000 was requested earlier from the FY25 ASSET budget (the dollars we had set aside for emergency shelter/unallocated dollars) The City approved \$40,000 for FY24; the City will consider the \$100,000 request for FY25 in late June.

## New Business

### Review New or Expanded Services

#### Home Allies

Thompson asked if we would be accepting this as a Letter of Intent to apply as a new ASSET agency? King answered yes. However, there are questions about whether this agency has been providing services for 12 months according to the eligibility criteria outlined in the ASSET Policies and Procedures, Appendix A. Home Allies is asking for consideration of certifying Home Allies qualification by using substitution of many years of housing-related advocacy and education for one year's direct client service. Hochstein pointed out the difference between being a participating agency and funded agency (see Appendix A).

Home Allies has asked to be considered for funding outside of the regular funding process for the funds available through the Emergency Shelter RFP process. Home Allies is requesting funding for its pilot program consisting of five housing units.

Harker asked what other entities Home Allies has approached with the request? Olson responded that they have approached Story County Board of Supervisors with a request to use the \$68,200 American Rescue Plan Act (ARPA) fund request on this project. Additionally, the Story County Housing Trust has approved \$30,000. Of this amount, \$15,000 is for rent subsidies. Olson handed out a draft of the pilot program guidelines. Thompson asked who will ensure the eligibility requirements are being met and provide case management monitoring and tracking. Olson responded that she will be the person there most days tracking the requirements of the tenants. Hill stated that ASSET has eligibility requirements of an agency providing services for 12 months and Home Allies has requirements of living in Story County for 6 months, etc. Hill asked if Home Allies would waive these eligibility requirements for applicants? Olson responded that she would not waive these requirements. Hill followed up asking, why then would Home Allies ask ASSET to waive its requirements. King pointed out that ASSET doesn't currently have a process for waiving requirements and that ASSET has denied another agency for the same reason--not meeting eligibility requirements of actively providing services for one year. However, the agency was invited to reapply the following year, after they met the eligibility requirements. King asked if Home Allies has made any additional request to the County for additional ARPA funds? Olson responded that she has made requests and wants to make sure that the funding is equally spread out to agencies. Thompson encouraged Olson to look at other grants and funding sources. Olson explained that her choice is to not use ongoing government funding because it takes from one entity that needs funding to give to another. Home Allies is invited to apply next year if they meet the eligibility requirements. Hagedorn motioned to deny full application because services have not been provided for a year. Harker seconded. Motion carried unanimously. Schill will send an email to Home Allies informing them of this decision.

### **LSI – The Nest**

The Nest program was previously run by YSS. Hochstein motioned to approve the New or Expanded Service for the Nest Parent Education Program, 2.11, Clothing, Furnishing and Other Assistance seconded by King. Motion carried unanimously.

### **The Community Academy**

Thompson stated that she is confused on what service they are requesting funding for. Mundel explained that they want to split their yearlong program into two, so they can record data specifically for their summer program apart from their school year program. This would avoid duplication. Thompson asked what code it should be under, 1.09 or 1.07? Thompson pointed out that in their request it states "for this school year." In the response to TCA it will need to be clarified that this will be for the next fiscal year. King suggested that we get clarification to these questions through email instead of inviting them to attend the next meeting. Hochstein motioned to table this item until the July meeting., seconded by Hill. Motion carried unanimously. Schill will email Mike Todd to get answers to these questions.

### **YSS**

Thompson asked what Fiscal Year this funding is for. King pointed out that the County still can't fund mental health services. Hochstein stated this service is already being provided in the community, so he isn't sure that funding this is needed. Thompson moved to approve YSS request for consideration by the ASSET Board as a New or Expanded service and suggests aligning it under the Public Education service code, 1.12; seconded by Hochstein. Motion passed unanimously. Thompson asked Schill to communicate to YSS that when they submit their request, they should include it under service code 1.12, Public Education and Awareness, and not as a separate service.

### **Raising Readers**

Thompson is unclear on what service code this request is for and stated that this service aligns well with United Way's education goals. Hochstein motioned to approve, seconded by King. Motion passed

unanimously. Schill will communicate with Raising Readers to submit this request under service code 1.10, Family Development/Education.

### **Primary Healthcare**

Hochstein stated that we should accept this submission as late since the date on the form was different from the date on the ASSET calendar and had not been updated on the form. Thompson pointed out that the program and service don't match the description of the service. Goldbeck motioned to table this until the July meeting to allow City staff and its legal team more time to review. Motion was seconded by King. Motion carried unanimously.

### **Good Neighbor**

Thompson is concerned that this is a new service and not just an expansion of the existing service. Hochstein stated that ASSET doesn't approve additional funding requests. The agency would need to approach each Funder for those requests. King is concerned that clients would need to be in too much need before they can request this service. King would like more data collected on clients that fall into these categories. Thompson asked Schill if Good Neighbor submitted this as a new or expanded Service, and Schill reported that, no they did not submit this as such. King added that Good Neighbor had specifically requested this be approved as part of its existing service; however, we could accept it as a new or expanded service if desired. Hochstein moved that ASSET send this back to Good Neighbor and they need to approach the Funders specifically for these funds, seconded by Hill. Motion passed unanimously. Schill will communicate to Good Neighbor the Admin Team's decision.

### **ASSET Deadlines & Exceptions**

Hill suggested deadlines move to 11:59 PM so it's the close of the day and eliminate confusion regarding deadlines. Thompson moved to shift deadlines with time indications to 11:59 PM, seconded by Hill. Motion passed unanimously.

### **Notification Letter to Able Up Iowa**

Thompson moved to proceed submitting this letter to Able Up Iowa, and that during the next review/edit cycle of the Policies and Procedures, we remove reporting outcome data through Clear Impact Scorecard; seconded Hochstein. Motion passed unanimously.

### **Microsoft Monthly Dues**

Goldbeck moved to approve the new agreement with Microsoft starting May 25th for the next year, seconded Hochstein. Motion carried unanimously.

### **Volunteer Liaison Assignments**

Goldbeck moved to table this item to the July meeting. Seconded by Hochstein. Motion carried unanimously.

### **Clear Impact Scorecard**

Boot camp for agencies will be June 21<sup>st</sup> 9:00-10:30 with office hours following. Mundel reported that some agencies have reached out already and requested to meet with her. Mundel met with NAMI to review their Scorecard and reported there was good data but some internal concerns between staff were evident. She met with TCA to discuss their split in their summer service and school year. She met with Heartland about collecting their data. Heartland uses an outside survey to submit their data and that survey isn't done until August, so their data won't be submitted until September. Harker suggested that Mundel put something in writing to accept Heartland's data at the September deadline. This deadline also lines up with summer programs that submit data in September.

### **Additional Items/Concerns**

Harker discussed the interruption that occurred at the last ASSET Board meeting and reported that the public comment statement on our agenda was unclear. Harker apologized for not handling the situation well.

Thompson suggested changing the agenda item to read, "Public Forum of 1-2 minutes to speak."

Meeting adjourned at 2:31 pm.