

# **Minutes**

ASSET Administrative Team

April 2, 2025 @ 12:15 pm

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

In Attendance: Sandra King, Ashley Thompson, Jenny Schill, Amy Shaw, Brad Hill (virtually), Anneke Mundel, Becky Harker (virtually), Sarah Mansel

## **Meeting called to order at**

## **Approval of March 5, 2025, Minutes**

Tabled to next month, no quorum.

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

No report as Smith is at a conference.

## **Old Business**

### **Homelessness Action Plan Update**

King reported that a draft will be released April 7th and will be presented on Teams and at the Library. Board of Supervisors, Mayor and United Way Allocations Committee and ASSET Volunteers will be invited to this presentation on April 7<sup>th</sup>. April 28<sup>th</sup> will be the final presentation to the public.

## **NAMI Update**

Thompson reported that Funder staff met with Roxanne the director of NAMI to discuss the sequestered funds from the funding cycle. Currently UW, ISU and City fund NAMI. NAMI had asked for an extension to submit their ASSET budget and was advised that this was not possible. In the referenced meeting, Roxanne communicated that she felt that she was supported in this budget cycle and that it went well. She also reported that NAMI over budgeted and staff asked her to resubmit some of their ABF5's that were affected by this. Roxanne asked about the service code related to Peer Support that is currently inactive. It appears the previous director of NAMI had requested that the code be made inactive due to NAMI not providing the service. Roxanne stated that they do provide this service so Thompson indicated that it will be brought to ASSET to reinstate that service code.

King asked if Roxanne has connected with Lisa Heddens and she was told that Roxanne had heard from Lisa and would be connecting with her.

## **New Business**

### **New ASSET Service Code – On Call Crisis Therapy**

Tabled to next month so Smith can be present.

## **Prepare April 10<sup>th</sup> ASSET Board Agenda**

Harker made the suggestion, based on looking at the agenda, to cancel the meeting. Harker motioned to cancel the meeting, \_\_\_\_\_seconded. Schill sent out the motion via email so the members who were not at the meeting in person could vote electronically. The motion passed unanimously. Schill will send out communication to the ASSET Volunteers to let them know the meeting is cancelled.

### **Status of Annual Review of Reference Manual**

Funder staff are currently working on reviewing this. Harker asked if it would be helpful for her to look over the Reference Manual as well as the Policies & Procedures Manual. Staff said that would be helpful so Schill will send those drafts to her.

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

Funder staff are currently working on reviewing this and it will be brought to the May Admin and Board meeting for final approval. Following ASSET approval, each Funder will take them to their boards for final approval.

### **Review of New Agency Application & Expanded Services Application**

In process and King has sent the application to the County Attorney's office to review.

### **Audit of Books**

Schill will ask Smith to bring the budget book to the May Admin meeting for Funder staff to review.

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

Mundel reported that Sarah Mansel has been promoted to Community Impact Director and will be taking on Scorecard. New programs and services that will be funded in FY25/26 have reached agreement on what measures will be tracked. HIRTA is working on coming to consensus internally on what data can be tracked. A section was added for monthly impact. Also added quarterly data on top three locations for transportation. Mundel met with Primary Health Care about their Dental Navigator program and arrived at good measures to track in Scorecard. Mundel also met with Good Neighbor and had a good conversation on what data to track on the Navigator position.

Prairie Flower will work with Mundel and Mansel to get their measures set up. Mundel was holding off on meeting with them to use this as a training session for Mansel to learn how to do this in the future. LSI Hopes Village have not met with Mundel yet, but Mansel will take the lead on meeting with them and getting their measures set up in Scorecard.

### **Additional Items/Concerns**

Harker mentioned that in thinking through how to help Hagedorn transition into the Chair position she was thinking it would be helpful for the Chair to touch base with the Admin Assistant to find out details on the agenda that they would need to know for running the meeting.

King mentioned a few things should be added to agendas, Called To Order and Motion for Adjournment.

King also announced the County will be closed April 11<sup>th</sup> and 14<sup>th</sup> to install new equipment.

Mundel announced that Scorecard Bootcamp will be May 2<sup>nd</sup> at 9:00am.

Thompson announced that United Way received a grant from the Community Foundation to offer a program on Board Governance for the Community. This was in relation to hearing from a lot of partner agencies that this was a need they felt was lacking.

Thompson also reported that United Way has hired a new Marketing Director, Allee Wingert.

Thompson informed the Admin Team that right before this meeting started Funder Staff received official notification from YSS that the Rosedale Shelter is closed as of April 1<sup>st</sup>. They will keep their Mason City shelter open. They have asked that remaining funds for this service be moved to their Transitional Living program. Each Funder will need to take this request to their individual board/council.

Motion to Adjourn, King.