

# Minutes

ASSET Administrative Team

May 7, 2025 @ 12:15 pm

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

In attendance: Linda Hagedorn, Pa Goldbeck, Ron Smith, Sandra King, Sarah Mansell, Ashley Thompson, Jenny Schill, Amy Shaw, Becky Harker, Brad Hill (virtually)

Meeting called to order at 12:16 pm by Hagedorn

## Approval of Minutes

Smith made a motion to approve the March 5, 2025 minutes, seconded by Hagedorn. The motion was approved unanimously.

Harker made a motion to approve the April 2, 2025 minutes as amended, seconded by Hill. The motion was unanimously approved as amended.

## Treasurer's Report (Smith)

Smith reported the current balance of \$1,537.93. Global Reach invoice has been paid.

## Old Business

### Homelessness Action Plan Update

Goldbeck reported that Dr. Flowers presented the report. Over 100 people were in attendance online. Goldbeck will be taking the plan to Council on May 13<sup>th</sup>. Council may take action on parts of the plan at that meeting. King mentioned that she has been reminding people that the presentation is not the full report. King will be taking it to the Board of Supervisors probably after May 13<sup>th</sup>.

### Conflict of Interest & Confidentiality Forms Update

Schill reported that there are still a few outstanding forms from people that need to be signed.

### Status Update of Reference Manual

King reported that it's in progress.

### Approval of Policies and Procedures

King reported that it's close to being completed, but based on some items on the agenda today there may be some more updates. The Admin Team will set a date to review and discuss these possible updates.

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

King reported that she asked the County Attorney about the Equal Opportunity statement. They responded that ASSET could change to a Nondiscrimination Policy if staff want to take out the Equal Opportunity statement. It was discussed and decided that it should not be changed and kept as it's stated on the form.

### Audit of Books

Smith brought the book and Funder staff will schedule a time to review.

## New Business

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

Smith explained that this proposed idea is to address the issue ASSET is facing with YSS and holding open appointments for crisis situations and changing it to purchasing the service of having a staff member on call. Thompson stated that it's challenging for United Way because they moved away from the claims model. Thompson proposed that this issue may be addressed as the discussions are held at the Joint Funders meeting next week and the actions that come after the report on homelessness. So, no action needs to be taken but Smith's idea has been proposed as a possible solution.

### Prepare May 15<sup>th</sup> ASSET & Joint Funders Meeting Agenda

Schill will make the changes that were suggested and send the materials to Funder staff for review.

### New/Expanded Service Update

#### The Arc

The Arc's application is to add the All Aboard for Kids Summer Camp as a service under The Arc. Schill will add the Arc's request to the June agenda for approval. The Admin Team agreed it is not necessary for The Arc staff to attend.

#### MICA

MICA's application request is to add their food service program, Child and Adult Food Care Program (CACFP). Schill will invite MICA to the June meeting.

### Letters of Intent Update

Three letters of intent were received from Creative Counseling Services, Nevada Food at First, and Home Allies.

#### Creative Counseling Services

Hagedorn made a motion to approve the letters of intent from Creative Counseling Services, Nevada Food at First and Home Allies and invite the three organizations to submit a full application to be considered as an ASSET agency. The motion was seconded by King. The motion was approved unanimously. Schill will send out emails to notify the three organizations of the Admin Team's decision to accept their full application.

#### Nevada Food at First

Admin team determined that they meet the requirements to submit a full application to ASSET.

#### Home Allies

Goldbeck reported that the City needs additional time to understand their operations and whether they are a social service provider and/or a landlord.

### Agency Feedback Session

Thompson reported to the Admin Team that there will be two sessions offered to ASSET agencies where they can provide feedback on the ASSET process. One will be in person, and one will be virtual.

#### Clear Impact Scorecard (Mansell)

Mansell reported that Mundel held her last Scorecard Bootcamp last week and 17 agencies attended. Primary Healthcare has identified new performance measures. Prairie Flower has their measures complete and will start entering data, so they have measures to report on at the hearings this year. LSI has their scorecard updated and ready on their new service previously known as The Storks Nest. HIRTA has started to enter their new data points that ASSET had requested them to start reporting on to un-sequester their funds.

#### Additional Items/Concerns

Harker asked for an update on The Bridge Home. She had heard that Stumbo was no longer working there. Thompson replied that TBH has signed a short-term management agreement with CISS to provide services until August. Stumbo is no longer at TBH. The contract can be extended as the deadline approaches.

Goldbeck reported that NAMI did resubmit their corrected budget.

YSS had made a request to shift their shelter funds to their TLP program. Goldbeck will be taking this request to Council.

Heartland will also be making a request to shift Meals on Wheels dollars to their Adult Day Center.

King reported that YSS drew down all their Rosedale funds through the shelter.

Thompson reported that given their draw down model for dispersing ASSET funds, YSS has been able to use their Rosedale dollars

Motion to adjourn by Smith, seconded by King. Motion passed unanimously.