

Minutes

ASSET Administrative Team

July 2, 2025 @ 12:15 pm

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

In Attendance: Linda Hagedorn, Sandra King, Ron Smith, Becky Harker, Pa Goldbeck, Ashley Thompson, Jenny Schill, Erik Rolwes, Sarah Mansell, Barb Mittman (Nevada Food at First), Lauris Olson (Home Allies), Kerry Whisnant (Home Allies), Kristten Buttermore (Creative Counseling)

Virtually: Nick Joos, Amy Shaw

Called to order by Hagedorn at 12:17pm

Approval of Minutes

Harker motioned to approve the June 4 minutes, seconded by Hagedorn. Discussion: change on page 4 under YSS, change "serve" to "service". Motion passed unanimously.

Treasurer's Report

Smith reported the current balance is \$1,414.83.

Old Business

Homelessness Action Plan Update

Goldbeck updated the board that the City is continuing to help the HOST group. They have spent approximately 60% of the funds available. IFA has a grant opportunity available that HOST wants to apply for although the final proposal or idea has not yet been determined. Goldbeck reported she may help that group put together an application. King presented to the BOS the pilot program and it was approved for two years and a new time limited case management position. She is hoping to post this position early next week.

Policies & Procedures

Hagedorn made a motion to edit section 4 of the Termination section. The motion is to delete the sentence regarding new funder agencies. Goldbeck suggested adding this sentence to section 2 on page 3 under prospective funder. Motion was seconded by Joos. Motion passed unanimously.

Status Update of Reference Manual

King said edits have been made and are awaiting on new services and agencies to be approved for an additional updates.

Review of New Agency Application

Thompson said this form needs to be a fillable PDF going forward as well as the changes mentioned below regarding the checklist. She also added that going forward there should be a requirement that the application be filled out electronically.

Audit of Books

The audit has been completed by Funder staff (Ashley Thompson, Pa Goldbeck and Amy Shaw).

YSS Outpatient Mental Health Treatment

The City has proceeded with issuing the contract for this service for FY25/26, but with a lower amount than requested and what the ASSET Board recommended in January. United Way has approved, pending submission of the information requested of them. They would do a claims based process for this program.

New Business

Funder Staff Update

United Way, Maggie King has joined the staff as Associate Director of Engagement. Mansell also reported that they have hired a new community impact associate director, Allegra Selzer. King asked Goldbeck if they are filling Creekside apartments. Goldbeck stated that she thinks they are, but the City doesn't manage that property. It has been turned over to the management company and the units are available for rent now and can be found at apartments.com.

July 10th Special ASSET Board Meeting Agenda

There will be a special ASSET Board Meeting on July 10 at noon.

Review of New ASSET Agency Applications

Nevada Food at First – 12:30 pm

Barb Mittman was here to answer questions regarding their application to be considered a new ASSET Agency. She said they had been serving onsite meals and in 2020 moved to packaged meals that are pre-ordered. They have 14 neighborhood drop sites but also go door to door for people who can't make it to the drop site. They are looking at adding two more in September, one being the Collins Maxwell school. They also have food pantries at these drop sites. They work with the three local grocery stores in Nevada to get food to be used for these meals. All staff are volunteers. King asked about the 360 meals delivered and if those are delivered each of those two nights or total. Mittman responded that it is 360 each night. Smith asked if there would be additional delivery nights added and Mittman responded not at this time. King asked where their current funding comes from. Mittman responded that if they need funds they apply for a grant or private/individual donations. They also have an ARPA grant, but this will run out next year. Smith asked if there are any qualifying criteria for meals. Mittman said no, they are self-identifying. Hagedorn asked what percentage of the food is going to people in Story County. Mittman responded that probably 98% go to Story County residents. King asked if Mittman sees people who are homeless. She responded that most are at risk of homelessness. Smith mentioned that ASSET has a lot of requirements to receive funding. Mittman said they are aware of that. Smith mentioned that one data point, as an example, is needing to know at what percent of poverty level the people are at that are receiving the meals. Mittman said they could work with local food pantries to get that information, but they currently don't collect that information. Smith made a motion to approve this application, seconded by Harker. Motion passed with Thompson abstaining.

Home Allies – 1:00 pm

Olson mentioned that in their packet Olson and Whisnant didn't include their Assets/Liabilities as they are transitioning who is handling their Treasurer duties and are transitioning to QuickBooks. So, the QuickBooks report that they pulled is not complete. Today is Home Allies one year anniversary and they predicted serving six households and to date they have served 10. Olson mentioned that they have worked with TBH, The Salvation Army, YSS, Romero House, Story County and other local agencies in providing these services.

Harker mentioned that two terms were used in describing participants, tenants and clients. Olson responded that they are landlords with an education program. Olson said they provide case management services but are referring out for other services. Smith asked if the case management is part of their rent or a separate fee. Olson said they are providing the service for free at this time. Harker asked if intermingling these terms causes confusion for the tenants. Olson responded that it's different for each tenant and it depends on their previous background and relationship with their previous landlords. Thompson asked who is providing the education/case management. Olson responded that it's herself and Kerry providing these services or they are referred out to other agencies. Thompson asked about what model of case management is being used. Olson responded that they don't want to be offering this service, but she also mentioned that they make tenants aware that they don't provide these services. Thompson asked about the service codes that are included in the application and confirming that Home Allies does not want to be providing those services. Olson said no, if agencies start providing case management services, Home Allies would have them provide that service. Harker mentioned that she is hearing that they are offering a lot of these services, so who is their back-up. Olson responded that there is an ask in their application for a part-time position and hoping in the future a Board will take over. Currently there are three board members and a fourth coming on after they retire. King asked if they have a collaborative relationship with The Salvation Army. Olson said she sends fliers to them when they have someone moving in. She has utilized them for rent assistance with a few tenants. King brought up that she has received communication from a local agency that Olson treated a tenant rudely and name calling. Olson responded that she had not been approached with this allegation and says that this did not happen. Olson denies calling this tenant any of those names. King mentioned that Olson talked about rules and could she provide those to ASSET. Olson said they are listed in the lease, and she could send the lease to ASSET staff. Goldbeck stated that it would be helpful to see the leases since this is a new model. Thompson made a motion that the Admin Team recommends that this agency not be accepted as a new ASSET agency based on unclear articulation of what services are being provided. They also don't have a current Board in place, seconded Harker. Motion passed with King abstaining.

Creative Counseling – 1:30 pm

Buttermore gave an overview of their services and said that they originally were a for-profit agency and have now changed to a non-profit agency. They now work with master's level interns to provide services. Smith asked how they are funded. Buttermore said that they have one staff person who provides services for income generation. King asked why they were denied being an ASSET agency in the past. Buttermore responded that they were mostly working with ISU students and were able to bill to insurance and that is no longer the case. They currently have only had four people referred from student services. Thompson asked who they are serving. Buttermore responded that 8 under 18, 26 19-24, 17 25-34. Thompson followed up with can they track if those college aged clients are students. Buttermore replied that they can and 11 of their current clients are students. Thompson pointed out that the service code mentioned in their application is for substance abuse so that may need to be edited. Schill will follow-up with Buttermore to get this updated. Buttermore explained their model utilizes interns who have to be supervised to get their therapist license. Interns are not able to bill insurance for their services and this is why they are applying to become an ASSET agency. The interns are overseen by a licensed therapist during their internship, this is what Buttermore's role is. Harker asked how ASSET can help. Buttermore said it would be helping to fund the supervisor position over the interns. Buttermore stated that one supervisor could supervise four interns and they each provide 240 hours of services. Thompson asked if the supervisor would also be seeing clients or just

supervising. Buttermore stated that ideally, they would not have their own case load and would just be available to the interns. Mansell asked how long it typically takes an intern to complete their 240 hours. Buttermore stated that typically it takes year. Harker asked if ASSET funding wasn't available what would happen to the service. Buttermore responded that they probably wouldn't be able to have interns and this service wouldn't be offered. King let Buttermore know that ASSET may need some additional documents after discussion so Schill will be in contact if that is needed. Smith stated that this is the same service that YSS is providing.

Joos made a motion to accept this application, seconded by Thompson. Discussion, Smith asked that they have been providing this service since 2008 without ASSET funding so why do they need it? Joos said that he sees no reason not to move this forward to the full board.
Motion approved unanimously.

King stated that in the future agencies that submit an application, need to fill out a checklist of all documents that are required to submit and that they have included them. They need to include page numbers for each document that is included in their application. Thompson asked since the application deadline has passed are we accepting the documents that weren't included in their initial application. The consensus was yes, since we didn't review before the deadline we will accept the documents late.

June 26, 2025 Joint Funders Meeting

King reported that they are working on shared Funder priorities and are working on clarifying wording in the priorities. Thompson reported that she created a cross-walked priority list between all of the Funders priorities. There will be another meeting on July 21st with the Funders to share the outcome of the work by that team.

ASSET Volunteer Liaison Assignments

Schill will send out the Conflict of Interest Excel report as well as the current liaison assignments to be updated.

Agency Training Preparation – Agenda and PowerPoint

Thompson reported that her marketing person has updated the ASSET logo as well as a PowerPoint template. Goldbeck reviewed that the training will be shorter (2 hours instead of 4), offered as a hybrid, and not mandatory for any organization that is not new or has a new director/leadership. Hagedorn mentioned that the training should be recorded and shared with agencies. She also reported that Funder staff and a few volunteers will look at the top three priorities and clean up wording and report back to the Funders.

Clear Impact Scorecard (Mansell)

Mansell reported that we are in data recording season in Scorecard.

Additional Items/Concerns

Adjournment motion by Harker at 2:46.