

# Minutes

ASSET Administrative Team

August 6, 2025 @ 12:15 pm

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

In Attendance: Erik Rolwes, Sandra King, Linda Hagedorn, Pa Goldbeck, Jenny Schill, Ashley Thompson, Brad Hill

Virtual: Ron Smith, Nick Joos, Amy Shaw

Meeting called to order by Hagedorn at 12:10

## Approval of July 2 Minutes

Motion to approve the minutes Hill, second by Rolwes. Discussion, second page under Home Allies, Clarify who is mentioned in the packet, Lauris Olsen and Kerry.

Hagedorn requested that a sentence around case management during Home Allies' presentation be rewritten.

Motion to approve the minutes with the discussed changes Hill, second by King. Motion passed, with corrections, unanimously.

## Treasurer's Report (Smith)

Smith reported that the current balance is \$1,197.54, with the annual renewal of Zoom for \$171.09.

## Old Business

### Homelessness Action Plan Update

On Oct 16<sup>th</sup> there will be an update to the community on homelessness at the Ames Public Library. This is sponsored by League of Women Voters, Story County and the Ames Public Library.

### Status Update of Reference Manual

Schill needs to update the list of New and Expanded Services and new agencies.

### Review of New Agency Application

Schill will upload the latest version from King and add this to the September agenda.

## New Business

### Funder Staff Update

King announced that Schill will be leaving the Admin position in Jan/Feb. The Admin position is posted and is open until Aug 22<sup>nd</sup>.

King announced the Board of Supervisors approved the Policies and Procedures. Schill can accept all changes and post it to the website.

Thompson announced that United Way is fully staffed. The new and expanded service, Project Search has someone stepping into that role at The Arc. United Way Board approved their priorities for the upcoming fiscal year. They also approved their new strategic plan and community impact plan.

Goldbeck announced that City Council approved the Policies Procedures. Priorities will be on the Council agenda for next week. She also announced that with the turn of the new fiscal year they are seeing new claims from agencies. She stated that The Salvation Army has submitted claims to draw down almost 50% of their funding in the first month.

Hill also stated that they are seeing some agencies submit claims for a large portion of their allocated funds in the first month of the fiscal year.

Thompson stated that she heard from The Bridge Home that they are leaning toward not submitting a budget request for the upcoming fiscal year. King asked if they would be submitting updates to the other Funder staff. Since monthly meetings aren't happening anymore, these monthly updates were requested from The Bridge Home. Goldbeck stated that there is a deadline for The Bridge Home, for tomorrow, to provide their written management agreement between CISS and The Bridge Home and other documentation needed to put together a subrecipient agreement. King announced that the Case Manager position that the County posted will start interviews tomorrow and they have eight candidates. She also stated that The Bridge Home is hiring two case managers as well.

Goldbeck announced that HOST has applied for a grant and will hear if they made it to the next step next week.

Thompson announced that there were some changes to a grant for childcare associated with universities. They can no longer use these funds for international students.

Rolwes updated that he has priorities ready to present to ISU GSB on the 27<sup>th</sup> and should be approved that next week. ISU volunteers should also be approved at that meeting.

Hill stated that ISU is updated on payments for claims to ISU from agencies and the new claims process is in place for this new fiscal year. He also announced that he and Shaw will be trading off who will be in attendance for the Admin meetings.

#### Funder Priorities

Thompson said that the United Way priorities look different this year and would like to have a meeting with all Funders for agencies to go over changes to all Funder priorities. Smith stated that he thought the Funders were working toward a shared set of priorities, but it looks like each Funder still has separate priorities. He stated that he is disappointed that the Funders couldn't come together on these. King said that the Funders were able to come to agreement on three broad areas of priorities, but not on specific priorities. Smith said he can accept that for this year, but hopes the Funders will keep working toward shared priorities in the future. Thompson shared that in future meetings it would be good if Funder staff can work with their respective boards to come to agreement before discussions happen with all Funders working toward shared priorities. Hagedorn asked if all of the Funders priorities can fit under those three areas and the response was that agreement wasn't made. Goldbeck also added that out of those meetings there was interest in a smaller group coming together and working on the ASSET process as a whole and moving forward with working toward shared priorities. Thompson pointed out that ISU priorities are always late due to their calendar and when students are here. Hill said that with Shaw they are working to move their calendar to approve priorities and volunteers to the end of their school year before the students leave for the summer.

Motion by Thompson for the four ASSET Funders to hold an educational session for agencies to walk them through each Funders priorities for the upcoming fiscal year, second by Joos. Motion passed unanimously.

#### Approval of Liaison Assignments

Motion to approve the liaison assignments Hagedorn, second by Joos. Motion passed unanimously.

#### Agency Training Preparation – Agenda and PowerPoint

King stated that staff would work on this at their meeting after the Admin meeting.

#### Budget Preparations

Schill is working on populating the budget forms for all agencies. She is still waiting on ISU's numbers and Hill stated he will work on it today. Schill will let agencies know that forms will be emailed out this year due to information already being prepopulated, at the training on Monday.

#### August 14<sup>th</sup> ASSET Agenda

Motion to approve the agenda Joos, second by Thompson. Motion approved unanimously.

#### Open Meetings

King said that there is training available through IPIB for newly appointed board members to complete within 90 days of their appointment. So, new ASSET volunteers will need to complete this training.

#### Clear Impact Scorecard

Mansell reported that Scorecard data was due on the 31<sup>st</sup>. Extensions that were requested were granted and all other agencies had their data submitted by on time.

#### Additional Items/Concerns

Thompson announced that she and Mansell will be out of the office the next few weeks.

Motion for adjournment at 1:25 by Hagedorn, second by King. Motion approved unanimously.