

Minutes

ASSET Meeting

December 9, 2021

City of Ames Council Chambers, 2nd Floor of City Hall

5:00 pm

Present: Jehan Faisal, Nikki Fisher, Ed Gillott, Linda Hagedorn, Becky Harker, Sandra King, Jean Kresse, Tim Neubauer, Anneke Mundel, Deb Schildroth, Jenny Schill, Stephanie Spence, Ashley Thompson, Quinn Wood, Mary Beth Golemo, and Administrative Assistant, Pandora Lamar.

1. CALL TO ORDER by Chair, Ashley Thompson at 5:04 pm.
2. WELCOME/ INTRODUCTIONS
3. PUBLIC FORUM (1-2 minutes for items not included on the Agenda)
No one present for Public Forum
4. APPROVAL of NOVEMBER 18, 2021 MEETING MINUTES
Ed Gillott moved to approve the November 18, 2021 minutes and Nikki Fisher seconded; motion was carried unanimously.
5. TREASURER'S REPORT
Treasurer, Jenny Schill reported a balance of \$1,805.88.
6. REPORTS
 - a. Administrative Team Comments
Jenny Schill encourages everyone to review the liaison reports and use those in their discussions during the agency hearings. She reported that she had received a comment that the new format was especially useful this year. There are still five outstanding reports that will be sent out to volunteers and staff as soon as they become available.

Deb Schildroth reported that she will be presenting the ASSET agency budget requests to the City Council next week. There has been a 28% increase in funding requests to the City. The total requested of the City is over \$2 million. The City of Ames uses local option sales tax to fund human services. There will be discussion about what level of funding the City Council will be supporting this year.

Jean Kresse indicated that United Way will also be making their decision on funding requests next week. United Way received requests for \$218,000 from ASSET this year.

Sandra King reported she will be taking the ASSET funding requests of over \$2 million to the Story County Board of Supervisors on the 20th, which is an increase of 26% from last year. A

number of agencies increased their requests. If similar to last FY, she believes the Story County increase in ASSET funding could be approximately 5% for FY23.

Lydia Youngquist reported at the December 1st ASSET Adm Team Meeting that ISU Student Government has allocated \$260,277 for ASSET funding the coming year, which reflects an inflationary increase of 2%.

b. Volunteers

The liaison report process was discussed. Jean said the purpose of the reports is to share information with the other volunteers to help them make more informed funding recommendations for each agency. It was suggested that it might be helpful to have the information from the budget book earlier, to help them prepare for the liaison visits. It was also suggested that having the outcome data would have been helpful. We tell the agencies to have their budget request available so any questions can be addressed during the liaison visits. Jean said there was quite a bit of back and forth with agencies about budget corrections, so it may not be practical to have the budget book ready before liaison visits start. Anneke said that in the future, volunteers should be able to access the Scorecard data online by logging in. One volunteer felt there is a need for more training on the process. Jean indicated that additional information could be added to the reference manual that advises agencies of what they should have ready for liaison visits. When the task force reviewed the liaison report form this year, they pared it down to the key things that we need to know. Ashley mentioned that she and Bryce Garman were assigned as liaisons to one of the agencies, and they spent a significant amount of time trying to schedule the meeting with the agency. The agency did not seem to know what information they should be prepared to discuss during the visit. So the need for additional guidance on this to the agencies could be helpful.

7. OLD BUSINESS

None

8. NEW BUSINESS

a. Liaison Reports

Jean mentioned that some volunteers may have been assigned to an agency that was not grouped in their work team of Education, Health, or Financial Stability.

Ashley noted key items to review as we move into the allocation process and agency hearings

- the liaison reports
- the budget books with the Scorecard data incorporated
- the agency hearings
- the Funder priorities

The administrative staff will be available to answer questions and help walk volunteers through filling out the allocation spreadsheet. It was asked if agencies are allowed to

carry over funds from one year to another. Deb stated that it's up to each funder and the situation. An agency may ask Funders to re-allocated funds from one service to another. Jean said United Way did let agencies know that in order to have claims paid they needed to submit those requests for carryover by July when the books close.

b. Mid-Year Updates

Anneke will have office hours through Zoom that are posted on the agenda. Mid-Year Updates are due on December 15. Anneke has received a number of calls and is assisting agencies with this process, which is now done in Scorecard.

Sample Allocation Spreadsheet Demo

Deb said there are spreadsheets for each funder by work team (Education, Health and Financial stability); Story County, United Way, ISU Student Government and the City of Ames. Columns include funding amounts an agency received in the current fiscal year and requested amounts. Each volunteer will fill out spreadsheets for each funder within their work team. Every spreadsheet has an amount at the bottom with a total allocation amount of funds that are available. Ashley said you do not necessarily have to allocate all of the available funds. It is likely that an agency may be asking for more than is available. At the work team session volunteers will be able to see everyone's entries and come to a consensus on the recommended allocations for that panel. If all of the funds allocated to a work team are not used or allocated, the volunteers on that team can recommend the funds be moved to another work team. No agency or funder will see the individual volunteer recommendations – only other ASSET volunteers and staff.

All of the allocation recommendations will be reviewed at the ASSET meeting the week following the work team sessions. Agencies and Funders will see the allocations after they are approved by the entire ASSET Board. Volunteers can call their funder staff representative if they have questions.

Spreadsheets will be emailed prior to the week of the agency hearings. After completing the spreadsheets volunteers can email them back to storycountyasset@gmail.com by noon on January 8.

Also, note that on 7B of the budget sheets there is a new line indicating what percent of ASSET funding is being requested for both the agency and agency programs.

c. Meal Sign Up Sheet for Agency Hearings and Focus Area/Panel Work Sessions

Sandra will be coordinating the meal arrangements for the Agency Hearings and Focus Area/Panel Work sessions.

9. ADDITIONAL ITEMS

It was reported that the Boys & Girls Clubs have new administrative office space, but programming is still being conducted in the building on South 5th.

10. INFORMATION/ANNOUNCEMENTS

- a. December 15, 2021 – Mid-Year Updates Due via Scorecard
- b. January 7, 2022, 11 am – 1 pm – Scorecard “Office Hours” (optional) – Virtual
- c. January 8, 2022 – Allocation spreadsheets are due at 12:00 Noon
- d. January 21, 2022 – Recommendations Posted

11. MEETING DATES

- a. December 10, 2021 @ 8:00 am to 9:00 am – Financial Stability Scorecard Review – Virtual (<https://us06web.zoom.us/j/83786940787>)
- b. January 5, 2022 @ 4:30 pm – Agency Hearings – CityChurch, 2400 Oakwood Rd
- c. January 6, 2022 @ 4:30 pm – Agency Hearings – CityChurch, 2400 Oakwood Rd
- d. January 10, 2022 @ 4:30 pm – Education Work Session – CityChurch, 2400 Oakwood Rd
- e. January 12, 2022 @ 4:30 pm – Financial Stability Work Session – CityChurch, 2400 Oakwood Rd
- f. January 13, 2022 @ 4:30 pm – Health Work Session – CityChurch, 2400 Oakwood Rd
- g. January 20, 2022 @ 5:00 pm – ASSET & Joint Funders Meeting, CityChurch, 2400 Oakwood Rd

12. ADJOURNMENT

The meeting adjourned at 6:22 pm.