

# **AGENDA**

## **ASSET Minutes**

City Hall, 515 Clark Ave

June 11, 2020

5:00 pm

Due to the COVID-19 Pandemic, this was an electronic meeting. Access to the meeting was made available by video (Zoom) and call-in.

The Analysis of Social Services Evaluation Team (ASSET) was called to order at 5:00 p.m. by Chair Keith Hobson with the following members present: Jane Acker, Jehan Faisal, Nikki Fischer, Mary Beth Golemo, Keith Hobson, Joel Hochstein, Sandra King, Jean Kresse, Judy Meierkord, Jenn Plagman-Galvin, Andrea Rich, Deb Schildroth, Jen Schill, Matt Soderstrum, Stephanie Spence, Kimberly Stephens, Ashley Thompson, Karla Webb, and Quinn Wood. Also present: Jodi Stumbo.

### **WELCOME/ INTRODUCTIONS**

Introductions took place.

### **APPROVAL OF MAY 14, 2020 ASSET MINUTES**

Moved by Hochstein, seconded by Rich, to approve the May 14, 2020 minutes. Motion carried unanimously.

### **TREASURER'S REPORT**

Treasurer Schill reported an ASSET balance of \$2,547.53.

### **REPORTS**

**Administrative Team** – Ms. Schildroth said City Council approved the ASSET FY 20/21 contracts. The MICA contract was the exception since MICA is working to make changes to services. She said once those are finalized that contract will be considered by Council.

Ms. King said County buildings are still closed to the public. She said business is being done online, by mail, and by phone. She said they are accepting applications for some Boards and Commissions, and Ames residents cannot serve on those boards any longer.

Ms. Webb recognized Matt Soderstum, Quinn Wood, and Judy Meierkord for their work with ASSET. She said this is their last meeting and her last meeting since CICS will be withdrawing from ASSET effective July 1, 2020. She said CICS is working on a potential contract with YSS for crisis residential services for youth age 12-17 that are non-system involved. The Ames Shelter and the Mason City Shelter will be utilized for services. She said this is a service that regions are required to fund.

**Volunteers** – No report.

**Agencies** – No report.

### **OLD BUSINESS**

**Update on Joint Funder Priorities** – Ms. Schildroth told the group the funders met on May 13, 2020 to continue to work through possible joint funder priorities. She said the Community Needs Assessment is being worked on, and led by the Story County Quality of Life Alliance which hasn't met since February because of the pandemic. She said data has been collected and will be analyzed soon. She said ASSET will be updated on the progress.

**Update on 28E Agreement** – Ms. Schildroth said the 28E agreement is in place for funders because of their joint effort to fund the administrative assistant position. She said it is being revised to reflect the funders because of CICS' withdrawal.

**Update on Administrative Assistant position** – Ms. Schildroth said seven applications were received and four interviews are being scheduled.

## **NEW BUSINESS**

**Policies and Procedures** – Ms. Kresse reviewed the draft changes including removing CICS, cleaning up language, the change from "Income" to "Financial Stability," and the term "panel" being changed to "work team." Other minor changes were discussed. Ms. Schildroth told the team that termination language was recommended for the Policies and Procedures and the 28E agreement. She said the termination language allows new funders to come in and funders to leave the process with sufficient notice so budgeting can be revised accordingly.

Moved by Draper, seconded by Spence, to approve the Policies and Procedures as presented. Motion carried unanimously.

**Reference Manual** – Ms. Kresse told the group this document is what ASSET references most. She said this document does not have to be approved by the funders individually. Ms. Kresse reviewed the draft changes including the history of ASSET, participating funders, CICS' withdrawal, and the 28E agreement. She said "panels" will be changed to "work teams" and "social services" to "human services." She noted a change on page six that articulates ASSET funding is not meant to cover the entire cost of a program.

Ms. Kresse said this is a guide for agencies as they participate in the process. Ms. Thompson recommended changing the name of ERP to The Bridge Home in the document and on the budget forms. Mr. Hochstein advised there were a couple references to "panel" still there. Ms. Schildroth said formatting and cleaning up will take place before printing.

Moved by Hochstein, seconded by Plagman-Galvin to approve the Reference Manual with the suggested changes. Motion carried unanimously.

**Liaison Assignments** – Ms. Kresse said she's working on the liaison assignments. She told the group that after the Administrative Team meeting last week the team decided to assign volunteers to agencies without being concerned about each work team. She said each agency will have at least one volunteer and a few of the larger agencies will have two volunteers.

**Letters of Intent** – Ms. Schildroth said Primary Healthcare and Wings of Refuge submitted letters of intent and were approved to submit an application to join the ASSET process. She said Story County CASA is approved as long as their eligibility is correct, and the team is waiting on those answers.

She said Martha's House of Hope was denied because they have not been in operation for one full year, which is a requirement before application.

**Expanded Service request** – It was discussed that UCC has submitted a request to expand infant care. Ms. Schildroth said the team has asked questions regarding Comfort Zone and if that service will be affected by expanding infant care. Ms. Kresse said this expansion would be for FY 21/22.

#### **ADDITIONAL ITEMS**

Ms. Schildroth said the City has not sent any delinquent notices for water/ electric since March 27. She said there is \$400,000 in arrears due on utility accounts. She said Council will discuss how to proceed with those notices.

Ms. Kresse said the immigrant coalition has been working hard. Ms. Mundel said last week they disbursed \$56,000 to 70 unique households for 154 rent/ utility payments. She said assistance has been provided more than once for some families. UWSC has a COVID-19 fund for emergencies and recovery. Funds have been pushed out to Good Neighbor, The Salvation Army, and ERP so funds can be disbursed to the families needing it most.

Ms. Schildroth said on July 17 the Administrative Team will host training for new(er) agency directors.

#### **INFORMATION/ ANNOUNCEMENTS:**

- A. Next ASSET Administrative Team Meeting: July 1, 2020 (12:15 p.m.)
- B. Next ASSET Meeting: August 13, 2020 (5:00 p.m.)

#### **ADJOURNMENT**

The meeting adjourned at 5:52 p.m.