

MINUTES

ASSET Meeting

CityChurch @ 2400 Oakwood Road, Ames, IA

May 12, 2022

5:00 pm

The Analysis of Social Services Evaluation Team (ASSET) was called to order at 5:00pm with the following members present: Sandra King, Jenny Schill, Deb Schildroth, Ed Gillott, Mike Lazere, Tim Neubauer, Scott Dryer, Becky Harker, Jehan Faisal, Bryce Garman, Kim Stephens, Stephanie Spence, and Nikki Fischer.

Members present by phone: Mike Zenor (phone – call dropped at 5:24 pm; reconnected at 5:25 pm), Julie Haverly (phone – call dropped at 5:19 pm)

Guests: Linda Munden, Jodi Stumbo, Tara Brown

WELCOME/INTRODUCTIONS – Introductions of new and current volunteers and guests took place.

PUBLIC FORUM – No one wished to speak during public forum.

APPROVAL OF APRIL 14, 2022 MINUTES - Moved by Stephens, seconded by Spence, to approve the April 14, 2022 minutes. Motion carried unanimously.

Chair Fischer noted that new business should be moved up on the agenda and addressed earlier in the meeting as there may be Board members that need to leave early Harker moved to conduct New Business after the approval of the minutes and Spence seconded. Motion carried unanimously.

NEW BUSINESS

Policies and Procedures Review – King and Schildroth led a page by page review of the revisions, citing changes made as indicated by the tracked changes in the provided draft. Members had questions regarding the addition of Confidentiality form and the current audit threshold. Schildroth addressed concerns about the Confidentiality form and provided background for newer members regarding the change to increase the previous audit threshold from \$100,000 to \$250,000.

A change to remove the note in V. Tenure of Members (E), on page 7 in the agenda packet, was highlighted. This should be removed before approval by individual Funders. Moved by Harker

to approve the Policies and Procedures with noted changes, seconded by Spence. Motion carried unanimously.

TREASURER'S REPORT - Treasurer Schill reported a balance of \$1,325.88.

REPORTS

Administrative Team - King announced that the Reference Manual is under revision and will be brought to the ASSET Board for consideration in August. This does not need to be approved by Funders. Chair Fischer added that there may be changes to some of the housing services definitions based on the meetings that Funder staff have been having with agencies.

Volunteers – No reports

OLD BUSINESSASSET Administrative Assistant Update – King shared that Lois Vidimos, a longtime employee of St. Cecelia School, has accepted the Admin Assistant position. Vidimos' administrative services contract started May 2nd, but she notified the Admin Team of a previously scheduled trip and her inability attend today's meeting.

Plan for FY23 Sequestered Funds for The Bridge Home – Schildroth provided an overview of the steps taken up to this point and focused attention on the two letters in the agenda packet from/to TBH. Schildroth further noted that TBH agreed to and requested clarification to which Chair Fischer had responded and our first meeting with TBH would be on June 1, 2022.

ADDITIONAL ITEMS – Schildroth shared that a majority of the City of Ames contracts sent out have been returned. She is planning to take these to the City Council for approval on May 24, 2022.

INFORMATION/ANNOUNCEMENTS

- a. Deadline to submit new/expanded service – May 25, 2022 @ 5 pm
- b. Deadline to submit Letter of Intent as a new agency – June 1, 2022 @ 5 pm
- c. ASSET Admin Team: June 1, 2022 @ 12:15 p.m. at United Way
- d. Deadline to submit New ASSET Agency Application – July 1, 2022 @ 5 pm
- e. ASSET Admin Team: July 6, 2022 @ 12:15 pm. at United Way
- f. ASSET Board Meeting: August 11, 2022 @ 5 pm at CityChurch

Meeting adjourned at 5:28 pm