

Minutes

ASSET Administrative Team

November 29, 2023 @ 12:15pm

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

In attendance: Sandra King, Becky Harker, Jean Kresse, Anneke Mundel, Ron Smith, Jenny Schill, Joel Hochstein (via Zoom), Quinn Margrett, and Deb Schildroth

Meeting called to order at 12:15

Approval of November 1, 2023 Minutes

Motion to approve Kresse, seconded by King. Motion carried unanimously.

Treasurer's Report (Smith)

Current balance is \$1,644.83, this includes the payment for budget books. Smith still hasn't received ISU Student Government's annual contribution for expenses in the amount of \$1,000. Margrett will check on this.

Old Business

Agency Budgets – Outstanding

NAMI's completed budget is still outstanding and they indicated via email communication to Jenny that they will not be able to submit it until the first week of December. Kresse suggested that Schill send them an email informing them that their new deadline is Monday Dec 4th by 5:00pm. If it's not submitted by then, their request will not be accepted. We are moving forward with printing and NAMI will need to explain at the hearings to the volunteers, why their budget was late. King asked, what we think is a fair amount of time to extend the deadline for agencies. Kresse said that in future years, if the deadline isn't met, then a budget won't be accepted. Hochstein motioned that we give NAMI a final deadline of 5:00pm on December 4th and communicate to them that if the budget has not been received at that time, their application will be considered incomplete and will not be part of the upcoming ASSET process, Kresse seconded. Motion carried unanimously. Smith asked if we are really going to not accept their request if they don't get it in, in time? After discussion, Hochstein motioned to reconsider the vote, seconded by Kresse. Motion carried unanimously. Hochstein motioned that we give NAMI a final deadline of 5:00pm on December 4th and communicate that their funding could be in jeopardy. Kresse seconded. Motion carried unanimously. Schill will send an email communicating this to NAMI immediately.

Status of the Budget Books

The budget books are printed. Schill noticed one error that she is going to handwrite in the amount and if/when NAMI's finalized budget is received copies will be provided to everyone with a budget book.

Agency Audits and 990's

Kresse explained that United Way has a policy that if an agency's audit isn't submitted within 6 months after the close of their fiscal year funding will be withheld, unless there was advanced notice of an extension needed. She has sent that communication out to all of the United Way agencies. Some audits have been submitted and some agencies have asked for extensions. Kresse asked if any of the other funders have a similar policy and neither the County, City, nor ISU Student Government have

such a policy. This is something that Schill will start tracking which agencies have submitted their audits, and which still need to get theirs in. Once the audits are in, she will upload them to SharePoint and all Funder staff will have access to them.

Data analyst position update

King spoke with one of the Supervisors about this idea and they thought a part-time contract employee that would work with Mundel, would be a good idea. Kresse thinks that the City and County should discuss sharing this position as United Way is already funding part of Mundel's time toward ASSET. Schildroth reiterated that the City has an open Management Analyst position that would include the duties of data tracking and analysis in Clear Impact Scorecard. Mundel said she could write up the description for what she does for ASSET so the City and County could consider including in a job description. Kresse did note that the City and County are contributing toward the cost of the Scorecard licenses. Harker said that she is looking to have Scorecard help show results based on each Funder's priorities. Mundel thinks a full-time person at each Funder, that commits part of their time toward ASSET, would be ideal. King said there is an open Admin Assistant position at the County, and it could be a possibility to absorb this role into that but not probable. Schildroth asked Mundel about the portion of her time used in communicating with Agencies when their data needs to be updated and reviewing data with volunteers. Are these duties that will be continued as part of Mundel's role or shared with the other positions? Kresse pointed out that what Harker mentioned that United Way gets specific data in relation to their priorities because of Mundel's position and the other two Funders aren't getting that currently. She also pointed out that there may need to be a rotation of the duties of this position, so Agencies aren't getting contacted three different times by each funding body for the same data. Kresse mentioned possibly adding this communication part to the Admin Assistant duties for future contracts.

New Business

Prepare ASSET Board Agenda for 12.14.23

The agenda was developed and Schill will send the agenda packet to the Board.

Updates on Scorecard Review

Mundel passed out a sheet with the highlights she covered with ASSET volunteers at each panel's Scorecard review session. Kresse asked if the team thought this sheet would be useful to share the information with all of the volunteers at the December board meeting? It was decided to have Mundel just mention these under her ScoreCard review under her agenda item during the meeting.

Clear Impact Scorecard (Mundel)

Anneke asked how Funders would like the Mid-Year Updates? Kresse thought in the past they have been sent out in a PDF according to work team. Schill will send these out to each work team. Mundel will notify each Funder Staff of any notable changes in agency data reports before the hearings. King mentioned that it's unfortunate that HIRTA isn't able to track demographic data to help support the increased asks in funding but has heard that they are going to be starting some surveying to get some data.

Additional Items/Concerns

Kresse announced that Ashley Thompson will be the new United Way CEO, starting January 1st. Kresse's last day will be March 1st. Thompson has resigned as an ASSET volunteer, so the City has that vacancy to fill next spring. December 8th is the United Way Campaign Celebration with breakfast at Homewood Clubhouse at 8:00am. Everyone is invited.

Schildroth stated that Pa Goldbeck has been hired and will be starting January 25th.

King has reached out to both of these new Funder staff and welcomed them to ASSET.

Schildroth thought it would be good for Thompson, Goldbeck, Kresse, King and herself to meet in January and February to help with the transition.

Margrett notified the team that it will probably be a while until Sarver's position is replaced but he will be filling in until that is done. He also informed them that another volunteer will be confirmed tonight at their Senate meeting.

Schill gave an update on Adobe and she is going to try a few online options before discussing purchasing Adobe.

Meeting adjourned at 1:33pm.

1. Announcements/Reminders

- a. December 14, 2023 @ 5:00pm @ Story County Human Services Center, 126 S. Kellogg Ave, Ames - ASSET Board Meeting
- b. December 15, 2023 @ 5:00pm via Scorecard - Mid-Year Agency updates due
- c. January 3, 2024 @ 4:30pm @ Ames Water Treatment Plant, 1800 E 13th St, Ames - Agency Hearings
- d. January 4, 2024 @ 4:30pm @ Ames Water Treatment Plant, 1800 E 13th St, Ames - Agency Hearings
- e. January 8, 2024 @ 4:30pm @ Story County Human Services Center, 126 S. Kellogg Ave, Ames - Education Work Session
- f. January 10, 2024 @ 4:30pm @ Story County Human Services Center, 126 S. Kellogg Ave, Ames - Financial Stability Work Session
- g. January 11, 2024 @ 4:30pm @ Story County Human Services Center, 126 S. Kellogg Ave, Ames - Health Work Session
- h. January 18, 2024 @ 5:00pm @ Story County Human Services Center, 126 S. Kellogg Ave, Ames - ASSET Board Meeting & Joint Funders
- i. January 19, 2024 on ASSET website, storycountyyasset.org - FY 2024-25 Recommendations Posted
- j. January 31, 2024 @ 12:15 @ UWSC, 315 Clark Ave, Ames - ASSET Administrative Team Meeting

*please note new location for the upcoming Board Meetings from May-December 2023. Some of the 2024 dates are still TBD.