

ASSET - ASSET & Joint Funders Meeting

Minutes

April 13, 2023 @ 5:00 pm
CityChurch, 2400 Oakwood Rd, Ames, IA 50010

Present: Jane Acker, Jehan Faisal, Bryce Garman, Ed Gillott, Becky Harker, Joel Hochstein, Sandra King, Jean Kresse, Mike Lazere, Tim Neubauer, Deb Schildroth, Jenny Schill, Sarah Schroeder, Ron Smith, Lisa Heddens, Gloria Betcher, Quinn Margrett, Rachel Junck, Amber Deardorff, Amber Corrieri, Katelyn Proctor, Anita Rollins, Latifah Faisal, Hannah Navarro, Tim Gartin, Katie Shively, Linda Murken, Sophia Sarver

Guests: Shari Reilly, Evelyn Garrison

Vice Chair Hochstein called the meeting to order at 5:03 pm.

WELCOME/ INTRODUCTIONS

New volunteers were introduced as well as the new ISU Student Government staff, Sophia Sarver, and the new ASSET Administrative Assistant, Jenny Schill.

PUBLIC FORUM No one spoke.

FUNDERS APPROVAL OF JANUARY 19, 2023, ASSET JOINT FUNDERS MINUTES – Motion to approve by Murken, seconded by Betcher. Motion carried unanimously.

ASSET BOARD APPROVAL OF FEBRUARY 9, 2023, ASSET BOARD MINUTES – Motion to approve by Gillott, seconded by Harker. Motion carried unanimously.

ASSET OFFICERS – Acker moved to accept the slate of officers, seconded by Smith. Motion passed unanimously.

- Joel Hochstein – Chair
- Becky Harker – Vice Chair
- Ron Smith – Treasurer

TREASURER'S REPORT – Smith reported a current balance of \$1,292.78. This includes an outstanding bill for the hosting of the ASSET website for \$488. After payment, the balance will be \$804.78.

REPORTS:

Joint Funders – Betcher reported that the Ames City Council approved reserved City ASSET funds in the amount of \$11,652 for housing service needs. \$5,575 went to ACCESS for Emergency Shelter services, \$2,600 went to The Salvation Army for Rent and Utility assistance, and \$3,477 went to TBH for Emergency Shelter services. These are FY23 funds to be spent from April to June. Betcher also thanked volunteers. L. Faisal thanked the ASSET volunteers for their time and work.

Administrative Team – King welcomed the new volunteers and thanked the old volunteers for returning. She thanked Hannah Navaro for joining as a volunteer for the County.

Schildroth shared that Kathy Guillen will be the City volunteer to replace Jenny Schill.

Kresse stated that Katie Shively is returning as she has been on leave.

Volunteers – Hochstein asked volunteers to sign a card for Lois thanking her for her time as the ASSET Administrative Assistant.

NEW BUSINESS

Status of Reference Manual Updates – Kresse shared that the manual is a tool used by volunteers and agencies to help through the process. Kresse mentioned that we currently use Dropbox as cloud storage, and the ISU MBA class presented their recommendations on how to revamp the process for submitting budgets and documents to ASSET. It is recommended that we move to Office 365 and use Share Point. The process should work much smoother as multiple people can work on documents at the same time. This will eliminate need to email back and forth multiple times.

Since ASSET will be requiring the use of Microsoft Office 365, a laptop and software will be purchased for the Administrative Assistant. The ASSET general fund expense account has limited funds available because we are nearing the end of the FY, so the City will make this initial purchase and be reimbursed by the other Funders .

Kresse reported that the Reference Manual may need to be updated more than originally thought because of the changes with the technology and process. Lazere asked if the City IT staff would be setting up the initial Share Point site. Lazere suggested that we have someone set that up instead of someone on ASSET learning how to do it. Schildroth stated using this will help us stay better connected as we will have Teams option as well.

Status of Policies and Procedures Updates – King stated that updates are in progress and will be brought for approval in May. It will then be taken to Funders after the ASSET board approves the changes.

Funder approval of Request For Proposal (RFP) for Emergency Shelter Services – Schildroth stated that the draft RFP document was included in the agenda packet. Staff has been working on this document and is before the Funders for approval. In January, the ASSET volunteers recommended setting back dollars from the City, United Way, and the County for Emergency Shelter Services. The Funders approved this as part of the overall ASSET recommendations for FY 2023-24. The amount available for the RFP is, \$181,650.

Story County Housing Trust (SCHT) reached out to ASSET Funder staff expressing interest in partnering with ASSET. The SCHT has up to \$100,000 available for Emergency Shelter Services. This is mentioned in the RFP but these funds will not be managed through the ASSET process. In the RFP, applicants are asked to include how these funds will enhance the services/project they are proposing. On page 11, of the RFP, it is stated to not include the \$100,000 in the budget request. Harker asked if access to those extra funds would only be for who is awarded the RFP. L. Faisal and Corrieri responded the SCHT Board has also identified emergency shelter as a high priority and the best way to help support this is to offer these funds to help supplement this project. Heddens asked if there would there be a separate grant that they would need to apply for. Corrieri responded that they wouldn't have to make a full application, because information from the RFP would be used. Schildroth pointed out on page 5 in the RFP the timeline included notification to the SCHT Board. Heddens confirmed that these funds may not be guaranteed. Corrieri and L.Faisal responded that is correct. Murken asked if it needs to be stated that the housing funds are a one-time grant? Corrieri thinks that providers that offer this service are familiar with grants being one time dollars and are used to this process. Heddens stated that the timeline on page 5 stated that award would not begin until Aug/Sept, which conflicts with the statement on page 3 referencing FY24. Heddens pointed out that as an applicant they might think funding would start July 1, 2023, but they will not find out until August or September so it would be good to clarify this. Staff clarified that there will be a specific starting date on the contract. The specific change on the SCHT wording would now read, "If interested in accessing the funds the provider should explain how the funds will enhance the project proposed to ASSET."

Heddens, moved to approve the Request For Proposal for Emergency Shelter Services with the adjusted language as noted during discussion, seconded by Junck. Motion carried unanimously.

OLD BUSINESS

Approve 2023-24 ASSET Calendar – Smith moved to approve the 2023-24 calendar, seconded by J. Faisal. Motion carried unanimously.

Note that there are some new meeting locations. This is the last meeting at CityChurch, future meetings will be moving to the Human Services Center (126 S. Kellogg) in the second floor conference room.

ADDITIONAL ITEMS – Schildroth announced that she will have a job change beginning July 1. She will be working with Heartland of Story County (formerly known as Heartland Senior Services). Her last day with the City is June 30th.

INFORMATION/ ANNOUNCEMENTS:

Hochstein pointed out the new location of the next meeting will be the Human Services Center.

- ASSET Team Meeting – May 3, 2023 @12:15pm @ UWSC, 315 Clark Ave, Ames
- *ASSET Board Meeting – May 11, 2023 @5pm @ Human Services Center (Multipurpose Room), 126 S Kellogg Ave.
- Last Day to Submit New/Expanded Services – May 26, 2023 @5pm via email to storycountyasset@gmail.com
- ASSET Team Meeting – June 7, 2023 @12:15pm @ UWSC, 315 Clark Ave, Ames
- New ASSET Agency Applications due June 23, 2023 @5pm via email to storycountyasset@gmail.com
- Annual Scorecard “Bootcamp” Workshop – June 30, 2023 @9-10:30am via Zoom (link will be sent later)

*please note new location for upcoming Board Meetings from May-December 2023. The 2024 locations are TBD.

ADJOURNMENT – The meeting adjourned at 5:39 pm.