

ASSET Administrative Team Meeting Minutes
March 1, 2023 @ 12:15 p.m.
United Way of Story County@ 315 Clark Avenue, Ames, IA 50010

The Analysis of Social Services Evaluation Team (ASSET) Administrative Team was called to order by Nikki Fischer, Chair, at 12:22pm with the following other members present: Joel Hochstein, Sandra King, Jean Kresse, Jenny Schill, Deb Schildroth, Bryce Garman (ISU Student Govt), Anneke Mundel (United Way) and Lois Vidimos (Adm Ass't)

Approval of February 1, 2023 Minutes

Schildroth motioned to approve February 1, 2023, minutes and Hochstein seconded. Motion passed unanimously.

Treasurer's Report - Schill

Schill reported that the current balance is \$1292.78 which includes additional \$400 from ISU for the ASSET general fund. All additional dollars for the general fund have been received.

Schedule the Audit of Books

Kresse and King will audit the books with Schill. Schill asked when the next treasurer, Ron Smith, would like to go to the bank to sign the signature cards? King will reach out to Smith and ask him to contact Schill with available dates and times.

Old Business

Update on Agency Requirements (Audits, 990s, Board minutes)

Vidimos will make sure all audits and 990s are placed into shared Dropbox folder.

Update on the Budget Form Proposal to the ISU MBA Class

Kresse reported that the MBA class is halfway through the project and she has met with the four students. They are looking at options including a Web App Developer or purchasing grant software. They will also look at enhancing the current Excel workbook. They are recommending ASSET move to Microsoft Office 365 for cloud storage and Sharepoint. A monthly fee would be associated with this, but this would allow us to eliminate Dropbox. There is a presentation of all the MBA projects set for April 7th which Kresse cannot attend, but King and Mundel said they could attend. The MBA students would like to meet with agencies directors and asked for suggestion. RSVP, YSS, ACCESS, CCJ, UCC, Salvation Army, Legal Aid and Heartland Senior Services were suggested by various Adm Team members.

Update on the RFP Process for Emergency Shelter Services

Kresse said that she, Schildroth and King have met and are composing a Request For Proposal. The draft will be reviewed by City and County. The document will then need to be reviewed and approved at a Joint Funders Meeting.

FY 23/24 Calendar Updates and Meeting Locations

Schildroth was asked to check with the Water Treatment Plant for use of conference room for ASSET meetings. We would be responsible for setting up and tearing down and a sign in and out form at that location. It is not

available May 11, 2023 and other dates in January 2024. She will check on availability for the two hearing dates in January 2024. Vidimos is verifying with CityChurch for May 11, 2023. In lieu of the Water Treatment Plant, Fischer asked if Human Services Center would be available for ASSET board meetings. King said she would check.

Update on Additional FY 23 ASSET Expense Funding from ISU Student Government:
Schill received the \$400.

New Business

ASSET Administrative Position

Vidimos has submitted her resignation and the Funder staff will find a replacement. She has enjoyed working with all the ASSET members, getting to know the ASSET process and thanked everyone for their kindness.

ASSET Budget Categories – Field Trips (Supplies, Contract, Miscellaneous, Other)

Kresse explained that All Aboard for Kids contacted her to ask what expense category field trip funds should be entered, (supplies, contract, misc. or other). She reached out to Boys and Girls Club of Story County and they put it under supplies. The Admin Team will put this in their notes to review when they review the manuals and categories, but feels supplies would be appropriate.

Correspondence to Agencies – Reminder to look at Calendar

Kresse said that once the 2023-24 calendar is posted that Vidimos should email agencies letting them know it has been approved and remind them to review it for all meetings, locations, and meeting times. Also let them know that locations can change, so refer to calendar as needed. Once locations are determined, Vidimos will do this.

Plan for Annual Review of Reference Manual:

After discussion, it was determined that there will be a draft of the Reference Manual ready for the ASSET Board to approve at the May meeting. There may be a delay, however, depending on MBA recommendations and how many revisions this may cause. It was noted that only the ASSET Board approves the Reference Manual; the Funders do not.

Plan for Annual Review of Policies and Procedures and Review of Administrative Assistant Manuals:

The review of the Policies and Procedures should occur quickly since there was a very thorough review last year. The plan is to have them ready for approval at the May ASSET Board meeting. Following ASSET's approval, the Funders will need to individually approve the Policies and Procedures.

Kresse, King, and Schildroth will review the Administrative Assistant Manual in preparation for a new person.

Audit Requirement Discussion:

Kresse said that it is hard to find an auditor that agencies can afford to conduct annual comparative audits. The question was raised about increasing the minimum agency annual budget threshold, again. Schildroth stated we should see how many agencies this would impact. Kresse volunteered to review. This will be reviewed when Policies and Procedures are reviewed.

Clear Impact Scorecard:

Mundel will be meeting with The Community Academy to develop their performance measures for Scorecard

and is meeting with ACCESS on Friday. She has met with Missy Sanow from ACPC and has met with Kristi Mayo from Raising Readers.

Discussed upcoming dates for reviewing Clear Impact Scorecard with ASSET Volunteers and setting dates in November instead of December. Mundel will review current dates and send any revised dates to Vidimos for the ASSET calendar..

Schildroth moved that Mundel shall meet with new agencies, new directors and/or those with new or expanded services to establish and/or review outcomes in Scorecard. King seconded. Motion passed unanimously.

Mundel suggested changes to data collection dates for summer programs for All Aboard for Kids, Raising Readers and YSS. Summer programs cross two fiscal years (begin in June and end in July or August). It makes more sense to collect the data for the entire summer program in one fiscal year. However, doing this would not be workable with the July 31st, deadline for Scorecard. Kresse moved that summer programs operated by All Aboard for Kids, Raising Readers and YSS summer programs, report data in one fiscal year and change the ASSET deadline for reporting to match the deadline for budget submissions in September. Hochstein seconded. Motion passed unanimously. Vidimos will send an email notifying them of the change and that Mundel will be reaching out to them.

Update on YSS and summer enrichment, they currently receive \$95,000 from the Funders for this program. Mundel shared that they are only reporting numbers served. Mundel has followed up with YSS about this and has been told that they can come up with more data to report (i.e., number of students on free and reduced lunch). Since meeting with YSS, she has not received much more information. Kresse suggested to invite YSS to the next ASSET Administrative meeting to review the reporting requirements. Schildroth will draft an invitation email to Andrew Allen for Vidimos to send to him.

An invitation was extended to the United Way of Story County meeting scheduled for March 31, 2023 from 9:30-11:30am at the Ames Public Library. The topic is: Community Impact and Unmet Needs: *Presentation of United Way of Story County's Year 3 Progress Report & Community Discussion.*

Mundel stated that The Bridge Home had a question on Scorecard related to Service Coordination. At the November 2022 Admin Team meeting we talked about performance measures for Service Coordination for TBH but put it on hold since the service wasn't funded in FY 2022/23. Mundel will need to meet with TBH to get performance measures for Service Coordination refreshed by July 1, 2023 when funding begins again.

Kresse amended the previous motion regarding directing Mundel to meet with agency directors on Scorecard to be for Mundel to meet with new agencies, new directors or those directors/agencies with new, expanded or returning services. Hochstein seconded and the motion passed unanimously.

A process needs to be developed for "returning services" which involves a service that used to be funded and then funding isn't requested until a future fiscal year. This could mirror the current policy regarding agencies that enter the ASSET process but then do not actively participate in the process. This can be worked on during the Policies and Procedures review. There was discussion on new versus returning service and the length of time to be included in the policy; right now it is after two years.

Mundel asked if anyone would like to attend the next meeting with TBH and King and Schildroth said they could attend.

Additional Items/Concerns

Fischer stated that she received an email from Teresa Albertson, an Ames Tribune reporter, asking for information on the The Bridge Home. The City, County, and United Way received similar email messages. Adm Team members discussed the ASSET Chair's response.

Hochstein moved that that Funders staff address inquiries from the media based on their internal protocols., Kresse seconded. Motion passed unanimously.

Be Rare Initiative's Letter of Intent from July 2022:

Schildroth explained that Be Rare Initiative had submitted a Letter of Intent as a new agency to join ASSET. Communication was sent back to them stating they were too late for consideration for the FY 2023-24 funding cycle but could be considered for the following funding cycle.

Vidimos was directed to email and invite them to submit an application to become an ASSET agency on or before the June 23, 2023 deadline in order to be considered for the FY 2024-25 funding cycle.

ASSET Volunteer Vacancies

Schildroth reported that the City has received three applications for open positions for City Volunteers. Schildroth is still looking into a City volunteer to serve as vice-chair.. King will check with County volunteer Linda Hagedorn. Kresse said that Katie Shively will start her two-year term in March 2023 (she is stepping in to complete Julie Haverly's term).

Garman and Schroeder met with their ISU Chief Officers and Advisor, Sophie Sarver. It was recommended that Sarver be the lead/staff on the ASSET Administrative Team to represent ISU Student Government and have a head Volunteer to work with. It is going to ISU Senate for approval. Hopefully Sarver will start attending ASSET Administrative Team meetings beginning April 1, 2023.

Fischer asked if this was her last meeting This is Schill's and Fischer's last Adm Team meeting. At the April ASSET Board meeting, Hochstein will call the meeting to order and host as Vice-Chair until the slate of officers is voted on, Fischer and Schill were thanked for their service.

Announcements/Reminders

- a. ASSET Admin Team Meeting, April 5, 2023, 12:15pm at United Way, 315 Clark Ave, Ames
- b. ASSET Board Meeting, April 13, 2023, 5pm at CityChurch, 2400 Oakwood Rd, Ames
- c. DEADLINE, Letter of Intent for potential new agencies via email, May 1, 2023, storycountyasset@gmail.com
- d. ASSET Admin Team Meeting, May 3, 2023, 12:15pm at United Way, 315 Clark Ave, Ames
- e. ASSET Board Meeting, May 11, 2023, 5:00pm at TBD
- f. DEADLINE, Last day to submit new/expanded services via email, May 26, 2023, storycountyasset@gmail.com

Adjournment at 2:23pm