

Minutes

ASSET Administrative Team

November 1, 2023 @ 12:15pm

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

In attendance: Deb Schildroth, Joel Hochstein, Jean Kresse, Sandra King, Anneke Mundel, Becky Harker, Sophia Sarver (via Zoom), Jenny Schill (administrative assistant)

Meeting called to order at 12:20pm

Approval of September 6, 2023 Minutes

Kresse moved to approve minutes, seconded by Schildroth. Motion carried unanimously.

Treasurer's Report (Smith)

The Treasurer's report was provided by email from Smith. Current balance \$2,879.94, which includes \$1,000 deposits for the general fund from all Funders except ISU Student Government. Schildroth asked Sarver if she knows the status of the payment due from Student Government. Sarver will check with her supervisor.

Expenses for the month included \$330 for training to Callaway Technologies and \$77.44 to City of Ames for printing copies last month. Smith had talked to Schill about possibly moving away from using the checkbook and only using the debit card. Kresse said that the checkbook provides a written record of expenses, and suggested we continue using the checkbook.

Old Business

Possible Mid-Year ASSET Funds Available for Basic Needs

King thought that the Admin Team had decided that this wouldn't work for unused funds, but there may be some situations where reallocating funds might work. King is wondering if there is a process, we could put in place to help with these situations in the future. King stated that if there was a separate process in place to handle these requests then she could easily put the request on the Board of Supervisors' Consent Agenda instead of having to meet with the Board to discuss the request to the County. Schildroth suggested that King talk with the Board of Supervisors about applying unused ASSET funds to the following year's allocation. Schildroth had done this in the past when there was going to be little to no increase in the County's ASSET allocation. Hochstein asked if a request like this did go back to the Volunteers would the Funders be looking for a generic recommendation. Could the Volunteers make a recommendation at the end of the allocation process that if there were any unclaimed or leftover funds at the end of the year Funders look to these particular areas to reallocate the money. Schildroth stated that adding a step like this to the allocations process seems too early in the fiscal year. Agencies have told ASSET that sometimes they draw down ASSET funds later in the FY because of the need to draw down funds from other grants and funding sources due to them having an end-of-calendar-year deadline. If an additional step in the process is added, her recommendation is to wait until later in the fiscal year. Kresse pointed out that even if an agency is asking to just reallocate money within its own agency, it is still circumventing the intent of where the Volunteers allocated the original dollars. King pointed out that most requests usually happen when it's time for an agency to turn in their last claim. Mundel also pointed out that in addition to programs the Volunteers allocated money to, it heavily relates to the Funders' priorities, so moving money within an organization but to a

different program might not be following the priorities. Hochstein suggested that it would be helpful for the Volunteers to note at the end of their allocation process that should Funders decide to reallocate funds or make different decisions regarding requests, during the fiscal year, please look at this area because we would have liked to reallocate more money to this area. King mentioned that some agencies see the money they get from ASSET as just a lump sum that they can spend where they want. Harker and Hochstein both said that agencies need to understand ASSET is purchasing certain services related to Funders' priorities and based on their Scorecard data that backs up their request. Schildroth asked if there were any other agencies this situation applies to and cautioned against developing a process around the actions of one agency. Hochstein did say that agencies have mentioned that we are the only organization that requires them to complete their budget this early in the year. They don't fully know the need of each program and will need to request moving funds due to this. Kresse did reiterate that if ASSET is the primary Funder for a particular program that is where agencies get into trouble. ASSET can't be the primary Funder of programs. Schildroth stated that if Funders receive requests to reallocate funds throughout the year, they already have the flexibility to direct the request to go through the ASSET process and have the Volunteers make a recommendation on an as needed basis. No further action will be taken at this time.

Outstanding Agency Budgets

Schill reported that each agency has submitted their initial forms. She sent back corrections and is waiting on those from American Red Cross, MGMC ARCH and The Bridge Home. Waiting on the budget from NAMI.

Status of the Budget Books

Schill reported that when she received the changes from the agencies listed above, she would deliver it to the printer.

New Business

Prepare ASSET Board Agenda for 11.9.23

The Admin Team decided not to hold a November meeting as there wasn't enough on the agenda. Kresse moved to cancel the November 9, 2023, ASSET Board meeting and King seconded. Motion carried unanimously. Schill will send an email out to Volunteers notifying them of this change and a reminder that liaison reports are still due that day. Schildroth mentioned that the December meeting was moved up a week to December 7th rather than the 14th. Kresse made a motion to move the Board meeting, pending room availability at the Human Services Building, from Dec 7 to Dec 14, seconded by King. The meeting will start at 5:15pm due to the room being occupied until 5:00pm that night. Motion carried unanimously. Schill will update the calendar and include this in the email mentioned above. Hochstein isn't able to be at the meeting so Harker will chair the meeting.

Data Analyst Position Discussion

Hochstein reviewed why this topic has been added as an agenda item, and its future need in how to leverage our data better. Specifically, how does ASSET leverage the data that we have for the Funders, community and Volunteers to make sure that we do have quality human services programs? Hochstein stated that ASSET uses a lot of Mundel's time and United Way is not compensated. Kresse agrees this is a good idea but thinks it may be a little early as there could be a lot of changes coming through the Legislature, plus new staff from the City and United Way. King did mention this to the County, and they wanted more information. Kresse said she will come up with a draft for this position before she leaves her position. Harker and King said they are interested in helping with this process.

Liaison Reports – Due November 9 @ 5 p.m.

Schill will remind Volunteers of this deadline.

FY23 Scorecard Data from HIRTA

Mundel reported that she has made multiple attempts to get Scorecard data from HIRTA and has not received anything or heard from Julia or Brooke. Kresse responded that at this point HIRTA is now in breach of their United Way agreement, so United Way will move forward now to withhold payment from them. Schildroth stated that if we don't hear from HIRTA by the January hearing the lack of data needs to be taken into account for allocations as this is what has been done in similar situations with other agencies.

Prior to leaving the meeting at 1:15pm, Schildroth reported that City Volunteer, Scott Dryer, has resigned and that Nick Joos has been appointed to complete Scott's ASSET term.

Clear Impact Scorecard (Mundel)

Mundel reported that United Way had a workshop last week on reporting data and had really good attendance. A recording was sent out to all United Way partner agencies. Demographic data presentation with an attorney, Katie Overberg and Stacey Shugar will talk about how they have done to get quality demographic data at CCJ at the meeting on November 28, from 12:00-1:15 at Ames Public Library. Scorecard work team meetings are coming up, Mundel asked what information should be covered for the Volunteers as there is a lot to cover in only an hour of time. Hochstein replied to highlight what are the most important things that each work team should know or pay attention to based on the data. Mundel will record these meetings and make her Power Point slides available for Volunteers.

Additional Items/Concerns

Kresse asked Sarver where she will be going after leaving Iowa State and Sarver responded with her plans as well as what she knows to date as far as her replacement for ASSET will be. She said Quinn Margaret may step into her role. Sarver also mentioned that the Financial Director is interested in attending ASSET meetings, but Sarver told her she would need to find out if that would work. Until there is an official replacement for her Sarver's supervisor, Kristine Hefline, will fill in. Sarver will send Schill her contact information.

Kresse gave an update on the committee's progress for securing Emergency Shelter services. Primary Health Care and The Salvation Army will be meeting with the committee to discuss hotel vouchers and case management. The committee had been talking to Central Iowa Shelter and Services (CISS). They had discussed how they may work with The Bridge Home to set up a Housing Command Center, but Kresse pointed out that although this may be a best practice, it isn't what we are looking for. Our focus is on emergency shelter services. King said that Erin Rewerts with Story County General Assistance is planning to be at the meeting with Primary Health Care and The Salvation Army.

Schill asked about adding a future agenda item to discuss purchasing Adobe for the ASSET Administrative Assistant's computer. Schill will come with a report on what she needs and the cost for the December meeting.

Meeting adjournment at 1:41pm

