

Minutes

ASSET Administrative Team

August 2, 2023 @ 12:15pm

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

In Attendance: Becky Harker, Joel Hochstein, Sandra King, Jean Kresse, Jennifer Schill

Guest: Deb Schildroth, City of Ames Liaison

Meeting called to order: 12:16 pm. Schildroth will be participating in Admin Team meetings until they hire a new Assistant City Manager. She will serve as a conduit between ASSET and the City and is volunteering her time for this.

July 5, 2023, Minutes, Harker motioned to approve, seconded by King. Motion carried.

Treasurer's Report (Smith, not present but emailed report)

Balance of \$2,516.68 and includes \$1,000 deposits from both City of Ames and Story County.

Old Business

Approve ASSET Reference Manual Review

Kresse went over all the current changes. This document, with the tracked changes, will be sent out to the ASSET Board as part of the agenda packet. Kresse motioned to approve, second Harker. Motion carried.

Status of the ASSET Software Training

Kresse updated the team that training has been moved to 8/24 and 8/28.

The Salvation Army – What Ifs program (new service)

Kresse pointed out that the City had questioned liability with this program. Kresse stated that other agencies provide therapy services and questioned what kind of liability would any of the Funders have to cover those kinds of programs. King said the County is looking into it from their perspective and will provide an update when she has information. Schildroth explained that other programs that deal with situations like this have other accrediting bodies that are accountable in these situations. Schildroth asked what happens if the problem that was fixed wasn't the problem and how would funding work with that? Kresse talked about approving this program as an ASSET service doesn't mean it's approved for funding so we do have options and time if Funders find out that they can't fund it because of liability issues. Harker pointed out that this program has been running for a while and has TSA discussed liability? Schildroth asked how it works when the expense is more than the amount funded through the program. Kresse replied that the family is responsible for the remaining balance and may have to set up a payment plan. Kresse motioned to approve Vehicle Maintenance and Repair Fund program as an ASSET service but noted that there are some outstanding considerations on liability, Harker seconded. Motion carried.

Review RFP Recommendations

Kresse said that the team needs to decide who will walk through this document at the ASSET Board meeting. There needs to be a review of how the process for the RFP came about. Hochstein asked what might be points of contention with this recommendation. Schildroth made the Council aware of

the general direction the Review team is heading. King wants it to be clear that with this recommendation to not move forward with the RFP that this does not change the current contracts with TBH for Emergency Shelter. Hochstein clarified that at the meeting ASSET needs one person from each Funder to vote on this. Kresse recommended that it's treated like any other vote at the Board meetings and if there are any objections, we suggest that each Funder take it back to their Boards to discuss and come up with their decision. Schildroth suggested that staff put a paragraph together to include in the packet to explain the background. King and Kresse will work on putting a paragraph together. Hochstein will walk through the recommendation at the meeting. Schildroth stated if there are objections the Funders need to make a motion sending it back to each Funder. Hochstein suggested asking if Funders are ready to vote on this, because each Funder gets one vote on this recommendation. If there is dissent on their decision, then there needs to be a vote on sending it back to Funders first. King said that there will be one County Board member calling in to the meeting next week.

New Business

Liaison Assignments FY25 Budget Cycle

Kresse went over updates to the FY25 Liaison assignments. The Admin Team discussed some volunteer conflicts and how that will affect work teams. Each staff member will communicate with their volunteers directly that will be switching agencies. Liaison assignments will be included as a DRAFT in next week's Board agenda packet. Hochstein motioned to approve with the changes, King seconded. Motion carried.

ASSET & Joint Funders 8.10.23 Agenda

Kresse motioned to approve the agenda, seconded Harker. Motion carried.

Prepare ASSET Agency Training and Orientation Agenda & PowerPoint – August 14

Joel let staff know he will not be able to attend the training. Harker can be there so she can introduce the training. Kresse walked through the Power Point slides and updates were made.

Clear Impact Scorecard (Kresse for Mundel)

Kresse reported that Mundel met with the RSVP director and discussed issues related to Agency Client Statistics and what data they are collecting. Hochstein said that we need to have the data to see who is and who is not being served, and populations not being served that need the service. RSVP is concerned that data they collect may end up decreasing their funding. Harker pointed out that it would be helpful to see data on both the volunteers and the people that the volunteers serve. Kresse responded that ASSET is only looking for data on the agency that we are funding and in this agency [RSVP] it's the volunteers. Hochstein pointed out that agencies need baseline data to see where a gap might be and then adjust to help reach populations that aren't being served. Hochstein mentioned that it might be good for ASSET to look into having a Data Analyst look over the data and numbers on who ASSET is serving and eventually put an annual report together of who ASSET has served.

Additional Items/Concerns

Kresse reported to the UW Board that there was over \$96,041 not drawn down this year. Kresse also pointed out that agencies need to report accurate numbers in the budgets for previous years.

Schildroth reported that \$98,700 in City funds was not drawn down for this last FY and this has been reported to Council.

King reported that the County has over \$100,000 allocated to, but not drawn down, by one agency.

Adjournment – 2:39 pm