

# ASSET Meeting Minutes

May 11, 2023 @ 5:00 pm  
Story County Human Services Center  
126 S. Kellogg Ave Ames, IA 50010

**ATTENDEES** – Jenny Schill, Jean Kresse, Sandra King, Deb Schildroth, Joel Hochstein, Sohpia Sarver, Mike Lazere, Quinn Margrett, Kathy Guillen, Becky Harker, Ron Smith, Stephanie Spence, Scott Dryer, Neha Mehrotra

Guests – Evelyn Garrison (The Bridge Home)

**CALL TO ORDER** – Hochstein called the meeting to order at 5:10 p.m.

**WELCOME/ INTRODUCTIONS** – Hochstein, thanked Schildroth for her work with ASSET, as this is her last meeting. Hochstein also expressed looking forward to working with her as an agency on the other side in the ASSET process.

**PUBLIC FORUM** - None

## **ASSET BOARD APPROVAL OF:**

Harker moved approval of the April 13, 2023 minutes and Lazere seconded. Motion carried unanimously.

**TREASURER’S REPORT** – Smith reported a current balance of \$804.78. There are outstanding bills from Global Reach, web hosting company, that will be paid and the new amount will be \$771.78

## **REPORTS**

### **Administrative Team**

Schildroth stated that the FY24 contracts will go to Council on May 23, 2023. Priorities will go to the Council in June.

King gave an update on the Colo NESCO childcare. A request was made by the Ames Chamber in the amount of \$50,000 to the County Board of Supervisors. The Board approved \$50,000 from county ARPA funds. YSS has also donated to this as well, and YSS staff will work on-site. Money will go toward scholarships, books, and games. Ames Chamber has been working with the Colo-NESCO school district and YSS on this and will continue to ask businesses to provide grants. It is expected to be open by fall of 2023.

Kresse shared that UW has sent agreements to partner agencies except for those that haven’t finalized their Scorecard. The Board will be looking at priorities in June and will be ready for ASSET training in August.

## **NEW BUSINESS**

### **Update of Technology –**

Kresse shared that the ASSET Admin approved the purchase of a laptop as the move is made to Microsoft Office 365 and the Cloud. Training options for Admin staff and Funder staff on SharePoint, Teams, etc. is being explored. ASSET did terminate Dropbox and the contents will be moved to the Cloud. The City purchased the laptop and mouse and will invoice the other Funders. Sarver is checking into ISU Student Government’s ability to contribute towards this purchase. Schildroth stated that the Adm Team is also looking at updating the ASSET website.

## **OLD BUSINESS**

### **Status of Reference Manual Update –**

Kresse shared that the updates are on hold as the transition to the Cloud and Microsoft Office 365 is made. The plan is to have the Manual updates on the August agenda and a quorum will be needed to approve this.

For the volunteer training/orientation held in September, Lazere suggested having a sample budget included along with a checklist of things to note as volunteers look at agency budgets. Kresse talked about volunteers starting with programs that meet top funder priorities and plug those budget request figures in first on the allocation spreadsheets as a starting point for volunteers.

### **Approval of Policies and Procedures Updates**

Schildroth walked the board through the changes made to the Policies and Procedures. Changes were related to term limits, unexcused absences, adding the Community Impact Director to Admin Team as a non-voting member, and addition of a process for a returning service. Dryer asked if we get data on agencies that don't ask for funding one year but then ask the next year? Schildroth stated that we do have a process for that, if an agency doesn't submit data or request for funds for two years they are notified that they will no longer be in the ASSET process and if they would like to request funds in a future year they would need to reapply as a new agency. Kresse stated that agencies have to submit the ABF5 that would include the past budgets. Kresse also pointed out that funders evaluate their priorities every year and a service might not match a priority in the future.

Dryer asked why the ASSET meeting time is 5:00 pm? Kresse said there was no reason that time was set. Dryer asked to explore the interest with changing the meeting time. Schill will add this as an item to the August agenda, start time of 5:00 or 5:30 pm. Hochstein asked if Schill could put an informal poll out there to gauge interest in changing the time. Schildroth responded that in order to adhere to open meetings laws Schill could send an email informing the volunteers that this is on the agenda and to come with thoughts on discussing moving the time from 5:00 to 5:30 pm and be prepared to take action at the August meeting Sarver asked if moving the meeting time will affect room reservations? King responded that all reservation requests would need to be resubmitted.

Motion to approve Policy and Procedures by Smith, seconded by Dryer. Motion carried unanimously. Schildroth stated that this document will now go back to each Funder for approval.

### **Update of Request For Proposal for Emergency Shelter Services –**

King stated that the RFP was posted on April 17, 2023. May 5, 2023 was deadline for questions and May 12, 2023 is deadline to post answers to those questions. Deadline to receive proposals is June 2<sup>nd</sup>.

### **ADDITIONAL ITEMS**

Schildroth shared that the Iowa Legislature passed a property tax reform bill that limits the amount of growth the City can collect in tax funds. This will affect funding for the City for things such as public safety, parks, Library, etc. Local Option Sales Tax is the source of funding the City uses for ASSET and is not impacted at this time. The changes in the law will take effect for budgeting for FY25. King also mentioned the County is impacted by the new legislation also but not sure at this point of the full impact.

Hochstein pointed out upcoming dates and that quorum is needed for the August 10, 2023 meeting so we can approve the Reference Manual for the Agency Training on the 14, 2023.

### **INFORMATION/ ANNOUNCEMENTS:**

- a. Last Day to Submit New/Expanded Services May 26, 2023 @5pm via email to [storycountyasset@gmail.com](mailto:storycountyasset@gmail.com)
- b. ASSET Adm Team Meeting – June 7, 2023 @12:15pm @ UWSC, 315 Clark Ave, Ames
- c. New ASSET Agency Applications due June 23, 2023 @ 5pm via email to [storycountyasset@gmail.com](mailto:storycountyasset@gmail.com)
- d. Annual Scorecard “Bootcamp” Workshop – June 30, 2023 @9-10:30am via Zoom (link will be sent later)
- e. ASSET Adm Team Meeting – July 5, 2023 @ 12:15pm @ UWSC, 315 Clark Ave, Ames

- f. Deadline FY22-23 impact data due to Scorecard – July 31, 2023 @ 5pm@ <http://scorecard.clearimpact.com/>
  - g. Joint Funders Priorities Submission DEADLINE – August 1, 2023 @ [storycountyasset@gmail.com](mailto:storycountyasset@gmail.com)
  - h. ASSET Adm Team Meeting – August 2, 2023 @ 12:15pm @ UWSC, 315 Clark Ave, Ames
  - i. ASSET Board Meeting – August 10, 2023 @ 5pm @ Story County Human Services Center, 126 S. Kellogg Ave, Ames
  - j. Agency Training/Orientation – August 14, 2023 @ 1pm @ Ames City Council Chambers, 515 Clark Ave, Ames
- \*please note new location for upcoming Board Meetings from May-December 2023. The 2024 dates are still TBD.

**ADJOURNMENT, 5:53 pm**