

# Minutes

ASSET Administrative Team

May 1, 2024 @ 12:15pm

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

**In Attendance:** Linda Hagedorn, Ron Smith, Ashley Thompson, Jenny Schill (Admin Assistant), Becky Harker (Chair), Quinn Margrett, Sandra King, Pa Goldbeck, Anneke Mundel

Harker called meeting to order at 12:18pm

Smith made a motion to approve April 3, Minutes, second by Hagedorn. Motion carried unanimously.

## **Treasurer's Report (Smith)**

Current balance \$1092.

## **Old Business**

### **Status of Annual Review of Reference Manual**

Revisions are pending and ready for the June Admin meeting and will then be taken to the full board in August.

### **Status of Annual Review of Policies and Procedures**

Funder staff have reviewed the Policies and Procedures and changes will be presented at the Board meeting next week for approval.

### **Status of Annual Review of Administrative Assistant Manual**

Funder staff will review.

### **Status of Audit of Books**

The audit is in progress and should be completed today. Smith mentioned that it might be a good idea to look into doing online banking and move away from the checkbook. Smith will look into what the process will take, and this item will be added to the June Admin meeting agenda.

### **Notification Letters to Wings of Refuge and Friends of CASA**

Harker signed the letters today and Schill will send them to these agencies.

### **Update on YSS Sequestered Funds for Emergency Shelter (Rosedale)**

King reported that discussions are ongoing. She has approved their current FY24 request for paying for unoccupied beds. For FY25 the County will need more information from YSS. Thompson reported that United Way hasn't discussed this with their Board yet.

### **Update on Emergency Shelter Services**

Thompson mentioned that conversations are ongoing in how to use the sequestered funds for ES related to TSA in providing hotel rooms. UW board approved \$11,000 of their portion of the sequestered funds to TSA. TSA has requested \$40,000 to the City that Goldbeck will take to City Council for approval.

TSA has requested \$40,000 to the County for FY24 and for FY25 requested \$80,000, King will take this request to the Board of Supervisors. TSA is gearing up to take on this service. Staff is getting additional training and corporate is making some budget adjustments. TSA is looking to hire 1.5 FTE for case management to help support taking on this new service. Mundel asked if anyone from ASSET has spoken with Martha's House of Hope in regards to this service and a reference for options moving forward.

### **Calendar Invites for ASSET Meetings**

Schill has sent out ASSET Board Meeting calendar invitations and has not heard of any problems with the invitations.

### **New Business**

#### **Review New Agency Letters' of Intent**

King made a motion for Iowa MMJ be invited to submit a full application to become an ASSET Agency, second Goldbeck. Discussion, Smith mentioned that the letter lacks showing the need for this service in Story County, but this can be discussed if it comes out in their actual application. Motion carried unanimously.

King made a motion to accept Prairie Flower's email as their letter of intent. Their application will be considered to become a new ASSET Agency, second Smith. Motion carried unanimously.

Home Allies is not a current ASSET partner and would have needed to submit a letter of intent to become a new ASSET Agency. Schill will work with Funder staff to put together a response that Home Allies is not eligible for the Emergency Shelter funds for FY25.

### **ASSET Agenda for May 9, 2024**

Schill will make changes to the Agenda.

### **Conflict of Interest Form**

Goldbeck asked that a copy of the Conflict of Interest Form be provided to volunteers at the May meeting. She mentioned that some volunteers would like to have time to read through the document before signing.

### **Volunteer Liaison Assignments**

Goldbeck asked if Liaison assignments are discussed with the Board. King explained that Funder staff make these decisions and make the assignments.

### **Clear Impact Scorecard (Mundel)**

Mundel met with ACPC and updated data points and cleaned up their Scorecard. She also met with The Community Academy to make updates and changes to their Scorecard before Sarah left. They would like to split their Scorecard into two different reports, one for school year programming and one for summer programming. The Admin Team didn't see any issues with this. A local bank asked for the percentage of people that United Way serves that are low to moderate income level. In this process Mundel found that 19 agencies reported income data and 8 don't report this data in Scorecard. Does ASSET want to follow up with the agencies that don't report this information? Thompson reported that she thinks ASSET should look at all of the requirements that ASSET asks the agencies to submit or report on and do we want to continue to require these and is the data actually used. Mundel

suggested that ASSET look at agency client statistics and what is still needed to report on and what isn't in the future.

**Additional Items/Concerns**

King pointed out that New and Expanded Services will be on the June Admin Team Agenda as well as any additional submissions.

Adjournment at 2:06