

East Central Intergovernmental Association (ECIA) EDA CARES Planning Grant Final Report

June 30, 2022

"Together, we can make an impact"



About ECIA

The East Central Intergovernmental Association (ECIA), formed in 1974, is committed to working with member governments, their households, and others to empower eastern Iowa communities and enhance the quality of life in Cedar, Clinton, Delaware, Dubuque, and Jackson Counties. ECIA services and programs cover five broad categories: Community Development, Economic Development, Housing Assistance, Transit, and Transportation and Planning. Elected officials from member communities serve on various ECIA boards and have the responsibility for representing the ECIA region on issues such as transportation investments, housing assistance and development, economic development, and community development initiatives. Through participation, ECIA members get the satisfaction of knowing they're providing a voice for their community and their region. ECIA is an association of local governments and serves as a forum to address regional issues and is a place to introduce, test, nurture new ideas and put them to action. ECIA is an extension of our member government staff providing assistance more efficiently and economically than providing a service individually.



The ECIA region includes Cedar, Clinton, Delaware, Dubuque, and Jackson Counties and is a rural area bordering the Mississippi River on the west. Agriculture and manufacturing have been the backbone industries over the last century. The unique bluffs, beautiful rivers, and parks are the treasured assets and lay a foundation for tourism and historic attractions. There is a potential market of approximately 18 million people within a 200-mile radius from the ECIA region. The ECIA region is served by U.S. Highways 20, 30, 52, 61, 151 and connects to nearby major interstates I-80 and 380 to the south. From the center or hub of the region, Des Moines is approximately 202 miles away, the Quad Cities is 72 miles away, Chicago is 183 miles away, Madison is 96 miles away, and Minneapolis is 259 miles away.

Overview of CARES Activities Undertaken by ECIA

ECIA immediately shifted into response mode with the onset of the COVID-19 pandemic. With the world shutting down in March 2020, ECIA was prepared to respond as we did in the past with flood or tornado disasters. With the commitment of the EDA's CARES Act funding, ECIA was able to hire two Regional Disaster Economic Recovery Coordinators to assist our member communities. The organization's entire economic development staff shifted toward providing recovery and assistance services. For the health and well-being of staff, the majority of our operations were transferred to home offices. EDA CARES Act funding provided \$400,000 over a two-year time frame, July 2020 to June 30, 2022, enabling us to provide the necessary assistance to the most impacted communities in our region. The grant activities, tasks and examples of projects are outlined below undertaken with ECIA's EDA CARES Act Funding:

Activity 1 – Conduct Long and Short-Term Economic Development Planning focusing on Pandemic Recovery

Task 1 – Conducted short-and long-term planning for cities and counties

- ECIA completed an Iowa Great Places re-designation for Maquoketa.
- ECIA staff from July 1, 2020 through June 30, 2022 have been working with 13 communities in Jackson and Dubuque Counties and 18 communities in Cedar and Delaware Counties through the Keep Iowa Beautiful Hometown Pride Program. The purpose of the program is to further the economic and cultural vitality of the region, counties, and the communities by supporting, facilitating, and furthering

the implementation of area, county, and community plans in a coordinated and partnership strategy. The EDA planning funds were utilized to assist us with program outreach to recruit communities, negotiate a contract with Keep Iowa Beautiful; and to hold meetings about the program in the rural communities to explain its benefits. This resulted in ECIA signing two contracts with Keep Iowa Beautiful for five years each and will assist with our expenses in continuing the work of the staff we hired with the EDA CARES planning funds.

- ECIA completed a Jackson County water trail plan signage plan with the Regional Planning Affiliation staff and partial funding from the Iowa Department of Natural Resources. With the uptick in people wanting to do outdoor activities as the result of COVID-19, the desire to get out on the river and streams have been in greater demand. Water trail planning and signage became a priority for our communities in Jackson County on the Maquoketa River.

Task 2 – Conducted long term planning by updating city and county housing studies, capital plans, strategic plans and plans related to COVID-19 and the workforce needs.

- ECIA completed a Workforce Housing Study for the City of Dubuque to qualify for Workforce Housing Tax Credits.
- ECIA completed a Housing Action/Implementation plan for the City of Maquoketa. Refer to <https://www.ecia.org/publications/planning.php>
- ECIA completed a strategic plan for the City of Edgewood. Final plan can be found in Exhibit II.
- ECIA completed an Employer Interview Map and then conducted an employer crawl in Cascade for people to get interviewed and hired immediately for open positions. See Exhibit II.
- ECIA updated the Grant Wood Loop Master Plan. https://www.ecia.org/programs/grant_wood_loop.php

Task 3 – Conducted long term planning by updating comprehensive plans, zoning plans and pandemic planning. ECIA completed the following:

- Zoning plan and maps for Delaware County. Refer to <https://www.ecia.org/publications/planning.php>
- Comprehensive plan for Preston. See Exhibit II.
- Clinton County Trails plan. Refer to <https://www.ecia.org/publications/planning.php>
- Bellevue Comprehensive plan. Refer to <https://www.ecia.org/publications/planning.php>
- Comprehensive plan for Mechanicsville. Refer to <https://www.ecia.org/publications/planning.php>
- Strategic plan for City of Preston working with a consultant. See Exhibit II.

Task 4 – Conducted short term planning working with cities, counties, non-profits, to update personnel policies and procedures related to the pandemic.

- ECIA completed a strategic plan for Community Solutions of Eastern Iowa (CSEI). The strategic plan can be found in Exhibit II.
- ECIA staff assisted with the Jackson County FEMA Food Pantry Grant, providing technical assistance to establish a board and grant process to make sure local food banks could apply to receive funds to purchase food to disperse during the pandemic.

Task 5 – Conducted short term planning updating city codes and ordinances as the result of COVID-19.

- ECIA worked with 15 communities on city code updates.

Activity 2- Hire Regional Disaster Recovery Coordinators to Assist with EDA CARES Planning and Recovery

Task 1 - Conducted meetings with mayors, city clerks, economic development groups, and non-profits to determine their post pandemic recovery needs.

- ECIA staff met with the mayors in the ECIA region and were able to continue meeting in-person all fall and winter.
 - The Dubuque County mayors met every other month to discuss priorities for the county and best practices for use of ARPA funds. In addition to the ARPA Federal Funding the State of Iowa rolled out their CDBG-CV CARES program funding with 7 grant funding streams. These grants and potential projects were discussed repeatedly throughout the mayors' meetings.
 - ECIA staff met with the Delaware County Clerks (5) times, almost monthly, to discuss best practices, new opportunities, federal grants, and CARES Act funding.
 - ECIA staff met with the Jackson County Mayors (3) times to discuss grant opportunities, emergency management procedures, and CARES Act funding.
 - ECIA held the regional ECIA Clerks meeting in May/November 2020; May/November 2021 and in May, 2022 in person and via-zoom. Over 25 clerks attended each meeting.

Task 2 - Assisted with project development, project planning, and identifying a timeline and resources for projects as well as create and foster partnerships to enhance the projects as the result of COVID-19.

- ECIA staff worked closely 14 projects located in 8 different cities for CDBG-CV (CARES) funding from the State of Iowa for non-entitlement cities. ECIA staff are working closely with the cities and in three cases, with the non-profits in those cities to develop their programs, secure their match and then apply for funding.
- ECIA staff developed outreach flyers and advertisements for the City of Clinton to solicit businesses to apply for the CDBG-CV grant programs through the State of Iowa. Refer to Exhibit II for the flyer.
- ECIA staff conducted a childcare survey for Delaware County determining the needs, times, and demand for childcare in the county. A summary of the study can be found in Exhibit II.
- ECIA staff designed and developed an annual report for a nonprofit in Clinton as an outreach and fundraising tool for their food bank, free meals, classes, and social service programming. Refer to Exhibit II for a copy of the annual report.
- ECIA staff developed the script and the video for the Dubuque County Energy District. The video can be found at this link https://www.ecia.org/publications/region_videos.php. The video will be used for fundraising and project awareness to further their efforts on energy conservation.

Task 3 - Conducted grant writing and grant research and searched for other funding opportunities and programs related to the project development above. Potential grants programs to include CDBG, EDA Public Works, EDA technical assistance, USDA, Dept. of Labor, EPA, and private foundations.

- ECIA wrote and submitted 14 CDBG-CV applications to the State of Iowa. A few examples are listed below of the grants ECIA staff submitted. A complete list is in the Expected and Economic Benefits section of this report on the following pages. A couple of examples are below.
 - City of Maquoketa YMCA was awarded \$500,000 grant with a \$91,985 local match to make improvements related to COVID-19 including new HVAC and improving flooring and their pool. More information can be found in Exhibit II.
 - City of Clinton applied for three CDBG-CV grants. \$500,000 to upgrade their YWCA; \$170,000 for a microenterprise program to assist small businesses with renovations or working capital; and \$226,600 for renovating their community center.
- ECIA wrote and submitted 5 IEDA Downtown Housing Applications in January 2022.
 - City of Farley was awarded \$300,000. Refer to Exhibit II for additional information on the project.
 - City of Tipton was awarded \$200,000. Refer to Exhibit II for additional information on the project.

- City of Cascade was awarded the Downtown Housing grant in the amount of \$600,000, with a total investment of \$1.3 million dollars. This project will provide 10 additional – new apartments and a commercial space on the lower level.
- City of Dyersville was awarded \$600,000 to provide 11 new housing units.
- City of West Branch submitted an application but was not awarded.
- ECIA wrote and submitted 4 Catalyst grant applications to IEDA in January 2002.
 - City of Delmar was awarded a grant \$100,000 for their downtown revitalization for one building. Refer to Exhibit II for a summary of the grant and the project renderings.
 - City of Farley was awarded \$100,000 for an iconic downtown building, Loomis hotel. Renderings can be found in Exhibit II.
 - City of Tipton was awarded \$100,000 for the historic Masonic Lodge in their downtown. Refer to Exhibit II for additional information on the project.
 - ECIA staff wrote and the City of Cascade was awarded the Community Catalyst grant in the amount of \$100,000, with a total investment of \$265,000 to assist in the remodel of an old commercial flooring business space and add new apartments to the upper level.
- ECIA wrote and submitted a Wellmark Large and a Land Water and Conservation grant in February 2022 for City of Farley \$1.3 million city park project. \$200,000 in grants were awarded. Refer to Exhibit II for the conceptual park plan.
- ECIA wrote and submitted an EDA public works grant application for Clinton Community College for new equipment for \$984,526 total project cost.
- ECIA wrote and submitted Clinton Community Attraction and Tourism pre-application for marina and waterfront improvements. The project didn't move forward.
- ECIA wrote and submitted an EDA public works grant app for the City of Edgewood for \$238,000.
- ECIA wrote and submitted the 21st Century Community Learning Centers Grant for Easton Valley/Andrew school district for before, after, and summer school programming. The project was to help students who fell behind as a result of COVID-19 meet the state and local student standards in core academic subjects with a broad array of enrichment activities. The five-year grant was for \$776,860. More information can be found in Exhibit II.
- Collaborated and worked closely with Clinton and Nonprofit Fiber entity to submit an EDA PW grant for expanding fiber in the region. We connected Clinton with a telecom that they ended up partnering with to extend fiber throughout Clinton.
- ECIA wrote and submitted an IEDA Rural Innovation grant for City of Tipton for \$50,000 to expand broadband. The project was not awarded.
- ECIA wrote and submitted Dubuque Racing Association Grant for \$25,000 for Cascade signage off highway.
- ECIA wrote and submitted State of Iowa DOT grant for Heritage Trail improvements for \$811,363. The grant was not awarded.
- ECIA wrote and secured a \$100,000 Emergency Community Catalyst grant for Sabula Island City Harbor. Refer to exhibit II for a summary of the grant and renderings of the project.
- ECIA staff completed grant research for Sisters of St. Francis in Clinton.
- ECIA staff wrote and submitted a grant application for \$57,500 to the USDA for the City of Baldwin for a drone to utilize with their emergency management services. Refer to Exhibit II for the grant application.
- ECIA staff wrote and submitted an EDA Economic Adjustment Assistance Grant for Northeast Iowa Community College for the Business Resiliency and Recovery Project (BR2) for \$317,655, total project \$400,655.

Activity 3 – Provide Training and Technical Assistance Programming

Task 1 – Partnered with city and county economic development groups to provide technical assistance and capacity building to local businesses and non-profits and will assist with training programs related to COVID-19 recovery.

- ECIA staff held training sessions throughout the EDA CARES grant period and also held legislative events with regional legislators at the State level. We also held regular city clerks’ meetings and trainings and mayors’ meetings. Much of the focus was on the ARPA reporting requirements and the CDBG-CV program regulations.
- Training programs are listed in Task 2 below with many events open to member governments, economic developers and non-profits. Funding from USDA provided funding paying the various experts and trainers.

Task 2 - Developed an outreach and training program for cities, counties, economic development groups, non-profits and local businesses using the reports produced by the State of Iowa illustrating the needs and impacts of COVID-19 in the region. Topics may include human resource management, safety, diversity and impacts on the more vulnerable populations, economic development programs and resources, etc.

- ECIA staff developed interview questions for the City of Farley for hiring a City Administrator.
- From July 1, 2020 – June 30, 2021 ECIA staff provided 33 group trainings and 151 individual training sessions/meetings. Examples of training sessions can be found in Exhibit III. USDA grant funds paid the various experts and trainers for the group trainings. EDA funds assisted with ECIA staff costs for the time in organizing the events, developing the email list, taking registrations, and acting as the host during the events as well as conducting the one-on-one and small group trainings.
- From July 1, 2021 – June 30, 2022 ECIA staff provided 70 group trainings, 317 individual training sessions. Examples of training sessions can be found in Exhibit III. USDA grant funds paid the various experts and trainers for the group trainings. EDA funds assisted with ECIA staff costs for the time in organizing the events, developing the email list, taking registrations, and acting as the host during the events as well as conducting the one-on-one and small group trainings.

Task 3 - Provided marketing and communications resources to our member governments on their pandemic recovery plans and post pandemic plans.

- Updated the Tipton Election Ward map for November 2021 elections.
- ECIA developed a Pandemic Disease Response and Re-Entry plan to utilize internally and to provide to our member governments as a sample plan for their administrative offices. Refer to Exhibit II for a copy of the plan.

Task 4 - Collaborated with Iowa Council of Governments and our fellow EDA districts in a statewide initiative related to pandemic planning and post pandemic activities. Ideas are now being formulated. We will contract for services. See below under contractual plan.

- The ICOG collaborative project is complete, and a toolkit was produced to use with small businesses, non-profits, cities and counties. The toolkit is on the ECIA COVID-19 page of the redesigned website. https://www.rd.usda.gov/sites/default/files/508F_RD_EDA_JointPlanningResourceGuide.pdf
- Collaborated with ICOG on the shingle replacement program for three counties impacted by the Derecho in August of 2020 during at the same time we were peaking with COVID-19.

Activity 4 – Increase Organizational Capacity to support COVID-19 Response

Task 1 - Developed and implemented outreach plan to our member governments, ED groups, non-profits and local businesses of the availability of additional technical assistance from ECIA staff due to EDA COVID funding. Development and implementation of a tracking tool to monitor our progress of technical assistance provided to member governments, ED groups, non-profits and businesses for reporting on our progress to EDA. Met

internally on a monthly basis to provide oversight to the two new Response Coordinators and to review progress of grant activities.

- Tracking chart has been developed and we have been meeting among staff to discuss projects and strategize.

Task 2 – Participated in conference and training for Response Coordinators related to pandemic response work and COVID-19 procedures. Also, regional travel to member governments for regular meetings and training.

- Staff attended at least 14 city council meetings related to the CDBG-CV project applications in the region to present on the CDBG-CV program and on the specific projects for each community.
- Hired two Resiliency Coordinators with other staff providing support and technical expertise as needed on projects for our member governments, nonprofits, and businesses.

Task 3 – Completed technology upgrades to include cell phones for remote work and travel; (2) new laptops for remote work and travel; (2) tablets for travel; update server for improved remote access to do online training where in-person is not possible with social distancing; and new printer.

- ECIA was able to update computers, purchase printers, cell phones and tablets for the Resiliency Coordinators and were able to utilize them in the field with the various training and grant meetings and we were able to use Zoom to continue to hold meetings virtually.

Task 4 - Updated ECIA website to provide improved access to ECIA resources and to add a pandemic resource page.

- ECIA’s website was completely overhauled and updated with a third-party vendor. It went live in July 2021. <https://www.ecia.org/index.php>
- On our website ECIA has a COVID-19 resource page for our member governments and local businesses. It can be found at https://www.ecia.org/about_ecia/covid-19_resource_guide.php.

Regional Need the Project Addressed

Dubuque, as the largest city in our region, just over 59,000 population, was disproportionately impacted by the COVID-19 pandemic.

Unemployment peaked in Dubuque in April 2020 as the world shut down. Over 6,700 people were unemployed with over a 12% unemployment rate and the national average at 14.8%.

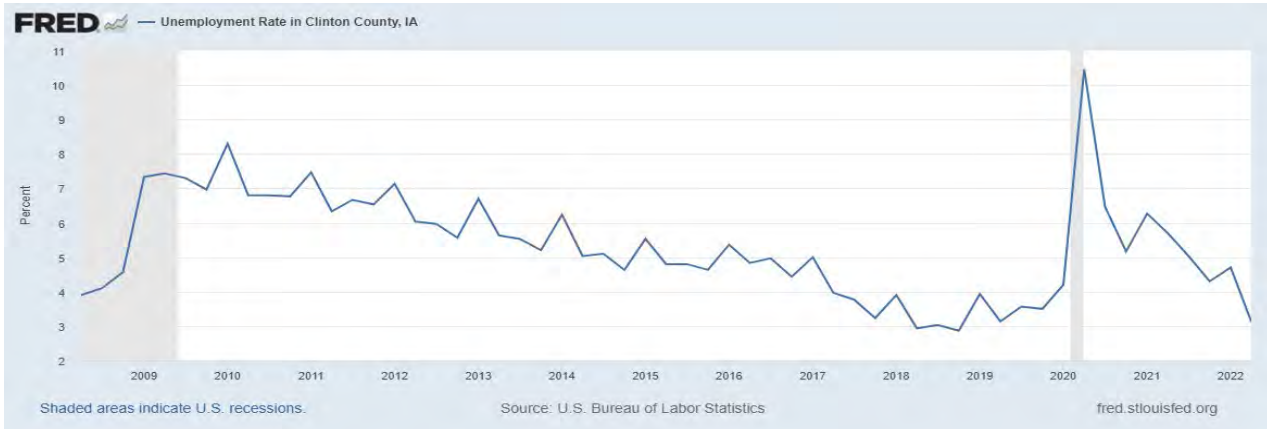
The chart to the right illustrates the number of



people unemployed in Dubuque at the peak of the pandemic. ECIA’s second largest member community, Clinton, Iowa, experienced the same high unemployment rates as Dubuque and the rest of our region, reaching 11% in April 2020. Communities across our five-county region were concerned about income loss, job loss, unemployment rates, business impacts (including short / long-term closure, supply chain disruption, and reduced demand).

In addition to business closures and unemployment rates, Dubuque has a booming hospitality sector with two casinos comprising the Dubuque Racing Association.

They were disproportionately impacted due to loss of revenue during the pandemic. The DRA contributes one-third of its earnings to the City of Dubuque annually and one-third distributed through grants to local non-profits and the other one-third back to Schmitt Island maintenance and improvements. As indicated in the chart below, monthly gaming revenues decreased from almost \$10,000,000 among the two casinos between January 2020 to March 2020 to NO income, ZERO, from April 2020 to July 2020 when the casinos were closed for business due to COVID-19. The casinos have finally returned to pre-COVID levels in April 2021. This loss in revenue impacted



the income to the City of Dubuque in 2021 and eliminated the DRA grant program for non-profits in 2021.

Another challenge businesses faced in the entire ECIA region was the supply chain disruptions, which still exist today. During the peak of COVID-19, this disruption particularly hurt agricultural producers throughout the region who were suddenly without the traditional outlets for their product including restaurants and schools.



Over the two-year EDA CARES planning grant period, we saw communities, nonprofits and businesses initially react to the circumstances and disruption COVID-19 created but then pivot in the second year of the pandemic to planning for the future and becoming more resilient should future disruptions occur. We have seen an increase in the demand for downtown revitalization planning and grants; outdoor recreation planning and grants; tourism and outdoor recreation planning and events; and finally, the desire to provide the best quality of life a community can provide to retain their residents and to grow and attract new residents.

As time went on and we have learned to live with COVID-19 as part of our everyday life, people have returned to everyday activities. When COVID-19 was at its peak and lives were upended, leisure time outdoors became increasingly popular across the country. We noticed the demand and the need for more trail and outdoor recreation planning. In addition, the travel patterns for recreational activities also changed due to COVID-19. Prior to COVID-19, only 10.8% of people seeking outdoor recreation traveled outside a two-mile radius. Now, over 49% stay within that two-mile radius for recreational activities. The United States saw a record number of visitors at national parks in 2020 and 2021, approximately a 20% increase in outdoor recreational activities overall. While not everyone can afford a trip to a national park like Yellowstone, people in Iowa and surrounding

states can afford to make a trip to local attractions in the region and are seeking outdoor recreational activities that currently exist. We see our communities working to respond to secure funding for additional amenities and outdoor related activities.

Expected and Actual Economic Benefits of the Project

Through Activity 1, Task 1 – “Conduct Short-and long-term planning for cities and counties”, ECIA was able to negotiate two five-year contracts for four of our member counties, serving 32 cities and groups with the Keep Iowa Beautiful Hometown Pride Program. This funding will enable us to continue the efforts of our EDA funded resiliency staff providing technical assistance and support to our Hometown Pride communities through a community coach. The contract for Dubuque and Jackson Counties is \$90,000 a year for five years or \$450,000 total. The contract for Cedar and Delaware Counties is for \$125,000 a year for five years or \$625,000 total. The coaches will continue to work with communities on priority community and economic development projects specifically our smaller more rural communities. The communities will benefit economically as the result of the Hometown Pride program and ECIA and the region directly benefited from the EDA CARES funding by enabling us to negotiate the coaching contracts for five years.

Tasks 2, 3, 4, and 5 are all planning related tasks. The housing plans, comprehensive plans, and strategic plans completed through the EDA CARES Planning grant will all have future economic benefits for the municipalities in the region. The plans will encourage and direct future development in the region. At this time no specific dollar value can be assigned.

The grant writing task under Activity 2, Task 3 – “Conduct grant writing and grant research and searching for other funding opportunities and programs related to the project development above. Potential grants programs to include CDBG, EDA Public Works, EDA technical assistance, USDA, Dept. of Labor, EPA, and private foundations”, easily illustrates the economic benefits of the EDA CARES Planning Grant based on the projects that were awarded grants and the total project costs. The grants leveraged additional private investment into our rural communities. In the case of Tipton and Farley outlined in the chart below, the two buildings awarded Catalyst grants are iconic vacant buildings in their communities and the initial \$100,000 each in grant funds, is the impetus that will spur additional and future development in their communities. A list of various grants ECIA staff prepared and submitted below outlining the grant amount and total project cost. The grants provide a way for ECIA to quantify the economic benefits of the EDA CARES Planning grant since they are tangible with specific dollar amounts attached. Based on the chart below, which is not exhaustive of every grant written and awarded, the total grants awarded were \$8,471,477 and the total project costs are \$14,111,072. This is a direct economic benefit to the ECIA region and a result of the \$400,000 EDA CARES Planning funds grant. The \$400,000 EDA planning funds leveraged 35 times more in project funding for the region. Without the EDA CARES funding, ECIA would not have had the staff or funding to pursue so many opportunities over the two-year grant period.

Community	Project Summary
Tipton Downtown Housing	Together with the City of Tipton, ECIA wrote and was awarded a Downtown Housing grant in the amount of \$200,000 and a Community Catalyst grant in the amount of \$100,000 for the nearly \$1M rehabilitation of the historic Masonic Lodge at 524 Cedar Street. The vision for the building is to revitalize a key commercial property in Tipton as a restaurant and sports bar on the first floor and a complete renovation of the second story, creating two new apartments. The City of Tipton purchased the building in a state of dire decline, and quickly put a new roof on the structure to begin to
Tipton Catalyst Grant	

	<p>restore the building. Partners 524, LLC, a local investment group, have a proven track record of restoring buildings in Tipton and making them long-term commercial successes, have now purchased the building and are proceeding with restoring this historic building to the City's tax base. ECIA's grants team worked to ensure the timeliness and appropriateness of the applications, and are pleased with the economic impact of these programs. ECIA worked with City officials and the Farley Industrial Development Corporation to secure the building and funding to bring this important building on Farley's main street to its former glory and to provide much needed quality commercial space and downtown housing. The entire project is estimated at \$712,000.</p>
<p>Farley Downtown Housing Farley Catalyst Grant</p>	<p>Together with the City of Farley, ECIA wrote and was awarded a \$300,000 Downtown Housing grant and a \$100,000 Community Catalyst grant. These funds will have a significant economic impact on the revitalization of the historic Loomis Hotel, and downtown Farley in general. The Loomis Hotel building will be restored to include a commercial space on street level, and a new apartment added to the existing three apartments on the second floor, and four completely new apartments in the conversion of a large, former ballroom on the third floor. Estimated total cost of \$1,000,000.</p>
<p>Edgewood Strategic Plan</p>	<p>ECIA staff facilitated and executed a strategic plan for the combined groups of Edgewood Chamber of Commerce and Edgewood Economic Development Corporation. ECIA created and evaluated a survey of both boards and then met with the groups to determine short- and long-term goals for the agencies to better assist them in improving economic development in the City of Edgewood.</p>
<p>Farley Park</p>	<p>ECIA wrote and secured a \$100,000 Wellmark grant and LWCF funding for the \$1.3M Farley Community Park project. The complete project included a hard-surface multi-modal trail throughout the park, that connects to Drexler Middle School, downtown Farley, and (on-road) to the 26-mile Heritage Trail; new stormwater retention pond to alleviate flooding, new road and parking in park, with hard surface and permeable pavers; a new pavilion, shelter, restrooms, splash pad, sports courts, lighting. All of which are ADA compliant.</p>
<p>CSEI Strategic Plan</p>	<p>Community Solutions of Eastern Iowa (CSEI) is a nonprofit that works to address homelessness and housing insecurity. ECIA facilitated and wrote a strategic plan for the small organization. Since the strategic plan was written, the organization has grown its annual grant awards and has been able to focus on projects to better serve Delaware and Dubuque counties.</p>
<p>City of Cascade and City of Dyersville</p>	<p>City of Dyersville and the City of Cascade were each awarded \$600,000 for housing developments from the Iowa Economic Development Authority Downtown Housing Program. Cascade will develop 10 housing units and Dyersville will develop 11 housing units both in their downtown. Both projects total over \$1.3 million dollars each in private investment into the new housing.</p>

City of Baldwin Emergency Management	The City of Baldwin received a USDA grant to purchase a small unmanned aerial system (sUAS) or drone. This includes the aircraft itself and the components necessary for safe and efficient flight. The following components include: aircraft, controller, controller link, payloads. Please see attached quote for more details on the equipment and training itself. This grant and local match was for the drone equipment as well as training for volunteer emergency personnel to become licensed and trained adequately to operate the drone in a safe and efficient manner. Grant is \$43,125 and the local match is \$14,375. Total project \$57,500.
City of Edgewood EDA Grant	The Edgewood Wastewater Treatment Facility (WWTF) Improvements Project will construct improvements at the Edgewood WWTF with the installation of a screen to protect WWTF equipment and increase plant efficiency. The primary direct beneficiaries of this project are the City of Edgewood and the Edgewood Locker Plant in particular. Grant is \$202,300 with \$35,700 in local match for a total project cost of \$238,000.
NICC BR2 EDA Economic Adjustment Grant	The Business Resiliency and Recovery (B2R) Project will support northeast Iowa businesses in preparing for, responding to, and recovering from coronavirus pandemic impacts through technical assistance and capacity training opportunities. The project will take a tiered approach to help businesses of all sizes and from a variety of industries continue to function and thrive. Grant funds will be used to maintain and expand business support services through a cooperative regional model and enable the B2R project to equip and staff a business helpline, offer one-to-one business counseling, research and develop capacity trainings, and provide business consulting services for long-term growth. The B2R project's ultimate deliverable is a model for other regions in Iowa and across the nation. \$317,655 in EDA grant funds and \$83,000 in local matching funds for a total project of \$400,655.
EICC EDA Public Works	Eastern Iowa Community Colleges (EICC) was awarded an EDA public works grant in the amount of \$787,620 (Federal amount) to purchase Computer Numerical Control (CNC) equipment and welding equipment for the expanded Regional Career and Technical Education (CTE) centers located in Maquoketa and Clinton, Iowa. Total grant was \$787,620 and \$196,905 in matching funds for a total of \$984,525.
City of Sabula Emergency Catalyst Grant	This particular building stood in a floodplain and the City and property owner identified it as an abandoned fish house. This project which is addressing a major blighting influence included: deconstruction and remediation of an abandoned, blighted building in a floodway on the Mississippi River and construction of a new restaurant adjacent to the blighted building, but outside of the floodway. The new building will be in the style of the deconstructed fish house utilizing many of the reclaimed building elements. The overall building shape, restoration of two cupolas from the original structure, and salvaged siding and interior beams will be utilized for

	aesthetic elements in the new building. The restaurant will be called Dockside. As mentioned previously, the City of Sabula and property owner have identified the abandoned fish house as a major blighting influence on the property and this area of town. It has been vacant for 50 years, stands in a floodplain, and its present condition creates a public safety concern and an attractive nuisance. Total project cost was \$329,381. The grant was for \$100,000 and the City's contribution was \$60,000, balance was private developer.
CDBG-CV Program applications funded by the State of Iowa	Clinton YWCA renovations \$500,000 grant; \$658,822 total project Clinton Microenterprise \$170,000 grant; \$204,000 total project Clinton Ericksen Center \$226,600 grant; \$279,500 total project Clinton County GACC \$476,722 grant; \$592,000 total project Clinton County Food Bank \$100,000 grant; total project \$116,000 Clinton Façade program \$1,346,800 grant; total project \$2,095,575 Edgewood Microenterprise \$100,000 grant; total project \$101,815 Manchester Shelly Park \$324,062 grant; total project \$400,077 Maquoketa YMCA \$500,000 grant; total project \$591,985 Maquoketa Innovate 120 \$407,000; total project \$508,750 Maquoketa Housing Conversion \$488,604; total project \$649,842 Masonville Comm Center \$114,287; total project \$125,875 Preston Comm Center \$78,816; total project \$98,427 Rickardsville Comm Center \$87,856; total project \$107,844

Activity 3 and Activity 4 are not as easily quantified to provide an economic benefit number as they directly relate to providing training, building capacity, providing outreach and marketing, developing pandemic plans, technology and website upgrades. While these activities were critical to our grant success, quantifying the expected or actual economic benefit is not as tangible as writing and securing grants or developing future land use or housing plans.

Detailed Lessons Learned During the Project

In March 2020, Iowa shut down and our region and the world were forever changed by the COVID-19 pandemic. No one expected this to happen in our lifetime and we were not prepared. But as a Council of Governments, we have learned over the years to respond to the needs of our local governments and that in times of crisis, our services are even more important. While we have traditionally responded to disasters such as flood or tornadoes, responding to a pandemic was uncharted territory for us. Like everyone else, we were learning day by day and responding as the world changed before our eyes. Some of the most important lessons learned are outlined below.

- *Government policy matters—but individual behavior sometimes matters more.* This dynamic played out in a couple of ways, starting with lockdowns and mask mandates in early 2020. These were largely effective, but their effectiveness varied, depending on how seriously people took the rules and the ways in which people mixed. This impacted how we did business and how we provided the critical services to our local governments.
- *Keeping our doors open and continuity of services mattered.* We quickly shifted from an office that was open from 7:00 a.m. to 5:00 p.m. daily to ensuring we had the technology to pivot and work from home and provide the same services we provided regularly to our member governments and clients. Developing a pandemic response plan utilizing EDA CARES funding was critical to us staying open and viable and a tool for our local governments to use in their offices.

- *Health and the economy are interlinked.* Population health is a vital pillar of a strong economy. As we have witnessed first-hand, viruses do not respect borders. A global problem like a pandemic requires a global solution, and it is the responsibility of every nation to prioritize public health for the benefit of humankind. Even at the local level, action and inaction can affect global health. The total cost of the pandemic to the global economy is not completely clear but we know it has had lasting impacts on the supply chain, rising building materials costs, and inflation overall.
- *Weakness in our educational system and the impact on the most vulnerable were exposed.* There is a need to increase funding in education and develop effective strategies that future-proof education from future crises. The rapid shift to virtual classrooms has been a savior for many children, but disadvantages those who live in poverty or in areas lacking technological infrastructure. With our EDA CARES Act funding, our Resiliency Coordinator worked with one school district assisting with funding to prepare themselves for the future and assist with programming to help those students that were negatively impacted during the pandemic.
- *Websites, toolkits, and factual information was critical.* Alongside governmental public health interventions, public awareness of how to minimize the virus from spreading has been a key mechanism to curb the spread of COVID-19, factual and trusted information was important to our member governments. The resources guide we developed with the EDA CARES funding and our updated website were trusted useful tools for our member governments.
- *Sharing Best Practices and Partnering is crucial.* The pandemic has provided numerous opportunities for council of governments, EDA Districts, City, and local leaders to share best practices with each other, such as effective public health prevention policies, successful tools, and tactics for communicating with constituents, strategies for increasing compliance, and data resources. City leaders working together through the pandemic have contributed to the development of strong and vital partnerships that should be maintained moving forward to protect communities against future surges or public health emergencies. ECIA was able to continue meeting with our mayors, city clerks, ED professionals throughout the pandemic with the use of remote technology so we could share resources and strategize effective responses. ECIA was able to explain grant programs, assist with grant applications, and provide guidance on the CARES and ARPA funding. Effective and continual communication was critical.
- *We cannot win them all.* While we worked diligently on two broadband projects and a large outdoor community attraction grant during the EDA CARES Planning project, none of the projects were awarded their grants and moved forward with ECIA. We just assume when we submit grant applications, they will be awarded...thinking positively. When they are not awarded, it can be defeating, and it is difficult at times to keep the momentum with the partners. We must realize that bringing the partners together is an accomplishment at times in itself, and that in one case, a private sector entity moved the project forward without grant funding, so it was a success. We are not going to “win” them all.

Any Other Relevant Information for the Project

The EDA CARES Planning funds were critical to our region. The funding allowed for ECIA to provide additional services we could not have provided without the CARES funding. We found ourselves busier and responding to the needs of our member governments, nonprofits, and our businesses more than ever before. As the CARES funding came to an end, we have not seen this demand slow down. We were fortunate to have developed a partnership with Keep Iowa Beautiful Hometown Pride, while not the same as the EDA CARES funding, it provides the necessary funding to shift our Resiliency Coordinators to Community Coaches and continue the work we have been doing in our communities.

EXHIBIT I
ECIA CARES Act Final Progress Report
6/30/2022

Cares Act Progress Report

Grantee:	East Central Intergovernmental Association
Project Title:	EDA CARES Planning Funds
Project Number:	05-79-06001 URI: 114937
Period covered by the report:	October 1, 2021 to June 30, 2022
Reporting period end date:	6/30/2022
Report Prepared by:	Kelley Deutmeyer, Executive Director

Total Expenditures: Cumulative through end of reporting period

All line items may not apply. Please see latest authorized budget (SF-424) to fill out column 1.

<u>Line Item</u>	<u>Total Budgeted (from SF-424)</u>	<u>Total Funds Expended</u>
Personnel	\$200,510.00	\$202,406.00
Fringe Benefits	\$64,295.00	\$64,546.00
Travel	\$43.00	\$43.00
Equipment*	\$0	\$0.00
Supplies	\$6,144.00	\$6,144.00
Contractual/Subaward*	\$38,159.00	\$38,159.00
Other	\$8,600.00	\$8,600.00
Indirect Costs	\$82,249.00	\$80,102.00
Total	\$400,000.00	\$400,000.00

* Contracts, Subawards, and Equipment expenditures require receipts/invoices to be attached.

Narrative:	<p>ECIA Staff continued to outreach to our member governments notifying them of the EDA CARES Act Planning funds requesting information on potential projects in the region and then finished up on projects by 6/30/2022. ECIA utilized our newsletter, social media, and our city clerk and mayors meetings to promote the funding. We met monthly internally to review our project chart that tracks project throughout the region. We continue to see a need for planning, updating city codes, ordinances, grant writing for new programs and services, and strategic plans after the EDA CARES grant funding ends. The demand throughout the 24 month grant period remained high until the grant ended 6/30/2022. As of June 30, 2022, ECIA staff completed 70 projects in the region over the 24 months from comprehensive plans, trail plans, updating city codes, developing ordinances, recreational and trail plans, public works EDA grants (PW Grants); and many miscellaneous grants related to community improvements and safety. We were very happy with the success of our EDA CARES grant and have been able to keep the staff we hired for the grant on staff by securing additional funding from the Keep Iowa Beautiful Hometown Pride Program as Community Coaches.</p>
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<p>Activity Summary:</p>	<p style="text-align: center;">Activity 1</p> <p style="text-align: center;">Task 1 – Conduct Short-and long-term planning for cities and counties</p> <ul style="list-style-type: none"> • ECIA Staff finished the Prosperity Eastern Iowa REDI strategic roadmap for economic success. □ • ECIA staff finished the five year CEDS for the region for 2021-2026. ECIA staff have started the new consolidated statewide five year CEDS for the region for October 2022 to Sept 2027 <ul style="list-style-type: none"> •ECIA Staff assisted with the Dyersville Reinvestment District application and planning project update. - ECIA Staff assisted with completed a cost benefit analysis for the Dyersville Field of Dreams Reinvestment District. ECIA staff completed the Maquoketa Great Places Designation; Tipton Election Ward Map. <p style="text-align: center;">Task 2 – Conduct long term planning by updating city and county housing studies, capital plans, strategic plans and plans related to COVID-19 and the workforce needs.</p> <ul style="list-style-type: none"> •ECIA completed the comprehensive plan update for the City of Bellevue; the City of Maquoketa housing implementation; and Clinton Community Attraction Program grant and Mechanicville Micro-Comp Plan. <p style="text-align: center;">Task 3 – Conduct long term planning by updating comprehensive plans, zoning plans and pandemic planning.</p> <ul style="list-style-type: none"> •ECIA signed contracts and completed for a zoning update in Delaware County and a comprehensive plan for Bellevue. ECIA staff completed comprehensive plans for Preston and completed a parks plan for Preston. <p style="text-align: center;">Task 4 – Conduct short term planning working with cities, counties, non-profits, to update personnel policies and procedures related to the pandemic.</p> <ul style="list-style-type: none"> •ECIA notified our communities and our board of the availability of our pandemic plan and handbook that can be modified and adapted for communities and non-profits in the region. This was done at our July and September meetings and discussed at Clerk and Mayor meetings.
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Scope of Work Item	Task	Outcome/Impacts	Target completion date
Develop/update a disaster recovery and resiliency economic development plan or CEDS addendum, focused on pandemic recovery and resiliency, consistent with the approved CEDS maintained by the recipient.	Task1 - Conduct Short-and long-term planning for cities and counties	Completed REDI plan for PEI; Completed Reinvestment Plan for Dyersville. Completed (1) goals setting plan; completed	6/30/2022
	Task 2 – Conduct long term planning by updating city and county housing studies, capital plans, strategic plans and plans related to COVID-19 and the workforce needs.	Completed 1 housing plan; completed 1 salary survey;	6/30/2022
	Task 3 – Conduct long term planning by updating comprehensive plans, zoning plans and pandemic planning.	Completed 3 comp plans, 1 zoning ordinance	6/30/2022
	Task 4 – Working with cities, counties, non-profits, to update personnel policies and procedures related to the pandemic.	Worked on one personnel policy	
	Task 5 – Conduct short term planning updating city codes and ordinances as the result of COVID-19.	Working on 1 zoning ordinance and 5 city codes	6/30/2022
Funding a recovery coordinator for a two-year period to serve the communities and facilitate projects within the EDD/Tribal territory.	Task 1 - Conduct meetings with mayors, city clerks, economic development groups and non-profits to determine their post pandemic recovery needs.	ECIA hosted 10 mayors meetings and 4 clerks meeting in person and via zoom with a hybrid model in the past year.	6/30/2022
	Task 2 - Assist with project development, project planning, and identifying a timeline and resources for projects as well as create and foster partnerships to enhance the projects as the result of COVID-19.	Completed (1) Cost Benefit Analysis; completed 1 day care needs assessment research; assisted (1) non-profit with project development and planning	6/30/2022
	Task 3 - Conduct grant writing and grant research and searching for funding opportunities and programs related to the project development above. Potential grants programs to include CDBG, EDA Public Works, EDA technical assistance, USDA, Dept. of Labor, EPA, and private foundations.	Researched and submitted 50 grants for municipalities and submitted 15 CDBG-CV grants and 10 other	6/30/2022

<p>Technical Assistance and capacity building for member organizations, local businesses, and other local stakeholders impacted by COVID.</p>	<p>Task 1 - Partner with city and county economic development groups to provide technical assistance and capacity building to local businesses and non-profits and will assist with training programs related to COVID-19 recovery.</p>	<p>ECIA staff continue to work with cities and counties to provide training. Completed</p>	<p>6/30/2022</p>
	<p>Task 2 - Develop an outreach and training program for cities, counties, economic development groups, non-profits and local businesses using the reports produced by the State of Iowa illustrating the needs and impacts of COVID-19 in the region. Topics may include human resource management, safety, diversity and impacts on the more vulnerable populations, economic development programs and resources, etc.</p>	<p>ECIA staff continue to work with cities and counties to provide training. Completed</p>	<p>6/30/2022</p>
	<p>Task 3 - Provide marketing and communications resources to our member governments on their pandemic recovery plans and post pandemic plans.</p>	<p>none this reporting period</p>	<p>6/30/2022</p>
	<p>Task 4 - Collaborate with Iowa Council of Governments and our fellow EDA districts in a statewide initiative related to pandemic planning and post pandemic activities. Ideas are now being formulated. We will contract for services. See below under contractual plan.</p>	<p>Bids were solicited and received; project draft was seen; project completed 6/1/2021</p>	<p>6/30/2021</p>
<p>Organizational capacity support for COVID response including technology costs and personnel costs for staff members directly working on or supporting the work of the organization's coronavirus-related economic development response.</p>	<p>Task 1 - Develop and implement an outreach plan to our member governments, ED groups, non-profits and local businesses of the availability of additional technical assistance from ECIA staff due to EDA COVID funding. Development and implementation of a tracking tool to monitor our progress of technical assistance provided to member governments, ED groups, non-profits and businesses for reporting on our progress to EDA. Meet</p>	<p>Developed an internal tracking tool of projects and status of projects; meet monthly to review</p>	<p>6/30/2022</p>
	<p>Task 2 - Conference and training for Response Coordinators related to pandemic response work and COVID-19 procedures. Also, regional travel to member governments for regular meetings and training.</p>	<p>we have had zoom meetings with local officials but the coordinators have been</p>	<p>6/30/2022</p>
	<p>Task 3 - Technology upgrades to include cell phones for remote work and travel; (2) new laptops for remote work and travel; (2) tablets for travel; update server for improved remote access to do online training where in-person is not possible with social distancing; and new printer.</p>	<p>cell phones, laptops, printers have been purchased and staff are able to work in the office</p>	<p>6/30/2021</p>
	<p>Task 4 - Update ECIA website to provide improved access to ECIA resources and to add a pandemic resource page</p>	<p>Website redesigned and went live 7/1/2021</p>	<p>6/30/2021</p>
<p>Timeline:</p>	<p>Throughout the entire grant period and even over the last 6 months, we continued to have requests for additional work. We did not experience any delays and as communities heard from other communities about projects they are working on with ECIA, we received additional requests and calls. As COVID subsided over the past nine months, we were able to really get out into our communities again and feel comfortable meeting in person.</p>		

<p>Challenges and Mitigation:</p>	<p>We did not experience any challenges but a couple of disappointments with projects we spent alot of time on and then they fell through for some reason or another. With Clinton fiber, it was a private entity undermining us which was very frustrting. Some of the EDA projects didn't move forward because companies decided not to move ahead or it was too premature for an EDA Public Works grant. We were fortunate to have a full-time Regional Disaster Coordinator working with the communities on their specific projects and 2-3 additional staff assisting on a part-time basis since we were able to work on so many varied projects over the course of the grant period. We have learned to shift priorities and pull in staff with the necessary expertise to assist on projects as needed.</p>
<p>Budget:</p>	<p>otal Federal Funds \$400,000; Total Federal Share of Expenditures to date thru 6/30/2021 - \$400,000 spent.</p>
<p>Next Steps:</p>	<p>Grant is closed out and complete.</p>
<p>Client Success Stories:</p>	<p>In the past 9 month period of the grant, ECIA wrote and submitted to the State of Iowa, 15 CDBG-CV grants. All 15 grants were awarded for projects such as downtown facade programs, Innovation Center development, micro enterprise programs, community center renovations, outdoor amphitheater development, YWCA renovations, upper story housing development, etc. Grants totaled more than \$5,000,000 for our region including matching funds. Additionally, due to the continued requests for assistance from our communities, ECIA was able to secure funding to continue the Disaster Recovery Coordinator with State Funding. The funding is for the next five years through Keep Iowa Beautiful Hometown Pride as a community coach. We are working with 25 communities through this program.</p>

<p>EDA Assistance-Needed:</p>	<p>No assistance needed at this time. The EDA CARES funding was very instrumental to many projects over the last two years and helped connect us even more to the needs of our communities. We are very thankful this funding was made available to the EDA Districts to respond to the needs from COVID-19.</p>
<p>Press Engagements/Opportunities:</p>	<p>There are not any press events scheduled at this time or any press events that have been held in the last nine months. We regularly report on the various grant program successes in our ECIA newsletter.</p>

EXHIBIT II
Examples of Projects and Work Completed
through the EDA CARES Funding

Emergency Catalyst Grant – Sabula

One fun fact about Sabula – it's Iowa's only island city, literally surrounded by the Mississippi River. Residents take great pride in the serenity, wildlife, and recreational opportunities that are afforded by the surrounding riverine and lake systems. The island has a beach, campground, a harbor with boat docks, and boat storage sheds. Because of its proximity to Chicago, Sabula has become a popular summer vacation destination.

When a building has been vacant for 50 years in a small community, it creates a public safety concern and a nuisance. This particular building stood in a floodplain and the City and property owner identified it as an abandoned fish house. This project which is addressing a major blighting influence included: deconstruction and remediation of an abandoned, blighted building in a floodway on the Mississippi River and construction of a new restaurant adjacent to the blighted building, but outside of the floodway.

The new building will be in the style of the deconstructed fish house utilizing many of the reclaimed building elements. The overall building shape, restoration of two cupolas from the original structure, and salvaged siding and interior beams will be utilized for aesthetic elements in the new building. The restaurant will be called Dockside. As mentioned previously, the City of Sabula and property owner have identified the abandoned fish house as a major blighting influence on the property and this area of town. It has been vacant for 50 years, stands in a floodplain, and its present condition creates a public safety concern and an attractive nuisance.

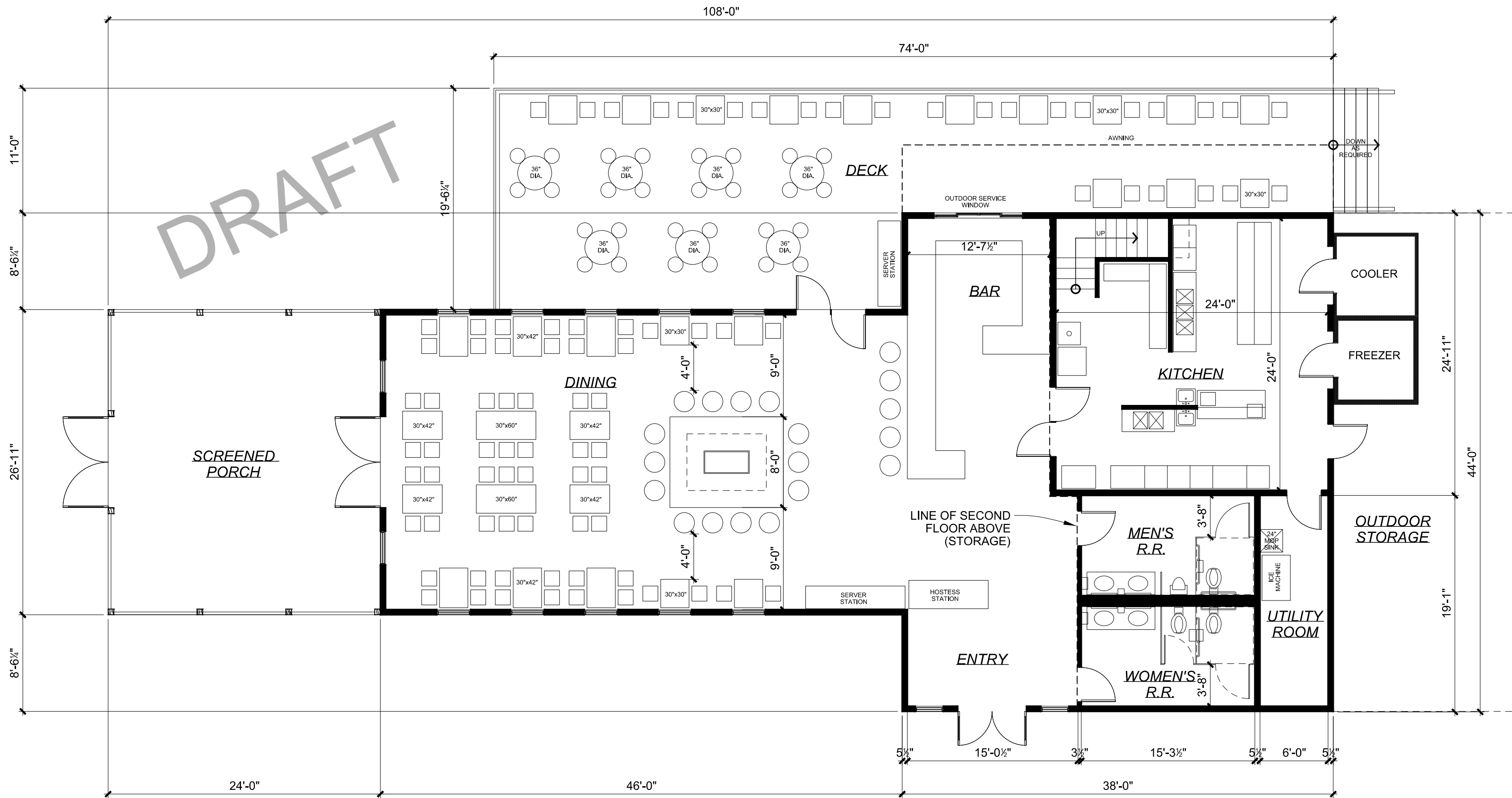
Total project cost was \$329,381. The grant was for \$100,000 and the City's contribution was \$60,000.

Please see project plans and rendering on the next pages.



DOCKSIDE RESTAURANT - SITE PLAN
ISLAND CITY HARBOR
SABULA, IA

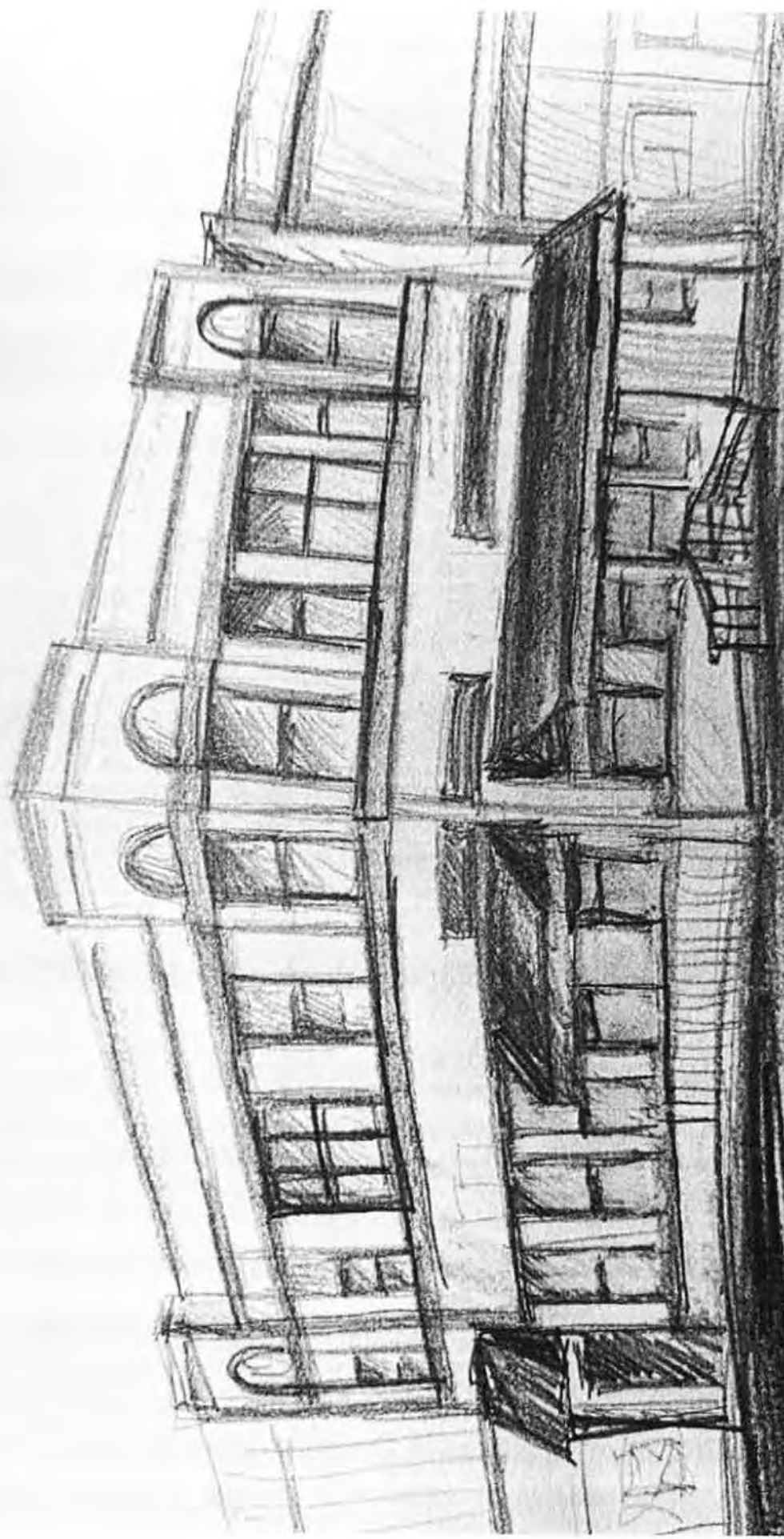


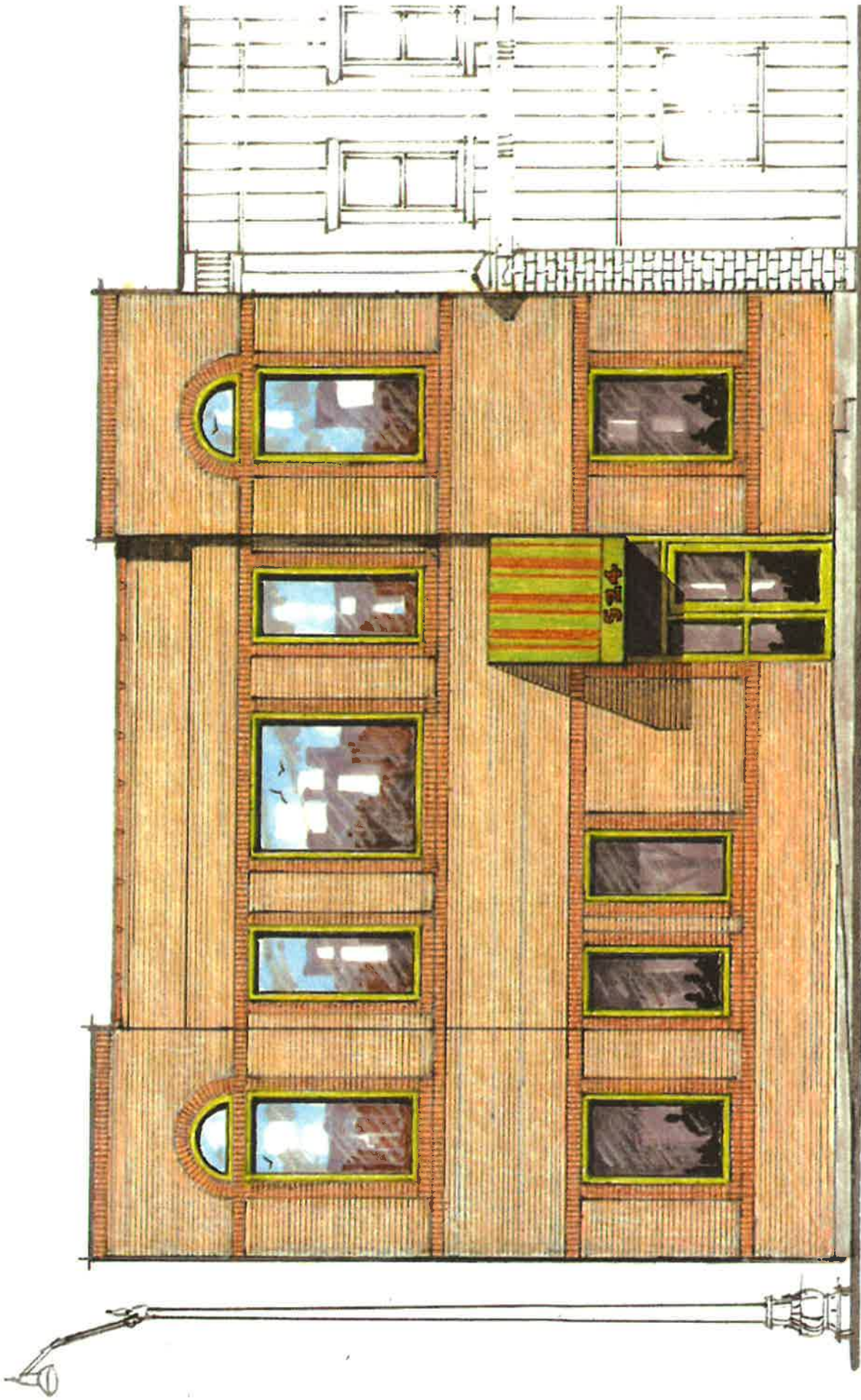




DOCKSIDE RESTUARANT - CONCEPT IMAGE
SABULA, IA
3.09.2021

BOEVE

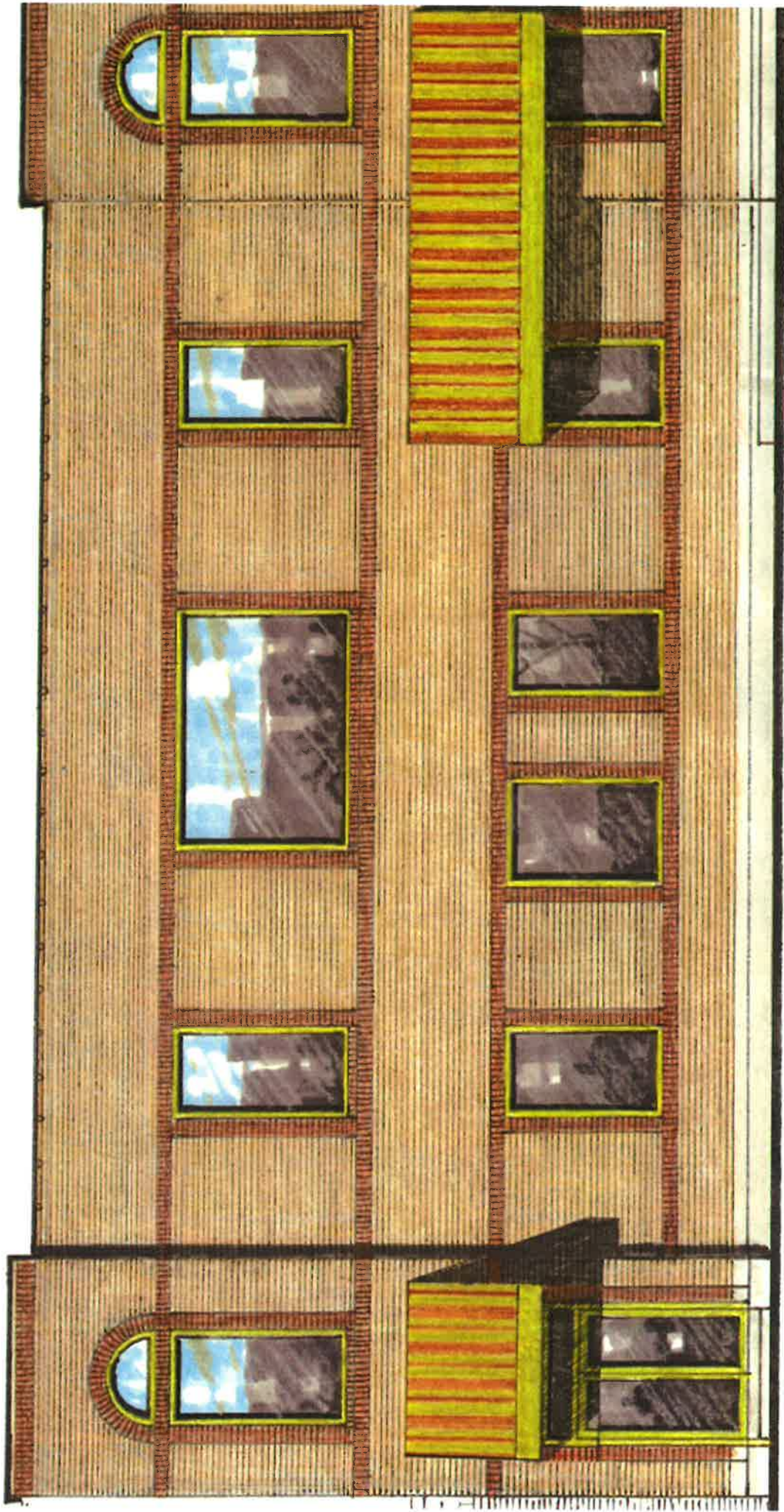




524 CEDAR STREET FRONT ELEVATION SUNDBERG DESIGN

TIPTON, IOWA ARCHITECT

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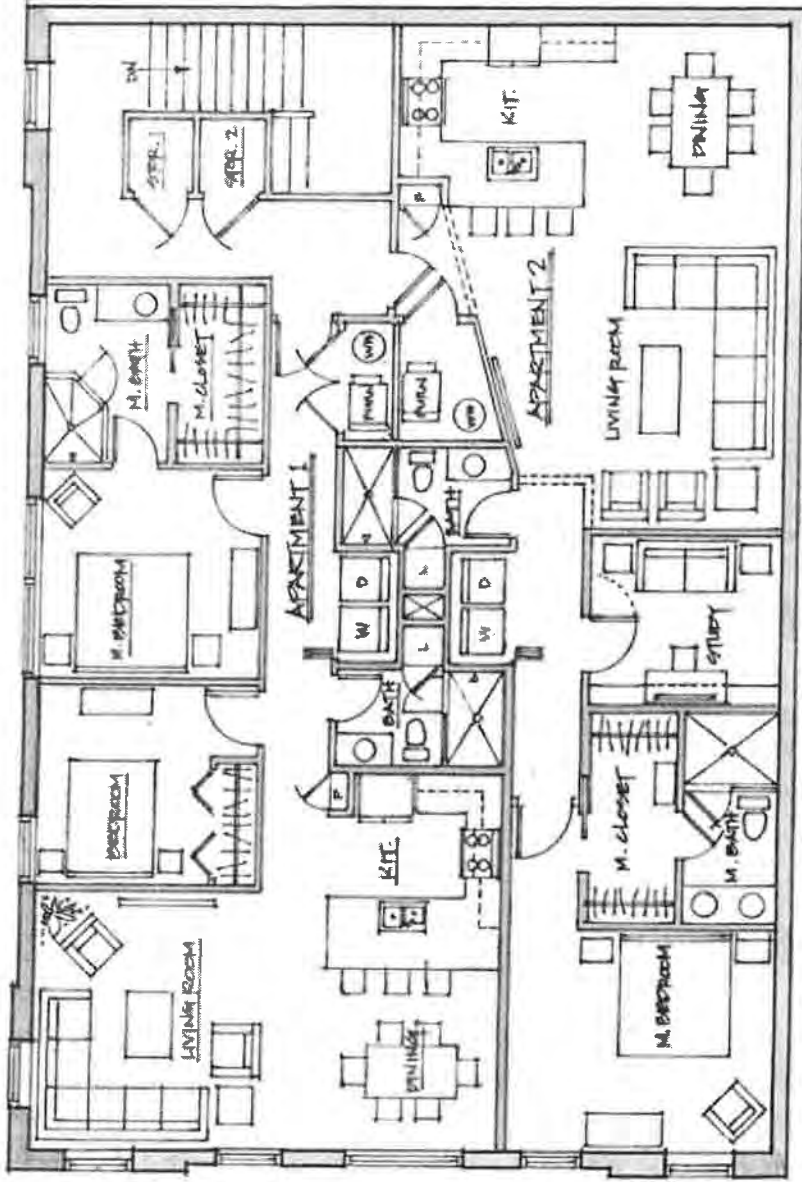
EAST FOURTH STREET SIDE ELEVATION

TIPTON, IOWA

SUNDBERG DESIGN

ARCHITECT

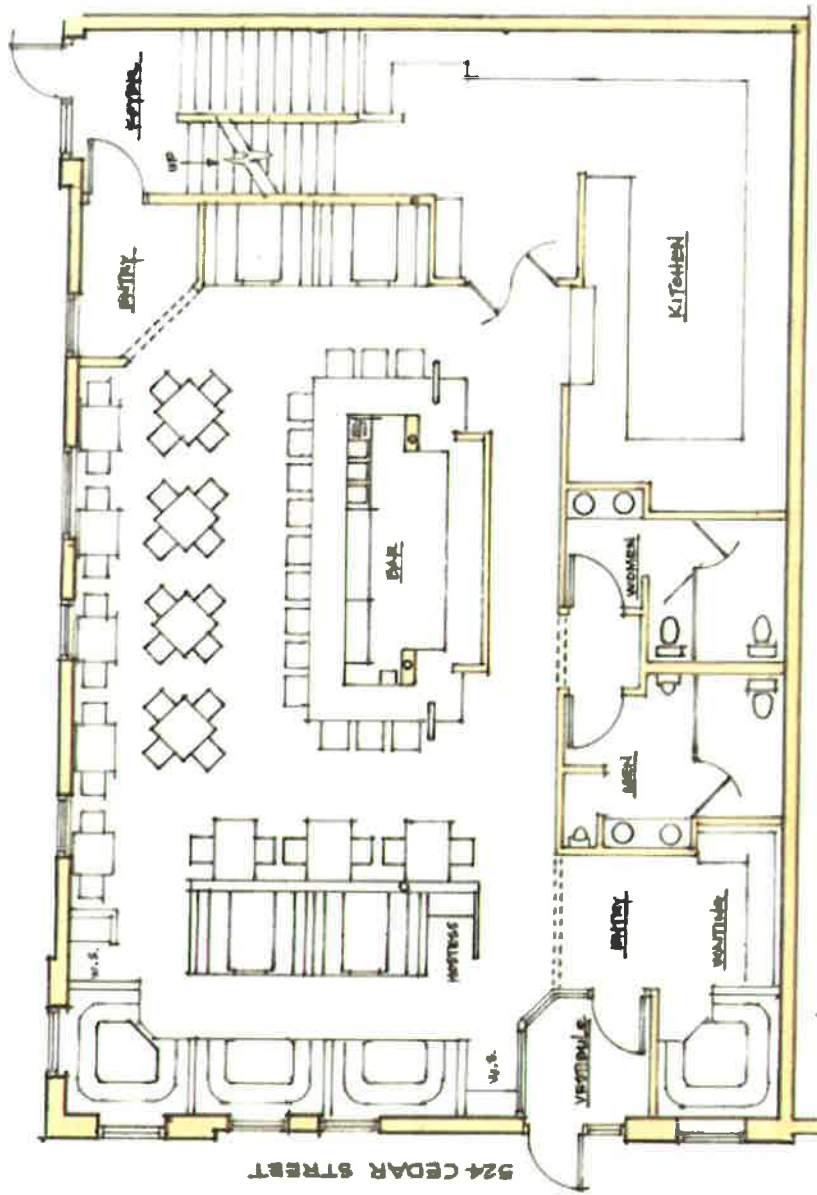
524 CEDAR STREET



2370 S.F. SCHEMATIC FLOOR PLAN © APARTMENTS-TIPTON, IOWA

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SUNSHINE DESIGN ARCHITECT



2370 S.F.

SCHEMATIC FLOOR PLAN, BAR & GRILL - TIPTON, IOWA

SUNDERSET DESIGN ARCHITECT

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Clinton Ericksen Community Center CDBG CV Grant Award



The Ericksen Community Center is one of, if not the most highly utilized public-use facilities in the Community. Annually the Ericksen Center serves 3,500 individuals in rentals, activities, programs, day passes, etcetera. They serve an additional 5,000 annually for program and event registrations. In addition to youth sports such as soccer and volleyball; community activities and special events like Wild-Things Family Fun Nights and Special Buddies Valentines Dances; the Ericksen Community Center also serves as a Red Cross Emergency Shelter and an Emergency Management Cooling/Warming Center.

Residents rely on the center for a safe place for large community gatherings while being able to socially distance; for emergency situations such as providing pop-up COVID vaccine clinics; and for their youth to have a safe place to go and engage in healthy activities. Currently the center has a 25-year-old roof that is badly leaking in various parts of the facility and a HVAC unit that is sub-par for the size of their building. The roof needs to be completely replaced and the lower level of the building has no air-conditioning and requires a new HVAC unit installed. One gymnasium area becomes dangerously hot in the summertime due to lack of conditioned air in the gym space where the Camp Kids gather. Adding the new HVAC unit will allow for use of all rooms in the center year-round, increasing the capacity for the number of people served. Furthermore, a new HVAC unit is needed to minimize the spread of potential COVID contaminants in the air.

The total project cost is \$279,500. Total CDBG CV grant was \$226,600.

Manchester Howard & Helen Shelly Memorial Park CDBG CV Grant Award



The Howard & Helen Shelly Memorial Park is located right next to the Maquoketa River and Whitewater Park. The primary in-stream users are whitewater enthusiasts including kayakers, canoeists, rafters, tubers, swimmers, and boogie board/surfers. Manchester residents enjoy watching the river's activities from the Shelly Memorial Park.

Manchester's City officials recognized during the COVID-19 pandemic that the public facilities currently available in Shelly Park are not conducive to large gatherings. Residents were not able to safely gather in the existing gazebo as there is not enough space to socially distance from one another. With the proposed improvements to the park, a grass amphitheater will be added between the new lookout areas and the pathway along the river as well as three tiered concrete platforms to allow residents to set up chairs and observe the activities on the river, while safely social distancing.

The improvements to this public space will include relocating the current gazebo and replacing it with a large open ADA accessible pavilion with no walls; a new shared-use ADA compliant trail; a grass amphitheater with concrete knee walls in the shape of arcs for additional seating; a new retaining wall; two new trees; replacement of the water service line beneath the park; a water fountain and two hose spigots; and two new light poles to provide adequate lighting.

Manchester has 2,124 homes and 5,065 residents per the 2020 Census. An income survey conducted shows that 52.58% of the residents qualify as low to moderate income status. The improved park amenities will offer people from various ages, income, race and abilities the opportunity to experience entertainment on the river, with the ability to attend different amusement and recreational activities such as small festival celebrations and Whitewater events, while being able to safely social distance from one another.

The total project cost is \$400,077. Total CDBG CV grant was \$324,062.

Preston Community Center CDBG CV Grant Award



The Preston Community Center (formerly Town Hall) is the primary community center for Preston. The Community Center is a historic landmark in Preston and utilized by many of the residents and community groups. The community center is used for graduation, wedding, Christmas parties and other personal or business events. The local square-dancing group, the Twirler's, use the space for their monthly square-dancing event. The annual Preston Parade of Trees event is held at the center, which has been a tradition in Preston for 20 plus years. Several nonprofit groups hold their annual breakfast fundraisers at the center. Community groups will host "trivia night" which is a fun event for all ages. The Community Center is the only building in Preston that can accommodate large groups of people.

During the COVID-19 pandemic, residents were not able to safely gather in the building for recreational activities or prepared meals as there is not enough space to socially distance from one another. Additionally, with the pandemic the building was not well maintained for a year and a half due to fears related to working in public spaces. The City has decided to reconfigure the space to allow for safe social distancing and make needed improvements.

The improvements will include reconfiguring the kitchen area to allow for social distancing while preparing meals which will include replacing the kitchen windows; converting the bathroom to be both accessible and safer by installing a touch-free door, lighting, toilet, and soap and towel dispensers; a water heater to provide hot water for hand washing; new air exchange and dehumidifier for cleaner air; fixing air leaks in the exterior walls; and replacing the roof.

Preston has 420 homes and 949 residents per the 2020 Census. An income survey conducted shows that 52% of the residents qualify as low to moderate income status. The Community Center will offer them a spacious place to gather for meals, activities, and socialization.

The total project cost is \$97,427. Total CDBG CV grant was \$77,816.

Maquoketa Innovate 120 CDBG CV Grant Award



The Innovate 120 project aims to provide a technology-enabled community space that is designed to promote social distancing. The proposed project activities will be focused on the reconfiguration and renovation of specific spaces in the repurposed bank building, which will be accessible to the public for free:

- 1) Buildout of the Main Conference Room including installation of reconfigurable glass partitions, removal of the existing stairs and filling in the floor opening, updating all finishes to include a new ceiling, carpet, paint, and energy-efficient lighting. A primary focus of this space includes permanent installation of a digital presentation system, including a seamless display wall and video wall management hardware and software components. This solution will be integrated with a permanently installed remote video conferencing camera and audio hardware;
- 2) Main Lobby buildout that will be an extension of the Main Conference Room and the adjacent Café, offering added space that can be configured for larger public presentations and social events. When not being used for events, this area will provide flexible open lounge seating for group gatherings, casual meeting space, individual work and public access to Wi-Fi on their own devices. With the reconfiguration, this space will also require new lighting with controls, flooring, paint, an ADA compliant bathroom and renovation of existing bathrooms including touchless fixtures to prevent spread of COVID;
- 3) Kitchen and Café buildout including counters, built in appliances, plumbing, paint and flooring;
- 4) and the Classroom/Computer Lab buildout requiring a new wider and open staircase to the lower level, new ceiling, flooring, paint, and lighting. This space will also include a hardwired video display and presentation technology.

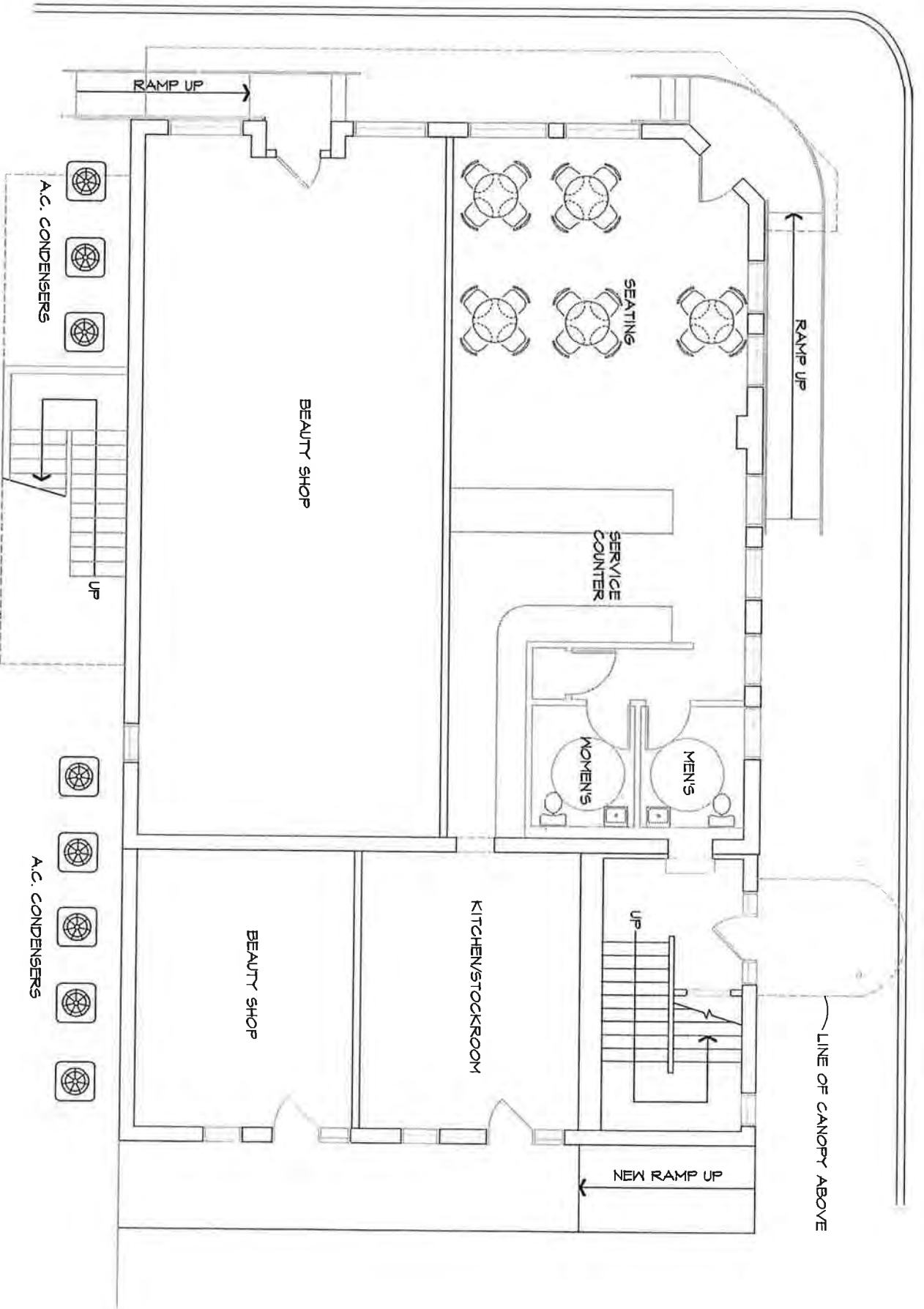
The current stairwell is located along the inside of an exterior wall. It is narrow and enclosed, so not well ventilated and no room for social distancing. The stairwell will be removed, and an open, spacious staircase will be built in the center of the building, safe for social distancing. The staircase that is being included in this project application is the one that leads downstairs to the Classroom/Computer Lab.

The project will serve all residents of Maquoketa, as all members of the community will have access to the space and technology services included in this project. 53.50% of the residents qualify as low to moderate income and these individuals will be encouraged to utilize the free access to computers, internet, and individualized technical assistance.

The total project cost is \$508,750. Total CDBG CV grant was \$407,000.

**City of Farley – FIDC – Loomis Hotel Project
Renderings & Floor Plans of Finished Project**

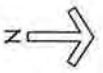
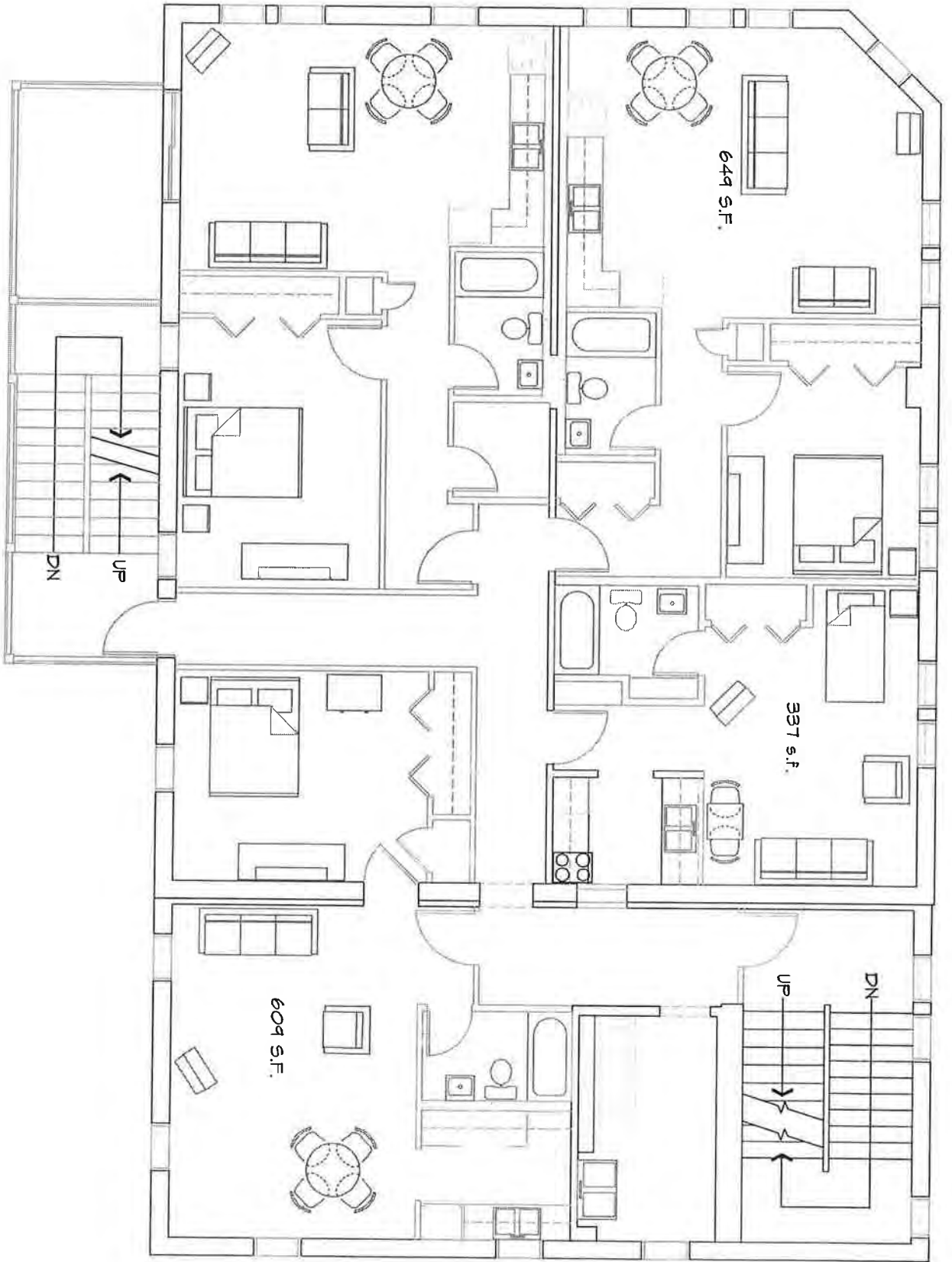




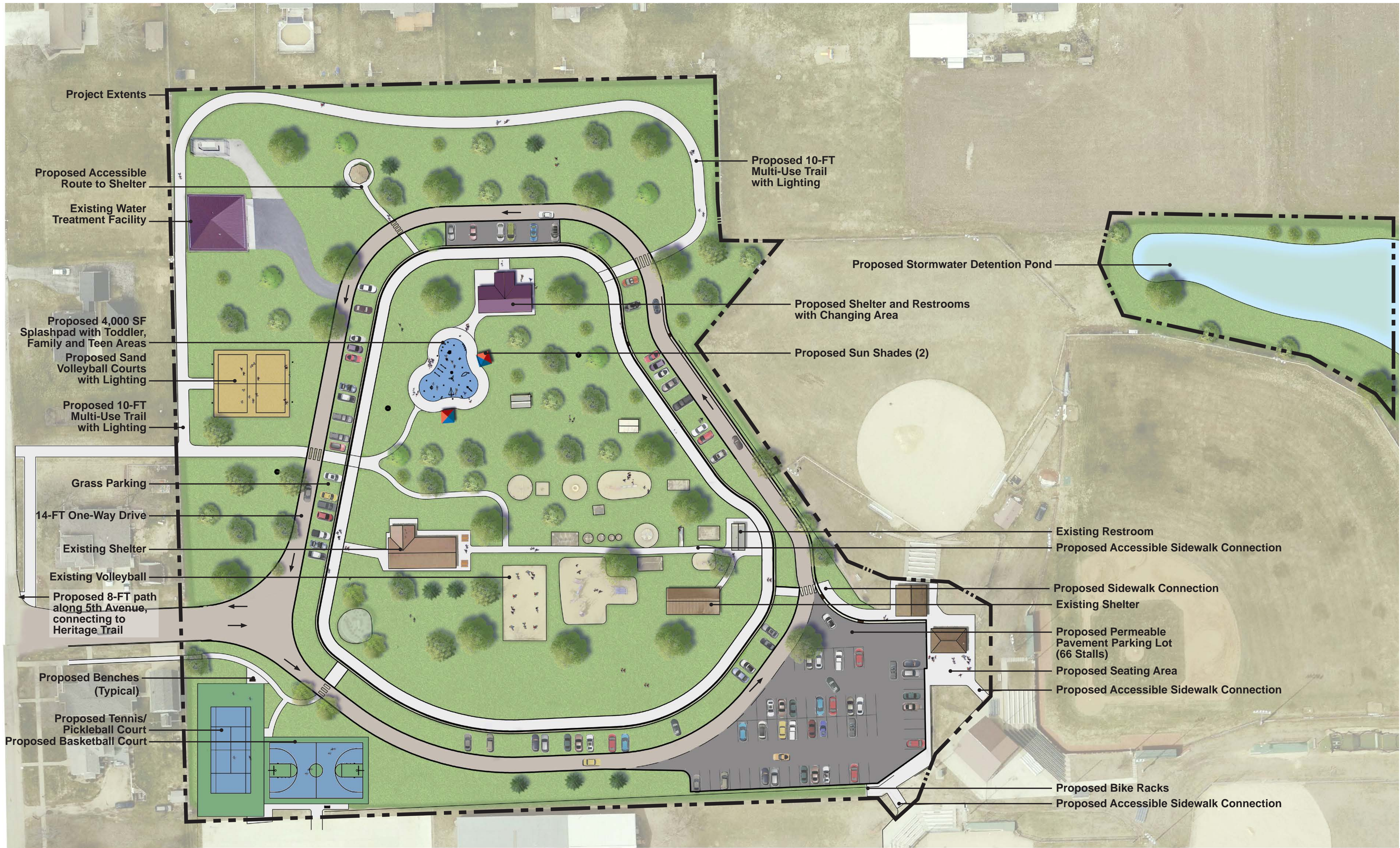

FIRST FLOOR PLAN
 1/8" = 1'-0"

LINE OF LANDING ABOVE

LINE OF CANOPY ABOVE



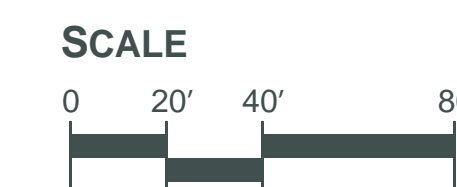
NEW SECOND FLOOR PLAN
1/8" = 1'-0"



Farley Community Park

Conceptual Plan

Farley, IA
8.6.2020



Programs

- Agriculture Club
- Del Sol Boxing
- Art Class
- e-Gaming Club/Lounge
- GACC Teen Club
- Gateway Piano Plus
- Gateway Strings
- Kids Arts & Crafts
- Nova Dance Club
- Poetic Ink Graphic Design
- Theatrical Arts
- Reading Club

Services

- Secondary Alternative High School for Clinton SD
- Childcare
- Community Dinner & a Movie
- Food Pantry
- Suicide Support Groups
- Takes a Village Resource Room
- Give a Book; Take a Book Library
- Four Season Indoor Play Area
- Warming/Cooling Station
- Host Educational Agencies

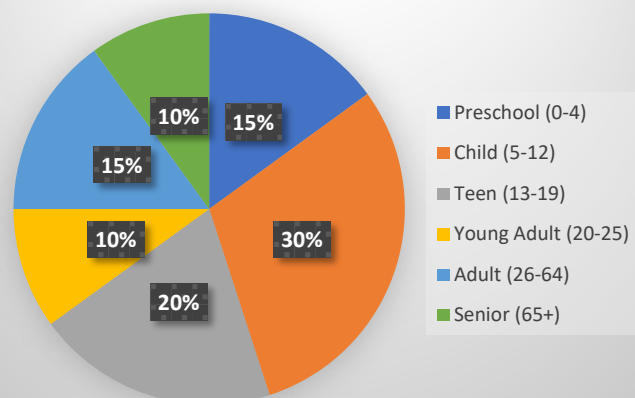


Gateway Area Community Center Mission: To provide a safe, structured, disciplined learning environment where kids can be kids & young adults prepare for the next chapter in their lives.



Gateway by the Numbers - 2020

Breakdown by Age of People Served



65-80

Number of individuals served weekly before COVID-19 (average 3,770 per year)

90%

Percentage of people GACC serves who are low-to-moderate income

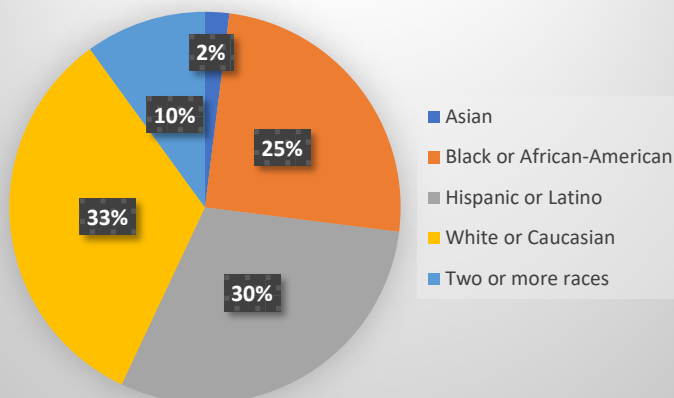
180-200

Number of individuals served weekly since COVID-19 (9,880 over past year, March 2020-March 2021)

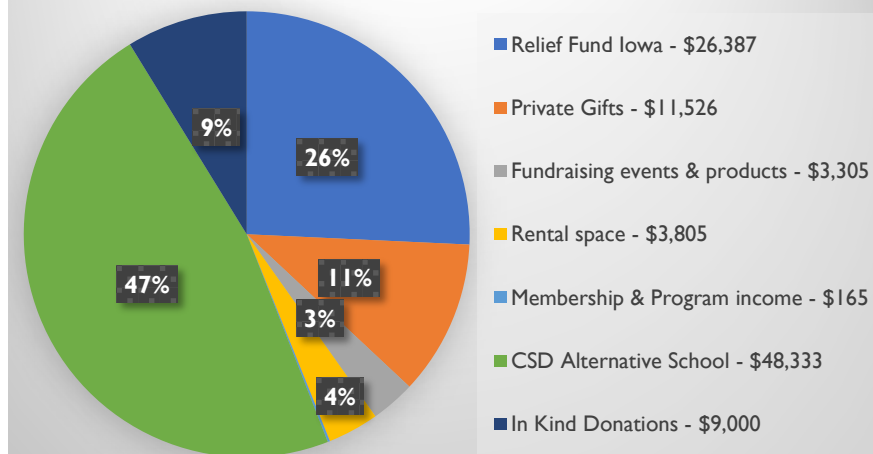
9,600

Number of volunteer hours provided by a core group of 10 volunteers (There are no regular, paid employees)

Breakdown by Race of People Served



Revenue by Source



Total Revenue = \$94,421

Total Expenses = \$89,732

“ I’ve dedicated my life...
...to providing a positive purpose for lost souls by nurturing natural talent, self-expression, self-esteem, physical, mental fitness as well as inspiration. Everyone needs a purpose in life and help now and then. Jorge Rodriguez, Executive Director.
”

Greatest Capital Needs for Gateway to Remain Open

- **New Roof** \$250,000
- **Heating & Cooling** \$150,000
- **Commercial Kitchen** \$100,000



Jorge working with Trey.

“ Gateway is truly a gift...
...in our River Cities area. Jorge Rodriguez, his wife, Norma, and the many volunteers are simply marvelous, compassionate, caring individuals. We enjoy giving whenever we are able to do so, and GACC is one of the first facilities that we think of. The selfless, compassionate, loving ways resonates throughout the extended family of children and parents that get so much out of this God given blessing. We only wish we could do more.
” David and Barb Frantz, Albany, IL.

Board Members

Jorge Landra Rodrigez, Executive Director, Founder & Head Boxing Coach
Theresa Rieger, Treasurer
Angie Determan, Secretary
Anne West
April Blount
Cody Crawford
Robin Frazer
Esther Vogel
Linda Kramer

Sponsors

Dependable Drain Plumbing
GameStop
LyondellBasell
McDonald's
Minnesota Twins Baseball Club
Quick's
Zirkelbach Home Appliances

Events

Back to School Splash
Clinton's Got Talent
Cookie Decorating Day with Santa
Fourth of July Fundraiser Car Show
Girl Scouts
Kids Art Club
New Years Bash
Paint & Sip
Teen Art Club
Tuesday's Dinner
New Year's Bash
Princess for a Day
Remove Girl Scouts
Teen Holiday Dances
Tuesdays Free Community Dinner
Gaming Tournaments
Ladies Movie Night
Youth Slurp and Paint



“Gateway changed my life...

...I went from being on drugs, committing crimes, to volunteering to help others and planning for my education past high school. GACC isn't a place, it's a family that cares. They didn't just change my life, I know they saved it. Brady Meyermann, 15 year old who will be 16 on July 4th.

”



Gateway Area Community Center IMPACT REPORT 2020



Gateway Area Community Center

1850 S Bluff Blvd
Clinton IA 52732

www.gacciowa.org
GACCiowa@gmail.com
Phone: 563-559-2004



Loomis Hotel, built in 1897. Note the first water tower, gas lamp and board walks also pictured.

YMCA-YWCA CDBG CV Grant Awards



It's time for changes at the Clinton YWCA , especially because of the ongoing pandemic. Proposed project activities include:

New entrance at downtown campus' extended childcare facilities – Includes new doors, transaction window, window, casework and cabinetry, six monitors and brackets, and two small PCs or tablets to run the security system. This portion of the request will allow the YWCA to create a safer, sectioned off entrance for their Extended Childcare facilities. The addition of a sectioned-off entrance will reduce exposure between parents, staff, and children in the facility at any given time. The entrance will be equipped with a touchless entry system which will aid in reducing transmission of germs, viruses, and disease.

Additional daily storage for the children – new cubbies will go in the 2, 3, and 4 year old classrooms, allowing for each child to have their own cubby. This provides for each child's belongings to be separated in order to reduce cross-contamination of anything on a given child's belongings.

Flooring – Involves the removal of existing carpet and refinishing of the historic hardwood floors throughout the building. Carpet will be removed from the fitness and strength rooms and replaced with tile.

New HVAC system – This new heating, ventilation, and air conditioning units will replace an existing units to improve the building ventilation.

Locker rooms - The men's and women's will be remodeled with new lockers, tile wall, and tile floors.

Kitchen - The kitchen remodel will include installation of LVP flooring, stainless steel shelving and table, ceiling fan, and painting.

Exterior repairs to the masonry will preserve the brick surfaces which will prevent water intrusion. All improvements will all for better maintenance, cleaning and sanitation.

The total project cost is \$743,624. Total CDBG CV grant was \$500,000.



The YMCA provides something for everyone in the health/wellness and recreation realm. They partner with the City of Maquoketa to operate their recreational facility and conduct activity programs. Youth programs range from year-round youth sports to swim lessons and swim team, dance, and summer camp. For adults, the YMCA is the exclusive provider of group exercise in the area. They offer pickleball, volleyball, Livestrong, and healthy living programs. The YMCA partners with all area non-profits, conducts four free community events annually, and opens the pool to all area schools, churches, and organizations like the Boy Scouts and Girl Scouts.

The project activities include replacing the pool's air handling unit, replacing the pool dehumidifier, replacing the pool heater, and painting the pool shell. All items are necessary to allow the YMCA to continue pool and aquatic operations. The facility's air handling unit has been repaired in the past but is currently not functioning to its most efficient capacity. This unit supplies fresh air intake and controls the air quality in the pool area. With the unit not functioning properly there is not fresh and clean air in the pool area except that which comes in through the door opening and closing. All improvements will be for improved and better maintenance, cleaning, air quality, ventilation and overall health and safety through better sanitation. Their pool is the only indoor public pool within 25 miles. As key mission components were considered in their request it was decided there is no greater piece of the facility than its pool!

Currently the Maquoketa YMCA serves one in three adults in its service area and one in two children. A successful facility will see membership grow by 3 - 5% after improvements and renovations while seeing retention grow by 5% or more. For 2023 this could result in membership growth of \$25,000 or more. Overall usage of the facility is projected to grow by 8% or greater.

The total project cost is \$584,000. Total CDBG CV grant was \$500,000.

City of Preston, Iowa
Goal Setting Report 2020-2021

Mayor:

Tyler Sieverding

City Council:

Adam Reuter

Patti Hoffman

Matt Petersen

Richard Petersen

Matt Gerardy

City Administrator:

Teresa Weinschenk



Facilitated by:

East Central Intergovernmental Assoc.
7600 Commerce Park
Dubuque, Iowa 52002

Patrick Callahan
Callahan Municipal Consultants, LLC

October 26, 2020

City of Preston, Iowa

Goal Setting Session 2020-2021

Introduction

The City of Preston requested assistance from ECIA and Patrick Callahan for a planning and goal setting session. Holly McPherson, ECIA staff and Mr. Callahan agreed to organize and facilitate a process that involved the following steps:

1. Prepare a questionnaire to identify department needs, capital projects, accomplishments, programs, issues, trends and team building suggestions.
2. Prepare a list of the overall capital projects and suggested initiatives and programs based upon the comments of the elected officials and city department heads.
3. Conduct a strategic planning and goal setting session with the elected officials.
4. Preparation of this final report.

Goal Setting Work Session

City Council Members and the Mayor held an informal non-binding work session that was facilitated by Mr. Callahan on October 26, 2020. The City's elected officials and department heads were asked to do the following:

1. Identify the major accomplishments of the City in 2019 and 2020, as listed by the Mayor and Council, and by the City Department Heads (Exhibits A & B).
2. Review the list of most important issues, concerns and trends facing the City in 2020, as listed by the Mayor and Council Members and by the City Department Heads (Exhibits C & D).
3. Review and revise the list of potential initiatives, policies, and programs. (Exhibit E/F)
4. Indicate those initiatives and programs that are the most urgent or important at this time.
5. Review and revise the list of potential capital projects and equipment purchases. (Exhibit G/H)
6. Indicate those capital projects that are the most urgent or important at this time.
7. Provide comments and suggestions regarding teamwork objectives. (Exhibit I/J)

Note: The Letter of Introduction, the Agenda for the Goal Setting Session, and the Preliminary Questionnaire are attached to this report as Appendix A, Appendix B and Appendix C, respectively.

The City Council's List of "Givens"

After reviewing the list of proposed programs and policies, the Mayor and City Council Members concluded that the City was already committed to the completion of the following programs, policies, initiatives and capital projects:

1. City Hall/Police/Library; fix/replace roof not just patch job where the leaks are happening
2. Repair sunken pavers in front and back of city hall building

Since the City Council had already committed to the completion of these items, it was agreed that the Mayor and City Council would not need to rank or prioritize these suggestions.

Initiatives and Programs

The Mayor and City Council identified the following initiatives and programs as the most urgent or important.

A. Top Priority Programs and Policies-Tier I

1. Marvin Property Development & Housing Addition
2. Sidewalk Replacement/Incentive Program
3. Implement Maintenance plans for all Utilities such as utility pole replacement, water tower painting
4. Downtown Revitalization program (Continuation/Improved)

B. High Priority Programs and Policies-Tier II

1. Establish Endowment for Police & Fire Departments
2. Gas/Water Leak Detection

NOTE: A complete list of all programs and initiatives, as ranked by the Mayor and City Council Members is attached as **Exhibit E-F**.

Capital Improvement Projects

The Mayor and City Council identified the following capital projects and equipment purchases as the most urgent or important.

A. Top Priority Capital Projects and Equipment Purchases-Tier I

1. Marvin Addition
2. Purchasing of new equipment: Street sweeper, Dump Truck, Skid Steer, Lawn Mower, Garbage, Police, Skid Loader, Wood Chipper, New Barricades, Portable Generator, Sewer Main Camera
3. New sidewalk curb and gutter down Gillet Street
4. City streets continued to be resurfaced with asphalt instead of seal coating.
5. Potential land acquisition

B. High Priority Capital Projects and Equipment Purchases-Tier II

1. Updating of water and sewer infrastructure on Southeast side of town
2. Campground Industrial Park

Note: A complete list of all programs and initiatives, as ranked by the Mayor and City Council Members is attached as **Exhibit G-H**.

Team Building Agreements

The Mayor and City Council reviewed a list of ideas and suggestions relating to team building and building a better working relationship. The list of team building suggestions is identified as **Exhibit I**.

Future Planning Suggestions

It is recommended that the city staff and management team prepare an "action plan" for the top ranked capital projects and the initiatives & programs. The action plan for each goal would define the steps needed to accomplish the various tasks or objectives. This action plan could then be presented to the Mayor and City Council for review and approval and made a part of this Goal Setting Report.

It is recommended that the goals and objectives be posted in the Council Chambers at City Hall. The posting of the City Council's goals and objectives will serve as a reminder to the City Department Heads and Staff Members as to the priorities that were established by the Mayor and City Council.

It is recommended that the City Council review the two lists of capital projects & equipment purchases and initiatives & programs, and monitor the progress that is made on each item on a quarterly basis. The City could use a format that shows the project or item side by side with a comment that updates to the City Council and the residents of the City on the progress that has been made on each item at the end of each quarter. The tentative dates for the quarterly updates in 2021 are as follows: January 25, April 26, July 26, and October 25.

It is important to note that the prioritizing of all the capital projects and various initiatives is not "cast in stone." The two lists can be modified as new circumstances may dictate. Hopefully, the Mayor and City Council will repeat this process in 2021 or 2022, which may result in some additional modifications.

It is recommended that the City prepare a capital improvements plan to identify the City's capital projects over the next four to seven years. The plan could include cost estimates, descriptions of the projects, the justification, and sources of funding.

Communication of Council Goals and Objectives to Citizens

Since the citizens of Preston are basically the "shareholders" or owners of the City, it is important that they are informed about the goals and objectives that have been established by the Mayor and City Council. The following is a brief summary of various activities that have been used in other cities to communicate the City Council's goals and objectives to local residents.

1. **City Website.** After the Mayor and City Council have reviewed and formally adopted the Goal Setting Report, a copy of the report can be placed on the City's website for review by the citizens of Preston.
2. **Newspaper Article.** The City could request that the local newspaper publish a list of the City Council's goals and objectives.
3. **Town Hall Meeting.** The City Council could schedule a town hall meeting or public forum to present a summary of the City's goals and objectives and to seek comments and observations from local residents.
4. **City Hall Posting of Goals.** The Council's goals and objectives could be posted in the lobby area at City Hall for interested residents to review.
5. **Open Houses -City Facilities.** Annual "open houses" at various City buildings, such as City Hall, Police Station, Fire Station, Public Works Shop, Wastewater Plant, Water Plant, and Library could be held to inform the citizens about the upcoming city projects and programs that have been proposed.
6. **School Board Meetings.** The Mayor and City Council should continue to schedule semi-annual meetings with the School Board to review and discuss the City Council's goals and objectives. These meetings could also provide an opportunity to learn more about the projects, programs, and objectives under consideration by these same organizations. The City might also consider including the economic development groups in these meetings.
7. **Presentations to Service Clubs.** The Mayor, Council Members, and City Administrator could make brief presentations to local services clubs and organizations outlining the goals and objectives.
8. **Public Places -Reading Material.** A copy of this goal setting report or a brief summary of the City's goals and objectives could be made available in public places, such as the Preston Library, medical clinics, law offices, or where local residents could read this report while waiting for appointments.

Final Comments

It was a pleasure to assist the City of Preston with this goal setting process. We were impressed with the level of cooperation of the city staff and the elected officials.

Once again, thanks to the City Administrator, the Mayor, and the City Council Members for the great cooperation and timely response during this process.

Patrick Callahan
Callahan Municipal Consultants, LLC
October 27, 2020

**EXHIBIT A
CITY OF PRESTON, IOWA
GOAL SETTING SESSION 2020/2021**

Elected Officials Responses –

Major Accomplishments:

Please list the top five to ten major accomplishments of the City of Preston over the past two years. These accomplishments could be as large as a street project or as simple as a newly adopted city policy. The items do not need to be in any particular order.

1. New walking path at Westside Park.
2. New city shed built.
3. Switched to single-stream recycling.
4. New downtown business opened (Humming Arrow in refurbished city hall).
5. Improved transparency of council activities (Meeting videos now posted online that anyone can easily view at any time)
6. Repaving on North Main
7. Full Depth Repairs on Mitchell.
8. Dedicating an employee to oversee Light & Power
9. Uprate / Upgrade Power Generation
10. Contact with WPPI to generate as needed and be on standby
11. New hire of city administrator
12. Replacement of supervisor due to retirement
13. North main covered
14. Tuck pointing of light plant building
15. Updates to public parks
16. Twogood Park (new playground equipment, not solely city's accomplishment)
17. Updated Building application
18. In the beginning stages of offering a sidewalk incentive program
19. Lagoon project
20. Catalyst Grant Award for Preston Times Building
21. Reopening of restaurant (maybe over 2 years)
22. Kept daycare in 'community' - now in Miles but still nearby
23. Business in Olson's Old Station across from City Hall
24. Water Fund back in the black, did not borrow for electric plant, etc.

EXHIBIT B
CITY OF PRESTON, IOWA
GOAL SETTING SESSION 2020/2021

City Staff Responses

Major Accomplishments Continued:

1. Westside Park Walking Path and Serenity Area
2. Electric Plant improvements and new generation unit
3. Twogood Park new playground equipment and memorial walk
4. Humming Arrow Incubator Project
5. Catalyst Grant Awarded for the old Preston Times Building
6. Black top School street, South Street, to West Street, Resurfacing of N. Main Street
7. City Manager in place
8. Continued updates to Parks and Trails
9. Utilizing various citizens on special committees
10. Actively pursuing a variety of grants and programming to boost project (s) potential
11. Working with local businesses -Increased promotion of town and surrounding community
12. Library re-accreditation (Most categories at top levels)
13. Smooth transition of department head due to retirement- actively preparing/training in advance
14. Active continuing education by all city employees
15. Library supports community activities and works with groups in a variety of ways
16. Dollar General and 3 Gator businesses
17. Tree right-away clean up
18. New City Shed
19. Main stream recycling
20. Preston Goal Setting for Appointed City Staff

**EXHIBIT C
CITY OF PRESTON, IOWA
GOAL SETTING SESSION 2020/2021**

Elected Officials Responses

Issues, Concerns, Trends, and Opportunities:

Please list specific issues, concerns that you have regarding future city services, policies or operations. These issues or concerns can relate to such things as an aging population or loss of state revenues. You do not need to identify the potential answers or solutions to your concerns.

1. Attracting younger families to live in and contribute to the community.
2. Attract new and unique small businesses to the community that make Preston more of destination.
3. Utilities infrastructure, developing a replacement plan that is proactive instead of reactive and within the city's financial means
4. Enhanced signage for school crossings.
5. School street sidewalk to protect pedestrians going to/ from the school or church.
6. Review and repair electric distribution.
7. Step up Marvin 2nd addition to free up city funds, and allow focus toward other projects.
8. Housing - Marvin addition - purchase ground north of west side Curb and gutter on north east part of town and industrial park, budget it and apply for grants
9. Police contract with Miles. Make sure it is profitable by keeping track of our costs
10. Making sure all guidelines and protocols apply to everyone equally in town.
11. Lack of affordable quality housing/apartments needed to attract young families.
12. Aging population
13. Downtown deteriorations (business owners' reluctance to take advantage of the downtown revitalization program)
14. Ability to find qualified job candidates
15. Cost of Marvin Property Addition verses realistic sale price per lot
16. Grocery Store for Sale - need to keep open
17. Attraction/Activities for upper elementary age kids up to those that can drive
18. Size of fire station for size of equipment needed if community grows

EXHIBIT D
CITY OF PRESTON, IOWA
GOAL SETTING SESSION 2020/2021

City Staff Responses

Issues, Concerns, Trends, and Opportunities Continued:

1. Need to have continued maintenance on the utilities and City owned buildings.
2. City Council needs to ask questions before Council Meetings so agenda items don't need to be tabled.
3. Small towns are having a difficult time keeping skilled City Employees - including
4. Police.
5. City Council needs to realize that it costs less to keep the employee.
6. The City needs to set the example for the people of Preston. This is done by not blowing grass in the
7. Streets, keeping City property neat and cleaned up.
8. Empty hardware store
9. Empty doctor's building
10. Main street Restaurant façade and general management (on off stuff that turns away customers and hurts downtown traffic)
11. Empty elementary building (what it will be used for next)
12. Facade and care of some businesses -
13. Sidewalks/Safety -Speed control on main streets in town -Patrol at varying times of day and night-sometimes too predictable -Repairs need on side streets
14. More available for seniors in the community -More for non-bar crowds -Loss of revenue because of Covid-19
15. Mapping
16. Develop Marvin Property
17. Curb and Sidewalk in major need of replacement Business District
18. Gillet St. Town Hall – major need of remodeling - Kitchen/Restrooms
19. Trees are a big issue - Plan and Policy needed on Tree Removal
20. Affordable housing for younger families

**EXHIBIT E/F
CITY OF PRESTON, IOWA
GOAL SETTING SESSION 2020/2021**

Significant Initiatives, Programs or Policies-Mayor & City Council Member's Rankings

Programs & Initiatives	Votes
A. Top Priority Programs & Policies	
1. Marvin Property development & 'next' housing addition	6
2. Sidewalk replacement/incentive program.	5
3. Downtown revitalization program (continuation/improved)	5
4. Implement maintenance plans for all utilities (utility pole replacement, water tower painting)	5
B. High Priority Programs and Policies	
1. Establish Endowment for Police & Fire Departments	3
2. Gas/Water Leak Detection	3
C. Additional Programs Considered	
1. Written startup policy on electric plant generators	2
2. Yearly rate reviews on water, sewer, electric, gas & garbage	2
3. New Housing Initiatives	2
4. Youth 'city' council-get youth involved in community	2
5. Collaborate with schools on programs, grants, etc	2
6. Online city updates and updates from departments on a regular basis, etc	2
7. Capital improvement plan	2
8. GIS Mapping	2
9. Set policy and costs for every utility including connection, upgrading service, relocation of lines	2
10. Codification of policies	1
11. Drawing and maintaining businesses	1
12. Review job tasks and descriptions and policies	0
13. Establish separate nonprofit for i.e. Friends of Westside Park	0
14. Updating and continued use of website-for all departments and with ordinances available	0
15. Community needs assessment-define where Preston wants to be so there is Direction given for grants	0
16. Charging for bulk items in garbage i.e.: sofas, recliners, mattresses	0
17. Better policy on yard waste, enforcement of yard waste, eliminate brush pick up twice/month or reduce	0

Note: The Mayor and Council members were each asked to select their top eight programs.

EXHIBIT G/H
CITY OF PRESTON, IOWA
GOAL SETTING SESSION 2020-21

Capital Projects & Equipment Purchases - Mayor and Council Member Rankings

A. Top Priority Projects	Votes
1. Marvin Addition	6
2. Purchasing of new equipment: Street sweeper, Dump Truck, Skid Steer, Lawn Mower, Garbage, Police, Skid Loader, Wood Chipper, New Barricades, Portable Generator, Sewer Main Camera	5
3. New sidewalk curb and gutter down Gillet Street	5
4. Potential land acquisition	5
5. City streets continued to be resurfaced with asphalt instead of seal coating.	4
B. High Priority Capital Projects and Equipment Purchases-Tier II	
3. Updating of water and sewer infrastructure on Southeast side of town	3
4. Campground Industrial Park	3
C. Additional Projects Considered	
1. North Main curb and gutter/resurfacing with bike lanes	2
2. Ninja type course \$120k	2
3. 3 rd phase curb and gutter on older streets	2
4. City Hall upgrade computer infrastructure (get stand-alone network)	2
5. Town Hall-make a decision if the City is going to keep or build a new Fire House/Community Center and sell Town Hall	2
6. Curb and gutter in Industrial Park	1
7. Storm sewer in front of Catholic Church	1
8. Sidewalks to Westside Park	1
9. Splashpad \$240k	1
10. New signs "Welcome to Preston"	1
11. Repair/painting of water towers	1
12. Wayfair (downtown, library, school) signage on Highway 64	0
13. Water main Amos/Merrill St A/P	0

Note: The Mayor and Council Members were asked to select their top eight projects during the ranking process.

EXHIBIT I
CITY OF PRESTON, IOWA
GOAL SETTING SESSION 2020-21

Teamwork Suggestions - Mayor & City Council Members Discussion

1. Have clearly defined goals (short-term and long-term) and set dates
2. Have one department give an update monthly at council meeting
3. Work on indecision making-if council has question(s) reach out to City Administrator before meeting to provide needed information
4. Continue to increase budget for grant writing services
5. Financial Reporting-work with City Administrator on what Council would like to see
6. Encourage involvement in programs outside of city, i.e.: JCEA, ECIA, League of Cities, etc
7. Converse with Council Members/Mayors from other communities and network ideas
8. Utilize expertise of city staff and community members
9. Share what is being worked on with city staff and is accessible for review



Appendix A

Callahan Municipal Consultants, LLC

417 Kaitlynn Ave Anamosa, IA 52205 Cell: 563-599-3708 callahan.cmc@gmail.com

July 16, 2020

**To: Mayor and City Council
Preston, Iowa**

From: Patrick Callahan, Municipal Consultant

Re: Goal Setting Session – 2020

We are looking forward to facilitating the Mayor and City Council 2020 Goal Setting Session on Monday, October 26, 2020 starting at 6:00 PM at the Preston City Hall. The agenda for the session is enclosed for your review.

First of all, thank you for selecting Callahan Municipal Consultants, LLC to conduct the City Council's goal setting session. We are looking forward to assisting the City on this process.

Strategic Planning or Goal Setting Session

We have facilitated numerous goal setting sessions for cities in Iowa from 2004 to 2020. Each session is unique and informative. When we started doing goal setting sessions in 2004, we developed an advance questionnaire in order to enhance the productivity of the session and reduce the amount of time on the more routine portions of the meeting. The questionnaire allows us to review issues in advance and thus provides more time for the primary focus of the session, which is to discuss, review, and prioritize the City Council's goals and objectives. We would like to thank you for responding to the advance questionnaire for this year's goal setting session.

City Accomplishments

The first thing that we like to do at these sessions is to reflect upon the City's recent accomplishments. Many council members in other cities are so focused on the current or most pressing issues of the time that they lose track of all the city's accomplishments. Most council members are pleasantly surprised to review how much has actually been accomplished by their city over a span of two years.

Issues, Concerns, and Trends

We also like to take the time to look to the future as to issues or trends that have the potential to impact the City in either a positive or negative manner. A positive trend might be an increase in new housing construction. Whereas, a negative concern could be the passage of a bill by the Iowa General Assembly that might drastically reduce property tax revenues to the City's general fund. While the City may have little or no control over some of these trends or issues, it is usually better to acknowledge them and possibly develop a "game plan" as to how to address them in the future.

Capital Projects

It is important to take the time to itemize and prioritize the City's capital project and major equipment needs. Since the City does not have a capital improvements plan (CIP), we may want to identify any projects or equipment purchases that should be included in the City's CIP. We will review, discuss, and

prioritize the City's capital projects and equipment needs. This information and the direction provided by the City Council at this session will be very useful to the City employees.

Policies, Programs, and Initiatives

Once we have completed the ranking of capital improvements or the "bricks and mortar" projects, we will review the list of potential programs, policies, and initiatives. Examples might include updating the City's employee's handbook or the development of another source of revenue for the general fund. The Council will also be asked to prioritize these proposals.

Team Work Objectives

The final part of the session will be a discussion regarding team work and how the City Council members interact with each other and the City employees. We may identify and discuss ways to enhance the level of communication between the City Council and the organizations or persons who interact with the Council. If you are pleased with the current level of interaction with each other, the City employees, the local residents, and outside agencies, then this portion of the session may be brief.

Completion of Questionnaire

There is enclosed a questionnaire that we would ask all the elected officials and city department heads to complete prior to the goal setting session. We will summarize the results of the questionnaire and make them available prior to the meeting. In order to have enough time to summarize the results, please return the questionnaire to us by October 12th.

If it is more convenient to list your responses to the questionnaire on separate sheets, you are welcome to do so. You can list the five headings and provide your comments under each of the topics.

We promise to maintain the confidentiality of the responses to the questions on the questionnaire. The summary of the responses to the questions will not make reference to any names or individuals.

Please provide your responses via survey monkey. If you would prefer a written option, please let Teresa know and a paper survey will be provided.

Final Goal Setting Report

We will prepare a final report summarizing the City Council's 2020 goal setting session. We will also provide you with some suggestions on how to monitor the progress of accomplishing the Council's goals and objectives and ways to communicate these goals to the ultimate "bosses or owners" – the citizens of Preston.

Thank you for making the commitment to attend this goal setting session on October 26, 2020. We look forward to meeting with you.

APPENDIX B

**CITY OF PRESTON, IOWA
MAYOR AND CITY COUNCIL
GOAL SETTING SESSION – 2020**

**Monday, October 26, 2020
6:00 PM
Preston City Hall**

AGENDA

1. Introduction and Opening Comments
2. General Overview of the Meeting and the Goal Setting Report
3. Brief Review of City Accomplishments – Past Two Years – Exhibits A & B
4. Brief Review of Issues, Concerns and Trends – Exhibits C & D
5. Review and Ranking of Programs, Policies, and Initiatives – Exhibits E & F
 - A. Review of Proposed Initiatives
 - B. Clarification of Items
 - C. Revisions, Additions, Deletions and Combinations of Items
 - D. Ranking of Items – Placing of the “Dots”
 - E. Review List of “Givens” or Ongoing Projects
6. Review and Ranking of Capital Projects & Equipment Purchase – Exhibits G & H
 - A. Review of proposed projects
 - B. Clarification of items
 - C. Revisions, Additions, Deletions and Combinations of Projects
 - D. Ranking of Items – Placing of the “Dots”
 - E. Review List of “Givens” or Ongoing Projects
7. Review & Evaluate “Team Work Objectives” – Exhibits I & J
 - A. Discussion regarding roles and responsibilities
 - B. Review and concurrence on team work suggestions
8. Final Report to the Mayor and City Council – 2020 Goal Setting Process
9. Adjourn

APPENDIX C

Preston Goal Setting for Elected Officials

Introduction

The Mayor and City Council of the City of Preston will be conducting a goal setting session on Monday, October 26 at 6:00 PM, at the Preston City Hall. The purpose of the session will be to identify and prioritize the City's overall goals and objectives for the next two years.

In order to prepare for this session, you have been asked to help identify key issues and potential objectives that will be reviewed by the Mayor and City Council prior to the ranking of any goals for the City. It is requested that you list your responses to the following questions.

Question Title

* 1. Major Accomplishments

Please list the top five to ten major accomplishments of the City of Preston over the past two years. These accomplishments could be as large as a street project or as simple as a newly adopted city policy. The items do not need to be in any particular order.

Question Title

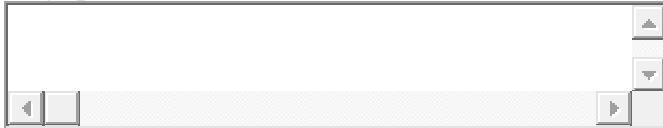
* 2. Issues, Concerns, Trends, and Opportunities

Please list specific issues, concerns that you have regarding future city services, policies or operations. These issues or concerns can relate to such things as an aging population or loss of state revenues. You do not need to identify the potential answers or solutions to your concerns.

Question Title

*** 3. Significant Initiatives, Programs or Policies**

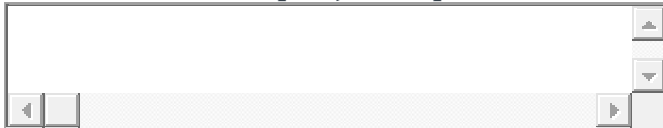
It is requested that you list any initiative, program or policy that you think that the City should consider in the next two years. Examples of such items from other cities have included such things as updating employee job descriptions, writing a policy on open burning, conducting an annexation study, reviewing water and sewer rates, etc. These suggestions should not include construction projects, as these will be listed in the following section. These items do not have to be listed in any particular order.

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Question Title

*** 4. Capital Projects / Construction Projects / Equipment Purchases**

Please list the capital projects or equipment purchases that you think the City should consider over the next three years. These capital projects could include such things as street construction, public works equipment, public safety equipment, etc. If you have a rough estimate on the cost of such projects, please note it.

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Question Title

*** 5. Teamwork**

In order to accomplish the selected goals and objectives, it is important that the City's elected officials work as a team and have good decision making skills. Please list some suggestions that the Mayor and City Council members could do in the future to improve the Council's teamwork, decision making process, and ability to accomplish the stated goals and objectives.

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Andrew/Easton Valley Community School Districts- 21st Century Community Learning Centers Grant



The Iowa Department of Education awarded Andrew and Easton Valley Community School Districts a five-year grant of \$776,860 from its 21st Century Community Learning Center program in May 2021. The program helps students meet state and local student standards in core academic subjects, such as reading and math; offers students a broad array of enrichment activities that can complement their regular academic programs; and offers literacy and other educational services to the families of participating children. Andrew CSD had a 21st Century grant previously and decided to expand the successful program to Easton Valley. ECIA staff worked with the superintendent and principals to write and secure the grant that will provide funds for academic, enrichment, and family literacy activities before and after school and during the summer. The students even get to do fun field trips to pumpkin patches, as the graphic to the left conveys.



APPLICANT NARRATIVE

Full Legal Name of Applicant: _____
 Applicant's Official Address: _____
 Applicant's Official Phone: _____
 Name of Mayor/President/CEO: _____
 Name of Clerk/Secretary/CFO: _____
 Project Address (if different): _____

1. Applicant Representatives. Complete as applicable, including phone numbers and e-mail address.

Primary Contact for Project: _____
 Address: _____
 Phone: _____
 E-Mail: _____

Legal Representative: _____
 Address: _____
 Phone: _____
 E-Mail: _____

Architect/Engineer: _____
 Address: _____
 Phone: _____
 E-Mail: _____

Bond Counsel: _____
 Address: _____
 Phone: _____
 E-Mail: _____

2. Applicant Board/Council. Please list current board/council members and any other key employees, the city where their personal residence is located, their position, and term of service.

MEMBER	CITY OF RESIDENCE	POSITION	TERM

3. Employee Relationship. Please identify any member(s) or other key employee(s) related to, or closely associated with, an employee of Rural Development (RD).

MEMBER	RD EMPLOYEE	RELATIONSHIP

4. Existing Facility/Services. Briefly describe what facilities you currently have or how the services are currently provided.

5. Proposed Project. Describe in detail what you want to purchase or construct. Identify the specific components of the proposed project.

6. Need for the Project. Indicate why the proposed facility or facility improvements are needed. Identify any outstanding administrative orders or existing facility non-compliance issues. If the project will provide an expansion of services, please explain the need for this and the number of additional people to be served.

7. Service Area. Describe the geographic area served or to be served by the community facility. Indicate the number of people served.

8. Capacity. Describe how management (financial record keeping, facility operation and maintenance) will be accomplished.

9. Current/Planned Capital Projects. Describe any current or planned capital improvement projects that you are in the process of developing.

10. Existing Debt. Do you have any existing debt? (If yes, provide the following information on all debt amounts and future payments on this indebtedness).

FISCAL YEAR	TOTAL DEBT OWED	PRINCIPAL DUE	INTEREST DUE

11. Proposed Project Costs: (Should match SF-424 and Preliminary Arch/Eng. Report)

*Development and Construction	\$ _____
Land and Rights	\$ _____
Legal	\$ _____
Architect/Engineer Fees	\$ _____
*Equipment	\$ _____
Interim Interest	\$ _____
Contingency	\$ _____
Other (describe)	\$ _____
Total Cost	\$ _____

* For Development and Construction and/or Equipment provide below (or attach) an itemized cost estimate for each component of the project. (If an Engineer or Architect is required, their Preliminary Report will satisfy this requirement).

Construction (Item/Cost):

Equipment (Item/Cost):

12. Amount Requested: (All RD funds requests should be rounded down to the nearest hundred.)

Loan Amount \$ _____
Grant Amount \$ _____

13. Other Funding Sources: List other funds that are available or will be used to pay for this project (Applicant contribution, CDBG, private grants, fundraising, etc. Indicate if other sources of funds have been secured or if they are pending).

SOURCE	AMOUNT	SECURED OR PENDING
	\$	
	\$	
	\$	
	\$	

14. Federal Debt Collection Act of 1990. Are there any outstanding judgments against your organization by the U.S. Government and recorded in a Federal court (other than tax court)?
 Yes No

15. Pending Litigation: Are you party to any pending legal actions? Yes No
(If yes, attach explanation on the nature and status of the action)

16. Number of Jobs: How many jobs, if any, will be created or saved as the result of this project?

Number of Jobs Created _____
Number of Jobs Saved _____

Community Facilities Loan Applicants Only

17. Proposed Security. Describe the security available for the loan (i.e. GO Bond, Revenue Bond, Mortgage, Assured Income, Revenues, etc.)

18. Existing and Proposed Rate Schedule. Attach or describe your existing rate structure and budget for the specific enterprise. Discuss if you plan to continue using the same type of structure or will it change.

Certifications:

We certify that, as an applicant for Federal assistance, we are in compliance with all Federal, State, and local requirements, including the following:

- a. Compliance with special laws and regulations.
- b. Compliance with State Pollution Control or Environmental Protection Agency standards.
- c. Consistency with other development plans of the area and State Strategic Plan.
- d. Compliance with the Civil Rights Act of 1964.
- e. Compliance with Title IX of the Education Amendments of 1972.
- f. Compliance with Section 504 of the Rehabilitation Act of 1973.
- g. Compliance with the Age Discrimination Act of 1975.
- h. Compliance with Single Audit Act.

If our project is selected to receive loan funds, it is our wish to receive the lowest interest rate possible, selecting between the rate at the time of obligation or at the time of closing.

We further certify that we will use small, minority, or women-owned business sources whenever possible in the proposed project.

The undersigned certifies, to the best of their knowledge and belief, that the organization is unable to finance the proposed project from its own resources or through commercial credit at reasonable rates and terms.

To the best of my knowledge and belief, all data included in this document is true and correct.

Signature and Title of Applicant Official

Date



Strategic Planning Summary 2021 - 2026



OUR MISSION

is to promote and encourage public well-being; provide homeless prevention resources to those living in poverty and threatened with homelessness; to help citizens survive and exit homelessness; and to expand opportunities and empower people to be self-sufficient in east-central Iowa cities and counties.

Introduction

Jennifer Walker (ECIA) facilitated the planning and goal setting process that involved the following steps:

1. Prepare a questionnaire to identify to determine the Mission Statement of the organization, identify the issues and trends in east-central Iowa in relation to Article III of the CSEI Articles of Incorporation; identify some of the programs/initiatives that the CSEI board would like to see addressed in the next 2-3 years; and seek suggestions as to how the Board of Directors can work better together.
2. Prepare a report of all suggested initiatives and programs based upon the comments of the Board of Directors.
3. Conduct a strategic planning and goal setting session with the Board of Directors.
4. Preparation of this final report.

Goal Setting Work Session

The Board of Directors met for a work session that was facilitated by ECIA on July 22, 2021. Six members of the board, including the president, and vice-president, as well as CSEI manager, Holly McPherson, were asked to do the following:

1. Finalize the group's Mission Statement. (See Above)
2. Review the list of most important issues and trends facing CSEI in 2021, as listed by the Board of Directors.
3. Indicate the initiatives and programs that are the most urgent or important at this time that should be addressed by CSEI.
4. Indicate what major project should CSEI focus on and what projects are currently happening through CSEI.
5. Provide comments and suggestions regarding teamwork objectives.

Issues and Trends

Review the list of most important issues and trends facing CSEI in 2021, as listed by the Board of Directors.

- Public Awareness for CSEI issues and populations
- Drug and Alcohol addiction
- Mental Health issues
- Unemployment
- Needed workforce training
- Homelessness
 - Shelter for all variations of individuals and families, including pets
 - The “invisible homeless” – those that don’t enter the system, that are unknown and invisible to the public
 - Homeless services (shelter _ wrap-around) for those in rural areas
 - Gaps in services for populations not covered by existing programs
 - Need for affordable housing
 - Financial stability for homeless initiatives -- funding
 - Limited definition of homelessness
 - Doubled-up living arrangements, especially for families
- COVID-19 effect on the population served

Initiatives and Programs

The Board of Directors identified the following initiatives and programs as the most urgent or important:

- Support for existing agencies which are currently serving homeless populations.
- Finding housing and improving quality of life for those we serve.
- Work in partnership with organizations focused on addressing the brain health needs of our community and their relationship to homelessness.
- Additional funding for the Permanent Supportive Housing program and continued partnerships with local landlords.
- Continue to pursue and secure funding from existing agencies for quality, affordable housing.

Major projects to focus on in the next two years

The Board of Directors identified the following initiatives and programs as the most urgent or important:

- Explore the need for housing services in areas outside of Dubuque through referrals and focus groups.

- Explore housing for families.
- Locate buildings that could be turned into shelter for the homeless or to house services.
- Work to provide housing and rental assistance to those in need.
- Continue to provide street outreach by meeting people in need where they are to help them connect with services and resources.
- Continue to develop public awareness campaign to better inform people about homelessness in our region.

Team Building Agreements

The Board of Directors reviewed a list of ideas and suggestions relating to team building and building a better working relationship.

- Provide Board of Directors with ongoing education regarding from other providers to know what is already being done, which in turn, will better enable CSEI to know where they can be most useful.
- Stay current on information regarding homeless issues and be involved in ongoing efforts in the community.
- Secure additional funding to carry out the CSEI mission. There are never enough dollars to cover the needs in the area we serve.
- Keep Board aware and informed of the needs and shortfalls as clearly as possible.

Other Comments/Concerns

- CSEI can become a valuable resource in educating the greater community on homeless issues.
- The Board of Directors needs more information on the number of people who truly need our services.
- Making the public aware of what obstacles face homeless persons and giving them some numbers that are facing these challenges.

Future Planning Suggestions

It is recommended that the Board of Directors prepare an action plan for the Major Projects. The action plan for each goal would define the steps needed to accomplish the various tasks or objectives. Once approved by the Board, the action plan could then be made part of the Goal Setting Report.

It is recommended that the Board of Directors review the list of Major Projects to monitor the progress that is made on each item on an annual basis. The Board could use a format that shows the project or item side-by-side with a comment that updates to the group on the progress that has been made on each item at the end of each fiscal year.

It is important to note that the projects and various initiatives are not "cast in stone." The list can be modified as new circumstances may dictate. Hopefully, the Board of Directors will repeat this process in the coming years, which may result in some additional modifications.

Communication of the Board of Director's Goals and Objectives to the Public

The following is a brief summary of various activities that have been used by municipalities and nonprofits to communicate the organization's goals and objectives to the public.

1. **Website.** After the Board has reviewed and formally adopted the Strategic Planning Summary, a copy of the report can be placed on the CSEI page of ECIA's website.
2. **Newspaper Article.** The Board could request that the local newspaper publish a list of the CSEI's goals and objectives.
3. **Open Houses.** Annual "open houses" at a CSEI board meeting could be held to inform the partners and interested citizens about the upcoming projects and programs that have been proposed.
6. **School Board Meetings.** The Board of Directors should schedule annual meetings with the School Board to review and discuss the CSEI's goals and objectives. These meetings could also provide an opportunity to learn more about the projects, programs, and objectives under consideration by these similar organizations.
7. **Presentations to Service Clubs.** Board members or CSEI staff could make brief presentations to local services clubs and organizations outlining the goals and objectives.

DOES YOUR business need improvements?

The City of Clinton is gauging interest on three State grant programs to apply for:

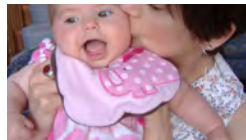
Façade Improvement: Interested businesses may receive up to a \$50,000 grant per business.

Microenterprise Assistance:

Interested businesses may receive a potential loan of up to \$50,000 that converts to a forgivable grant in two years. This program for businesses with five or fewer employees is for working capital, equipment, or building improvements. Income eligibility of employees is a qualifying factor.



Daycare Assistance: This grant program is for non-profit or for-profit daycare facilities in Clinton for equipment, supplies, or for training new staff. A non-profit daycare may receive up to \$100,000 and a for-profit daycare may receive up to \$85,000 per new employee who meets income guidelines. Non-profit daycares have to meet program income guidelines for households attending the daycare.



Local cash match from the business may be required for all of these grants.

If you have interest in any of these grants, please contact Kelley at ECIA, 563-348-0200, by Sept. 2.



DELAWARE COUNTY CHILDCARE SURVEYS

Community/Families

Providers

Employers

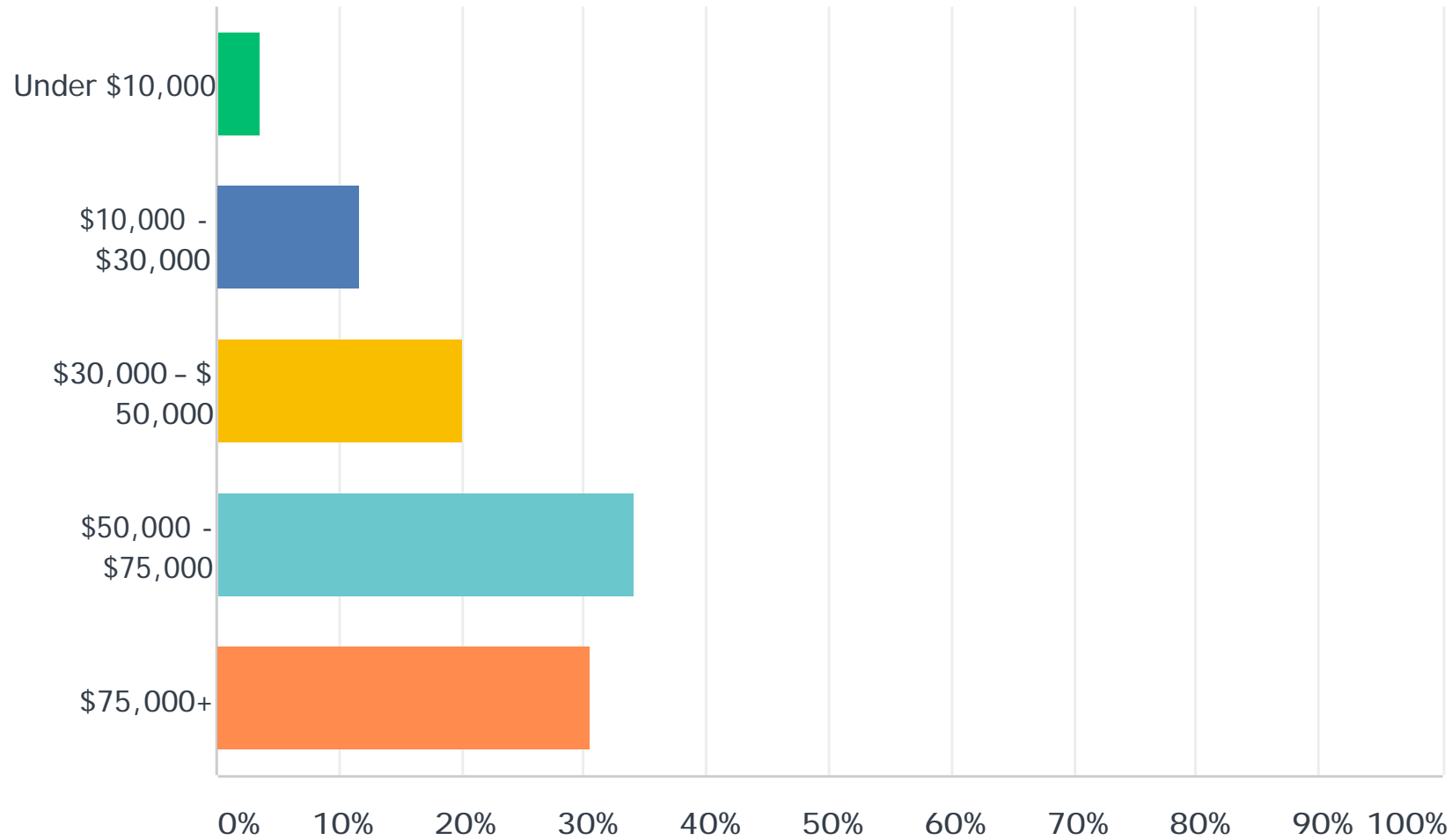
Information brought to you by: ECIA (East Central Intergovernmental Association) &
Delaware County Economic Development

Community/Families Survey

- 144 respondents total
- Youngest Respondent Age-22 years old
- Oldest Respondent Age- 60 years old
- Most Respondents were between the ages of 25-40 years old
- 97% of Respondents employed
- 74% of Respondents work full time
- 89% of Respondents work day shift hours

Colesburg	6
Manchester	89
Dundee	5
Masonville	2
Edgewood	14
Delhi	6
Earlville	7
Hopkinton	3
Ryan	7
Winthrop	2

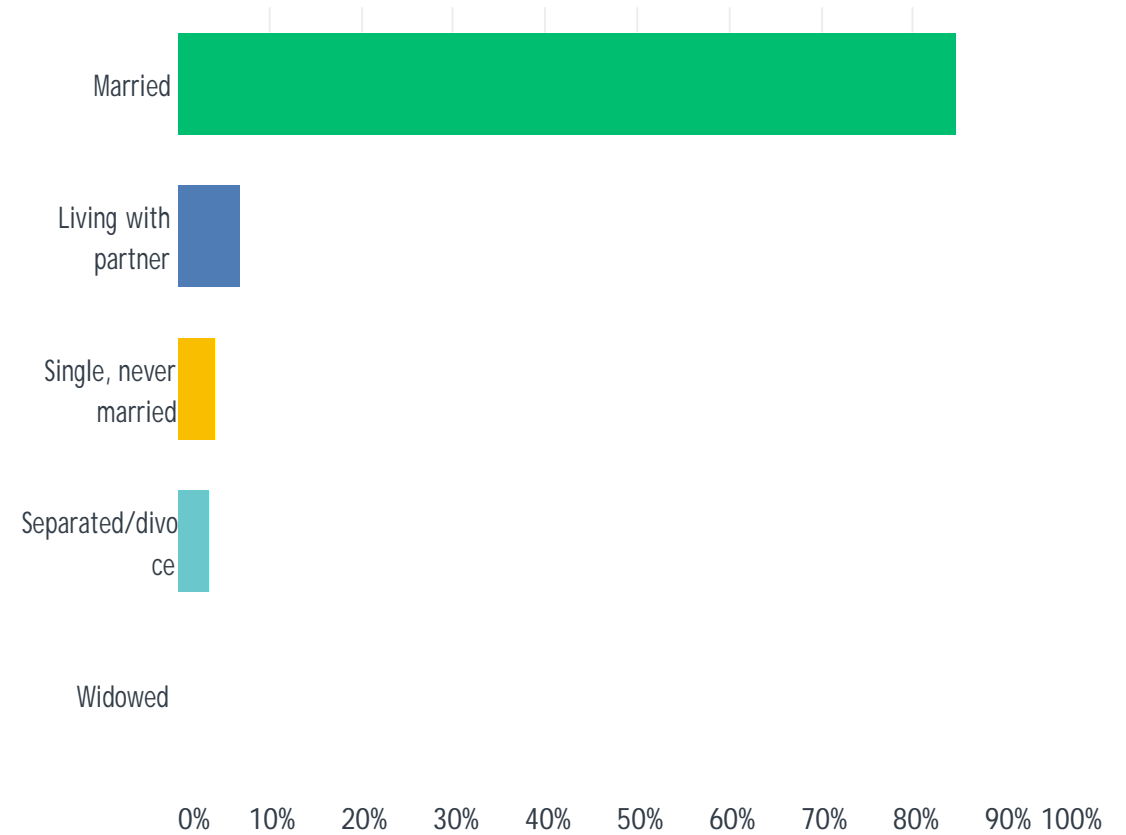
INCOME LEVELS



Under \$10,000	3.47%	5
\$10,000 - \$30,000	11.81%	17
\$30,000 - \$50,000	20.14%	29
\$50,000 - \$75,000	34.03%	49
\$75,000+ -	30.56%	44

MARITAL STATUS

Married	84.72%	122
Living with partner	6.94%	10
Single, never married	4.17%	6
Separated/divorced	3.47%	5
Widowed	0.69%	1



TYPE OF PROVIDER/CHILD AGE LEVEL

In home provider	43.75%	63
Day care center	30.56%	44
Family	17.36%	25

Most difficult Age level:

Newborn; 0-12 months	45.14%	65
Toddlers; 1-4	14.58%	21
School aged; 5-12	40.28%	58

CHILDCARE STRESS

Not at all	24.31%	35
Somewhat	31.94%	46
Challenging but able to make arrangements	27.08%	39
Very challenging	16.67%	24

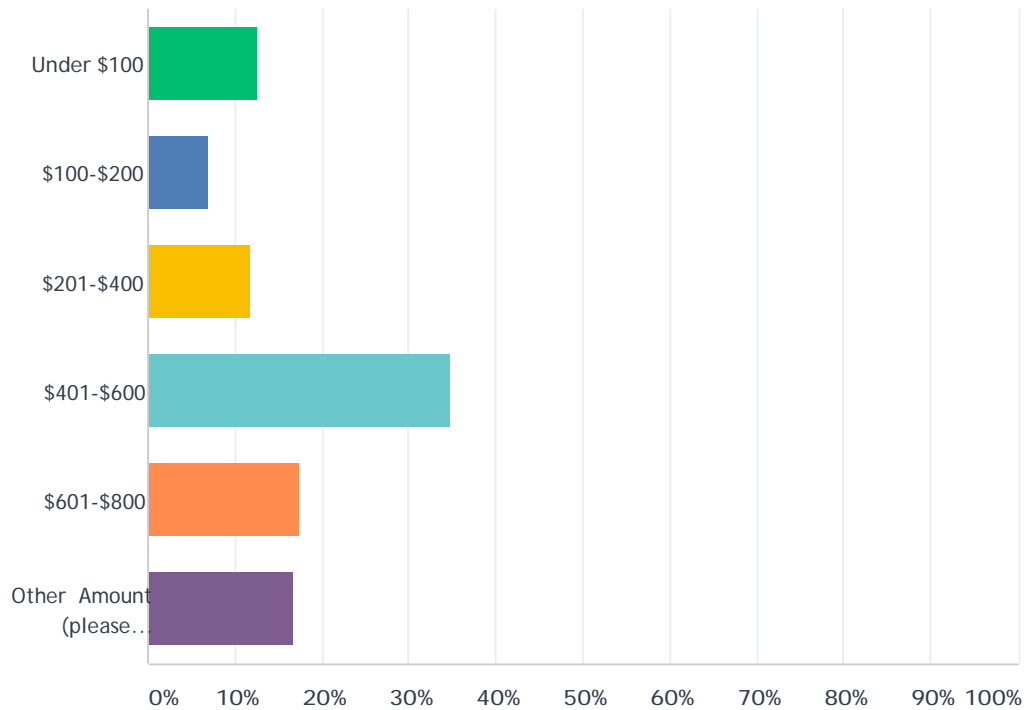
Cost of child care	54.81%	74
Lack of child care available during the hours I need	39.26%	53
Lack of child care for age of my child	37.04%	50
Transportation	27.41%	37
Lack of quality	26.67%	36

SPOUSE/PARTNER

- 90% of Respondent's spouses work full time
- 88% of those spouses work day shift hours

No flexibility	20.83%	30
Hardly any flexibility	33.33%	48
Some flexibility	31.25%	45
A lot of flexibility	9.72%	14

CHILDCARE EXPENSES



Under \$100	12.50%	18
\$100-\$200	6.94%	10
\$201-\$400	11.81%	17
\$401-\$600	34.72%	50
\$601-\$800	17.36%	25
Other Amount (please specify)	16.67%	24

WORK VS CHILDCARE RESPONSIBILITIES

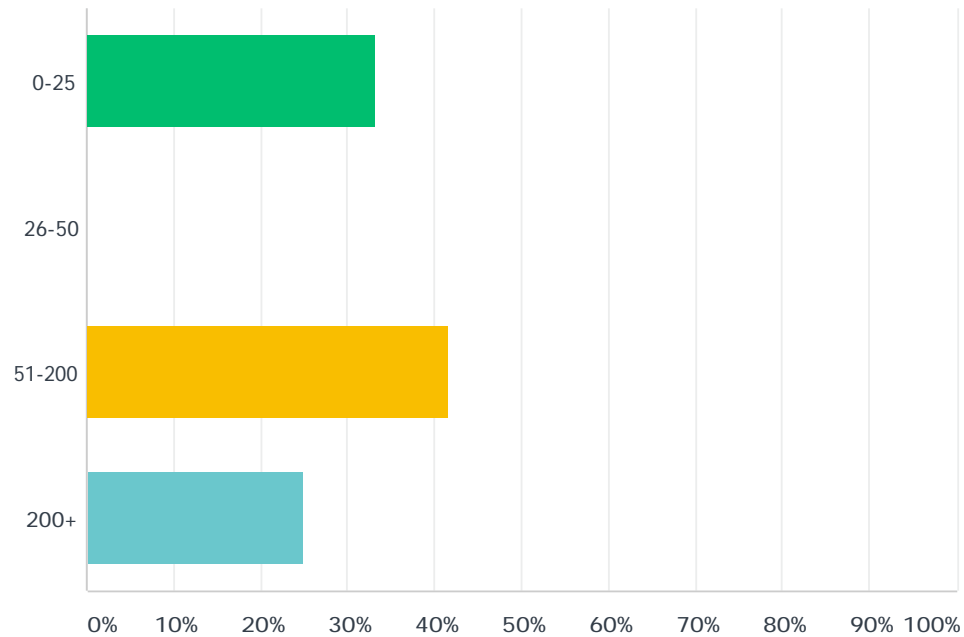
Miss a day of work	40.00%	21.54%	20.77%	6.15%	7.69%	0.00%	0.77%	0.77%	2.31%
	52	28	27	8	10	0	1	1	3
Arrive late to work	48.03%	17.32%	14.96%	6.30%	3.94%	4.72%	0.00%	0.00%	4.72%
	61	22	19	8	5	6	0	0	6
Leave work early	28.46%	23.08%	16.15%	13.08%	6.15%	4.62%	0.77%	0.77%	6.92%
	37	30	21	17	8	6	1	1	9
Spend time at work on the telephone	46.22%	15.97%	9.24%	8.40%	6.72%	2.52%	3.36%	1.68%	5.88%
	55	19	11	10	8	3	4	2	7

Worked reduced hours	54.35%	75
Worked a different shift form spouse or partner so that one adult is at home most of the time	18.12%	25
Quit a job	4.35%	6
Chosen a job to give you more flexibility to meet your family's needs	20.29%	28
Refused or decided not to work toward a promotion	16.67%	23
Refused or limited your travel	34.06%	47

QUOTES FROM RESPONDENTS

- “The centers are far more expensive than an in home daycare. The main issue I have been having is transportation from a center to school and getting my child to/from a preschool as the hours do not correspond with working hours. We need a larger preschool program that transportation or longer hours can be offered.”
- “School-age before/after school would be helpful, particularly after school and summer. We use a childcare center which is very good but has definitely gone up in cost. Also in-home help can be tricky to find.”
- “Recently had our first baby and REALLY struggled to find in home care. Both centers in town are full as well. This was easily the most stressful part of my pregnancy and I'm glad this community recognizes this is a problem. Difficult to expect young families to move to town if no daycare options are available. We are a dual income family so cost was not even a factor for us, it was strictly lack of availability.”
- “Please address the growing gap between available care and the need for care. This community will not grow if it is not family friendly. Families need child care. Before and after school with transportation would be awesome for those of us with two parents both working out of town.”
- “We want to raise our family here and support the community, but it is difficult because care is not available.”

EMPLOYERS SURVEY



OF EMPLOYEES:

0-25	33.33%	8
26-50	0.00%	0
51-200	41.67%	10
200+	25.00%	6

CHILDCARE CHALLENGES FOR EMPLOYERS

- “Employee lost in-home provider and couldn’t find any provider with openings so they had to go part time for a couple months. They finally found a provider 30 minutes away, but not sure how long they can handle that drive.”

Tardiness	58.33%	14
Absences	87.50%	21
Shift change requests	54.17%	13
Employee productivity decline	20.83%	5
Recruitment challenges	37.50%	9
Retention issues	37.50%	9
None	4.17%	1

- “Not enough day care options and the ones we do have being full. Scheduling production hours during busy season enough in advance because employees have to submit their schedules to daycare. Daycare not opening until 6 when production starts at 5 and 6.”

EMPLOYER FAMILY FRIENDLY POLICIES

Onsite child care	0.00%
Subsidized employee child care costs	0.00%
Flexible work schedule	66.67%
Employer-sponsored emergency child care	4.17%
Baby at work policy	4.17%
Breastfeeding or lactation space policies	50.00%
None	4.17%

RESOURCES USED TO ADDRESS BARRIERS

- Short Answer Responses Included: EAP/Benefits program, FMLA

Human Resources department	33.33%
Child Care Referral Line	4.17%
Local resources	29.17%
Statewide resources	0.00%
National resources	0.00%
None	54.17%

CHILDCARE BARRIERS WITH EMPLOYMENT

- “As an employer, we have received feedback that employees have difficulty locating childcare for infants and childcare for early morning and evening hours.”
- “Unable to hire new employees due to availability of daycare openings.”
- “Child care for those that work 2nd or 3rd shift.”

PROVIDER SURVEY

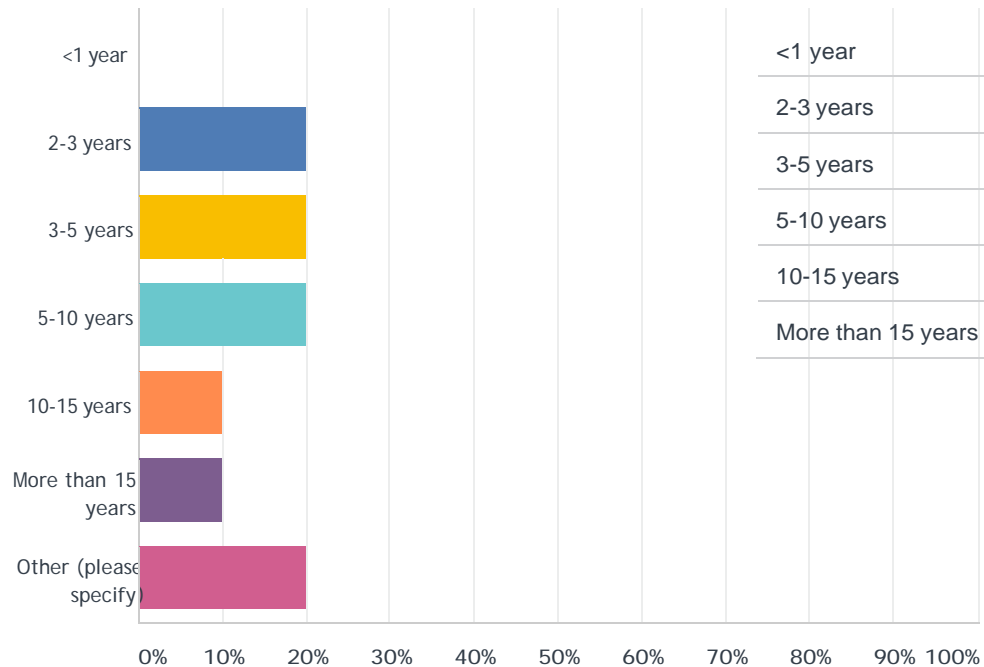
- 10 Provider's took the survey
- 60% non-registered in-homes
- 40% child care center
- 9 providers- 1st shift childcare, 1 provider-2nd shift childcare
- 8/10 of the providers have a waiting list

Some college, no degree	20.00%	2
Associates Degree (occupational)	20.00%	2
Associates Degree (academic)	40.00%	4
Bachelors Degree	20.00%	2

FUTURE OF CHILDCARE IN DELAWARE COUNTY

How many more years do you plan to provide childcare?

Answered: 10 Skipped: 0



<1 year	0.00%	0
2-3 years	20.00%	2
3-5 years	20.00%	2
5-10 years	20.00%	2
10-15 years	10.00%	1
More than 15 years	10.00%	1

CHILDCARE RATES

1	\$3.25-\$4.10 depending upon the age and number of children enrolled.
2	\$28.25-\$33.50/day
3	Unsure
4	\$3.00 and hour for 1 child, \$5
5	3.50 for one child / 2.50 for each additional sibling per hour
6	125 week full time 95 part time
7	\$2.75/hour
8	3/hr infant - 3yrs 2.25/hr 3-kindergarten
9	\$3 1st child, \$2 after
10	\$2.25 + 1.75 per sibling an hour

STAFFING CHALLENGES

- “We have been attempting to recruit staff. As we slowly gain staff, current staff are leaving for jobs that pay more and have benefits. We continue to advertise, with few applicants.”
- “Low wages/ few benefits (especially no insurance), few applicants for open positions, unreliable workforce (individuals calling in, requesting lots of time off causing a need to have additional staff).”

BIGGEST NEED

- “More benefits and a competitive wage is needed. The child care staff work very hard for low wages.”

Multi Shift

11.11%

Availability for Newborns

55.56%

More Centers

11.11%

More Staff

33.33%

RETENTION

#	RESPONSES
1	Competitive wages, health benefits and a positive work environment.
2	Ability to provide higher wages and benefits without needing to raise rates to a point families can not afford services
3	Better incentives and benefits
4	Higher wages
5	Adequate pay
6	Pay more
7	Benefits and good pay
8	Competitive wages
9	More money

CHALLENGES

#	RESPONSES
1	Hiring responsible staff for low wages and no health benefits.
2	Staffing
3	Having good and reliable staff, not enough GOOD workers for childcare
4	Wages and parent communication.
5	Meeting DHS requirements for out type of child care
6	Pleasing the families
7	Being able to take a vacation and not feel bad about it
8	I can't afford to build the building I gave researched it extensively and funding is the only barrier.
9	Working 10-11 hour days every week
10	Finding parents

ADDITIONAL FEEDBACK

#	RESPONSES
1	State funding to provide better pay and benefits for childcare staff. We wouldn't have to charge parents high daycare fees with state funding.
2	While facilities can have physical space for children, if there are not enough staff members available, the number of children cared for must still be limited.
3	I find others have trouble finding daycare for newborns that already have older siblings and in our center we hear about bad in home daycares but they are still all full.
4	There is definitely a need. I get calls all the time and people cant find adequate care for their kids.
5	I have contacted Lee Hein and Dan Zumbach regarding my concerns. Lee Hein did respond and was suppose to get me in touch with the Representative that chaired the childcare committee. I never did receive that contact. Dan Zumbach never responded. n
6	Treat daycare work with respect
7	N/A
8	I have weekly phone calls asking for availability. A waitlist for parents that aren't even expecting yet because spots are so limited.
9	It's a job for only a select few.

QUESTIONS?

- Caitlin Siemionko, ECIA

csiemionko@ecia.org

- Holly McPherson, ECIA

hmcpherson@ecia.org

- Donna Boss, Delaware County Economic Development

dboss@delawarecountya.com

Delmar Business Building – Community Catalyst Building Remediation Grant

Founded in 1871 at the junction of six railroad lines, Delmar thrived as a railroad town for many years. When the last train left the depot in 1971, some thought it was the end of the line for Delmar. Despite the loss of the railroads and the farm crisis of the 1980s, the Delmar community has adapted and survived.

Around five years ago, Delmar went through an oral history project, facilitated by the Iowa Initiative for Sustainable Communities (IISC) graduate students, where they guided Delwood Community School District (the towns of Delmar and Elwood combine to make the school system) students in interviewing long-term residents about Delmar's past, and contribute to a plan for its future. From this oral history project, many generations expressed civic pride in Delmar, and want to see it thrive again. While Delmar celebrates its past, it has experienced a recent rebirth and embraces its future through the proposed project (and through others discussed later), which consists of the following for a downtown vacant building:

- Main Floor, Basement, Exterior: White boxing the interior so the inside is generic enough for any business to adapt easily. This involves framing, drywall, flooring, painting, doors, trim, windows, insulation. Old siding and brick removed and replaced with new beige stone on the front of the building and new siding for the rest. Addition of a courtyard in the front left two thirds of the building. It will have aggregate cement and a five-globe lamp post and bench seating.

- Heating, Cooling, Electrical: Two systems will be installed in the north and south parts of the building which includes economy model furnace and air conditioner, plus box filters and replacement filters. New 3 meter pack with individual service for each of the 3 units will be installed and wired.

The building owners are excited about this rehab project and have already begun to clean out the building to ready the project site. Others in the community also share their excitement since there has already been interest from three potential businesses. The building owners are confident they will find a tenant(s) that will fit the community.

The building will ultimately house one business or will be mixed use of more than one business.

The total project cost is \$200,218. The awarded Community Catalyst grant was \$100,000. Other sources of funds include: \$31,218 from the building owner; \$25,000 from the City; \$44,000 private loan.

Please see the next pages for renderings of the project.





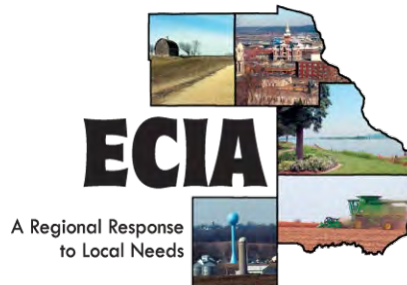






Pandemic Disease Response Plan

Updated July 28, 2022



**East Central
Intergovernmental Association
(ECIA)**

East Central Intergovernmental Association

Pandemic Disease Response Plan

Purpose of this plan:

Develop a plan for response in the event of the occurrence of a communicable disease outbreak of a pandemic scope.

Rationale:

A Pandemic Influenza Response Plan was prepared for East Central Intergovernmental Association (ECIA) based on the recommendations of the National Department of Health and Human Services and the Centers for Disease Control and Prevention. This Plan has been reviewed and expanded to encompass pandemic events that include influenza and other emerging viruses.

The most recent virus is reviewed by the Iowa Department of Public Health (IDPH). The IDPH states, "There is an expanding global outbreak of a respiratory illness caused by a novel (new) coronavirus. The disease the virus causes has been named COVID-19 as described at <https://idph.iowa.gov/Emerging-Health-Issues/Novel-Coronavirus>, dated 3/1/2020.

Background:

According to the World Health Organization (WHO): "An influenza pandemic occurs when a new influenza virus appears against which the human population has no immunity, resulting in several simultaneous epidemics worldwide with enormous numbers of deaths and illness. With the increase in global transport and communications, as well as urbanization and overcrowded conditions, epidemics due to new influenza virus are likely to quickly take hold around the world."

Influenza is a highly contagious respiratory virus that is responsible for annual epidemics in the United States and other countries. Each year an average of 200,000 people are hospitalized and 36,000 die in the U.S. from influenza infection or a secondary complication. During an influenza pandemic the level of illness and death from influenza will likely increase dramatically worldwide (Iowa Department of Public Health-IDPH, 2006).

The impact of an influenza pandemic on the local economy and business processes could be devastating. It is likely that 15-35% of Iowa's population will be affected. There is potential for high levels of illness and death, as well as significant disruption to society, our economy, and potentially our schools, making planning for the next influenza pandemic imperative (IDPH, 2006).

The Coronavirus is a term for a family of viruses. This family of viruses can create conditions similar to the common cold and others have been linked to more severe illness such as SARS (severe acute respiratory syndrome). In 2019, COVID-19 was the name given to the illness caused by the new coronavirus first identified in China. CO and VI are for coronavirus, D is for

disease, and 19 for 2019. The virus itself is called SARS-cov-2 as stated in the 3/1/2020 web posting at <https://apnews.com/cc4fdd824f7721827bb48ed51e08901e> . As of November 5, 2021 there has been over 46 million people infected in the United States and over 751,000 deaths from COVID-19.

Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person. The virus that causes COVID-19 is a new coronavirus that has spread throughout the world. COVID-19 symptoms can range from mild (or no symptoms) to severe illness. You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person. You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks. You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes. As of March 2021, three vaccines have been granted emergency use authorization. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19. Stay home as much as possible and avoid close contact with others. Wear a mask that covers your nose and mouth in public settings. Clean and disinfect frequently touched surfaces. Wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer that contains at least 60% alcohol. Everyone is at risk of getting COVID-19. Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness. A handout with additional information on COVID-19 can be found at <https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf> and from the World Health Organization at: https://www.who.int/health-topics/coronavirus#tab=tab_1

Goals:

To prevent, prepare, mitigate, and respond to a pandemic threat in the most effective and efficient manner via the execution of a fully developed plan.

Plan Strategies:

The intent of this plan is to assist in managing the impact of an infectious pandemic on ECIA staff and clients based on two main strategies:

- ***Reduce the spread of the virus within ECIA facilities and across the region.***
- ***Sustain community and economic development, housing, transit, workforce and other program and operations provided to local governments, cities, counties and their citizens.***

What will this plan mean to ECIA employees?

Each department will be impacted by the initiation of this response system. Specific responsibilities and duties can be found in the ECIA Pandemic Disease Response Plan. General obligations along with specific delegated tasks can be found in this document to continue the day-to-day operation and functions of ECIA. Please review this plan for the ECIA Pandemic Disease Response Plan. Become familiar with the duties and responsibilities. This plan will require a team effort to be successfully implemented.

Preparedness and Prevention Strategies

The ECIA Director of Human Resources and Program Development, Executive Director, Executive Assistant, and the Well-Being Committee will perform the following key functions:

- **Participate fully with Public Health Officials to institute their recommendations and facilitate the dissemination of health communications.**
 - Align ECIA's pandemic response policies and procedures with the local public health agencies, local and county ordinances and proclamations, and Iowa Department of Public Health recommendations. A primary communication link will be the public health website at <https://idph.iowa.gov/emerging-health-issues/novel-coronavirus> and <https://coronavirus.iowa.gov/> **Note:** Utilize only materials that have been cleared and approved by the local public health officials. This will prevent the release of inaccurate or misleading information.
- **Partner closely with the County Public Health agencies to establish efficient and effective communication mechanisms.**
 - ECIA will align its responses and plans with the recommendations of the Center for Disease Control (CDC) and the Iowa Department of Public Health (IDPH) recommendations.
- **Designate appropriate spokespersons to approve and oversee communications, and execute key decision-making regarding ECIA's policies and procedures.**
 - ECIA's Executive Director and/or Director of Finance and Administration are the designated spokespeople for communications during a pandemic.
- **Support employees as they perform duties as delegated and assigned within the execution of this plan.**
 - Delegate duties and responsibilities.
 - Support ECIA employees as they perform duties as assigned or delegated.
 - Address potential compensation and budgetary implications of the plan.
 - Review and revise the delegation of duties as indicated.
- **Provide for and effectively manage material resources such as masks, gloves, food containers and other contamination equipment as needed.**
 - Initiate actions that reduce the spread of the virus including the thorough cleaning and disinfecting of the facilities. This will require the acquisition of adequate cleaning supplies, gloves, etc. to last several weeks. Relate required actions to the third-party cleaning vendor.
 - Reduce the risk of person-to-person infection by working toward providing waterless hand cleaning stations, disposable facial tissue, trash can liners for potentially virus-contaminated materials, and adequate restroom stocking of hand soap and toilet tissue.
 - Prioritize materials needs and purchases during the pandemic period.

- **Provide and effectively manage human resources.**
 - All ECIA employees who exhibit signs and symptoms of a communicable disease as defined by the Department of Public Health will be excluded from work. These signs and symptoms can include an elevated temperature, active vomiting or diarrhea, a generalized body rash of undiagnosed origin, sore throat, severe headache, shortness of breath or difficulty breathing, severe body aches, severe fatigue, congestion, loss of taste or smell or coughing. These symptoms will be specific to the virus involved in the pandemic event. ECIA protocol for reporting an absence due to illness should be followed. Employees who develop these symptoms while at work shall be excluded from the building as soon as possible to minimize pathogen spread.
 - Conduct daily surveillance of numbers of staff absent due to illness.
 - Plan for absenteeism of staff (i.e. develop contingency or back up plans for functioning with 30-40% of employees absent due to personal or family illness).
 - Address potential implications for sick leave policies.

- **Promote the continuity of operations department by department and follow Public Health recommendations regarding closures.**
 - Plan for staff absenteeism due to illness.
 - Develop mechanisms for allowing staff to work remotely who have been excluded for a period of time due to illness.
 - Develop alternative methods for in-person meetings (i.e. on-line meetings and phone conferences)
 - Limit large group activities.
 - May need to postpone or cancel events and activities to reduce the spread of the disease as defined by the Governor of the State of Iowa and/or the Center for Disease Control (CDC).
 - In the rare event ECIA closes all offices and employees are not allowed to return to work from the office by order of the Public Health Department, Governor of Iowa, ECIA Executive Director, or Center for Disease Control, staff will be directed to work from home and stay home during the closure. Essential staff that need to be in the office during a closure will be provided with a letter stating their vital role in the continued ECIA operations. ***Closure of ECIA is a last resort and is only effective for disease containment if the staff and clients eliminate contact with other and stay home. ECIA will also consider closures of our member governments before making a decision on ECIA closing. ECIA may go to a voluntary working from home procedure based on the scope of the disease and the status of other member of governments policies. Employees whose jobs can be done at home, will be allowed to volunteer for working at home for a period of time as determined by the Executive Director. In the case of voluntarily working from home, each employee will need to notify their program director and Executive Director of their intent to work from home prior to their first day working from home. If a full workday of 8 hours is not possible, an employee can substitute time worked for sick or vacation time. The period of time working from***

home will be determined by the Executive Director and/or local, State or Federal guidelines.

- ECIA Executive Director may close the office to the general public and walk-in clientele due to virus concerns. ECIA staff will continue to work their normal working hours.

Maintain ECIA's Pandemic Response Plan.

- ECIA's Pandemic Disease Response Plan and the Instructions for staff as outlined in this plan should be reviewed and revised annually when there is not an ongoing pandemic otherwise during a pandemic or health emergency, the policy should be reviewed at least every other month and updated as necessary.
- ECIA's individual response plans by department may vary based on the funding source and the requirements of the department during a pandemic. Each ECIA department is encouraged to develop their own set of pandemic procedures to ensure program continuation and operation.
- ECIA's Pandemic Disease Plan will be reviewed every other month or as needed and revised accordingly during an active pandemic event based on IDPH and CDC recommendations and Governor of Iowa actions.
- Evaluation of the results of the plan execution shall be reviewed and revisions made if indicated.

Updated Guidance

Currently authorized vaccines in the United States are highly effective at protecting vaccinated people against symptomatic and severe COVID-19. Fully vaccinated people are less likely to become infected and, if infected, to develop symptoms of COVID-19. They are at substantially reduced risk of severe illness and death from COVID-19 compared with unvaccinated people.

Infections in fully vaccinated people (breakthrough infections) happen in only a small proportion of people who are fully vaccinated, even with the Delta variant. Moreover, when these infections occur among vaccinated people, they tend to be mild. However, [preliminary evidence](#) suggests that fully vaccinated people who do become infected with the Delta variant can be infectious and can spread the virus to others.

For the purposes of this guidance, people are considered fully vaccinated for COVID-19 ≥ 2 weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or ≥ 2 weeks after they have received a single-dose vaccine (Johnson & Johnson [J&J]/Janssen)[†]. People are considered not fully vaccinated if they have not completed a two-dose vaccination series or have not received a single-dose vaccine, regardless of age, including children under the age of 12. For a list of vaccine locations please visit:

<https://vaccinate.iowa.gov/>

Data suggest immune response to COVID-19 vaccination might be reduced in some immunocompromised people including, but not limited to, people receiving chemotherapy for cancer, people with hematologic cancers such as chronic lymphocytic leukemia, people receiving stem cells or organ transplants, people receiving hemodialysis, and people using certain medications that might blunt the immune response to vaccination (e.g., mycophenolate, rituximab, azathioprine, anti-CD20 monoclonal antibodies, Bruton tyrosine kinase inhibitors).

People who are immunocompromised should be counseled about the potential for reduced immune responses to COVID-19 vaccines and the need to continue to follow current prevention measures (including wearing [a mask](#), [staying 6 feet apart from others](#) they don't live with, and avoiding crowds and poorly ventilated indoor spaces) to protect themselves against COVID-19 until advised otherwise by their healthcare provider. Close contacts of immunocompromised people should also be encouraged to be vaccinated against COVID-19.

Getting Your Vaccine

COVID-19 Vaccine Primary Series: The number of vaccine doses you need depends on which vaccine you receive.

- Two doses of [Pfizer-BioNTech](#) vaccine should be given 3 weeks (21 days) apart.
- Two doses of [Moderna](#) vaccine should be given 4 weeks (28 days) apart.
- Only one dose of Johnson & Johnson's Janssen ([J&J/Janssen](#)) vaccine should be given.

If you receive a vaccine that requires two doses, you should [get your second shot as close to the recommended interval as possible](#). You should **not** get the second dose earlier than the recommended interval.

COVID-19 vaccines **are not** interchangeable for your COVID-19 vaccine primary series.

If you received a Pfizer-BioNTech or Moderna COVID-19 vaccine for your first shot, you should get the same product for your second shot.

Currently, CDC does not recommend an **additional primary dose** if you received a single-dose J&J/Janssen COVID-19 vaccine or in children less than 12 years old with moderate or severely compromised immune systems.

Booster Shot

In order to consider yourself fully vaccinated, a booster shot is recommended if over 6 months has passed since your vaccination. CDC recommends that if you received a primary series of an mRNA COVID-19 vaccine (i.e., Pfizer-BioNTech or Moderna) you **should** receive a single COVID-19 vaccine booster shot at least 6 months after you have completed your primary mRNA vaccine series.

If you get a booster shot you have the option to either get the same COVID-19 vaccine product as your primary series, or you can get a different COVID-19 vaccine. You may have a preference for the vaccine type that you originally received, and you may prefer to get a different booster. CDC's recommendations now allow for this type of mix and match dosing for booster shots (Pfizer-BioNTech, Moderna, or J&J/Janssen). You may consider the benefits and risks of each product and discuss with your healthcare provider which COVID-19 vaccine product is the most appropriate booster for you.

Currently, a booster shot is not recommended for children less than 18 years old.

In general, people are considered fully vaccinated:

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer-BioNTech or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine

This guidance applies to COVID-19 vaccines currently approved or authorized for emergency use by the U.S. Food and Drug Administration (Pfizer-BioNTech, Moderna, and Johnson & Johnson [J&J]/Janssen COVID-19 vaccines), and can be applied to COVID-19 vaccines that have been listed for emergency use by the World Health Organization (such as AstraZeneca/Oxford). Additionally, this guidance can be applied to clinical trial participants from U.S. sites who received all recommended doses of a COVID-19 vaccine that is neither approved nor authorized for use by FDA but is listed for emergency use by WHO, or who have received the full series of an "active" (not placebo) COVID-19 vaccine candidate for which vaccine efficacy has been

independently confirmed (e.g., by a data and safety monitoring board). Currently, participants in the U.S.-based AstraZeneca and Novavax COVID-19 vaccine trials meet these criteria. These U.S. participants in COVID-19 vaccine trials can be considered fully vaccinated 2 weeks after they complete the vaccine series, if it has been confirmed that they received “active” vaccine, and not placebo. More information is available at [Interim Clinical Considerations for Use of COVID-19 Vaccines | CDC](#).

Interpretation of vaccine records: CDC has not recommended the use of heterologous (i.e., mix-and-match) primary series. However, the use of such strategies (including mixing of mRNA, adenoviral, and mRNA plus adenoviral products) is increasingly common in many countries outside of the United States. Therefore, for the purposes of interpretation of vaccination records, individuals can be considered fully vaccinated ≥ 2 weeks after receipt of the last dose if they have received any single dose of an FDA approved/authorized or WHO EUL approved single-dose series (i.e., Janssen), or any combination of two doses of an FDA approved/authorized or WHO emergency use listed COVID-19 two-dose series. The recommended interval between the first and second doses of FDA-approved/authorized and WHO-EUL listed vaccines varies by vaccine type. However, for purposes of interpretation of vaccine records, the second dose in a two dose heterologous series must have been received no earlier than 17 days (21 days with a 4-day grace period) after the first dose.

The above guidance on interpreting vaccine records does not impact CDC recommendations on primary series vaccination and should not guide clinical practice.^{[iv](#)}

This guidance provides recommendations for fully vaccinated people, including:

- How fully vaccinated people can safely resume many activities while protecting others.
- How fully vaccinated people should approach domestic and international travel.
- How fully vaccinated people should approach isolation, quarantine, and testing.

CDC will continue to evaluate and update public health recommendations for fully vaccinated people as more information, including on Delta and other new variants, becomes available.

Guiding Principles for Fully Vaccinated People (those who received the recommended dosages of vaccines and who have been boosted if six months has passed since vaccinated)

Fully vaccinated people can:

- Participate in many of the activities that they did before the pandemic.
- Resume domestic travel and refrain from testing before or after travel and from self-quarantine after travel.

- Refrain from testing before leaving the United States for international travel (unless required by the destination) and refrain from self-quarantine after arriving back in the United States.
- Refrain from routine screening testing if feasible.

COVID-19 vaccines are safe and effective at preventing infection, hospitalization, and death. Most people who get COVID-19 are unvaccinated. However, since vaccines are not 100% effective at preventing infection, some people who are [fully vaccinated](#) will still get COVID-19. An infection of a fully vaccinated person is referred to as a “breakthrough infection.” People who get vaccine breakthrough infections can be contagious but are less likely than unvaccinated people to be hospitalized or die.

To reduce the risk of becoming infected with SARS-CoV-2 (the virus that causes COVID-19) including the Delta variant, and potentially spreading it to others, CDC recommends that fully vaccinated people:

- Wear a mask indoors in public if they are in an area of [substantial or high transmission](#).
 - Fully vaccinated people might choose to mask regardless of the level of community transmission, particularly if they or someone in their household is immunocompromised or at [increased risk for severe disease](#), or if someone in their household is unvaccinated.
- Get tested if experiencing [COVID-19 symptoms](#).
- Get tested 5-7 days after [close contact](#) with someone with suspected or confirmed COVID-19.
- Wear a mask indoors in public for 14 days after exposure or until a negative test result.
- Isolate if they have tested positive for COVID-19 in the prior 10 days or are experiencing [COVID-19 symptoms](#).
- Follow any applicable federal, state, local, tribal, or territorial laws, rules, and regulations.
- Receive the Booster.

About the Delta Variant: Vaccines continue to reduce a person’s risk of contracting the virus that cause COVID-19, including this variant. Vaccines are highly effective against severe illness, but the [Delta variant causes more infections and spreads faster](#) than earlier forms of the virus that causes COVID-19. [Learn more about variants in the US](#).

People who are immunocompromised should be counseled about the potential for reduced immune responses to COVID-19 vaccines and to follow [current](#) prevention measures (including wearing [a mask](#), [staying 6 feet apart from others](#) they don’t live with, and avoiding crowds and poorly ventilated indoor spaces) regardless of their vaccination status to protect themselves against COVID-19 until advised otherwise by their healthcare provider.

Recommendations for Indoor Settings

Risk of SARS-CoV-2 infection, severe disease, and death is reduced for fully vaccinated people. However, since vaccines are not 100% effective at preventing infection, some people who are fully vaccinated will still get COVID-19 infection. Fully vaccinated people who do become infected can transmit it to others. Therefore, fully vaccinated people can further reduce their risk of becoming infected with SARS-CoV-2 and transmitting it to others by wearing a mask indoors in public in [areas of substantial or high community transmission](#). Wearing a mask in public is most important for people who are immunocompromised due to their risk of becoming infected. Fully vaccinated people might choose to mask regardless of the level of community transmission, particularly if they or someone in their household is immunocompromised or at increased risk for severe disease, or if someone in their household is not fully vaccinated. [People at increased risk for severe disease](#) include older adults and those who have certain medical conditions, such as diabetes, overweight or obesity, and heart conditions. Fully vaccinated people should also continue to wear a mask where required by federal, state, local, tribal, or territorial laws, rules, and regulations, including local business and workplace guidance, and in [correctional facilities](#) and [homeless shelters](#). [Prevention measures](#) are still recommended in indoor public spaces for unvaccinated people.

Recommendations for Outdoor Settings

Current data suggest the risk of transmission of SARS-CoV-2 in outdoor settings is low. In general, fully vaccinated people do not need to wear a mask outdoors. Fully vaccinated people might choose to wear a mask in crowded outdoor settings if they or someone in their household is immunocompromised, at increased risk of severe disease, or not fully vaccinated.

Travel

Fully vaccinated travelers are less likely to get and spread SARS-CoV-2 and can now travel at low risk to themselves within the United States. International travelers need to pay close attention to the [situation at their international destinations](#) before traveling due to the spread of new variants and because the burden of COVID-19 varies globally.

[Wearing a mask over your nose and mouth is required](#) on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and while indoors at U.S. transportation hubs such as airports and stations. Travelers are not required to wear a mask in outdoor areas of a conveyance (like on open deck areas of a ferry or the uncovered top deck of a bus).

Domestic travel (within the United States or to a U.S. territory)

- Fully vaccinated travelers do not need to get a SARS-CoV-2 viral test before or after domestic travel, unless testing is required by local, state, or territorial health authorities.
- Fully vaccinated travelers do not need to self-quarantine following domestic travel.
- For more information, see [Domestic Travel During COVID-19](#).

International travel

- Fully vaccinated travelers do not need to get tested before leaving the United States unless required by their destination.
- Fully vaccinated air travelers coming to the United States from abroad, including U.S. citizens, are still [required](#) to have a negative SARS-CoV-2 viral test result or documentation of recovery from COVID-19 before they board a flight to the United States.
- International travelers arriving in the United States are still recommended to get a SARS-CoV-2 viral test 3-5 days after travel regardless of vaccination status.
- Fully vaccinated travelers do not need to self-quarantine in the United States following international travel.
- For more information, see [International Travel During COVID-19](#).

Recommendations for Isolation, Quarantine and Testing as of January, 2022

Quarantine

If you were exposed

[Quarantine](#) and stay away from others when you have been in close contact with someone who has COVID-19.

Isolate

If you are sick or test positive

[Isolate](#) when you are sick or when you have COVID-19, even if you don't have symptoms.

When to Stay Home

Calculating Quarantine

The date of your exposure is considered day 0. **Day 1 is the first full day after your last contact with a person who has had COVID-19.** Stay home and away from other people for at least 5 days. [Learn why CDC updated guidance for the general public.](#)

IF YOU Were exposed to COVID-19 and are NOT [up-to-date](#) on COVID-19 vaccinations

Quarantine for at least 5 days

Wear a well-fitted mask if you must be around others in your home.

Get tested

Even if you don't develop symptoms, get tested at least 5 days after you last had close contact with someone with COVID-19.

After quarantine

Watch for symptoms

Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.

If you develop symptoms

Isolate immediately and get tested. Continue to stay home until you know the results. Wear a well-fitted mask around others.

Take precautions until day 10

Wear a mask

Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask.

Avoid travel

Avoid being around people who are at high risk

IF YOU Were exposed to COVID-19 and are up-to-date on COVID-19 vaccinations:

No quarantine -You do not need to stay home **unless** you develop symptoms.

Get tested -Even if you don't develop symptoms, get tested at least 5 days after you last had close contact with someone with COVID-19.

Watch for symptoms - Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.

If you develop symptoms

Isolate immediately and get tested. Continue to stay home until you know the results. Wear a well-fitted mask around others.

Take precautions until day 10

Wear a mask (this is optional at ECIA effective July, 2022)

Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask.

Avoid travel

Avoid being around people who are at high risk

IF YOU were exposed to COVID-19 and had confirmed COVID-19 within the past 90 days (you tested positive using a viral test)

No quarantine -You do not need to stay home **unless** you develop symptoms.

Watch for symptoms -Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.

If you develop symptoms -[Isolate](#) immediately and get tested. Continue to stay home until you know the results. Wear a well-fitted mask around others.

Take precautions until day 10

Wear a mask -Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask.

Avoid travel

Avoid being around people who are at high risk

Calculating Isolation

Day 0 is your first day of symptoms or a positive viral test. **Day 1 is the first full day after your symptoms developed or your test specimen was collected.** If you have COVID-19 or have symptoms, isolate for at least 5 days.

IF YOU Tested positive for COVID-19 or have symptoms, regardless of vaccination status

Stay home for at least 5 days -Stay home for 5 days and isolate from others in your home.

Wear a well-fitted mask if you must be around others in your home.

Ending isolation if you had symptoms -End isolation after 5 full days if you are fever-free for 24 hours (without the use of fever-reducing medication) and your symptoms are improving.

Ending isolation if you did NOT have symptoms -End isolation after at least 5 full days after your positive test.

If you were severely ill with COVID-19 -You should isolate for at least 10 days. Consult your doctor before ending isolation.

Take precautions until day 10

Wear a mask -Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask.

Avoid travel

Avoid being around people who are at high risk

DEFINITIONS

Exposure

Contact with someone infected with SARS-CoV-2, the virus that causes COVID-19, in a way that increases the likelihood of getting infected with the virus.

Close Contact

Close contacts are someone who was less than 6 feet away from an infected person (laboratory-confirmed or a clinical diagnosis) for a cumulative total of

15 minutes or more over a 24-hour period. For example, three individual 5-minute exposures for a total of 15 minutes.

Quarantine

Quarantine is a strategy used to prevent transmission of COVID-19 by keeping people who have been in [close contact](#) with someone with COVID-19 apart from others.

Who does not need to quarantine?

If you had close contact with someone with COVID-19 and you are in one of the following groups, you **do not need to quarantine**.

- You are [up to date](#) with your COVID-19 vaccines.
- You had confirmed COVID-19 within the last 90 days (meaning you tested positive using a [viral test](#)).

You should wear a [well-fitting mask](#) around others for 10 days from the date of your last close contact with someone with COVID-19 (the date of last close contact is considered day 0). [Get tested](#) at least 5 days after you last had close contact with someone with COVID-19. If you test positive or develop COVID-19 symptoms, isolate from other people and follow recommendations in the [isolation](#) section below. If you tested positive for COVID-19 with a [viral test](#) within the previous 90 days and subsequently recovered and remain without COVID-19 symptoms, you do not need to quarantine or get tested after close contact. You should wear a [well-fitting mask](#) around others for 10 days from the date of your last close contact with someone with COVID-19 (the date of last close contact is considered day 0).

Who should quarantine?

If you come into close contact with someone with COVID-19, you should quarantine if you are not [up to date](#) on COVID-19 vaccines. This includes people who are not vaccinated.

What to do for quarantine

- Stay home and away from other people for at least 5 days (day 0 through day 5) after your last contact with a person who has COVID-19. The date of your exposure is considered day 0. Wear a [well-fitting mask](#) when around others at home, if possible.
- For 10 days after your last close contact with someone with COVID-19, watch for fever (100.4°F or greater), cough, shortness of breath, or other [COVID-19 symptoms](#) .
- If you develop symptoms, [get tested](#) immediately and isolate until you receive your test results. If you test positive, follow [isolation](#) recommendations.
- If you do not develop symptoms, [get tested](#) at least 5 days after you last had close contact with someone with COVID-19.
 - If you test negative, you can leave your home, but continue to wear a [well-fitting mask](#) when around others at home and in public until 10 days after your last close contact with someone with COVID-19.
 - If you test positive, you should isolate for at least 5 days from the date of your positive test (if you do not have symptoms). If you do develop [COVID-19 symptoms](#), isolate for at least 5 days from the date your symptoms began (the date the symptoms started is day 0). Follow recommendations in the [isolation](#) section below.
 - If you are unable to get a test 5 days after last close contact with someone with COVID-19, you can leave your home after day 5 if you have been without [COVID-19 symptoms](#) throughout the 5-day period. Wear a [well-fitting mask](#) for 10 days after your date of last close contact when around others at home and in public.
 - Avoid people who are [immunocompromised or at high risk for severe disease](#), and nursing homes and other high-risk settings, until after at least 10 days.
- If possible, stay away from people you live with, especially people who are at [higher risk](#) for getting very sick from COVID-19, as well as others outside your home throughout the full 10 days after your last close contact with someone with COVID-19.
- If you are unable to quarantine, you should wear a [well-fitting mask](#) for 10 days when around others at home and in public.

- If you are unable to wear a mask when around others, you should continue to quarantine for 10 days. Avoid people who are [immunocompromised or at high risk for severe disease](#), and nursing homes and other high-risk settings, until after at least 10 days.
- Do not travel during your 5-day quarantine period. Get tested at least 5 days after your last close contact and make sure your test result is negative and you remain without symptoms before traveling. If you don't get tested, delay travel until 10 days after your last close contact with a person with COVID-19. If you must travel before the 10 days are completed, wear a [well-fitting mask](#) when you are around others for the entire duration of travel during the 10 days. If you are unable to wear a mask, you should not travel during the 10 days.
- Do not go to places where you are unable to wear a mask, such as restaurants and some gyms, and avoid eating around others at home and at work until after 10 days after your last close contact with someone with COVID-19.

After quarantine

- Watch for symptoms until 10 days after your last close contact with someone with COVID-19.
- If you have symptoms, isolate immediately and [get tested](#).

Quarantine in high-risk congregate settings

In certain congregate settings that have high risk of secondary transmission (such as correctional and detention facilities, homeless shelters, or cruise ships), CDC recommends a 10-day quarantine for residents, regardless of vaccination and booster status. During periods of critical staffing shortages, facilities may consider shortening the quarantine period for staff to ensure continuity of operations. Decisions to shorten quarantine in these settings should be made in consultation with state, local, tribal, or territorial health departments and should take into consideration the context and characteristics of the facility. CDC's [setting-specific guidance](#) provides additional recommendations for these settings.

Isolation

Isolation is used to separate people with confirmed or suspected COVID-19 from those without COVID-19. People who are in isolation should stay home until it's safe for them to be around others. At home, anyone sick or infected should separate from others, or wear a [well-fitting mask](#) when they need to be around others. People in isolation should stay in a specific "sick room" or area and use a separate bathroom if available. Everyone who has presumed or confirmed COVID-19 should stay home and isolate from other people for at least 5 full days (day 0 is the first day of symptoms or the date of the day of the positive viral test for asymptomatic persons). They should wear a mask when around others at home and in public for an additional 5 days. People who are confirmed to have COVID-19 or are showing symptoms of COVID-19 need to isolate regardless of their vaccination status. This includes:

- People who have a [positive viral test](#) for COVID-19, regardless of whether or not they have [symptoms](#).
- People with [symptoms](#) of COVID-19, including people who are awaiting test results or have not been tested. People with symptoms should isolate even if they do not know if they have been in close contact with someone with COVID-19.

What to do for isolation

- Monitor your [symptoms](#). If you have an [emergency warning sign](#) (including trouble breathing), seek emergency medical care immediately.
 - Stay in a separate room from other household members, if possible.
 - Use a separate bathroom, if possible.
 - Take steps to [improve ventilation at home](#), if possible.
 - Avoid contact with other members of the household and pets.
 - Don't share personal household items, like cups, towels, and utensils.
 - Wear a [well-fitting mask](#) when you need to be around other people.
- Learn more about [what to do if you are sick](#) and [how to notify your contacts](#).

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Ending isolation for people who had COVID-19 and had symptoms

If you had COVID-19 and had [symptoms](#), isolate for at least 5 days. To calculate your 5-day isolation period, day 0 is your first day of symptoms. Day 1 is the first full day after your symptoms developed. You can leave isolation after 5 full days.

- You can end isolation after 5 full days if you are fever-free for 24 hours without the use of fever-reducing medication and your other symptoms have improved (Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation).
- You should continue to wear a [well-fitting mask](#) around others at home and in public for 5 additional days (day 6 through day 10) after the end of your 5-day isolation period. If you are unable to wear a mask when around others, you should continue to isolate for a full 10 days. Avoid people who are [immunocompromised or at high risk for severe disease](#), and nursing homes and other high-risk settings, until after at least 10 days.
- If you continue to have fever or your other symptoms have not improved after 5 days of isolation, you should wait to end your isolation until you are fever-free for 24 hours without the use of fever-reducing medication and your other symptoms have improved. Continue to wear a [well-fitting mask](#). Contact your healthcare provider if you have questions.
- Do not travel during your 5-day isolation period. After you end isolation, avoid travel until a full 10 days after your first day of symptoms. If you must travel on days 6-10, wear a [well-fitting mask](#) when you are around others for the entire duration of travel. If you are unable to wear a mask, you should not travel during the 10 days.
- Do not go to places where you are unable to wear a mask, such as restaurants and some gyms, and avoid eating around others at home and at work until a full 10 days after your first day of symptoms.

If an individual has access to a test and wants to test, the best approach is to use an [antigen test](#)¹ towards the end of the 5-day isolation period. Collect the test sample only if you are fever-free for 24 hours without the use of fever-reducing medication and your other symptoms have improved (loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation). If your test result is positive, you should continue to isolate until day 10. If your test result is negative, you can end isolation, but continue to wear a [well-fitting mask](#) around others at home and in public

until day 10. Follow additional recommendations for masking and restricting travel as described above.

As noted in the [labeling for authorized over-the-counter antigen tests](#)^{external icon}: Negative results should be treated as presumptive. Negative results do not rule out SARS-CoV-2 infection and should not be used as the sole basis for treatment or patient management decisions, including infection control decisions. To improve results, antigen tests should be used twice over a three-day period with at least 24 hours and no more than 48 hours between tests.

Note that these recommendations on ending isolation **do not** apply to people with moderate or severe COVID-19 or with weakened immune systems (immunocompromised). See section below for recommendations for when to end isolation for these groups.

Ending isolation for people who tested positive for COVID-19 but had no symptoms

If you test positive for COVID-19 and never develop [symptoms](#), isolate for at least 5 days. Day 0 is the day of your positive viral test (based on the date you were tested) and day 1 is the first full day after the specimen was collected for your positive test. You can leave isolation after 5 full days.

- If you continue to have no symptoms, you can end isolation after at least 5 days.
- You should continue to wear a [well-fitting mask](#) around others at home and in public until day 10 (day 6 through day 10). If you are unable to wear a mask when around others, you should continue to isolate for 10 days. Avoid people who are [immunocompromised or at high risk for severe disease](#), and nursing homes and other high-risk settings, until after at least 10 days.
- If you develop [symptoms](#) after testing positive, your 5-day isolation period should start over. Day 0 is your first day of symptoms. Follow the recommendations above for [ending isolation for people who had COVID-19 and had symptoms](#).
- Do not travel during your 5-day isolation period. After you end isolation, avoid travel until 10 days after the day of your positive test. If you

must travel on days 6-10, wear a [well-fitting mask](#) when you are around others for the entire duration of travel. If you are unable to wear a mask, you should not travel during the 10 days after your positive test.

- Do not go to places where you are unable to wear a mask, such as restaurants and some gyms, and avoid eating around others at home and at work until 10 days after the day of your positive test.

If an individual has access to a test and wants to test, the best approach is to use an [antigen test](#) towards the end of the 5-day isolation period. If your test result is positive, you should continue to isolate until day 10. If your test result is negative, you can end isolation, but continue to wear a [well-fitting mask](#) around others at home and in public until day 10. Follow additional recommendations for masking and restricting travel described above.

As noted in the [labeling for authorized over-the counter antigen tests](#)^{external icon}: Negative results should be treated as presumptive. Negative results do not rule out SARS-CoV-2 infection and should not be used as the sole basis for treatment or patient management decisions, including infection control decisions. To improve results, antigen tests should be used twice over a three-day period with at least 24 hours and no more than 48 hours between tests.

Ending isolation for people who were severely ill with COVID-19 or have a weakened immune system (immunocompromised)

People who are severely ill with COVID-19 (including those who were hospitalized or required intensive care or ventilation support) and people with [compromised immune systems](#) might need to isolate at home longer. They may also require testing with a [viral test](#) to determine when they can be around others. CDC recommends an isolation period of at least 10 and up to 20 days for people who were severely ill with COVID-19 and for [people with weakened immune systems](#). Consult with your healthcare provider about when you can resume being around other people.

People who are immunocompromised should talk to their healthcare provider about the potential for reduced immune responses to COVID-19 vaccines and the need to continue to follow [current prevention measures](#) (including wearing a [well-fitting mask](#), [staying 6 feet apart from others](#) they don't live with, and avoiding crowds and poorly ventilated indoor spaces) to

protect themselves against COVID-19 until advised otherwise by their healthcare provider. Close contacts of immunocompromised people – including household members – should also be encouraged to receive all [recommended COVID-19 vaccine doses](#) to help protect these people.

Isolation in high-risk congregate settings

In certain high-risk congregate settings that have high risk of secondary transmission and where it is not feasible to cohort people (such as correctional and detention facilities, homeless shelters, and cruise ships), CDC recommends a 10-day isolation period for residents. During periods of critical staffing shortages, facilities may consider shortening the isolation period for staff to ensure continuity of operations. Decisions to shorten isolation in these settings should be made in consultation with state, local, tribal, or territorial health departments and should take into consideration the context and characteristics of the facility. CDC's [setting-specific guidance](#) provides additional recommendations for these settings.

This CDC guidance is meant to supplement—not replace—any federal, state, local, territorial, or tribal health and safety laws, rules, and regulations.

Masks

Given what we know about the Delta and Omicron variants, vaccine effectiveness, and current vaccine coverage, layered prevention strategies, such as wearing masks, are needed to reduce the transmission of COVID-19.

- At this time, as we build the level of vaccination nationwide, we must also use all the prevention strategies available, including masking indoors in public places, to stop transmission and stop the epidemic.
- Vaccines and boosters are playing a crucial role in limiting spread of the virus and minimizing severe disease. Although vaccines are highly effective, they are not perfect and there will be vaccine breakthrough infections. Millions of Americans are vaccinated, and that number is growing. This means that even though the risk of breakthrough infections is low, there will be thousands of fully vaccinated people who become infected and able to infect others, especially with the surging spread of the Delta variant. Low vaccination coverage in many communities is driving the current rapid and large surge in cases associated with the Delta variant, which also increases the chances that even more concerning variants could emerge.

INSTRUCTIONS FOR STAFF

Employees are to actively practice the following protocols, respiratory etiquette and hand and personal hygiene:

- It is highly encouraged for ECIA staff to become fully vaccinated if advised by a medical professional. Vaccinations are not required. If eligible for the Booster, it is recommended to receive to better protect yourself.
- Practice social distancing (6 feet separation) as much as possible. This can be difficult/impossible when serving transit clients, meeting with housing clients at intake, working with people in the workforce center, working with homeless clients, and even staff meetings, but do the best you can. Get used to not shaking hands and adopt a greeting comfortable to you (elbow bump, nod, wave, smile, or simply a pleasant verbal greeting). Avoid contact with others to the extent possible. Understand that they will also want to distance themselves from you, so don't be offended if they seem stand-offish. Posters have been placed around the ECIA office encouraging employees to stay home when sick, cough and sneeze etiquette, and hand hygiene.
- Employees are to clean their hands often by washing their hands with soap and water for at least 20 seconds or with an alcohol-based hand sanitizer that contains at least 60-95% alcohol. Soap and water should be used preferentially if hands are visibly dirty.
- Soap and water and alcohol-based hand rubs are available. ECIA will ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.
- Visit the IDPH coughing and sneezing etiquette and clean hands webpage for more information. <https://coronavirus.iowa.gov/pages/resources>
- Recognize (and encourage) their personal space.
- **As of February 16, 2022, employees are not required to wear masks. It is the employees discretion if they chose to wear a mask, unless they have a COVID positive case.**
- Cover your sneezes and coughs, preferably with a tissue that can be discarded.
- Guests visiting the building should be kept to the reception area. For meetings over 4 people, to accommodate the social distance policy, the medium conference should be used. Try to avoid taking clients to the small or large conference rooms or personal offices.
- Avoid unnecessary meetings when possible. Attend meetings by phone or video conference if that option exists. Consider convening meetings an employee has scheduled by telephone or video conference. Use your best judgement as some meetings may still be better in person.
- All employees attending meetings outside of ECIA offices are required to wear a mask only if they wish. Masks are available at ECIA or an employee can provide their own.
- Follow protocols and preferences of partners, which may include not entering their facilities or being checked for wellness upon entrance to their facilities. This is already happening for our drivers serving care facilities. Provide information when asked (e.g. your travel history). Respect and follow their protocols.

Doctor's offices/ER's are extremely busy and are being inundated with sick patients. Therefore, we have loosened the policy in regards to doctor's notes (only pertaining to COVID illnesses). Please see below.

ECIA's policy on work releases (effective May 17, 2022)

1. If an employee is asymptomatic or has mild symptoms with a positive PCR test or at home test, the employee must isolate for 5 days and can return to work after 5 days as long as they have not had a fever in the 24 hours before returning to work. The employee must wear a mask for 5 more days after returning to work and maintain at least 6 feet from others. A doctor's excuse is not needed.
2. If an employee's symptoms continue to worsen after 5 days (and tests positive with either an at home test or a PCR test), the employee should isolate for 10 days before returning to work and be fever free the 24 hours before returning to work. A doctor's excuse is not needed unless the employee was hospitalized due to COVID-19 or complications from COVID-19.

Sick employees shall stay home and be isolated that have tested positive for COVID-19 or Suspect they have COVID-19: (SEE CDC GUIDANCE ABOVE)

ECIA employees that have tested positive for COVID-19, are eligible under the Federal CARES act for an additional 80 hours of paid sick time if they are not able to work remotely. This additional sick leave is part of the CARES act ended 12/31/2020 but was extended through the American Rescue Plan Act on April 1, 2021 through September 30, 2021. ECIA had voluntarily extended the CARES Act policy from January 1, 2021 until September 30, 2021. Since cases are still continue to rise, ECIA extended the policy through June 30, 2022. Effective July 1, 2022, ECIA will provide 5 days of sick time (40 hours) from the time they get the positive COVID test. If a person has to take additional time off due to severe symptoms, they will need to use their own sick time and/or will be discussed on a case-by-case basis if additional COVID time off is needed.

- Part-time employees are covered, with the number of hours they receive determined by their average hours worked in a two-week period.
- Leave is immediately available but cannot be carried over from one year to the next.
- For employers with existing paid leave policies, the Act's paid sick time is in addition to any existing leave. An employer cannot require employees to use their

existing accrued leave time before using this emergency leave. Employers also cannot require their employees to find a replacement worker if they need to take this emergency leave.

- ECIA will continue providing health insurance coverage during this leave period.

The American Rescue Plan also adds three additional qualifying reasons for Paid Sick Leave. These include:

- Obtaining a COVID-19 vaccine;
- Recovering from any illness or condition related to the COVID-19 vaccine; or
- Seeking or awaiting the results of a COVID-19 diagnosis or test if either the employee has been exposed to COVID-19 or the employer requested the test or diagnosis.

If not vaccinated:

ECIA staff Exposure to positive COVID-19 Person:

- Quarantine is used to keep someone *who might have been exposed to COVID-19* away from others. If an employee has been in close contact with a person that has been diagnosed with COVID-19, the employee should stay home for 10 days after their last exposure to that positive COVID-19 person per the CDC COVID-19 guidelines. The 10 day quarantine is the option that maximally reduces risk of post-quarantine transmission risk and is the strategy with the greatest collective experience at present. However, based on local circumstances and resources, the CDC has outlined the following options to shorten quarantine are acceptable based on CDC COVID-19 guidelines:
 - **People who have been in [close contact](#) with someone who has COVID-19—excluding people who have had COVID-19 within the past 3 months.**
 - People who have tested positive for COVID-19 within the past 3 months and recovered do not have to quarantine or get tested again as long as they do not develop new symptoms.
 - People who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.
 - People who have been in close contact with someone who has COVID-19 are not required to quarantine if they have been fully vaccinated against the disease within the last three months and show no symptoms.
 - Quarantine can end after day 10 without testing and if no symptoms have been reported during daily monitoring.
 - When diagnostic resources are sufficient and available, then quarantine can end after day 5 if a diagnostic specimen tests negative and if no symptoms were reported during daily monitoring. The specimen may be collected and tested

within 48 hours before the time of planned quarantine discontinuation, but quarantine cannot be discontinued earlier than after day 7.

- Quarantine can end after day 10 without testing and if no symptoms have been reported during daily monitoring.
- When diagnostic resources are sufficient and available, then quarantine can end after day 7 if a diagnostic specimen tests negative and if no symptoms were reported during daily monitoring. The specimen may be collected and tested within 48 hours before the time of planned quarantine discontinuation, but quarantine cannot be discontinued earlier than after day 7.
- In either case, additional criteria such as continued symptom monitoring and masking through day 10 must be met.
- If symptoms develop after discontinuation of self-quarantine, an employee should immediately self-isolate and contact a healthcare provider for testing.

When an employee is required to self-quarantine, ECIA will provide the staff person with sick time. This additional sick leave is part of the CARES act and ended 12/31/2020, but was extended through the American Rescue Plan Act on April 1, 2021 through September 30, 2021. ECIA had voluntarily extended the CARES Act policy from January 1, 2021 until April 1, 2021, when the American Rescue plan became law. In addition, ECIA extended this benefit again until June 30, 2022, as cases continued to rise. Effective July 1, 2022, ECIA will provide staff up to 40 hours of sick time from the time the employee receives a positive COVID test. If a person has to take additional time off due to severe symptoms, they will need to use their own sick time or it will be discussed on a case-by-case basis if additional COVID time off is needed.

- Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department. What's the difference between quarantine and isolation? Quarantine keeps someone who might have been exposed to the virus away from others. Isolation separates people who are infected with the virus away from people who are not infected. Who needs to quarantine?
 - Anyone who has been in **close contact with someone who has COVID-19**. This includes people who previously had COVID-19 and people who have taken a serologic (antibody) test and have antibodies to the virus if it has been more than three months since the person had recovered from COVID-19.
 - What counts as close contact? You were within 6 feet of someone who has COVID-19 for at least 15 minutes
 - You provided care at home to someone who is sick with COVID-19
 - You had direct physical contact with the person (touched, hugged, or kissed them)
 - You shared eating or drinking utensils
 - The COVID-19 positive person sneezed, coughed, or somehow got respiratory droplets on you

- **Follow CDC guidelines according to your vaccination status.**
- Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19
- If possible, stay away others, especially people who are at higher risk for getting very sick from COVID-19
-

A good resource for additional and most up to date information is at the link below:
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>

School Cancellations and Day Care Cancellations:

- Please work with your program director on a flexible schedule. During this pandemic, employers are encouraged to be flexible with employees. ECIA will attempt to provide flexibility. This school and day care cancellation policy is pandemic related only.
- ECIA will allow the staff person to work from home if their job has work that can be done at home using VPN and a laptop. This applies to those employees that are sick or have sick children or children at home due to pandemic school cancellations. Children must be under the age of 18 and not have an older sibling or a spouse at home that can provide childcare. This policy is not applicable to healthy children over the age of 18 that are out of school due to a pandemic cancellation. If a teenage child over the age of 18 is sick with a pandemic related virus or a severe flu virus and a parent is needed at home, then, ECIA will allow the flexible work schedule for the child over the age of 18. A Temporary Remote Work Agreement must be completed.
- ECIA will allow flexibility with scheduling to assist the employee with not having to use all of their sick and vacation time. An ECIA staff member is allowed to work weekends as needed; take days off during the week; and also allowed to work partial days in the office and partial days at home; or can work evenings past 5:00 p.m. to get to their 40 hours per week. Any combination will be allowed as long as it is approved by your program director. ECIA Director of Finance and the ECIA Executive Director must also be informed of the schedule change by completing a Temporary Remote Work Agreement.
- ECIA will allow staff to use their sick or vacation time as needed. ECIA will not allow donation of sick or vacation time from other staff members unless the employee or their spouse or child becomes seriously ill with the pandemic virus.
- All changes in staff schedules must be approved by the program director and ECIA Director of Human Resources and Program Development and Executive Director.

Employees with an underlying medical condition or needing to stay home:

- Employees that have a compromised immune system or a diagnosis that puts them into a higher risk category for getting the virus or has a desire to stay home due to their fear of the virus, will be permitted to work from home using VPN and a laptop assuming their position can be worked from home. This will need to be coordinated with their program director and approved by the ECIA Executive Director or Director of Human Resources and Program Development. An employee will utilize accrued sick and vacation time with their approved absence.

Perform routine environmental cleaning:

- Employees will routinely clean all frequently touched surfaces in their office/workspace workplace, such as workstations, desks, computers, keyboards, phones, cellphones, monitors, etc. ECIA will provide disposable wipes and/or cleaning agents for staff to use while cleaning.
- ECIA contracts with a third-party cleaning service and has cleaning done two times per week. During pandemics, ECIA will require the third-party company to provide extra deep cleaning by cleaning the doorknobs, tables, counter tops in the copy room and kitchen, conference room tables, and other common space locations.
- When using a conference room at ECIA, the staff person reserving the room must ensure the room has been wiped down with disposable wipes after the meeting to ensure the tables, equipment and room is clean and ready for the next meeting.
- Disinfectant wipes and cleaning supplies will be provided by ECIA and are located in the employee fitness room and relaxation room. Please use the wipes after using the equipment or the relaxation equipment.

Clean and Disinfect Your Facility When Someone is Sick. If there has been a sick person or someone who has COVID-19 in your facility within the last 24 hours, you should clean and disinfect the spaces they occupied.

Before cleaning and disinfecting

- Close off areas used by the person who is sick and do not use those areas until they have been cleaned and disinfected.
- Wait as long as possible (at least several hours) before you clean and disinfect.

While cleaning and disinfecting

- Open doors and windows and use fans or HVAC (heating, ventilation, and air conditioning) settings to [increase air circulation in the area](#).
- Use products from [EPA List N](#) external icon according to the instructions on the product label.
- [Wear a mask](#) and [gloves](#) while cleaning and disinfecting.
- Focus on the immediate areas occupied by the person who is sick or diagnosed with COVID-19 unless they have already been cleaned and disinfected.
- [Vacuum the space if needed](#). Use a vacuum equipped with high-efficiency particulate air (HEPA) filter and bags, if available.

ECIA office closure:

- In the event the Executive Director decides to close the office to the general public, ECIA will lock the front and back doors. ECIA staff will report to work as normal but will be required to meet with clients and the public via phone or electronic media.
- The decision to close to the general public will be based on recommendations from the Governor of the State of Iowa, Center for Disease Control, and the actions of other ECIA member governments, and at the discretion of the Executive Director and the Director of Human Resources and Program Development. Essential staff will be provided a letter for travel to/from the office during the closure.
- ECIA may go to a voluntary working from home procedure based on the scope of the disease and the status of other member of governments policies. Employees whose jobs can be done at home, will be allowed to volunteer for working at home for a period of time as determined by the Executive Director. In the case of voluntarily working from home, each employee will need to notify their program director and Executive Director of their intent to work from home prior to their first day working from home and complete a Temporary Remote Work Agreement. If a full workday of 8 hours is not possible, an employee can substitute time worked for sick or vacation time. The period of time working from home will be determined by the Executive Director and/or local, State or Federal guidelines.
- In the event of a closure or voluntarily working from home, each ECIA department will review their program requirements and will define procedures and develop protocols to best serve our clients. Procedures may vary department by department depending on the funding source and program requirements.

Employees are advised before and after traveling to take certain steps:

- Travel increases the chance of getting and spreading COVID-19. Staying home is the best way to protect yourself and others from COVID-19.
- Check the CDC's Traveler's Health Notices for the latest guidance and recommendations for each country and to each State within the United States to which an employee will travel. Check each state's cases in the last seven days prior to travel.
- Check your destination to determine their requirements and restrictions for travelers. Some may require people to wear masks and require those that recently traveled to stay home for up to 14 days after they travel and others may require testing when you arrive or after a specified amount of time during your visit.
- All air passengers coming to the United States, including U.S. citizens, are required to have a negative COVID-19 test result or documentation of recovery from COVID-19 before they board a flight to the United States. See the CDC for more information.
- Masks are required on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and in the U.S. transportation hubs such as airports and stations.
- An ECIA employee should take into consideration the CDC 's recommendations in regards to travel.

Employee Certification Form to Return to Work

I, _____, hereby certify that I am free from any symptoms related to influenza, COVID-19/Coronavirus and that I it has been at least ten days since symptoms first appeared; I have gone at least 24-hours with no fever and without fever-reducing medication; and other symptoms are improving such as loss of taste and smell which can persist for weeks after recovery. I am not required to obtain a doctor's certification due to the current state of medical care and their focus on the pandemic.

I understand that my employer is relying on this statement to be truthful and accurate and that making any false or misleading statement is considered to be gross misconduct and will result in disciplinary action up to and including termination of my employment. I understand that if my situation changes then I am required to report symptoms in advance of returning to work.

Signature

Printed Name

Date

Temporary Remote Work Agreement

East Central Intergovernmental Association (ECIA) encourages all managers and supervisors to think creatively about how to support their employees in caring for their health and reducing risk of exposure to COVID-19 (referred to further as the current health situation). One such option is implementing social distancing by encouraging employees to work remotely, where management has determined that working remotely is appropriate and viable. Additionally, should a shelter in place order be implemented, ECIA staff can continue providing services to our clients and member governments with a temporary remote work from home program. This Temporary Remote Work Agreement should be used in all instances where management has determined that work may temporarily be performed from home or an alternate location as a means of social distancing and/or responding to a shelter in place order or strong encouragement from the State, City and County to shelter in place to prevent the spread of the health situation. If an employee already has an existing telecommuting agreement in place, this Temporary Remote Work Agreement should be used instead of modifying an existing agreement because this Agreement provides the flexibility needed to adjust to any changing circumstances as the current health situation continues to evolve.

This Agreement must be signed and approved by the employee's manager or supervisor and the head of the department. This Agreement supersedes any prior Telecommuting Agreement in place between the employee and ECIA, if any. When management determines to end this Temporary Remote Work Agreement, your prior Telecommuting Agreement, if any, would resume unless otherwise agreed and memorialized in a new Telecommuting Agreement. In instances where no prior Telecommuting Agreement existed and management determines some form of remote work arrangement is appropriate going forward, a new Telecommuting Agreement must be prepared and signed. Note that having successfully engaged in temporary telecommuting pursuant to this Agreement, or a prior agreement does not require management to agree to any future remote work.

I. General Work Arrangement

1. This Agreement is between ECIA and Employee to establish the terms and conditions for temporarily performing work at an alternate work site with the following frequency (*e.g.* daily each week, on the same day every week, or on some routine basis).
2. This Agreement begins on _____ (date). You understand that this Agreement to permit you to work remotely is a temporary measure only, and will be reviewed continuously during the period in which ECIA encourages social distancing as a measure intended to minimize the spread of the current health situation and/or the shelter in place order expires or the strong encouragement from City/County or State governments ends. Accordingly, ECIA may alter this schedule or end the Temporary Remote Work Agreement at any time at its discretion as approved by the ECIA Executive Director.
3. This Agreement will remain in effect unless altered or terminated at any time as described in paragraph 2 above.

4. The following conditions apply:
 - a. Employee's remote work schedule is _____
(Specify days and hours. If it varies, please include those details).
 - b. Employee's regular remote work site location is: _____

 - c. Employee's regular remote work phone number is _____
5. While working remotely, Employee will:
 - a. remain accessible during the remote work schedule;
 - b. check in with the supervisor to discuss status and open issues;
 - c. be available for video/teleconferences, scheduled on an as needed basis;
 - d. be available to physically attend scheduled work meetings as requested or required by the Department;
 - e. request supervisor approval in advance of working any overtime hours (if employee is non- exempt);
 - f. take rest and meal breaks while working remotely in full compliance with all applicable policies or collective bargaining agreements; and
 - g. request supervisor approval to use vacation, sick, or other leave in the same manner as when working at Employee's regular work location.
6. Employee's duties, obligations, responsibilities, and conditions of employment with ECIA remain unchanged except those obligations and responsibilities specifically addressed in this Agreement. Job responsibilities, standards of performance, and performance appraisals remain the same as when working at the regular ECIA work site. The supervisor reserves the right to assign work as necessary at any work site.
7. The parties acknowledge that this Agreement may be evaluated on an ongoing basis to ensure that Employee's work quality, efficiency, and productivity are not compromised by the remote work arrangement described herein.
8. You acknowledge that if your manager deems that the temporary remote work arrangement described in this Agreement is not working effectively or as envisioned, management may at any time adjust or end this Agreement. Management will strive to provide at least 24 hours' advance notice of any changes to this Agreement.

II. Safety & Equipment; Information Security

1. Employee agrees to maintain a safe, secure, and ergonomic work environment and to report work- related injuries to Employee's supervisor at the earliest reasonable opportunity. Employee agrees to hold ECIA harmless for injury to others at the alternate work site. Regarding space and equipment purchase, set-up, and maintenance for telecommuting purposes:
 - a. Employee is responsible for providing space, telephone (if not issued an

ECIA cell phone), printer (if not issued an ECIA printer), networking and/or Internet capabilities at the telecommute location, and shall not be reimbursed by the employer for these or related expenses. Internet access must be via DSL, Cable Modem, or an equivalent bandwidth network.

- b. ECIA will provide a laptop and printer (if necessary), for the employee to work remotely. If the employee is issued an ECIA cell phone, employee will utilize the phone for communicating remotely. ECIA will provide access to virtual meeting software and access to conference phone lines. Employee is allowed to remove office equipment and miscellaneous supply items from their offices including their chair, monitor(s), files, paper, manuals, etc. including items that they require to do their job. Employee agrees to protect ECIA-owned equipment, records, and materials from unauthorized or accidental access, use, modification, destruction, or disclosure. The precautions described in this agreement apply regardless of the storage media on which information is maintained, the locations where the information is stored, the systems used to process the information, or the process by which the information is stored.
 - c. Employee agrees to report to Employee's supervisor any incidents of loss, damage, or unauthorized access at the earliest reasonable opportunity.
 - d. Employee understands that all equipment, records, and materials provided by ECIA shall remain the property of ECIA and must be returned to ECIA when the temporary remote work agreement has ended.
2. Employee understands and agrees that Employee's personal vehicle may not be used for ECIA business unless specifically authorized in writing by Employee's supervisor in advance of such use.
 3. With reasonable notice and at a mutually agreed upon time, ECIA may make on-site visits to Employee's remote work location to ensure that the designated work space is safe and free from hazards, provides adequate protection and security of ECIA property, and to maintain, repair, inspect, or retrieve ECIA property.
 4. Employee agrees to return ECIA-owned equipment, records, and materials within days of termination of this agreement. Within days of written notice, Employee must return ECIA-owned equipment for inspection, repair, replacement, or repossession.
 5. Employee understands that Employee is responsible for tax consequences, if any, of this arrangement, and for conformance to any local zoning regulations.

I hereby affirm by my signature that I have read this Temporary Remote Work Agreement and understand and agree to all of its provisions.

Employee Signature

Date

Director Signature

Date

Executive Director Signature

Date

This signed Agreement must be sent to Human Resources for placement in Employee's personnel file. The employee and the supervisor should each keep a copy of this Agreement for future reference.

Essential ECIA Workers Letter

To whom it may concern:

The employee in possession of this letter has been deemed by East Central Intergovernmental Association (ECIA) to work as an essential employee of our organization. ECIA partners with five counties (Cedar, Clinton, Delaware, Dubuque and Jackson) to share resources in Community Development Economic Development, Housing Assistance (seven counties), Employment and Training, Transit, and Transportation and Planning.

These types of facilities are included in the definition of essential functions as per the Guidance of the "critical infrastructure" sectors identified in **Presidential Policy Directive 21 (PPD-21) on Critical Infrastructure Security and Resilience**. This directive established 16 "critical infrastructure sectors, whose assets, systems, and networks, whether physical or virtual, are considered so vital to the United States that their incapacitation or destruction would have a debilitating effect on security, national economic security, national public health or safety, or any combination thereof." Within those sectors, the Guidance provides an "initial" list of the "Essential Critical Infrastructure Workforce," which it describes as the "workers who conduct a range of operations and services that are essential to continued critical infrastructure viability, including staffing operations centers, maintaining and repairing critical infrastructure, operating call centers, working construction, and performing management functions, among others."

For COVID-19, CISA's Guidance addresses the following critical infrastructure sectors:

Financial Services workers to process and maintain systems for financial transactions and services.

Information Technology workers to support the provision of essential global, national and local infrastructure for computing services (incl. cloud computing services), business infrastructure, web-based services.

Transit and Transportation workers to ensure the systems continue transit and transportation operations.

Because ECIA meets the definition of an essential function, ECIA has approved our employees' ability to travel outside their home to go to/from work.

Should you have any questions or concerns regarding this meter, please contact ECIA at 563-556-4166 or kdeutmeyer@ecia.org or Holly McPherson, Director of Human Resources and Program Development at hmcpherson@ecia.org.

Sincerely,

Kelley Deutmeyer
Executive Director
East Central Intergovernmental Association

This guidance is not a standard or regulation but guidelines to keep all employees safe as they return to work at ECIA.

Workplace Safety Post Pandemic

- All ECIA employees who exhibit signs and symptoms of a communicable disease as defined by the Department of Public Health will be excluded from the ECIA work sites. ECIA encourages employees to remain at home if they are exhibiting any virus or communicable disease symptoms or have been in contact with someone exhibiting these symptoms. If an employee or their immediate family requires Family Medical Leave, please notify your immediate supervisor and the Director of Human Resources and Program Development immediately. If an employee tests positive, the employee will need to provide a list of people (co-workers, clients, etc.) they have come into contact with. In all cases, if an employee has tested positive for COVID-19 or has symptoms of COVID-19, the employee should self-quarantine for the CDC recommended days after the symptoms have subsided without the use of fever-reducing or other medications. If the employee has been in contact with someone exhibiting symptoms of COVID-19, the employee should follow CDC guidance.
- ECIA will maintain a flexible schedule for all employees, established by department, and will encourage telecommuting for up to three days per week until the Center for Disease Control (CDC) relaxes the pandemic guidelines. Telecommuting and flexible schedules will be developed with the department directors or managers and provided to the Executive Director.
- ECIA will consider special accommodations for vulnerable employees with special conditions as defined by the CDC. These may include but are not limited to elderly (as defined by the CDC for the particular virus); high blood pressure; chronic lung disease; diabetes; obesity, asthma; and those with a compromised immune system. Please notify your supervisor and the Director of Human Resources and Program Development.
- ECIA encourages employees to use alternative methods for in-person meetings (i.e. on-line meetings/virtual meetings and phone conferences).
- Practice social distancing (6 feet separation) as much as possible.
- Employees are encouraged to take their temperature before coming to work. If your temperature is at 101 F or above, an employee must stay home. ECIA will not be checking temperatures of staff. It is up the staff member to check their temperature before coming to work.

- ECIA has provided paper towels and spray sanitizer for all zones and common areas. As you utilize the spaces, please clean accordingly.
- Sanitizer/paper towels have also been left in each agency vehicle. Prior to using the vehicle and when you return and are done using a vehicle, please wipe down the steering wheel, door handle, seatbelt, door panel, transmission shift lever, mileage book, and any common areas you touched.
- Community spaces such as the restrooms, copy room, workout rooms, library, relaxation/calming room, kitchen, and front office will be treated as follows:
 - Kitchen – No more than one person in the kitchen space using the kitchen appliances. If you need to get something from the refrigerator, take your items and move outside the kitchen space. Maintain the 6-foot social distance if you want to talk with the other staff in the kitchen.
 - Restrooms – Remember social distancing as much as possible.
 - Relaxation/Calming room – only one person at a time allowed in the room. Please sign up for a time if you want to utilize the room. When you are done with the room, you are responsible for wiping down all equipment and chairs utilized.
 - Copy Room and library – Maintain 6-foot social distancing as much as possible. Wipe down copy machines, postage machine, counter space, etc. after use with sanitizer provided by ECIA.
 - Front office – Please do not stand over the desks of the front office staff. Safety Plexiglass has been installed for their safety. Please use the plexiglass to communicate and provide information to the front office staff. Remember to provide them their social distancing too.
 - Workout rooms – no more than one team member per workout room in order to maintain social distancing. Wipe down all equipment and door handles after each use with sanitizer provided by ECIA.
 - Water fountains – the fountains will be shut off with signs posted until all restrictions are lifted by CDC or the State/Federal governments.
- Employees are to clean their hands by washing their hands with soap and water for at least 20 seconds or utilizing hand sanitizer when appropriate.
- Employees should use an alcohol-based hand sanitizer that contains at least 60-95% alcohol, if soap and water are not available. ECIA has provided hand sanitizer at multiple locations and in agency vehicles.
- Cover your sneezes and coughs, preferably with a tissue that can be discarded.
- Employees will routinely clean all frequently touched surfaces in their office/workspace workplace, such as workstations, desks, computers, keyboards, phones, cellphones, monitors, etc.

- Employees will respect other co-workers' offices by NOT using their phones, desks, or other work tools and equipment.
- When using a conference room at ECIA, the staff person reserving the room must ensure the room has been wiped down with disposable wipes after the meeting to ensure the tables, equipment and room is clean and ready for the next meeting.
- ECIA will provide staff with the Personal protective equipment (PPE). This is also made available by department. Staff traveling in the field are required to wear PPE for inspections, client meetings, and other work-related events. Staff must call all clients prior to their inspection or meeting to gauge their level of comfort of staff entering their home or meeting with them face-to-face. Each ECIA department will have their own protocol for conducting client related inspections or meetings. Please discuss this with your Director or Manager and follow the prescribed department protocol.
- Personal Protective Equipment (PPE), such as masks or gloves, may be worn in the office and is a personal preference. PPE should be worn outside the office when conducting inspections, meetings, etc. until all restrictions are lifted by CDC or the State/Federal governments.
- When ECIA staff meets with clients, you are encouraged to provide a mask to the client if they do not have one available.
- ECIA will provide deep cleaning from a third-party service three times per week. All offices and common areas will be cleaned and sanitized. Keyboards, desks, and personal equipment will not be cleaned. Each staff person is responsible for cleaning their own personal devices. Cleaning services will clean door knobs, light switches, etc. during their scheduled visits.

ECIA's Guide for Inspectors and Program Staff Entering Participants' Homes During a Pandemic

Below is legal guidance from the ECA attorney regarding the protocols required for ECIA staff out in the field doing inspections; entering homes; meeting with clients; and working with third party contractors and vendors. For staff that schedule inspections and make appointments for the inspectors or for staff meeting face-to-face with clients, make sure you follow the protocols below prior to scheduling the appointment to ensure the inspector does not make an unnecessary trip.

- Ask the following questions by phone/email/test prior to doing the inspection or conducting the site visit. If you cannot ask prior to the visit, then ask at the appointment but staff are required to social distance, wear a mask and gloves and any other PPE necessary to keep the client and staff safe.

- In the last 10 days, have you or anyone in the household been diagnosed with COVID-19 or had a test confirming the virus?
- In the past 10 days have you had close contact with someone who was diagnosed with COVID-19? Close contact means you had any of the following types of contact with the person with COVID-19 while they were contagious: Stayed within 6 feet of them for more than 15 minutes; Exposed to direct contact with their body fluids, they coughed or sneezed on you while not wearing a face mask, gown, or gloves.
- Have you or anyone in your household, had two or more of these symptoms today or within the past 48 hours which is new or not explained by another condition? Fever above 100 degrees Fahrenheit; Chills; Cough; Sore Throat; Shortness of Breath; Difficulty of Breathing; Feeling Unusually Weak or Fatigued; Loss of Taste or Smell; Muscle or Body Aches; Headache; Runny or Congested Nose; Diarrhea; or Nausea or Vomiting.
- **If the answer is yes to any of the three questions above, do not enter the premises or meet with the client until at least 10 days have passed when all questions can be answered No.**
- **Keep a written record of questions and answers.**
- ECIA staff are to maintain face mask, gloves, and social distance protocols while in the home or the business. Staff should ask vendors and participants to wear masks when staff are meeting with them or on their property. If residents or clients do not have a mask, ECIA staff are to provide them with a mask from the ECIA or EIRHA internal mask supplies.
- ECIA staff must confirm with third party vendors that ECIA is not responsible for their COVID-19 protection and they are responsible for following CDC guidelines for their own protection and that of their employees when working with our programs. At a minimum, they should always ask their staff to wear masks and gloves and social distance when dealing with ECIA staff as well as with home/business residents as part of the ECIA programs. ECIA staff are to sign a release form provided by their program director/manager with all third party vendors/contractors participating in ECIA programs that they understand the CDC guidelines pertaining to social distancing, protective protection equipment, and if experiencing symptoms will not work at the job site as outlined in the CDC guidelines. The release form should be signed by the contractor and the ECIA staff person and placed in the participant file.

COVID-19 VOLUNTARY VACCINATION POLICY

PURPOSE: In accordance with ECIA's duty to provide and maintain a workplace that is free of known hazards, this policy is to safeguard the health and wellbeing of ECIA employees and their families and the community we serve, from COVID-19 through an effective vaccination program. ECIA strongly encourages employees to receive the COVID-19 vaccination as soon as possible based upon the availability of the vaccine and vaccination prioritization guidelines. This policy complies with applicable laws and is based on guidance from state and federal agencies as applicable.

SCOPE: This Policy applies to all ECIA employees.

GENERAL REQUIREMENTS: Participation in ECIA's vaccine program is completely voluntary for all employees. Due to the limited availability of the vaccine as well as the staggered approach for distribution, all employees are required to comply with the ECIA's Pandemic Response Plan for face coverings and other safety measures such as social distancing, washing hands, working remotely (if their job allows), staying home when sick and other COVID-19 safety measures for the foreseeable future or until the vaccine is widely available for all employees.

VACCINATION PROCEDURE: ECIA is following a vaccination distribution schedule outlined by the Iowa Department of Public Health as well as local health authorities. Initial phases will focus on those are higher risk of getting COVID-19 including frontline health care personnel, long term care facilities, emergency responders (fire and police) and individuals who are 65 and older. Subsequent phases include other frontline essential workers and employees at very high risk for hospitalization or death from COVID-19 following guidance from the CDC. As the vaccine distribution increases, employees identified in lower priority groups will be notified of their opportunity to receive the vaccine as it becomes available.

ECIA will not be providing COVID-19 vaccines on site. If you are in a priority group because of age or a medical condition, your physician may contact you and you may get vaccinated at your healthcare provider's office or a clinic. As vaccine supplies increase and the general public becomes eligible for vaccinations, we expect vaccinations to be provided at healthcare providers, pharmacies, and vaccination sites. ECIA has provided the Public Health Incident Management Team at their request, with the names, work title, and contact information for all ECIA employees. Based on the list, the Public Health Incident Management team will decide if specific ECIA employees meet the priority groups to receive a vaccine prior to the general public.

ECIA employees who participate in the ECIA Wellness program will earn points for receiving the COVID-19 vaccination, flu vaccine, shingles shot, or pneumonia shot. Receiving vaccines is not required by the Wellness program and is optional. Maximum points under the ECIA Wellness program can be obtained without receiving vaccination points. It is the employee's responsibility to record the vaccine(s) in the ECIA Wellbeing Portal. **If an employee receives the COVID-19 vaccine, ECIA requests the employee provide a copy of their vaccination card to the Director of Human Resources and Program Development.**

The copy of the vaccine card does not become part of the employee's personnel file but documents the employee was vaccinated from COVID-19.

Employees are permitted to receive the vaccination while on paid work time and departments must provide flexibility in scheduling to allow employees to receive the vaccination during their scheduled work hours. ECIA recognizes that an employee could have a reaction to the vaccine. ECIA requests that employees not travel for work related appointments the day of their vaccine. Under the American Relief Act passed, 4/1/2021, an employee can use the additional paid sick leave for COVID-19 related illness, obtaining the COVID-19 vaccine, or for a COVID-19 vaccine related reaction. This sick time comes out of the 80-hours or 10 days of COVID-19 related additional sick time per employee and ends on 9/30/2021 with the American Relief Act.

Employees who are pregnant or trying to become pregnant, those who are breastfeeding and those with other medical conditions should discuss the risks and benefits of the vaccine with their healthcare provider before receiving it.

Edgewood Board of Economic Development
and
Edgewood Chamber of Commerce



Goal Setting Report
2022 – 2027

experience
EDGEWOOD
shop. dine. explore. relax.

Mission Statements Reconfirmed

The Edgewood Board of Economic Development

The Edgewood Board of Economic Development is a private, nonprofit volunteer leadership corporation organized to ensure the retention of current employment, create new job opportunities, initiate tourism-related activities, and support community development initiatives in Edgewood, Iowa. Objectives are formulated by monthly Edgewood TNT meetings and input from residents.

EBED Board

Luke Brady
Michelle Brady
Rob Busch
Thomas Hunt
David Meyer
Jim Stone

The Edgewood Chamber of Commerce

The mission of the Edgewood Chamber of Commerce is to increase the value of the Edgewood-area businesses to their customers, to their employees, and their owners. The Chamber is a volunteer-oriented association of businesses, professionals, and individuals, which fulfills its responsibilities to its members and demonstrates its commitment to Edgewood, in leading projects for business retention, quality of life, and community development.

We direct our unified energies to help our members increase the returns on their investment in Edgewood, both of themselves and their resources. We strive to create and preserve a positive growing business climate in the Edgewood area, offering economic and other benefits typical of small-town settings, yet preserving our community values and quality of life.

ECC Board

Miranda Beyer
Luke Brady
Chase Forkenbrock
Luke Kerns
Jerry Maker
Cade Perrinjaquet
Mike Struble
Ashley VanderHart
Alicia Walz

Introduction

The Edgewood Board of Economic Development (EBED) and the Edgewood Chamber of Commerce contracted with ECIA to facilitate the planning and goal-setting process that involved the following steps:

1. Prepare a questionnaire to identify needs, projects, accomplishments, programs, issues, trends, and team-building suggestions.
2. Prepare a list of the overall projects and suggested initiatives and programs based upon the comments of the two boards of directors and the executive director.
3. Conduct a strategic planning and goal-setting session with the boards of directors and the executive director.
4. Preparation of this final report.

Goal Setting Work Session

Boards of directors and executive director met for a work session that was facilitated by ECIA on February 2, 2022. Each participant was asked to do the following:

1. Review, discuss and edit or confirm the Mission Statements of each EBED and the Chamber of Commerce.
2. Review and finalize the major accomplishments of the city in 2020 and 2021, as identified in the initial board survey.
3. Review and finalize the list of the most important issues and trends facing the EBED and Chamber of Commerce in 2022, as identified in the initial board survey.
4. Review and finalize the list of significant initiatives and programs, as identified by the initial board survey.
5. Indicate and prioritize the initiatives and programs that are the most urgent or important at this time, by “dot” voting.
6. Review and finalize the current major prospects currently underway at EBED and the Chamber of Commerce, as identified by the initial board survey.
7. Review and revise the list of future major projects for the next two years (2022 and 2023), then prioritize by “dot” voting.
8. Review and revise the list of future major projects for the next three to five years (2024, 2025, 2026), then prioritize by “dot” voting.
7. Provide comments and suggestions regarding teamwork objectives.

Note: The Agenda for the Goal Setting Session, and the Preliminary Questionnaire are attached to this report as Appendix A and Appendix B, respectively.

1. What is going well for the EBED and Chamber of Commerce?

- Both do a good job supporting local business groups.
- Rodeo attendance and profit were up for 2021.
- Working on obtaining land for more housing development.
- Chamber and Elise are very welcoming to new people in the town.
- Staying up to date on happenings in Edgewood.
- Do a great job with rodeo and special dates (Christmas, etc.)
- Planning and marketing for events and programs.
- Growth in existing businesses.
- Both entities have a dedicated group composed of veteran leaders and young people that have the future of Edgewood at the core of their purpose for being part of these two organizations.
- The board members are engaged and looking ahead to tackle many projects that can make Edgewood better.
- Willingness to work together and improve the community. Growth mindset. Elise.
- We have a way to generate significant revenue and profit that most communities don't have... the Rodeo.
- Need to keep focused on this profit generation.
- We also have many businesses that truly believe and invest in the future of our town.
- The Viking Loop Trail.
- Edgewood East Development.
- EDA grant for Edgewood Meat Locker
- Major Expansion at Kendrick's
- Local Investors in Karl's Grocery
- Growing community – census numbers are up (1 of only 2 communities in Delaware County to see an increase.)
- More people commute to work in Edgewood than commute out.
- Retail sales numbers are up.
- Ed-Co School numbers have remained steady.



2. What are the issues/trends you are seeing in Edgewood?

- Lack of housing:
 - ...For the workforce that wants to live in town
 - ...New housing development
 - ...Higher-end homes
 - ...How to attract people to move here – need newer housing stock, live in city limits vs. rural, young people, especially with good jobs.
 - ...Senior Living
 - ...Apartments
 - ...Young families
 - ...Demand for sheds/workshops/warehousing (e.g., shouses/barndeminiums)
 - ...Building permits aren't being followed.
- Relationship with the City.
- Bad roads.
- Lack of industrial park development.
- Trending in the right direction. I feel we are always moving up in Edgewood!
- Improvement and expansions are taking place.
- There does seem to be less involvement.
- The main issue I see in our community right now is a collaboration between the different entities. I feel that to make Edgewood take a big step forward, we need the city, school, EBED, and the Chamber of Commerce to be on the same page as far as planning for our future. There needs to be a common goal and common ground across the board. When there are too many irons in the fire, nothing gets put out and the fire keeps growing. We need to focus our energies and work to accomplish 1 goal at a time while keeping the planning stages going for the others.
- As far as trends, it follows the same path as the issues I see. We do a great job of creating a vision and garnering a path to accomplish it, but then the wheels begin to fall off due to a lack of communication between and amongst our entities and it takes far longer to accomplish these tasks than it should.
- City is in good financial health, but infrastructure like streets needs attention, but is costly.
- None.



3. What programs and/or initiatives need to be addressed by the EBED and/or Chamber?

The Boards of Directors and Executive Director identified the following initiatives and programs as the most urgent or important.

- Update and enforce city ordinances (nuisance abatements at trailer park). (13)*
- Construct new housing in general. (12)
- Construct new apartments. (9)
- Continued expansion of the Viking Loop Trail. (8)
- Strategic planning between the Chamber of Commerce, EBED, and the City of Edgewood. (7)
- Expand inventory of lots on which to build housing. (6)
- Recruit more volunteers to help with projects. (6)
- Planning with goals in place (1-3 years, 3-5 years, and 5+; Are the goals realistic? Are the right people in place to make the programs happen?) (3)
- Expand lower-end rental units. (2)
- Expand inventory of higher-end houses. (0)
- More activities for people to do. (0)

**Indicates the number of votes received.*

4. What major projects are currently happening in the EBED and/or the Chamber of Commerce?

- Edgewood East Development (newly acquired 10 acres east on Highway 3) – nothing official at this time.
- Viking Loop Trail
- Attempted development of the Edgewood Industrial Park
- 2022 events/programs are being reviewed and tweaked.

5. What major projects/initiatives do you believe the EBED and/or Chamber of Commerce should be taking on in the next 2 years?

The Boards of Directors and Executive Director identified the following initiatives and programs as the most urgent or important.

- Work with the community to pass Ed-Co School Bond. (16)
- Housing – at all levels and types. (14)
- Finalize a plan for Edgewood East Development. (9)
- Attract more sales/buildings in the new subdivision and new businesses in the industrial park. (3)
- Get started on the Viking Loop Trail. (3)

6. What major projects/initiatives do you believe the EBED and/or Chamber of Commerce should be taking on in the next 3 – 5 years?

The Boards of Directors and Executive Director identified the following initiatives and programs as the most urgent or important.

- Continue with the construction of housing on all levels and types. (14)
- Keep moving forward with business initiatives for new and existing businesses. (9)
- Continue development of the Viking Loop Trail. (7)
- Fix and replace roads in town. (7)
- Continue to work to attract new businesses/business expansion to the industrial park. (6)
- Expansion of the Edgewood Rodeo. (4)
- School bond pass – try and get more involved in the community to get the word out. (3)
- Hang light pole banners for organizations in town. (2)
- Plan to freshen the backside of businesses from the west side. (1)
- Food and drink options in town. (1)
- Before/After school programming. (0)
- Make sure several from each board are part of the Ed-Co School Expansions project. (0)



7. What could the Boards do to work better together?

- Hold some joint meetings. (3)
- Transparency and open-mindedness
- I think they do a great job. Glad we have volunteers.
- Dedication to being at meetings is a huge component of our ability to work together. If people are not attending meetings, they are out of the loop on the discussion. Those taking the time out of their day to be there, want to make a difference and not waste their hour. We have to move forward with decision-making as long as there is a quorum, regardless of who isn't at the meeting.
- I believe they do a very good job with communication with each other. Do they currently have a liaison that reports to both beside Elise?
- Doing well now.

8. Other Comments/Concerns

- I love our town!
- Concern that the primary revenue generator (rodeo) has a risk hanging overhead... maybe a low likelihood of it happening, but huge consequences if it does happen.... and I'm talking about what if Edgewood Livestock Commission sells to someone that doesn't let the chamber use their ground for the rodeo. How would we have a rodeo?
- I think there would be a benefit in having a quarterly or semi-annual meeting between EBED and the Chamber to develop goals that we can work to achieve together.
- These boards are role models in northeast Iowa that truly know how to work together to get things done! They have an exceptional and dedicated executive director that goes above and beyond! Edgewood is SO fortunate to have Elise! What a wonderful advocate!
- Doing a good job.

Future Planning Suggestions

It is recommended that the boards of directors, along with the executive director, prepare an action plan for the top-ranked projects and initiatives. The action plan for each goal would define the steps needed to accomplish the various tasks or objectives. Once approved by both Boards, the action plan could then be made part of the Goal Setting Report.

It is recommended that the Boards review the report on an annual basis to monitor the progress that is made on each item. The Boards may use a format that shows the project or item side-by-side with a comment that updates the group on the progress that has been made on each item at the end of each fiscal year.

It is important to note that the projects and various initiatives are not "cast in stone." The list can be modified as new circumstances may dictate. Hopefully, the Boards of Directors will repeat this process in the coming years, which may result in some additional modifications.

Communication of the EBED and Chamber of Commerce Goals and Objectives to the Public

The following is a summary of various activities that have been used by municipalities and nonprofits to communicate the organization's goals and objectives to the public.

- **Website.** After the Boards have reviewed and formally adopted the Strategic Planning Summary, a copy of the report can be placed on the group's website.
- **Newspaper Article.** The Executive Director could request that the local newspaper publish a list of the goals and objectives.
- **TNT Meeting.** The Boards could share a summary of the report at a TNT meeting or public forum and seek comments and observations from residents.
- **City Officials/Council Meeting.** The Boards could request to be on a city council agenda to share a summary of the report and request feedback.
- **Presentations to Service Clubs.** Board members or the Executive Director could make brief presentations to local services clubs and organizations outlining the goals and objectives.

Final Comments

It was a pleasure to assist the Edgewood Board of Economic Development & the Edgewood Chamber of Commerce with this goal-setting process. We were impressed with the level of cooperation from board members of both groups and are excited about plans for the community.

Once again, thanks to the Executive Director and both Boards of Director for the terrific cooperation and timely response during this process.

Jennifer Walker

ECIA
Special Programs Manager



Edgewood Board of Economic Development
and
Edgewood Chamber of Commerce



Appendices

Appendix A

Goal Setting Session Agenda





EDGEWOOD EBED & CHAMBER OF COMMERCE

GOAL SETTING SESSION – 2022

**Wednesday, February 2, 2022
12:00 – 2:00 PM**

Café Rose | 119 North Washington St | Edgewood, Iowa

AGENDA

1. Introduction and Opening Comments – Elise Bergan, Director
2. General Overview of the Meeting and the Goal Setting Report – Jennifer Walker
3. Brief Review of Mission Statement & Purpose
4. Brief Review of Accomplishments – Past Two Years
5. Brief Review of Programs and/or Initiatives that Need to be Addressed
6. Review and ranking of Current Major Projects
 - A. Review of Proposed Initiatives
 - B. Clarification of Items
 - C. Revisions, Additions, Deletions and Combinations of Items
 - D. Ranking of Items – Placing of the “Dots”
7. Review and ranking of Future Major Projects within the Next Year
 - A. Review of proposed projects
 - B. Clarification of items
 - C. Revisions, Additions, Deletions and Combinations of Projects
 - D. Ranking of Items – Placing of the “Dots”
 - E. Review List of “Givens” or Ongoing Projects
8. Review and ranking of Future Major Projects within the Next Five Years
 - F. Review of proposed projects
 - G. Clarification of items
 - H. Revisions, Additions, Deletions and Combinations of Projects
 - I. Ranking of Items – Placing of the “Dots”
 - J. Review List of “Givens” or Ongoing Projects

9. Review & Evaluate “Team Work Objectives”
 - A. Discussion regarding roles and responsibilities
 - B. Review and concurrence on team work suggestions
 10. Review & Evaluate “Other Comments/Concerns”
 - A. Move to other categories or leave separate?
 11. Final Report to the Boards – 2022 Goal Setting Process
 12. Adjourn
-
-

Appendix B

Preliminary Questionnaire



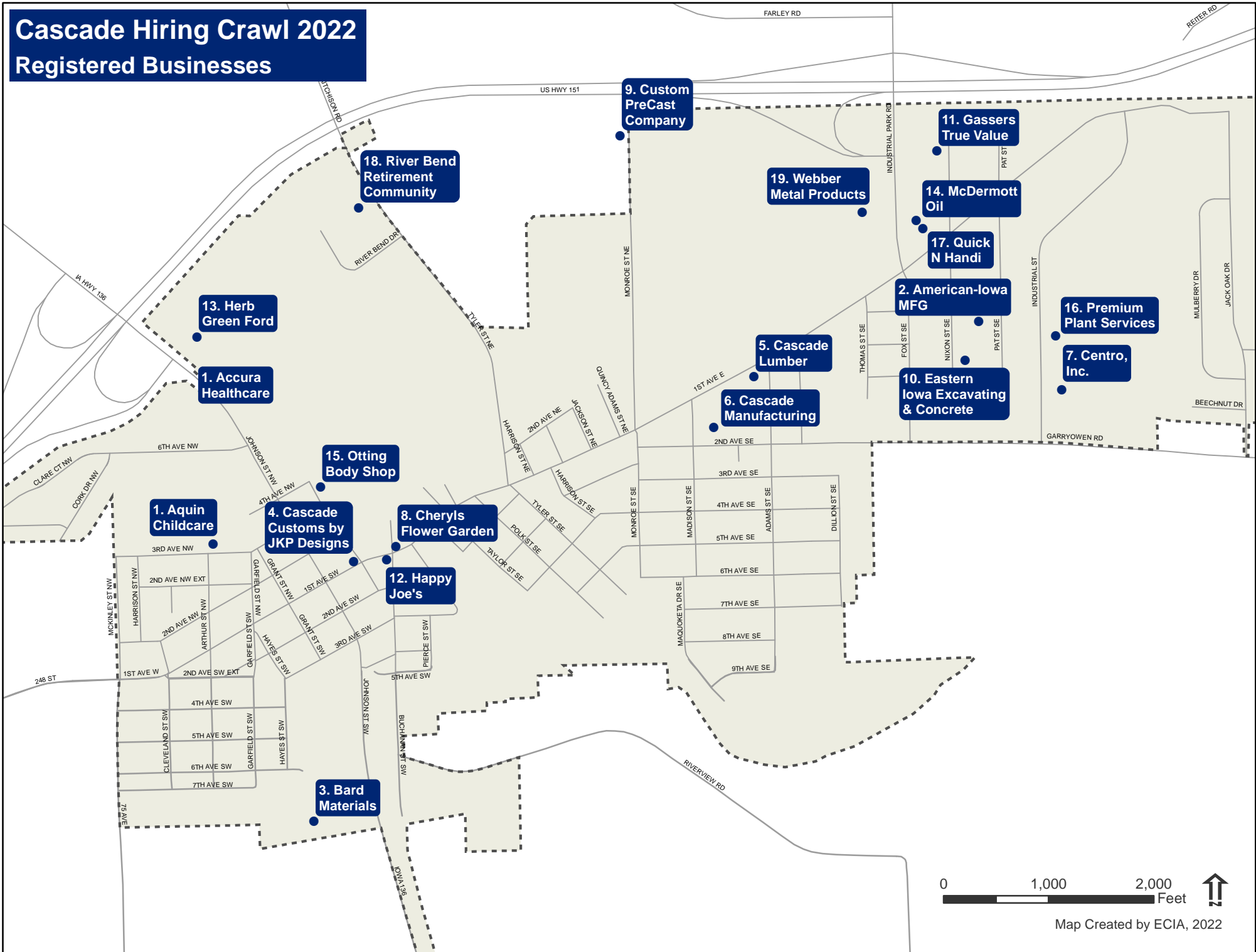


Edgewood Board of Economic Development & Chamber of Commerce Strategic Plan 2022 – SURVEY TO BOARD

1. What is going well for the EBED and Chamber of Commerce?
2. What are the issues/trends you are seeing in Edgewood?
3. What are some of the programs/initiatives that need to be addressed by the EBED and/or Chamber?
4. What major projects are currently happening at EBED and/or Chamber?
5. What major projects/initiatives do you believe the EBED and/or Chamber should be taking on in the next year?
6. In the next 5 years?
7. What is it the Board could do to work together better?
8. Do you believe the Mission and Purpose of the EBED and Chamber still correctly reflect what the organizations do? If not, what would you add or change?
9. What other comments/concerns do you have?

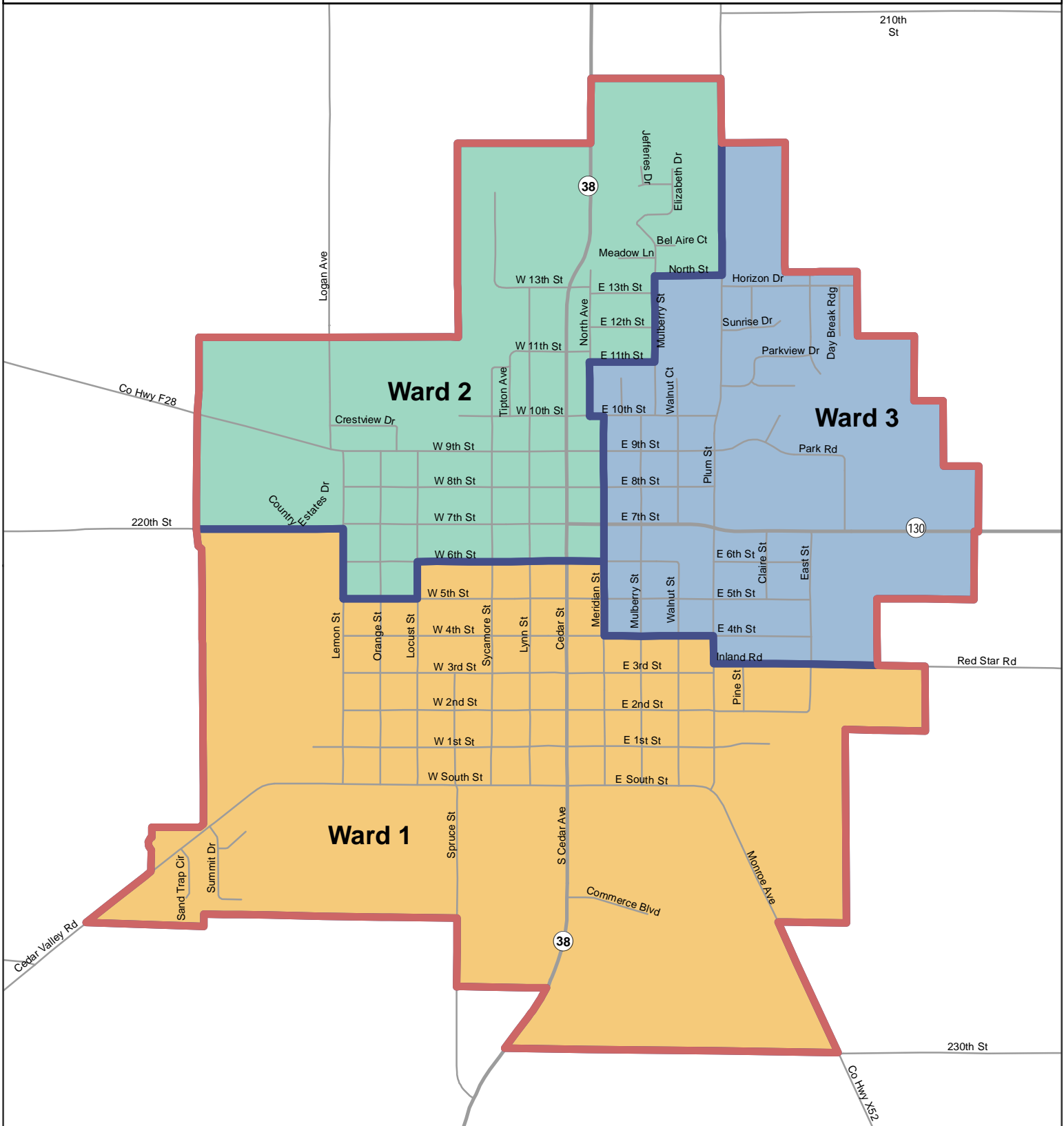
Cascade Hiring Crawl 2022

Registered Businesses



Map Number	Business Name	Address	Job Types	Contact Email	Contact Name
1	Aquin Childcare	608 3rd Ave NW	Child Care workers and School Hot Lunch Director	lherbers@aquin.org	Laura Herbers
2	American-Iowa MFG	117 Nixon St SE	Steel Fabrication and other positions	Bloes@american-iowa.com	Rebecca Loes
3	Bard Materials	800 Johnson St SW		kristip@bardmaterials.com	Kristi Penner
4	Cascade Customs by JKP Designs	312 1st Ave W		jkp.designs@yahoo.com	
5	Cascade Lumber	1001 1st Ave E	Floor Covering Installers	jdneuhaus@cascade-mfg-co.com	Jeff Neuhaus
6	Cascade Manufacturing	109 Madison St SE	Team Assemblers, Supervisors	amzalaznik@cascade-mfg-co.com	Andrea Zalaznik
7	Centro, Inc.	145 Industrial St SE	Product Inspector Finishers, Machine Operators	tnwindy@centroinc.com	Tiphonie Windy
8	Cheryl's Flower Garden	126 1st Ave W	Assistant Manager, Barista, Baker	cherylsflourgarden@gmail.com	Cheryl Wood
9	Custom PreCast Company	995 Monroe St NE		custom@netins.net	Carolyn
10	Eastern Iowa Excavating & Concrete	121 Nixon St SE	Pipe Layers and Concrete Workers, Supervisors, and Laborers	chorsfield@easterniowaexcavating.com	Colleen Horsfield
11	Gasser's True Value	128 Industrial Park Rd	Part-time and Full time Cashiers, Sales and Garden Center	tammyhr@gasserhardware.com	Tammy Lemke
12	Happy Joe's	207 1st Ave W	Manager, Pizza Maker, Wait Staff	happyjoecascade@gmail.com	Joe Lehmann
13	Herb Green Ford	900 Johnson St NW	Automotive Technician	tedgreen@netins.net	Ted Green
14	McDermott Oil	1501 1st Ave E	Drivers	jreimer@mcdermottoil.com	Jill Reimer
15	Otting Body Shop	306 Lincoln St NW		motting@netins.net	
16	Premium Plant Services	133 Industrial St SE	Hydroblast Technicians	jstecklein@premiumplantservices.com	Jessica Stecklein
17	Quick N Handi	1501 1st Ave E	Management, Leadership, Customer Service Reps, Kitchen Team	jreimer@mcdermottoil.com	Jill Reimer
18	River Bend Retirement Community	813 Tyler St NE		marketing1@riverbendal.com	Jen Rhomberg
19	Webber Metal Products	120 Industrial Park Rd	Machinists, Machine Operators, Quality Control, Industrial Maintenance	lancehall@webbermetals.com	Lance Hall

City of Tipton, Iowa Election Ward Map, 2021



Legend

-  City of Tipton Corporate Limits
-  State Highways
-  Local Streets

Wards

-  Ward 1
-  Ward 2
-  Ward 3

2020 Population

- 1,133
- 982
- 1,034



Map Prepared by ECIA, 2021

EXHIBIT III
Training Sessions and Technical Assistance
Meeting Flyers

Motivating and Engaging the Different Generations in the Workplace

Join leadership speaker John Graci, as he brings insight and awareness on engaging with a multigenerational workplace

PROGRAM HIGHLIGHTS:

- Do we see things as the way they are, or do we see things as the way we are?
- You are living in my world - I am not living in your world!
- The one thing the Generation Y and Z cannot get right now!
- The heck with exit interviews - let's do stay interviews!
- Boomers often complain about the younger generations, yet they conditioned them!

PROGRAM TAKEAWAYS:

- Gain insight on how to work with diverse generations
- Recognize the stereotypes that prevent us from understanding a generation
- Realize how leaders who impose their personal values can cause worker dissatisfaction and attrition
- Communicate effectively with all five generations of staff and co-workers

Brought to you by the East Central Intergovernmental Association and partially funded through the USDA.



FREE

TUESDAY, MAY 4 • 11:30 TO 1:00 PM

Visit <https://tinyurl.com/42e7k6z9> to sign up today!

The Trajectory of Trauma: Honoring our past by understanding the breadth and depth of trauma in our everyday lives.

The speaker will introduce concepts of attachment, lifespan development and epigenetics to demonstrate the importance of taking action to repair and attach to others after trauma occurs within familial groups, and what can occur when the need for reparation is unknown or ignored.

JOIN

Licensed Mental Health Counselor Julie Homb in a fascinating training on understanding the impact of trauma!



○ Brought to you by the East Central Intergovernmental Association and partially funded through the USDA.

FREE

FEB 11 • 1:30 PM TO 3:00 PM

EMAIL CSIEMIONKO@ECIA.ORG
TO RSVP YOUR SPOT TODAY!



Mayor and Council Orientation Training Webinar

Join us for a FREE orientation training for new mayors and city council members with Patrick Callahan.

This training will focus on preparing new mayors and city councilmembers for their new positions. This includes, but is not limited to: reasons for orientation sessions, ways to approach it, and suggestions on maintaining good relationships.

Patrick Callahan served as city manager for Maquoketa, Iowa from 1978 to 1993 and as city administrator for Anamosa, Iowa from 2006-2010. He has also served as a consultant to cities for the Institute of Public Affairs at the University of Iowa from 1993 to 2005. He worked as a municipal consultant for Snyder & Associates from 2010 to 2013. He established Callahan Municipal Consultants, LLC in 2013 and provides numerous consulting services to cities. He has a bachelor's degree in political science from Loras College and a master's degree in public administration from the University of Iowa.



Brought to you by the East Central Intergovernmental Association and partially funded through the USDA.

WEDNESDAY, MARCH 30TH • 12:00 TO 1:30 PM

Visit <https://forms.gle/tR8t4dh9H3CGbi1C8>
to sign up today!



Your Local County Parks - Economic & Quality of Life Generators...What's Not to Like?!

A healthy county parks system, combined with municipal and state parks in a given region (with connecting trails) in and of themselves create a local quality of life that is conducive to health benefits, tourism, attracting and keeping industry and increasing property values.

Public and private partnerships should be actively supporting these outdoor recreation opportunities and advocating for supplemental funding to expand and improve upon them.

The current COVID-19 pandemic has demonstrated the high demand for outdoor recreation opportunities for Iowans that they can find close to home.....in many cases - the only resources are the local county parks.

Join Thomas F. Hazelton - CEO of Iowa's County Conservation System in an engaging training on supporting your local parks and the opportunities they provide!

Tom began his work in the conservation field in 1976 as an intern with the Linn County Conservation Department. He was finishing up his Biology degree from Coe College and had dreams of being an aquatic research biologist in the Florida Keys.

Foregoing the tropics for a time - Tom would spend the next 20 years along the Wapsipinicon River as the District Park Ranger in the Pinicon Ridge Park District, and the following 15 years as the Community Outreach Coordinator - wrapping up a 35-year Linn County career with his retirement in early 2011.

He immediately jumped back into the fire as the new CEO of Iowa's County Conservation System - leading the statewide network of 2,024 parks, 1,150 staff and Board Members, as well as website & social media platforms operations through a period of exponential growth and expansion. He has also been a co-leader in the decade-long mission to fund the Natural Resources and Outdoor Recreation Trust Fund, and connected in many ways with the Iowa Tourism industry.



Brought to you by the East Central Intergovernmental Association and partially funded through a USDA Grant

FREE

FEB 11 • 1:30 PM TO 3:00 PM

EMAIL CSIEMIONKO@ECIA.ORG
TO RSVP YOUR SPOT TODAY!

COVID 19 for 2021 -

Learn Best Practices and Get

Your Questions Answered!

Learn best practices and get your questions answered from an expert in the field!

Join Attorney Michele L. Warnock Brott from Davis Brown Law Firm for an engaging and essential training on how to navigate 2021 with COVID in mind!

FEB 3 • 12:00 PM TO 1:30 PM

EMAIL CSIMIENKO@ECIA.ORG
TO RSVP YOUR SPOT TODAY!



Brought to you by the East
Central Intergovernmental
Association

Entrepreneurship via ESO's

Join us for part 3 of the International Economic Development Council's professional development trainings.

From budding entrepreneurs to seasoned business owners, entrepreneurial support organizations (ESOs) provide the foundations and resources that new and growing businesses need. This webinar will feature incubators and accelerator programs that have generated entrepreneurial growth through ESO collaboratives.



Brought to you by the East Central Intergovernmental Association and partially funded through the USDA.

FREE

THURSDAY, MARCH 18 • 1:30 PM

Email csiemionko@ecia.org to register.

Expanding Broadband Access in Your Community

Join speakers from Lincoln, NE and Mont Belvieu, TX as they discuss how their jurisdictions have set up their own broadband networks.

Even in 2020, many areas of the country still don't have reliable access to high-speed internet. While some local governments have intervened by developing their own broadband networks, in many states there are laws restricting or sometimes outright barring the ability of local governments to offer these services.

However, even in states with these restrictions there are still actions your jurisdiction can take to make broadband internet more accessible for your residents.



Brought to you by the East Central Intergovernmental Association and partially funded through the USDA.

FREE

THURSDAY, FEBRUARY 25 • 12:00 TO 1:30 PM

Email csiemionko@ecia.org to register.

HUMAN RESOURCE TRAINING: BEST PRACTICES

Join us for a FREE training webinar on best practices for Human Resource professionals, with Amy L. Reasner & Holly A. Corkery of Lynch Dallas, P.C. Law Firm



Holly Corkery graduated from the University of Iowa College of Law in 2012. Ms. Corkery regularly practices represents public and private sector clients, including municipalities, in employment law matters including employee discipline, employee drug testing, social media, collective bargaining, employee leave issues, employee disability issues, workers' compensation, and general civil litigation. Ms. Corkery additionally represents public employers on issues unique to those entities, including public records requests and open meetings.



Amy L. Reasner is a former Cedar Rapids broadcast journalist, who switched careers and graduated from the University of Iowa College of Law in 2001. Amy then joined Lynch Dallas, P.C. law firm and is now in her fourth term as the firm's President. Amy defends public and private employers and their insurance companies, conducts internal workplace investigations, and provides clients with common sense, cost effective human resource guidance.

Amy currently serves on the Cedar Rapids Bank & Trust Board of Directors, the Willis Dady Homeless Services Board of Directors, and was appointed to the Iowa Finance Authority Board of Directors by Governor Kim Reynolds in May 2019.

Brought to you by the East Central Intergovernmental Association and partially funded through the USDA.



THURSDAY, MARCH 3RD • 12:00 TO 1:00 PM

Visit <https://forms.gle/CGg37FS9fgnb8WH96> to sign up today!

IEDC Recreation Nation

Join us for part 6 of the International Economic Development Council's professional development trainings.

From sports parks to new trail connections, communities across the U.S. are making it easier and more attractive to get outdoors. Accounting for 2.1 percent of the GDP in 2019 (more impressive in dollars -- about \$459 billion), the outdoor recreation economy is a major driver of growth and jobs.

This webinar will discuss how to attract investment, boost downtown amenities, and increase recreation-related economic opportunities.



Brought to you by the East Central Intergovernmental Association and partially funded through the USDA.

FREE

THURSDAY, JUNE 17TH • 1:30 TO 3:00 PM

Visit <https://forms.gle/YhSgmp1zFtUa8FA38>
to sign up today!

It's Time to Update Your Strategic Plan

Join us for part 8 of the International Economic Development Council's professional development trainings.

2020 brought massive disruption caused by public health, economic, and social justice events of historic proportions. These events have created a sense of urgency to foster change; how can we capture the call to action in our strategic plans?

Join our discussion as we focus on the intricacies of strategic planning through the lens of incorporating new and potentially conflicting interests. From new ideas to new voices in the discussion, strategic planning in economic development may never be the same again.

Brought to you by the East Central Intergovernmental Association and partially funded through the USDA.



FREE

THURSDAY, AUGUST 19TH • 1:30 TO 3:00 PM

Visit <https://forms.gle/qaf5YyZFNmhBPqFM6>
to sign up today!

Small Town, Big Messaging: Part 1

Join us for a FREE training webinar from the International Economic Development Council's 2022 trainings.

Rest assured: small towns and rural communities have become getaways and even permanent homes for those who chose to relocate during the pandemic. How do we convince the rest of them? These hidden gem communities offer unique attractions, local stories, and even regional collaborations. Let's bundle all that together and show them what you mean! Part 1 will cover rural placemaking strategies.



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THURSDAY, JANUARY 20TH • 1:30 TO 3:00 PM

Visit <https://forms.gle/eLkbXhyUqPL3wRvA7> to sign up today!



Social Media for Your Community or Organization

Join Jessica Vogel, Communication Coordinator for the Iowa League of Cities as she delves into engaging your community or organization through social media.

This is a FREE Virtual Training!

Some topics include:

- Choosing the Right Platform
- Engaging with residents
- Controlling the messaging
- Social Media Policy



Brought to you by the East Central Intergovernmental Association and partially funded through the USDA.

TUESDAY, MAY 25 • 12:00 TO 1:00 PM

Please RSVP at: <https://forms.gle/WAAywjddQXvwm86N8> by May 20th. Zoom links will be emailed to attendees by Friday, May 21st.



The New Downtown

Join us for part 2 of the International Economic Development Council's professional development trainings.

Downtowns today look very different from a year ago. Some changes are temporary, while others may prove more lasting. How has your community adapted and what are some changes that you might want to keep? Join our discussion on how downtowns have weathered the past year and how some communities are planning for the future.



INTERNATIONAL
ECONOMIC DEVELOPMENT
COUNCIL

The Power of Knowledge and Leadership



Brought to you by the East Central Intergovernmental Association and partially funded through the USDA.

FREE

THURSDAY, FEBRUARY 18 • 1:30 PM

Email snesteb@ecia.org to register.



Word Level 1 Training with NICC

Join us for a FREE interactive training webinar on Word Level 1 with Northeast Iowa Community College

Northeast Iowa Community College offers computer technology courses to meet the needs of all levels of computer learners from basic to advanced. They are committed to helping individuals and groups gain valuable computer skills and advance their technology competencies needed in today's fast-paced world.

These days, most people take electronic word processing for granted. While we may still write out our grocery lists with pen and paper, we expect to use a computer to create the majority of our documents. It's impossible to avoid word-processing software in many areas of the business world. Managers, lawyers, clerks, reporters, and editors rely on this software to do their jobs. Whether you are a city administrator or a website designer, you'll need to know the ins and outs of electronic word processing.

Microsoft® Word is designed to help you move smoothly through the task of creating professional-looking documents. Its rich features and powerful tools can make your work easy, and even fun.

Join us for the first in a series of free technology trainings, Word Level 1.

Brought to you by the East Central Intergovernmental Association and partially funded through the USDA.



WEDNESDAY, JUNE 29TH
8:30 TO 11:30 AM • BREAK • 12:30 TO 3:30 PM

Visit <https://forms.gle/NuoC3W3ZqAkjViXu7> to sign up today!