



# Mississippi Valley Workforce Development Board

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## Executive Committee Agenda

Monday, July 26th, 2021, at 5:00 p.m.

Join Zoom Meeting

<https://us02web.zoom.us/j/83101977771?pwd=UW94QUV3dnVHQjljaU1RNmN1bHA4dz09>

Meeting ID: 831 0197 7771

Passcode: 684679

One tap mobile: +13017158592

Called to Order	Dennis Duke
Roll Call	Phyllis Wood
*Excused Absences	Dennis Duke
*Approval of Agenda	Dennis Duke
*Approval of Previous Minutes	Dennis Duke
*Equus Budget	Kendra Schaapveld

### Standing Reports

Operations Committee Report	Matthew Nicol
*Correction to DW Policy	
*Economic Self-Sufficiency	
*Review of Support Services Policy	
Youth Committee Report	Miranda Swafford
*Laptop Checkout Policy	
*Facebook Page	
Finance Committee Report	Lori Bassow
Summary of Funds	

### New Business

*Admin Budget	Miranda Swafford
*Credit Card	Dennis Duke
*CEOs Voting on Committees	Dennis Duke
Annual Inventory	Phyllis Wood
Local Plan Update	Miranda Swafford
American Relief Fund Proposal	Miranda Swafford

### Other Business

Public Comment	
Adjourn	Dennis Duke

\*Items Requiring a Vote \*\* Items Requiring a Roll Call Vote

### Accommodations

Accommodations are available upon request for individuals with disabilities. If you need an accommodation, please contact: Miranda Swafford [director@mississippivalleyworkforce.org](mailto:director@mississippivalleyworkforce.org) or at 319-759-8980



# Mississippi Valley Workforce Development Board

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## **Executive Committee Meeting Minutes**

Friday, June 18th, 2021, at 10:30 a.m.

**Members Present:** Dennis Duke, Nick Hockenberry, Kirby Phillips, Lori Bassow, and Jacob Nye

**Members Absent:** Matthew Nicol and Cindy Whalen

**Staff Present:** Miranda Swafford, Executive Director

### **CALLED TO ORDER**

Duke called the meeting to order at 10:30 a.m.

### **QUORUM**

The committee had a quorum to conduct business.

### **EXCUSED ABSENCES**

Phillips made a motion to approve Nicol and Whalen's absences, seconded by Hockenberry, motion carried.

### **APPROVAL OF AGENDA**

Nye made a motion to accept the agenda with no additions, seconded by Phillips, motion carried.

### **APPROVAL OF MINUTES**

Hockenberry made a motion to approve the previous meeting minutes, seconded by Phillips, motion carried.

### **ONE STOP OPERATOR PROCUREMENT**

Phillips made a motion to approve the release of the One Stop Operator Request for Proposals (RFP) with a range of \$75,000 - \$100,000, seconded by Nye, motion carried.

### **EXECUTIVE DIRECTOR PERFORMANCE**

Duke reviewed the evaluation committee's comments and recommendations. Duke, Phillips and Bassow served on the evaluation committee. Swafford completed a self-evaluation form prepared by Bassow and Phillips. The committee's comments included allowing committees more time to review meeting packets, development of a board manual, increasing efficiency in invoicing and developing a summary sheet of finances, spelling out acronyms, and performing a 90-day evaluation of the executive assistant. Hockenberry made a motion to approve the evaluation committee's report and raise recommendation of \$5,000, seconded by Nye, motion carried.

### **OTHER BUSINESS**

Swafford reported that the CEOs voted that they would like CEOs to have voting rights on committees and be held to the same attendance standards. This will be added to the August full board agenda.

The August quarterly board meeting will be moved to August 23<sup>rd</sup>.

An in-person event will be held the first of December.

**PUBLIC COMMENT**

There were no public comments.

**ADJOURN**

Nye made a motion to adjourn, seconded by Hockenberry, Duke adjourned the meeting at 10:53 a.m.

## Dislocated Worker Eligibility Policy Correction

IWD e-policy Dislocated Worker Program Eligibility Chapter: 8 Section: 3.2.2 was incorrect leading to an error in the board policy previously approved. The area needing to be corrected is highlighted and the corrected phrase is at the end of this page.

### Current Policy Excerpt

#### Dislocated Worker Program Eligibility

Individuals are eligible to receive career services under the WIOA Title I Dislocated Worker program if they meet all of the requirements listed below:

- 18 years of age or older; and
- A citizen of the United States or U.S. Territory, a U.S. permanent resident, or an alien/refugee lawfully admitted to the U.S; and
- Registered with Selective Service if applicable; and
- Meet the requirements of at least one of the additional

eligibility categories

#### Additional Eligibility Categories

- An individual who has been terminated or laid off, or who has received a notice of termination or layoff from employment, including separation from active military service (other than dishonorable discharge) and;
  - a. is eligible for or has exhausted entitlement to unemployment compensation and is unlikely to return to a previous industry or occupation; or
  - b. has been employed for a duration sufficient to demonstrate attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a state unemployment compensation law and is unlikely to return to a previous industry or occupation.
- An individual who:
  - o has been terminated or laid off, or has received a notice of termination; or,
  - o is employed at a facility at which the employer has made a general announcement that such facility or military installation will close within 180 days; or
  - o for purposes of eligibility to receive services other than training services, individualized career services or supportive services, is employed at a facility at which the employer has made a general announcement that such facility will close.

#### Correction Needed

- o has been terminated or laid off, or has received a notice of termination or layoff, from employment as a result of any permanent closure of, or any substantiation layoff at, a plant, facility, military installation or enterprise;

## Review of Self-sufficiency Determination

If we look at a family size of 4 in a non-metro area the threshold for LLSIL is \$37,933, meaning that 200% of this level would be \$75,866. Which means anyone earning under this level would be eligible to receive services. A better way to look at this might be by setting an hourly wage for self-sufficiency in a full-time position.

For an individual we might take the non-metro amount of \$13,669 giving us a 200% LLSIL of \$27,338. Broken down to an hourly wage of \$13.14.

### Current Policy

#### Economic Self-Sufficiency

Individuals who are employed, but are not receiving self-sufficiency wages, may be eligible for WIOA Career and Training services. The Mississippi Valley Workforce Development Board (MVWDB) establishes the self-sufficiency wage levels that will be used to determine eligibility for services. Economic self-sufficiency is the minimum level of income an individual must earn in order to meet the most basic expenses without public or private assistance. Self-sufficiency wage is defined as employment that provides a wage equal to or greater than the following:

- 200% LLSIL for Adult participants
- 225% LLSIL for Adult participants that lack access to employer provided healthcare coverage
- 250% For Dislocated Worker participants.

The self-sufficiency wage standard is updated annually based on the most recent LLSIL data.

### Updated 2020 LLSIL Levels

2020 Family Size at the 100% Level <sup>1</sup>					
Area Name	1	2	3	4	
Midwest: Metro	14,256	23,368	32,073	39,595	
Midwest: Non-Metro	13,669	22,381	30,729	37,933	

### Qualify for SNAP

If an individual's income is under \$20,416, they can receive SNAP.

Section 8 - Davenport – Low income is \$37,120 and \$23,300 is very low income for a household of 1

Section 8 - Des Moines County Low income \$34,650 and Very Low Income \$21,650 for a household of 1

#### Scott County

Median selected monthly owner costs -with a mortgage, 2015-2019 \$1,303

Median household income (in 2019 dollars), 2015-2019 \$61,183

#### Des Moines County

Median selected monthly owner costs -with a mortgage, 2015-2019 \$1,106

Median household income (in 2019 dollars), 2015-2019 \$51,267

## Support Service Policy Modification

Equus has had many instances of individuals needing supportive services that are not covered in our local supportive service plan. Here are Equus's requests for modifications to that policy:

### 1. **MSS(Miscellaneous Support Services)**-could incorporate Tools/Equipment category into this

The cost of required equipment or tools is allowed. Various fees not covered in other categories that are related to education and/or employment are allowed, including licensing, bonding, background checks for work-based learning, and application fees. The cost of required identification documents for education or employment is allowed. The cost of a laptop for a participant doing a remote work-based learning activity is allowed. We are requesting \$1000 per participant per enrollment.

**Examples to support the request:** MSS-we have had to request an exception to policy to pay for a background check for one youth WEP already. Paying for nursing licenses under EST is tenuous at best, as it really is not related to education, but employment. Once they have got the degree, our support of the educational portion is technically complete. We currently have no way to pay for an ID document for a client; this is particularly important for youth, re-entry citizens, and homeless individuals. We want to look into WEPs at Fun City in Burlington, but participants would have to have a \$50 background check/application fee from Iowa Racing and Gaming Commission, and we currently have no way to pay for it. The NCLEX used to fall under IST but now we are not allowed to lump them into the OSTs; this would be MSS. Also, things like a pesticide applicator license or a racing and gaming license would be MSS. Fun City, for example, has been used as a WEX site but because they are owned by a casino, any job candidate has to get the racing/gaming license which is \$50. So, if we place a WEX there, we have no way currently to cover the \$50. In the past, they paid a driver's license fee with MSS once, as the lack of a license was a clear barrier to employment.

### 2. **FAS(Financial Assistance)**-could incorporate Housing/Rent and Car repair/Insurance categories into this

The purpose of a Financial Assistance payment is to make a payment to a service provider or vendor on behalf of a participant, or reimburse participant for allowed costs. This payment is used to cover an emergency financial need of a participant that, if unmet, would prevent the participant from participating in WIOA Title I activities or obtaining/maintaining employment. This may include housing/rent, auto repairs or insurance, utility payments, and auto payments. FAS may not be used to pay any type of fines or penalties imposed because of failure to comply with any federal, state, or local law or statute. We are asking for a maximum \$1500 per participant if housing and car repair costs are included, \$500 if those remain their own separate categories.

**Examples to support the request:** FAS-we have had numerous clients ask for assistance with utility bills, especially in winter and with the pandemic. Clients that do not have water cannot maintain hygiene or wash their clothes are hindered in their ability to get or maintain employment. The NRP currently in the local plan is not sufficient for these purposes as it excludes so many individuals; to be eligible, the person has to be in a training service and unemployed, and not receiving UI. This penalizes individuals who are trying to work to pay their bills, as they are not eligible for NRP. Helping with things like utility bills, car payments, and car registration/licensing fees help our clients be more employable. For those individuals who are in Pell-eligible training, all of the Pell money is applied to tuition, so little to none is refunded for other expenses. The purpose of support services is to remove barriers that interfere with participants' ability to fully participate in WIOA activities. It is impossible to predict every conceivable emergency expense that may arise for a participant. Having these categories written in this manner will allow us to be flexible and meet our participants' needs.

### 3. **Supported Employment and Training (SET)**

Supported Employment and Training payments are allowable to provide individuals requiring individualized assistance with the one-to-one instruction and with the support necessary to enable them to complete occupational skill training and/or obtain and retain competitive employment. SET may only be used in training situations that are designed to prepare the participant for continuing non-supported competitive employment. An example of SET use in conjunction with an occupational skills training would be hiring a tutor to assist with classes.

SET may be conducted in conjunction with experiential learning activities. An example of SET use in this situation would be the hiring of a job coach to assist an individual who has been placed in competitive employment.

The length of a Supported Employment and Training contract may not exceed six months per enrollment. The service provider must have an established rate for the service and charges must be in the same manner and at the same rate as other entities purchasing similar services.

Justification:

We currently have an DW participant who is co-enrolled in Trade and has been unable to pass the required English Composition class to complete his degree. This service was previously in our local support service policy, and we used it to pay for tutoring for classes. Since SET is currently not in our local supportive service policy, we are now unable to assist him with a tutor. As 100% DW co-enrollment is required with Trade, and since those impacted by the Seimens layoff in the fall were determined to be eligible for Trade, and it is unknown whether the upcoming ABB layoff will be Trade eligible, we anticipate that this service may needed more in the future.

In addition, the previous service provider had many instances in which factory workers were given Trade benefits and a large cohort of non-traditional students suddenly found themselves in training that was a bit over their heads. I am not finding fault with anyone here, but the message of hope that is given at the TAA meetings is sometimes misinterpreted as "anyone can go back to school" when in fact many of these workers barely made it through the first time around. As long as we continue to partner with Trade, we are going to be asked to put people in training despite the fact that they have not seen the inside of a classroom in 30 years or more (and again, in many cases their experience of 30 years ago was not ideal). That makes it imperative that we have services from the get-go to ensure they have supplemental academic support. Applying a case-by-case band-aid here and there is not enough; for older adults, falling behind early is often a deal-breaker, and many of our clients are reluctant to ask for individualized help as it may draw attention to their struggle. Starting an OST (or whatever we are using for a Trade Partner activity) with SET already available as an option on Day 1 may mean the difference between success and failure.

### **Recommendation**

1. **For MSS(Miscellaneous Support Services** the recommendation would be to call this Employment Related Expenses. And include various fees not covered in other categories that are related to education and/or employment are allowed, including licensing, bonding, background checks for work-based learning, and application fees. The cost of required identification documents for education or employment is allowed. The cost of a laptop for a participant doing a remote work-based learning activity is allowed. The maximum amount per participant is \$500 per enrollment.
2. **FAS(Financial Assistance** – Would not allow as it is in definition to similar to Needs Related Payments that are just for participants in training 20 CFR Section 680.930  
The committee could include utilities under Housing/Rent or create another category if desired.
3. **Supported Employment and Training (SET)** – Would allow

## **Youth Committee Report for MVWDB**

**July 13, 2021**

### **Equus Update May:**

- 180 contacts with potential participant in the month of May
- \$745 paid in incentives
- 0 ISY and 5 OSY enrollments during the month of May
- Average case load is 24.25
- Two work experiences started.

### **Equus Update June:**

- 116 contacts with potential participant in the month of June
- \$640 paid in incentives
- 0 ISY and 3 OSY enrollments during the month of June
- Average case load is 30.7
- One work experience started.

### **Social Media Data Report**

- Reached >35,000 users
- Majority on mobile devices
- Marketed on Gmail, Google, Pandora, Spotify, YouTube, and Snapchat
- Unable to Market Facebook/Instagram as no access allowed to IWD accounts
- Board could have Facebook/Instagram accounts to utilize in the future

### **Laptop Checkout**

- Review of policy and procedures
- Input from committee members for modifications of draft policy

### **Outreach Strategies**

- Creating separate space for youth program within the Davenport office
- Review of incentives for the youth programs may be necessary
- Creating a letter for participants to take to interviews to provide potential employers with benefits of hiring the individual and working with the program
- Youth Outreach Specialist position in PY21 budget request



## Laptop Checkout Policies and Procedures

Please take a moment to read over the following policies and make sure you understand the responsibilities in regards to acceptable Chromebook usage.

1. Laptops must be carried in a sturdy book bag or the laptop case provided.
2. All use of the Laptop must be for employment search and attainment purposes.
3. Inappropriate use will result in the Laptop checkout being suspended.
4. Participant will assume full responsibility for the device during the time the Participant checked out the laptop. Any intentional or unintentional damage will be the responsibility of the person who has signed out the Laptop. Common damage and costs for repairs includes: Key damage or loss = \$8.00 per key Screen damage = \$40.00 Keyboard damage = \$25.00 Total replacement of Laptop = \$800.00 Charging cord=\$35 Case=\$20

Damage can be avoided by following these simple rules:

1. Do not loan or allow the laptop to be used by another person.
2. Do not leave the laptop unattended.
3. Do not eat or drink while using the laptop. The laptop should not be near any food or drink.
4. Do not place the laptop on or in areas where it could be stepped on or sat on, such as leaving it on the floor or in a chair.
5. Do not leave the laptop near the edges of a table or desk.
6. Do not have the laptop open as you are moving from place to place.
7. Do not carry the laptop by holding the screen.
8. Participant assume full responsibility for reporting device problems, breakage, damage, loss, or theft.
9. Participants are not allowed to deface the laptop in any way with writing, stickers, etc.
10. Participants are not allowed to download or install any programs, files, images, etc. onto the laptop.
11. Participants are not allowed to tamper with the settings on the laptop or remove files pre-loaded/downloaded on the device.
12. Participants are not allowed to override, bypass, or change the Internet filter settings.
13. Participants are not allowed to be on unauthorized websites.
14. Participants are not allowed to trade the laptop with other participants or loan the laptop to other participants or other people.
15. Identifying stickers, serial numbers, or tags should not be removed from the laptop at any time.

Failure to utilize laptop properly will result in a loss of use of laptop.

**Issuing of laptops:** Participant will be issued a laptop with a specific serial number. The Laptop will be issued to the Participant by a program representative of their local IowaWORKS office, for a specific period, and agreed upon by Participant and the local Career Navigator. If the participant must travel out of town while in charge of the laptop, the Participant will return and check in the laptop prior to travel. Participant will notify and coordinate turning in the laptop prior to travel. Participants should follow the policies and procedures of IowaWORKS for picking up and returning devices daily or weekly, as predetermined. Failure to return the laptop at the end of the agreed upon time and day may result in a loss of privilege and use of the laptop.

Sign out and check out time periods for signing out/checking out to a participant:

Laptops may be checked out daily in the presence of an authorized representative at the IowaWORKS office. Laptops will be returned on the agreed upon date/time.

For in center/classroom use the laptop checkout policies and procedures will be signed by the participant and kept on file.

**I have read the laptop policies above and agree to comply with them as stated. I also understand that any violation of these procedures may constitute my loss of Chromebook privileges.**

Day Use

And/or

I am checking out the laptop # \_\_\_\_\_

For time period:

Check out day and time: \_\_\_\_\_

Planned return day and time: \_\_\_\_\_

Returned day and time: \_\_\_\_\_

Participant Int.

\_\_\_\_\_  
PARTICIPANT NAME (please print)

\_\_\_\_\_  
PARTICIPANT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STAFF NAME/TITLE (please print)

\_\_\_\_\_  
STAFF SIGNATURE

\_\_\_\_\_  
DATE

## **Finance Committee Report**

**Prepared July 19<sup>th</sup>, 2021**

- Discussion on Transferring of Funds
- Board Bank Account Balance \$11,187.00
- Fiscal Agent Invoices Approve - IT Invoice \$118.75, Contractual time (83.75 hrs) for April 2021 \$4,823.05
- PY21 Funding Spreadsheet Included in Packet

**PY21 MVWA  
Budget**

**Youth**

PY20 Carryover 404,083.93

PY21 1,214,335.00

**Total** 1,618,418.93

**WEP Requirement** 323,683.79

**OSY Requirement** 1,213,814.20

**Expenses**

Contracted To Equus 1,294,735.14

One Stop Operator 33,333.00

Sub-Leases 40,000.00

Board Staff 19,327.53

**Total Expenses** 1,387,395.67

**Remaining Balance** 231,023.26

**Adult**

FY21 Carryover 115,348.64

PY21 172,519.00

FY22 813,100.00

**Total** 1,100,967.64

**Expenses**

Contracted To  
Equus 880,774.11

One Stop Operator 33,333.00

Sub-Leases 35,000.00

Board Staff 19,327.53

**Total Expenses** 968,434.64

**Remaining Balance** 132,533.00

**Dislocated Worker**

FY21 Carryover 190,212.27

PY21 154,524.00

FY22 526,001.00

**Total** 870,737.27

**Expenses**

Contracted To  
Equus 696,589.82

One Stop Operator 33,333.00

Sub-Leases 35,000.00

Board Staff 19,327.53

**Total Expenses** 784,250.35

**Remaining Balance** 86,486.92

**NDWG**

Program 267,250.64

Admin \$10,696.30

**Total** 277,946.94

**Rapid  
Response**

Program 14,866.20

**Transition**  
Admin 2,059.66

**Overall Budget**

Youth 1,618,418.93

Adult 1,100,967.64

DW 870,737.27

Admin 473,726.54

RR 14,866.20

NDWG 277,946.94

Transition 2,059.66

**Total Budget** 4,358,723.18



## Mississippi Valley Workforce Development Board

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### Program Year 21 Board Admin Budget

Approved: mm/dd/yyyy

#### Income

PY20 Carryover	45,645.54
FY21 Carryover	108,030.00
PY21	171,263.00
FY22	148,788.00
<b>Total Admin</b>	<b>473,726.54</b>

#### Expense

Board Staff	135,292.74
Fiscal Agent	72,500.00
Professional Fees	3,000.00
Information Technology	2,800.00
Legal Expenses	5,000.00
Dues and Subscriptions	10,000.00
Equipment Under \$5,000	3,000.00
Insurance	2,200.00
Outreach	15,000.00
Meeting Expenses	2,500.00
Postage and Printing	7,000.00
Supplies	2,500.00
Telephone	360.00
Mileage and Travel	20,000.00
Conferences and Training	15,000.00
Special Initiatives	15,000.00
Other	162,573.80
<b>Total</b>	<b>473,726.54</b>

## **PY21 Admin Budget Narrative**

**Board Staff** - The total amount of board staff salary and benefits equals \$199,636.65. \$6361.32 will come from the National Dislocated Worker Grant (NDWG). \$57,982.59 of staff time will be spent on program related activities and will be split across the Adult/DW and Youth funding streams. The remaining \$135,292.74 will be spent on board admin activities and charged to this board budget.

**Fiscal Agent – The** CEOs approved a rate of \$72,500 with Southeast Iowa Regional Planning Commission to perform the Fiscal Agent functions for period of July 1, 2021 – June 30, 2022.

**Professional Fees** - Fees related to filing annual IRS forms and other financial documents, or professional services needed.

**Information Technology** – Includes but is not limited to costs of website maintenance and email domain, Zoom subscriptions, Microsoft 365 Business, DoodlePoll, and IT support. Also, included is a hot spot monthly fee and device.

**Legal Fees** - Fees associated with review of contracts and legal documents, along with other unknown legal fees.

**Dues and Subscriptions**– This includes memberships to all of the Chambers of Commerce throughout the 8-county area, National Association of Workforce Boards (NAWB), National Association of Workforce Development Professionals (NAWDP), Association of Iowa Workforce Partners (AIWP) and other workforce related organizations.

**Equipment** - Purchase of computer, other office equipment, and items with a serial number.

**Insurance** – General Liability and Directors and Officers insurance to cover board members and CEOs.

**Outreach Expenses** – Costs for booths, Lunch and Learns, radio slots, print ads, social media campaigns etc. Two outreach efforts in each county will be conducted. Costs associated with the disability Access Awareness Campaign and other outreach initiatives outlined in the MOU.

**Meeting Expenses** – Fees for regularly scheduled workforce meetings including the cost of facilities, presenters, supplies etc.

**Postage and Printing** – Cost of printing materials for meetings and record keeping purposes, along with brochures and other outreach material. Printing of resource guides and board manuals. Cost of mailing board related materials and information.

**Supplies** – Office supplies including binders, paper, pens, etc.

**Telephone** – Cost of a 1-800 that provides a professional messaging and options that direct to staff cell phones and centers.

**Mileage and Travel** – Including flight, hotel, ground transportation, cost to cover meals and other out of town related expenses for quarterly GLETA and Iowa Association of Workforce Boards (IAWB) meetings, conferences including the Youth Symposium, NAWDP, AIWP,

NAWB conference and other related workforce related events. Travel within the MVWA to attend meetings for board staff and board members. The current IRS Mileage Per Diem rate will be used and adjusted as necessary, currently at \$0.56.

**Conferences and Training** - Professional development opportunities for board staff and board members including but not limited to registration fees for the Youth Symposium, NAWDP, AIWP, and NAWB. Fees associated with professional development webinars for board staff. Fees to coordinate a minimum of two in-person board trainings each year including facilities, presenters, supplies, etc.

**Special Initiatives** – Funding to support sector initiatives, special projects in partnership with Chambers of Commerce, Economic Development entities, and other community partners.

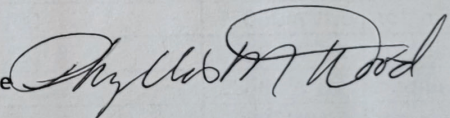
**Other** – Other costs that do not fit into any of the above categories.

## Board Annual Inventory Check

LOCATION	BOARD CODE	DESCRIPTION	REMARKS	PY 20	PY21
Burlington	MVWDB001	HP OfficeJet 250 Mobile Printer	Jennifer Schuster	X	
Burlington	MVWDB002	Chromebook	Rapid Response Area	X	
Burlington	MVWDB003	Brother Printer MFC-L3770	Shannon Weaver	X	
Burlington	MVWDB004	Brother Printer	Bob Ryan	X	
Burlington	MVWDB005	Brother Printer	Tabytha Seigfried	X	
Burlington	MVWDB006	Brother Printer	In Storage, in Burlington	X	
Burlington	MVWDB007	HP OfficeJet 250 Mobile Printer	Shannon Weaver	X	
Burlington	MVWDB008	Filing Cabinet	Bob Ryan	X	
Burlington	MVWDB009	iPhone XR F2LYGEDXKXKN	Shannon Weaver	X	
Burlington	MVWDB010	ASUS Chromebook	Jennifer Schuster	X	
Burlington	MVWDB011	ASUS Chromebook	Taylor Reusch	X	
Burlington	MVWDB012	ASUS Chromebook	Shannon Weaver	X	
Burlington	MVWDB013	ASUS Chromebook	Jennifer Pope	X	
Burlington	MVWDB014	ASUS Chromebook	April Gerst	X	
Burlington	MVWDB015	ASUS Chromebook	Bob Ryan	X	
Burlington	MVWDB016	ASUS Chromebook	Megan Race	X	
Burlington	MVWDB017	ASUS Chromebook	Tabytha Seigfried	X	
Burlington	MVWDB018	Patronics CS520 Headset	Tabytha Seigfried	X	
Burlington	MVWDB019	Patronics CS520 Headset	Megan Race	X	
Burlington	MVWDB020	12 Chromebook Charging Cart	Rapid Response Area	X	
Burlington	MVWDB021	24 Chromebook Charging Cart	Youth Area	X	
Burlington	MVWDB022	CDW-G ThinkPad	Computer Cart-Youth Area	X	
Burlington	MVWDB023	CDW-G ThinkPad	Computer Cart-Youth Area	X	
Burlington	MVWDB024	CDW-G ThinkPad	Computer Cart-Youth Area	X	
Burlington	MVWDB025	CDW-G ThinkPad	Computer Cart-Youth Area	X	
Burlington	MVWDB026	CDW-G ThinkPad	Computer Cart-Youth Area	X	
Burlington	MVWDB027	CDW-G ThinkPad	Computer Cart-Youth Area	X	
Burlington	MVWDB028	CDW-G ThinkPad	Computer Cart-Youth Area	X	
Burlington	MVWDB029	CDW-G ThinkPad	Computer Cart-Youth Area	X	
Burlington	MVWDB030	CDW-G ThinkPad	Computer Cart-Youth Area	X	
Davenport	MVWDB031	Microsoft Surface Pro 4	IowaWORKS - Kendra's office	X	
Davenport	MVWDB032	Canon Printer	IowaWORKS - AD/WD area	X	
Davenport	MVWDB033	Brother Printer	Jamie McLaughlin	X	
Davenport	MVWDB034	Microsoft Surface Pro 4	IowaWORKS - Kendra's office	X	
Davenport	MVWDB035	HP Office Jet 250 Mobile All-in-One	Youth Office	X	
Davenport	MVWDB036	RICOH SPEC440DN	IowaWORKS - AD/DW area	X	
Davenport	MVWDB037	Dell Monitor	Lisa Gisel	X	
Davenport	MVWDB038	LaserJet Pro M118dw	Kevin Carton	X	
Davenport	MVWDB039	LaserJet Pro M118dw	Lisa Gisel	X	
Davenport	MVWDB041	ASUS Chromebook	Sumita Amrik	X	
Davenport	MVWDB042	ASUS Chromebook	Molly Engle	X	
Davenport	MVWDB043	Brother Printer HL-L2320D	Mike Fleming's office	X	
Davenport	MVWDB044	ASUS Chromebook	Jamie McLaughlin	X	
Davenport	MVWDB045	ASUS Chromebook	Taylor Longstreth	X	
Davenport	MVWDB046	ASUS Chromebook	Kevin Carton	X	
Davenport	MVWDB047	ASUS Chromebook	Lisa Gisel	X	
Davenport	MVWDB048	ASUS Chromebook	Kendra Schaapveld	X	
Davenport	MVWDB049	ASUS Chromebook	Michael Fleming	X	
Davenport	MVWDB050	Luxor 24 Laptop/Chromebook Charging Cart	Youth Office	X	
Davenport	MVWDB051	HP P27v G4 9TT20A6#ABA 27" LED Monitor	Kendra's office	X	
Davenport	MVWDB052	Tempur-Pedic 6400	Kendra's office	X	
Davenport	MVWDB053	Tempur-Pedic 6400	Jamie's office	X	



Davenport	MVWDB054	Tempur-Pedic 6400	Taylor L's office	X	
Davenport	MVWDB055	CDW-G ThinkPad	Youth Office	X	
Davenport	MVWDB056	CDW-G ThinkPad	Youth Office	X	
Davenport	MVWDB057	CDW-G ThinkPad	Youth Office	X	
Davenport	MVWDB058	CDW-G ThinkPad	Youth Office	X	
Davenport	MVWDB059	CDW-G ThinkPad	Youth Office	X	
Davenport	MVWDB060	CDW-G ThinkPad	Youth Office	X	
Davenport	MVWDB061	CDW-G ThinkPad	Youth Office	X	
Davenport	MVWDB062	CDW-G ThinkPad	Youth Office	X	
Davenport	MVWDB063	CDW-G ThinkPad	Youth Office	X	
Davenport	MVWDB064	CDW-G ThinkPad	Youth Office	X	
Davenport	MVWDB065	CDW-G ThinkPad	Youth Office	X	
Davenport	MVWDB066	CDW-G ThinkPad	Youth Office	X	
Davenport	MVWDB067	CDW-G ThinkPad	Youth Office	X	
Davenport	MVWDB068	CDW-G ThinkPad	Youth Office	X	
Davenport	MVWDB069	CDW-G ThinkPad	Youth Office	X	
Davenport	MVWDB070	HP Color Laser Jet CP5225	Kendra's office	X	
Davenport	MVWDB071	Tempur-Pedic 6400	Michael Fleming's office	X	
Burlington	MVWDB111	CDW-G ThinkPad	Computer Cart-Youth Area	X	
Burlington	MVWDB112	CDW-G ThinkPad	Computer Cart-Youth Area	X	
Burlington	MVWDB113	CDW-G ThinkPad	Computer Cart-Youth Area	X	
Burlington	MVWDB114	CDW-G ThinkPad	Computer Cart-Youth Area	X	
Burlington	MVWDB115	CDW-G ThinkPad	Computer Cart-Youth Area	X	
Burlington	MVWDB116	CDW-G ThinkPad	Computer Cart-Youth Area	X	
Burlington	MVWDB117	Tempur-Pedic 6400	April Gerst	X	
Burlington	MVWDB118	Tempur-Pedic 6400	Jennifer Pope	X	
Burlington	MVWDB119	HON Chair	Jennifer Schuster	X	
Burlington	MVWDB120	HON Chair	Tabytha Seigfried-Outreach	X	
Davenport	no tag yet	Tempur-Pedic 6400	Storage (not assembled yet)	X	

Signature 

Date 7-1-2021

## American Relief Plan Proposal

### 2021 Request

- Rural Workforce Solutions
  - Full-time Staff in Lee County
  - Mobile Workforce Unit
- Increasing Mental Health to Iowans in Rural Areas
  - A Counselor in both Iowa *WORKS* Centers
- Incentives for Adults with Barriers to Employment
- COVID Recovery Small Business Grant Program
- Up-Skilling Iowa's Workforce
- ARP Grant Coordinator Consultant

**Total**

### 2022 Request

- Senior Citizens Grant Program
- Recruitment and Retention Program
- Rural Transportation Solutions