



NORTHEAST IOWA WORKFORCE DEVELOPMENT BOARD

PLANNING AND OPERATIONS COMMITTEE MEETING

Wednesday, May 14, 2025

9:00 a.m. – 10:00 a.m.
Zoom Meeting

MINUTES

<u>Agenda Item</u>	<u>Person(s) Responsible</u>	<u>Status</u>
Welcome and Call to Order	Nicolas Hockenberry	I
Nicolas Hockenberry called the meeting to order at 9:00 a.m. Attendance: Donna Boss, Nicolas Hockenberry, Brian Schoon, Amber Youngblut. Guests: Sarah Cook, Niki Litzel. Board Staff: Erika Lippmann, Caraline Eggena, Johnna Forbes.		
1. Consent Agenda - May 14, 2025 – Agenda - April 9, 2025 – Minutes	Nicolas Hockenberry	I/D/A
Motion by Brian Schoon, second by Donna Boss to approve the May 14, 2025 – Agenda and the April 9, 2025 – Minutes. Ayes: All. Motion carried.		
2. Business Engagement Division Updates	BEC	I/D
3. Incumbent Worker Training Application with Possible Action Cottingham & Butler, Inc.	Erika Lippmann	I/D/A
Motion by Donna Boss, second by Brian Schoon to approve the Cottingham & Butler, Inc. Incumbent Worker Application. Ayes: All. Motion carried.		
4. Corrective Action Policy with Possible Action	Caraline Eggena/ Erika Lippmann	I/D/A
Motion by Brian Schoon, second by Amber Youngblut to approve the Corrective Action Policy as presented. Ayes: All. Motion carried.		
5. Northeast Iowa Website Updates	Erika Lippmann	I/D
6. Next Steps PO Committee Restructure	Nic Hockenberry	I/D
7. Announcements Next Planning and Operations Committee Meeting- June 11, 2025 at 9:00 a.m.	All	I/D
8. Adjournments	Nicolas Hockenberry	I/D/A
Nicolas Hockenberry adjourned the meeting at 9:36 a.m.		

Minutes by Johnna Forbes, Board Consultant