



**NORTHEAST IOWA WORKFORCE DEVELOPMENT BOARD
NORTHEAST IOWA CEO BOARD
JOINT QUARTERLY MEETING**

Thursday, April 24, 2025	
9:20 a.m. (Tour) 10:00 a.m. – 12:00 p.m. (Meeting)	In-Person Location Details: Bertch Cabinet LLC 5025 Kenter Lane, Building 3 Waterloo, IA
OR	
Join by Zoom: https://us06web.zoom.us/j/84547726327?pwd=GWW0mwgrSkhCCia3Cg7CWSXrnBGO9Z.1 ID: 84547726327 Passcode: Ropmel6N	Or Dial by Phone: 1.669.444.9171 Passcode: 76468384

MINUTES

Agenda Item	Person(s) Responsible	Status NEIWDB	Status CEO
Welcome and Call to Order - Introductions: - NEIWDB Members: - Welcome new members: <i>Dan Gleason and Nick Anderson we are excited to have you join us!</i>	Heidi Nederhoff Jennifer Breister	I	I
Heidi Nederhoff and Jennifer Breister called the meeting to order at 10:05 a.m.			
Northeast Iowa CEO Attendance: Daniel Byrnes (Allamakee), Linda Laylin (Black Hawk), Bob Brunkhorst (Bremer), Keith Wieland (Buchanan), Wayne Dralle (Butler), Doug Reimer (Clayton), Dan Wheeler (Delaware), Wayne Kenniker (Dubuque), Gary McVicker (Franklin), Heidi Nederhoff (Grundy), Sis Grieman (Hancock), Mark Hendrickson (Mitchell), Susan Smith (Winnebago), Mark Smeby (Worth).			
Northeast Iowa CEO Absent: Carl Ginapp (Cerro Gordo), Travis Suckow (Chickasaw), Jeff Bunn (Fayette), Gloria Carr (Floyd), Dean Eastman (Howard), Steve Kelsay (Winneshieki).			
NEIWDB Attendance: Jeri Bell, Jamie Benson, Jennifer Breister, Dan Gleason, Laura Hidlebaugh, Nicolas Hockenberry, Joleen Jansen, Jayme Kluesner, Jennifer Menequin, Katrina Moore, Karla Organist, Rhea Pierce, Erin Powers Daley, Joey Purpura, Ed Raber, Jason Rubel, Ashley Stanley.			
NEIWDB Absent: Nick Anderson, Tim Felderman, Chuck Kacher, Jennalee Pedretti, Hortencia Saldivar, Amber Youngblut.			
Guests: Patti Hansen, Niki Litzel, Jenny Nuss, Janette Powell, Kassie Ruth, Karen Siler, Elizabeth Waigland.			
Board Staff: Taylor Williams, Erika Lippmann, Caraline Eggena, Johnna Forbes.			
1. Consent Agenda <u>Northeast Iowa CEO Board</u> - April 24, 2025 Agenda - February 6, 2025 Minutes - March 19, 2025 Minutes - April 10, 2025 Minutes	Heidi Nederhoff		I/D/A

<u>NEIWDB</u> • April 24, 2025 Agenda • February 6, 2025 Minutes • March 19, 2025 Minutes • April 16, 2025 Minutes	Jennifer Breister	I/D/A	
Northeast Iowa CEOs: Motion by Gary McVicker, second by Bob Brunkhorst to approve the April 24, 2025 – Agenda, February 6, 2025 – Minutes, March 18, 2025 – Minutes and April 10, 2025 – Minutes. Ayes: All. Motion carried. <u>NEIWDB:</u> Motion by Nicolas Hockenberry, second by Jayme Kluesner to approve the April 24, 2025 – Agenda, February 6, 2025 – Minutes, March 18, 2025 – Minutes and April 16, 2025 – Minutes. Ayes: All. Motion carried.			
2. Title I Service Provider • Discussion of Title I Provider Spending Challenges- Year 1 Fiscal Review • Title I Staffing Updates • Title I Adult, Dislocated Worker, Youth Service Provider Contract with Possible Action	Jennifer Breister Title I Service Provider Title I Service Provider	I/D I/D I/D/A	I/D I/D I/D/A
<u>NEIWDB:</u> Motion by Nicolas Hockenberry, second by Joleen Jansen to approve one-year contract extension for the Title I Service Provider (Consortium with NIACC and NICC). Ayes: All. Motion carried. <u>Northeast Iowa CEOs:</u> Motion by Gary McVicker, second by Bob Brunkhorst to affirm one-year contract extension for the Title I Service Provider (Consortium with NIACC and NICC). Ayes: All. Motion carried.			
3. Fiscal Agent Services • Consider Action to Continue Fiscal Agent Services with Central Iowa Juvenile Detention Center (CIJDC)	Jennifer Breister	I/D/A	I/D/A
<u>NEIWDB:</u> Motion by Joleen Jansen, second by Karla Organist to approve continuation of the Fiscal Agent Contract with Central Iowa Juvenile Detention Center (CIJDC). Ayes: All. Motion carried. <u>Northeast Iowa CEOs:</u> Motion by Sis Grieman, second by Linda Laylin to affirm continuation of the Fiscal Agent Contract with Central Iowa Juvenile Detention Center (CIJDC). Ayes: All. Motion carried. Abstention by Gary McVicker.			
4. Employer of Record Agreement • Consider Action to Continue Employer of Record Services with Central Iowa Juvenile Detention Center (CIJDC) for Board Staff. • Consider Action to Delegate Authority to the Executive Committee for Employer of Record Budget Approval.	Jennifer Breister	I/D/A I/D/A	I/D/A I/D/A
<u>NEIWDB:</u> Motion by Ed Raber, second by Jayme Kluesner to approve Employer of Record Services continuation with Central Iowa Juvenile Detention Center (CIJDC) for Board Staff. Ayes: All. Motion carried. Motion by Joleen Jansen, second by Nicolas Hockenberry to approve delegation of the Executive Committee to approve the Employer of Record Budget. Ayes: All. Motion carried.			

Northeast Iowa CEOs:

Motion by Keith Wieland, **second** by Linda Laylin to affirm Employer of Record Services continuation with Central Iowa Juvenile Detention Center (CIJDC) for Board Staff. **Ayes:** All. **Motion carried.**

Abstentions by Gary McVicker and Bob Brunkhorst.

Motion by Doug Reimer, **second** by Mark Hendrickson to affirm delegation of the Executive Committee to approve the Employer of Record Budget. **Ayes:** All. **Motion carried.**

5. One-Stop Operator

- Discussion and Possible Action to End the One-Stop Services Contract with Iowa Workforce Development Effective June 30, 2025.
- Discussion and Possible Action to Open Competitive Procurement for One-Stop Services.
- Discussion and Possible Action to Allow Northeast Iowa Workforce Development Board to Submit a Proposal for One-Stop Services.
- Discussion on Procurement Process and Next Steps:
 - Confirm Mississippi Valley Workforce Area as the Entity that will Oversee the Procurement Process on Behalf of Northeast Iowa.
 - Confirm that 3-4 Executive Committee Members Will Serve as the Proposal Review Team for Mississippi Valley Workforce Area.
 - Grant Executive Committee Authority to Develop the One-Stop Operator Job Description and Review the Agreement with Mississippi Valley Workforce Area.
 - Review Anticipated Timeline for the Procurement Process.

Jennifer Breister

I/D/A

I/D/A

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NEIWDB:

Motion by Ed Raber, **second** by Joleen Jansen to approve the ending the One-Stop Services Contract with Iowa Workforce Development effective June 30, 2025. **Ayes:** All. **Motion carried.**

Motion by Nicolas Hockenberry, **second** by Erin Powers Daley to open competitive procurement for One-Stop Services. **Ayes:** All. **Motion carried.**

Motion by Ed Raber, **second** by Jennifer Menequin to approve the Northeast Iowa Workforce Development Board to submit a proposal for One-Stop Services. **Ayes:** All. **Motion carried.**

Motion by Joleen Jansen, **second** by Nicolas Hockenberry to approve Mississippi Valley Workforce Area to oversee the procurement process on behalf of Northeast Iowa. **Ayes:** All. **Motion carried.**

Motion by Erin Powers Daley, **second** by Joleen Jansen to approve 3-4 Executive Committee members to service as the Proposal Review Team for Mississippi Valley Workforce Area. **Ayes:** All. **Motion carried.**

Motion by Jennifer Menequin, **second** by Nicolas Hockenberry to approve authority to the Executive Committee with the One-Stop Operator Job Description and review the agreement with Mississippi Valley Workforce Area. **Ayes:** All. **Motion carried.**

Northeast Iowa CEOs:

Motion by Bob Brunkhorst, **second** by Keith Wieland to affirm the ending the One-Stop Services Contract with Iowa Workforce Development effective June 30, 2025. **Ayes:** All. **Motion carried.**

Motion by Keith Wieland, **second** by Bob Brunkhorst to affirm open competitive procurement for One-Stop Services. **Ayes:** All. **Motion carried.**

Motion by Sis Grieman, **second** by Jennifer Dan Wheeler to affirm the Northeast Iowa Workforce Development Board to submit a proposal for One-Stop Services. **Ayes:** All. **Motion carried.**

Motion by Bob Brunkhorst, **second** by Gary McVicker to affirm Mississippi Valley Workforce Area to oversee the procurement process on behalf of Northeast Iowa. **Ayes:** All. **Motion carried.**

Motion by Keith Wieland, **second** by Gary McVicker to affirm 3-4 Executive Committee members to service as the Proposal Review Team for Mississippi Valley Workforce Area. **Ayes:** All. **Motion carried.**

Motion by Linda Laylin, **second** by Sis Grieman to approve authority to the Executive Committee with the One-Stop Operator Job Description and review the agreement with Mississippi Valley Workforce Area. **Ayes:** All. **Motion carried.**

6. Executive Committee - LWDB Certification - Individual Training Account Policy Update	Jennifer Breister Caraline Eggena	I/D I/D	I/D I/D
7. Finance Committee - Historical Budget Comparisons - Expenditures by June 30, 2025 - Financial Reports	Ed Raber Ed Raber Kassie Ruth	I/D I/D I/D	I/D I/D I/D
8. Planning & Operations Committee - PY24 Q2 and Q3 Performance Outcomes Review - PY24 EO Monitoring Report - PY24 State Monitoring Report - Incumbent Worker Training Updates	Nic Hockenberry Caraline Eggena Erika Lippmann Caraline Eggena Erika Lippmann	I/D I/D I/D I/D	I/D I/D I/D I/D
9. Youth Committee	Katrina Moore/ Erika Lippmann	I/D	I/D
10. Disability Access Committee	Erika Lippmann	I/D	I/D
11. One-Stop Operator Report	One-Stop Operator	I/D	I/D
12. Next Steps - One-Stop Certification - Bylaws - Board Trainings - Website Updates	Taylor Williams	I/D	I/D
13. Announcements - Save The Date- IVRS Conference- “Putting the Pieces Together” (April 29-30, 2025) - Next NEIWDB/CEO Joint Quarterly Meeting – July 31, 2025 (TBD)	All	I/D	I/D
14. Comments	All	I/D	I/D
15. Adjournments	Heidi Nederhoff Jennifer Breister	I/D/A	I/D/A

Northeast Iowa CEOs:

Motion by Sis Grieman, **second** by Keith Wieland to adjourn the meeting. **Ayes:** All. **Motion carried.**

NEIWDB:

Motion by Nicolas Hockenberry, **second** by Dan Gleason to adjourn the meeting. **Ayes:** All. **Motion carried.**

Meeting adjourned at 11:51 a.m.

Minutes by Johnna Forbes, Board Consultant