



NORTHEAST IOWA WORKFORCE DEVELOPMENT BOARD

PLANNING AND OPERATIONS COMMITTEE MEETING

Wednesday, June 25, 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 9:01 a.m.		
Attendance: Donna Boss, Stephanie Detweiler, Emily Hanson, Jenna Heiar, Nicolas Hockenberry, Karla Organist, Amber Youngblut. Guests: Linda Fandel, Nikki Litzel, Maria Morales, Victor Ochoa. Board Staff: Erika Lippman, Caraline Eggena, Johnna Forbes.		
1. Consent Agenda - June 25, 2025 – Agenda - May 14, 2025 – Minutes	Nicolas Hockenberry	I/D/A
Motion by Donna Boss, second by Amber Youngblut to approve the June 25, 2025 – Agenda and the May 14, 2025 – Minutes. Ayes: All. Motion carried.		
2. IWD Work-Based Learning Partnership Request	Linda Fandel/Maria Morales	I/D
3. Business Engagement Division Updates	BEC	I/D
4. Incumbent Worker Training Marketing/Outreach	Erika Lippmann	I/D
5. ITA/OST Policy with Possible Action	Caraline Eggena	I/D/A
Motion by Karla Organist, second by Emily Hanson to approve the ITA policy as presented. Ayes: All. Motion carried.		
6. PII Policy with Possible Action	Erika Lippmann	I/D/A
Motion by Emily Hanson, second by Donna Boss to approve the PII policy as presented. Ayes: All. Motion carried.		
7. Next Steps Website Updates	Nic Hockenberry	I/D
8. Announcements Next Planning and Operations Committee Meeting – August 13, 2025 at 9:00 a.m.	All	I/D
9. Adjournments	Nicolas Hockenberry	I/D/A
Motion by Karla Organist, second by Donna Boss to adjourn the meeting. Ayes: All. Motion carried. Meeting adjourned at 9:59 a.m.		

Minutes by Johnna Forbes, Board Consultant