



NORTHEAST IOWA WORKFORCE DEVELOPMENT BOARD

PLANNING AND OPERATIONS COMMITTEE MEETING

Wednesday, September 17, 2025

8:30 a.m. – 9:30 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
<p>Amber Youngblut called the meeting to order at 8:32 a.m.</p> <p>Attendance: Donna Boss, Emily Hanson, Nicolas Hockenberry, Karla Organist, Amber Youngblut, Brian Schoon. Absent: Stephanie Detweiler, Jenna Heiar.</p> <p>Guests: Niki Litzel, Victor Ochoa.</p> <p>Board Staff: Erika Lippman, Caraline Eggena, Taylor Williams.</p>		
1. Consent Agenda <ul style="list-style-type: none"> September 17, 2025 – Agenda June 25, 2025 – Minutes 	Nicolas Hockenberry	I/D/A
<p>Motion by Karla Organist, second by Donna Boss to approve the September 17, 2025 – Agenda and the June 25, 2025 – Minutes. Ayes: All. Motion carried.</p>		
2. Business Engagement Division Updates	BEC	I/D
3. Northeast Iowa WARN Log	Nicolas Hockenberry	I/D
4. Incumbent Worker Training Flyer Update	Erika Lippmann	I/D
5. Incumbent Worker Training Application/Contract with Possible Action	Erika Lippmann/ Taylor Williams	I/D/A
<p>Motion by Karla Organist, second by Emily Hansen to approve the Incumbent Worker Training Application/Contract as Presented. Ayes: All. Motion carried.</p>		
6. One-Stop Operator Update	Taylor Williams	I/D
7. Next Steps <ul style="list-style-type: none"> Website Updates 	Nicolas Hockenberry	I/D
8. Announcements <ul style="list-style-type: none"> Next Planning and Operations Committee Meeting- October 8, 2025 at 9:00 a.m. NEIWDB/CEO Joint Quarterly Meeting- October 30, 2025 10:00 a.m.-12:00 p.m. at IowaWORKS in Waterloo September Workforce Development Month 2025 NDEAM Webinar Series Buchanan County Community Foundation Grant Awardee 	All	I/D
9. Adjournments	Nicolas Hockenberry	I/D/A
<p>Motion by Emily Hansen, second by Donna Boss to Adjourn the Meeting. Ayes: All. Motion carried.</p>		

Minutes by Taylor Williams, Executive Director