



NORTHEAST IOWA WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE MEETING

Monday, December 1, 2025

12:00 p.m. – 1:00 p.m.

Zoom Meeting

MINUTES

<u>Agenda Item</u>	<u>Person(s) Responsible</u>	<u>Status</u>
Welcome and Call to Order	Jennifer Breister	I
<p>Jennifer Breister called the meeting to order at 12:01 p.m.</p>		
<p>Attendance: Jennifer Breister, Nicolas Hockenberry, Katrina Moore, Ed Raber, Amber Youngblut. Guests: Gary McVicker, Heidi Nederhoff, Sis Greiman, Averi Nugent, Raji Sljivo, Board Staff: Taylor Williams, Erika Lippmann, Caraline Eggena, Johnna Forbes.</p>		
1. Consent Agenda <ul style="list-style-type: none">• December 1, 2025 – Agenda• November 3, 2025 – Minutes	Jennifer Breister	I/D/A
<p>Motion by Nicolas Hockenberry, second by Katrina Moore to approve the December 1, 2025 – Agenda and the November 3, 2025 – Minutes. Ayes: All. Motion carried.</p>		
2. Title I Service Provider <ul style="list-style-type: none">• Payment Approval Process/QA Updates• Referral Contacts Update• Follow Up: Title I Focus Areas and Fund Spend-Down Strategies• Title I Contract Considerations with Possible Action	Taylor Williams	I/D I/D I/D I/D/A
<p>Motion by Nicolas Hockenberry, second by Amber Youngblut to approve the Title I Contract Considerations as presented. Ayes: All. Motion carried.</p>		
3. Case Note Policy with Possible Action	Caraline Eggena	I/D/A
<p>No Action.</p>		
4. Performance & Monitoring Committee with Possible Action	Caraline Eggena	I/D/A
<p>No Action.</p>		
5. Northeast Iowa By-Laws with Possible Action	Taylor Williams	I/D/A
<p>No Action.</p>		
6. Professional Development Opportunities with Possible Action	Taylor Williams	I/D/A
<p>Motion by Nicolas Hockenberry, second by Ed Raber to approve the Professional Development Opportunities for Board Staff and Title I Service Provider Staff. Ayes: All. Motion carried.</p>		
7. One-Stop Operator Updates	Taylor Williams	I/D
8. Next Steps <ul style="list-style-type: none">• Community Foundation Grant Opportunities (Butler and Fayette County)	Jennifer Breister	I/D

<ul style="list-style-type: none"> • Employee Handbook • FY25 Audit • MOU/IFA • Work-Based Learning Opportunities • One-Stop Certification • One-Page Data Sheet 		
9. Announcements <ul style="list-style-type: none"> • Next Executive Committee Meeting January 5, 2026 12:00 p.m. – 1:00 p.m. 	Jennifer Breister	I/D
10. Adjournments	Jennifer Breister	I/D/A
Motion by Ed Raber, second by Nicolas Hockenberry to adjourn the meeting. Ayes: All. Motion carried. Meeting adjourned at 1:13 p.m.		

Minutes by Johnna Forbes, Board Consultant