



**NORTHEAST IOWA WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE MEETING**

Monday, January 5, 2026

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
Jennifer Breister called the meeting to order at 12:04 p.m.		
<b>Attendance:</b> Jennifer Breister, Nicolas Hockenberry, Katrina Moore, Ed Raber, Amber Youngblut, Jason Rubel <b>Board Staff:</b> Taylor Williams, Erika Lippmann, Caraline Eggena.		
<b>1. Consent Agenda</b> <ul style="list-style-type: none"> <li>• January 5, 2026 Agenda</li> <li>• December 1, 2025 Minutes</li> </ul>	Jennifer Breister	I/D/A
<b>Motion</b> by Katrina Moore, <b>second</b> by Ed Raber to approve the January 5, 2026 – Agenda and the December 1, 2025 – Minutes. <b>Ayes:</b> All. <b>Motion carried.</b>		
<b>2. Title I Service Provider Updates</b>	Taylor Williams	I/D
<b>3. Performance &amp; Monitoring Committee with Possible Action</b>	Caraline Eggena	I/D/A
<b>Motion</b> by Amber Youngblut, <b>second</b> by Ed Raber to approve the Performance & Monitoring Committee and Recommend to CEOs for approval. <b>Ayes:</b> All. <b>Motion carried.</b>		
<b>4. Northeast Iowa By-Laws with Possible Action</b>	Taylor Williams	I/D/A
<b>Motion</b> by Ed Raber, <b>second</b> by Nic Hockenberry to approve the updated Bylaws and Recommend to CEOs for approval. <b>Ayes:</b> All. <b>Motion carried.</b>		
<b>5. Northeast Iowa Policies with Possible Action</b> <ul style="list-style-type: none"> <li>• ADA &amp; Reasonable Accommodation Practices Policy</li> <li>• Media &amp; Communications Policy</li> <li>• Hiring Supervision and Employment Management Policy</li> <li>• Personnel Management and Employment Practices Policy</li> <li>• Remote Work Policy</li> </ul>	Taylor Williams	I/D/A I/D/A I/D/A I/D/A I/D/A
<b>Motion</b> by Ed Raber <b>second</b> by Nic Hockenberry to approve the ADA & Reasonable Accommodation Practices Policy. <b>Ayes:</b> All. <b>Motion carried.</b>		
<b>Motion</b> by Ed Raber <b>second</b> by Katrina Moore to approve the Media & Communications Policy. <b>Ayes:</b> All. <b>Motion carried.</b>		
The Hiring, Supervision, and Employment Management Policy was reviewed and will require further discussion. The item was tabled to the next meeting; no action was taken.		
The Personnel Management and Employment Practices Policy was tabled to the next meeting; no action was taken.		

The Remote Work Policy was tabled to the next meeting; no action was taken.		
<b>6. PY25 Single Audit with Possible Action</b>	Taylor Williams	I/D/A
<b>Motion</b> by Nic Hockenberry <b>second</b> by Jason Rubel to approve the PY25 Single Audit conducted by Forge. <b>Ayes:</b> All. <b>Motion carried.</b>		
<b>7. Next Steps</b> <ul style="list-style-type: none"> <li>• Community Foundation Grant Opportunities (Butler and Fayette County)</li> <li>• Mississippi Valley/South Central Iowa One-Stop Operator Procurement</li> <li>• One-Stop Operator Updates</li> <li>• Elections &amp; Nominations</li> <li>• Case Notes Policy</li> <li>• NAWB</li> <li>• Employee Handbook</li> <li>• FY25 Audit</li> <li>• MOU/IFA</li> <li>• Work-Based Learning Opportunities</li> <li>• One-Stop Certification</li> <li>• One-Page Data Sheet</li> </ul>	Jennifer Breister	I/D
<b>8. Announcements</b> <ul style="list-style-type: none"> <li>• Next NEIWDB/CEO Joint Quarterly Meeting February 5, 2026 10:00 a.m.-12:00 p.m. TBD</li> <li>• Next Executive Committee Meeting March 2, 2026 12:00 p.m.-1:00 p.m.</li> </ul>	Jennifer Breister	I/D
Due to items being tabled, it was agreed that a meeting would be held on February 2, 2026, at 12:00 p.m. to further discuss those items.		
<b>9. Adjournments</b>	Jennifer Breister	I/D/A
<b>Motion</b> by Nic Hockenberry, <b>second</b> by Amber Youngblut to adjourn the meeting. <b>Ayes:</b> All. <b>Motion carried.</b> <b>Meeting adjourned at 1:10 p.m.</b>		

*Minutes by Taylor Williams, Executive Director*