



# NORTHEAST IOWA WORKFORCE DEVELOPMENT BOARD

## PLANNING AND OPERATIONS COMMITTEE MEETING

Friday, December 12, 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.   |                              |               |
| <b>Attendance:</b> Donna Boss, Nicolas Hockenberry, Karla Organist, Brian Schoon, Amber Youngblut.<br><b>Guests:</b> Niki Litzel.<br><b>Board Staff:</b> Taylor Williams, Erika Lippmann, Caraline Egguna, Johnna Forbes.  |                              |               |
| <b>1. Consent Agenda</b> <ul style="list-style-type: none"> <li>December 12, 2025 – Agenda</li> <li>September 17, 2025 – Minutes</li> </ul> <b>Motion</b> by Donna Boss, <b>second</b> by Amber Youngblut to approve the December 12, 2025 – Agenda and the September 17, 2025 – Minutes. <b>Ayes:</b> All. <b>Motion carried.</b>                                   |                              |               |
| <b>2. Business Engagement Division Updates</b> <ul style="list-style-type: none"> <li>Rapid Response/WARNS</li> <li>UI Mod/TLO's</li> <li>2026 Planning</li> <li>Work-Based Learning</li> </ul>  |                              |               |
| <b>3. Work-Based Learning Opportunities</b>  | Nicolas Hockenberry          | I/D           |
| <b>4. Incumbent Worker Training Policy Update with Possible Action</b>   | Erika Lippmann               | I/D/A         |
| <b>Motion</b> by Karla Organist, <b>second</b> by Amber Youngblut to approve the Incumbent Worker Training Policy update with changes to funding limits from \$10,000 to \$10,000 per program and approval by the Planning and Operations committee. <b>Ayes:</b> All. <b>Motion carried.</b>  |                              |               |
| <u>Item 2 Funding Limits to read:</u><br><i>Employers may receive multiple IWT awards within a program year, however, the total WIOA funds awarded to a single employer may not exceed \$10,000 per program year unless otherwise approved by the NEIWDB Planning &amp; Operations Committee or designee, subject to funding availability and demonstrated need.</i> |                              |               |
| <b>5. Case Notes Policy with Possible Action</b>   | Caraline Egguna              | I/D/A         |
| <b>Motion</b> by Donna Boss, <b>second</b> by Emily Hanson to approve the Case Note Policy as presented. <b>Ayes:</b> All. <b>Motion carried.</b>  |                              |               |

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|--|---------------------|-------|
| <b>6. Next Steps</b> <ul style="list-style-type: none"><li>• Incumbent Worker Training Flyer Update</li><li>• Website Updates</li><li>• One-Stop Operator Update</li><li>• One-Stop Certification</li></ul>  | Nicolas Hockenberry | I/D   |
| <b>7. Announcements</b> <ul style="list-style-type: none"><li>• Next Planning and Operations Committee Meeting – January 14, 2026 (9:00 a.m. – 10:00 a.m.)</li><li>• NEIWDB/CEO Joint Quarterly Meeting – February 5, 2026 (10:00 a.m. – 12:00 p.m.). Location TBD</li></ul> | All                 | I/D   |
| <b>8. Adjournments</b>   | Nicolas Hockenberry | I/D/A |
| <b>Motion</b> by Karla Organist, <b>second</b> by Amber Youngblut to adjourn the meeting. <b>Ayes:</b> All. <b>Motion carried.</b><br><b>Meeting adjourned at 10:02 a.m.</b>   |                     |       |

*Minutes by Johnna Forbes, Board Consultant*