



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
<p>Nicolas Hockenberry called the meeting to order at 9:01 a.m.</p> <p>Attendance: Donna Boss, Nicolas Hockenberry, Karla Organist, Brian Schoon, Amber Youngblut. Guests: Niki Litzel. Board Staff: Taylor Williams, Erika Lippmann, Caraline Eggena, Johnna Forbes.</p>		
1. Consent Agenda <ul style="list-style-type: none"> December 12, 2025 – Agenda September 17, 2025 – Minutes 	Nicolas Hockenberry	I/D/A
<p>Motion by Donna Boss, second by Amber Youngblut to approve the December 12, 2025 – Agenda and the September 17, 2025 – Minutes. Ayes: All. Motion carried.</p>		
2. Business Engagement Division Updates <ul style="list-style-type: none"> Rapid Response/WARNs UI Mod/TLO's 2026 Planning Work-Based Learning 	BEC	I/D
3. Work-Based Learning Opportunities	Nicolas Hockenberry	I/D
4. Incumbent Worker Training Policy Update with Possible Action	Erika Lippmann	I/D/A
<p>Motion by Karla Organist, second 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. Ayes: All. Motion carried.</p> <p><u>Item 2 Funding Limits to read:</u> <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 & Operations Committee or designee, subject to funding availability and demonstrated need.</i></p>		
5. Case Notes Policy with Possible Action	Caraline Eggena	I/D/A
<p>Motion by Donna Boss, second by Emily Hanson to approve the Case Note Policy as presented. Ayes: All. Motion carried.</p>		

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

Minutes by Johnna Forbes, Board Consultant