



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

Monday, February 2, 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 12:00 p.m. <b>Attendance:</b> Jennnifer Breister, Nicolas Hockenberry, Katrina Moore, Ed Raber, Jason Rubel, Amber Youngblut. <b>Board Staff:</b> Taylor Williams, Erika Lippmann, Caraline Eggena, Johnna Forbes.		
<b>1. Consent Agenda</b> <ul style="list-style-type: none"> <li>• February 2, 2026 – Agenda</li> <li>• January 5, 2026 – Minutes</li> </ul>	Jennifer Breister	I/D/A
<b>Motion</b> by Katrina Moore, <b>second</b> by Nicolas Hockenberry to approve the February 2, 2026 – Agenda and the January 5, 2026 – Minutes. <b>Ayes:</b> All. <b>Motion approved.</b>		
<b>2. Northeast Iowa Policies with Possible Action</b> <ul style="list-style-type: none"> <li>• Hiring Supervision and Employment Management Policy</li> <li>• Personnel Management and Employment Practices Policy</li> <li>• Remote Work Policy</li> <li>• Language Access Policy</li> <li>• Policy Language Modification</li> </ul>	Board Staff	I/D/A I/D/A I/D/A I/D/A I/D
<b>Motion</b> by Ed Raber, <b>second</b> by Nicolas Hockenberry to approve the Hiring Supervision and Employment Management Policy as presented. <b>Ayes:</b> All. <b>Motion carried.</b>		
<b>Motion</b> by Ed Raber, <b>second</b> by Nicolas Hockenberry to approve the Personnel Management and Employment Practices Policy as presented. <b>Ayes:</b> All. <b>Motion carried.</b>		
<b>Motion</b> by Ed Raber, <b>second</b> by Jason Rubel to approve the Remote Work Policy as presented. <b>Ayes:</b> All. <b>Motion carried.</b>		
<b>Motion</b> by Ed Raber, <b>second</b> by Jason Rubel to approve the Language Access Policy as presented. <b>Ayes:</b> All. <b>Motion carried.</b>		
<b>3. Employee Handbook with Possible Action</b>	Jennifer Breister	I/D/A
<b>Motion</b> by Katrina Moore, <b>second</b> by Nicolas Hockenberry to approve the Employee Handbook as presented. <b>Ayes:</b> All. <b>Motion carried.</b>		

<b>4. Northeast Iowa Policy and Procedures Update</b> <ul style="list-style-type: none"> <li>• Case Notes</li> <li>• TRN</li> <li>• Waiver Request</li> <li>• Limited English Proficiency (LEP) Plan</li> </ul>	Board Staff	I/D
<b>5. PY25 Q1 and Q2 Performance Review</b>	Caraline Eggena	I/D
<b>6. PY25/FY26 Budget with Possible Action</b>	Taylor Williams	I/D/A
<b>Motion</b> by Ed Raber, <b>second</b> by Nicolas Hockenberry to approve the Budget line-item description changes as presented. <b>Ayes:</b> All. <b>Motion carried.</b>		
<b>7. Title I Budget and Expenditure Updates</b>	Jennifer Breister/ Ed Raber	I/D
<b>8. Federal Funding Update- WIOA Title I FY26/FY27</b>	Taylor Williams	I/D
<b>9. Next Steps</b> <ul style="list-style-type: none"> <li>• Mississippi Valley/South Central Iowa One-Stop Operator Procurement</li> <li>• One-Stop Operator Updates</li> <li>• MOU/IFA</li> <li>• One-Stop Certification</li> <li>• One-Page Data Sheet</li> <li>• Committees</li> </ul>	Jennifer Breister	I/D
<b>10. 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.) at Stellar Industries in Garner; Tour at 9:20 a.m.</li> <li>• Next Executive Committee Meeting March 2, 2026 (12:00 p.m. – 1:00 p.m.)</li> </ul>	Jennifer Breister	I/D
<b>11. Adjournments</b>	Jennifer Breister	I/D/A
<b>Motion</b> by Nicolas Hockenberry, <b>second</b> by Jason Rubel to adjourn the meeting. <b>Ayes:</b> All. <b>Motion carried.</b>		
<b>Meeting adjourned at 12:50 p.m.</b>		

Minutes by Johnna Forbes, Board Consultant