



# NORTHEAST IOWA WORKFORCE DEVELOPMENT BOARD

## PLANNING AND OPERATIONS COMMITTEE MEETING

**Wednesday, January 14, 2026**

**9:00 a.m.-10:00 a.m.**

**Join by Zoom:**

<https://us06web.zoom.us/j/82105301225?pwd=MVZmVkpuMFdadUFqQTM2YXpRb0lIZz09>

**Or Dial by Phone:**

1.312.626.6799

**Passcode:** 021089

## Agenda

<b><u>Agenda Item</u></b>	<b><u>Person(s) Responsible</u></b>	<b><u>Status</u></b>
<b>Welcome and Call to Order</b>	Nicolas Hockenberry	I
<b>1. Consent Agenda</b> <ul style="list-style-type: none"><li>• January 14, 2026 Agenda</li><li>• December 12, 2025 Minutes</li></ul>	Nicolas Hockenberry	I/D/A
<b>2. Business Engagement Division Updates</b>	BEC	I/D
<b>3. Work-Based Learning</b> <ul style="list-style-type: none"><li>• 4 Steps to Internship for Employers</li><li>• 4 Steps to Internship for Employers PPT</li><li>• Launch your High School IT Community Help Desk</li><li>• Hold a High School Senior Recruiting Event</li><li>• CTE Student Learner Agreement and Permission Form</li></ul>	Nicolas Hockenberry	I/D I/D I/D I/D I/D
<b>4. TRN Policy with Possible Action</b>	Erika Lippmann	I/D/A
<b>5. Waiver Request Form with Possible Action</b>	Caraline Eggena	I/D/A
<b>6. Limited English Proficiency (LEP) Plan with Possible Action</b>	Erika Lippmann	I/D/A
<b>7. 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>8. Announcements</b> <ul style="list-style-type: none"><li>• NEIWDB/CEO Joint Quarterly Meeting- February 5, 2026 10:00 a.m.-12:00 p.m. at Stellar Industries in Garner, Iowa</li><li>• Next Planning and Operations Committee Meeting- February 11, 2026 9:00 a.m.-10:00 a.m.</li></ul>	All	I/D
<b>9. Adjournments</b>	Nicolas Hockenberry	I/D/A