



NORTHEAST IOWA WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE MEETING

Monday, May 4, 2026

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	Jennifer Breister	I
Jennifer Breister called the meeting to order at 9:02 a.m. Attendance: Jennifer Breister, Nicolas Hockenberry, Ashley Stanley, Amber Youngblut. CEOs: Gary McVicker Board Staff: Taylor Williams, Erika Lippmann, Caraline Eggena, Johnna Forbes.		
1. Consent Agenda - May 4, 2026 – Agenda - April 17, 2026 – Minutes	Jennifer Breister	I/D/A
Motion by Ashley Stanley, second by Amber Youngblut to approve the May 4, 2026 – Agenda and the April 17, 2026 – Minutes. Ayes: All. Motion carried.		
2. Transition of Title I Service Provider - PY25 State Monitoring Report/Response - Transition Plan - Title I Service Provider Procurement Updates	Board Staff	I/D
3. Outreach Coordinator Job Description with Possible Action	Taylor Williams	I/D/A
Motion by Ashley Stanley, second by Ambe Youngblut to approve and post the Outreach Coordinator Job Description. Ayes: All. Motion carried.		
4. One-Stop Operator Procurement - Consider Action to Approve the One-Stop Operator Procurement Timeline - Consider Action to Approve the One-Stop Operator Request for Proposals (RFP) and Authorize to Release - Consider Action to Authorize the Executive Director to Make Minor Administrative or Technical Revisions to the RFPs Prior to Release - Discuss Proposal Review Process and Establish Proposal Review Committee	Jennifer Breister	I/D/A I/D/A I/D/A I/D
Motion by Amber Youngblut, second by Ashley Stanley to approve the One-Stop Operator procurement timeline. Ayes: All. Motion carried.		
Motion by Amber Youngblut, second by Ashley Stanley to approve the One-Stop Operator Request for Proposals. Ayes: All. Motion carried.		

Motion by Amber Youngblut, second by Ashley Stanley to authorize the Executive Director to make minor administrative or technical revisions to the RFPs prior to release. Ayes: All. Motion carried.		
5. Title I Adult, Dislocated Worker, and Youth Service Provider Procurement (Contingency Re-Release) - Consider Action to Approve the Updated Title I Service Provider Procurement Timeline for Contingency Re-Release - Consider Action to Approve the Re-Release of the Title I Adult and Dislocated Worker Request for Proposals (RFP) and Authorize Release if No Proposals are Received by May 5, 2026 - Consider Action to Approve the Re-Release of the Title I Youth Request for Proposals (RFP) and Authorize to Release if No Proposals are Received by May 5, 2026 - Consider Action to Authorize the Executive Director to Make Minor Administrative or Technical Revisions to the RFPs Prior to Release	Jennifer Breister	I/D/A I/D/A I/D/A I/D/A
Motion by Ashley Stanley, second by Amber Youngblut to approve the updated Title I Service Provider Procurement timeline for contingency re-release. Ayes: All. Motion carried. Motion by Amber Youngblut, second by Ashley Stanley to approve the re-release of the Title I Adult and Dislocated Worker and the Youth Request for Proposals if no proposals are received by May 5, 2026. Ayes: All. Motion carried. Motion by Amber Youngblut, second by Ashley Stanley to authorize the Executive Director to make minor administrative or technical revisions to the RFPs prior to release. Ayes: All. Motion carried.		
6. Incumbent Worker Training (IWT) - Marketing	Erika Lippmann	I/D
7. Next Steps - Merger Discussions - MOU/IFA - One- Stop Certification - PY25 State Monitoring Report - One-Page Data Sheet	Jennifer Breister	I/D
8. Announcements Next Executive Committee Meeting June 1, 2026 at 12:00 p.m.	Jennifer Breister	I/D
9. Adjournments	Jennifer Breister	I/D/A
Motion by Ashley Stanley, second by Amber Youngblut to adjourn the meeting. Ayes: All. Motion carried. Meeting adjourned at 9:42 a.m.		