



NORTHEAST IOWA WORKFORCE DEVELOPMENT BOARD

PLANNING AND OPERATIONS COMMITTEE MEETING

Wednesday, March 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 <ul style="list-style-type: none">Welcome Jenna Heiar, new committee member!	Nicolas Hockenberry	I
Amber Youngblut called the meeting to order at 9:01 a.m. Attendance: Donna Boss, Stephanie Detweiler, Emily Hanson, Jenna Heiar, Karla Organist, Brian Schoon, Amber Youngblut. Guests: Sara Cook. Board Staff: Taylor Williams, Erika Lippmann, Caraline Eggena, Johnna Forbes.		
1. Consent Agenda <ul style="list-style-type: none">March 12, 2025 – AgendaJanuary 8, 2025 – Minutes	Nicolas Hockenberry	I/D/A
Motion by Brian Schoon, second by Donna Boss to approve the March 12, 2025 – Agenda and January 8, 2025 – Minutes. Ayes: All. Motion carried.		
2. Business Engagement Division Updates <ul style="list-style-type: none">Rapid Response	Sara Cook	I/D
3. Incumbent Worker Training Updates <ul style="list-style-type: none">Application with Possible Action	Erika Lippmann	I/D I/D/A
Motion by Karla Organist, second by Brian Schoon to approve the updates and changes to the Incumbent Worker Training Application as presented. Ayes: All. Motion carried.		
4. PY24 Monitoring <ul style="list-style-type: none">PY24 EO Monitoring ReportPY24 Local Monitoring Report	Caraline Eggena/ Erika Lippmann	I/D I/D
5. PY24 Q2 Performance Review	Caraline Eggena	I/D
6. Planning and Operations Committee Restructure with Possible Action	Taylor Williams	I/D/A
No Action.		
7. Northeast Iowa Newsletter Discussion	Erika Lippmann	I/D

8. Announcements <ul style="list-style-type: none"> Refugee and Immigrant Employment Concerns Corrective Action Policy Next Planning and Operations Committee Meeting- April 9, 2025 at 9:00 a.m. NEIWDB/CEO Joint Quarterly Meeting- April 24, 2025 TBD (10:00-12:00) 	All	I/D
9. Adjournments	Nicolas Hockenberry	I/D/A
Motion by Emily Smith, second by Donna Boss to adjourn the meeting. Ayes: All. Motion carried.		
Meeting adjourned at 9:59 a.m.		

Minutes by Johnna Forbes