



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

Monday, May 5, 2025

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 12:08 p.m. Attendance: Jennifer Breister, Ed Raber, Jason Rubel, Amber Youngblut. Northeast Iowa CEO: Heidi Nederhoff. Board Staff: Taylor Williams, Erika Lippmann, Caraline Eggena, Johnna Forbes.		
1. Consent Agenda <ul style="list-style-type: none">May 5, 2025 – AgendaApril 7, 2025 – Minutes	Jennifer Breister	I/D/A
Motion by Ed Raber, second by Amber Youngblut to approve the May 5, 2025 – Agenda and the April 7, 2025 – Minutes. Ayes: All. Motion carried.		
2. Title I Service Provider Update and Contract Considerations with Possible Action	Jennifer Breister	I/D/A
Motion by Ed Raber, second by Jason Rubel to approve the amended the Title I contract language to allow up to 65% expenditure rate for staff and overhead as presented. Ayes: All. Motion carried.		
3. Inter-Board Agreement Between NEIWDB and MVWDB with Possible Action	Jennifer Breister	I/D/A
Motion by Ed Raber, second by Jason Rubel to approve the presented board agreement between Northeast Iowa LWDB and Mississippi Valley LWDB. Ayes: All. Motion carried.		
4. Consider Action to Approve the RFP Language for the One-Stop Operator RFP and Release Date for Procurement <ul style="list-style-type: none">CLEO Affirms, on Behalf of the Northeast Iowa CEOs, the RFP Language for One-Stop Operator and the Release Date for Procurement	Jennifer Breister Heidi Nederhoff	I/D/A I/D/A
Motion by Ed Raber, second by Jason Rubel to approve the RFP and the May 15, 2025 release date as presented. Ayes: All. Motion carried. Northeast Iowa CEO: Heidi Nederhoff (CLEO) affirms the RFP and the release date of May 15, 2025.		
5. Workforce Systems Specialist Job Description with Possible	Jennifer Breister	I/D/A
Motion by Ed Raber, second by Jason Rubel to approve the Workforce Systems Specialist job description as presented. Ayes: All. Motion carried		

6. Next Steps <ul style="list-style-type: none"> One-Stop Operator Procurement Timeline One-Stop Operator Transition Plan Strategic Planning 	Jennifer Breister	I/D
7. Announcements <ul style="list-style-type: none"> Next Executive Committee Meeting June 2, 2025 (12:00 p.m. – 1:00 p.m.) 	Jennifer Breister	I/D
8. Adjournments	Jennifer Breister	I/D/A
Motion by Ed Raber, second by Jason Rubel to adjourn the meeting. Ayes: All. Motion carried. Meeting adjourned at 12:39 p.m.		

Minutes by Johnna Forbes, Board Consultant