



# NORTHEAST IOWA WORKFORCE DEVELOPMENT BOARD

## PLANNING AND OPERATIONS COMMITTEE MEETING

Wednesday, January 14, 2026

9:00 a.m. – 10:00 a.m.

Zoom Meeting

### MINUTES

| <u>Agenda Item</u>                                                                                                                                                                                                                                                                                            | <u>Person(s)<br/>Responsible</u> | <u>Status</u>                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|---------------------------------|
| Welcome and Call to Order                                                                                                                                                                                                                                                                                     | Nicolas Hockenberry              | I                               |
| Nicolas Hockenberry called the meeting to order at 9:03 a.m.                                                                                                                                                                                                                                                  |                                  |                                 |
| <b>Attendance:</b> Donna Boss, Emily Hanson, Jenna Heiar, Nicolas Hockenberry, Kelsie Kunkle, Karla Organist, Brian Schoon.<br><b>Guests:</b> Niki Litzel, Victor Ochoa.<br><b>Board Staff:</b> Taylor Williams, Erika Lippmann, Caraline Eggena, Johnna Forbes.                                              |                                  |                                 |
| 1. Consent Agenda                                                                                                                                                                                                                                                                                             |                                  |                                 |
| <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>Motion</b> by Emily Hanson, <b>second</b> by Karla Organist to approve the January 14, 2026 – Agenda and the December 12, 2025 – Minutes with a correction to the spelling of Brian Schoon’s name in the December 12, 2025 – Minutes. <b>Ayes:</b> All. <b>Motion carried.</b>                             |                                  |                                 |
| 2. Business Engagement Division Updates                                                                                                                                                                                                                                                                       | BEC                              | I/D                             |
| 3. Work-Based Learning                                                                                                                                                                                                                                                                                        | Nicolas Hockenberry              |                                 |
| <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> |                                  | I/D<br>I/D<br>I/D<br>I/D<br>I/D |
| 4. TRN Policy with Possible Action                                                                                                                                                                                                                                                                            | Erika Lippmann                   | I/D/A                           |
| <b>Motion</b> by Karla Organist, <b>second</b> by Donna Boss to approve TRN policy change for Ride Hailing services as presented. <b>Ayes:</b> All. <b>Motion carried.</b>                                                                                                                                    |                                  |                                 |
| 5. Waiver Request Form with Possible Action                                                                                                                                                                                                                                                                   | Caraline Eggena                  | I/D/A                           |
| <b>Motion</b> by Karla Organist, <b>second</b> by Donna Boss to approve Waiver Request as presented. <b>Ayes:</b> All. <b>Motion carried.</b>                                                                                                                                                                 |                                  |                                 |
| 6. Limited English Proficiency (LEP) Plan with Possible Action                                                                                                                                                                                                                                                | Erika Lippmann                   | I/D/A                           |
| <b>Motion</b> by Brian Schoon, <b>second</b> by Donna Boss to approve LEP Plan modifications as presented. <b>Ayes:</b> All. <b>Motion carried.</b>                                                                                                                                                           |                                  |                                 |
| 7. Next Steps                                                                                                                                                                                                                                                                                                 | Nicolas Hockenberry              | I/D                             |
| <ul style="list-style-type: none"> <li>Incumbent Worker Training Flyer Update</li> <li>Website Updates</li> </ul>                                                                                                                                                                                             |                                  |                                 |

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-------|
| <ul style="list-style-type: none"> <li>One-Stop Operator Update</li> <li>One-Stop Certification</li> </ul>                                                                                                                                                                                          |                     |       |
| <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 |
| <b>Nicolas Hockenberry adjourned the meeting at 10:00.</b>                                                                                                                                                                                                                                          |                     |       |

*Minutes by Johnna Forbes, Board Consultant*