



## NORTHEAST IOWA WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE MEETING

Monday, March 2, 2026
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
<p>Jennifer Breister called the meeting to order at 12:04 p.m.</p> <p><b>Attendance:</b> Jennifer Breister, Nicolas Hockenberry, Jason Rubel, Ashley Stanley, Amber Youngblut.</p> <p><b>CEOs present:</b> Heidi Nederhoff, Gary McVicker.</p> <p><b>Board Staff:</b> Taylor Williams, Erika Lippmann, Caraline Eggena, Johnna Forbes.</p>		
<b>1. Consent Agenda</b> <ul style="list-style-type: none"> <li>• March 2, 2026 – Agenda</li> <li>• February 2, 2026 – Minutes</li> </ul>	Jennifer Breister	I/D/A
<p><b>Motion</b> by Ashley Stanley, <b>second</b> by Nicolas Hockenberry to approve the March 2, 2026 – Agenda and the February 2, 2026 – Minutes. <b>Ayes:</b> All. <b>Motion carried.</b></p>		
<b>2. Employee Handbook Amendment with Possible Action</b>	Jennifer Breister	I/D/A
<p><b>Motion</b> by Nicolas Hockenberry, <b>second</b> by Amber Youngblut to approve the Sick Leave accrues rate as presented. <b>Ayes:</b> All. <b>Motion carried.</b></p>		
<b>3. YIP/Stipend Policy with Possible Action</b>	Caraline Eggena	I/D/A
<p><b>Motion</b> by Nicolas Hockenberry, <b>second</b> by Ashley Stanley to approve the YIP/Stipend Policy as presented. <b>Ayes:</b> All. <b>Motion carried.</b></p>		
<b>4. PY25 Q1 and Q2 Performance Review</b>	Caraline Eggena	I/D
<b>5. Title I Corrective Action Plan with Possible Action</b>	Taylor Williams	I/D/A
<p><b>Motion</b> by Amber Youngblut, <b>second</b> by Ashley Stanley to approve the Title I Corrective Action Plan as presented. <b>Ayes:</b> All. <b>Motion carried.</b></p>		
<b>6. PY25 State Monitoring Exit Meeting Review</b>	Board Staff	I/D
<b>7. Northeast Iowa Policies and Procedures with Possible Action</b>	Erika Lippmann	I/D/A
<b>8. Outreach Coordinator Job Description with Possible Action</b>	Taylor Williams	I/D/A
<p><b>No Action</b></p>		
<b>9. Finance Committee Chair- Status Update</b>	Taylor Williams	I/D
<b>10. Next Steps</b> <ul style="list-style-type: none"> <li>• Mississippi Valley/South Central Iowa One-Stop Operator Procurement</li> <li>• NAWDP Annual Conference</li> <li>• NAWB Conference</li> </ul>	Jennifer Breister	I/D

<ul style="list-style-type: none"> <li>• Local Plan Modification</li> <li>• One-Stop Operator Updates</li> <li>• MOU/IFA</li> <li>• One-Stop Certification</li> <li>• One-Page Data Sheet</li> </ul>		
<p><b>11. Announcements</b></p> <ul style="list-style-type: none"> <li>• Next NEIWDB/CEO Joint Meeting April 2, 2026 10:30 a.m.-11:00 a.m.</li> <li>• Next Executive Committee Meeting April 6, 2026 12:00 p.m.-1:00 p.m.</li> <li>• Next NEIWDB/CEO Joint Quarterly Meeting April 30, 2026 10:00 a.m.-12:00 p.m. TBD</li> </ul>	Jennifer Breister	I/D
<p><b>12. Adjournments</b></p>	Jennifer Breister	I/D/A
<p><b>Motion</b> by Ashley Stanley, <b>second</b> by Jason Rubel to adjourn the meeting. <b>Ayes:</b> All. <b>Motion carried.</b>  <b>Meeting adjourned at 1:02 p.m.</b></p>		

*Minutes by Johnna Forbes, Board Consultant*