



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

Monday, April 6, 2026

12:00 p.m.-1:00 p.m.

Join by Zoom:

<https://us06web.zoom.us/j/84804767064?pwd=ODJzRFVlNXZBMndhVldzZGlmQVZ3dz09>

ID: 84804767064 Passcode: Li4oj3g6

Or Dial by Phone:

1-346-248-7799 Passcode:

65258851

Agenda

<u>Agenda Item</u>	<u>Person(s) Responsible</u>	<u>Status</u>
Welcome and Call to Order	Jennifer Breister	I
1. Consent Agenda <ul style="list-style-type: none"> • April 6, 2026 Agenda • March 2, 2026 Minutes 	Jennifer Breister	I/D/A
2. Employee Handbook Amendment with Possible Action	Jennifer Breister	I/D/A
3. PY25 State Monitoring Initial Report Review <ul style="list-style-type: none"> • Area of Concern: Conflict of Interest/Board Composition with Possible Action • Finding: Lack of Documented Fiscal Risk Management Policies and Procedures <ul style="list-style-type: none"> ◦ Subrecipient Risk Assessment and Monitoring Policy with Possible Action • Finding: Absence of a Policy Governing Insurance Stipends Provided to Board Staff Members <ul style="list-style-type: none"> ◦ Insurance Stipend Policy with Possible Action • Area of Concern: Low Enrollment of Dislocated Workers Following WARN Events with Possible Action 	Board Staff Board Staff Board Staff Board Staff Board Staff	I/D/A I/D/A I/D/A I/D/A I/D/A
4. Title I Service Provider- Program & Contract Review <ul style="list-style-type: none"> • Review current expenditure challenges and required spending timeline (PY26) • Discuss Title I Corrective Action Plan (CAP) • Title I Grievance and Customer Complaints • Staffing Updates • Review and provide direction on Title I Service Provider contract recommendation for NEIWDB/CEO Joint Quarterly Meeting on April 30th 	Jennifer Breister	I/D I/D I/D I/D I/D/A
5. Fiscal Agent Services- Contract Recommendation <ul style="list-style-type: none"> • Review and consider recommendation to continue Fiscal Agent Services with Central Iowa Juvenile Detention Center (CIJDC) 	Jennifer Breister	I/D/A
6. Employer of Record Agreement- Contract Recommendation <ul style="list-style-type: none"> • Review and consider recommendation to continue Employer of Record services with Central Iowa Juvenile Detention Center (CIJDC) for Board Staff 	Jennifer Breister	I/D/A
7. Field Memo No: 26-02	Taylor Williams	I/D

8. Outreach Coordinator Job Description with Possible Action	Taylor Williams	I/D/A
9. Next Steps <ul style="list-style-type: none"> • Merger Discussions • NAWDP Annual Conference • MOU/IFA • One-Stop Certification • Local Plan Modification • One-Page Data Sheet • NAWB Conference 	Jennifer Breister	I/D
10. Announcements <ul style="list-style-type: none"> • Next Executive Committee Meeting May 1, 2026 12:00 p.m.-1:00 p.m. 	Jennifer Breister	I/D
11. Adjournments	Jennifer Breister	I/D/A