



NORTHEAST IOWA WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE MEETING

Monday, April 6, 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 12:01 p.m.</p> <p>Attendance: Jennifer Breister, Nicolas Hockenberry, Amber Youngblut. Northeast Iowa CEOs: Heidi Nederhoff, Gary McVicker. Guests: Kassie Ruth. Board Support: Taylor Williams, Erika Lippmann, Caraline Eggena, Johnna Forbes.</p>		
1. Consent Agenda <ul style="list-style-type: none"> • April 6, 2026 – Agenda • March 2, 2026 – Minutes 	Jennifer Breister	I/D/A
<p>Motion by Nicolas Hockenberry, second by Amber Youngblut to approve the April 6, 2026 – Agenda and the March 2, 2026 – Minutes. Ayes: All. Motion carried.</p>		
2. Employee Handbook Amendment with Possible Action	Jennifer Breister	I/D/A
<p>Motion by Amber Youngblut, second by Nicolas Hockenberry to approve a maximum vacation accrual cap of 208 hours. Employees who have reached or exceeded 208 hours will not accrue additional vacation until their balance falls below the cap. Ayes: All. Motion carried.</p>		
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
<p>Motion by Amber Youngblut, second by Nicolas Hockenberry to recommend that Erin Powers Daley resign from the NEIWDB. Ayes: All. Motion carried.</p>		
<p>Motion by Amber Youngblut, second by Nicolas Hockenberry approve the Subrecipient Risk Assessment and Monitoring Policy as presented. Ayes: All. Motion carried.</p>		

Motion by Amber Youngblut, **second** by Nicolas Hockenberry to approve the Insurance Stipend Policy as presented. **Ayes:** All. **Motion carried.**

No Action: Low Enrollment of Dislocated Workers following WARN.

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
--	-------------------	-----------------------------------

No Action.

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
--	-------------------	-------

Discussion held. See combined motion under Employer of Record Services.

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
--	-------------------	-------

Motion by Amber Youngblut, **second** by Nicolas Hockenberry to recommend Central Iowa Juvenile Detention Center as Fiscal Agent and Employer of Record. **Ayes:** All. **Motion carried.**

7. Field Memo No: 26-02	Taylor Williams	I/D
--------------------------------	-----------------	-----

8. Outreach Coordinator Job Description with Possible Action	Taylor Williams	I/D/A
---	-----------------	-------

No Action.

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
-------------------------	-------------------	-------

Motion by Nicolas Hockenberry, **second** by Amber Youngblut to adjourn the meeting. **Ayes:** All. **Motion carried.**
Meeting adjourned at 1:21 p.m.