



NORTHEAST IOWA WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE MEETING

Friday, April 17, 2026
9:00 a.m. – 10:00 a.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 9:02 a.m.</p> <p>Attendance: Nick Anderson, Jennifer Breister, Nicolas Hockenberry, Ashley Stanley, Amber Youngblut. CEOs: Sis Greiman, Gary McVicker, Heidi Nederhoff. Board Staff: Taylor Williams, Erika Lippmann, Caraline Eggena, Johnna Forbes.</p>		
1. Consent Agenda <ul style="list-style-type: none"> • April 17, 2026 – Agenda • April 6, 2026 – Minutes 	Jennifer Breister	I/D/A
<p>Motion by Amber Youngblut, second by Nicolas Hockenberry to approve the April 17, 2026 – Agenda and the April 6, 2025 – Minutes. Ayes: All. Motion carried.</p>		
2. Title I Service Provider Update and Next Steps <ul style="list-style-type: none"> • Letter from NIACC/NICC • Letter from NEIWDB 	Jennifer Breister	I/D
3. Transition of Title I Service Provider <ul style="list-style-type: none"> • PY25 State Monitoring Report/Response • PY25 Local Monitoring • Transition Plan • Corrective Action Plan 	Taylor Williams	I/D
4. Title I Adult, Dislocated Worker, and Youth Service Provider Procurement <ul style="list-style-type: none"> • Consider Action to Approve the Title I Service Provider Procurement Timeline • Consider Action to Approve the Title I Adult and Dislocated Worker Request for Proposals (RFP) and Authorize to Release • Consider Action to Approve the Title I Youth Request for Proposals (RFP) and Authorize to Release • Consider Action to Authorize the Executive Director to Make Minor Administrative or Technical Revisions to the RFPs Prior to Release • Discuss Proposal Review Process and Establish Proposal Review Committee 	Jennifer Breister	I/D/A I/D/A I/D/A I/D/A I/D
<p>Motion by Amber Youngblut, second by Ashley Stanley to approve the Title I Service Provider procurement timeline as presented. Ayes: All. Motion carried.</p>		

<p>Motion by Nicolas Hockenberry, second by Amber Youngblut to approve the Title I Adult and Dislocated Worker Request for Proposal (RFP) and to Authorize to Release. Ayes: All. Motion carried. CEOs Heidi Nederhoff and Gary McVicker</p> <p>Motion by Amber Youngblut, second by Nicolas Hockenberry to approve the Title I Youth Request for Proposal (RFP) and to Authorize to Release. Ayes: All. Motion carried.</p> <p>Motion by Nicolas Hockenberry, second by Amber Youngblut to authorize the Executive Director to make minor or administrative or technical revisions to the RFPs prior to release. Ayes: All. Motion carried.</p>		
5. Next Steps	Jennifer Breister	I/D
6. Announcements <ul style="list-style-type: none"> • Next Executive Committee Meeting TBD • Next NEIWDB/CEO Joint Quarterly Meeting Thursday, April 30, 2026 10:00 a.m.-12:00 p.m. at Milkhouse Candle Co. in St. Ansgar; tour at 9:30 a.m. 	Jennifer Breister	I/D
7. Adjournments	Jennifer Breister	I/D/A
<p>Motion by Nicolas Hockenberry, second by Amber Youngblut to adjourn the meeting. Ayes: All. Motion carried. Meeting adjourned at 9:41 a.m.</p>		

Minutes by Johnna Forbes, Board Consultant