



NORTHEAST IOWA WORKFORCE DEVELOPMENT BOARD

CORE PARTNER MEETING NOTES

Thursday, May 7, 2026

9:00 a.m. – 10:00 a.m.

Join by Zoom:

<https://us06web.zoom.us/j/89083074916?pwd=pRlrYbHG2ZFwSDFNg59ICSbG4dEZl2.1>

ID: 890 8307 4916 **Passcode:** 598865

Or Dial by Phone:

1.309.205.3325

Passcode: 598865

Notes

The meeting focused on aligning partner program marketing language, operational transitions for Title I staff, accessibility accommodations processes, one-stop certification and operator procurement, and outreach/training coordination.

Marketing: The team agreed to de-emphasize "Title I" in customer-facing materials and use plain descriptors ("youth program services," "adult program services," "dislocated worker services"). Attendees requested updated statewide flyers (header changes and larger program headings), context-specific bold flyers (schools, rapid response), and optional partner logos on the back. Niki Litzel will request minor header edits from the IWD communications team and redistribute the flyer; Erika will record suggested language in transition documents and involve the incoming outreach coordinator.

Title I transition and staffing: Averi reported multiple staff departures and reassignment of caseloads; Andrea Longstreet's last day is May 18, and Amy Henson and Averi are also leaving roles. Jenny Nuss noted a new Dubuque VR supervisor, Bob Hendrickson, and Karen Siler announced Jessica Neistat started April 24 as Rehabilitation Career Planner; Erika requested email addresses to add new staff to distribution lists.

One-stop certification and operator RFP: Evaluation teams completed Mason City tours/evals and will visit Waterloo as next week as one-stop certification steps. Erika confirmed the one-stop operator will not be board-hired per state guidance; an RFP is posted and closes June 3.

Accessibility and accommodations process: Erika introduced a live accommodations form to track requests, availability, and recurring needs; partners raised access, routing, and workflow concerns. Discussed options include hosting the form on a shared OneDrive or the Partner Hub, routing submissions to disability career planners or operations managers, and distinguishing informal staff adjustments from formal accommodation requests. Erika agreed to revise form wording, add literacy as an accommodation option, host the form on the partner hub, route by office, track requests, and share data with partners.

Website, monitoring, and vendor work: Erika is restructuring the board website to separate partner and board sections, host recorded trainings, and will re-share the site password. She will conduct summer equal opportunity monitoring

visits with a checklist modeled on Title I monitoring and begin deeper monitoring work in coming months. An external vendor is rebuilding the referral form and spreadsheet with backend access and will provide iterative testing opportunities.

Outreach, training, and grants: Outreach coordination and Facebook boosting will be partially managed by a forthcoming outreach coordinator and aligned with marketing. Erika tentatively locked Wednesday morning training dates, will send invites, and plans a communications double training; partners are encouraged to propose trainings using available funds. Grant activity: Community Foundation grants were applied for and received for Fayette, Black Hawk, Franklin, and pending for Cerro Gordo, with funds earmarked for accessibility items and work-based learning.