



# NORTHEAST IOWA WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE MEETING

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|----------------------------------------|
| Monday, September 14, 2026             |
| 12:00 p.m. – 1:00 p.m.<br>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><b>Attendance:</b> Jennifer Breister, Nicolas Hockenberry, Jenny Nuss, Amber Youngblut. <b>Absent:</b> Ashley Stanley, Nick Anderson</p> <p><b>Guests:</b> Marla Loecke.</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>September 14, 2026 – Agenda</li> <li>June 1, 2026 – Minutes</li> </ul>                                                                                                                                                                                                         | Jennifer Breister            | I/D/A         |
| <p><b>Motion</b> by Nicolas Hockenberry, <b>second</b> by Amber Youngblut to approve the September 14, 2026 – Agenda and the June 1, 2026 – Minutes. <b>Ayes:</b> All. <b>Motion carried.</b></p>                                                                                                                                              |                              |               |
| <b>2. Postville Expansion Office Discussion</b>                                                                                                                                                                                                                                                                                                | Board Staff                  | I/D           |
| <b>3. Previous Title I Service Provider Updates</b> <ul style="list-style-type: none"> <li>June 2026 Invoice</li> <li>Monitoring and Oversight</li> </ul>                                                                                                                                                                                      | Board Staff                  | I/D           |
| <b>4. Potential NEIWDB Staff Office Location- Discussion/Possible Action</b>                                                                                                                                                                                                                                                                   | Board Staff                  | I/D/A         |
| <p><b>No Action. Discussion only. Will gather additional information on the Mason City office location.</b></p>                                                                                                                                                                                                                                |                              |               |
| <b>5. Support Services Policy Update with Possible Action</b>                                                                                                                                                                                                                                                                                  | Caraline Eggena              | I/D/A         |
| <p><b>Motion</b> by Amber Youngblut, <b>second</b> by Nicolas Hockenberry to approve the Support Services policy as presented. <b>Ayes:</b> All. <b>Motion carried.</b></p>                                                                                                                                                                    |                              |               |
| <b>6. Follow-Up Policy Update with Possible Action</b>                                                                                                                                                                                                                                                                                         | Caraline Eggena              | I/D/A         |
| <p><b>No Action.</b></p>                                                                                                                                                                                                                                                                                                                       |                              |               |
| <b>7. Occupational Skills Training Policy Update with Possible Action</b>                                                                                                                                                                                                                                                                      | Caraline Eggena              | I/D/A         |
| <p><b>Motion</b> by Nicolas Hockenberry, <b>second</b> by Amber Youngblut to approve the OST changes as presented. <b>Ayes:</b> All. <b>Motion carried.</b></p>                                                                                                                                                                                |                              |               |
| <b>8. Q4 Performance Outcomes</b>                                                                                                                                                                                                                                                                                                              | Caraline Eggena              | I/D           |

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| <b>9. Next Steps</b> <ul style="list-style-type: none"> <li>• PY26-PY27 Local Performance Negotiations</li> <li>• Title I Service Provider Updates</li> <li>• One-Stop Operator Updates</li> <li>• PY26-FY27 Budget with Carryover</li> <li>• One-Page Data Sheet</li> <li>• Local Area Events</li> </ul>           | Jennifer Breister | I/D   |
| <b>10. Announcements</b> <ul style="list-style-type: none"> <li>• Next Executive Committee Meeting October 5, 2026 at 12:00 p.m.</li> <li>• NEIWDB Youth Summit October 22, 2026 at Grundy County Community Center</li> <li>• NEIWDB/CEO Joint Quarterly Meeting October 29, 2026 at 10:00; Location TBD</li> </ul> | Jennifer Breister | I/D   |
| <b>11. Adjournments</b>                                                                                                                                                                                                                                                                                             | Jennifer Breister | I/D/A |
| Jennifer Breister adjourned the meeting at 1:08 p.m.                                                                                                                                                                                                                                                                |                   |       |

*Minutes by Johnna Forbes, Board Consultant*