

**Northeast Iowa Workforce Development Board and
Northeast Iowa CEO Board**

JOINT QUARTERLY MEETING

Thursday, October 28, 2021

8:00 a.m.- 9:30 a.m.

In person option:

Northeast Iowa Community College
Wilder Business Center, Room 106
1625 Highway 150 South
Calmar, Iowa 52132

Join Zoom Meeting:

<https://zoom.us/j/97294574811?pwd=N21hMXRvcnZlZWFVcHdYdk9FUENqZz09>

Or Dial: 1.312.626.6799

Meeting ID: 972 9457 4811

Passcode: 177130

Minutes

Agenda Item	Person(s) Responsible	Status
<p>Welcome and Call to Order</p> <p><i>John Beard called the meeting to order at 8:05 a.m.</i></p> <p>CEOs Present: Daniel Byrnes, Linda Laylin, Ken Kammeyer, Clayton Ohrt, Tim Latham, Jason Byrne, Pete Buschman, Harley Potoff, Marty Stanbrough, Roy Schwickerath, Gary McVicker, Heidi Nederhoff, Dean Eastman, John Beard, Mark Smeby.</p> <p>CEOs Absent: Greg Barnett, Steve Doepke, Sis Grieman, Mark Hendrickson, Susan Smith.</p> <p>NEIWDB Members Present: Katrina Moore, Chelsy Snyder Anderson, Gisella Aitken-Shadle, Jennifer Briester, Hunter Callanan, Kyle Clabby-Kane, John Derryberry, Brian Warner, Joleen Jansen, Jayme Kluesner, Matthew Mason, Andrew Morse, Jennalee Pedretti, Rhea Pierce, Thomas Townsend, Amber Youngblut.</p> <p>NEIWDB Members Absent: Steve Abbott, Jamie Benson, Eric Branson, Timothy Frickson.</p> <p>NEIWDB Staff: Heather Garcia, Johnna Forbes, Taylor Williams</p>	<p>John Beard/Amber Youngblut</p>	<p>I</p>

<p>Guests: Emily Smith, Steve Tisue, Brianna Steirer, Natasha Shipp, Steve Snedegar, Marla Loecke, Nic Hockenberry</p>		
<p>1. Consent Agenda <u>Northeast Iowa CEO Board</u></p> <ul style="list-style-type: none"> October 28, 2021 Agenda July 29, 2021 Minutes PY21/FY22 Budget <p><u>NEIWDB</u></p> <ul style="list-style-type: none"> October 28, 2021 Agenda July 29, 2021 Minutes PY21/FY22 Budget 	<p>John Beard</p> <p>Amber Youngblut</p>	<p>CEO: I/D/A</p> <p>NEIWDB: I/D/A</p>
<p>CEO Board: Motion by Ken Kammeyer, second by Tim Latham to approve the October 28, 2021 Agenda, July 29, 2021 Minutes, and the PY21/FY22 Budget. Ayes: All. Motion carried.</p> <p>NEIWDB: Motion by Hunter Callanan, second by Andrew Morse to approve the October 28, 2021 Agenda, July 29, 2021 Minutes, and the PY21/FY22 Budget. Ayes: All. Motion carried.</p>		
<p>2. Executive Committee</p> <ul style="list-style-type: none"> Board Member Updates <ul style="list-style-type: none"> Recognition of Former Board Members- Lindsay Falk and Garrett Thompson Introduction of New Board Members- Chelsy Snyder Anderson and Katrina Moore Local Policies <p><u>NEIWDB:</u> Consider an action to require all current board members to sit on a committee.</p> EO Officer <p><u>NEIWDB:</u></p> <p><u>CEO Board:</u></p> GAP Analysis <p><u>NEIWDB:</u> Request 3 Volunteers for Advisory Group</p> 2022 Meeting Schedule <p><u>NEIWDB:</u></p> <p><u>CEO Board:</u></p> 	<p>Amber Youngblut</p> <p>Amber Youngblut</p> <p>Amber Youngblut</p> <p>John Beard</p> <p>Andrew Morse/Amber Youngblut</p> <p>Amber Youngblut</p> <p>John Beard</p> <p>Amber Youngblut</p>	<p>I/D</p> <p>NEIWDB: I/D/A</p> <p>NEIWDB: I/D/A</p> <p>CEO: I/D/A</p> <p>NEIWDB: I/D/A</p> <p>NEIWDB: I/D/A</p> <p>CEO: I/D/A</p>

<ul style="list-style-type: none"> Financial Report Monitoring Report 	Amber Youngblut/ Heather Garcia	I/D I/D
<ul style="list-style-type: none"> Local Policies NEIWDB: Motion by Andrew Morse, second by Jayme Kluesner to approve the Local Policies and Procedures document as presented. Ayes: All. Motion carried. <p>Noted by Joleen Jansen to recommend all current board members sit on a committee instead of requiring. All were in favor. Amber Youngblut will be emailing each board member directly if they want to sit on a committee and which one.</p> <ul style="list-style-type: none"> EO Officer NEIWDB: Motion by Joleen Jansen, second by Jennifer Breister to approve the EO Officer job description as presented and the need for the position. Ayes: All. Motion carried. <p>CEO Board: Motion by Linda Laylin, second by Dan Byrnes to approve the EO Officer job description as presented and the need for the position. Ayes: All. Motion carried.</p> <p>Noted that the EO Officer will be selected at elections at the January 2022 meeting.</p> <ul style="list-style-type: none"> GAP Analysis Andrew Morse spoke about the timeline, and steps performed for the GAP Analysis and the importance of it. Requested volunteers to sit on the Advisory Group. Volunteers: Nic Hockenberry, Kyle Clabby-Kane, Jennifer Breister, Bri Steirer, Dean Youngblut and Jason Byrne. 2022 Meeting Schedule NEIWDB: Motion by Hunter Callanan second by Joleen Jansen to approve the 2022 meeting schedule. Ayes: All. Motion carried. <p>CEO Board: Motion by Gary McVicker second by Jason Byrne to approve the 2022 meeting schedule. Ayes: All. Motion carried.</p>		
3. One-Stop Operator <ul style="list-style-type: none"> OSO Report 	Bri Steirer/Core Partners	I/D
4. Postville Expansion Office <u>NEIWDB:</u> <u>CEO Board:</u>	Marla Loecke	NEIWDB: I/D/A CEO: I/D/A

<p>NEIWDB: Motion by Andrew Morse second by Hunter Callanan to approve the temporary re-opening the Postville Expansion Office in Nov. 2021 located at the UERPC for one day a week. Ayes: All. Motion carried.</p> <p>CEO Board: Motion by Linda Laylin second by Roy Schwickerath to approve the temporary re-opening the Postville Expansion Office in Nov. 2021 located at the UERPC for one day a week. Ayes: All. Motion carried.</p>		
<p>5. Next Steps</p> <ul style="list-style-type: none"> • Elections/Executive Officers • Committee Development • PY21/FY22 Monitoring- Week of 3/28/22 	Heather Garcia	I/D
<p>6. Announcements</p>	All	I/D
<p>7. Adjournment</p>	John Beard Amber Youngblut	CEO: I/D/A NEIWDB: I/D/A
<p>CEO Board: Motion by Clayton Ohrt second by Roy Schwickerath to adjourn the meeting. Ayes: All. Motion carried.</p> <p>NEIWDB: Motion by Jennifer Breister second by Gisella Aiken-Shadle to adjourn the meeting. Ayes: All. Motion carried.</p> <p>Meeting was adjourned at 9:50 a.m.</p>		

Meeting minutes by Taylor Williams, Board Staff