

# Northeast Iowa Workforce Development Board and

## Northeast Iowa CEO Board

### JOINT QUARTERLY MEETING

Thursday, April 28, 2022 10:00 a.m. -12:00 p.m.

#### In person:

Franklin County Law Enforcement Center  
105 5<sup>th</sup> Street SW  
Hampton, Iowa

OR

#### Join by Zoom:

<https://us06web.zoom.us/j/89971091527?pwd=Vkt3Mk9rd2tleTdhWFJjUzNkbDBQdz09>

Or Dial: 1.312.626.6799

Meeting ID: 899 7109 1527

Passcode: 477009

### Minutes

Agenda Item	Person(s) Responsible	Status
<b>Welcome and Call to Order</b> <ul style="list-style-type: none"><li>Introduction of Members and Guests</li></ul>	John Beard/Jennifer Breister	I
<p><i>John Beard called the meeting to order at 10:05 a.m.</i></p> <p><b>CEOs Present:</b> Daniel Byrnes, Linda Laylin, Ken Kammeyer, Clayton Ohrt, Tim Latham, Jason Byrne, Harley Potoff, Roy Schwickerath, Gary McVicker, Heidi Nederhoff, Sis Grieman, Mark Hendrickson, John Beard, Mark Smeby</p> <p><b>CEOs Absent:</b> Greg Barnett, Steve Doepke, Pete Buschman, Marty Stanbrough, Dean Eastman, Susan Smith</p> <p><b>NEIWDB Members Present:</b> Katrina Moore, Chelsy Snyder Anderson, Jamie Benson, Eric Branson, Ethan DeWall, Jennifer Briester, Hunter Callanan, Kyle Clabby-Kane, John Deeryberry, Chuck Kacher, Brian Warner, Joleen Jansen, Jayme Kluesner, Matthew Mason, Andrew Morse, Jennalee Pedretti, Amber Youngblut</p> <p><b>NEIWDB Members Absent:</b> Steve Abbott, Gisella Aitken-Shadle, Rhea Pierce, Thomas Townsend</p> <p><b>NEIWDB Staff:</b> Heather Garcia, Johnna Forbes, Taylor Williams</p>		
<b>1. Consent Agenda</b> <u>Northeast Iowa CEO Board</u> <ul style="list-style-type: none"><li>April 28, 2022 Agenda</li><li>January 27, 2022 Minutes</li><li>October 28, 2021 Minutes</li></ul>	John Beard	<b>CEO:</b> I/D/A

<p><u>NEIWDB</u></p> <ul style="list-style-type: none"> <li>• April 28, 2022 Agenda</li> <li>• January 27, 2022 Minutes</li> </ul>	Jennifer Breister	<b>NEIWDB:</b> I/D/A
<p><b>CEO: Motion</b> by Tim Latham, <b>second</b> by Roy Schwickerath to approve the April 28, 2022 Agenda, January 27, 2022 Minutes and the October 28, 2021 Minutes. <b>Ayes: All. Motion carried.</b></p> <p><b>NEIWDB: Motion</b> by Chelsy Snyder Anderson, <b>second</b> by Eric Branson to approve the April 28, 2022 Agenda and the January 27, 2022 Minutes. <b>Ayes: All. Motion carried.</b></p>		
<p><b>2. Executive Committee</b></p> <ul style="list-style-type: none"> <li>• Board Member Updates <ul style="list-style-type: none"> <li>○ Recognition of Former Board Member- Timothy Frickson</li> <li>○ Introduction of New Board Members- Ethan DeWall and Chuck Kacher</li> </ul> </li> <li>• NEIWDB Vice Chair Nomination</li> <li>• Contracts Ending 6/30/2022 <ul style="list-style-type: none"> <li>○ Consider Action to Extend the Adult and Dislocated Worker Service Provider Contract with Goodwill of Northeast Iowa through 6/30/2023.</li> <li>○ Consider Action to Extend the Youth Service Provider Contract with Goodwill of Northeast Iowa through 6/30/2024.</li> <li>○ Consider Action to Extend the One-Stop Operator Contract with State Public Policy Group (SPPG) through 6/30/2023.</li> <li>○ CEO Review and Possible Action Regarding the NEIWDB Adult and Dislocated Worker Service Provider Contract, Youth Service Provider Contract and One-Stop Operator Contract.</li> </ul> </li> <li>• Review Ticket-To-Work Recommendation with Possible Action</li> <li>• Review Board Support Recommendations from Executive Committee with Possible Action <ul style="list-style-type: none"> <li>○ Executive Director Job Description</li> <li>○ Interim Contracted Board Support Duties</li> </ul> </li> <li>• FY23 Draft Budget</li> <li>• Financial Report <ul style="list-style-type: none"> <li>○ Goodwill of Northeast Iowa- Title I Programs</li> <li>○ NEIWDB</li> </ul> </li> </ul>	<p>Jennifer Breister</p> <p>Jennifer Breister</p> <p>Jennifer Breister/ Heather Garcia</p> <p>John Beard</p> <p>Andrew Morse/ Heather Garcia</p> <p>Jennifer Breister/ Heather Garcia</p> <p>Heather Garcia</p> <p>Jennifer Breister/ Heather Garcia</p>	<p>I/D</p> <p><b>NEIWDB:</b> I/D/A</p> <p><b>NEIWDB:</b> I/D/A</p> <p><b>NEIWDB:</b> I/D/A</p> <p><b>NEIWDB:</b> I/D/A</p> <p><b>CEO:</b> I/D/A</p> <p><b>NEIWDB:</b> I/D/A</p> <p><b>NEIWDB:</b> I/D/A</p> <p><b>CEO:</b> I/D/A</p> <p><b>NEIWDB:</b> I/D/A</p> <p><b>NEIWDB:</b> I/D/A</p> <p>I/D</p>

**Nominations:**

**NEIWDB: Motion** by Hunter Callanan, **second** by Joleen Jansen to approve Amber Youngblut to serve as the NEIWDB Vice Chair. **Ayes: All. Motion carried.**

**Contracts:**

**NEIWDB: Motion** by Eric Branson, **second** by Andrew Morse to approve to extend the adult and dislocated worker service provider contract with Goodwill of Northeast Iowa through 6/30/2023. **Ayes: All. Motion carried.**

**NEIWDB: Motion** by Andrew Morse, **second** by Joleen Jansen to approve to extend the youth service provider contract with Goodwill of Northeast Iowa through 6/30/2024. **Ayes: All. Motion carried.**

**NEIWDB: Motion** by Jayme Kluesner, **second** by Chelsy Snyder Anderson to approve to extend the One-Stop Operator contract with State Public Policy Group (SPPG) through 6/30/2023. **Ayes: All. Motion carried.**

**CEOs: Motion** by Roy Schwickerath, **second** by Ken Kammeyer to approve to extend the adult, dislocated worker, and youth service provider contract with Goodwill of Northeast Iowa and to approve the One-Stop Operator contract with SPPG. **Ayes: All. Motion carried.**

**Ticket-to-Work:**

**NEIWDB: Motion** by Joleen Jansen, **second** by Eric Branson to have the Planning and Operations Committee determine a process to utilize Ticket-to-Work funds and to deny UERPC's request to utilize the Ticket-to-Work funds. **Ayes: All. Motion carried.**

**Board Support:**

**NEIWDB: Motion** by Jayme Kluesner, **second** by Andrew Morse to approve the Executive Director job description as presented. **Ayes: All. Motion carried.**

**NEIWDB: Motion** by Hunter Callanan, **second** by Joleen Jansen to contract month to month with DTW Business Solutions for interim board support services. The job description will be posted as soon as possible. Planning and Operations Committee will finalize the Employer of Record details. The Executive Committee will review applications, conduct interviews, and recommend a new hire to the full board during the July Quarterly board meeting. **Ayes: All. Motion carried.**

**CEOs: Motion** by Tim Latham, **second** by Jason Byrne to approve the Executive Director job description and to contract month to month with DTW Business Solutions for interim board support services. The job description will be posted as soon as possible. Planning and Operations Committee will finalize the Employer of Record details. The Executive Committee will review applications, conduct interviews, and recommend a new hire to the full board during the July Quarterly board meeting. **Ayes: All. Motion carried.**

**FY23 Draft Budget:**

**NEIWDB: Motion** by Andrew Morse, **second** by Eric Branson to approve the FY23 draft budget as presented. **Ayes: All. Motion carried.**

<b>3. Northeast Iowa Local Plan</b>	Heather Garcia	<b>NEIWDB:</b> I/D/A <b>CEO:</b> I/D/A
<p><b>NEIWDB: Motion</b> by Andrew Morse, <b>second</b> by Amber Youngblut to approve the Northeast Iowa Local Plan as presented. <b>Ayes:</b> All. <b>Motion carried.</b></p> <p><b>CEOs: Motion</b> by Dan Byrnes, <b>second</b> by Roy Schwickerath to approve the Northeast Iowa Local Plan as presented. <b>Ayes:</b> All. <b>Motion carried.</b></p>		
<b>4. Goodwill of Northeast Iowa (Title I)</b> <ul style="list-style-type: none"> <li>• Review Proposed Policy Changes with Possible Action</li> </ul>	Emily Smith/ Heather Garcia	<b>NEIWDB:</b> I/D/A
<p><b>NEIWDB: Motion</b> by Eric Branson, <b>second</b> by Amber Youngblut to approve the proposed policy changes as presented. <b>Ayes:</b> All. <b>Motion carried.</b></p>		
<b>5. One-Stop Operator</b> <ul style="list-style-type: none"> <li>• OSO Report <ul style="list-style-type: none"> <li>○ Postville Update</li> </ul> </li> </ul>	Bri Steirer  Marla Loecke	I/D  I/D
<b>6. Next Steps</b> <ul style="list-style-type: none"> <li>• NAWB Forum- update from attendees</li> <li>• PY21/FY22 Monitoring- update (State and DOL)</li> <li>• Equal Opportunity Officer- update</li> <li>• Statewide Board Training- June 9<sup>th</sup> 10 a.m.-5 p.m.</li> <li>• Next Meeting July 28, 2022 (location TBD)</li> </ul>	Heather Garcia	<b>NEIWDB:</b> I/D I/D I/D I/D I/D
<b>7. Announcements</b>	All	I/D
<b>8. Adjournment</b>	John Beard  Jennifer Breister	<b>CEO:</b> I/D/A <b>NEIWDB:</b> I/D/A
<p><b>CEOs: Motion</b> by Tim Latham, <b>second</b> by Sis Grieman to adjourn the meeting. <b>Ayes:</b> All. <b>Motion carried.</b></p> <p><b>NEIWDB: Motion</b> by Chelsy Snyder Anderson, <b>second</b> by Joleen Jansen to adjourn the meeting. <b>Ayes:</b> All. <b>Motion carried.</b></p> <p><b>Meeting was adjourned at 11:28 a.m.</b></p>		

Meeting minutes by Heather Garcia, Board Executive Director