

# Northeast Iowa Workforce Development Board

## Executive Committee Meeting

Thursday, July 14, 2022 11:00 a.m.-12:00 p.m.

Join Zoom Meeting:

### Minutes

Agenda Item	Person(s) Responsible	Status
Welcome and Call to Order	Jennifer Breister	I
<b>1. Consent Agenda</b> <ul style="list-style-type: none"><li>July 14, 2022 Agenda</li><li>April 6, 2022 Minutes</li></ul>	Jennifer Breister	I/D/A
Jennifer Breister called the meeting to order at 11:01 a.m. <b>Attendance:</b> Steve Abbott, Jennifer Breister, Andrew Morse, Brian Warner, Katrina Moore, Amber Youngblut. <b>Motion</b> by Steve Abbott, <b>second</b> by Katrina Moore to approve the July 14, 2022 Agenda and the April 6, 2022 Minutes. <b>Ayes:</b> All. <b>Motion carried.</b>		
<b>2. Ticket-To-Work Fund Request Policy with Possible</b>	Andrew Morse	I/D/A
<b>No Action.</b>		
<b>3. Review Executive Director Applicants with Possible Action</b>	Jennifer Breister	I/D/A
<b>No Action.</b>		
<b>4. Review Executive Assistant Job Description with Possible Action</b>	Jennifer Breister	I/D/A
<b>No Action.</b>		
<b>5. Next Steps</b>	Jennifer Breister	I/D
<b>6. Adjournment</b>	Jennifer Breister	I/D/A
<b>Motion</b> by Andrew Morse, <b>second</b> by Steve Abbott to adjourn the meeting. <b>Ayes:</b> All. <b>Motion carried.</b> <b>Meeting adjourned at 11:33 a.m.</b>		

Meeting Minutes by Johnna Forbes

#### My Notes:

**Ticket to work policy:** They want to have it say and must include the committee/board meeting minutes documenting the actions that was approved.

**Executive Director:** Jennifer to review applicants that meet the criteria. Looks like several that do not meet criteria. Hopes to get a top 10 and get them sent out with a score sheet to committee yet today. Amber to help with interview questions. Jennifer to get Johnna dates to send out to committee to coordinate interview date(s). Prefer to take a top 3. Want at least 3 to be in the interview. Andrew and Jennifer said they would be on the interview committee. Brian said it all depends on his schedule.

**Executive Assistant or Assistant Director:** No action yet. Committee wants to wait until Executive Director to be hired and determine what type of position needed and want the Executive Director to be involved in that possible hire.