

**Northeast Iowa Workforce Development Board  
Executive Committee Meeting**

Monday, March 6, 2023

11:00 a.m. – 12:00 p.m.

Zoom Meeting:

**MINUTES**

<b>Agenda Item</b>	<b>Person(s) Responsible</b>	<b>Status</b>
<b>Welcome and Call to Order</b>	Jennifer Breister	I
<p><b>Jennifer Breister called the meeting to order at 10:59 a.m.</b></p> <p><b>Attendance:</b> Jennifer Breister, Nicolas Hockenberry, Katrina Moore, Brian Warner, Amber Youngblut.</p> <p><b>Board Support:</b> Taylor Williams, Erika Lippmann, Johnna Forbes.</p>		
<b>1. Consent Agenda</b> <ul style="list-style-type: none"> <li>• March 6, 2023 Agenda</li> <li>• February 21, 2023 Minutes</li> </ul>	Jennifer Breister	I/D/A
<p><b>Motion</b> by Brian Warner, <b>second</b> by Amber Youngblut to approve the March 6, 2023 Agenda and the February 21, 2023 Minutes. <b>Ayes:</b> All. <b>Motion carried.</b></p>		
<b>2. Approve and Select Equal Opportunity Officer</b> <ul style="list-style-type: none"> <li>• <b>Approved Job Description</b></li> <li>• <b>Local EO Responsibilities</b></li> </ul>	Jennifer Breister/ Taylor Williams	I/D/A
<p><b>Motion</b> by Nicolas Hockenberry, <b>second</b> by Katrina Moore to select Erika Lippman as the NEIWDB Equal Opportunity Officer. <b>Ayes:</b> All. <b>Motion carried.</b></p>		
<b>3. 501c3 Nonprofit Corporation Status Update</b>	Taylor Williams	I/D
<b>4. Local Grant Recipient</b>	Taylor Williams	I/D
<b>5. Next Steps</b> <ul style="list-style-type: none"> <li>• PY22 Local Monitoring- March 6 – March 24, 2023</li> <li>• PY22 State Monitoring- Onsite May 15 – 17, 2023 in Waterloo</li> <li>• Infrastructure Funding Agreement Consultation Session- March 23, 2023</li> <li>• NAWDP 2023 Annual Conference May 8 – 10, 2023 in New Orleans, LA</li> <li>• Next Executive Committee Meeting April 3, 2023 at 11:00 a.m. – 12:00 p.m.</li> <li>• Next NEIWDB/CEO Joint Quarterly Meeting – April 27, 2023 at the Dubuque IowaWORKS Office</li> </ul>	Jennifer Breister	I/D
<b>6. Adjournment</b>	Jennifer Breister	I/D/A
<p><b>Motion</b> by Brian Warner, <b>second</b> by Amber Youngblut to adjourn the meeting. <b>Ayes:</b> All. <b>Motion carried.</b></p> <p><b>Meeting adjourned at 11:14 a.m.</b></p>		