



Northeast Iowa Workforce Development Board  
 Planning and Operations Committee Meeting

Wednesday, May 17, 2023

9:00 a.m. – 10:00 a.m.

Zoom Meeting

**MINUTES**

Agenda Item	Person(s) Responsible	Status
Welcome and Call to Order	Nicolas Hockenberry	I
<p>Nicolas Hockenberry called the meeting to order at 9:02 a.m.</p> <p><b>Attendance:</b> Donna Boss, Jennifer Breister, Laurie Everhardt, Emily Hanson, Nicolas Hockenberry, Karla Organist.  <b>Guests:</b> Kathy Anderson, Niki Litzel, Victor Ochoa, Sara Rye.  <b>Board Support:</b> Taylor Williams, Erika Lippmann, Johnna Forbes.</p>		
<p>1. Consent Agenda</p> <ul style="list-style-type: none"> <li>• May 17, 2023 Agenda</li> <li>• April 19, 2023 Minutes</li> </ul>	Nicolas Hockenberry	I/D/A
<p><b>Motion</b> by Laurie Everhardt, <b>second</b> by Donna Boss to approve the May 17, 2023 Agenda and the April 19, 2023 Minutes. <b>Ayes:</b> All. <b>Motion carried.</b></p>		
2. Northeast Iowa Business Engagement Discussion	Business Engagement Consultants	I/D
3. Policy Revision Process	Taylor Williams	I/D/A
<p><b>Motion</b> by ?, <b>second</b> by ? to approve the Policy Revision Process as presented. <b>Ayes:</b> All. <b>Motion carried.</b></p>		
<p>4. Northeast Iowa Local Policies and Procedures Changes/Updates</p> <ul style="list-style-type: none"> <li>• Limited English Proficiency (LEP) Policy</li> <li>• YIP/Stipend Policy</li> <li>• Adult Fourth Priority of Service Request Form</li> </ul>	Taylor Williams	I/D/A I/D/A I/D/A
<p><b>Motion</b> by Donna Boss, <b>second</b> by Emily Hanson to approve the Limited English Proficiency (LEP) Policy as presented with correction. <b>Ayes:</b> All. <b>Motion carried.</b></p>		
<p><b>Motion</b> by Karla Organist, <b>second</b> by Donna Boss to approve the YIP/Stipend Policy as presented with edits. <b>Ayes:</b> All. <b>Motion carried.</b></p>		
<p><b>Motion</b> by Emily Hanson, <b>second</b> by Jennifer Breister to approve the Adult Fourth Priority of Service Request Form and attached to the policy as presented. <b>Ayes:</b> All. <b>Motion carried.</b></p>		
5. Northeast Iowa LWDA Website	Nicolas Hockenberry	I/D
<p>6. Next Steps</p> <ul style="list-style-type: none"> <li>• Incumbent Worker Training Procedural Guide/Pre-Application/Interest Form</li> <li>• One-Stop Operator RFP</li> <li>• One-Stop Certification</li> </ul>	Nicolas Hockenberry	I/D I/D I/D
7. Reminders		

<ul style="list-style-type: none"> <li>Next Meeting June 14, 2023 9:00 a.m.-10:00 a.m.</li> </ul>		I/D
<b>8. Adjournment</b>	Nicolas Hockenberry	I/D/A
<b>Motion</b> by Donna Boss, <b>second</b> by Karla Organist to adjourn the meeting. <b>Ayes:</b> All. <b>Motion carried.</b> <b>Meeting adjourned at 10:18 a.m.</b>		