



NORTHEAST IOWA WORKFORCE DEVELOPMENT BOARD

EXECUTIVE COMMITTEE MEETING

Monday, June 5, 2023

11:00 a.m. – 12:00 p.m.
Zoom Meeting

MINUTES

<u>Agenda Item</u>	<u>Person(s) Responsible</u>	<u>Status</u>
Welcome and Call to Order	Jennifer Breister	I
<p>Jennifer called the meeting to order at 11:01 a.m.</p> <p>Attendance: Jennifer Breister, Nic Hockenberry, Katrina Moore, Heidi Nederhoff, Brian Warner. Absent: Amber Youngblut</p> <p>Guests: Kassie Ruth.</p> <p>Board Support: Taylor Williams, Johnna Forbes.</p>		
1. Consent Agenda <ul style="list-style-type: none"> June 5, 2023 Agenda May 1, 2023 Minutes 	Jennifer Breister	I/D/A
<p>Motion by Katrina Moore, second by Nicolas Hockenberry to approve the June 5, 2023 Agenda and the May 1, 2023 Minutes. Ayes: All. Motion carried.</p>		
2. Title I Adult Fourth Priority Request with Possible Action	Emily Smith	I/D/A
No Action.		
3. One-Stop Operator Procurement Recommendations with Possible Action <ul style="list-style-type: none"> One-Stop Operator Selection 	Jennifer Breister	I/D/A
<p>Motion by Nicolas Hockenberry, second by Katrina Moore to recommend to the full board to re-open the RFP for the One-Stop-Operator. Ayes: All. Motion carried.</p>		
4. PY23/FY24 Board Staff Contracts with Possible Action	Jennifer Breister	I/D/A
<p>Motion by Nicolas Hockenberry, second by Brian Warner to approve the FY24/PY23 Board Staff Contracts (Executive Director and Associate Director) as presented. Keeping the Executive Director at \$90,000 and Associate Director at \$65,000. Ayes: All. Motion carried.</p>		
5. DOL 2022 Monitoring Update with Possible Action <ul style="list-style-type: none"> Monitoring Response for Finding #2 Updated Northeast Iowa MOU Local Monitoring and Oversight Policy- Needs Updated (Finding #4) Updating Monitoring Response for Finding #12 	Jennifer Breister	I/D/A I/D/A I/D I/D

Motion by Katrina Moore, second Nicolas Hockenberry to approve the monitoring response for Finding #2 and the updated Northeast Iowa MOU language as presented. Ayes: All. Motion carried.		
6. Board Financials		
<ul style="list-style-type: none"> • Consider Action to Affirm Approvals to Expend Funds as Outlined in the DOL Monitoring Report <ul style="list-style-type: none"> ○ Goodwill Industries of NE Iowa (\$23,081.65 and \$8,355.37) ○ Central Iowa Juvenile Detention Center (\$3,070.90) ○ Main Street Café & L2 Bakery (\$978.46) ○ Thomas P. Miller & Associates (\$1,370.00) ○ Garcia Professional Solutions (\$99,058.95) 	Jennifer Breister	I/D/A
Motion by Nicolas Hockenberry, second by Katrina Moore to affirm the approvals to expend funds as outlined in the DOL monitoring report. Ayes: All. Motion carried.		
7. Draft Compliance Specialist Job Description with Possible Action	Taylor Williams	I/D/A
Motion by Nicolas Hockenberry, second by Katrina Moore to recommend to the full board the Compliance Specialist job description as presented. Ayes: All. Motion carried.		
8. One-Stop Certification	Taylor Williams	I/D
9. Local Areas Dissolution Update		
10. Next Steps <ul style="list-style-type: none"> • PY22 State Monitoring/PY22 Local Monitoring • Website Development • Policy Changes (Matrix) • Infrastructure Funding Agreement 	Taylor Williams	I/D
11. Announcements <ul style="list-style-type: none"> • Next Meeting July 3, 2023 11:00 a.m.-12:00 p.m. 	All	I/D
12. Adjournments	Jennifer Breister	I/D/A
Motion by Nicolas Hockenberry, second by Brian Warner to adjourn the meeting. Ayes: All. Motion carried. Meeting adjourned at 12:07 p.m.		

Minutes by Johnna Forbes, Board Consultant