



**Northeast Iowa Workforce Development Board**  
**Executive Committee Meeting**  
**Monday, May 1, 2023**  
**11:00 a.m. – 12:00 p.m.**  
**Zoom Meeting**

**MINUTES**

Agenda Item	Person(s) Responsible	Status
Welcome and Call to Order	Jennifer Breister	I
Jennifer Breister called the meeting to order at 11:02 a.m.		
<b>Attendance:</b> Jennifer Breister, Katrina Moore, Brian Warner, Amber Youngblut. <b>Absent:</b> Nic Hockenberry <b>Guests:</b> Joe Miller, Kellie Miller. <b>Board Support:</b> Taylor Williams, Erika Lippman, Johnna Forbes.		
1. Consent Agenda <ul style="list-style-type: none"> <li>• May 1, 2023 Agenda</li> <li>• April 3, 2023 Minutes</li> </ul>	Jennifer Breister	I/D/A
<b>Motion</b> by Brian Warner, <b>second</b> by Amber Youngblut to approve the May 1, 2023 Agenda and the April 3, 2023 Minutes. <b>Ayes:</b> All. <b>Motion carried.</b>		
2. Website Proposal by Miller Results Group with Possible Action	Joe Miller	I/D/A
<b>No Action. Tabled for next meeting.</b>		
3. PY22 Local Monitoring Update	Taylor Williams	I/D
4. Draft Compliance Specialist Job Description	Taylor Williams	I/D
5. Policy Changes with Possible Action <ul style="list-style-type: none"> <li>• Limited English Proficiency (LEP) Policy</li> <li>• Policy Revision Process</li> <li>• Adult Fourth Priority of Service Request Form</li> <li>• YIP/Stipend Policy</li> </ul>	Taylor Williams	I/D/A I/D/A I/D/A I/D/A
<b>No Action. Tabled for next meeting.</b>		
6. Employer of Record and Fiscal Agent Selection and Waiver Request	Taylor Williams	I/D
7. DOL 2022 Monitoring <ul style="list-style-type: none"> <li>• DOL Monitoring Letter April 12, 2023</li> <li>• DOL Monitoring Status Report Letter April 26, 2023</li> </ul>	Taylor Williams	I/D
8. Next Steps <ul style="list-style-type: none"> <li>• 501c3 Nonprofit Corporation Status Update</li> <li>• One-Stop Operator RFP- May 1-May 26</li> <li>• PY22 State Monitoring- Onsite May 16-17, 2023 in Waterloo</li> <li>• NAWDP 2023 Annual Conference May 8-10, 2023 in New Orleans, LA</li> <li>• Next Executive Committee Meeting June 5, 2023 at 11:00 a.m.-12:00 p.m.</li> </ul>	Jennifer Breister	I/D I/D I/D I/D I/D
9. Adjournment	Jennifer Breister	I/D/A
<b>Motion</b> by Katrina Moore, <b>second</b> by Brian Warner. to adjourn the meeting. <b>Ayes:</b> All. <b>Motion carried.</b> <b>Meeting adjourned at 12:14 p.m.</b>		

*Minutes by Johnna Forbes, Board Consultant*