



NORTHEAST IOWA WORKFORCE DEVELOPMENT BOARD

PLANNING AND OPERATIONS COMMITTEE MEETING

Wednesday, September 13, 2023

9:00 a.m. – 10:00 a.m.

Zoom Meeting

Minutes

<u>Agenda Item</u>	<u>Person(s) Responsible</u>	<u>Status</u>
Welcome and Call to Order	Nicolas Hockenberry	I
<p>Nicolas Hockenberry called the meeting to order at 9:04 a.m.</p>		
<p>Attendance: Donna Boss, Jennifer Breister, Emily Hanson, Nicolas Hockenberry, Karla Organist, Tom Townsend.</p>		
<p>Guests: Sara Cook, Stephanie Detweiler, Niki Litzel.</p>		
<p>Board Support: Taylor Williams, Erika Lippmann, Caraline Eggena, Johnna Forbes.</p>		
<p>1. Consent Agenda</p> <ul style="list-style-type: none"> • September 13, 2023 Agenda • July 12, 2023 Minutes 	Nicolas Hockenberry	I/D/A
<p>Motion by Emily Hanson, second by Donna Boss to approve the September 13, 2023 Agenda and the July 12, 2023 Minutes. Ayes: All. Motion carried.</p>		
<p>2. Business Engagement Division</p> <ul style="list-style-type: none"> • Service Code Descriptions 	BEC	I/D
<p>3. Incumbent Worker Training Applications with Possible Action</p> <ul style="list-style-type: none"> • Klauer Manufacturing • Seabee Cylinders 	Erika Lippmann	I/D/A I/D/A
<p>No Action</p>		
<p>4. PY22 Q4 Performance Outcomes</p>	Taylor Williams	I/D
<p>5. Title I SOPs</p> <ul style="list-style-type: none"> • Individual Training Account (ITA) • Dependent Care (DPC) • Transportation (TRN) • Occupational Skills Training (OST) 	Board Staff	I/D/A I/D/A I/D/A I/D/A
<p>Motion by Karla Organist, second by Donna Boss to approve the Title I SOPs as presented. Ayes: All. Motion carried.</p>		
<p>6. Next Steps</p> <ul style="list-style-type: none"> • Northeast Iowa Policies and Procedures 	Nic Hockenberry	I/D

<ul style="list-style-type: none"> • One Stop Operator • Northeast Iowa In-Demand Industries • PY22 Annual Report • IFA/MOU 		I/D I/D
7. Announcements <ul style="list-style-type: none"> • Next Meeting October 11, 2023 (9:00 a.m. – 10:00 a.m.) • Next NEIWDB/CEO Joint Quarterly Meeting October 26, 2023 (10:00 – 12:00) at Decorah IowaWORKS with office tour at 9:20 a.m. 	All	I/D
8. Adjournments	Nicolas Hockenberry	I/D/A
Motion by Emily Hanson, second by Donna Boss to adjourn the meeting. Ayes: All. Motion carried. Meeting adjourned at 10:02 a.m.		

Minutes by Johnna Forbes.