



NORTHEAST IOWA WORKFORCE DEVELOPMENT BOARD

PLANNING AND OPERATIONS COMMITTEE MEETING

Wednesday, October 11, 2023
9:30 a.m. – 10:30 a.m. Zoom Meeting

MINUTES

<u>Agenda Item</u>	<u>Person(s) Responsible</u>	<u>Status</u>
Welcome and Call to Order <ul style="list-style-type: none"> Welcome Brian Schoon and Stephanie Detweiler to our Committee! 	Nicolas Hockenberry	I
<p>Taylor Williams called the meeting to order at 9:50 a.m.</p> <p>Attendance: Donna Boss, Jennifer Breister, Stephanie Detweiler, Karla Organist, Brian Schoon. Guests: Niki Litzel. Board Staff: Taylor Williams, Erika Lippmann, Caraline Eggena, Johnna Forbes.</p>		
1. Consent Agenda <ul style="list-style-type: none"> October 11, 2023, Agenda September 13, 2023, Minutes 	Nicolas Hockenberry	I/D/A
<p>Motion by Karla Organist, second by Jennifer Breister to approve the October 11, 2023, Agenda and the September 13, 2023, Minutes. Ayes: All. Motion carried.</p>		
2. Business Engagement Division	BEC	I/D
3. Incumbent Worker Training Updates <ul style="list-style-type: none"> Klauer Manufacturing and Seabee Cylinders Potential Government Shutdown 	Erika Lippmann	I/D
4. Northeast Iowa Policies and Procedures with Possible Action <ul style="list-style-type: none"> In-Demand Occupations Determination and Usage Policy Unlikely to Return Eligibility Policy Support Services Policy Clothing (CHG) Policy Waiver Request Form 	Taylor Williams	I/D/A I/D/A I/D/A I/D/A I/D/A
<p>Motion by Jennifer Breister, second by Karla Organist to approve the In-Demand Occupations Determination policy with suggested change (Occupation to Industry). Ayes: All. Motion carried.</p> <p>Motion by Karla Organist, second by Jennifer Breister to approve the Unlikely to Return policy. Ayes: All. Motion carried.</p> <p>Motion by Karla Organist, second by Jennifer Breister to approve the Supportive Service (SUS) policy. Ayes: All. Motion carried.</p>		

Motion by Jennifer Breister, **second** by Donna Boss to approve the Clothing (CHG) policy. **Ayes:** All. **Motion carried.**

Motion by Karla Organist, **second** by Donna Boss to approve the Waiver Request policy. **Ayes:** All. **Motion carried.**

<p>5. Title I SOPs</p> <ul style="list-style-type: none"> • Best Practices Case Note • Work Experience (WEP) • Internship (INT) • Clothing (CHG) • On-the-Job Training (OJT) 	Board Staff	<p>I/D/A</p> <p>I/D/A</p> <p>I/D/A</p> <p>I/D/A</p> <p>I/D/A</p>
<p>Motion by Jennifer Breister, second by Karla Organist to approve the Standard Operating Procedures (SOPs) as presented for Best Practices – Case Notes, Work Experience (WEP), Internship (INT), Clothing (CHG) and On-the-Job Training (OJT). Ayes: All. Motion carried.</p>		
<p>6. PY24-PY27 Local Plan</p> <ul style="list-style-type: none"> • Local Plan Timeline • State of Iowa Workforce Vision and Strategies 	Taylor Williams	I/D
<p>7. IFA/MOU</p>	Taylor Williams	I/D
<p>8. Next Steps</p> <ul style="list-style-type: none"> • One Stop Operator • PY22 Annual Report • Performance Outcomes 	Nic Hockenberry	<p>I/D</p> <p>I/D</p> <p>I/D</p>
<p>9. Announcements</p> <ul style="list-style-type: none"> • Next NEIWDB/CEO Joint Quarterly Meeting October 26, 2023 10:00 a.m.-12:00 p.m. at the Decorah IowaWORKS • Next Meeting November 8, 2023 9:00 a.m.-10:00 a.m. 	All	I/D
<p>10. Adjournments</p>	Nicolas Hockenberry	I/D/A
<p>Motion by Donna Boss, second by Jennifer Breister to adjourn the meeting. Ayes: All. Motion carried. Meeting adjourned at 10:24 a.m.</p>		

Minutes by Johnna Forbes