



NORTHEAST IOWA WORKFORCE DEVELOPMENT BOARD

PLANNING AND OPERATIONS COMMITTEE MEETING

Wednesday, November 8, 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 9:00 a.m.</p> <p>Attendance: Donna Boss, Jennifer Breister, Emily Hanson, Nicolas Hockenberry, Brian Schoon, Tom Townsend. Guests: Sara Cook, Niki Litzel. Board Support: Taylor Williams, Caraline Eggena, Johnna Forbes.</p>		
1. Consent Agenda <ul style="list-style-type: none"> November 8, 2023 Agenda October 11, 2023 Minutes 	Nicolas Hockenberry	I/D/A
<p>Motion by Emily Hanson, second by Brian Schoon to approve the November 8, 2023 Agenda and the October 11, 2023 Minutes. Ayes: All. Motion carried.</p>		
2. Business Engagement Division	BEC	I/D
3. One-Stop Operator	Nicolas Hockenberry	I/D
4. Incumbent Worker Training Updates	Nicolas Hockenberry	I/D
5. Northeast Iowa Policies and Procedures with Possible Action <ul style="list-style-type: none"> Individual Training Account 	Taylor Williams	I/D/A
<p>Motion by Donna Boss, second by Emily Hanson to approve the ITA policy as presented. Ayes: All. Motion carried.</p>		
6. Title I SOPs <ul style="list-style-type: none"> Individual Training Account (ITA) Labor Market Information (LMI) 	Board Staff	I/D/A I/D/A
<p>Motion by Emily Hanson, second by Donna Boss to approve the Individual Training Account (ITA) and Labor Market Information (LMI) SOPs as presented. Ayes: All. Motion carried.</p>		
7. Next Steps <ul style="list-style-type: none"> PY22 Annual Report PY23 State and Local Monitoring MOU/IFA Local Plan 	Nic Hockenberry	I/D I/D I/D I/D
8. Announcements	All	I/D

<ul style="list-style-type: none"> • Next Meeting December 13, 2023 – Propose to Cancel 		
9. Adjournments	Nicolas Hockenberry	I/D/A
Motion by Donna Boss, second by Emily Hanson to adjourn the meeting. Ayes: All. Motion carried. Meeting adjourned at 9:48 a.m.		

Minutes by Johnna Forbes.