



NORTHEAST IOWA WORKFORCE DEVELOPMENT BOARD

EXECUTIVE COMMITTEE MEETING

Monday, December 4, 2023

11:00 a.m. – 12:00 p.m.
Zoom Meeting

MINUTES

Agenda Item	Person(s) Responsible	Status
Welcome and Call to Order Jennifer called the meeting to order at 11:08 a.m. Attendance: Eric Branson, Jennifer Breister, Katrina Moore, Amber Youngblut. Board Support: Taylor Williams, Erika Lippmann, Caraline Eggena, Johnna Forbes.	Jennifer Breister	I
1. Consent Agenda <ul style="list-style-type: none"> • December 4, 2023 Agenda • October 2, 2023 Minutes • October 25, 2023 Minutes 	Jennifer Breister	I/D/A
Motion by Amber Youngblut, second by Katrina Moore to approve the December 4, 2023 Agenda, October 2, 2023 and October 25, 2023 Minutes. Ayes: All. Motion carried.		
2. Title I Adult Fourth Priority Request with Possible Action	Emily Smith	I/D/A
No Action.		
3. One-Stop Operator Updates	Erika Lippmann	I/D
4. PY23 Q1 Performance Outcomes	Caraline Eggena	I/D
5. Title I Procurement <ul style="list-style-type: none"> • Timeline • Consider Action to Approve the Planning & Operations Committee as the RFP Reviewers • Review and Discuss Proposed Language for the Adult and Dislocated Worker RFP and Consider Approval • Review and Discuss Proposed Language for the Youth RFP and Consider Approval 	Taylor Williams	I/D I/D/A I/D/A I/D/A
Motion by Eric Branson, second by Amber Youngblut to approve the Planning & Operations Committee as the RFP Reviewers. Ayes: All. Motion carried.		

<p>Motion by Katrina Moore, second by Amber Youngblut to approve the language for the Adult and Dislocated Worker RFP. Ayes: All. Motion carried.</p>		
<p>Motion by Amber Youngblut, second by Katrina Moore to approve the language for the Youth RFP. Ayes: All. Motion carried.</p>		
6. DOL Monitoring Report	Taylor Williams	I/D
7. FY24 Adult/Dislocated Worker NOAs	Taylor Williams	I/D
<p>8. Next Steps</p> <ul style="list-style-type: none"> MOU/IFA In January the Center for Workforce Excellence International (CWEI) will provide in-person training on launching and sustaining sector boards and partnerships. 	All	I/D
<p>9. Announcements</p> <ul style="list-style-type: none"> Next Meeting January 8, 2024 (11:00 a.m. – 12:00 p.m.) Next NEIWDB/CEO Joint Quarterly Meeting January 25, 2024 (10:00 a.m. – 12:00 p.m.) at Van G. Miller Adult Learning Center in Waterloo. Tour will start at 9:20 a.m. 	All	I/D
10. Adjournments	Jennifer Breister	I/D/A
<p>Motion by Amber Youngblut, second by Eric Branson to adjourn the meeting. Ayes: All. Motion carried.</p>		
<p>Meeting adjourned at 11:52 a.m.</p>		