

**Northeast Iowa Workforce Development Board and  
Northeast Iowa CEO Board**

**JOINT QUARTERLY MEETING**

Thursday, January 27, 2022 10:00 a.m. -12:00 p.m.

**In person:**

Grundy Center Community Building  
705 F Avenue  
Grundy Center, Iowa 50638

**OR**

**Join by Zoom:**

<https://us06web.zoom.us/j/89585742737?pwd=eFpEdmtMZ0R1bnphVXh1NWNjZlJlMz09>

Or Dial: 1.312.626.6799

Meeting ID: 895 8574 2737

Passcode: 751051

**Minutes**

<b>Agenda Item</b>	<b>Person(s) Responsible</b>	<b>Status</b>
<p><b>Welcome and Call to Order</b></p> <ul style="list-style-type: none"> <li>• Introduction of Members and Guests</li> </ul> <p><i>John Beard called the meeting to order at 10:01 a.m.</i></p> <p><b>CEOs Present:</b> Daniel Byrnes, Clayton Ohrt, Greg Barnett, Jason Byrne, Harley Potoff, Roy Schwickerath, Gary McVicker, Heidi Nederhoff, John Beard, Mark Smeby</p> <p><b>CEOs Absent:</b> Linda Laylin, Ken Kammeyer, Tim Latham, Steve Doepke, Pete Buschman, Marty Stanbrough, Sis Grieman, Dean Eastman, Mark Hendrickson, Susan Smith</p> <p><b>*Note: No quorum was established for the CEOs</b></p> <p><b>NEIWDB Members Present:</b> Katrina Moore, Chelsy Snyder Anderson, Jamie Benson, Jennifer Briester, Hunter Callanan, Kyle Clabby-Kane, John Deeryberry, Brian Warner, Jayme Kluesner, Andrew Morse, Jennalee Pedretti, Amber Youngblut.</p> <p><b>NEIWDB Members Absent:</b> Gisella Aitken-Shadle, Eric Branson, Timothy Frickson, Joleen Jansen, Matthew Mason, Rhea Pierce, Thomas Townsend</p> <p><b>NEIWDB Staff:</b> Heather Garcia, Johnna Forbes, Taylor Williams</p>	<p>John Beard/Jennifer Breister</p>	<p>I</p>

<p><b>Guests:</b> Emily Smith, Steve Tisue, Sadie Lonning, Brianna Steirer, Marla Loecke, Rich Kurtenbach, Drew Conrad, Barb Smith</p>		
<p><b>1. Consent Agenda</b>  <u>Northeast Iowa CEO Board</u></p> <ul style="list-style-type: none"> <li>January 27, 2022 Agenda</li> <li>October 28, 2021 Minutes</li> </ul> <p><u>NEIWDB</u></p> <ul style="list-style-type: none"> <li>January 27, 2022 Agenda</li> <li>October 28, 2021 Minutes</li> </ul>	<p>John Beard</p> <p>Jennifer Breister</p>	<p><b>CEO:</b> I/D/A</p> <p><b>NEIWDB:</b> I/D/A</p>
<p><b>NEIWDB: Motion</b> by Hunter Callanan, <b>second</b> by Andrew Morse to approve the January 27, 2022 Agenda. <b>Ayes:</b> All. <b>Motion carried.</b></p> <p><b>NEIWDB: Motion</b> by Andrew Morse, <b>second</b> by Jayme Kluesner to approve the October 28, 2021 Meeting Minutes. <b>Ayes:</b> All. <b>Motion carried.</b></p>		
<p><b>2. Nominations, Elections and Committee Appointments</b></p> <ul style="list-style-type: none"> <li>NEIWDB Chair (must be a representative of Business)</li> <li>NEIWDB Vice Chair</li> <li>Disability Access Committee Chair</li> <li>Finance Committee Chair</li> <li>Planning and Operations Committee Chair</li> <li>Youth Committee Chair</li> <li><b>Appointment of Committee Members</b></li> </ul>	<p>Jennifer Breister</p>	<p><b>NEIWDB:</b> I/D/A I/D/A I/D/A I/D/A I/D/A I/D/A</p>
<p><b>NEIWDB: Motion</b> by Steve Abbott, <b>second</b> by John Deerberry to approve those assigned to respected committees to serve as chair. <b>Ayes:</b> All. <b>Motion carried.</b></p> <ul style="list-style-type: none"> <li>NEIWDB Chair: Jennifer Breister</li> <li>NEIWDB Vice Chair: Hunter Callanan</li> <li>Disability Access Committee Chair: Brian Warner</li> <li>Finance Committee Chair: Steve Abbott</li> <li>Planning and Operations Committee Chair: Andrew Morse</li> <li>Youth Committee Chair: Katrina Moore</li> </ul> <p><b>NEIWDB: Motion</b> by Hunter Callanan, <b>second</b> by Andrew Morse to approve the appointment of the committee members as listed. <b>Ayes:</b> All. <b>Motion carried.</b></p>		
<p><b>3. Executive Committee</b></p> <ul style="list-style-type: none"> <li>Review of Board Support Recommendations from Executive Committee with Possible Action</li> <li>Review Motion Summary and UERPC Request Letter with Possible Action</li> <li>Review Local Plan Correspondence with Possible Action</li> </ul>	<p>Jennifer Breister</p> <p>Jennifer Breister</p> <p>Jennifer Breister</p>	<p><b>NEIWDB:</b> I/D/A</p> <p><b>NEIWDB:</b> I/D/A</p> <p><b>NEIWDB:</b> I/D/A</p>

<ul style="list-style-type: none"> <li>Review Budget with Proposed Line-Item to Fund Quarterly Board Meeting Expenses as Recommended by the Executive Committee with Possible Action</li> <li>Executive Committee Recommends an Action to Utilize Funds Set Aside for Training to Send 2 Representatives to the National Association of Workforce Boards Summit April 11-14, 2022, with the Executive Committee Making the Final Selection from the Pool of Interested CEOs and Board Members</li> </ul>	<p>John Beard</p> <p>Jennifer Breister/ Heather Garcia</p> <p>Jennifer Breister</p>	<p><b>CEO:</b> I/D/A</p> <p><b>NEIWDB:</b> I/D/A</p> <p><b>NEIWDB:</b> I/D/A</p>
<p><b><u>Board Support Contract:</u></b> <b>NEIWDB: Motion</b> by Chelsy Snyder Anderson, <b>second</b> by Andrew Morse to approve the recommendation from the Executive Committee to select Garcia Professional Solutions for Executive Director and Administrative Support Services as separate contracts. <b>Ayes: All. Motion carried.</b></p> <p><b><u>UERPC Request Letter:</u></b> <b>NEIWDB: Motion</b> by Andrew Morse, <b>second</b> by Kyle Clabby-Kane to approve to form advisory group to conduct additional research and to provide a recommendation at the next scheduled NEIWDB meeting. <b>Ayes: All. Motion carried.</b></p> <p><b><u>Local Plan Correspondence:</u></b> <b>NEIWDB: Motion</b> by Steve Abbott, <b>second</b> by Andrew Morse to approve to continue to pursue additional information from the State and work towards revising the Local Plan. <b>Ayes: All. Motion carried.</b></p> <p><b><u>Budget Review:</u></b> <b>NEIWDB: Motion</b> by Jayme Kluesner, <b>second</b> by Steve Abbott to approve the proposed line-item to fund quarterly board meeting expenses and to fund \$750 towards the Statewide Board Training in June. <b>Ayes: All. Motion carried.</b></p> <p><b><u>National Association of Workforce Boards Summit:</u></b> <b>NEIWDB: Motion</b> by Andrew Morse, <b>second</b> by Chelsy Snyder Anderson to approve utilizing funds set aside for training to send two representatives to the NAWB Summit in April, with the Executive Committee making the final selection from the pool of interested CEOs and board members. <b>Ayes: All. Motion carried.</b></p>		
<p><b>4. Goodwill of Northeast Iowa (Title I)</b></p> <ul style="list-style-type: none"> <li>Review Proposed Policy Changes with Possible Action</li> </ul>	<p>Emily Smith/Heather Garcia</p>	<p><b>NEIWDB:</b> I/D/A</p>
<p><b>NEIWDB: Motion</b> by Kyle Clabby-Kane, <b>second</b> by Andrew Morse to approve the proposed policy changes as presented. <b>Ayes: All. Motion carried.</b></p>		

<b>5. One-Stop Operator</b> <ul style="list-style-type: none"> <li>• OSO Report <ul style="list-style-type: none"> <li>○ Brazen Virtual Job Fair</li> </ul> </li> </ul>	Bri Steirer/Core Partners	I/D
<b>6. Next Steps</b> <ul style="list-style-type: none"> <li>• Statewide Board Training- June 9<sup>th</sup> 10 a.m.-5 p.m. \$750/board</li> <li>• PY21/FY22 Monitoring- Week of 3/28/22</li> <li>• EO Officer</li> <li>• DOL Monitoring</li> <li>• IWD Virtual Town Hall Meeting- Rescheduled for 2/8/22 5:30-6:30 p.m.</li> </ul>	Heather Garcia	<b>NEIWDB:</b> I/D/A I/D I/D I/D I/D
<b>7. Announcements</b>	All	I/D
<b>8. Adjournment</b>	John Beard  Jennifer Breister	<b>CEO:</b> I/D/A  <b>NEIWDB:</b> I/D/A
<b>NEIWDB: Motion</b> by Steve Abbott, <b>second</b> by Kyle Clabby-Kane to adjourn the meeting. <b>Ayes:</b> All. <b>Motion carried.</b>  <b>Meeting was adjourned at 11:58 a.m.</b>		

*Meeting minutes by Taylor Williams, Board Staff*