

# **Mountain Area Workforce Development Board**



## **North Carolina Modification for Local Area Workforce Development Workforce Innovation and Opportunity Act Title I Plans**

**July 1, 2025 - June 30, 2026**

North Carolina Department of Commerce  
Division of Workforce Solutions  
313 Chapanoke Road, Suite 120  
4316 Mail Service Center  
Raleigh, NC 27699-4316

## **Introduction and Instructions**

The Workforce Innovation and Opportunity Act (WIOA) requires each Local Area Workforce Development Board (WDB) to develop and submit, in partnership with the chief local elected official (CLEO), a comprehensive four-year plan. Comprehensive Four-Year Plans were submitted in May **2024**.

In North Carolina, annually, each Local Area WDB, in consultation with the chief local elected official, is to provide updates to the Comprehensive Four-Year Plan. The WIOA Program Year (PY) **2025** Plan is to provide current information and be effective **July 1, 2025 - June 30, 2026**, and will include updated current local policies. The Local Area Plan will support the alignment strategy described in the **2024-2027** NC Unified State Plan in accordance with WIOA Section 102(b)(1)(E), and otherwise be consistent with the NC Unified State Plan. Local Area WDBs shall comply with WIOA Section 108 in the preparation and submission of the Plan.

Through its strategic planning efforts, the NCWorks Commission developed a vision and mission for North Carolina's Workforce System. This vision is to build a job-ready workforce to strengthen North Carolina companies, attract new businesses, and ensure our state can adapt to a changing economy. The mission of the state's workforce development system is to ensure North Carolina has an innovative, relevant, effective, and efficient workforce development system that develops adaptable, work-ready, skilled talent to meet the current and future needs of workers and businesses to achieve and sustain economic prosperity and to ensure North Carolinians are ready for the jobs of today and tomorrow by increasing access to education and skills training, fostering employer leadership to prepare workers, and supporting and scaling local innovation.

## **Federal and State Requirements for Local Administration of the Workforce Innovation and Opportunity Act**

Local Area WDBs should reference the Workforce Innovation and Opportunity Act, Public Law 113-128, enacted July 22, 2014. Additional information is available at the U.S. Department of Labor Employment and Training Administration website: <https://www.dol.gov/agencies/eta>.

North Carolina policy information is available at: <https://www.commerce.nc.gov/jobs-training/workforce-professionals-tools-resources/workforce-policies>. Local Area WDBs should reference the North Carolina WIOA Unified State Plan at: <https://www.commerce.nc.gov/north-carolina-wioa-unified-state-plan-2024/open>.

### **Local Area Plan Submission and Due Date**

The Local Area Plan must be submitted through Workforce Information System Enterprise (WISE), the Division's web-based financial system.

**The Program Year 2025 - 2026 Plan is Due:  
May 1, 2025**

Each attachment must be clearly labeled in either Word or PDF format. Forms requiring original signatures may use DocuSign® (or similar) and may be uploaded in WISE.

If original signatures are obtained, forms may be mailed (and must be uploaded in WISE) to the Local Area WDB's assigned Planner at:

Division of Workforce Solutions  
313 Chapanoke Road, Suite 120  
4316 Mail Service Center  
Raleigh, NC 27699-4316

## I. Local Area Workforce Development Board (WDB) Overview

*The Local Area WDB Overview provides important contact information that is used throughout the Division of Workforce Solutions (DWS). This section must remain current during the Program Year. Updates should be submitted to the Local Area WDB's assigned DWS Planner when changes occur.*

*In the first section and anywhere else in the Local Area Plan, please include the appropriate salutation along with Titles such as Dr., The Honorable, Chairperson, and Judge.*

1. Provide the **Local Area WDB's** official (legal) name as it appears on the local Consortium Agreement established to administer the WIOA or, if not a Consortium, in the formal request for Local Area designation.

### ***Mountain Area Workforce Development Board (MAWDB)***

- If the Local Area is a Consortium and the agreement has been updated since the PY24 Plan submission, attach a copy of the current Consortium Agreement.
  - Name document: Local Area WDB Name Consortium Agreement.
- If the Local Area is not a Consortium and there have been updates to the Local Area designation since the PY24 Plan submission, attach a copy of the formal request for Local Area designation.
  - Name document: Local Area WDB Name Local Area designation letter.
- If the Local Area WDB officially changed its name, please attach a copy of the Status of Incorporation, attorney's letter, or other document to verify the official name change.

2. Provide the name, title, organization name, address, phone number, and email address of the **Local Area WDB Director**.

Name: <b><i>Mr. Nathan Ramsey</i></b>	Title & Salutation: <b><i>Executive Director</i></b>
Organization Name: <b><i>Land of Sky Regional Council</i></b>	Address: <b><i>339 New Leicester Highway, Suite 140, Asheville, NC 28806</i></b>
Phone Number: <b><i>828-251-7473</i></b>	Email Address: <b><i>nathan@laondofsky.org</i></b>

3. Provide the name, elected title, local government affiliation, address, phone number, and email address of the **Chief Local Elected Official (CLEO)**.

Name: <b><i>Amanda Edwards</i></b>	Elected Title & Salutation: <b><i>Commission Vice Chair</i></b>
Government Affiliation: <b><i>Buncombe County Board of Commissioners</i></b>	Address: <b><i>200 College Street, Suite 300 Asheville, NC 28801</i></b>

Phone Number: <i>828-243-0107</i>	Email Address: <i>Amanda.Edwards@buncombecounty.org</i>
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4. Provide the name, title, business name, address, phone number, and email address of the **individual authorized to receive official mail for the Chief Local Elected Official (CLEO)**, if different than question 4.

Name: <i>Ms. Sarah Gross</i>	Title & Salutation: <i>Clerk to the Board</i>
Business Name: <i>Buncombe County Board of Commissioners</i>	Address: <i>200 College Street, Suite 300 Asheville, NC 28801</i>
Phone Number: <i>828-250-4105</i>	Email Address: <i>Sarah.Gross@buncombecounty.org</i>

5. Provide the name, title, organization name, address, phone number, and email address of the **Administrative/Fiscal Agent responsible for disbursing Local Area WIOA grant funds**. [WIOA Sections 107(d)(12)(B)(i)(III) and 108(b)(15)].

Name: <i>Nathan Ramsey</i>	Title & Salutation: <i>Finance Director</i>
Organization Name: <i>Land of Sky Regional</i>	Address: <i>339 New Leicester Highway, Suite 140, Asheville, NC 28806</i>
Phone Number: <i>828-251-7473</i>	Email Address: <i>nathan@landofsky.org</i>

6. Provide the name, title, organization name, address, phone number, and email address of the **Administrative/Fiscal Agent’s signatory official**.

Name: <i>Ms. Christina Giles</i>	Title & Salutation: <i>Administration and Communications Director</i>
Organization Name: <i>Land of Sky Regional Council</i>	Address: <i>339 New Leicester Highway, Suite 140, Asheville, NC 28806</i>
Phone Number: <i>828-251-7431</i>	Email Address: <i>christina@landofsky.org</i>

7. Attach a copy of the **Administrative Entity/Fiscal Agent’s organizational chart** with an ‘effective as of date’.

- Name document: *Administrative Entity Name Organizational Chart. A copy of the Administrative Entity/Fiscal Agent’s Organizational Chart is attached in WISE. Board Meeting Plan Approval March 25, 2025*

8. Provide the **Administrative Entity’s Unique Entity Identifier (UEI)** number and assurance that the ‘System for Award Management’ (SAM) status is current. Administrative Entities must register at least annually on the SAM website <https://sam.gov/content/home> to receive Federal funding [required by Federal Acquisition Regulation (FAR) Section 4.11 and Section 52.204-7].

***HS8MVFRAYH57. The ‘System for Award Management’ (SAM) registration is current as Council Land-of-Sky Regional.***

9. Provide the name of the **Local Area WDB’s Equal Opportunity Officer** who shall be responsible for assuring that discrimination does not occur in its programs or projects. (CPS 10-2021, Change 1)

***Ms. Melissa Wright, Equal Opportunity Officer and Workforce Operations Director***

10. Provide each **Local Area WDB member’s** name, business title, business name and address, phone number, and email address on the provided form. The first block is reserved to identify the Local Area WDB chairperson (*form provided*). Indicate all required representation and if the category is vacant. [WIOA Section 107(b)(2)].

- Name document: ***Local Area WDB Name Board List. The Mountain Area Workforce Development Board’s Membership List is attached in WISE. The block on the form provided, certifying compliance with required WIOA Mountain Area Workforce Development Board business nomination process has been checked, and the Board is in compliance with this requirement.***

- Composition of the Local Area WDBs shall comply with WIOA Section 107. Local Area WDB Membership Requirements have been provided as a reference in [Appendix D](#).
- If a Local Area WDB list is not in compliance, please provide the current list and state the expected date that a compliant list will be provided (detailing vacant positions). Do not change required category names except to clarify those representing multiple categories. When determining the total number of members, representatives serving in more than one category must be counted and listed only once on the form. Identify any names representing a dual category with an asterisk (\*).

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**Notes:**

- Please complete the entire form. Check the block on the last page of the form certifying compliance with the required WIOA Local Area WDB business nomination process.
  - Representatives with expired terms will not be included in the counted list of Board members.
  - Board member terms must be stated in a month/date/year format.
  - Plans that do not have a compliant workforce Board will not receive Final Approval. Formula funds will not be awarded until the Local Area WDB has a compliant workforce Board. Exceptions are allowed only when realignment is occurring in the upcoming program year.
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*The Chief Local Elected Official must establish by-laws consistent with applicable local procedures, state, and federal laws to include WIOA Final Rules and Regulations 679.310(g). The Local Area WDB shall submit by-laws that clearly demonstrate all WIOA and North Carolina required elements described in [Appendix A](#). Additional by-laws guidance/template and electronic meeting formats have been provided in [Appendix B](#) and [Appendix C](#).*

11. Attach the Local Area WDB By-Laws including the date adopted/amended if they have been updated since the PY24 Plan submission. Please state N/A if the By-Laws have not been updated since the PY24 Plan submission. By-Laws must include the required elements found in [Appendix A](#).

- Name document: *Local Area WDB Name By-Laws. A copy of the Mountain Area Workforce Development Board's Bylaws, including date adopted, amended, and required elements, is attached in WISE.*

12. To demonstrate that the attached Local Area WDB By-Laws comply, complete the By-Laws Required Elements – Crosswalk chart if the By-Laws have been updated since the PY24 Plan submission (form provided). Please state N/A if the By-Laws have not been updated since the PY24 Plan submission.

- Name document: *Local Area WDB Name By-Laws Required Elements- Crosswalk chart. A copy of the Mountain Area Workforce Development Board's Bylaws Required Elements, is attached in WISE.*

*Sunshine Provision – The Local Area WDB shall make available to the public, on a regular basis through electronic means and open meetings, information regarding the activities of the Local Area WDB, including information regarding the Local Area Plan prior to submission of the Local Area Plan, and regarding membership, the designation and certification of one-stop operators, and the award of grants or contracts to eligible providers of youth workforce investment activities, and on request, minutes of formal meetings of the Local Area WDB. [WIOA Section 107(e)]*

13. Describe how the Local Area WDB will make copies of the proposed Local Area Plan available to the public. If stating the Local Area Plan will be on the Local Area WDB website, provide the link, as well as the individual’s contact information for the distribution of the Plan. [WIOA Section 108(d) and 108(b)(20)]

*The Mountain Area’s Draft Local Area Program Year 2025-2026 Plan will be posted to the website of the Mountain Area Workforce Development Board at [www.mountainareaworks.org](http://www.mountainareaworks.org) on the resource tab, under the news tab and to the website of Land of Sky Regional Council at [www.landofsky.org](http://www.landofsky.org) on the latest news tab. This is also linked to social media, “X,” Facebook, LinkedIn, Instagram. The Local Area Plan would be distributed via electronic mail to the Mountain Area Workforce Development Board Distribution Lists, to the Land of Sky Regional Council Board Distribution List and local elected officials for public comments once the Draft Plan has been submitted in WISE, the system shared with the state for viewing documents. Public comment is for a period of 30-days, after which time, based on feedback from the Division of Workforce Solutions and public comments, if any, the final Program Year 2025-2026 Plan would be uploaded to WISE including any comments that represent disagreement with the Plan. Public comments should be sent to Melissa Wright, Workforce Operations Director at [melissa@landofsky.org](mailto:melissa@landofsky.org).*

*Public Comment – The Local Area WDB shall make copies of the proposed Local Area Plan available to the public through electronic and other means, such as public hearings and local news media; allow for public comment not later than the end of the 30-day period beginning on the date the proposed Local Area Plan is made available; and, include with submission of the Local Area Plan any comments that represent disagreement with the Local Area Plan. [WIOA Section 108(d) and 108(b)(20)]*

14. Attach a copy of the Local Area WDB’s organizational chart with an ‘effective as of date.’ Include position titles, names, and contact information.

- Name document: *Local Area WDB Name Organizational Chart. A copy of the Mountain Area Workforce Development Board’s Organizational Chart attached in WISE*

15. Complete the following chart for the PY2025 Local Area WDB’s planned meeting schedule to include, the date, time, location, and virtual link (if applicable). (Expand form as needed)

Date	Time	Location (include address, room # and virtual link)
<i>August 26, 2025</i>	<i>3:00 PM</i>	<i>Land of Sky Regional Council 339 Leicester Highway, Suite 140, Asheville, NC 28806 Virtual Component Included Link will be provided prior to meeting</i>
<i>October 28, 2025</i>	<i>3:00 PM</i>	<i>Land of Sky Regional Council 339 Leicester Highway, Suite 140,</i>



		<i>Asheville, NC 28806 Virtual Component Included Link will be provided prior to meeting</i>
<i>December, 2025 TBD</i>	<i>TBD</i>	<i>Land of Sky Regional Council 339 Leicester Highway, Suite 140, Asheville, NC 28806 Virtual Component Included Link will be provided prior to meeting</i>
<i>January 27, 2026</i>	<i>3:00 PM</i>	<i>Land of Sky Regional Council 339 Leicester Highway, Suite 140, Asheville, NC 28806 Virtual Component Included Link will be provided prior to meeting</i>
<i>March 24, 2026</i>	<i>3:00 PM</i>	<i>Land of Sky Regional Council 339 Leicester Highway, Suite 140, Asheville, NC 28806 Virtual Component Included Link will be provided prior to meeting</i>
<i>May 26, 2026</i>	<i>3:00 PM</i>	<i>Land of Sky Regional Council 339 Leicester Highway, Suite 140, Asheville, NC 28806 Virtual Component Included Link will be provided prior to meeting</i>
<i>June 23, 2026</i>	<i>3:00 PM</i>	<i>Land of Sky Regional Council 339 Leicester Highway, Suite 140, Asheville, NC 28806 Virtual Component Included Link will be provided prior to meeting</i>

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*Note: All Local Area WDB meetings shall be held in accessible facilities. All materials and discussions should be available in an accessible format upon request as indicated under North Carolina-specific requirements detailed in [Appendix A](#).*

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16. Provide the Month and Date of the Local Area WDB meeting that the PY25 Local Area Plan was approved. Attach a copy of the Local Area WDB minutes that reflect this action item.

- Name document: *Local Area WDB Name Plan Approval Minutes. The Mountain Area Workforce Development Board Plan Draft Approval Minutes is attached in WISE. Approved at MAWDB Meeting on March 25, 2025*

17. Attach a copy of the signed ‘Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions’ Form (*form provided*). [Required by the Regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR 180, participants’ responsibilities.]

- Name document: *Local Area WDB Name Certification Form. The signed Mountain Area Workforce Development Board Certification Regarding Debarment, Suspension and other Responsibility Matters with Adobe-Sign is attached in WISE.*

Documents must have the original signature or DocuSign® (or similar) of the Administrative Entity signatory official. If using original signatures, mail the signed Certification form to the assigned DWS Planner at:

N.C. Division of Workforce Solutions  
313 Chapanoke Road, Suite 120  
4316 Mail Service Center  
Raleigh, NC 27699-4316

18. Submit the original Local Area WDB and Chief Local Elected Official (CLEO) Signatory Page (*form provided*), bearing the original signatures of the CLEO(s) and the Local Area WDB Chairperson, and attach a copy of the signed document if not using DocuSign® (or similar).

- Name document: *Local Area WDB Name Signatory Page. The signed Mountain Area Workforce Development Board signatory page and Chief Local Elected Official Signatory Page with Adobe Sign is uploaded to WISE.*

If using original signatures, mail the Signatory Page to the assigned DWS Planner at:

N.C. Division of Workforce Solutions  
313 Chapanoke Road, Suite 120  
4316 Mail Service Center  
Raleigh, NC 27699-4316

## II. Local Area WDB Strategic Planning

*The Local Area WDB is required to keep the Local Area Plan up to date and adaptable as events and funding changes occur, which may require local area responses. Local Area Plans will require an annual modification. North Carolina has implemented integrated services delivery with an enhanced emphasis on regional planning and services. This approach is consistent with federal, state, and regional initiatives and opportunities. North Carolina's workforce development system includes businesses, organizations, agencies, employed and unemployed persons, training and educational institutions, adults, and youth. To enhance services to all constituents, aligning workforce development planning and services with regional labor markets is both effective and productive.*

*At the local level, the Local Area WDBs are creatively working to address the new challenges of job growth and expansions. Employers in Local Area WDB areas continue to have a shortage of lower-wage, entry-level and middle-skilled level workers. As a Local Area WDB and workforce system, Local Area WDBs are leveraging resources and engaging in new partnerships that include the business community, economic developers, chambers of commerce, NCWorks Career Centers, community colleges, public schools, and community partners. Working together, Local Area WDBs are paving the way for an even stronger economy through sector partnerships and career pathways initiatives.*

1. Based on the history of economic development projects in the Local Area, how many projects does the Local Area WDB expect to engage in during the upcoming program year? Please indicate the type of services the Local Area WDB expects to provide.

***Based on the economic development history and workforce alignment, Mountain Area Workforce Development Board plans to engage in 15 projects this upcoming program year.. We will be holding several job fairs, including small job fairs by our state staff at our career centers., AI Summit, and Construction Career Day. We plan to enroll several companies into Incumbent Worker Training, as well as many dislocated workers in temporary employment to assist job seekers and employers affected by Hurricane Helene. We will provide this information at the events as well as our Metrix site project to give free assistance with soft skills and career pathways. And we will continue to enroll dislocated workers in our National Dislocated Worker Grant to provide occupational skills training along with our on-the-job training. Plus, we will be working to include participants in apprenticeships with the help of our Board Committees. Last but not least we continue to involve our members and share information through engagement in our Board meetings. They are incredibly involved in our programs, projects, and events.***

2. Identify any **new** Career Pathways developed by the Local Area since the last Local Area Plan submission. Complete the chart below. ***Existing Career Pathways.***

Pathway Name	Partner WDBs	Year the pathway was developed	Number of trainees (to date) who have utilized the pathway
Healthcare	Mountain Area	2017	350
Hospitality and Tourism	Mountain Area	2017	127
Advanced Manufacturing	Mountain Area	2016	132
Energy	Centralina Charlotte Works Gaston Region C Western Piedmont Mountain Area	2019	32
Skilled Trades and Construction	Mountain Area	2023	149
Information Technology	Mountain Area	2023	155

a. Does the Local Area have plans for the creation and implementation of new career pathways?

*Mountain Area Workforce Development Board does not have any plans to create or implement new career pathways at this time. We have certified energy, information technology, construction and skilled trades, healthcare, hospitality and tourism and advanced manufacturing, which are the leading careers in our region.*

### III. NCWorks Career Centers

*North Carolina's workforce system includes multiple agencies, programs, and funders. Collaboration, policy alignment, systemic communication, integration, and modernization of the workforce system will ensure a strong and healthy workforce system that can adapt to a changing economy.*

*For any documents that are missing or are unnecessary based on the response provided, please state, "No document is loaded and/or it will be loaded by a specific date".*

1. Identify PY 2025 NCWorks Career Center location(s) including Comprehensive (Tier I) and Access Points (Affiliate or Specialized) Sites; On-site partners; how NCWorks Career Center operator(s) are designated and procurement information; provider(s) of WIOA career services and method of selection; whether youth service provider is on-site and, if so, youth services offered. Use the PY 2025 NCWorks Career Center Chart. [WIOA Section 121(b)(1)(A) and (b)(1)(B)]

- Name document: Local Area WDB Name PY 2025 NCWorks Career Centers. A copy of the NCWorks Career Center Location is attached in WISE.

2. Provide the name(s) of the current One-Stop provider(s), date, and process for when the competitive procurement of the One-Stop Operator(s) occurred. Include the expected length of the contract(s) (one to four years and the current year the contract is (e.g., two of three years). [WIOA Section 108(b)(16)]

*Mountain Area Workforce Development Board released a Request for Proposal for One-Stop Operators, which was integrated in the Request for Proposals for Workforce Innovation and Opportunity Act in Adult and Dislocated Worker Services on March 23, 2022. The One Stop Operators are Asheville Buncombe Community College in Buncombe, Blue Ridge Community College in Henderson, Asheville Buncombe Community College in Madison, and Blue Ridge Community College in Transylvania Career Centers. Separately, the Request for Proposal for Youth Services was also released on March 23, 2022. Contracts were awarded June 25, 2022, for program operations beginning July 1, 2022. The contract term is for one year, renewable in one-year increments for up to three years. The current service providers for WIOA Out of School Youth are Goodwill Buncombe, Goodwill Transylvania, Henderson County Public Schools, and In-School Youth- Madison County Public Schools. The program year 2022 Requests for Proposals for Adult and Dislocated Worker and Youth were released for competitive procurement on Wednesday, March 23, 2022, and proposals were due by 4:00 pm on Wednesday, May 11, 2022. Due to the fact that the same Contractors responded to the call, they were contracted for another year. The One Stop Operators include Division of Workforce Solutions in Buncombe, Blue Ridge Community College in Henderson, Asheville Buncombe Community College in Madison and Blue Ridge Community College in Transylvania Career Centers and One Stop Operators and for Youth Services for Out of School Youth are Goodwill Buncombe, Goodwill Transylvania and Goodwill Madison, along with Henderson County Public Schools and for In School Youth is Madison County Public Schools. Our Local Board Competitive Procurement policy ensures a competitive procurement process to select providers of Workforce Innovation and Opportunity Act in Adult, Dislocated Workers and Youth services, as well as, for the operators of local, certified NCWorks Career Centers in the Mountain Area Region using the Workforce Innovation and Opportunity Act Final Regulations and to allow the one-stop operator selection process to align with the Mountain Area competitive procurement process for selection of providers of Adult, Dislocated Worker and Youth Services, which requires the local area to undertake a request for proposal process to competitively procure programs and to contract with Board approved providers for up to three-years, with the initial contract period being one-year, with two extensions of one-year each, based on Board approval.*

3. Attach the Memorandum of Understanding(MOU) between the Local Area WDB and partners concerning the operation of the NCWorks Career Center system. [WIOA Section 121(c)(1)(2)(A)]

- Name document: Local Area WDB Name NCWorks Career Center MOU. A copy of the NCWorks Career Center MOU is attached in WISE.

## IV. Performance

The U.S. Department of Labor (USDOL) has the following WIOA Performance Indicators:

- Employment Rate – 2nd Quarter After Exit
- Employment Rate – 4th Quarter After Exit
- Median Earnings – 2nd Quarter After Exit
- Credential Attainment Rate
- Measurable Skill Gains
- Effectiveness in Serving Employers (system-wide measure, not program-specific)

1. Examine the Local Area WDB's current Adult, Dislocated Worker, and Youth performance on the Federal Primary Indicators of Performance for PY 2023-2024 and prior Program Years. (Reports available via FutureWorks BI.) What are some factors that have impacted performance levels both positively and negatively in the current program year?
  - a. Provide at least two examples of positive factors and two examples of negative factors with an explanation of each. Some examples to consider include:
    - unemployment rate
    - factory closures/openings
    - economic development recruitment
    - retention and expansion efforts
    - regional industry growth priorities
    - weather events and natural disasters that may have impacted the area
    - internal operational factors
  - b. Are there any factors that you anticipate will impact your performance during the upcoming program year(s) either positively or negatively?

***Mountain Area Workforce Development Board's positive impact are stronger employer engagement with the availability for employer code data entry in SalesForce as well as NCWorks, the ARPA Small Business Grant for Incumbent Worker Training to assist small businesses so they can thrive, the National Dislocated Worker Grant to assist more dislocated workers, the Virtual Reality Grant to implement the up and coming virtual to AI industry, the virtual additions to the system and policy, ARPA Reentry and Substance Use Disorder Grants to assist many individuals that could not otherwise be helped. The most recent addition is the NDWG Disaster Relief to provide an impact in many lives that lost everything in the hurricane. These factors gave us the opportunity to not only provide a better list of code entries to show progress and add virtual aspects for easier access, but impact the lives of many with more funding. The negative factors are our high unemployment rate since the hurricane and employers need staff, economic downturn with high prices, gas, interest rates, and as always barriers to employment such as transportation, childcare, housing and now the hurricane increased barriers. These factors hinder individuals from participating fully in workforce development programs and employment. Also, there have***

*been so many companies close in the area due to the hurricane.*

*The factor of having the new Metrix Learning system will impact performance in a positive manner in the upcoming program year with almost 1000 registrations. This site will increase our measurable skills gains in the coming program year but most importantly will also help many individuals with soft skills and career exploration. The virtual reality grant provided us with two headsets to make a positive impact on the youth with career exploration. We also have a childcare grant at Land of Sky that will help this barrier, and we are working on a transportation program that has been difficult to start due to insurance. We may not be able to completely solve the barrier issue, but we are engaging with our committees, employers and partners to make a huge impact.*

2. What strategies and methods are in place to meet or exceed performance goals? Include information about tracking performance, ensuring accountability of positive performance outcomes, and training.

Consider including the following information:

- Who is responsible for tracking performance?
- Which reporting resources are used?
- Is FutureWorks BI employed? If so, how, and how often?
- How often is training provided to staff?

*The Mountain Area Workforce Development Board's ability to meet or exceed performance outcomes is directly supported by the Workforce Service Providers and NCWorks Career Centers in the Mountain Area Region. These providers receive continuous training and are closely monitored on a quarterly basis by Workforce Operations Director, Melissa Wright, to ensure compliance with all relevant regulations, policies, and guidelines. Quarterly meetings, and additional sessions as needed, are held between Board staff and Workforce Service Providers to review performance, share best practices, provide training, and develop strategies to enhance performance and compliance. These meetings can also be conducted virtually or individually when necessary. The Workforce Operations Director regularly reviews participant files and performance reports, both weekly and monthly, to assess compliance and identify opportunities for improvement. When required, one-on-one discussions are held to address specific performance issues. Additionally, daily updates from NCWorks and FutureWorks BI Reporting are shared with service providers to support their efforts in serving the community and enhancing file compliance and performance. These reports help identify how these factors positively or negatively impact performance. FutureWorks BI Dashboards and NCWorks reports are also shared with service providers and Board Members to facilitate data-driven decision-making. Credential completion and data entry into NCWorks are tracked through FutureWorks BI's Credential Reporting and are used to monitor performance measures. Performance results are reviewed with Board Members and stakeholders during Local Area Board Meetings, and reports on Adult Priority of Service and Data Integrity Measures are shared with providers. Workforce Service Providers are encouraged to take proactive steps to improve performance, with contracts stipulating that the Local Area must meet or exceed all relevant performance measures, including federal benchmarks. Follow-up services are essential for achieving these goals, and subrecipients are expected to provide follow-up services for up to one year after a participant's exit. Career*

*Advisors are expected to make quarterly improvements in areas that require attention. The Board is committed to meeting the 20% Youth Work Experience target each year, ensuring that youth are provided with opportunities to prepare for future careers. Employment outcomes are a primary focus, with the Local Board prioritizing help to individuals access training and employment opportunities that lead to better wages and improved lives. This, in turn, helps employers build skilled workforces that contribute to the success of both their companies and the community. If performance measures are negatively impacted, Case Managers are expected to take corrective action within the next quarter. If no improvement is observed, a formal letter will be sent to the Supervisor to address the issue, and if the problem persists, a Request for Proposal (RFP) may be issued. The Local Board is committed to meeting all performance goals and will make every effort to ensure the success of all stakeholders.*

3. How is performance information shared throughout the hierarchy of staff? Please detail how the Local Area WDB addresses performance data in its relationship with its service provider(s) and how case managers are using performance data to drive Local Area WDB performance.

Consider including the following information:

- a. How is performance tracked in your organization?
- b. How is performance information communicated with staff?
- c. How are staff/contractors held accountable?
- d. How is training provided in your organization?

*The Director of Operations for the Mountain Area Workforce Development Board consistently monitors performance measures to ensure the achievement of annual goals and address any areas that may be underperforming. This process includes ongoing tracking and collaboration to achieve goals and improve performance where necessary. The Director of Operations reviews performance data regularly through NCWorks and FutureWorks BI Reporting and Rosters, with a focus on individuals in the performance pool. Special attention is given to Career Advisors, stressing the importance of follow-up, particularly in the second and fourth quarters when the State evaluates performance metrics such as employment rates, median earnings, credential attainment, and measurable skills gains. Follow-up services are provided for one year after exit to help individuals maintain employment, earn post-secondary credentials, and increase their wages. Workforce Service Providers and NCWorks Career Centers in the local area are monitored quarterly to ensure compliance with relevant regulations, policies, and guidelines. The Director of Operations also reviews participant files for eligibility compliance, ensures all documents are uploaded into the NCWorks system, and verifies that case notes are comprehensive and detailed. Monthly performance reports are reviewed, and continuous discussions take place to identify opportunities for improving outcomes. Daily performance updates are shared with service providers through NCWorks and FutureWorks BI, and the FutureWorks BI Dashboards are accessible to Board Members. The NCWorks system is used to monitor credential completion and ensure accurate data entry for performance measures. Performance results are shared with the Board and stakeholders at Local Area Board Meetings in each meeting packet. Subrecipients are encouraged to proactively improve performance, with contracts mandating that the Local Area meet or exceed all relevant performance goals, including federal*



*performance measures. Follow-up services are essential for achieving these goals, and subrecipients are expected to provide such services. Performance and compliance updates are communicated with Workforce Career Advisors regularly via email, reports, in-person or virtual meetings, printouts, and phone calls. Performance may be affected by fluctuating unemployment rates, and if performance falls short, Career Advisors are expected to address the issue within the next quarter. If improvement is not achieved, a letter will be sent to the Supervisor, and continued underperformance may result in a Request for Proposal being issued. Additionally, the availability of virtual opportunities for measurable skills gain has positively impacted performance measures. The Local Board is committed to meeting and exceeding the performance goals set for all measures.*

4. Discuss the factors that contribute to the Local Area WDB's credential attainment indicator.
  - a. What are the challenges that the Local Area WDB faces in achieving its credential attainment goal?
  - b. What are some of the strategies that contribute to the Local Area WDB's success in achieving its credential attainment goal?
  - c. How do case managers make use of NCcareers.org and the NC Workforce Credentials list?

*Mountain Area Workforce Development Board's challenges in achieving credential attainment goals are few due to the success of MyFutureNC and the P20 Council. We also have ways to avoid them if they occur. Some individuals have limited access to high-quality training programs which can hinder participants from acquiring the credentials necessary for their chosen career paths. That is why we train our WIOA Career Advisors to do the individual assessments as thoroughly as possible. Financial constraints, including the cost of tuition, textbooks, and associated fees, can be a significant barrier for individuals seeking to attain credentials. Lack of financial support may discourage participation and completion of training programs, but the Workforce Board tries to solve this barrier with the WIOA program, the Pell Grant, and referrals. Insufficient awareness about available training opportunities and the value of specific credentials can lead to low enrollment but our providers communicate effectively because they know it is crucial to informing individuals about the benefits of credential attainment and if they do not have the answer or referral, they reach out to the Workforce Operations Director for assistance. Personal challenges may occur such as childcare issues, transportation barriers, or health concerns can impede participants' ability to complete training programs successfully. Addressing these barriers is essential for improving credential attainment rates. We partner and refer to address these situations. Individuals may lack the foundational skills or prerequisites needed to successfully complete credential programs. Addressing these gaps through pre-training support and educational resources is vital. This is also where our WIOA Career Advisor's assessment is important, as well as engagement and motivation with the participant. Our career pathways contribute to the success in achieving our credential attainment goal. We align them with the community needs, higher wages, larger companies, industry demands. Adequate support services, such as career counseling, mentorship, or access to supportive resources, may impact participants' ability to navigate training programs and overcome challenges during the credential attainment process is a huge part that the Career Advisors play to provide this access. The Local Board works closely with MyFutureNC and the P20 Council to solve any credential attainment issues. The Career Advisors use the NCCareer.org site to address these challenges which require a comprehensive and collaborative approach that involves ongoing assessment, stakeholder engagement, and strategic planning.*

*By identifying and mitigating these obstacles, the Local Area Workforce Board enhances its capacity to achieve credential attainment goals and better support individuals in their career development. NCcareers.org and the NC Workforce Credentials list serve as valuable resources for career advisors in supporting individuals through the career development and credential attainment process through career exploration and guidance. Career Advisors use NCcareers.org to assist individuals in exploring various career paths, understanding the requirements for different occupations, and assessing their interests and skills. The platform provides comprehensive information about job profiles, industry trends, and career pathways. NCcareers.org often integrates information from the NC Workforce Credentials list. Case managers leverage these resources to identify relevant and in-demand credentials associated with specific occupations. This helps in guiding individuals toward credential programs that align with their career goals. Career Advisors utilize NCcareers.org to access information about educational and training opportunities available in North Carolina. They can guide individuals to institutions and programs that offer the credentials identified as valuable in the workforce. By cross-referencing information from the NC Workforce Credentials list with individual career goals, career advisors can create customized plans for credential attainment. This mapping ensures that the selected credentials are directly relevant to the chosen career pathway. NCcareers.org and the NC Workforce Credentials list provide details about the requirements and prerequisites for various credentials. Case managers use this information to guide individuals through the necessary steps, including prerequisite courses or exams, to qualify for specific credentials. NC Workforce Credentials list includes industry-recognized credentials that are valued by employers. Career Advisors utilize this information to guide individuals toward credentials that are widely recognized in the labor market, enhancing their employability. Career Advisors use data available on NCcareers.org to align credential recommendations with the current and projected labor market demand in specific regions. This ensures that individuals pursue credentials that enhance their competitiveness in the local job market. Providing individuals with access to NCcareers.org and the NC Workforce Credentials list empowers them to make informed decisions about their career and educational pathways. Career Advisors assist in interpreting the information and guiding individuals toward choices aligned with their aspirations. Career Advisors may integrate information from these platforms into career planning workshops that may be offered at our career centers or one-on-one counseling sessions. This allows individuals to explore career options, understand the credential landscape, and plan their educational and career journeys effectively. Overall, the integration of NCcareers.org and the NC Workforce Credentials list into case management practices enhances the effectiveness of career guidance, educational planning, and credential attainment support for individuals seeking to advance their careers.*

5. When selecting an eligible training provider from the State Eligible Training Provider List to certify for local use, what is the review process the Local Area WDB uses to make this decision? How does the Local Area WDB ensure informed customer choice in the selection of training providers? In other words, how are customers advised that they have options in choosing their provider? [WIOA Section 108(b)(19)]

*Eligible training providers undergo a review process at multiple stages: initially upon registration, with annual updates, and a comprehensive review every two years. The State approves both providers and their courses based on required documentation and the success of their programs. Once approved by the State, the Local Board evaluates the provider's local relevance, considering factors such as cost, a local*

*questionnaire submitted by the provider, and whether the program aligns with local career pathways and addresses in-demand occupational skills. If the program meets these criteria, the Workforce Operations Director certifies both the program and the provider. During the initial assessment, the Workforce Career Advisor provides customers with a list of approved providers, if needed, to help guide them toward career advancement and goal setting. Additionally, the NCWorks system is shared with the individual to access approved programs, along with resources such as NCCareers.org and the Wagner-Peyser registration, including the Eligibility Explorer application.*

6. Indicate whether the Local Area WDB has additional requirements for training providers above and beyond those requirements stated in the State ETPL policy. Does the Local Area WDB make use of USDOL's trainingproviderresults.gov website in its evaluation of which training providers to certify for local area use? If so, how? Attach the Local Area ETPL Policy, if it has been updated since the PY24 Plan submission.

*The Local Board carefully reviews training providers and programs to ensure they meet the specific needs of the local community while aligning with regional career pathways and addressing employer requirements. Our focus is on certifying training providers that are closely tied to key local industries, ensuring that training programs help develop the skills employers need. We assess training providers based on their performance, including job placement rates, employment retention, and wage growth. Additionally, we utilize the trainingproviderresults.gov website to gather performance data, such as participant completion rates, employment outcomes, and earnings. This resource provides valuable transparency into the effectiveness of various training programs, and we use it to prioritize providers with strong track records. While we consider the state's recommendations as the primary source of guidance in selecting providers, we maintain flexibility to establish additional criteria to meet the unique needs of our community. If a provider approaches us, we may also choose to recommend them to the state, following the review process outlined above.*

Name Document: Local Area WDB Name ETPL Policy. A copy of the Mountain Area Workforce Development Board's Eligible Training Providers Policy is attached in WISE.

## V. Equal Opportunity

1. Attach the Local Area WDB's current Equal Opportunity (EO) Complaint Grievance Procedure to address EO requirements if they have been updated since the PY24 Plan submission. If the EO Complaint Grievance Procedure has not been updated since the PY24 Plan submission, please state N/A.[29 CFR 38.35].

- Name document: Local Area WDB Name EO Complaint Grievance Procedure. **The Mountain Area Equal Opportunity Complaint Grievance Procedure is attached in WISE.**

## VI. Adult and Dislocated Worker Services

1. Provide the date and process for the competitive procurement of the Adult and Dislocated Worker Programs that ensures an arm's-length relationship between the Local Area WDB and service delivery. Include the expected length of the contract(s) (one to three years and the current year status of the contract (e.g., two of three years). Identify any service provider contract extensions. [WIOA Section 108(b)(16), CPS 04-2022, Change 1]

*The Mountain Area Workforce Development Board released a Request for Proposals for One-Stop Operators, which was integrated in the Request for Proposals for the Workforce Innovation and Opportunity Act Adult and Dislocated Worker Services on March 23, 2022. Contracts were awarded at the Board meeting held on June 25, 2022, for program operations to begin July 1, 2022. The contract term is for one year, renewable in one-year increments for up to three years. The process begins with the Notice of Solicitation published in a regional newspaper, print and online, announcing the Workforce funding opportunity to operate Adult and Dislocated Worker programs. Once the notice is published, the Request for Proposal is distributed via the Bidder's List and posted to [www.mountainareaworks.org](http://www.mountainareaworks.org) on the resource tab and [www.landofsky.org](http://www.landofsky.org) websites on the opportunities tab. After the Bidder's Conference is scheduled, questions are accepted and answered. All questions and answers are sent to the Bidder's List. Potential Bidders are required to submit a Letter of Intent to bid. Bidders' proposals must be received by the established due date. Once received, Board members and staff review the proposals and make recommendations to the full Board for selection of contractors to operate the upcoming program year's Adult and Dislocated Worker programs. The One Stop Operator selection is included in the Adult and Dislocated Worker Request for Proposal with no funding available to support that designation. Selection of program operators is through competitive procurement and the Board assure an arm's length relationship between the Local Board and service delivery by requiring that contractors who are current Workforce Board members abstain from the selection process, do not participate in discussion regarding selection of program operators and do not move, second or vote to approve contractors for the upcoming program year. As a small region with limited funding, the Local Board does not allow profit from the Workforce contracts. This limits the bidders who are interested in submitting proposals to operate programs. Our Local Board Competitive Procurement policy ensures a competitive procurement process to select providers of Workforce Innovation and Opportunity Act Adult, Dislocated Workers and Youth services, as well as, for the operators of local, certified NCWorks Career Centers in the Mountain Area Region using the Workforce Innovation and Opportunity Act Final Regulations and to allow the one-stop operator selection process to align with the Mountain Area competitive procurement process for selection of providers of Adult, Dislocated Worker and Youth Services, which requires the local area to undertake a request for proposal process to competitively procure programs and to contract with Board-approved providers for up to three-years, with the initial contract period being one-year, with two extensions of one-year each, based on Board approval. A contract extension was approved by the Board for the PY2023 and was on the agenda and approved for extension at the Board meeting in May 2024 for approval. RFP will be sent out this year 2025 for the three-year period.*

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*Note: While Final Regulations Section 679.410 (b) and (c) provide exceptions to the competitive procurement process, Local Area WDBs must have an arms-length relationship to the delivery of services.*

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2. Attach the Local Area WDB's Adult/Dislocated Worker Service Provider list effective July 1, 2025, using the PY 2025 Adult/Dislocated Worker Service Provider List provided.

- Name document: *Local Area WDB Name PY 2025 Adult/Dislocated Worker Service Provider List. The Mountain Area Local WDB Adult/Dislocated Worker Service Provider List is attached in WISE.*

## VII. Youth Services

*USDOL provides funds to states who in turn provide local workforce areas resources to deliver a comprehensive array of youth services that focus on assisting out-of-school youth and in-school youth with one or more barriers to employment, prepare for post-secondary education and employment opportunities, attain educational and/or skills training credentials, and secure employment with career/promotional opportunities. USDOL and North Carolina's priorities are:*

- *Out-of-School Youth (OSY) – A minimum of 75% of the Youth funds allocated to Local Area WDBs, except for the Local Area WDB expenditures for administration, must be used to provide services to OSY;*
- *Work Experience – Not less than 20% of Youth funds allocated to the Local Area WDB, except for the Local Area WDB expenditures for administration, must be used to provide paid and unpaid work experiences; and a*
- *Focus on Partnering – Co-enrollment is encouraged where appropriate with Title II and IV.*

1. Attach the Local Area WDB Youth Service Provider's chart, effective July 1, 2025, using the PY 2025 Youth Service Provider List provided. Complete each column to include specifying where Youth Services are provided and procurement information.

- Name the document: *PY 2025 Local Area WDB Name Youth Service Provider List. A copy of the Mountain Area Youth Service Provider List is attached in WISE.*

2. Provide the date and process for the competitive procurement of the Youth Programs that ensures an arm's-length relationship between the Local Area WDB and service delivery. Include the expected length of the contract(s) (one to three years and the current year status of the contract (e.g., two to three years). Identify any service provider contract extensions. [WIOA Section 108(b)(16), CPS 04-2022, Change 1]

*The Request for Proposal process begins with the publication of a Notice of Solicitation, after which the Request for Proposal packets are distributed to the Youth Bidders' List and upon request. A Bidders' Conference was held, and questions answered, which were distributed to all Bidders. A Letter of Intent to Bid was also required from potential Bidders. Proposals were due by the date established in the request and were received from the current Youth Program Operators. The program year 2022 Requests for Proposals for Adult and Dislocated Worker and Youth were released for competitive procurement on Wednesday,*

***March 23, 2022, and proposals were due by 4:00 pm on Wednesday, May 11, 2022. Due to the fact that the same Contractors responded to the call, they were contracted for another year. They are the Buncombe, Henderson, Madison, and Transylvania Career Centers and for Youth Services for Out of School Youth are Goodwill Buncombe, Goodwill Transylvania, and Madison, along with Henderson County Public School and for In School Youth is Madison County Public School. Our Local Board Competitive Procurement policy ensures a competitive procurement process to select providers of Workforce Innovation and Opportunity Act Adult, Dislocated Workers and Youth services, as well as, for the operators of local, certified NCWorks Career Centers in the Mountain Area Region using the Workforce Innovation and Opportunity Act Final Regulations and to allow the one-stop operator selection process to align with the Mountain Area competitive procurement process for selection of providers of Adult, Dislocated Worker and Youth Services, which requires the local area to undertake a request for proposal process to competitively procure programs and to contract with Board approved providers for up to three years, with the initial contract period being one year, with two extensions of one year each, based on Board approval. The aforementioned contracts are extended to March 2025.***

*USDOL granted North Carolina a waiver for Program Years 2022-2025 which reduced the minimum Title I Youth expenditure rate requirement for OSY from 75% to 50%. Implementing this waiver for the OSY expenditure rate allows the maximum expenditure rate for in-school youth (ISY) to be increased from 25% to up to 50%.*

3. Provide the Local Area WDB's approach to meeting the required 75% minimum (NextGen) youth expenditures on out-of-school youth and include special outreach efforts and highlight planned program design.
  - a) State how the WDB will achieve the 75% OSY expenditure rate and describe the steps that will be taken to comply with the WDB's programmatic goals and outcomes.
  - b) Describe why there is a need to serve additional ISY in the local area region and state how the WDB will achieve the 25% ISY expenditure rate.
  - c) Describe how the local area region will be able to meet the demand for youth services by using the waiver.

[WIOA Section 129(a)(4)(A)] (CPS 09-2021, Change 1) (OG 07-2022, Change 2)

***The Local Board will achieve the 75% expenditure in the Workforce Youth program by the operator's enrollments in the program with training, supportive services, work experience. They also provide career counseling, planning services for eligible youth, and work-based learning opportunities for eligible youth participants. They will refer clients for short and long-term training opportunities and on-the-job training funded by the Local Workforce Board when possible. These participants will be provided with registered apprenticeship opportunities when arrangements with employers can be made, along with possible job shadowing opportunities. The career readiness coaches work with youth and help them determine their best option to improve their skills and employment opportunities. In some cases, the youth may choose not to re-enroll in the public school system and will work to obtain their high school equivalency diploma. All of the***

*programs emphasize work experience, short term skills training focusing on earning an industry recognized post-secondary occupational skills credential and on the job training, when funding is available, to assist with placement into unsubsidized employment. Supportive Services are also provided when the student is in training and needs supportive assistance. The Youth Program Operators in the region are working to eliminate barriers between the Title II Adult Education providers at the community colleges and area literacy councils by working with the Local County Disconnected Youth Task Force and Jobs for NC Graduates. Improving collaboration will help reach more Youth and provide them many different career pathways with self-sufficient wages. We have one contractor in Madison County and there is a need there for the in-school youth work experience program so we want to help with any opportunity that we have and can. We will not use the 50% waiver. There are many students in this county that are in school or return to school due to the barrier assistance provided such as transportation, food, and social events as well as the WIOA program. This is a rural county and does not have some of the aspects of differentiations that a larger county like Buncombe may have. The work experience program is amazing for all students to learn how to work, socialize, customer service, and build confidence.*

4. How does the Local Area WDB ensure that the minimum of 20% of funds is spent on work experience and is the Local Area WDB expending the 20% minimum on work experience, to include an estimate of expenditures that will be paid wages to youth? If the Local Area WDB has not been meeting the minimum of 20% of funds, please explain additional measures to be taken this year. [WIOA Section 129(c)(4)] (CPS 09-2021, Change 1)

*The Local Area is committed to meeting the federally mandated 20% requirement of all Youth funds to be spent on work experience. It is the intent of the Local Area to maximize youth work experience to the greatest extent possible. The NCWorks NextGen Youth Program Career Advisors are always connecting with the Local Area business services team to increase opportunities to expand work experience with on-the-job training, apprenticeships, and job shadowing. Board staff monitors youth work experience spending on a monthly basis to determine if the Local Area is on target to meet the 20% work experience mandate. If youth contractors are not reporting sufficient youth work experience, staff will meet with contractors to determine strategy needed to increase their youth work experience through apprenticeships, job shadowing, on the job training and paid work experience. Also, the Local Area financial reports are shared with the Board at each regularly scheduled meetings and the Board is informed about the progress being made to meet the 20% work experience mandate which the Youth Committee collaborates on. Measures have been taken to ensure the mandate will be met with staff time and more work experience funding. The wages are also a part of the expenditure to meet the 20% work experience requirement.. There are no flat rates per policy, and we adjust wages as needed to reflect the alignment between sector position wages and living wages. While work experience wages are tied to an individual's skills and sector position, living wages focus on ensuring a basic standard of living. Aligning these concepts involves ensuring that even entry-level and less experienced workers like our youth earn enough to cover their essential needs. The wages for work experience students average between \$15 and \$20.*

5. Specify if the Local Area WDB plans to offer incentives for (NextGen) youth. **N/A** If yes, attach the Youth Incentive Policy, if it has been updated since the PY24 Plan submission. The policy should include:
- criteria to be used to award incentives;
  - type(s) of incentive awards to be made available;
  - whether WIOA funds will be used; and
  - the Local Area WDB's internal controls to safeguard cash/gift cards.

- Name document: Local Area WDB Name Youth Incentive Policy. **Not Applicable. The Mountain Area does not have a Youth Incentives Policy, nor does it provide Youth participants with incentives. We enroll many youth participants without incentives.**

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*Note: Federal funds may not be spent on entertainment costs. Youth Incentive Policies should include: compliance with the Cost Principles in 2 CFR part 200; identify types of items that may be awarded (gift cards, plaques, certificates, checks); identify types of achievements/completion of activities (an inclusive list is required); practices for internal controls for safeguarding incentives, and provide a sample list of required documentation for reimbursement (diploma, evaluations).*

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6. If the Local Area WDB does not offer incentives for (NextGen) youth, please explain why.

***The Mountain Area WDB does not currently offer incentives for youth participants in the NextGen program due to strategic and resource-related considerations. The program emphasizes empowering youth through comprehensive career and educational services, focusing on long-term success rather than immediate rewards. Resources are allocated toward essential services such as:***

***Skills training and certifications***

***Paid work experiences***

***Supportive services like transportation or childcare***

***Career counseling and mentorship***

***Education assistance, including GED preparation or post-secondary transitions***

***Additionally, the program follows federal and state workforce development policies, which may limit or restrict the use of financial or material incentives in favor of prioritizing sustainable outcomes for participants. The focus remains on fostering self-motivation and providing the tools necessary for young individuals to succeed in their chosen career pathways.***

7. Please complete the Youth Program Elements chart provided to demonstrate how the Local Area WDB ensures each of the 14 youth program elements is made available to youth participants. Be certain to complete both columns of the chart to demonstrate partnerships and the potential use of shared funding. Please specify partners. [WIOA Section 129(c)(2)(A)]

- Name document: Local Area WDB Name Youth Program Elements Chart. **The Mountain Area's Youth Program Elements is attached in WISE.**

8. Does the Local Area WDB have a standing committee to provide information to assist with planning, operational, and other issues relating to the provision of services to youth? [WIOA Section 107(b)(4)(A)(ii)]



a. If no, describe how oversight to planning, operational, and other issues relating to the provision of services to youth will be provided.

***Not Applicable***

b. If yes, please provide a response to the following

a) Provide the committee's purpose/vision.

***Yes, the Mountain Area Workforce Development Board has a standing Youth Work Based Learning Committee that provides information and assists with planning, operational and other issues relating to the provision of services to NextGen young adults. The Youth Committee is comprised of Board members, employers, educators, and representatives of community organizations that serve NextGen youth and young adults. The Youth/WBL Committee's purpose is to establish and maintain better education and careers for the youth and young adults, so they are able to have a better life and support a family. The committee's vision in this is to collaborate with partners and economic development to assist with barriers in transportation, childcare and housing, which holds most youth and young adults back and provide more work-based learning opportunities.. The committee strives to elaborate on our local career pathways that empower youth to transition successfully into the workforce and achieve long-term economic independence. The committee envisions a community where all youth, especially those facing barriers to employment, have access to high-quality education, training, and career development resources. It promotes collaboration between schools, Career and Technical Education Directors, employers, and community organizations to provide innovative work-based learning models such as internships, apprenticeships, and on-the-job training, ensuring alignment with regional economic needs and workforce demands.***

b) Provide the youth committee's top three goals or objectives for PY 2025.

***Expand Work-Based Learning Opportunities for Youth: Increase the availability of internships, apprenticeships, and on-the-job training programs tailored to youth, particularly for those facing barriers to employment. Partner with local employers, educational institutions, and community organizations to align work-based learning opportunities with high-demand industries in the Mountain Area region..***

***Strengthen Outreach and Engagement Efforts: Develop targeted outreach campaigns to connect underrepresented and at-risk youth with available workforce development programs and services. Collaborate with schools, community organizations, and faith-based institutions to raise awareness of the importance of work-based learning and career development opportunities.***

***Enhance Career Pathway Development: Support the creation and implementation of career pathways that integrate education, training, and work experience, enabling youth to gain the skills needed for long-term career success. Focus on building pathways in high-demand sectors such as healthcare, advanced manufacturing, information technology, and skilled trades to address regional workforce needs.***

c) Provide a list of youth committee members to include members' agency/organization, one of which must be a community-based organization with a demonstrated record of success in serving eligible youth. Provide the Committee's Chair information in the first block (*who must be a Local Area WDB member*).

- Name document: Local Area WDB Name Youth Committee Members [WIOA Section 107(b)(4)(A)(ii)]  
***The Mountain Area’s Youth Committee Members List is attached in WISE.***

c. Complete the following chart for the PY 2025 Youth Committee’s planned meeting schedule to include dates, times, and locations. (Expand form as needed or mark Not Applicable.)

Date	Time	Location (include address and room #)
<i>April 22, 2025</i>	<i>10:00 am</i>	<i>Virtual Meeting 339 New Leicester Highway, Asheville, NC 28806 Link will be shared prior to meeting</i>
<i>May 20, 2025</i>	<i>10:00 am</i>	<i>Virtual Meeting 339 New Leicester Highway, Asheville, NC 28806 Link will be shared prior to meeting</i>
<i>August 19, 2025</i>	<i>10:00 am</i>	<i>Virtual Meeting 339 New Leicester Highway, Asheville, NC 28806 Link will be shared prior to meeting</i>
<i>October 21, 2025</i>	<i>10:00 pm</i>	<i>Virtual Meeting 339 New Leicester Highway, Asheville, NC 28806 Link will be shared prior to meeting</i>
<i>December 2025 TBD</i>	<i>11:00</i>	<i>TBD (not a regular meeting)</i>
<i>March 24, 2026</i>	<i>10:00 pm</i>	<i>Virtual Meeting 339 New Leicester Highway, Asheville, NC 28806 Link will be shared prior to meeting</i>
<i>May 19, 2026</i>	<i>10:00 pm</i>	<i>Virtual Meeting 339 New Leicester Highway, Asheville, NC 28806 Link will be shared prior to meeting</i>

**VIII. Program Year 2025 Local Area WDB Plan Required Updated Policy Attachments**

1. The following policies, **if updated** since the PY24 Plan submission, are *required* to be attached as separate documents in WISE as part of the PY 2025 Local Area Plan. The Local Area Plan is not complete without these documents.

- Name Each Document: Local Area WDB Name, Policy Name.
- In the first column, state if the policy is attached or why it is missing and when it can be expected. If two of the policies have been combined, please make a notation.
- In the second column mark “Yes” **only** if the policy has been revised for the PY 2025 Plan and has not been previously submitted to the DWS Planner.
- Revised policies should be submitted with a highlight or summary of the changes made to the local policy.
- Do not add an empty document in WISE as a “placeholder”.

Required Local Area WDB Policies	New or Revised and needs review (Yes/No)
1. Adult/Dislocated Worker Experience Policy	<i>No</i>
2. Competitive Procurement Policy	<i>No</i>
3. Conflict of Interest Policy	<i>No</i>
4. Nondiscrimination/Equal Opportunity Standards and Complaint Procedures	<i>No</i>
5. Financial Management Policy for Workforce Innovation and Opportunity Act Title I	<i>No</i>
6. Individual Training Account Policy	<i>No</i>
7. On-the-Job Training Policy	<i>No</i>
8. Oversight Monitoring Policy, Tool and Schedule	<i>No</i>
9. Priority of Service Policy	<i>No</i>
10. Youth Work Experience Policy	<i>No</i>
11. Supportive Services Policy	<i>No</i>
12. Local Area WDB WIOA and TAA Co-Enrollment Policy	<i>No</i>
13. Eligible Training Provider Policy	<i>No</i>
14. Non-Criminal Complaint Procedures	<i>No</i>

2. Designate whether the following local *Optional Policies* have been **updated** and are included in the Local Area Plan or write “N/A” implying “Not Applicable” if the Local Area WDB does not have this policy and; therefore, does not use these services.

In the second column mark “Yes” *only* if the policy has been changed for PY 2025 and has not been previously submitted to the DWS Planner.

- Do not add a blank document in WISE as a “placeholder”.
- These policies are required to operate/offer these services.
- If “Yes”, load the policy as a separate document.
- Name document: *Local Area WDB Name, Policy Name*. (Example: IWT Policy – Yes. Attached as *Board Name IWT Policy*.)

Optional Local Area WDB Policies	Yes - the Local Area WDB has a policy or N/A (Not Applicable)	New or Revised and needs review (Yes or N/A )
1. Local Area WDB Guidance for Local Incumbent Worker Grants	<i>No</i>	<i>N/A</i>
2. Local Area WDB Needs-Related Payment Policy	<i>N/A included in Supportive Service Policy</i>	<i>N/A</i>
3. Local Area WDB Transitional Jobs Policy	<i>No</i>	<i>N/A</i>
4. Local Area WDB Youth Incentive Policy	<i>No</i>	<i>N/A</i>

<p>3. Individual Training Accounts (ITAs) are required [Regulations Section 680.300] to pay the cost of training provided with Adult and Dislocated Worker funds and limitations on duration and amount may be included [Regulations Section 680.320]. Please provide the following ITA elements in summary:</p>	
<p><b>Individual Training Accounts (ITA) Summary</b></p>	
Dollar Amounts	<p><i>\$1,750 per semester</i></p> <p><i>\$5,250 per year</i></p> <p><i>\$10,500 per two years</i></p>
Time Limits	<p><i>Up to Two Years for an associate degree. One-year for Diploma or Certificate credential. An additional \$1,000 will be allowed if necessary to complete the training up to a maximum of \$8,000, on a case-by-case basis, per case manager request.</i></p>
Degree or Certificates allowed (Associate, Bachelor's, other)	<p><i>Associate degree, Diploma, and Certificates are allowed. A bachelor's degree is allowed when indicated by the long-term training participant's Individual Employment Plan and the training could be completed within the time frame and dollar limits of the ITA.</i></p>
Procedures for determining case-by-case exceptions for training that may be allowed	<p><i>Case Managers have the ability to request waivers to funding and time limits based on individual participant circumstances.</i></p>

<b>Individual Training Accounts (ITA) Summary</b>	
Period for which ITAs are issued (semester, school year, short-term, etc.)	<i>Each Semester an ITA is issued for Participants in long-term training.</i>
Supportive Services covered by ITA (provide examples such as uniforms, tools, physical exams, etc.)	<i>Items which are integral to training, including required uniforms, tools, exams such as nursing.</i>
Other	<i>Not Applicable</i>

4. Please specify the supportive services provided by the Local Area WDB Supportive Services Policy. List specific items under Supplies, Emergency, and Other, as identified in the Local Area WDB policy. (Expand form as needed.)

<b>Transportation</b>	<b>Childcare</b>	<b>Supplies</b> <i>(include examples)</i>	<b>Emergency</b> <i>(include examples)</i>	<b>Other</b> <i>(include examples)</i>
<i>Transportation to employment</i>	<i>Childcare to support a working parent no late fees</i>	<i>Supplies required for employment uniform, shoes, tools</i>	<i>Utility bill no late fees</i>	<i>Rent no late fees</i>
<i>Transportation to training</i>	<i>Dependent care no late fees</i>	<i>Supplies required for training such as uniform, shoes, tools</i>	<i>Medical bill no late fees</i>	<i>Educational testing not in ITA</i>
<i>Vehicle repair with 3 estimates</i>	<i>Disability accommodations</i>	<i>Eyeglasses</i>	<i>Dentist no late fees</i>	<i>Training material not in ITA</i>

**Note:** The Local Area WDB must adequately safeguard all forms of supportive services payments (i.e., gas cards, cash, gift cards, etc.) and assure that they are used solely for authorized purposes. **The Supportive Services Policy must include the Local Area WDB’s internal controls to safeguard supportive services. The internal controls must address the issuance, storage, and reconciliation of supportive services throughout the area and be clearly stated within the policy.**

## Attachment Checklist for Local Area Plan Instructions

- Local Area WDB Signed copy of Updated Consortium Agreement (submit only if have been updated - *(if applicable)* **N/A**)
- Local Area WDB Administrative Entity Organizational Chart
- Local Area WDB Board Members (*form provided*)
- Local Area WDB By-Laws (submit only if have been updated)
- Local Area WDB By-Laws Required Elements Crosswalk (submit only if By-Laws have been updated - *form provided*)
- Local Area WDB Organizational Chart
- Local Area WDB Administrative Entity Certification Regarding Debarment\* (*form provided*)
- Local Area WDB Workforce Development Area Signatory Form\* (*form provided*)
- Local Area WDB NCWorks Career Centers (*form provided*)
- Local Area WDB Adult and Dislocated Worker Service Provider (*form provided*)
- Local Area WDB 14 Youth Program Elements Chart (*form provided*)
- Local Area WDB Youth Committee Meeting Schedule (*if applicable*)
- Local Area WDB Youth Committee Members (*if applicable*)
- Local Area WDB Youth Service Provider (*form provided*)
- Local Area Memorandum of Understanding
- Local Area Board Minutes Approving Plan Draft
- Local Area WDB Youth Service Provider (*form provided*)
- \*Only Policies that are new or have been updated since the Program Year 2024 Plan submission should be submitted\***
- Local Area WDB Youth Incentive Policy **N/A**
- Local Area WDB Eligible Training Provider Policy

- Local Area WDB WIOA and TAA Co-enrollment Policy
- Local Area Adult/Dislocated Worker Work Experience Policy
- Competitive Procurement Policy
- Conflict of Interest Policy
- Nondiscrimination/Equal Opportunity Standards and Complaint Procedures
- Financial Management Policy for Workforce Innovation and Opportunity Act Title I
- Local Area WDB Individual Training Account Policy
- On-the-Job Training Policy
- Local Area WDB Oversight Monitoring Policy, Tool, and Schedule
- Priority of Service Policy
- Youth Work Experience Policy
- Local Area WDB Supportive Services Policy
- Local Area WDB Incumbent Worker Training Policy
- Local Area WDB Needs-Related Policy *in supportive service policy*
- Non-Criminal Complaint Procedures
- Local Area WDB Transitional Jobs Policy

\*Mail signed and unfolded originals to assigned DWS Planner at:

N.C. Division of Workforce Solutions  
313 Chapanoke Road, Suite 120  
4316 Mail Service Center  
Raleigh, NC 27699-4316

DocuSign® (or similar) signature pages may be uploaded in WISE.

## Appendices

NC Local Area WDB By-Laws Required Elements

[Appendix A](#)

By-Laws Guidance

[Appendix B](#)

Guidance Regarding Meetings and Conferencing via Electronic Means

[Appendix C](#)

Local Area WDB Membership Requirements

[Appendix D](#)



## NC Local Area WDB By-Laws Required Elements

At a minimum, the Local Area WDB by-laws must include the following items for DWS approval. When submitting the Local Area WDB by-laws, please specify the section (provide a clear crosswalk) where the following required elements are located within the submitted by-laws.

**Elements 1-7 are the *required* elements designated at WIOA Final Rule 679.310(g).**

1. The nomination process used by the Chief Local Elected Officials (CLEOs) to elect the Local Area Board Chair and members.
2. The term limitations and how the term appointments will be staggered to ensure only a portion of memberships expire in a given year.
3. The process to notify the Chief Local Elected Officials (CLEOs) of a Board member vacancy to ensure a prompt nominee within ninety (90) days of the vacancy.
4. The proxy and alternative designee process that will be used when a Board member is unable to attend a meeting and assigns a designee as per the requirements of 20 CFR 679.110(d)(4).
5. The use of technology such as phone and web-based meetings, that will be used to promote Board member participation (20 CFR 679.110(d)(5)).
6. The process to ensure Board members actively participate in convening the workforce development system's stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities.
7. A description of any other conditions governing appointment or membership on the Board as deemed appropriate by the Chief Local Elected Officials (CLEOs); (20 CFR 679.310(g)(1-7)).

**North Carolina specific requirements that must be specified within the by-laws:**

1. The adopted generally accepted parliamentary procedure, such as Robert's Rules of Order, chosen by the Board.
2. Whether an appointee filling a vacancy will serve the remainder of the unexpired term or be appointed for a new full term.
3. The Board's policy assures the attendance and participation of its members.
4. Quorum requirements to be not less than 51% constituting 51% of the total filled Board positions.
5. Any standing committees the Board has established shall be included in the by-laws.
6. The Board's conflict of interest policy, which may not be any less stringent than the requirements of the DWS's Policy, shall be referenced in the by-laws.
7. The process the Board will take when expedient action is warranted between Board meetings, such as calling a special meeting or allowing the Executive Committee to act on behalf of the Board.
8. Board meetings will be held in accessible facilities with accessible materials available upon prior request.
9. The Board will meet no less than four times per program year.

## By-Laws Guidance

*This template is provided for guidance purposes only. It contains sample language that may be used in by-laws development. It is not required that Boards utilize this template or language within. This template reflects multiple counties within a Consortium. Single-county Boards and non-Consortia will need to adjust their by-laws accordingly.*

### Article 1

#### Name and Purpose

##### Section 1. Name

The name of this organization shall be the **Click Here to Enter WDB Name. Board** (hereinafter referred to as the “Board”).

##### Section 2. Purpose and Responsibilities

The purpose for which the Board is organized is to perform all functions of a WDB and Local Workforce Development Area as set forth in the Federal Workforce Innovation and Opportunity Act of 2014 (“WIOA”), or the corresponding provision of any applicable federal or state laws of related purpose and the rules and regulations promulgated thereunder, and Section 143B-438.11 of the North Carolina General Statutes and to perform such functions with the **Click Here to Enter WDB Name. WDB.**

The Board services area shall encompass the counties of **Click Here to Enter WDB Name..**

The Board responsibilities shall include:

1. Develop and submit Local Area Plan annually to the Governor, a comprehensive 4-year Local Area Plan, in partnership with the Chief Local Elected Official.
2. Perform workforce research and regional market analysis.
3. Convene local workforce development system stakeholders to assist in the development of the Local Area Plan and identify non-federal expertise and resources to leverage support for workforce development activities.
4. Lead efforts to engage with a diverse range of employers and with entities in the region involved.
5. Lead efforts with representatives of secondary and postsecondary education programs in the Local Area to develop and implement career pathways within the Local Area by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers.

## By-Laws Guidance

6. Lead efforts in the Local Area to identify proven and promising strategies and initiatives for meeting the needs of employers, and workers and jobseekers in the local workforce system, and to identify and disseminate information on promising practices carried out in other local areas.
7. Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, workers, and jobseekers.
8. Conduct program oversight.
9. Negotiate and reach agreement on local performance accountability measures.
10. Designate or certify one-stop operators, contractors, and service providers and, in appropriate circumstances, terminate for cause the eligibility of such operators.
11. Coordinate activities with education and training providers in the local area.
12. Develop a budget for the activities of the Local Area WDB consistent with the Local Area Plan and the duties of the Local Area Board and subject to the approval of the Chief Local Elected Official.
13. Annually review the physical and programmatic accessibility provisions of all one-stop centers, as well as locations for contractors and service providers, in the local area, in accordance with the Americans with Disabilities Act of 1990.

## Article 2

### Board Members

#### Section 1. Appointment

There shall be a Board of no more than **Click Here to Enter Number**. Board members. Members of this organization shall be appointed by the following procedure: The Chief Local Elected Official (of the **Click Here to Enter Name**. County Board of Commissioners, hereinafter referred to as the CLEO) shall appoint members based on nominations from the following: local business organizations; local education agencies; vocational education institutions, community-based organizations, and higher educational institutions; and private and proprietary schools; state or local labor organizations and other interested organizations.

The number of business sector nominees shall be at least 51% of the number of individuals to be appointed and are appointed from amongst individuals nominated by local business organizations and business trade associations. The nominated candidate or company must be a member of the nominating organization. A majority of the Members shall be representatives of businesses in the local area (including small businesses or organizations representing businesses that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area) and are owners, chief executives or

## By-Laws Guidance

operating officers, or other business executives or employers with optimum policy making or hiring authority. The members of the local Board shall represent diverse geographic areas within the local area.

### Section 2. Composition

Organized Labor and Community Based Organizations: Not less than 20% of the Members shall be representatives of the workforce within the local area, who:

- i. shall include representatives of labor organizations, who have been nominated by local labor federations, or other representatives of employees;
- ii. shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists.
- iii. may include representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and
- iv. may include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth;

Education and training activities: The Board shall include representatives of entities administering education and training activities in the local area, who:

- i. shall include a representative of eligible providers administering adult education and literacy activities under Title II of the WIOA;
- ii. shall include a representative of institutions of higher education providing workforce investment activities (including community colleges);
- iii. may include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to training;

The Board shall include representatives of governmental and economic and community development entities serving the local area, who:

- i. shall include a representative of economic and community development entities;
- ii. shall include an appropriate representative from the State Employment Service Office under the Wagner-Peyser Act serving the local area;
- iii. shall include an appropriate representative of the programs carried out under Title I of the Rehabilitation Act of 1973, serving the local area;

## By-Laws Guidance

- iv. may include representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistance, and
- v. may include representatives of philanthropic organizations serving the local area; and

This Board may include such other individuals or representatives of entities as the Chief Local Elected Official determines appropriate.

### Section 3. Tenure

All appointments will be for a two-year term to expire on June 30 of each respective term. No member shall serve more than three consecutive terms (6 years) or a total of five terms (10 years) in any one appointed position. An individual whose initial appointment is to fill an unexpired term or an initial staggered term of less than two years, shall be eligible to serve the number of full-length terms other members are eligible to serve, unless, prior to the time for reappointment that individual has already served six consecutive years. Members may be re-appointed at the discretion of the Chief Local Elected Official subject to the term limitations outlined in this section.

Terms shall be staggered to ensure that at any given time a percentage of the members are experienced in WDB functions.

The Board shall advise the Consortium Counties of potential Board member vacancies prior to the end of the term. In the case of a midterm vacancy, an immediate replacement shall be requested of the Consortium County represented by the departing Board member. The appointed Board member shall fill the remaining term of office.

The Board shall not compensate Board Members for their services, but by resolution of the Board, a fixed sum and expenses, if any, may be allowed for attendance at each regular or special meeting of the Board.

### Section 4. Termination for Cause

By two-thirds majority vote of the membership or by action of the Chief Local Elected Official, a member may be removed for cause from the Board. Cause would be for such actions as malfeasance, misconduct, or any action which would be deemed not in the best interest of the Board; or three unexcused absences from regular scheduled meetings within the preceding twelve calendar months. Notice that a removal vote that may be taken for cause must be included on the agenda of said meeting. The Chair shall send a precautionary letter to the said Board member upon two unexcused absences within the preceding twelve calendar months prior to the next meeting.

### Section 5. Resignation

Letters of resignation must be submitted to the [Click Here to Enter WDB Name](#). Chair. Three consecutive absences without justification and no response to the above referenced letter from the chair will be considered acceptable terms for resignation. Justification must be submitted in writing. The Board Chair has the authority to accept or deny justification.

## By-Laws Guidance

### Section 6. Vacancies

Upon vacancy of any position on this Board, the procedure in Article II, Section 1, will be followed to provide replacement representation to complete the remainder of that term of appointment.

## Article 3 Meetings

### Section 1. Regular Meetings

The Board shall meet at a public location at such time and place as determined by the Chairperson. All meetings must be held in an accessible facility, in accordance with the Americans with Disabilities Act (ADA) requirements. All materials must be in an accessible format (i.e., large print, Braille, interpreter, etc.), as needed or indicated.

The Board will meet no less than four times per program year. Regular Board meetings are face to face; however, Board members may attend meetings via conference call, video communications and other alternative methods.

Five working days' notice shall be delivered to each member stating a reasonable time, date and place of the meeting and the meeting's purpose unless deemed an emergency by the Chair or Executive Committee calling for said special meeting.

### Section 2. Special Meetings

The Chair of the Board and Committee Chair may, when deemed necessary, call a special meeting of the Board via conference call, video communications, or alternative media sources for transacting any business designated in the call.

### Section 3. Quorum

At all meetings (regular or special) of the Board, a majority of the Board members present constitutes a quorum for transacting business. A quorum shall require the participation of Board members constituting 51% of the total filled Board positions. Proxy representatives who are unable to cast votes shall not count toward meeting the quorum requirement. Votes may be cast via electronic medium for remote attendees. The act of the majority of the Board members present at a meeting at which a quorum is present shall be the act of the Board. However, a two-thirds vote of those present shall be required to amend any provision of these by-laws.

### Section 4. Conduct of Meetings

All meetings of this Board shall be conducted in accordance with the latest edition of Robert's Rules of Order.

## By-Laws Guidance

### Section 5. Open Meetings

Local Area Board Conducts Business Openly: The Local Area Board must conduct its business in an open manner as required by WIOA sec. 107(e), by making available to the public, on a regular basis through electronic means and open meetings, information about the activities of the local Board. (20 CFR 679.390) This includes:

- a. Information about the Local Area Plan, or modification to the Local Area Plan, before submission of the Local Area Plan;
- b. List and affiliation of Local Area WDB members;
- c. Selection of one-stop operators;
- d. Award of grants or contracts to eligible training providers of workforce investment activities including providers of youth workforce investment activities;
- e. Minutes of formal meetings of the Local Area Board; and
- f. Local Area Board by-laws, consistent with § 679.310(g).

### Section 6. Proxy Representation and Voting

A member may designate a representative to attend a meeting of the Board in his/her absence. The proxy must meet the membership criteria for the member's affiliation type. The proxy will count toward the appointed member's attendance. The representative may participate in discussions and may vote so long as the member provides written voting instructions to the Chair allowing his/her proxy representative to cast votes in accordance with the written voting instructions.

Each Board member present shall be entitled to one vote on each matter for which a vote is taken. Votes may be cast telephonically or via electronic medium.

### Section 7. Conflict of Interest and Voting

No WDB member (whether compensated or not) shall engage in any activity, including participation in the selection, award or administration of a sub-grant or contract supported by WIOA funds if a conflict of interest, real or apparent would be involved. Such a conflict would arise when:

- i. The individual,
- ii. any member of the individual 's immediate family,
- iii. the individual's partner, or
- iv. an organization which employs, or is about to employ any of the above, has a financial interest in the firm or organization selected for the award.

No WDB member, member of his/her immediate family, officers, employees, or agents of the WDB member's agency or business, shall neither solicit nor accept gratuities, favors, or anything of value from contractors, potential contractors, or parties to sub agreements.

## By-Laws Guidance

A WDB member shall not cast a vote on, or participate in, any decision-making capacity on the provision of services by such member (or any organization which that member directly represents), nor on any matter which would provide any direct financial benefit to that member.

No WDB members shall participate in a governmental decision including voting on a matter (including recommendations, appointments, obligating or committing the WDB to a course of action) when such action influences a decision or exercises judgement in making a decision. Any member with a potential or actual conflict of interest shall comply with requirements for public disclosure and recusal.

### Article 4 Organization

#### Section 1. Officers

The officers of this Board shall be a Chair, a Vice-Chair, and a Secretary.

#### Section 2. Election of Officers

Officers of this Board shall be elected in June for two-year terms. The Chair and Vice-Chair will be elected from among the members who are representatives of the business sector. The secretary will be elected from among all members.

The Chair shall appoint a nominating committee to recommend officers who shall be elected from the Board's business sector membership and shall begin their term at the beginning of the new program year effective July 1. These officers shall serve until their successors are elected and qualified or until they are no longer Board members. If an officer is unable to complete his/her term the Board shall elect a successor to complete the remaining portion of the original term. The Vice-Chair shall not be required to succeed the Chair at the end of the Chair's term of office.

#### Section 3. Chair

The Chair shall preside at Board meetings, designate standing and ad hoc committees deemed appropriate and appoint their Chair and members. The Chair shall not vote except in the case of a tie, in which event he/she shall cast the deciding vote.

#### Section 4. Vice-Chair

The Vice-Chair shall assume all duties and responsibilities of the Chair in his/her absence from meetings. In the event that the office of Chair is vacated before the end of the term, the Vice-Chair shall assume the office in an acting capacity until such time as the Board elects a new Chair.



## By-Laws Guidance

### Section 5. Secretary

The Secretary shall be responsible for proper notification of meetings, review, and submission of the minutes to the Board, and shall carry out any other duties deemed appropriate by the Chair. Local Area staff will serve as support personnel in performing these duties.

### Section 6. Executive Committee

The Executive Committee shall consist of the Chair, Vice Chair, Secretary (from a sector other than business), and the previous Chair or Vice-Chair. As determined by the Chair of the Board, chairs of Board committees will attend Executive Committee meetings. Responsibilities of the Executive Committee are as follows: make standing committee assignments and coordination among committees, prepare recommendations to Board on state and national issues, act as needed between regularly scheduled Board meetings, and develop immediate and long-range goals for Board concurrence.

### Section 7. Vacancy

If an office becomes vacant, the Board shall elect a successor at its next meeting.

## Article 5 Committees

### Section 1.

The Chair of the Board shall have the power, except as otherwise provided in this Article, to appoint the members of any Committee for a term of two (2) years. No Committee, except as elsewhere provided in this Article, shall take any action or position on behalf of the Board, bind the Board, or exercise the authority of the Board in the management of the Corporation. The Chair of all the Committees shall be members of the Board. The Executive Committee of the Board shall meet at the call of the Chair of the Board or the written request of any two (2) members of the committee. The Board's other Committees shall meet at the call of their respective Chair or the Chair of the Board.

### Section 2.

Electronic meetings shall be permissible in lieu of face-to-face committee meetings at the discretion of the Committee Chair. An electronic meeting of the Committee occurs when Board members are in different locations, connected by electronic means, through audio, video, or both. All votes taken during an electronic meeting shall be by roll call. All scheduled electronic meetings shall be held in such a way that all members participating can hear each other at the same time. When speaking, each member will be asked to clearly identify himself, so that proper recognition is given and recorded. All Board policies, administrative practices, and by-laws shall apply equally to electronic meetings.

## By-Laws Guidance

### Section 3.

The Local Area WDB may establish standing committees to provide information and assist the Board in carrying out its responsibilities (20 CFR 679.360).

## Article 6 Amendments

### Section 1. Amendment Procedure

Board by-laws can be amended at any regular Board meeting provided the proposed amendment(s) has been submitted in writing to the Board members at least two weeks prior to the meeting.

### Section 2. Vote Needed

The by-laws shall be amended upon affirmative vote by a two-thirds majority of the Board.

## Article 7 Severability

In the event that any of the rules, regulations, restrictions, covenants, or conditions of these by-laws are held to be partially or wholly invalid or unenforceable for any reason, such holding shall not affect, alter, modify, or impair in any manner any of the other terms, provisions, rules, regulations, restrictions, covenants, or conditions contained herein.

\_\_\_\_\_  
*Adopted This NUMBER DATE Day of MONTH, YEAR.*

\_\_\_\_\_  
*Board Director, Printed Name and Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Chief Local Elected Official Printed Name and Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Board Chair, Printed Name and Signature*

\_\_\_\_\_  
*Date*

## Guidance Regarding Meetings and Conferencing via Electronic Means

All public WDB meetings and Committee meetings will be held at specified times and places which are convenient and open to the public.

The Board believes it is in the best interest of its members, systems, and customers that the fullest participation and attendance in all meetings be achieved whenever possible. Furthermore, it recognizes that the use of electronic, audio or video conferencing for meeting attendance and voting requirements is permissible so long as the meeting is conducted in accordance with the Sunshine Provision.

The Board in all of its regular and special, standing committee, and ad hoc committee meetings complies with and intends to comply with the provisions of the Sunshine Provision. Therefore, the Board hereby adopts this policy, to be used when needed, to make use of the capabilities for conferencing by electronic means or any other type of audio or video conferencing for its meetings *or* any of the standing committee and ad hoc committee meetings as set forth and adopted according to the following rules as applicable:

- A. All pertinent provisions of the Sunshine Provision must be complied with, including specifically the proper notice of any regular or special meeting, the proper record keeping or minutes of each meeting, the appropriate agenda preparation for each meeting, which in addition shall be posted along with the notice of the meeting; and, in particular, any use of closed sessions shall be in compliance with the provisions of WIOA.
- B. All Board and Committee members attending meetings by electronic conferencing shall be entitled to vote as if they were personally and physically present at the meeting site so long as a quorum is, in total, present and accounted for, and their votes shall be recorded by the Board Director.
- C. A Board or Committee member who attends a meeting by electronic, video, or audio conference must provide notice to the Board Director at least 24 hours prior to the meeting unless such advance notice is impracticable.
- D. The location of the meeting included on the notice shall be equipped with a suitable transmission system (e.g., a speakerphone) in order that the public audience, the members in attendance and any staff in attendance will be able to hear any input, vote, or discussion of the conference and that the member attending by electronic means shall have a similar capability of hearing and participating in such input, vote, or discussion.
- E. As the Board or its committees begin each new matter of business, the Chair will check with all remote locations(s) where members are to ensure that each such connection is active.

## **Guidance Regarding Meetings and Conferencing via Electronic Means**

- F. When a motion is made, and seconded, and discussion regarding the motion begins, the Chair will check that the connection with remote location(s) where members are present is active. Prior to closing discussion and taking any vote, the Chair will ask all remote location(s) where member(s) is(are) present whether there are any additional comments, questions, or information to be added to the discussion.
  
- G. All decisions will be made using majority rule except when a higher vote is required. There will be no muting of any connections with remote location(s) where members are present at any time. There will be no sidebar discussions.
  
- H. The procedures outlined above shall also apply to each Board and its Committee members.

## Local Area WDB Membership Requirements

### Representative of Business (WIOA Section 107(b) (2)(A))

#### Who May Satisfy the Requirements:

The majority of the members of the Local Area WDB must be representatives of private sector business in the local area. At a minimum, two members must represent small business as defined by the U.S. Small Business Administration. Business representatives serving on Local Area WDBs may also serve on the State Board. Each business representative must meet the following criteria:

- be an owner, chief executive officer, chief operating officer, or other individual with optimum policy making and hiring authority;
- provide employment opportunities in **in-demand** industry sectors or occupations, as those terms are defined in WIOA section 3(23); and provide high-quality, work-relevant training and development opportunities to its workforce or the workforce of others (in the case of organizations representing business as per WIOA Sec. 107(b)(2)(A)(ii); and
- are appointed from among individuals nominated by local business organizations and business trade associations.

In North Carolina, examples of allowable business organizations may include chambers of commerce, trade organizations, large non-profit organizations, such as Rex Hospital, and for-profit organizations, such as Duke Hospital, depending on the specific circumstances. Examples of unallowable business organizations include the N.C. Department of Public Safety or other state or municipal agencies.

### Representative of Workforce (WIOA Section 107(b)(2)(B))

#### Who May Satisfy the Requirements:

**Not less than 20%** of the members of the Local Area WDB **must** be workforce representatives. These representatives:

- **must include two or more representatives of labor organizations**, where such organizations exist in the local area. Where labor organizations do not exist, representatives must be selected from other employee representatives;

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*Employee representatives must come from organizations that advocate, enhance, or protect the rights of a group of employees. In North Carolina, such examples include the North Carolina Association of Educators (NCAE), the State Employees Association of North Carolina (SEANC), and the National Guard Association). The National Council for Accreditation of Teacher Education (NCATE) is an example of an organization that is not allowable as a labor organization.*

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## Local Area WDB Membership Requirements

- **must include one or more representatives of a joint labor management, or union affiliated, registered apprenticeship** program within the area who must be a training director or a member of a labor organization. If no union affiliated registered apprenticeship programs exist in the area, a representative of a registered apprenticeship program with no union affiliation must be appointed, if one exists.

In addition to the representatives enumerated above, the Local Area WDB **may** include the following to contribute to the 20% requirement:

- one or more representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of individuals with barriers to employment, including organizations that serve veterans or provide or support competitive integrated employment for individuals with disabilities; and

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*In North Carolina, examples of allowable community-based organizations include organizations such as Goodwill and community action agencies.*

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- one or more representatives of organizations that demonstrated experience or expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.

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*Community College representatives would not be appropriate for this category.*

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### Representatives of Education and Training (WIOA Section 107(b) (2)(C))

#### Who May Satisfy the Requirements:

The balance of Local Area WDB membership **must include:**

- **At least one** eligible provider administering **adult education and literacy** activities under WIOA Title II;
- **At least one** representative from an **institution of higher education** providing workforce investments activities, including community colleges; and
- **At least one representative** from each of the following governmental and economic and community development entities:
  - **Economic and community development** entities;
  - The **State Employment Service Office** under the Wagner-Peyser Act (29 U.S. C. 49 et seq.) serving the local area; and
  - The programs carried out under Title I of the Rehabilitation Act of 1973, other than Sec. 112 or part C of that title.

## Local Area WDB Membership Requirements

In addition to the representatives enumerated above, the Chief Local Elected Official (CLEO) **may** appoint other appropriate entities in the local area, including:

- Entities administering education and training activities who represent local educational agencies or community-based organizations with demonstrated expertise in addressing the education and training needs for individuals with barriers to employment;
- Governmental and economic and community development entities who represent transportation, housing, and public assistance programs;
- Philanthropic organizations serving the local area;
- and Other appropriate individuals as determined by the Chief Local Elected Official (CLEO).
- The board chair shall be elected among the business representatives.

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*The Division of Workforce Solutions may request additional information from Local Area WDBs on representatives and the organizations they represent at any time in order to determine compliance with these requirements. The final determination on whether requirements are met is made by the Division of Workforce Solutions.*

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