



**MOUNTAIN AREA
LOCAL WORKFORCE DEVELOPMENT AREA
REGIONAL AND LOCAL
WORKFORCE DEVELOPMENT AREA PLAN**

**WORKFORCE INNOVATION AND OPPORTUNITY ACT
TITLE I**

**PY 2018 Plan Update
July 1, 2018 – June 30, 2019**

*Mountain Area Workforce Development
Consortium
An Agency of Land of Sky Regional Council
339 New Leicester Highway, Suite 140*

I. Local Area Outline

Instructions

Introduction

The Workforce Innovation and Opportunity Act (WIOA) requires each Workforce Development Board (WDB) to develop and submit, in partnership with the local chief elected official, to the state a comprehensive four-year plan, which was submitted in May, 2016. Annually, each WDB is to provide updates to the Comprehensive Four-Year Plan (PY 2016). The WIOA Program Year (PY) 2018 Plan will provide current information and be effective July 1, 2018 - June 30, 2019. The Comprehensive Four-Year Plan (PY 2016) should be maintained and updated, as appropriate.

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

Local Workforce Development Boards 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: www.doleta.gov

North Carolina policy information is available at <http://www.nccommerce.com/workforce/workforce-professionals/policy-statements>. Local Workforce Development Boards may reference the North Carolina WIOA Unified State Plan. Helpful Appendices have been provided as references for use in this document.

Plan Submission and Due Date

The Local Plan must be submitted through Workforce Information System Enterprise. ***The due date is April 30, 2018.*** Each attachment should be submitted separately in Word or PDF format. Attachments not submitted separately will not be accepted. Forms requiring original signatures may be mailed to the assigned Planner at: N.C. Division of Workforce Solutions, 313 Chapanoke Road, Suite 120, 4316 Mail Services Center, Raleigh, NC 27699-4316. Hand delivered documents may be left at 313 Chapanoke Road, Raleigh, NC 27603.

Workforce Development Board Overview

The Local Area Overview provides important contact information that is used throughout the Division. It is important this section remain current during the Program Year. Updates should be submitted to the local Board's assigned Division Planner when changes occur, especially to contact names and addresses in the Local Board Overview Section.

1. Provide the Local Area's official (legal) name as it appears on the local Consortium Agreement established to administer the Workforce Innovation and Opportunity Act (WIOA) or, if not a Consortium, in the formal request for Local Area designation. If the Local Area is a Consortium, attach a copy of the current Consortium Agreement. Name document: Local Area Name Consortium Agreement.

The Local Area's official (Legal) name as it appears on the local Consortium Agreement established to administer the Workforce Innovation and Opportunity Act (WIOA) is the Mountain Area Workforce Development Consortium.

Attached is a copy of the current Consortium Agreement.

2. Provide the name, title, organization name, address, telephone number and e-mail address of the Workforce Development Director.

**Mr. Nathan Ramsey
Local Workforce Development Director
Mountain Area Workforce Development Board
Land of Sky Regional Council
339 New Leicester Highway, Suite 140
Asheville, NC 28806-2088
Phone: (828)251-7473 Fax: (828)251-6353 E-mail: nathan@landofsky.org**

3. Provide the name, elected title, local government affiliation, address, telephone number and e-mail address of the Local Area's Chief Elected Official.

**Honorable J. Michael Edney
Chairman
Henderson County Board of Commissioners
Henderson County Historic Court House
1 Historic Court House Square
Suite 1
Hendersonville, NC 28792
Phone: (828) 697-4808 Fax: (828) 692-9855
E-mail: jmedney@hendersoncountync.org**

4. Provide the name, title, business name, address, telephone number and e-mail address of the individual authorized to receive official mail for the Chief Elected Official, if different than question 3.

Ms. Terry Wilson
Clerk to the Board
Henderson County Governing Body
1 Historic Courthouse Square, Suite 1
Hendersonville, NC 28792
Phone:(828)697-4808 Fax:(828)692-9855
E-mail: twilson@hendersoncountync.org

5. Provide the name, address, telephone number of the Administrative/Fiscal Agent responsible for disbursing Local Area WIOA grant funds. This is the entity responsible for the disbursement of grant funds. [WIOA Sections 107(d)(12)(B)(i)(III) and 108(b)(15)].

Land of Sky Regional Council
339 New Leicester Highway, Suite 140
Asheville, NC 28806-2088
Phone: (828)251-6622 Fax: (828) 251-6353

6. Provide the name, title, organization name, address, telephone number and e-mail address of the Administrative/Fiscal Agent's signatory official.

Mr. Justin Hembree
Executive Director
Land of Sky Regional Council
336 New Leicester Highway, Suite 140
Asheville, NC 28806-2088
Phone: (828) 251-6622 Fax: (828) 251-6353
E-mail: justin@landofsky.org

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 with an effective "as of date" is attached.

8. Provide the Administrative Entity's Data Universal Numbering System (DUNS) 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://www.sam.gov/portal/SAM/##11>) to receive Federal funding [required by Federal Acquisition Regulation (FAR) Section 4.11 and Section 52.204-7].

The Data Universal Numbering System (DUNS) number is 1133470250000. The "System for Award Management" (SAM) status is current

Composition of the local Workforce Development Boards shall comply with WIOA Section 107. Local Workforce Development Board Membership Requirements have been provided as reference at Appendix A.

9. Provide the Workforce Development Board member's name, business title, business name and address, telephone number and e-mail address. The first block is reserved to identify the Board chairperson. Indicate all required representation and indicate if vacant. [WIOA Section 107(b)(2)]. Name document: Local Area Name WDB List. See Appendix A for Local Area Workforce Development Boards membership requirements.

Note: Check the block on provided form certifying compliance with required WIOA local Workforce Development Board business nomination process.

* Use and identify categories as indicated on the form. Do not change required category names.

Attached is the provided form with the current WIOA Board Membership Listing for the Mountain Area WDB.

10. Attach the Workforce Development Board By-laws including date adopted/amended. Name document: Local Area Name WDB By-laws.

The Mountain Area WDB By-Laws are attached as required.

Sunshine Provision - The Local Board shall make available to the public, on a regular basis through electronic means and open meetings, information regarding the activities of the Local Board, including information regarding the Local Plan prior to submission of the 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 Board. [WIOA Section 107(e)]

11. Describe how the Workforce Development Board meets the Sunshine Provision.

The notice for all meetings of the Mountain Area WDB is posted on the Mountain Area WDB website www.MountainAreaWorks.org and the Land of Sky Regional Council website www.LandOfSky.org. All meeting notices are sent to a public distribution list which includes over one thousand individuals, elected officials and organizations in the region.

Public Comment - The Workforce Development Board shall make copies of the proposed Local 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 plan is made available; and, include with submission of the Local Plan any comments that represent disagreement with the Plan. [WIOA Section 108(d)]

12. Describe how the Workforce Development board will make copies of the proposed Local Plan available to the public. [WIOA Section 108(d)]

The Local Area Plan will be posted to the website of the Mountain Area Workforce Development Board at www.MountainAreaWorks.org and to the website of the Land of Sky Regional Council at www.LandOfSky.org. The Local Area Plan will be distributed via electronic mail to the Mountain Area Workforce Development Board distribution list and to local media outlets.

13. Attach a copy of the Local Workforce Development Board’s organizational chart with an ‘effective as of date.’ Include position titles. Name document: Local WDB Name Organizational Chart.

A copy of the Mountain Area Workforce Development Consortium’s organizational chart with an effective “as of date” is attached. The chart includes position titles.

14. Complete the following chart for the PY18 Local Workforce Development Board’s planned meeting schedule to include time, dates and location. *[Expand form as needed.]*

Date	Time	Location (include address and room #)
January 23, 2018	3:00 pm	NCWorks Career Center Asheville 48 Grove Street Asheville, NC 28801 Training Room
February 27, 2018	3:00 pm	Western Carolina University Biltmore Park Instructional Site 28 Schenck Parkway, Suite 102 Asheville, NC 28803 BP 346

March 27, 2018	3:00 pm	Western Carolina University Biltmore Park Instructional Site 28 Schenck Parkway, Suite 102 Asheville, NC 28803 BP 346
April 24, 2018	3:00 pm	Land of Sky Regional Council 339 New Leicester Hwy, Suite 140 Asheville, NC 28806 French Broad Conference Room
May 22, 2018	3:00 pm	Land of Sky Regional Council 339 New Leicester Hwy, Suite 140 Asheville, NC 28806 French Broad Conference Room
June 26, 2018	3:00 pm	Land of Sky Regional Council 339 New Leicester Hwy, Suite 140 Asheville, NC 28806 French Broad Conference Room
July 24, 2018	3:00 pm	Land of Sky Regional Council 339 New Leicester Hwy, Suite 140 Asheville, NC 28806 French Broad Conference Room
August 28, 2018	3:00 pm	Land of Sky Regional Council 339 New Leicester Hwy, Suite 140 Asheville, NC 28806 French Broad Conference Room
September 25, 2018	3:00 pm	Land of Sky Regional Council 339 New Leicester Hwy, Suite 140 Asheville, NC 28806 French Broad Conference Room
October 23, 2018	3:00 pm	Land of Sky Regional Council 339 New Leicester Hwy, Suite 140 Asheville, NC 28806 French Broad Conference Room

15. Attach a copy of the signed ‘Certification Regarding Debarment, Suspension, and other Responsibility Matters – Primary Covered Transactions’ (form provided). [Required by

the Regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, participants’ responsibilities.] Name document: Local Area Name Debarment Form.

Note: Document must bear the original signature of the Administrative Entity signatory official. Mail the signed Certification form original to Division Planner.

A copy of the signed “Certification Regarding Debarment, Suspension, and other Responsibility Matters-Primary Covered Transactions” has been uploaded to the WISE System and the hard copy has been mailed to the Local Area’s Planner.

16. Submit the original Workforce Development Board and Chief Elected Official (CEO) Signatory Page (form provided), bearing the original signatures of the Chief Elected Official(s) and the Workforce Development Board Chairman, and attach a copy of the signed document. Name document: *Local Area Name Signatory Page*.

Note: Mail the signed original Signatory Form to Division Planner.

The original Mountain Area Workforce Development Board and Chief Elected Official (CEO) Signatory Page bearing the original signatures of the Chief Elected Official and the Mountain Area Workforce Development Board Chairman with the attached copy of the signed document have been mailed as a hard copy to the Local Area's Planner.

NCWorks Career Centers

1. Identify NCWorks Career Center location(s) including Tier 1, Tier 2, Affiliate, and Specialized sites; On-site partners, how NCWorks Career Center operator(s) are designated; provider(s) of WIOA career services and method of selection; whether youth services provider is on-site and if so, youth services offered. Use NCWorks Career Center Chart.[WIOA Section 121(b)(1)(A) and (b)(1)(B)]. Name document: *Local Area Name Career Centers*.

Mountain Area Workforce Development Board Local Area Career Center Chart is attached and has been uploaded to WISE.

2. Provide the date and process for when the competitive procurement of the One-Stop Operators(s) occurred. Include the expected length of the contract (one-four years).

Mountain Area Workforce Development Board released a Request for Proposals (RFP) for One-Stop Operator(s) which was integrated in the Request for Proposals (RFP) for WIOA Adult and Dislocated Worker Services on January 18, 2017. Contracts were awarded date will by June 1, 2017. The contract term is for one year, renewable in one year increments for up to four years.

3. How do you coordinate services with WorkFirst (Temporary Assistance for Needy Families)?

Mountain Area Workforce Development Board has a close working relationship with the Department of Social Services in each of the four counties in the Local Area. TANF participants are encouraged to use the services offered by the NCWorks Career Centers in the Local Area. Department of Social Services staff have been engaged in the Local Area Sector Strategies and Career Pathways planning process. NCWorks Career Center staff informs the Department of Social

Services of upcoming hiring events and career fairs that may be beneficial to their clients.

4. How is the Career Center used outside of regular business hours?

Mountain Area Workforce Development Board has initiated “UpSkill WNC” which is an effort to expand the NCWorks Career Center services out into the community and flexible for community meetings in the evenings and during the weekend days. Each county has at least one “Career Navigator” which works closely with NCWorks Career Center staff. The Career Navigator is working out in the community beyond the site of the NCWorks Career Center to reach individuals for career, training, and educational services. The purpose of UpSkill WNC is to reach individuals in under-served populations and under-served communities who may not normally access the services available at the local NCWorks Career Center. NCWorks Career Center staff are available to schedule appointments outside of regular business hours. Career Navigator and NCWorks Career Center staff are available to attend community meetings, outreach and business events during the evenings and on weekends. The only limitation is that non-exempt personnel must be paid overtime for hours worked outside of the regular business hours. NCWorks Career Center managers and Local Area

WIOA Title I Programs

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 Workforce Development Board and service delivery. Identify any service provider contract extensions.

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

Mountain Area Workforce Development Board released a Request for Proposals (RFP) for WIOA Adult and Dislocated Worker Services on January 18, 2017. Proposals were due no later than 4:00 pm on Friday, March 3, 2017. The contract was awarded prior to June 1, 2017. The contract term is for one year, renewable in one year increments for up to four years. The Board has requested updated Budgets and Statements of Work from each contractor to consider whether to renew the contract for the upcoming program year.

2. Attach the Local Workforce Development Board’s Adult and Dislocated Worker (DW) service providers chart effective July 1, 2017 using the Adult/Dislocated Worker Service Provider List provided. Name document: Local Area Name Adult and DW Providers 2018.

The Mountain Area’s Adult and Dislocated Worker (DW) service providers chart, effective July 1, 2018 is attached and has been uploaded to WISE.

3. Describe how and when eligible training providers are reviewed at the local level and how customers are informed they have choices in choosing their providers. Define what “significant number of competent providers” means in the local area. Include whether the local Workforce Development Board uses more strict performance measures to evaluate eligible training providers. Attach if a separate policy. Name document: Local Area Name Eligible Training Providers. [Division Policy Statement 21-2015]

Mountain Area WDB Policy Statement 2016 Number 2 “Policy Statement Regarding the Approval of Training Providers (excluding OJT, customized training, incumbent workforce training, work experience and transitional training)” was adopted September 27, 2016 and this local policy dictates the local procedures regarding the selection and approval of training providers. Section 122 of the Workforce Innovation and Opportunity Act (WIOA) specifies the criteria, information requirements, and procedures regarding the determination of eligible providers of training services under WIOA. While the state has responsibility for the determination of the list of eligible training providers, Section 122 (b) (3) permits local boards to establish criteria and information requirements in addition to those requirements established by the Governor. After the prospective training provider has completed the NCWorks training service provider’s registration online and been approved by the state for the list of approved training providers, the Mountain Area WDB requires that applicants seeking to be approved as training providers within the region also submit the following information by responding to the questionnaire listed below in the following paragraph. All competent training providers offering in demand occupational training are considered by the Local Area and career counselors after they complete a standard questionnaire. The following questionnaire included in the Board Policy Regarding the Approval of Training Providers solicits basic information regarding the potential training provider and their occupational training programs:

Please provide the following information if you wish to be considered for approval as a Mountain Area Workforce Development WIA/WIOA training provider:

1. *Describe your organization’s billing processes and schedule/frequency.*
2. *At what point in a trainee’s participation are billable costs incurred?*
3. *What are your organizations refund policies for “no shows” and/or “dropouts”?*

4. *If Board policies do not provide sufficient funds to cover the entire costs of the training and certification, what options does your organization offer to trainees that will enable them to pay the additional costs? Provide copies of any specific documents that trainees must sign to assure that these unsubsidized costs will be paid.*
5. *Please provide a copy of your organization's latest audit, financial balance sheet and cash flow report.*
6. *Please provide at least four references from other local areas, and/or employers who have experience with the performance of your organization's graduates.*
7. *Also provide the following performance data for the past two years. Out of the total number enrolled for the year, how many completed training, passed training, and entered employment. Of those who entered employment, please provide the name of the company and the beginning rate of compensation for employment.*

The Mountain Area WDB Policy Regarding the Approval of Training Providers is attached in WISE.

Jobseeker clients and those seeking additional training are provided a detailed listing of all the training opportunities available in the region. Career counselors and customers evaluate the training options available to determine which option is the best fit for that individual. The preference in the Local Area is for training that provides an industry recognized, portable post-secondary credential. Earning said credential will provide the most economic opportunity and the best career pathway for the individual. The career counselors will confirm whether the training provider is in compliance with the appropriate state and/or federal agency or with a national industry sector group. The same evaluation method is used for in-state and out-of-state providers. Career counselors and individuals consider the cost of the training relative to other training options and attempt to discern the best return on the individual's time and Local Area training investment to make a final decision on the training plan, provider, and method of delivery. The training must lead to an occupational skill credential resulting in a certificate, degree, or diploma and the occupational skill must be identified by the Mountain Area WDB as being in demand for the Local Area. In some cases, there are many competent providers and in others only one or a few. Mountain Area WDB evaluates the training provider's ability to do business in North Carolina, reviews the proposed training program and course schedule, reviews all program costs and fees, evaluates the training provider's history at providing said training, confirms whether the training provider is in compliance with all EEO (Equal Employment Opportunity) requirements, among other considerations. Training providers must submit online applications through NCWorks.gov to remain on the approved training provider list.

Customers are informed that they have choices in choosing their training providers through the NCWorks Online system, all Mountain Area WDB outreach materials, and through the NCWorks Career Advisors. The Mountain Area WDB has

determined there is a “significant number of competent providers” in the Local Area based on the number of post-secondary institutions that provide a programs of training that will lead to an industry recognized, post-secondary credential, the number of apprenticeship programs registered by USDOL and NCWorks Apprenticeship, the number of public or private training providers including joint labor-management organizations, pre-apprenticeship programs, and technical and occupational training programs, and the number of adult education and literacy training activities provided in conjunction with workforce occupational skills training. The Mountain Area WDB will review, at a minimum on a biannual basis, the training providers list in the region in order to maintain a significant number of competent providers. Employers are also providing constant feedback to the Mountain Area WDB on whether training programs available in the region meet the need for the in demand jobs available in the region. There is an ongoing effort to encourage training providers to develop more short-term training programs that lead to an industry recognized, post-secondary credential. While community colleges and other training providers in the region are offering more short-term training, our region’s employers working with Mountain Area WDB continue to encourage the development of more short-term training programs. Mountain Area WDB’s five sector work groups evaluate the available training programs in the region and are working on development of more short-term training courses. With significant reductions in funding allocations from DWS, short-term training will help the Mountain Area WDB serve more clients in a cost efficient manner with skills training to expedite re-entry into the workforce as soon as possible. Studies from the Georgetown University Center on Education and the Workforce contend short-term training combined with work experience is the most effective way to learn new and improve existing skills. Based on the economic and workforce need, Mountain Area WDB will continue to allocate more resources toward short-term training and away from long term training with Individualized Training Accounts (ITAs).

4. What strategies are in place to ensure Local Workforce Boards meet or exceed federal Adult and Dislocated Worker Performance Measures?

Mountain Area Workforce Development Board is committed to meeting or exceeding federal Adult and Dislocated Worker performance measures. For the most recent full Program Year, PY 2016, the Local Area was one of two Local Areas to meet or exceed all federal performance measures. The ability of Mountain Area WDB to meet all federal and state Adult and Dislocated Worker performance outcomes and training expenditure requirements begins with the Request for Proposal process. Macro-economic and social conditions beyond the control of the Board in the Local Area will have a material impact on performance in the Local Area. WIOA service providers and NCWorks Career Centers in the Local Area are monitored on a monthly basis to determine compliance with all relevant regulations

and policies. Board staff and WIOA service providers meet on a quarterly basis to review performance, share best practices and to develop strategies to improve performance. The Mountain Area WDB Performance & Accountability Specialist (formerly referred to as MIS Specialist) reviews participants' files to determine compliance with eligibility, that all documents are entered into NCWorks Online and that case notes are comprehensive and appropriately detailed. The Mountain Area WDB reviews performance reports on a monthly basis and discussion occurs continually on possible opportunities to improve performance outcomes and to meet training expenditure requirements.

- Describe how the Board uses local funds for Incumbent Worker Training (IWT). If the Board does not use local funds for IWT, please state why and what would be needed to incorporate IWT as a locally offered service.

Mountain Area Workforce Development Board at the April 24, 2018 meeting adopted a Local Area Incumbent Worker Training Policy with all relevant attachments. The Local Area has not previously offered a Local Area IWT due to funding limitations. The Board's formula funding allocation has been reduced by almost 40% since PY 2015. With additional grant funds, the Board is now in a better financial position to offer a Local Area IWT service. Many employers in the Local Area utilized the state run IWT program and the Board anticipates IWT will be very positively received by Local Area employers. The Board plans on budgeting 20% of Local Area Adult and Dislocated Worker formula allocations for IWT. The Board will offer two application periods during the upcoming program year, the first will be in July 2018 and the second will be in February 2019.

- Complete the following chart (by placing an X in each applicable box) to demonstrate what work-based learning opportunities are available in the local Workforce Board area. [Expand form as needed.]

On-the-Job Training	Local Incumbent Worker Training	Internships	Job shadowing	Paid/Unpaid Work Experience	Specify Others:
X	X	X	X	X	

- Please describe the efforts the Workforce Board has made to deliver business services on a regional basis.

Mountain Area Workforce Development Board has a Regional Business Services Coordinator who works directly with employers in the Local Area and serves as the primary contact between the NCWorks Career Center staff and employers. Each NCWorks Career Center also has a business services team which coordinates

employer services and who work as part of the Local Area Regional Business Services Team. The Business Services Team helps coordinate the Local Area's Sector Strategies and Career Pathway initiatives. The Local Area's greatest challenge is due to our limited business services staffing as a result of financial resources. The Board has been awarded a grant from NC Department of Commerce to fund a Regional Work-Based Learning Coordinator. This position has been posted and once filled will work closely with the Regional Business Services Coordinator to expand business services in the Local Area.

8. Describe follow-up services provided to Adults and Dislocated Worker.

Per Training and Employment Guidance Letter (TEGL) 19-16 and Section 134(C)(2)(A), funds described shall be used to provide career services, which shall be available to individuals who are adults or dislocated workers through the one-stop delivery system and shall, at a minimum, include - ... (xiii) follow up services, including counseling regarding the workplace, for participants in workforce investment activities authorized under this subtitle who are placed in unsubsidized employment, for not less than 12 months after the first day of employment, as appropriate.

The NCWorks Career Centers in the Local Area currently provide follow-up services for Adult and Dislocated workers who have completed WIOA Title I shortterm or long-term training and are seeking employment or have entered employment. Staff conduct these follow-ups in person, by telephone and/or by email if the individual is seeking employment, and by phone and/or email once the individual has entered employment. Follow-up services continue for a minimum of 12 months after the first day of employment. Mountain Area WDB places significant emphasis on providing follow-up since we recognize most of our clients have many barriers to employment. Working with the clients proactively can help the individual remain employed and making progress on their self-selected career pathway. Centers received Draft WIOA Eligibility Overview documents in April of this year and centers awaiting further guidance and clarification on Follow-up Services.

Basic career services are available to all Adult and Dislocated Workers in the Local Area seeking career center services. These services are made available via the Welcome, Employment and Skills functions and are easily accessible to all career center customers.

The Welcome function includes 1) dual enrollment (whenever possible) in NCWorks Online and orientation to information and services available through the Local Area career centers; 2) an initial, informal assessment of various skill levels, including job seeking skills; 3) referral to supportive services as appropriate 4) job search assistance and provision of local labor market information; 5) recommendations for

next steps and referral(s) to center and partner products and services; 6) an initial determination of eligibility to receive assistance from the adult, dislocated worker and/or youth programs and referral to training services as appropriate.

The Employment function includes 1) job search and placement assistance; 2) information on local occupations in demand and the earnings, skill requirements and opportunities for advancement for those jobs; 3) labor market information, including wage, availability of particular occupations and/or industries in the Local Area and/or region; 4) information on and referral to organizations providing selfemployment assistance; 5) recommendations for next steps and referral(s) to center and partner products and services; 6) referral to training services as appropriate.

The Skills function includes 1) administering of informal and formal skill assessments; 2) referral to and assistance with various skill development tools; 3) assistance with identifying transferrable skills and addressing skills gaps; 4) career counseling; 5) information on and referral to eligible training providers; 6) recommendations for next steps and referral(s) to center and partner products and services; 7) referral to training services as appropriate. Local Area career center staff are cross-trained in the Welcome, Employment and Skills functions so customers have easy access to information and activities associated with each of the functions. In addition, all center staff can provide general information regarding the state's UI program and can effectively refer individuals that need more specific assistance to the state's UI website and customer assistance center. The ISD model implemented in Local Area centers calls for continuous engagement with individuals accessing center services, and center staff use phone calls and emails to follow-up with those individuals currently engaged in job seeking and skill assessment/development activities. As the centers begin a new program year, the Mountain Area WDB Director, in conjunction with the WDB MIS Specialist, the Regional Operations Director and career center managers and leadership teams, will have procedures in place to provide follow-up services, as appropriate, to individuals who obtain unsubsidized employment. These procedures will cover methods of contact, frequency of contact and appropriate case notes and activity codes to be used. The populations identified as benefiting most from follow-up services at this time are SBE Program veterans and TANF recipients entering employment. Other priority of service populations will also receive follow-up services as appropriate.

Youth Services

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

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

Yes. The Mountain Area Workforce Development Board has a standing youth committee that provides information and assists with planning, operational and other issues relating to the provision of services to youth. The youth committee is comprised of employers, educators and representatives of community organizations that serve youth.

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

- a) Provide the committee's purpose/vision.

The purpose of the Youth committee is to help all youth, including but not limited to WIOA eligible in school and out of school youth, obtain the necessary education and training to be able to earn a wage that will lead to self-sufficiency. To accomplish this purpose, the Youth committee will work with employers, educators and other community organizations serving youth to assist the youth in obtaining an industry recognized post-secondary credential in addition to their High School Diploma or the equivalent certificate to a High School Diploma. As part of the youth's education and training, work based learning opportunities, like registered apprenticeships, internships, job shadowing, etc., will be expanded to include as many youths as possible. A special emphasis is placed on helping youth who have barriers to employment and who are in need of supportive services. Youth unemployment is a significant challenge nationwide and data indicates that youth unemployment can have lasting negative impacts on the individual. The earlier the youth can receive work experiences and connection to employment, the better opportunity the youth will have to improve their skills and to maximize their employment and earning potential. The Youth committee will assess the needs of the youth populations as they relate to future workforce preparation and will encourage the coordination of services, activities and support that will enable youth to successfully attain their career goals. The Youth committee will make policy recommendations for and assist in the oversight and accountability of WIOA supported youth programs. The Youth committee's recommendations will be presented to the Board for approval.

- b) Attach the list of 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 Workforce Development Board member.) Name document: Local Area Name Youth Committee Members.
 [WIOA Section 107(b)(4)(A)(ii)]

Mountain Area Youth Committee Members document is attached.

- c) Complete the following chart for the PY18 Youth Committee’s planned meeting schedule to include dates, time and location. *[Expand form as needed.]*

Mountain Area Youth Committee meets on a quarterly basis, at times those meetings are normally in coordination with the Board meeting schedule for those dates of each quarter.

Date	Time	Location (include address and room #)
January 23, 2018	2:00 pm	NCWorks Career Center Asheville
May 22, 2018	2:00 pm	Land of Sky Regional Council office
August 28, 2018	2:00 pm	Land of Sky Regional Council office
December 4, 2018	2:00 pm	Land of Sky Regional Council office

- 2. Provide the date and process for when the competitive procurement of the Youth Programs were completed, to include any contract extensions.

There was competitive procurement for Youth Programs in 2017 with a Request for Proposals for WIOA Youth Services being released. The Mountain Area WDB awarded contracts for WIOA Youth Services in 2017 for Program Year 2017 to Buncombe County Schools, Henderson County Schools, Madison County Schools, Blue Ridge Community College, Goodwill, and Green Opportunities. The Board has requested updated Budgets and Statements of Work for Program Year 2018 in consideration of renewing these contracts. The Board will vote on contract extensions prior to Program Year 2018 with updated Budgets and Statements of Work and the program will begin on July 1, 2018.

- 3. Attach the Local Workforce Development Board Youth service provider’s chart, effective July 1, 2018, using the provided Youth Service Provider List. Complete each column to include specifying where Youth Services are provided. Name the document: Local Area Name Youth Providers 2018.

Mountain Area Youth Providers 2017 chart effective July 1, 2017 is attached.

4. What strategies are in place to ensure Local Workforce Boards meet or exceed PY2018 Youth Performance Measures?

Mountain Area WDB is working with our contractors to improve performance and to meet and exceed all performance standards including Youth Performance Measures for PY2017. Contractors and Workforce Board staff take advantage of educational opportunities offered by DWS to learn best practices to meet the performance targets. Mountain Area WDB has the second highest performance targets of any Workforce Board in the state. Despite these high standards, Mountain Area strives to meet and exceed all performance targets. The Workforce Board utilizes all available technology to monitor performance and validate data. Contractors and Workforce Board staff meet on a quarterly basis and review performance, to share information on best practices and areas for improvement. Workforce Board staff has emphasized to contractors the need for comprehensive follow-up services and other strategies to improve performance. The Youth Committee meets on an as needed basis to review performance and to focus on areas for improvement in the youth program. The Youth Committee has invited youth contractors and other youth service providers to make presentations and to provide their input on the progress needed to meet and exceed performance. At the quarterly meeting of the Youth contractor staff, Mountain Area WDB staff review issues that have arisen and work to make sure every contractor is aware of what work is needed to meet performance measures. For PY2017 the Board is behind our target for work-experience expenditures and we have offered additional funding for contractors who are close to exhausting their work-experience budgets.

5. Specify if the Local Workforce Development Board plans to offer incentives for youth. If yes, attach the Youth Incentive Policy to include: a) criteria to be used to award incentives; b) type(s) of incentive awards to be made available; c) whether WIOA funds will be used and d) the Local Workforce Development Board has internal controls to safeguard cash/gift cards. Name document: *Local Area Name Youth Incentive Policy*.

Note: Federal funds may not be spent on entertainment costs.

Mountain Area Workforce Development Board does not currently have a Local Area Incentive Policy and we do not award incentives to youth. There has been an ongoing discussion if an incentive policy is needed and we listen to the Youth Committee's direction on whether to adopt an incentive policy.

Local Innovations

1. List additional funding received by the local Workforce Development Board to include special grants, National Dislocated Worker Grants, YouthBuild, outside funding and others to include a brief description of the source and the amount.

Additional funding	Brief description	Amount	Timeline
National Dislocated Worker Emergency Grants	Career Pathways implementation and training for dislocated workers	\$460,000	PY16-PY17
Contingency Funds	Serve dislocated workers	\$200,000	PY17
WIOA Service Delivery Innovation Grant	To implement UpSkill WNC	\$250,000	PY17
WIOA Enhancement Planning Grant	To plan for the expansion of work-based learning in the Local Area	\$30,000	PY17

2. Describe one local Workforce Development Board best adult/dislocated worker program practice.

One best adult/dislocated worker program practice in the Local Area is our partnership and collaboration with our region’s Title II providers. Our region has engaged our Title II providers in our Local Area’s sector strategies and career pathways as a tool to meet employer workforce needs. The individuals participating in Adult Basic Education and Literacy programs are a significant group of potential hires. This collaboration has led to Title II programs being offered on site at various work sites in the region.

3. Describe one local Workforce Development Board best youth practice.

One best youth program practice in the Local Area is our partnership and collaboration with our region’s public schools, community colleges, Title II providers and other organizations serving youth to increase educational attainment and career opportunities for youth. The out-of-school youth population has many barriers including (but not limited to) transportation, housing, and childcare. Many of the youth are already working, normally in relatively low-wage jobs, and they are struggling to meet basic needs. While

there is funding available to meet their educational needs, we often have difficulty in meeting their supportive service needs. Even with WIOA funding for supportive services for youth, it is still a challenge. Public transportation is limited, childcare slots are scarce and housing is very expensive. The Local Area recognizes that our youth funding is very limited and we cannot meet the demand to serve youth with just WIOA youth formula funds. A regional youth summit is in the planning stages to better connect all of the organizations serving youth so that the Local Area can more effectively deploy limited resources. Our youth providers have been engaged in the Local Area's sector strategies and career pathways which are being led by employers. A significant focus has been to provide more supports for the out-of-school youth who are already participating with Title II providers. Connecting better employment opportunities for youth while collaborating to better deploy limited resources is a key to meeting employer workforce needs. Often youth have the tendency to delay their education when employment is provided since they are earning better incomes. This collaboration in the Local Area is focused on providing both employment and on-going education with a schedule that makes completion of their education attainable.

4. Describe a local Workforce Development Board regional strategy that has yielded positive results.

The Local Area received a WIOA Service Delivery Innovation Grant to implement "UpSkill WNC." UpSkill WNC is an initiative that is intended to extend the services available at our region's NCWorks Career Centers out into the community to meet individuals where they currently may be. As the Local Area's unemployment rate has declined, the number of job seekers entering the NCWorks Career Centers has also declined. This trend is consistent with statewide and national trends.

UpSkill WNC has placed "Career Navigators" in all four counties of the Local Area to more effectively reach under-served populations and under-served communities. While the Local Area's economy is performing very well, many individuals are not benefitting from this prosperity. Unemployment rates in the urban centers and rural areas are much higher than the Local Area's overall unemployment rate. Also, there remains many economic disparities based on race and economic mobility for certain populations has been limited. Career navigators are placing an emphasis on working with individuals who are in the criminal justice system and also with those receiving food assistance. As of this date, UpSkill WNC has reached over five hundred (500) individuals offering career, education and training services. This initiative is reaching many individuals who in the past would not have accessed the NCWorks system. UpSkill WNC is making an effort to be culturally sensitive by reaching individuals in the environment that is the most comfortable for them.

PY 2018 Local Area Plan Required Policy Attachments

1. The following policies must be attached as separate documents in the PY 2018 Plan. Name documents: Local Area Name, Policy Name.

Please make a notation below if the Policy has been revised for Program Year 2018.

Example: *Competitive Procurement - Revised*

1. Adult/Dislocated Worker Work Experience Policy (PS 10-2017)
 2. Competitive Procurement Policy (PS 19-2017)
 3. Conflict of Interest Policy (PS 18-2017) **Revised**
 4. Equal Opportunity Procedures (PS 05-2015)
 5. Financial Management Policy for Workforce Innovation and Opportunity Act Title I (PS-2017)
 6. Individual Training Account Policy
 7. On-the-Job Training Policy (PS04-2015)
 8. Oversight Monitoring Policies and Tools
 9. Priority of Service Policy **Revised**
 10. Supportive Service Policies **Revised**
 11. Youth Work Experience Policy (PS 10-2017)
2. Designate whether or not you have the following Operational Policies. If yes, attach the policy as a separate document. Name documents: Local Area Name, Policy Name. [Example: IWT Policy – Yes. Attached as Workforce Development Board IWT Policy.]
 1. Local Area Incumbent Worker-Training Policy. **Yes. Attached as Mountain Area Workforce Development Board IWT Policy.**
 2. Local Area Needs-Related Policies. **Yes. Attached as Mountain Area Workforce Development Board Supportive Services Policy.**
 3. Local Area Transitional Jobs Policy. **Yes. Attached as Mountain Area Workforce Development Board Transitional Jobs Policy.**
 4. Local Area Youth Incentive Policy. **No.**

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 690.320]. Please provide the following ITA elements in summary.

Individual Training Accounts (ITA) Summary	
Dollar Amounts	\$1,750 per semester and \$3,500 per one year diploma/certificate. \$7,000 for two-year program, may extend \$1,000 if an extra semester is needed to complete training program for Associate or Bachelor Degree for \$8,000 maximum amount.
Time-Limits	2.5 years for curriculum programs
Degree or Certificates allowed (Associate's, Bachelor's, other)	One-year certificate and diploma programs and two-year occupational courses of study leading to an Associate's degree. May extend to include Bachelor's Degree if can complete within 2.5 year time limit.
Procedures for determining case-by-case exceptions for training that may be allowed	Case manager must make formal request to the Workforce Board Director.
Period of time for which ITAs are issued (semester, school year, short-term, etc.)	ITAs will be issued on a semester basis.
Supportive Services covered by ITA (uniforms, tools, physical exams, etc.)	ITA policy does not address supportive services but enrolled participants would be eligible for supportive services pursuant to the Local Area Supportive Service Policy for Adults and Dislocated Workers.
Other	Process must be followed as directed in the Local Area ITA policy.

4. Please specify the supportive services provided by the local Board Supportive Services Policy. List specific items under Supplies, Emergency and Other, as identified in the local Policy. *[Expand form as needed.]*

Transportation	Childcare	Supplies (include examples)	Emergency (inlude examples)	Other (include examples)
<p style="text-align: center;">Yes</p> <p>Bus pass, Taxi/Uber/Lyft, mileage reimbursement, gas vouchers, car repair, etc.</p>	<p style="text-align: center;">Yes</p> <p>Participant must be enrolled in training or in employment</p>	<p style="text-align: center;">Yes</p> <p>Boots, helmets, safety vests, tools required for training and/or employment, etc.</p>	<p style="text-align: center;">Yes</p> <p>Rental payments, utilities, etc. that are overdue which failure to pay will create emergency for participant</p>	<p>Food, Cell phone, certification, screening, testing, housing, work clothing</p>

PY 2018 Local Area Plan Instructions Attachment Checklist

- Signed copy of Consortium Agreement (if applicable)
- Administrative Entity Organizational Chart
- Workforce Development Board List (*form provided*)
- Workforce Development Board By-laws
- Local Area Organizational Chart
- Local Area Certification Regarding Debarment * (*form provided*)
- Local Area Signatory Form* (*form provided*)
- Local Area NCWorks Career Center System (*form provided*)
- Local Area Adult and Dislocated Worker Services Providers (*form provided*)
- Local Area Eligible Training Providers (*optional*)
- Local Area Youth Committee Meeting Schedule (*optional*)
- Local Area Youth Committee Members (*optional*)
- Local Area Youth Services Providers (*form provided*)
- Local Area Youth Incentive Policy (*optional*)

*Mail signed and unfolded *originals* to assigned Division Planner at N.C. Division of Workforce Solutions at:

313 Chapanoke Road, Suite 120, 4316 Mail Services Center, Raleigh, NC 27699-4316.

Appendix

Local Workforce Development Board Membership Requirements

A

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
AND OTHER RESPONSIBILITY MATTERS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participant's Responsibilities.

(BEFORE COMPLETING THIS CERTIFICATION, READ THE INSTRUCTIONS ON THE FOLLOWING PAGE WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)

- 1) The prospective primary participant certifies, to the best of its knowledge and belief, that it and its principals:
 - a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency;
 - b) have not within a three-year period preceding this certification been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
 - c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d) have not within a three-year period preceding this certification had one or more public transactions (Federal, State or local) terminated for cause or default.
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Printed Name and Title of Authorized Administrative Entity Signatory Official

Signature

Date

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting the certification signature page with this proposal, the prospective primary participant is providing the certification set out above.
2. The inability of a person to provide the certification required above will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out above. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participants, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, Subpart 9.4, debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "A Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not proposed for debarment under 48 CFR Part 9, Subpart 9.4, debarred, suspended, ineligible or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-Procurement programs.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, Subpart 9.4, suspended, debarred, ineligible or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Mountain Area WIOA Board List

Effective Date July 1, 2018

	Category	Category Justification	Name and Business Title	Business Name and Address	Phone Number Address	Email	Term
1.	Business, Chair <i>(Can be one of the required small business seats.)</i>	Business, Chair Private Sector Nominated by Henderson County Chamber of Commerce	Terry Collins, Human Resources Manager	Current by GE/ GE Lighting Systems, Incorporated 3010 Spartanburg Hwy. East Flat Rock, NC 28726-2926	(828) 200-0899 (cell)	Terry.collins@ge.com	7/20/16- 7/1/18
2.	Business	Business Private Sector Nominated by Asheville Chamber of Commerce	Bryan Dover, Human Resources Manager	Silver-Line Plastics Corporation 900 Riverside Drive Asheville, NC 28804	(828) 252-8755 ext. 1241 bdover@slpipe.com		7/1/17 - 7/1/19
3.	Business	Business Private Sector Nominated by Asheville Chamber of Commerce	Peter Cook, President	New Peco, Incorporated 100 Airport Road, Arden, NC 28704	(828) 681-1906 peter.cook@lawnvac.com		7/1/17 - 7/1/19
4.	Business	Business Private Sector Nominated by Asheville Chamber of Commerce	Ann Ashley, SPHR/SCP VP of Staffing & Professional Development	Biltmore Company 1 North Pack Square Asheville, NC 28801	(828) 225-6119 aashley@biltmore.com		7/1/17 - 7/1/19
5.	Business	Business Private Sector Nominated by Asheville Chamber of Commerce	Corie Hackney Human Resources Manager	Omni Grove Park Inn 290 Macon Avenue Asheville, NC 28804	(828) 252-2711 ext. 3004		7/1/17 - 7/1/19
6.	Business	Business Private Sector Nominated by Asheville Chamber of Commerce	Eric Oelschlaeger, President	Epsilon, Incorporated 1 Monticello Village Drive Weaverville, NC 28787	(828) 398-5420 eric@epsilon-inc.com		6/16/15 - 7/1/18
7.	Business	Business Private Sector	Tommasanne Davis, Director of Talent	Mission Health System	(828) 213-4038		4/10/18 –

Mountain Area WIOA Board List

Effective Date July 1, 2018

	Category	Category Justification	Name and Business Title	Business Name and Address	Phone Number Email Address	Term
		Nominated by Asheville Chamber of Commerce	Acquisition and Career Exploration	Human Resources Division 1 Hospital Drive Asheville, NC 28801	Tommasanne.Davis@msj.org	7/1/20
8.	Business	Business Private Sector Nominated by Asheville Chamber of Commerce	Sarah Bergeron , Human Resources Manager	GE Aviation 401 Sweeten Creak Industrial Park Road Asheville, NC 28806	(828) 274-4540 Sarah.Dunn@ge.com	4/10/18 – 7/1/20
9.	Business	Business Private Sector Nominated by Madison County Chamber of Commerce	Sam Hutchins, Member Services Manager	French Broad Electric Member Corporation 3043 Highway 213 PO Box 9 Marshall, NC 28753	(828) 649-2051 sam.hutchins@frenchbroademc.com	8/11/15 - 9/1/17
10.	Business	Business Private Sector Nominated by Transylvania County Chamber of Commerce	Allyson Davenport, Human Resources Director	Pisgah Inn 408 Blue Ridge Parkway Canton, NC 28716	(828) 235-8228 adavenport@pisgahinn.com	1/23/17 - 5/31/18
11.	Business	Business Private Sector Nominated by Transylvania County Chamber of Commerce	Lori Galloway, Human Resources Manager	Microtech Knives 15A National Avenue Fletcher, NC 28732	(828) 684-4355 lgalloway@microtechknives.com	6/22/15- 5/31/17
12.	Business	Business Private Sector Nominated by Henderson County Chamber of Commerce	Phil Webb, Strategic Planning Director	UPM-Raflatac 400 Broadpointe Drive Fletcher, NC 28732	(828) 651-4793 phil.webb@upmraflatac.com	7/1/17- 7/1/19

Mountain Area WIOA Board List

Effective Date July 1, 2018

	Category	Category Justification	Name and Business Title	Business Name and Address	Phone Number Email Address	Term
13.	Business	Business Private Sector Nominated by Henderson County Chamber of Commerce	Tony Carter, Director of Sales	Morris Broadband 719 S. Grove Street Hendersonville, NC 28792	(828) 392-3278 tony.carter@morrisbroadband.com	7/15/15 - 7/1/18
14.	Business	Business Private Sector Nominated by Henderson County Chamber of Commerce	Hope Reynolds, VP Human Resources & Service Excellence	Margaret R. Pardee Hospital 800 N. Justice Street Hendersonville, NC 28791	(828) 696-1000 Hope.Reynolds@pardeehospital.org	7/1/17 - 7/1/19
15.	Small Business	Business Private Sector Nominated by Madison County Chamber of Commerce	Sandy West, President	Hot Springs Resort & Spa 315 Bridge Street Post Office Box 428 Hot Springs, NC 28743	(828) 622-3022 sandy@nchotsprings.com	7/1/17- 7/1/19
16.	Small Business	Business Private Sector Nominated by Madison County Chamber of Commerce	Jonathan Szucs, General Manager	Advanced Superabrasives, Inc. 1270 N. Main Street Post office Box 1390 Mars Hill, NC 28754	(828) 689-3200 js@asiwheels.com	7/1/17 - 7/1/19
17.	Joint Labor- Management, or union affiliated, registered apprenticeship program. Or where none exists, representative of registered apprenticeship program <i>(provide representative's affiliation)</i>	Labor Organization and Representative from a Labor Organization with an Apprenticeship Program (Dual Role)	Christopher McGlashan, Training Director Asheville Electrical JATC	International Brotherhood of Electrical Workers #238 45 Sardis Road Asheville, NC 28806	(828) 327-1081 Local238jadc@gmail.com	7/1/17 - 7/1/19

Mountain Area WIOA Board List

Effective Date July 1, 2018

	Category	Category Justification	Name and Business Title	Business Name and Address	Phone Number Email Address	Term
18.	Labor Organization, or where none exists, other representative of employees <i>(provide organization affiliation)</i>	Labor Organization	Jason Simmons, Labor Representative	International Brotherhood of Electrical Workers #238 45 Sardis Road Asheville, NC 28806	(828) 367-8445 Jason.IBEW238@gmail.com	7/1/17- 7/1/19
19.	Organizatrion addressing needs of eligible youth	Organizatrion addressing needs of eligible youth	LeElaine Comer, Self-Sufficiency Program Manager	Community Action Opportunities 25 Gaston Street Asheville, NC 28801	(828) 252-2495 leelaine@communityactionopportunities.org	7/1/17 - 7/1/19
20.	Community Based Organization or organizations addressing needs of eligible youth <i>(Identify choice of category represented)</i>	Community Based Organization serving Veterans	Susan Garrett, Assistant Director of Training and Employment Veterans Services of the Carolinas	ABCCM 24 Cumberland Avenue Asheville, NC 28801	(828)398-6774 susan.garrett@abccm.org	4/10/18- 7/1/20
21.	Adult Education and Literacy eligible under WIOA Title II	Title II representative	Autumn Weil, Executive Director	Blue Ridge Literacy Council 625 College Drive Flat Rock, NC 28731	(828) 696-3811 aweil@litcouncil.org	7/1/16 - 7/1/18
22.	Higher Education	Higher Education	Dr. Laura Leatherwood, President	Blue Ridge Community College 180 West Campus Drive Flat Rock, NC 28731	(828)694-1700 leatherwood@blueridge.edu	6/24/15 - 7/1/18

Mountain Area WIOA Board List

Effective Date July 1, 2018

	Category	Category Justification	Name and Business Title	Business Name and Address	Phone Number Email Address	Term
23.	Higher Education	Higher Education	Dr. Dennis King, President	AB Tech Community College 340 Victoria Road Asheville, NC 28801	(828) 398-7110 dennisfking@abtech.edu	7/1/17- 7/1/19
24.	Community Based Organization providing employment and training	Community Based Organization	Dyatt Smathers, DSS Board member	Madison County Department of Social Services Madison County Government PO Box 579 Marshall, NC 28753	(828) 649-2711 (828)2016-3206 dfsmathers@frontier.com	11/17/17 - 11/17/19
25.	Vocational Rehabilitation Program	Vocational Rehabilitation Program	Becky Alderman, Chief Operations Officer	Transylvania Voc. Services, Inc. 11 Mountain Industrial Drive Brevard, NC 28712	(828) 884-3195 Ext. 225 becky@tvsinc.org	6/22/15 – 5/31/19
26.	Vocational Rehabilitation Program Title I of the Rehabilitation Act of 1973	Vocational Rehabilitation Program	Tony Reid, Unit Manager	Division of Vocational Rehabilitation Services 8 Barbeta Drive (Ridgefield Business Court) Asheville, NC 28806	(828) 670-3377 tony.reid@dhhs.nc.gov	6/ 1/17- 6/1/19
27.	Economic Development	Economic Development	April Brown, Director of Retention and Expansion Services	Asheville Area Chamber of Commerce PO Box 1010 Asheville, NC 28802-1010	(828) 258-6118 abrown@ashevillechamber.org	6/16/15 - 7/1/18
28.	Wagner-Peyser Act	Title III	Rick Elingburg, Manager	DWS-Hosted NCWorks Career Center-Asheville & Buncombe County 48 Grove Street Asheville, NC 28801	(828) 251-6200 rick.elingburg@nccommerce.com	7/1/17- 7/1/19
29.	Local Education Agency	Local Education Agency	Dr. Jeff McDaris, Superintendent	Transylvania County Schools Morris Education Center 225 Rosenwald Lane Brevard, NC 28712	(828) 884-6173 jmcdaris@tcsnc.org	7/1/17- 7/1/19

Mountain Area WIOA Board List

Effective Date July 1, 2018

Notes:

- In obtaining nominations and making appointments, follow Workforce Innovation and Opportunity Act Section 107(b)(2) and US Department of Labor Training and Employment Guidance Letter (TEGL) 27-14.
- *If Local Workforce Development Board Area has more than 19 total members: 1) add lines to chart and complete all columns for additional members; 2) ensure required percentages are still met.
- Use form provided and identify categories as indicated on the form. Do not change required category names.

By submission of this form, the Workforce Development Board certifies its compliance with the appointment and nomination process of business representatives from among local business organizations and business trade associations. [WIOA Section 107(b)(2)(A)]

Workforce Innovation and Opportunity Act of 2014

Program Year 2017 Local Plan Signatory Page for

Local Workforce Development Area Name

We affirm that the Local Area Workforce Development Board (WDB) and the Chief Elected Official(s) of the Local Area, in partnership, have developed and now submit this comprehensive, strategic Regional and Local Area Plan in compliance with the provisions of the Workforce Innovation and Opportunity Act of 2014 and instructions issued by the Governor under authority of the Act.

Submission Date

Workforce Development Board Chair

Chief Elected Official

Typed or Printed Name

Typed or Printed Name

Typed or Printed Title

Typed or Printed Title

Signature

Signature

Date

Date

Mountain Area NCWorks Career Center System

(Reflects Local Area Structure as of July 1, 2018)

A. One-Stop Location(s) (Address and Hours)	*B. Tier 1 or Tier 2 Specialized or Affiliate	C. On-site Partners	**D. Career Center Operator and Method of Selection	E. Provider(s) of WIOA Career Services and Method of Selection	F. Provider(s) and Type of On-site Youth Services	G. Additional Partners
NCWorks Career Center Asheville 48 Grove Street Asheville, NC 28801 8:30 am – 5:00 pm M-F	Tier I	Title I Title II Title III Title IV	AB Tech RFP	AB Tech RFP	Goodwill OSY Green Opportunities OSY	LVER DVOP NCWorks Career Pathways Facilitator YouthBuild
Madison County Career Center 4646 Hwy 25-70 Marshall, NC 28753	Affiliate of NCWorks Career Center Asheville	Title I Title II Title IV	AB Tech RFP	AB Tech RFP	Madison County Schools OSY	LVER DVOP NCWorks Career Pathways Facilitator
NCWorks Career Center Henderson County 180 West Campus Drive Flat Rock, NC 28731 Continuing Education Bldg, Room 125	Tier I	Title I Title II Title III Title IV	Blue Ridge Community College RFP	Blue Ridge Community College RFP	Henderson County Schools OSY	LVER DVOP NCWorks Career Pathways Facilitator Job Corps
NCWorks Career Center Transylvania County 45 Oak Park Drive Brevard, NC 28712 Straus Bldg, Room 141	Tier I	Title I Title II Title III Title IV	Blue Ridge Community College RFP	Blue Ridge Community College RFP	Blue Ridge Community College OSY	LVER DVOP NCWorks Career Pathways Facilitator Job Corps

*Type of Center Designation:

- Tier 1 (T1)
- Tier 2 (T2)
- Specialized (S)
- Affiliates (A) – At locations where A, DW and WP services are provided

**Method of Selection:

- Competitive Procurement
- Sole Source
- Contract Extended

PY 2017 WIOA Local Adult & Dislocated Worker Service Providers List

WIOA Adult/Dislocated Worker Activity Provider (Organization Name, Address and Telephone Number)	Contact Person (Name, Title and E-mail Address)	County/Counties Served and where services are provide** (One-Stop, Office, Both)	Type of Organization (State Agency, For-profit, Non-profit, other-specify)	Type of Contract (Cost Reimbursement, Fixed Price, Performance Based, Hybrid, other-specify)
Asheville-Buncombe Technical Community College 340 Victoria Road Asheville, NC 28801 828-398-7900	Dr. Shelley White Vice President Economic & Workforce Development/Con Ed AB Tech 340 Victoria Road Asheville, NC 28801 828-398-7937	Buncombe County (One-Stop/NCWorks Career Center Asheville and AB Tech Victoria Road campus) Madison County (One-Stop/Madison County Career Center at AB Tech Madison campus)	Higher Education Public institution	Cost Reimbursement
Blue Ridge Community College 180 West Campus Drive Flat Rock, NC 28731 828-694-1700	Julie Thompson Vice President Economic & Workforce Development/Con Ed Blue Ridge Community College 180 West Campus Drive Flat Rock, NC 28731 828-694-1752	Henderson County (One-Stop/NCWorks Career Center Henderson County located on BRCC Flat Rock campus) Transylvania County (One-Stop/NCWorks Career Center Transylvania County located on BRCC Transylvania campus)	Higher Education Public institution	Cost Reimbursement

*Must be updated at two-year review.

PY 2017 WIOA Local Youth Service Providers List

WIOA Youth Activity Provider (Name, Address and Telephone Number)	Contact Person (Name, Title and E-mail Address)	County/Counties Served and where services are provided** (One-Stop, Office, Both)	Type of Organization (State Agency, For-profit, Non-profit, other-specify)	Type of Contract (Cost Reimbursement, Fixed Price, Performance Based, Hybrid, other-specify)
Madison County Schools 5738 Hwy25/70 Marshall, NC 28753 828-649-9276	James Huey CTE Director jameshuey@madisonk12.net	Madison (Both)	Local Education Agency	Cost Reimbursement
Buncombe County Schools 175 Bingham Road Asheville, NC 28806 828-255-5921	Christy Cheek CTE Director crystal.cheek@bcsemail.org	Buncombe (Both)	Local Education Agency	Cost Reimbursement
Green Opportunities P.O. Box 7235 Asheville, NC 28802 828-398-4158	Joseph Hackett Executive Director jhackett@greenopportunities.org	Buncombe (Office)	Non-profit	Cost Reimbursement
Goodwill of Northwest NC P.O. Box 4299 Winston Salem, NC 27115	Tara McCracken Asheville District Director tmccracken@goodwillnwno.org	Buncombe (Both)	Non-profit	Cost Reimbursement
Henderson County Schools	Matt Gruebmeier Director of Title I Services mwgruebmeier@hcpsnc.org	Henderson (Both)	Local Education Agency	Cost Reimbursement
Blue Ridge Community College 180 W. Campus Drive Flat Rock, NC 28731 (828)694-1700	Julie Thompson Vice President, Workforce Development juliet@blueridge.edu	Transylvania (One-Stop)	Higher Education	Cost Reimbursement

*Must be updated at two-year review. **Note where Youth Services are provided: at the One-Stop Centers, the Office location provided, combination. Be specific.

Mountain Area Youth Committee Members

(One member must be a community-based organization with a demonstrated record of success in serving eligible youth, member is denoted by *)

Name	Organization	Position
Jonathan Szucs	General Manager, Advanced Superabrasives, Inc.	Chair
Ann Ashley	Vice President of Staffing and Professional Development, Biltmore	Member
LeElaine Comer	Self-Sufficiency Program Manager, Community Action Opportunities	Member
Tony Carter	Director of Sales, Morris Broadband	Member
Bryan Dover	Human Resources Manager, Silver-Line Plastics	Member
Rick Elingburg	Manager, NCWorks Career Center Asheville	Member
Dr. Jeff McDaris*	Superintendent, Transylvania County Schools	Member

Local Workforce Development Boards Membership Requirements

Representative of Business	Who May Satisfy the Requirements
<p>(WIOA Section 107(b) (2)(A))</p>	<p>The majority of the members of the Local Board must be representatives of 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 Boards may also serve on the State Board. Each business representative must meet the following criteria:</p> <ul style="list-style-type: none"> • 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.
<p>Representative of Workforce</p> <p>(WIOA Section 107(b)(2)(B))</p>	<p>Not less than 20 percent of the members of the Local Board must be workforce representatives. These representatives:</p> <ul style="list-style-type: none"> • 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; <i>[In North Carolina, such examples include the North Carolina Association of Educators (NCAE) or the State Employees Association of North Carolina (SEANC)].</i> • 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, and may include: <p>In addition to the representatives enumerated above, the Board may include the following to contribute to the 20 percent requirement:</p> <ul style="list-style-type: none"> • one or more representative of community-based organizations that have demonstrated experience and expertise in addressing the employment, training or education needs of individuals with barriers to employment,

	<p>including organizations that serve veterans or provide or support competitive integrated employment for individuals with disabilities; and</p> <ul style="list-style-type: none"> • one or more representatives of organizations that demonstrated experience or expertise in addressing the employment, training, or education needs or eligible youth, including representatives of organizations that serve out-of-school youth.
<p>Representatives of Education and Training (WIOA Section 107(b) (2)(C))</p>	<p>The balance of Local Board membership must include:</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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. <p>In addition to the representatives enumerated above, the CLEO may appoint other appropriate entities in the local area, including:</p> <ul style="list-style-type: none"> • 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 elected official.

Source: USDOL Training and Employment Guidance Letter (TEGL) 27-14