

# **Mountain Area Workforce Development Board**



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

**July 1, 2026 - June 30, 2027**

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) **2026** Plan is to provide current information and be effective **July 1, 2026 - June 30, 2027**, 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 2026 Plan is Due: May 4, 2026**

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 PY 2025 Plan submission, attach a copy of the current Consortium Agreement. If the Consortium Agreement has not been updated since the PY 2025 Plan submission, state N/A. ***N/A The policy was last submitted in PY 2024***
  - 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 PY 2025 Plan submission, attach a copy of the formal request for Local Area designation. If the Local Area is not a Consortium and there have not been updates since the PY 2025 Plan submission, state N/A. ***N/A The policy was last submitted in PY 2024***
  - 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. If not applicable, state N/A. ***N/A***

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

Name: ***Mr. Nathan Ramsey***

Title & Salutation: ***Executive Director***

Organization Name: ***Land of Sky Regional Council***

Address: ***339 New Leicester Highway, Suite 140, Asheville, NC 28806***

Phone Number: ***828-251-7473***

Email Address: ***nathan@landofsky.org***

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

Name: <i>William Lapsley</i>	Elected Title & Salutation: <i>Commission Vice Chair</i>
Government Affiliation: <i>Buncombe County Board of Commissioners</i>	Address: <i>200 College Street, Suite 300 Asheville, NC 28801</i>
Phone Number: <i>828-243-0107</i>	Email Address: <i>William.Lapsley@buncombecounty.org</i>

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 3.

Name <i>Denisa Lauffer</i>	Title & Salutation: <i>Clerk to the Board</i>
Business Name: <i>Henderson County Board of Commissioners</i>	Address: <i>1 Historic Courthouse Square Hendersonville NC 28792</i>
Phone Number: <i>828-697-4808</i>	Email Address: <i>dlauffer@hendersoncountync.gov</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>Mike Blount</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>828-251-7470</i>	Email Address: <i>mike@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.*

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)]. *A copy of the Board Member List is attached in WISE.*

- Name document: *Local Area WDB Name Board List.*
- 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 (\*).

**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.

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 of adoption or more recent amendment, if any revisions have been made since the PY 2025 Plan submission. Please state N/A if there are no updates to the By-Laws for the PY 2026 plan submission, and state the Plan year the By-laws were last submitted. By-Laws must include the required elements found in [Appendix A](#). **N/A The policy was last submitted in PY 2024.**

- Name document: Local Area WDB Name By-Laws.

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 PY 2025 Plan submission (form provided). Please state N/A if the By-Laws have not been updated since the PY 2025 Plan submission, and state the Plan year the Crosswalk chart was last submitted. **N/A The policy was last submitted in PY 2024.**

- Name document: Local Area WDB Name By-Laws Required Elements- Crosswalk chart.

*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 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.. 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 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 is attached in WISE***

15. Complete the following chart for the PY 2026 Local Area WDB’s planned meeting schedule to include, the date, time, location, and virtual link (if applicable). (Expand form as needed)

<b>Date</b>	<b>Time</b>	<b>Location (include address, room # and virtual link)</b>
<i>August 25, 2026</i>	<i>3:00 pm</i>	<i>339 New Leicester Hwy, Suite 140, Asheville, NC 28806</i>
<i>October 27, 2026</i>	<i>3:00 pm</i>	<i>339 New Leicester Hwy, Suite 140, Asheville, NC 28806</i>
<i>December 2026</i>	<i>TBD</i>	
<i>January 26, 2027</i>	<i>3:00 pm</i>	<i>339 New Leicester Hwy, Suite 140, Asheville, NC 28806</i>
<i>March 23, 2027</i>	<i>3:00 pm</i>	<i>339 New Leicester Hwy, Suite 140, Asheville, NC 28806</i>
<i>May 25, 2027</i>	<i>3:00 pm</i>	<i>339 New Leicester Hwy, Suite 140, Asheville, NC 28806</i>

<i>June 22, 2027</i>	<i>3:00 pm</i>	<i>339 New Leicester Hwy, Suite 140, Asheville, NC 28806</i>
<i>August 24, 2027</i>	<i>3:00 pm</i>	<i>339 New Leicester Hwy, Suite 140, Asheville, NC 28806</i>
<i>October 26, 2027</i>	<i>3:00 pm</i>	<i>339 New Leicester Hwy, Suite 140, Asheville, NC 28806</i>
<i>December 2027</i>		<i>TBD</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 PY 2026 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. A copy of the Plan Approval Minutes are attached in WISE.*

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 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, please describe your engagement with local, regional, and state economic developers including industries of focus, frequency of collaboration, and the number of anticipated projects the Local Area WDB expects to engage in during the upcoming program year? Please indicate the type of services the Local Area WDB expects to provide.

***The Mountain Area Workforce Development Board maintains strong partnerships with local, regional, and state economic developers to support business growth and workforce needs across the region. MAWDB regularly collaborates with local economic development organizations, county governments, chambers of commerce, and state partners such as the North Carolina Department of Commerce and Economic Development Partnership of North Carolina.***

***Industries of focus in the Mountain Area include advanced manufacturing, healthcare, construction, hospitality and tourism, and information technology. Workforce Board staff participate in regional economic development meetings, business roundtables, and project discussions on an ongoing basis, typically engaging with partners monthly and as new projects arise.***

***Through these partnerships, MAWDB expects to partner on several economic development projects during the upcoming program year. The Board anticipates engaging in projects that involve business recruitment, expansion, or retention efforts within the region such as the WNC Career Expo, the AI Summit, Manufacturing Day, and Construction Career Day.***

***Services provided by MAWDB may include workforce data and labor market information, coordination with the NCWorks Career Centers for recruitment assistance, work-based learning opportunities, and connection to workforce development funding and programs. These services ensure that businesses have access to a skilled workforce while supporting employment opportunities for residents in the Mountain Area.***

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

<b>Pathway Name</b>	<b>Partner WDBs</b>	<b>Year the pathway was developed</b>	<b>Number of trainees (to date) who have utilized the pathway</b>
<b>Healthcare</b>	<b>Mountain Area</b>	<b>2017</b>	<b>500</b>
<b>Hospitality and Tourism</b>	<b>Mountain Area</b>	<b>2017</b>	<b>130</b>
<b>Advanced Manufacturing</b>	<b>Mountain Area</b>	<b>2016</b>	<b>135</b>
<b>Energy</b>	<b>Centralina Charlotte Works Gaston Region C Western Piedmont Mountain Area</b>	<b>2019</b>	<b>40</b>
<b>Skilled Trades and Construction</b>	<b>Mountain Area</b>	<b>2023</b>	<b>155</b>
<b>Information Technology</b>	<b>Mountain Area</b>	<b>2023</b>	<b>160</b>

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. We do plan to incorporate AI into the information technology career pathway.*

### 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 2026 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 the youth service provider is on-site and, if so, youth services offered. Use the PY 2026 NCWorks Career Center Chart. [WIOA Section 121(b)(1)(A) and (b)(1)(B)]

- Name document: *Local Area WDB Name PY 2026 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 in June 2025. 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. Contarts were awarded on July 2026.*

*Separately, the Request for Proposal for Youth Services was also released and awarded on the same dates above. 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.*

*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.*

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 2024-2025 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 performance is recovery of local industries and hiring increases. Hiring in sectors such as leisure and hospitality and transportation has begun to rebound, which supports employment outcomes and improves WIOA performance indicators such as employment and retention.***

***Healthcare and education sectors has seen job growth in private education and health services, creating additional employment opportunities for program participants and improving job placement outcomes.***

***Mountain Area Workforce Development Board's negative performance is the storm caused widespread business disruption, tourism decline, and temporary infrastructure issues, leading to higher unemployment and fewer job opportunities for participants.***

***Higher regional unemployment rates in Buncombe County and the Asheville metro area have experienced unemployment rates higher than the state average during recovery, which can negatively impact performance outcomes such as employment after exit and retention.***

***The positive outlook for the upcoming program year is continued economic recovery, tourism return, and growth in healthcare and professional services may increase job opportunities and improve employment***

*outcomes.*

*On the negative side for the upcoming program year is ongoing recovery from storm impacts, workforce shortages, and fluctuations in tourism-related industries may continue to affect job availability and performance levels.*

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 supported by Workforce Service Providers and NCWorks Career Centers in the region. These providers receive ongoing training and are monitored monthly by the Workforce Operations Director to ensure compliance with all applicable regulations, policies, and guidelines.*

*Training is held bi-monthly basis, along with additional sessions when needed, are held between Board staff and Workforce Service Providers to review performance, share best practices and develop strategies to improve performance and compliance. Meetings may also be conducted virtually or individually as necessary.*

*The Workforce Operations Director reviews participant files and performance reports on a weekly and monthly basis to monitor compliance and identify areas for improvement. When needed, one-on-one discussions are conducted to address specific performance concerns. Bi-monthly updates from NCWorks and FutureWorks BI Reporting are shared with service providers to support service delivery, file compliance, and performance outcomes.*

*FutureWorks BI Dashboards and NCWorks reports are also shared with service providers and Board Members to support data-driven decision-making. Credential completion and data entry are tracked through FutureWorks BI Roster to monitor performance measures. Performance outcomes are also provided to Board Members and stakeholders during Local Area Board Meetings.*

*Workforce Service Providers are expected to take proactive steps to improve performance. Contracts require the Local Area to meet or exceed all relevant performance measures, including federal benchmarks. Follow-up services are critical to achieving these outcomes, and subrecipients are required to provide follow-up services for up to one year after a participant exits the program.*

*The Board is also committed to meeting the 20% Youth Work Experience and 6% Apprenticeship target each year to ensure youth gain valuable career preparation opportunities. Employment outcomes remain a primary focus, helping individuals access training and employment that leads to higher wages and improved quality of life while supporting employers in building a skilled workforce.*

*If performance measures decline, Career Advisors are expected to take corrective action within the following quarter. If improvement is not demonstrated, a formal letter will be sent to the Supervisor.*

***Continued issues may result in the issuance of a Request for Proposal (RFP). The Local Board remains committed to meeting all performance goals and ensuring the success of participants, employers, and community stakeholders.***

3. Discuss what corrective action steps are in place if, at any point during the program year, the Local Area WDB is not on track to meet or exceed yearly performance indicator goals.

This question is intended to be hypothetical and is seeking what plan the Local Area WDB has in place to address failing performance, if it were to occur. Answers should address how the Local Area WDB:

- monitors performance,
- communicates with staff,
- makes changes to Local Area WDB performance and training strategies based on reporting data,
- and utilizes follow-up accountability measures.

***The Mountain Area Workforce Development Board (MAWDB) is committed to meeting and exceeding all federally and state-mandated performance measures. Subrecipient contracts are performance-based, requiring providers to meet or exceed established goals. The Workforce Operations Director plays a central role in monitoring and managing performance throughout the program year. Performance is continuously tracked using the NCWorks and FutureWorks reporting systems. The Workforce Operations Director regularly reviews performance data, focusing on second- and fourth-quarter employment rates, median earnings, credential attainment, and measurable skills gains. Career Advisors are kept informed through multiple channels, including email, phone, printed reports, in-person and virtual meetings, and bi-monthly FutureWorks reports. These reports are also shared with the Local Area Board at each meeting for broader awareness. When performance issues arise, Career Advisors are promptly notified and expected to take corrective action within the next quarter. If improvement does not occur, technical assistance is provided, continued underperformance results in a formal letter to the relevant supervisor and finally a Request for Proposal (RFP) may be offered, if there is no improvement. Performance data is used not only for monitoring but also to guide strategic improvements in service delivery. The Workforce Operations Director collaborates with providers to refine program strategies, implement best practices, and align with current policy, guidelines and data trends. Follow-up services are essential to participant success and overall performance. MAWDB requires follow-up for one year post-exit to support job retention, wage growth, and the attainment of post-secondary credentials and measurable skills gains. Career Advisors are accountable for timely, meaningful follow-up, with special emphasis during the second and fourth quarters for employment.***

4. How is performance information shared throughout the hierarchy of career center staff? Please detail how the Local Area WDB addresses performance data in its relationship with its service provider(s) and how staff 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 all career center staff?
- c. How are career center staff/service providers held accountable?

d. How is training provided in your organization/career centers?

*The Mountain Area Workforce Development Board (MAWDB) uses a structured and consistent approach to monitor, communicate, and improve performance across all NCWorks Career Centers and workforce service providers.*

*a. Performance is tracked through the NCWorks and FutureWorks reporting systems, which provide real-time and quarterly data on the Federal Primary Indicators of Performance. The Workforce Operations Director regularly reviews reports related to second and fourth quarter employment rates, median earnings, credential attainment, and measurable skills gains. Performance data is monitored throughout the program year to identify trends, address potential issues early, and ensure progress toward meeting or exceeding performance targets.*

*b. Performance information is shared through regular meetings, performance reviews, and ongoing communication with service providers and NCWorks Career Center leadership. The Workforce Operations Director trains on performance expectations, program outcomes, and areas needing improvement with Career Advisors. This ensures that all staff understand performance goals and their role in achieving them.*

*c. Service providers are held accountable through contract performance expectations, quarterly monitoring, and regular performance discussions with MAWDB staff. Performance data is reviewed to ensure compliance with federal and state requirements, and corrective action or technical assistance is provided when performance concerns are identified. This process helps ensure that service providers maintain high-quality services and meet required outcomes.*

*d. Training is provided through regular technical assistance, meetings, and targeted training sessions based on identified needs. MAWDB staff offer guidance on policy updates, performance expectations, data entry requirements, guidelines and best practices for serving participants. Additional training is provided when performance data indicates areas that need improvement to support staff in achieving program goals and maintaining compliance. If goals are not met, a letter is sent to the supervisor and lastly a Request for Proposal (RFP) may be shared.*

5. 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?

*The Mountain Area Workforce Development Board experiences few challenges in meeting credential attainment goals due to strong collaboration with MyFutureNC and the North Carolina P20 Council. However, the Board remains proactive in addressing potential barriers that may affect participant success. Limited access to high-quality training programs can sometimes prevent individuals from obtaining the*

*credentials needed for their chosen career paths. To address this, WIOA Career Advisors conduct thorough assessments to ensure participants are matched with appropriate training and career pathways. Financial barriers, including tuition, textbooks, and related costs, may also discourage participation. The Board helps reduce these challenges by leveraging WIOA funding, the Pell Grant program, and community referrals to support participants financially.*

*Lack of awareness about training opportunities or the value of specific credentials can affect enrollment. Workforce service providers actively communicate available options and benefits to participants. When additional guidance is needed, Career Advisors consult with the Workforce Operations Director to ensure individuals receive accurate information and appropriate referrals.*

*Participants may also face personal challenges such as childcare needs, transportation barriers, or health concerns. The Local Area addresses these issues through partnerships and referrals to supportive services. In addition, some individuals may lack foundational skills needed for credential programs. Career Advisors identify these gaps during assessments and connect participants with preparatory education and resources. Career pathways play a key role in supporting credential attainment. These pathways are aligned with regional workforce needs, high-demand industries, higher-wage occupations, and employer demand. Career Advisors also provide ongoing support through career counseling, mentoring, and access to supportive services to help participants remain engaged and complete training.*

*Career Advisors utilize NCcareers.org and the NC Workforce Credentials List as key tools to guide participants through career exploration and credential planning. These resources help individuals explore occupations, understand skill and credential requirements, identify in-demand credentials recognized by employers, and locate training programs across North Carolina.*

*Using these tools, Career Advisors create individualized credential attainment plans aligned with participants' career goals and regional labor market demand. They also use the information to guide participants through prerequisites, training options, and recognized credentials that improve employability. By combining strong partnerships, thorough assessments, career pathway alignment, and the use of state workforce resources, the Mountain Area Workforce Development Board effectively supports participants in achieving credential attainment and advancing their career development.*

6. When selecting an eligible training provider from the State Eligible Training Provider List (ETPL) 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)]

*Training providers seeking to be added to the ETPL must first apply through the NCWorks Training Provider Portal ([www.ncworks.gov](http://www.ncworks.gov)). The North Carolina Division of Workforce Solutions (DWS) conducts an initial review for state-level compliance, including licensure, accreditation, and baseline performance metrics. Once a program is approved at the state level, MAWDB conducts a local review of alignment with regional in-demand occupations and career pathways and consideration of industry relevance and credential value. Customer choice in training provider is ensured in the career advising and case management through NCWorks Career Centers, where staff assist participants in exploring training options based on individual interests, goals, and labor market information. The career advisors also share NCWorks ETP and NCCareers.org with individuals to compare employment and wage information.*

7. 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, **only** if the policy has been revised for the PY 2026 Plan and has not been previously submitted to the DWS Planner. If the Local Area ETPL Policy has not been revised for the PY 2026 Plan submission, please state N/A, and state the Plan year the Local Area ETPL Policy was last submitted. *N/A The policy was last submitted in PY 2024.*

***The Mountain Area Workforce Development Board does not have additional requirements for training providers beyond those outlined in the State Eligible Training Provider List (ETPL) policy. The Local Area follows all state-established eligibility, reporting, and performance requirements when reviewing and approving training providers for inclusion on the ETPL. MAWDB may reference the U.S. Department of Labor’s TrainingProviderResults.gov website as an additional informational resource when reviewing potential training providers. The site provides publicly available performance information on training outcomes, which can help inform decisions about the quality and effectiveness of programs. We also incorporate career pathways. However, the primary criteria used by the Local Area for certifying providers remain those established in the State ETPL policy.***

- Name Document: Local Area WDB Name ETPL Policy.

## V. Equal Opportunity

1. Attach the Local Area WDB’s current Equal Opportunity (EO) Complaint Grievance Procedure to address EO requirements, **only** if the policy has been revised for the PY 2026 Plan and has not been previously submitted to the DWS Planner. If the EO Complaint Grievance Procedure has not been updated for the PY 2026 Plan submission, please state N/A, and state the Plan year the EO Complaint Grievance Procedure was last submitted. [29 CFR 38.35]. *N/A The policy was last submitted in PY 2024.*

- Name document: Local Area WDB Name EO Complaint Grievance Procedure.

## VI. Adult and Dislocated Worker Services

1. Provide the date and process for the competitive procurement of the Adult and Dislocated Worker Programs that ensure an arms-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 02-2026]

***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 June 2025. 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. Contarts were awarded on July 2026.***

***Separately, the Request for Proposal for Youth Services was also released and awarded on the same dates above. 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.***

***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.***

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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, 2026, using the PY 2026 Adult/Dislocated Worker Service Provider List provided. ***The Mountain Area Local WDB Adult/Dislocated Worker Service Provider List is attached in WISE.***

- Name document: Local Area WDB Name PY 2026 Adult/Dislocated Worker Service Provider List.

3. How does the Local Area WDB ensure that the minimum of 6% of non-administrative Adult funds is spent on registered apprenticeship/pre-apprenticeship activities and is the Local Area WDB expending the 6% minimum on registered apprenticeship/pre-apprenticeship activities? [The total 6% expenditure may be comprised of non-administrative WIOA Title I Adult funds, Youth funds, or a combination of both. (CPS 04-2025)]

***The Mountain Area Workforce Development Board ensures compliance with the requirement to spend at least 6% of WIOA Title I funds on registered apprenticeship and pre-apprenticeship activities. Expenditures are tracked through the NCWorks and FutureWorks reporting systems and are reviewed regularly by the Workforce Operations Director to ensure funds are allocated appropriately and that the 6% minimum requirement is met. MAWDB supports registered apprenticeship and pre-apprenticeship activities by partnering with local employers, training providers, and apprenticeship sponsors to connect participants with apprenticeship opportunities in high-demand industries. Funding may support related instruction, supportive services, and training costs associated with approved apprenticeship or pre-apprenticeship.***

*programs.*

*MAWDB is focused on the goal of expending at least the required 6% minimum of WIOA Title I funds. These efforts help expand access to work-based learning opportunities and support career pathways aligned with regional workforce needs in partnership with ApprenticeshipNC. A regular review with fiscal staff also ensures the 6% expenditure is met. And this information is shared at the regular scheduled board meetings.*

## 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;*
- Registered Apprenticeship – A minimum 6% of Youth and Adult funds allocated to the Local Area WDB, except for the Local Area WDB expenditures for administration, must be used to provide registered apprenticeship/pre-apprenticeship activities. The expenditures may be comprised of Adult funds, Youth funds, or a combination of both; 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, 2026, using the PY 2026 Youth Service Provider List provided. Complete each column to include specifying where Youth Services are provided and procurement information.

- Name the document: *PY 2026 Local Area WDB Name Youth Service Provider List. The Mountain Area Workforce Development Board Youth 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]

***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 June 2025. 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. Contarts were awarded on July 2026.***

***Separately, the Request for Proposal for Youth Services was also released and awarded on the same dates above. 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.***

***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.***

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.

***The Local Board will meet the required 75% out-of-school youth expenditure in the Workforce Youth program through participant enrollment in training, work experience, apprenticeships and supportive services. Youth participants receive career counseling, planning services, and work-based learning opportunities designed to improve employment outcomes. Registered apprenticeship opportunities are pursued when partnerships with employers are available. Career Advisors work closely with youth to identify the best pathways to improve their skills and employment opportunities. Some youth may choose to pursue a high school equivalency diploma rather than re-enrolling in the traditional school system. Programs emphasize work experience, apprenticeships and short-term skills training that lead to industry-recognized postsecondary credentials and unsubsidized employment. Supportive services are provided when needed to help participants remain in training. Youth program operators also collaborate with Title II Adult Education providers at community colleges and local literacy councils, working with the Local County Disconnected Youth Task Force and Jobs for NC Graduates to reduce barriers and expand career pathway opportunities. In Madison County, where there is one contractor and a strong need for in-school youth work experience opportunities, the Local Board will continue supporting these activities. As a rural county, Madison benefits greatly from work experience programs that help students build workplace skills, customer service abilities, confidence, and social development. The Local Board does not apply for the 50% waiver. Co-enrollment is used when applicable.***

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 apprenticeships, and job shadowing. The Workforce Operations Director and fiscal staff regularly review budget reports and expenditure data through the NCWorks and FutureWorks reporting systems to ensure compliance with the 20% requirement. 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, 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-\$20 per hour.*

5. How does the Local Area WDB ensure that the minimum of 6% of non-administrative Youth funds is spent on registered apprenticeship/pre-apprenticeship activities and is the Local Area WDB expending the 6% minimum on registered apprenticeship/pre-apprenticeship activities? [The total 6% expenditure may be comprised of non-administrative WIOA Title I Adult funds, Youth funds, or a combination of both. (CPS 04-2025)]

*The Local Area Workforce Development Board ensures that at least 6% of WIOA Title I funds are spent on registered apprenticeship and pre-apprenticeship activities by closely monitoring expenditures and incorporating apprenticeship opportunities into program planning and service delivery. The Workforce Operations Director and fiscal staff regularly review budget reports and expenditure data to ensure compliance with the 6% requirement.*

*Career Advisors actively promote registered apprenticeship and pre-apprenticeship opportunities when developing Individual Service Strategies with eligible youth participants. When appropriate, participants are referred to employers and training providers that offer registered apprenticeship programs. The Local Area also collaborates with regional employers, community colleges, and workforce partners to identify and expand apprenticeship and pre-apprenticeship opportunities that align with local industry needs.*

***The Local Area WDB tracks all related training, supportive services, and work-based learning activities that qualify toward the 6% requirement. If expenditures appear to be below the required threshold during the program year, program staff work with service providers to increase referrals to eligible apprenticeship or pre-apprenticeship activities.***

***The Local Area WDB is committed to meeting and maintaining the minimum 6% expenditure requirement and ensuring continued compliance with state policy CPS 04-2025.***

6. Specify if the Local Area WDB plans to offer incentives for (NextGen) youth. If yes, please state the plan year that the most current Youth Incentive Policy was provided. Please upload **only** if the policy has been revised for the PY 2026 Plan and has not been previously submitted to the DWS Planner. The policy should 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 Area WDB's internal controls to safeguard cash/gift cards.

***N/A 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.***

- Name document: Local Area WDB Name Youth Incentive Policy.

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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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7. 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.***

8. 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)] ***The Mountain Area Workforce Development Board Youth Program Elements Chart is attached in WISE.***

- Name document: Local Area WDB Name Youth Program Elements Chart.

9. 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)]

***Yes.***

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

***N/A***

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

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

***The Mountain Area Workforce Development Board has a standing Youth Work-Based Learning Committee that provides guidance and assists with planning, operations, and other issues related to services for NextGen youth and young adults. The committee is comprised of Board members, employers, educators, and representatives from community organizations that serve youth and young adults.***

***The Youth/WBL Committee works to promote improved education and career opportunities so youth and young adults can achieve self-sufficiency and support their families. The committee collaborates with workforce partners and economic development organizations to address common barriers such as transportation, childcare, and housing, while expanding work-based learning opportunities.***

***The committee also focuses on strengthening local career pathways that help youth transition successfully into the workforce and achieve long-term economic independence. Through partnerships with schools, Career and Technical Education directors, employers, and community organizations. The committee promotes innovative work-based learning models such as paid work experience and apprenticeships that align with regional economic and workforce needs.***

- b) Provide the youth committee's top three goals or objectives for PY 2026.

***Expand on pre-apprenticeships and registered apprenticeships by introducing more employers to the possibility of well trained individuals and by actively engaging more employers to these programs, we can demonstrate the value of hiring individuals who are also work-ready, and equipped with industry-relevant skills.***

***Strengthen Community and Employer Partnerships by build strategic collaborations with local businesses, schools, and community organizations to create sustainable pathways from education to employment for young adults.***

***Enhance Credential Attainment by supporting youth in obtaining industry-recognized credentials, certifications, and career-focused training aligned with local labor market 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*). ***The Mountain Area Workforce Development Board Youth Committee Member List is attached in WISE.***

- Name document: Local Area WDB Name Youth Committee Members [WIOA Section 107(b)(4)(A)(ii)]

c. Complete the following chart for the PY 2026 Youth Committee’s planned meeting schedule to include dates, times, and locations. (Expand form as needed or mark Not Applicable.)

<b>Date</b>	<b>Time</b>	<b>Location (include address and room #)</b>
<i>July 15, 2026</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 14, 2026</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>January 20, 2027</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>April 14, 2027</i>	<i>10:00 am</i>	<i>Virtual Meeting 339 New Leicester Highway, Asheville, NC 28806 Link will be shared prior to meeting</i>

### **VIII. Program Year 2026 Local Area WDB Plan Required Updated Policy Attachments**

1. The following policies, **if updated** since the PY 2025 Plan submission, are *required* to be attached as separate documents in WISE as part of the PY 2026 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 2026 Plan and has not been previously submitted to the DWS Planner.
- In the third column indicate the Plan Year the policy was last submitted, **only** if it is **not** being submitted for the PY 2026 Plan.

- Revised policies **must** 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)	Plan Year Policy was last submitted
1. Adult/Dislocated Worker Experience Policy <i>Attached, Combined</i>	<i>New. Yes.</i>	
2. Competitive Procurement Policy	<i>No</i>	<i>2024</i>
3. Conflict of Interest Policy	<i>No</i>	<i>2024</i>
4. Nondiscrimination/Equal Opportunity Standards and Complaint Procedures	<i>No</i>	<i>2024</i>
5. Financial Management Policy for Workforce Innovation and Opportunity Act Title I <i>Attached</i>	<i>New. Yes</i>	
6. Individual Training Account Policy	<i>No</i>	<i>2024</i>
7. On-the-Job Training Policy	<i>No</i>	<i>2024</i>
8. Oversight Monitoring Policy, Tool and Schedule	<i>No</i>	<i>2024</i>
9. Priority of Service Policy	<i>No</i>	<i>2024</i>
10. Youth Work Experience Policy <i>Attached, Combined</i>	<i>New. Yes.</i>	
11. Supportive Services Policy	<i>No</i>	<i>2024</i>
12. Local Area WDB WIOA and TAA Co-Enrollment Policy	<i>No</i>	<i>2024</i>
13. Eligible Training Provider Policy	<i>No</i>	<i>2024</i>
14. Non-Criminal Complaint Procedures	<i>No</i>	<i>2024</i>
15. Apprenticeship/Pre-Apprenticeship Policy <i>Attached, Combined</i>	<i>New. Yes.</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 2026 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.
- In the third column, indicate the Plan Year the policy was last submitted, *only* if it is *not* being submitted for the PY 2026 Plan.
- Revised policies should be submitted with a highlight or summary of the changes made to the local policy.
- 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 )	Plan Year Policy was last submitted
1. Local Area WDB Guidance for Local Incumbent Worker Grants	<i>Yes</i>	<i>New</i>	
2. Local Area WDB Needs-Related Payment Policy	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
3. Local Area WDB Transitional Jobs Policy	<i>Yes</i>	<i>N/A</i>	<i>2024</i>
4. Local Area WDB Youth Incentive Policy	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>

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:	
<b>Individual Training Accounts (ITA) Summary</b>	
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>

<b>Individual Training Accounts (ITA) Summary</b>	
Procedures for determining case-by-case exceptions for training that may be allowed	<i>Case Managers have the ability to request waivers to funding and time limits based on individual participant circumstances.</i>
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)*)
- 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 revised for the PY 2026 Plan and have not been previously submitted to the DWS Planner should be submitted\****

- Local Area WDB Youth Incentive Policy
- 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

- Non-Criminal Complaint Procedures
- Local Area WDB Transitional Jobs Policy
- Apprenticeship/Pre-Apprenticeship 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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