

Western Piedmont 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 Charity

*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.

Click here to enter text.

- 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
  - 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. Click here to enter text.
  - 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: Charity Patterson Hamber

Title & Salutation: Director of Workforce Development – Ms. Patterson Hamber

Organization Name: Western Piedmont Council of Governments

Address: 1880 2nd Avenue, Hickory, NC 28601

Phone Number: 828.485.4273

Email Address: [charity.pattersonhamber@wpcog.org](mailto:charity.pattersonhamber@wpcog.org)

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

Name: Randy Burns	Elected Title & Salutation: Burke County Commisioner & Chair of the Western Piedmont Council of Governments Policy Board – Commisioner Burns
Government Affiliation: Burke County	Address: 2550 US Highway 70 SE, Hickory, NC 28602
Phone Number: 828.443.2501	Email Address: <a href="mailto:rburns@cvcc.edu">rburns@cvcc.edu</a>

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: Click here to enter text.	Title & Salutation: Click here to enter text.
Business Name: Click here to enter text.	Address: Click here to enter text.
Phone Number: Click here to enter text.	Email Address: Click here to enter text.

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: Anthony Starr	Title & Salutation: Executive Director – Mr. Starr
Organization Name: Western Piedmont Council of Governments	Address: PO Box 9026 (1880 2nd Ave NW) Hickory, NC 28603
Phone Number: 828.485-4272	Email Address: <a href="mailto:Anthony.starr@wpcog.org">Anthony.starr@wpcog.org</a>

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

Name: Anthony Starr	Title & Salutation: Executive Director – Mr. Starr
Organization Name: Western Piedmont Council of Governments	Address: PO Box 9026 (1880 2nd Ave NW) Hickory, NC 28603
Phone Number: 828.485.4272	Email Address: <a href="mailto:Anthony.starr@wpcog.org">Anthony.starr@wpcog.org</a>

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

- Name document: WP WDB Administrative Entity Organizational Chart effective 11/24/2025  
**Uploaded**

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].

**SAM # 602653529 / Unique Identifier: U449K1DKUEG5**

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)

Elizabeth Hilliard

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

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

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**Notes:**

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

11. Attach the Local Area WDB By-Laws including the date 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

- Name document: *Western Piedmont WDB 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

- Name document: *Western Piedmont WDB 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 local plan is made part of the board’s meeting agenda items and will be listed on [www.westernpiedmontworks.org](http://www.westernpiedmontworks.org) for the required 30 days for public comment. Western Piedmont Jobs Training Consortium/CEO and Workforce Development Board members will be made aware via meeting and email that the plan is available on the [www.westernpiedmontworks](http://www.westernpiedmontworks.org) website for comment. The local area plan will be updated, if applicable, after the 30-day public comment period. Given any revisions stemming from public comment or at request of DWS, the updated plan will be reposted in WISE and uploaded on this page on the website once approved by DWS - <https://www.wpcog.org/mission-strategic-plan>. The plan is posted at [westernpiedmontworks.org](http://westernpiedmontworks.org) and the link is: [https://www.wpcog.org/\\_files/ugd/960958\\_95641683552248da873b50687c00fe2a.pdf](https://www.wpcog.org/_files/ugd/960958_95641683552248da873b50687c00fe2a.pdf)

*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: Western Piedmont WDB Organizational Chart Effective July 1, 2026. **Uploaded**

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)

Date	Time	Location (include address, room # and virtual link)
5.28.2026 (Tentative)	8:30 am	Western Piedmont Council of Governments 1880 2nd Avenue NW, Hickory NC Conference Room A1
6.25.2026	8:30 am	Western Piedmont Council of Governments 1880 2nd Avenue NW, Hickory NC Conference Room A1
8.27.2026	8:30 am	Western Piedmont Council of Governments 1880 2nd Avenue NW, Hickory NC Conference Room A1
10.22.2026	8:30 am	Western Piedmont Council of Governments 1880 2nd Avenue NW, Hickory NC Conference Room A1
12.10.2026 (Tentative)	8:30 am	Western Piedmont Council of Governments 1880 2nd Avenue NW, Hickory NC Conference Room A1

2.25.2027	8:30 am	Western Piedmont Council of Governments 1880 2nd Avenue NW, Hickory NC Conference Room A1
4.22.2027	8:30 am	Western Piedmont Council of Governments 1880 2nd Avenue NW, Hickory NC Conference Room A1
6.24.2027	8:30 am	Western Piedmont Council of Governments 1880 2nd Avenue NW, Hickory NC Conference Room A1

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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: ***Western Piedmont WDB Plan Approval Minutes. (at 6.25.2026)***

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: ***Western Piedmont WDB Certification Form. Uploaded***

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: ***Western Piedmont WDB Signatory Page.***

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 WPWDB maintains a strong and consistent partnership with local, regional, and state economic development entities to support both business recruitment and expansion efforts across the region. These partnerships include close coordination with county-level economic development offices, regional organizations such as the Western Piedmont Council of Governments, and state partners including the North Carolina Department of Commerce and the Economic Development Partnership of North Carolina.

Our engagement is both strategic and ongoing, with workforce representation frequently included in project planning discussions, industry prospect meetings, and existing industry retention visits. WPWDB staff regularly participate in quarterly partner meetings, as well as project-specific consultations, ensuring workforce considerations are integrated early in the economic development process.

The Western Piedmont region continues to see strong activity in key industries such as advanced manufacturing, healthcare, logistics and distribution, and skilled trades. Increasingly, we are also supporting emerging sectors including clean energy and information technology. Based on historical trends and current project pipelines, WPWDB anticipates engaging in approximately seven to ten economic development projects during the upcoming program year, including both new industry recruitment and the expansion of existing employers.

Through these engagements, WPWDB provides a comprehensive suite of workforce services tailored to meet

employer needs. These services include labor market information and analysis, customized recruitment assistance, candidate screening, and coordination with NCWorks Career Centers. Additionally, we support work-based learning opportunities such as OJT, Incumbent Worker Training, and apprenticeships. WPWDB also works closely with educational partners, including community colleges, to align training programs with industry demand and to develop customized training solutions.

Overall, WPWDB serves as a critical workforce intermediary, ensuring that economic development efforts are supported by a responsive, skilled talent pipeline that meets the evolving needs of employers in the Western Piedmont region.

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

Pathway Name	Partner WDBs	Year the pathway was developed	Number of trainees (to date) who have utilized the pathway
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Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

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

Not at this time.

### 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: Western Piedmont WDB Name PY 2026 NCWorks Career Centers. **Uploaded**

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)]

One Stop provider: NC Commerce, Division of Workforce Solutions

Date: 7/1/2024

Expected Length: Four years

The current year is two of four years.

RFP Timeline:

Public Notice – Letter of Intent to Bid	February 23, 2024
Letter of Intent Due	March 14, 2024
RFP Release Date (if necessary)	March 28, 2024
Proposal Deadline (if necessary)	April 18, 2024 (4:00 PM)
Formal Review of Proposals (if necessary)	Begins April 24, 2024
WPWDB Notice of Selection	May 23, 2024
Contract Start Date	July 1, 2024

The request for Letters of Intent was issued on February 23, 2024. Letters of Intent were to be submitted by close of business on March 14, 2024. Acceptable Letters of Intent included the following:

- The county(ies) to be served.
- What type of organization is intending to bid?
- Where the agency, or consortium is located.
- Acknowledgement that the period of performance is July 1, 2024, through June 30, 2025
- The LOI was signed by the authorized signatory for the agency/consortium and submitted by the required date.

A RFP was provided to the three entities that submitted a Letter of Intent prior to 4:00pm on March 14, 2024. It was also posted on our website. The RFP was to be submitted no later than 4:00 pm on April 18, 2024. The selected One-Stop Operator is selected for one year with the option to renew contract for up to four years.

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: *Western Piedmont WDB NCWorks Career Center MOU. Uploaded*

#### 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?

- a. We continue to have a strong economy and North Carolina is recognized as a good place to live and a good place for business. This is a prime cause for the two positive factors impacting performance, the unemployment rate remaining low and economic development recruitment remaining positive. In the Western Piedmont area, we have seen an influx of people moving to our area from other states. We have also continued to see new companies/projects relocate or invest in our area as well as current companies expanding and continuing to recruit employees. Local companies are seeking a trained workforce and job seekers are searching for training opportunities to learn skills for new jobs. The availability of jobs results in many of our participants being able to complete training and find employment in their field of study earning good wages. Another positive factor is that there has been a push to retain our local business and help them expand in our area again increasing the numbers of jobs available allowing our successful participants to find gainful employment. In the midst of a strong economy, some local businesses have closed or are experiencing some small scale layoffs. While this gives us an opportunity to serve the laid off individuals and businesses, it can create some uneasiness in the economic climate which could cause the economy to stall or even weaken. This could result in a negative impact on our performance if our participants are unable to find employment upon exit or if business are less willing be partners in work based learning and apprenticeships.

Additionally, we continue to face turn over in staff due to opportunities being available for them where they can advance in their career. While this is positive for them, it takes time to train new staff and for them to perform at a level where performance may not suffer. New staff are more likely to

make keying mistakes and fail to document all that is needed. Learning our case management system and processes takes time. We have a number of monitoring processes in place to help manage these areas, but corrections can still be missed.

- b. Funding has decreased or remained the same for a number of years with very few increases. We don't anticipate that to be different this program year. Retaining employees means that pay rates are higher and increases are necessary. With our current funding levels in our area, we have many times had to not fill a position vacated in order to retain the trained staff that we have. However, having less staff and increasing duties, more documentation and more responsibilities can result in keying mistakes and missed documentation the same as having new staff.

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 WPWDB program manager is ultimately responsible for tracking and sharing performance data with the Board and all NCWorks Career Center staff. Everyone realizes their responsibility to ensure that our area meet our DOL measures and we work to identify areas of improvement and ensure that our data entry is entered accurately to show in our performance outcomes. We can also use predictive reports in FutureWorks Bi to help determine the cohorts and where data is needed. This is helpful in ensuring our data is entered.

The WPWDB uses FutureWorks Bi and NCWorks reports for performance management.

Yes, it is reviewed each time the data is updated. The WPWDB program manager can use the predictive rosters to refer back to NCWorks and make updates or corrections by referring back to the participant file in NCWorks. We review our performance, compare with other areas and look at details concerning our participants. We also have the ability to pull data on the participants we serve and share with stakeholders.

FutureWorks is regularly providing training and lunch and learns for WDB staff. Training is provided regularly to Title I staff. By meeting with Title I staff bi-weekly, we can cover issues that come up in a relatively quick manner. This is important with new staff. In the WPWDA we monitor at all levels. Staff monitor each others files, service provider managers monitor files and reports and WDB staff monitor files and reports to ensure that we are capturing our data correctly and documenting our files as required and expected. This is an attempt to catch things quickly, make sure data is entered correctly and in a timely manner and to address any questions. We do large staff trainings at least 2- 3 times a year, generally following monthly or annual monitoring to provide the technical assistance necessary for continuous improvement.

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.

1. During the year, performance is pulled regularly to stay on top of how we stand on performance levels. Should we find that our performance is not where it needs to be, we can pull reports from NCWorks.gov and determine the files that we need to review to ensure that credentials and measurable skill gains have been documented correctly. We can also contact individuals concerning their employment status and help them to find employment if needed. Follow-up is required for all Adult, Dislocated Workers and Youth in the Western Piedmont area. Career Advisors attempt to contact and collect information during this time. If the participant is not employed, it is at this point that staff can assist them in finding suitable employment for them. We also monitor files on a regular basis in the Western Piedmont area. Files are monitored prior to exit for credentials, measurable skill gains, and employment. If something is missing or we are unsure of something, staff is contacted and corrections are made. Files are also randomly reviewed on a quarterly basis as well.
2. Title I staff meet bi-weekly via Teams and 2-3 times a year in person following monitoring to address any questions or discuss any performance, documentation, data validation, etc. This is especially important as we hire and train new staff. It allows all staff to ask questions and it allows the Program Manager to address any issues found in a timely fashion. All NCWorks Career Center staff are provided with local monitoring results, state monitoring results and data validation results to assist in improving performance. This information is discussed and how to improve moving forward is presented based on any issues found during monitoring.
3. When issues are identified, training is offered as necessary to assist Career Advisors in their job and the Local Area with our performance.
4. Follow up as mentioned above is required for all WIOA participants in the Western Piedmont area. This has allowed us to maintain our performance level in the past and should assist us in the future as well. Reports concerning Follow-Up may also be pulled from NCWorks and reviewed to assist with performance management.

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?

- a. Performance is tracked through FutureWorksBI regularly as it updates. It is also tracked through reports that can be pulled from NCWorks.gov.
- b. The WDB Program Manager communicates regularly with the Service Provider Manager concerning performance and how we can ensure that it is met in our local area. The WDB Program Manager has an open door policy for any staff who has questions needs to discuss a participant or policy. Performance is communicated monthly with monthly reporting and local area performance for the NCWorks Career Centers and discussed in staff meetings in the centers.
- c. All staff realize the importance of our performance measures and striving to meet those on a regular basis. It is important for all staff to understand that they all play a role in our success where performance measures are concerned regardless of employer of record. We are a team and strive to meet goals together.
- d. Staff development is important in the Western Piedmont area. We value our staff and helping them to be the best they can as they support the NCWorks mission. We want them to have the tools they need to be successful and assist our customers so they can be successful. We provide opportunities to attend trainings from subject matter experts both in person and virtually, we have access to many and various types of training through the NCWorks Training Center as well as training provided locally by management and/or staff who are well versed in the subject matter.

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?

- a. It has become more challenging with the community colleges. They do not readily share information with us such as transcripts, etc. It has also become challenging with our participants as well to obtain a copy of their transcript or diploma. Many times we are not providing as much financial assistance with tuition and books due to grants available at the community college or through other agencies which affects the level of cooperation we get from the student. We are covering more extra costs such as scrubs, shoes, certification exams, etc. We have to date been able to maintain our performance levels but sometimes it is difficult.
- b. Obtaining copies of the college's consent forms in case we need to obtain information or documentation, maintaining regular contact with participants and building relationships with them while they are enrolled, staying on top of performance results throughout the program year and working to improve where needed. Also, re-connecting with those in positions where contacts have retired or left the college helps when needing information.
- c. Career Advisors use NCCareers.org when assisting with career exploration for customers, and also in determining possible training opportunities to start or advance on their career path. The NCWorks credential list is used as a part of the career exploration process as well when determining training needed to reach their career goals.

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 are reviewed for eligibility when they initially apply to provide training services for the Western Piedmont Workforce Development area according to the WPWDB Policy Statement “Eligible Training Provider Guidelines, Penalties, Appeal Process and Performance Reporting Policy” dated July 1, 2022. (<https://www.wpcog.org/policy-statements>) To be approved in the Western Piedmont area and receive WIOA Title 1 funds, the training provider must be listed on the state’s Eligible Training Providers List (ETPL) and the Local Training Provider List (LTPL), which is maintained and available on NCWorks Online. If a training provider is not listed, they may apply using the NCWorks Online ETPL module at [www.ncworks.gov](http://www.ncworks.gov) . To be approved by the WPWDB, the training provider must first be approved at the state level and added to the State ETPL list in [ncworks.gov](http://ncworks.gov). This is completed by providing the information requested and following the process outlined in the Eligible Training Provider Guidelines. Once approved and added to the State ETPL, then WPWDB staff will certify and approve for the WPWDA. The WPWDA will provide Individual Training Accounts (ITAs) for training programs that support a career pathway or the customer in growing, in-demand and/or priority industry sectors identified on the WPWDA approved Occupational Training List. In instances where it can be determined that training will result in increased earnings and career pathway opportunities, ITAs can be issued to those training programs. Potential WIOA participants are referred to [ncworks.gov](http://ncworks.gov), to search for applicable training providers. If they are interested in a training provider or program that is not approved by the local area, they may request that the training provider/program be added and/or approved by the WPWDB according to the WPWDB Policy Statement “Occupational Trainings, Individual Training Accounts and Cost Tracking Process Policy” dated November 6, 2024.

<https://www.wpcog.org/policy-statements>

Click here to enter text.

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](http://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

- Name Document:*LWestern Piedmont WDB ETPL Policy*. **Submitted PY25**

## 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 – Submitted with PY2023 Local Area WDB Plan

- Name document: Local Area WDB Name EO Complaint Grievance Procedure. **N/A Submitted PY2024-2028 Local Plan.**

## 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]

Below is the dateline for the RFP process for Adult and Dislocated Worker programs completed in 2025 for services beginning in PY2025:

RFP Public Notice	January 13, 2025
RFP Release Date	January 24, 2025 at <a href="http://www.wpcog.org/workforce-development">www.wpcog.org/workforce-development</a>
Proposal Deadline	March 6, 2025 by 4:00pm
Formal Review of Proposals	Begins March 10, 2025
WPWDB Notice of Selection	April 17, 2025
Contract Negotiations	May 5, 2025 or when PY25 budget allocations are received.
Anticipated Contract Start Date	July 1, 2025

Ross Innovative Employment Services was approved as the service provider for the Adult and Dislocated Worker programs of the WPWDB on April 17, 2025 at the WPWDB meeting. The option is to extend services each year for up to three years if the service provider is meeting all obligations and there are no issues with the selected service provider’s operation of the program. PY 26 is the second year of a three year contract.

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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.

- Name document: Western Piedmont WDB PY 2026 Adult/Dislocated Worker Service Provider List.

## Uploaded

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)*]

In the Western Piedmont area, we take a portion of the 6% from both Adult and Youth funds. We are diligently working to set up pre-apprenticeships and registered apprenticeships in order to reach our goals. We are working closely with ApprenticeshipNC and with other partners such as the community colleges, universities and secondary Career and Technical Education staff in the local high schools. We are in the process of building a pipeline that can begin in secondary school and continue to employment. Click here to enter text.

## 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 Western Piedmont WDB Youth Service Provider List. **Uploaded***

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]

Below is the dateline for the RFP process for Title I Youth completed in 2025 for services beginning in PY2025:

RFP Public Notice	January 13, 2025
RFP Release Date	January 24, 2025 at <a href="http://www.wpcog.org/workforce-development">www.wpcog.org/workforce-development</a>
Proposal Deadline	March 6, 2025 by 4:00pm
Formal Review of Proposals	Begins March 10, 2025
WPWDB Notice of Selection	April 17, 2025
Contract Negotiations	May 5, 2025 or when PY25 budget allocations are received.
Anticipated Contract Start Date	July 1, 2025

Ross Innovative Employment Services was approved as the service provider for the Youth program of the WPWDB on April 17, 2025 at the WPWDB meeting. The option is to extend services each year for up to three years if the service provider is meeting all obligations and there are no issues with the selected service provider's operation of the program. PY 25 is the second year of a three year contract.

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 Western Piedmont WDB has requested the 50% waiver to allow up to 50% be spent on in-school youth. With the initiatives involving pre-apprenticeship and apprenticeship, as well as work based learning in general, this allows us to use WIOA funds as it best suits our community and our goals for education and developing a work-ready pipeline in our local area. Many of our young adults are interested in short term training and work-force based learning. This allows them to move into positions where they can learn and earn through work experiences, on-the-job training opportunities, pre-apprenticeships and apprenticeships. It seems that there is a shift in this direction based on many initiatives at the local, state and national level.

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)

Work experiences may be subsidized or unsubsidized and may include the following:

- Summer employment opportunities and other employment opportunities throughout the school year;

- Pre-apprenticeship programs;
- And Internships and job shadowing;

We have a NextGen business services representative who works with our WDB business services representative to identify businesses willing to provide opportunities for young adults to learn about their industry, company and the work that they do there. This has allowed us to find placements for our NextGen participants.

Ross Innovative Employment Solutions, Title 1 service provider for NextGen services in WPWDB, has budgeted \$ 96,000 for work experience. The stipend/wages generally range from \$10.00 - \$20.00 per hour. Wages are determined based on the entry level pay at the company for the same type of work. The WPWDB focuses on using the budgeted amount on wages as much as is possible.

The Western Piedmont WDB has consistently met the 20% minimum requirement for work experience.

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)*]

In the Western Piedmont area, we take a portion of the 6% from both Adult and Youth funds. We are diligently working to set up pre-apprenticeships and registered apprenticeships in order to reach our goals. We are working closely with ApprenticeshipNC and with other partners such as the community colleges, universities and secondary Career and Technical Education staff in the local high schools. We are in the process of building a pipeline that can begin in secondary school and continue to employment.

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.

- a. Incentives are provided to increase participant engagement and achievement. They provide motivation in setting specific and measureable goals, reward achievement in training and work-based learning and build pride and self-esteem through successful outcomes. Examples of incentive

eligible achievements include completing a secondary credential, successful completion of a school semester, completing a work experience, etc.

- b. Incentives offered in the Western Piedmont area include gift cards (Wal-Mart/Amazon) of \$50 or \$100 depending on the type of incentive earned.
- c. WIOA funds are used to purchase incentive awards.
- d. Controls are in place for the gift cards. Gift cards are purchased as needed. Career Advisors send a request for the incentive (gift card) to the Program Manager. The Program Manager requests the check in the required amount from the corporate office and then purchases the gift cards for those participants who earned them. The Program Manager logs the gift cards and distributes them to the Career Advisors who then complete the NextGen Incentive Documentation Form (Attachment B) as stated above. Should any incentives not be claimed by a participant(s), the gift card is returned to the Program Manager and is locked up until it is picked up or reissued.

- Name document: *Western Piedmont WDB Youth Incentive Policy. N/A*

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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.

N/A

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)]

- Name document: *Western Piedmont WDB Youth Program Elements Chart. Uploaded*

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)]

No

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

No, We have close relationships with our colleagues at the local K-12 and Community College systems in our local area. When necessary, we can pull a group together to work on a project or issue. In addition, there are many initiatives being worked on locally that involves working with partners, employers and young adults

which is driven by state or local groups around work-based learning. Oversight of WIOA Title I youth programming is done by the WDB membership.

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

a) Provide the committee’s purpose/vision.

Click here to enter text.

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

Click here to enter text.

Click here to enter text.

Click here to enter text.

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

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

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.)

Date	Time	Location (include address and room #)
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

## I. 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	No	PY2022
2. Competitive Procurement Policy	No	PY2025
3. Conflict of Interest Policy	No	PY2023
4. Nondiscrimination/Equal Opportunity Standards and Complaint Procedures	No	PY2023
5. Financial Management Policy for Workforce Innovation and Opportunity Act Title I	No	PY2025
6. Individual Training Account Policy	No	PY2023
7. On-the-Job Training Policy	No	PY2025
8. Oversight Monitoring Policy, Tool and Schedule	No	PY2024
9. Priority of Service Policy	No	Adults – PY2025 Veterans – PY2022
10. Youth Work Experience Policy	No	PY2022
11. Supportive Services Policy	No	PY2025
12. Local Area WDB WIOA and TAA Co-Enrollment Policy	No	PY2022
13. Eligible Training Provider Policy	No	PY2025
14. Non-Criminal Complaint Procedures	No	PY2024
15. Apprenticeship/Pre-Apprenticeship Policy	No	Incorporated into OJT Policy – PY2025

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	Yes	N/A	PY2022
2. Local Area WDB Needs-Related Payment Policy	N/A	N/A	
3. Local Area WDB Transitional Jobs Policy	N/A	N/A	
4. Local Area WDB Youth Incentive Policy	Yes	N/A	PY2022

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	\$5,000 annually/ \$8,600 lifetime
Time Limits	2 years or less unless by special permission
Degree or Certificates allowed (Associate, Bachelor’s, other)	Associate’s degree, Ribbon programs (ex. RN to BSN), Continuing Education Certificates leading to employment, 3rd party credentials/certificates tied to employment
Procedures for determining case-by-case exceptions for training that may be allowed	Approval by Western Piedmont Program Manager required. Occupational Training, Individual Training Accounts and Cost Tracking Process Policy at <a href="https://wpcog.org/policy-statements">https://wpcog.org/policy-statements</a> .
Period for which ITAs are issued (semester, school year, short-term, etc.)	Semester and short term trainings
Supportive Services covered by ITA (provide examples such as uniforms, tools, physical exams, etc.)	Any required uniforms, tools, exams, etc. as allowed by local budget. Work to braid funds with other partners or refer to partners when local WDB budget does not allow coverage.

### Individual Training Accounts (ITA) Summary

Other	n/a
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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.)

Transportation	Childcare	Supplies <i>(include examples)</i>	Emergency <i>(include examples)</i>	Other <i>(include examples)</i>
Public/Private Bus Tickets, Carpool/Van Fees, Taxi/Uber/Lyft fees (emergency situations only) and gas cards based on a stipend.	Childcare paid to the childcare provider for up to 2 children and up to \$350 for 1 child or \$550 for 2 children per month.	Clothes, shoes or other items required for work experience or unsubsidized work.	Emergency needs related support services include housing, rent, utilities, car repairs, etc. These support services are available based on WIOA funding availability.	N/A
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

**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

### Charity & Donna

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.

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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

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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;

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- 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.

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### 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.

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### 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.

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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.

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### 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

### Charity/Donna

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

### Charity/Donna

- 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

### Charity & Donna

#### 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

### Charity & Donna

- **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

### Charity & Donna

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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