Durham Workforce Development Board

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

July 1, 2026 - June 30, 2027

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

Introduction and Instructions

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

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

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

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

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

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

Local Area Plan Submission and Due Date

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

The Program Year 2026 Plan is Due: May 4, 2026

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

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

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

I. Local Area Workforce Development Board (WDB) Overview

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

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

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

The Durham Workforce Development Board

- If the Local Area is a Consortium and the agreement has been updated since the PY 2025 Plan submission, attach a copy of the current Consortium Agreement. If the Consortium Agreement has not been updated since the PY 2025 Plan submission, state N/A. N/A
    - Name document: *Local Area WDB Name Consortium Agreement.*
- If the Local Area is not a Consortium and there have been updates to the Local Area designation since the PY 2025 Plan submission, attach a copy of the formal request for Local Area designation. If the Local Area is not a Consortium and there have not been updates since the PY 2025 Plan submission, state N/A. N/A
    - 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: Russell Ingram	Title & Salutation: Director (He, Him)
Organization Name: **Durham Workforce Development Board**	Address: 807 E. Main Street, Building 5, Durham, NC 27701
Phone Number: (919) 560-4965	Email Address: Russell.Ingram@Durhamnc.gov

3. Provide the name, elected title, local government affiliation, address, phone number, and email address of the **Chief Local Elected Official** (CLEO).	
Name: Leonardo Williams	Elected Title & Salutation: Mayor (He, Him)
Government Affiliation: City of Durham	Address: 101 City Hall Plaza, Durham, NC 27701
Phone Number: (919) 560-4333	Email Address: Leonardo.Williams@Durhamnc.gov

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: Camillia Smith	Title & Salutation: Administrative Coordinator (She, Her)
Business Name: City of Durham	Address: 101 City Hall Plaza, Durham, NC 27701
Phone Number: (919) 560-4333	Email Address: Camillia.Smith@Durhamnc.gov

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: Tim Flora	Title & Salutation: Director of Finance (He, Him)
Organization Name: City of Durham	Address: 101 City Hall Plaza, Durham, NC 27701
Phone Number: (919) 560-4455	Email Address: Tim.Flora@Durhamnc.gov

6. Provide the name, title, organization name, address, phone number, and email address of the **Administrative/Fiscal Agent's signatory official**.	
Name: W. Bowman Ferguson	Title & Salutation: City Manager (He, Him)
Organization Name: City of Durham	Address: 101 City Hall Plaza, Durham, NC 27701
Phone Number: (919) 560-4222	Email Address: Bo.Ferguson@Durhamnc.gov

7. Attach a copy of the **Administrative Entity/Fiscal Agent's organizational chart** with an 'effective as of date'.
• Name document: ***City of Durham Organizational Chart, effective as of July, 2026***

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 UEI: SRPMEFTB1B54
CAGE/NCAGE: 3YRE9

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)

Russell Ingram, Equal Opportunity Officer (This will be updated upon hire of new Senior Analyst)
Durham Workforce Development Board
City of Durham Office of Economic and Workforce Development
807 East Main Street, Building 5, Durham, NC 27701
(919) 560-4965
Russell.Ingram@Durhamnc.gov

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: ***Durham Workforce Development Board Member List***

- Composition of the Local Area WDBs shall comply with WIOA Section 107. Local Area WDB Membership Requirements have been provided as a reference in Appendix D.

- If a Local Area WDB list is not in compliance, please provide the current list and state the expected date that a compliant list will be provided (detailing vacant positions). Do not change required category names except to clarify those representing multiple categories. When determining the total number of members, representatives serving in more than one category must be counted and listed only once on the form. Identify any names representing a dual category with an asterisk (*).

Notes:

- *Please complete the entire form. Check the block on the last page of the form certifying compliance with the required WIOA Local Area WDB business nomination process.*
- *Representatives with expired terms will not be included in the counted list of Board members.*
- *Board member terms must be stated in a month/date/year format.*
- *Plans that do not have a compliant workforce Board will not receive Final Approval. Formula funds will not be awarded until the Local Area WDB has a compliant workforce Board. Exceptions are allowed only when realignment is occurring in the upcoming program year.*

The Chief Local Elected Official must establish by-laws consistent with applicable local procedures, state, and federal laws to include WIOA Final Rules and Regulations 679.310(g). The Local Area WDB shall submit by-laws that clearly demonstrate all WIOA and North Carolina required elements described in Appendix A. Additional by-laws guidance/template and electronic meeting formats have been provided in Appendix B and Appendix C.

11. Attach the Local Area WDB By-Laws including the date of adoption or more recent amendment, if any revisions have been made since the PY 2025 Plan submission. Please state N/A if there are no updates to the By-Laws for the PY 2026 plan submission, and state the Plan year the By-laws were last submitted. By-Laws must include the required elements found in Appendix A. Click here to enter text.

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

12. To demonstrate that the attached Local Area WDB By-Laws comply, complete the By-Laws Required Elements – Crosswalk chart if the By-Laws have been updated since the PY 2025 Plan submission (form provided). Please state N/A if the By-Laws have not been updated since the PY 2025 Plan submission, and state the Plan year the Crosswalk chart was last submitted. Click here to enter text.

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

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

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

A copy of the local area plan will be placed on our website (www.durhamworks.org).

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

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

- Name document: *Local Area WDB Name Organizational Chart*.

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)
July 23, 2026	10:00am to 12:00pm	Virtual
September 24, 2026	10:00am to 12:00pm	In-person; TBD
December 3, 2026	10:00am to 12:00pm	In-person; TBD
January 28, 2027	10:00am to 12:00pm	In-person; TBD
March 25, 2027	10:00am to 12:00pm	Virtual
May 27, 2027	10:00am to 12:00pm	In-person; TBD

***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.*

16. Provide the Month and Date of the Local Area WDB meeting that the PY 2026 Local Area Plan was approved. Attach a copy of the Local Area WDB minutes that reflect this action item.

- Name document: *Local Area WDB Name Plan Approval Minutes*.

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

- Name document: *Local Area WDB Name Certification Form*.

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

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

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

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 the 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 Durham Workforce Development Board (DWDB) maintains strong partnerships with local, regional, and state economic development organizations, including the City of Durham Office of Economic and Workforce Development, Durham County, the North Carolina Department of Commerce, the Durham Chamber of Commerce, Durham Technical Community College, NCWorks, and other workforce and education partners. Collaboration occurs regularly through monthly and quarterly meetings, employer engagement activities, business expansion efforts, rapid response coordination, and workforce planning initiatives.

The Durham Local Area focuses on high-demand industries, including Life Sciences and Biotechnology, Healthcare, Information Technology, Advanced Manufacturing, Construction, Transportation and Logistics, and Professional Services. During the upcoming program year, the DWDB will be supporting economic development projects.

The Board expects to provide workforce services including talent recruitment, hiring events, candidate screening and referrals, labor market information, On-the-Job Training (OJT), Incumbent Worker Training (IWT), Rapid Response services, apprenticeship support, and workforce planning assistance to help employers attract, retain, and develop a skilled workforce.

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
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.	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?

The Durham Workforce Development Board (DWDB) plans to continue expanding and implementing career pathways that align with the workforce needs of high-demand industries within the local area. Working in partnership with employers, Durham Technical Community College, NCWorks, educational institutions, and community-based organizations, the DWDB will develop and strengthen career pathways in sectors such as Healthcare, Life Sciences and Biotechnology, Information Technology, Advanced Manufacturing, Construction, and Skilled Trades.

These career pathways will incorporate industry-recognized credentials, work-based learning opportunities, apprenticeships, On-the-Job Training (OJT), Incumbent Worker Training (IWT), and supportive services to help individuals enter, advance, and retain employment in high-quality careers. The Durham Local Area will continue evaluating labor market trends and employer feedback to ensure career pathways remain responsive to the evolving workforce needs of the region.

III. NCWorks Career Centers

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

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

1. Identify PY 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: *<u>Local Area WDB Name</u> PY 2026 NCWorks Career Centers.*

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)]

The Durham One-Stop Operator, Eckerd Connects, was selected by competitive procurement as outlined below and in the attached: Durham Career Center Manager/Operator RFP Timeline.

The procurement process was initiated in February 2025 through the release of an RFP, proposals were due on April 25, 2025, and contract selections were made by unanimous approval of the Durham Workforce Development Board on May 2025. The expected length of the contract is one year, with an option to renew for up to three years. The original procurement process included the following steps:

a. Request for Proposal for Career Center Manager/Operator released on March 25, 2025. An announcement was posted on behalf of the Durham Workforce Development Board by the City of Durham's website, Durham Office of Economic and Workforce Development through website, local newspaper, and via outreach to a list of appropriately eligible potential proposers including nonprofit, private, educational, and local and state government agencies, and professional organizations.

b. A timeline covering the entire procurement process was developed.

c. A Bidders Conference was held virtually on April 3, 2025.

d. Technical reviews of proposals received were completed by DWDB staff.

e. Proposals were read and scored by members of a selected DWDB Review Committee and proposal selections were presented to and approved by the DWDB Executive Committee.

f. Final contractor selections were presented and accepted by the entire DWDB at the May 2025, Durham Workforce Development Board meeting.

g. Contracts were presented to City Council and approved on September 15, 2025, for a October 1, 2025, start date.

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: *<u>Local Area WDB Name</u> NCWorks Career Center MOU.*

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?

Positive Factors include:

1. Expansion of High-Growth Industry Opportunities
Durham experienced continued growth in high-demand sectors, particularly within life sciences and clean energy industries, including emerging opportunities such as electric vehicle (EV) charging networks. These sectors provided viable career pathways for participants and contributed to improved employment and placement opportunities.

2. Strengthening of Employer and Community Partnerships
Durham also expanded partnerships with employers, training providers, and community-based organizations, which enhanced outreach, recruitment, and service delivery. These collaborative efforts increased program participation and improved access to work-based learning opportunities.

Negative Factors include:

1. Industry-Specific Layoffs in Healthcare and Life Sciences
Despite overall sector growth, Durham experienced a significant number of layoffs within healthcare and life sciences research positions, which negatively impacted employment outcomes for participants seeking or retaining employment in these fields. These disruptions created challenges in job placement and retention, particularly for individuals trained for roles within these industries.

2. Credential Attainment Challenges in PMP/IT Training Programs

While a high number of WIOA participants successfully completed project management professional (PMP) and IT-related training programs through a specific provider, many participants were ultimately unable to obtain the corresponding industry-recognized credentials. This gap between training completion and credential attainment adversely affected performance indicators tied to measurable skill gains and credential achievement.

Durham WDB anticipates several factors that may influence performance outcomes in the upcoming program year, with a primary emphasis on continuous improvement strategies that are expected to yield positive results. These factors include enhanced training, oversight and accountability of our service provider.

Durham WBD is implementing strengthened training and technical assistance for the contracted service provider, along with increased oversight and performance monitoring. This includes clearer expectations, more frequent data reviews, and targeted support to address performance gaps. In conjunction with increased oversight, Durham WBD is placing a greater emphasis on accountability by utilizing data-driven decision-making to monitor contractor performance. Regular evaluation of outcomes and corrective action strategies will help ensure the provider is aligned with federal, state and local goals.

While the outlook is mostly positive, Durham WBD recognizes that external factors such as labor market fluctuations, employer hiring trends, and participant barriers to employment may continue to impact outcomes. Durham WBD will monitor these conditions closely and adjust strategies as needed to mitigate any negative effects on performance.

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?

Durham WDB staff are responsible for tracking and monitoring performance outcomes. Performance is reviewed at a minimum of once per month, with additional reviews conducted as needed to address emerging trends or concerns. This ensures timely identification of performance gaps and supports proactive intervention strategies.

We utilize NCWorks Online reports to track participant activities, services, and outcomes. We also use NCWorks to conduct file monitoring and data validation checks to ensure compliance with WIOA requirements. FutureWorks BI is used at least once per month to analyze progress towards federal performance attainment.

Performance results are routinely shared with the service provider and discussed during monitoring and

performance review sessions. The service provider is required to: submit monthly program performance reports to the Durham WDB; participate in performance discussions and corrective action planning, if necessary; and maintain documentation to support reported outcomes and ensure compliance with WIOA and data validation standards.

Durham WDB provides ongoing training and technical assistance to staff and service providers to strengthen program implementation and performance outcomes. Training is delivered periodically throughout the program year and additional training and technical assistance are provided as needed based on performance trends, monitoring findings, or changes in state or federal guidance.

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.

If the Durham WDB identifies that the service provider it is not on track to meet or exceed performance goals, a structured corrective action process will be implemented. Performance is continuously monitored by Durham WDB staff through monthly reviews of NCWorks Online and FutureWorks BI reports. If concerns are identified, findings will be communicated promptly to service provider staff through performance meetings and written communication, clearly outlining areas requiring improvement and expected corrective actions.

Based on performance data, Durham WDB may make targeted adjustments to service delivery and training strategies, including providing additional technical assistance, reinforcing documentation and data entry expectations, and revising case management approaches to improve participant outcomes. Follow-up accountability measures will include increased monitoring frequency, implementation of corrective action plans with clearly defined benchmarks, and ongoing evaluation of progress against those benchmarks. This continuous improvement approach ensures that performance issues are addressed proactively and that both staff and service providers remain aligned with WIOA requirements and performance expectations.

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

   Consider including the following information:

   a. How is performance tracked in your organization?
   b. How is performance information communicated with all career center staff?
   c. How are career center staff/service providers held accountable?

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

The Durham WDB tracks performance through monthly reviews of NCWorks Online, FutureWorks BI, and DWS reports, ensuring consistent monitoring of progress toward federal performance indicators and compliance requirements. Performance information is communicated throughout the career center system in a structured and transparent manner. The Durham WDB Director and staff share FutureWorks BI reports, file review results, and additional DWS operational guidance with the service provider on at least a monthly basis. Written communication clearly outlines program performance status, expectations, and any required corrective actions. These updates are reinforced through regular discussions to ensure alignment and understanding across leadership and frontline staff.

Accountability is maintained through required monthly performance reporting by the service provider, ongoing file monitoring, and direct oversight by WDB staff. Career center staff and service providers are held accountable through documented performance expectations, follow-up on action items, and continuous evaluation of outcomes. Training is a key component of this process; the WDB provides guidance and training to the service provider, who is also responsible for training and accountability to their staff. Additionally, the One Stop Operator collaborates with the Durham WDB and DWS to coordinate monthly training sessions for all career center staff, held on Friday afternoons when the center is closed. Staff use performance data from these reports and trainings to inform day-to-day service delivery, adjust strategies, and drive improved participant outcomes.

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

The Durham WDB recognizes several key factors that influence the local area's credential attainment indicator. While the local area benefits from training programs that support participant success, it also faces challenges that can impact overall attainment rates.

Durham WDB has experienced challenges related to low credential exam pass rates with certain training providers, as well as participant-level barriers such as low confidence and high anxiety associated with testing. In some cases, participants disengage or drop out of training activities prior to completing credential requirements. Additionally, there are instances where participants successfully obtain credentials but fail to provide required documentation, which can negatively impact reported outcomes despite successful attainment.

To address these challenges, Durham WDB has implemented several strategies to improve credential outcomes. Many approved training providers offer multiple opportunities to retake certification exams, increasing the likelihood of participant success. When retesting is needed, the service provider, participant, and training provider collaborate to identify supportive interventions such as instructor-led review sessions,

tutoring, or exam preparation bootcamps. WIOA supportive service funds may also be utilized to cover the cost of additional exam attempts or preparatory training. Case managers play a critical role by maintaining consistent communication with participants, addressing barriers, and ensuring individuals feel prepared and supported throughout the credentialing process. Additionally, when documentation is missing, case managers follow up with participants and utilize credential registries or training provider verification to ensure accurate reporting in NCWorks.

Case managers actively use NCcareers.org and the NC Workforce Credentials list as key tools during assessment and individualized employment plan development. These resources help ensure that participant training aligns with in-demand industries and occupations, and that selected programs lead to recognized, marketable credentials. Case managers also use these tools to help participants understand required skills, training pathways, work environments, and wage expectations, reinforcing informed decision-making and increasing the likelihood of successful credential attainment tied to employment outcomes.

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)]

The Durham Local Area follows the policies, eligibility criteria, and information requirements established by the North Carolina Department of Commerce when selecting Eligible Training Providers (ETPs) for local use. In addition to the State's approval process, the Durham Workforce Development Board (DWDB) continuously evaluates provider performance to ensure training services meet the workforce needs of both participants and local employers.

DWDB staff regularly monitor training providers through NCWorks Online by reviewing enrollment, participation, completion, credential attainment, and employment outcomes. Performance reports are analyzed on a quarterly basis by the Adult Program Manager and shared with both DWDB staff and service providers to ensure training providers continue to meet local performance expectations. Provider performance is also assessed during the DWDB's annual internal monitoring process.

Customers are informed of their training options through individualized career counseling and the development of an Individual Employment Plan (IEP). Once training needs have been identified, career advisors provide participants with access to the State Eligible Training Provider List (ETPL), explain the available training options, and assist them in making an informed choice based on their career goals, labor market demand, program performance, cost, location, and other relevant factors. Final provider selection remains the participant's choice, ensuring informed customer choice in accordance with WIOA requirements.

7. Indicate whether the Local Area WDB has additional requirements for training providers above and beyond those requirements stated in the State ETPL policy. Does the Local Area WDB make use of USDOL's trainingproviderresults.gov website in its evaluation of which training providers to certify for local area use? If so, how? Attach the Local Area ETPL Policy, ***only*** if the policy has been revised for the PY 2026 Plan and has not been previously submitted to the DWS Planner. If the Local Area ETPL Policy has not been revised for the PY 2026 Plan submission, please state N/A, and state the Plan year the Local Area ETPL Policy was last submitted.

Click here to enter text.

- Name Document: *Local Area WDB Name ETPL Policy*.

V. Equal Opportunity

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

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

VI. Adult and Dislocated Worker Services

1. Provide the date and process for the competitive procurement of the Adult and Dislocated Worker Programs that ensure an arms-length relationship between the Local Area WDB and service delivery. Include the expected length of the contract(s) (one to three years and the current year status of the contract (e.g., two of three years). Identify any service provider contract extensions. [WIOA Section 108(b)(16), CPS 02-2026]

The Adult and Dislocated Worker Services Operator, Eckerd Connects, was selected by competitive procurement as outlined below and in the attached: Durham Adult/Dislocated Worker Services RFP Timeline.

The procurement process was initiated in February 2025 through the release of an RFP, proposals were due on April 25, 2025, and contract selections were made by unanimous approval of the Durham Workforce Development Board on May 2025. The expected length of the contract is one year, with an option to renew for up to three years. The original procurement process included the following steps:

a. Request for Proposal for Adult/Dislocated Worker Services released on March 25, 2025.

An announcement was posted on behalf of the Durham Workforce Development Board by the City of Durham's website, Durham Office of Economic and Workforce Development through website, local newspaper, and via outreach to a list of appropriately eligible potential proposers including nonprofit, private, educational, and local and state government agencies, and professional organizations.

b. A timeline covering the entire procurement process was developed.

c. A Bidders Conference was held virtually on April 3, 2025.

d. Technical reviews of proposals received were completed by DWDB staff.

e. Proposals were read and scored by members of a selected DWDB Review Committee and proposal selections were presented to and approved by the DWDB Executive Committee.

f. Final contractor selections were presented and accepted by the entire DWDB at the May 2025, Durham Workforce Development Board meeting.

g. Contracts were presented to City Council and approved on September 15, 2025, for a October 1, 2025, start date.

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.*

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

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

The Durham WDB ensures compliance with the requirement to expend a minimum of six percent (6%) of non-administrative WIOA Adult funds on registered apprenticeship and pre-apprenticeship activities through targeted outreach, strategic partnerships, and ongoing fiscal monitoring. The Local Area utilizes the ApprenticeshipNC database of approved apprenticeship and pre-apprenticeship programs to identify and engage employers and sponsors. This resource is used to connect with employers to educate them on WIOA services and encourage NCWorks registration, as well as to link job seekers to apprenticeship opportunities. Additionally, the Durham WDB collaborates with its assigned ApprenticeshipNC consultant to support employer interest in developing new apprenticeship programs and works with partners such as Durham Public Schools and NC Career Launch to expand pre-apprenticeship pathways. The Local Area is also exploring the potential to serve as an apprenticeship sponsor to further strengthen program capacity.

To ensure the 6% expenditure requirement is met, the Durham WDB follows DWS operational guidance and

utilizes a tracking spreadsheet to monitor all applicable expenditures on a regular basis. These expenditures are reviewed to confirm alignment with allowable apprenticeship and pre-apprenticeship activities and to track progress toward the required threshold. While the local area did not meet the 6% mandate during this initial program year, Durham WDB is actively strengthening its strategy, including enhanced employer engagement, expanded partnerships, and increased alignment of training investments with apprenticeship pathways. These efforts, combined with ongoing monitoring and accountability measures, are expected to position the local area to meet or exceed the 6% requirement in the upcoming program year and sustain compliance moving forward.

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 <u>Local Area WDB Name</u> Youth Service Provider List*.

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]

A Request for Proposal (RFP) was released for the WIOA Durham NextGen Youth Program on February 2 2026. The announcement was posted on the City of Durham's website, an email was sent to interested parties on the DWDB bidders list. A timeline was established for the entire RFP process that outlined the dates and times for the staff to review the timeline; for the review committee to review the RFP; for the WDB to vote to approve the selection and approve entering contract negotiations; for the contract to be negotiated; and for City Council to approve the contract for a start date of October 1, 2026. The contract end date is September 30, 2027. The Durham WDB will renew the contract for an additional year of PY2027 and again for PY2028, based on performance.

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.

An important tool to meet the 75% minimum is to engage in authentic outreach that builds trust in the recruitment process. Many of the youth clients are coping with compound challenges and it is critical for our Career Coaches to work in partnership with other program partners. While referrals comprise the primary means of identifying clients, NextGen counselors also work closely with Durham Public School (DPS) faculty to capture young people who drop out of the system and soon-to-be or recent graduates who are undecided about their post-secondary plans. This strategy with DPS also helps us to achieve the 25% ISY expenditure rate. Providing services, especially work based learning opportunities to ISY, allows us to better prepare youth to fill local area employment needs.

In addition to working with DPS, the DWDB's Youth program also works closely with Durham Technical Community College to assist Opportunity Youth who are facing financial challenges or who lack work experience to meet their career goals. Additional referrals are received through close partnerships with Durham community-based organizations that specialize in working with young adults facing barriers to success. Partnering with these community groups allows counselors to better structure a Youth's ISS and build a collaborative approach to a support network. Because the Youth's ISS identifies the participants' goals, skills and abilities, services are specifically tailored to meet the unique needs of each participant. The specialization of each ISS provides an important roadmap to determine the most effective service and training for each participant. Board staff meets weekly with program managers to review ongoing recruitment strategies, participant ISS, and overall program outcomes. In addition, staff utilizes monthly reviews of all expenses to maintain consistent performance oversight.

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

The Durham Local Area plans to provide year-round work experiences for any participant who meets or is on target to meet, program goals set in the Individual Employment Plan (IEP). We provide on-the-job training, apprenticeship training, and job-shadowing opportunities for program participants. These opportunities provide the means to allow the Local Area to spend the required 20% of funds on work-based learning. To address previous reporting practices, both DWDB Board staff, as well as Financial staff responsible for entering data into WISE, received technical assistance training from Division of Workforce Solution partners. Utilizing the appropriate reporting criteria, DWDB is firmly on track to meet their 20% minimum for this program year.

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

The Durham Local Area actively engages and will continue to engage with apprenticeship and pre-apprenticeship programs that have received ApprenticeshipNC approval. This includes coordinated referrals of WIOA youth participants into registered apprenticeship and pre-apprenticeship opportunities, as well as accepting reverse referrals of apprenticeship candidates who could benefit from additional WIOA Youth services. The Durham Local Area will also work closely with employers and apprenticeship sponsors to educate them on WIOA resources and the value-added benefits of partnering with the public workforce system, including supportive services, work-based learning, and training investments.

To ensure the 6% minimum expenditure requirement is met, the Durham Local Area will collaborate with its youth service provider to track apprenticeship and pre-apprenticeship-related expenditures on a monthly basis. Fiscal reports will be reviewed regularly to verify that spending aligns with WIOA requirements and to allow for timely corrective action if expenditures are trending below the required threshold.

In addition, the Durham Local Area will continue to work in partnership with ApprenticeshipNC and NC Career Launch to expand and strengthen apprenticeship and pre-apprenticeship opportunities within the WIOA Youth program. One example includes collaborating with repeat Work Experience (WEX) employers to sponsor a structured pre-apprenticeship training model that allow youth to seamlessly transition into unsubsidized employment or enter a related registered apprenticeship program. These efforts further institutionalize apprenticeship as a career pathway option for youth while supporting ongoing compliance with WIOA expenditure requirements.

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.

Yes, the Durham Local Area plans to continue offering incentives to youth participants. The most current Youth Incentive Policy has not been revised for PY 2025 Plan.

The Durham Local Area anticipates conducting a review of the Youth Incentive Policy during the next program year to assess alignment with updated guidance, local workforce priorities, and participant outcomes. Any substantive changes or revisions made for a future program year will be submitted to the DWS Planner in accordance with state requirements.

a. Incentives are tied to the achievement of clearly defined educational and training milestones that support participant progress and positive outcomes. Eligible incentive criteria include:
- Educational functioning level gains as measured by TABE pre- and post-testing;
- Attainment of a secondary school diploma or its equivalent (GED/HiSET or Adult High School Diploma); and
- Attainment of an occupational skills credential that is nationally recognized or state/locally recognized.

All incentives are performance-based and require appropriate documentation, such as test results, diplomas or certificates, progress reports, and signed participant logs.

b. Participants can earn $25 to $200, with a $200 maximum, during program participation for attainment of any of the criteria listed above.

c. WIOA Youth funds are used to support incentive payments. Incentives are structured to recognize achievement and reinforce continued engagement in program services and are not provided as an entitlement or for participation alone.

d. The Durham Local Area has internal controls in place to safeguard incentive funds, including:
- Documentation and verification requirements prior to approval of any incentive;
- Authorization and tracking of incentive payments by service provider;
- Secure storage and tracking of cash-equivalent items; and
- Regular fiscal oversight and monitoring to ensure compliance with local policy and WIOA requirements.

- Name document: *<u>Local Area WDB Name</u> Youth Incentive Policy.*

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).*

7. If the Local Area WDB does not offer incentives for (NextGen) youth, please explain why.
Click here to enter text.

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: *<u>Local Area WDB Name</u> Youth Program Elements Chart.*

9. Does the Local Area WDB have a standing committee to provide information to assist with planning, operational, and other issues relating to the provision of services to youth? [WIOA Section 107(b)(4)(A)(ii)]
Yes
a. If no, describe how oversight to planning, operational, and other issues relating to the provision of services to youth will be provided.
N/A.
b. If yes, please provide a response to the following:
a) Provide the committee's purpose/vision.
The Youth Council's purpose is to ensure that youth have the necessary tools, skills, and support to reach their full potential.
b) Provide the youth committee's top three goals or objectives for PY 2026.
1) Increase work-based learning opportunities, including pre- and apprenticeship program offerings.
2) Develop stronger connectivity between WEX and actual employment opportunities.
3) Support youth education, training, and employment initiatives
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: *<u>Local Area WDB Name</u> 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 #)
August 18, 2026	10:00 am	807 E Main St Suite 5-100 Durham, 27701.
October 20, 2026	10:00 am	807 E Main St Suite 5-100 Durham, 27701.
December 15, 2026	10:00 am	807 E Main St Suite 5-100 Durham, 27701.
February 16, 2027	10:00 am	807 E Main St Suite 5-100 Durham, 27701.
April 20, 2027	10:00 am	807 E Main St Suite 5-100 Durham, 27701.
June 15, 2027	10:00 am	807 E Main St Suite 5-100 Durham, 27701.

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

1. The following policies, **if updated** since the PY 2025 Plan submission, are *required* to be attached as separate documents in WISE as part of the PY 2026 Local Area Plan. The Local Area Plan is not complete without these documents.

- Name Each Document: *Local Area WDB Name*, *Policy Name.*
- In the first column, state if the policy is attached or why it is missing and when it can be expected. If two of the policies have been combined, please make a notation.
- In the second column mark "Yes" ***only*** if the policy has been revised for the PY 2026 Plan and has not been previously submitted to the DWS Planner.
- In the third column indicate the Plan Year the policy was last submitted, ***only*** if it is ***not*** being submitted for the PY 2026 Plan.
- Revised policies ***must*** be submitted with a highlight or summary of the changes made to the local policy.
- Do not add an empty document in WISE as a "placeholder".

Required Local Area WDB Policies	New or Revised and needs review (Yes/No)	Plan Year Policy was last submitted
1. Adult/Dislocated Worker Experience Policy	Click here to enter text.	PY 2024
2. Competitive Procurement Policy	Click here to enter text.	PY 2024
3. Conflict of Interest Policy	Click here to enter text.	PY 2024

Required Local Area WDB Policies	New or Revised and needs review (Yes/No)	Plan Year Policy was last submitted
4. Nondiscrimination/Equal Opportunity Standards and Complaint Procedures	Click here to enter text.	PY 2024
5. Financial Management Policy for Workforce Innovation and Opportunity Act Title I	Click here to enter text.	PY 2024
6. Individual Training Account Policy	Click here to enter text.	PY 2024
7. On-the-Job Training Policy	Click here to enter text.	PY 2024
8. Oversight Monitoring Policy, Tool and Schedule	Click here to enter text.	PY 2024
9. Priority of Service Policy	N/A	
10. Youth Work Experience Policy	Click here to enter text.	PY 2024
11. Supportive Services Policy	Click here to enter text.	PY 2024
12. Local Area WDB WIOA and TAA Co-Enrollment Policy	N/A	
13. Eligible Training Provider Policy	Click here to enter text.	PY 2024
14. Non-Criminal Complaint Procedures	Click here to enter text.	PY 2024
15. Apprenticeship/Pre-Apprenticeship Policy	N/A	

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	Click here to enter text.	Click here to enter text.	PY 2024
2. Local Area WDB Needs-Related Payment Policy	N/A	Click here to enter text.	
3. Local Area WDB Transitional Jobs Policy	N/A	Click here to enter text.	
4. Local Area WDB Youth Incentive Policy	Click here to enter text.	Click here to enter text.	PY 2024

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:

Individual Training Accounts (ITA) Summary	
Dollar Amounts	$4,500
Time Limits	Twelve (12) month period
Degree or Certificates allowed (Associate, Bachelor's, other)	Bachelor's, Associate, Certificate, License
Procedures for determining case-by-case exceptions for training that may be allowed	The WIOA regulations allow state or local Workforce Development Boards to impose limits on ITAs, such as limitations on the dollar amounts and/or duration. The Durham Workforce Development Board may establish ITA limitations in different ways, including: • A limit for an individual participant that is based on the needs identified in the individual employment plan (IEP); or • A policy decision by the State Board or the Durham Workforce Development Board to establish a range of amounts and/or a maximum amount applicable to all ITAs. The Durham Workforce Development Board has not establish, nor implements limitations in a manner that undermines WIOA requirements stating that training services are provided in a manner that maximizes customer choice in the selection of an eligible training

Individual Training Accounts (ITA) Summary	
	provider. Individuals, in consultation with their case manager, may identify exceptions to ITA limitations on a case-by-case basis. Individuals may select training that costs more than the maximum amount available for ITAs under a State or local area policy when other sources of funds are available to supplement the ITA. Case managers can assist individuals in identifying other resources, including: • Pell Grants; • Scholarships • Severance pay; and • Other sources Exceptions to the Durham Workforce Development Board policy limiatations and restrictions must be made in writing and approved by the Durham Local Area and include justification for the cost overrun. While forms are in revision, written justifications and approvals for exceptions to limitations and restrictions, along with a written WIOA Training Cost Analysis, will be maintained for each WIOA participant in training. All expenditures related to training will be documented in correspndence by the WIOA service provider and be located in the participant file.
Period for which ITAs are issued (semester, school year, short-term, etc.)	Short term, Semester, and School Year within 12 month period
Supportive Services covered by ITA (provide examples such as uniforms, tools, physical exams, etc.)	Required equipment, license fees, tools, uniforms, Industry required clothing/shoes
Other	Click here to enter text.

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** *(include examples)*	**Emergency** *(include examples)*	**Other** *(include examples)*
Reimbursement to WIOA participants engaged in authorized WIOA activities, including: gas cards, bus passes	Reimbursement to WIOA participants actively engaged in authorized WIOA activites.	Work supplies (books, tools, etc.); uniforms (work or training related)	If not extending assistance would prohibit participation or completion of WIOA activities or employment: Housing or rental assistance; one-time utility payments	Assistance in obtaining a driver's license/government identification
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

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.

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

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;

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.

Section 6. Vacancies

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

Article 3
Meetings

Section 1. Regular Meetings

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

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

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

Section 2. Special Meetings

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

Section 3. Quorum

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

Section 4. Conduct of Meetings

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

By-Laws Guidance

Section 5. Open Meetings

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

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

Section 6. Proxy Representation and Voting

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

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

Section 7. Conflict of Interest and Voting

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

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

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

By-Laws Guidance

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

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

Article 4
Organization

Section 1. Officers

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

Section 2. Election of Officers

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

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

Section 3. Chair

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

Section 4. Vice-Chair

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

Section 5. Secretary

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

Section 6. Executive Committee

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

Section 7. Vacancy

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

Article 5
Committees

Section 1.

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

Section 2.

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

By-Laws Guidance

Section 3.

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

Article 6
Amendments

Section 1. Amendment Procedure

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

Section 2. Vote Needed

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

Article 7
Severability

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

_____

Adopted This NUMBER DATE Day of MONTH, YEAR.

Board Director, Printed Name and Signature	*Date*
Chief Local Elected Official Printed Name and Signature	*Date*
Board Chair, Printed Name and Signature	*Date*

Guidance Regarding Meetings and Conferencing via Electronic Means

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

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

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

A. All pertinent provisions of the Sunshine Provision must be complied with, including specifically the proper notice of any regular or special meeting, the proper record keeping or minutes of each meeting, the appropriate agenda preparation for each meeting, which in addition shall be posted along with the notice of the meeting; and, in particular, any use of closed sessions shall be in compliance with the provisions of WIOA.

B. All Board and Committee members attending meetings by electronic conferencing shall be entitled to vote as if they were personally and physically present at the meeting site so long as a quorum is, in total, present and accounted for, and their votes shall be recorded by the Board Director.

C. A Board or Committee member who attends a meeting by electronic, video, or audio conference must provide notice to the Board Director at least 24 hours prior to the meeting unless such advance notice is impracticable.

D. The location of the meeting included on the notice shall be equipped with a suitable transmission system (e.g., a speakerphone) in order that the public audience, the members in attendance and any staff in attendance will be able to hear any input, vote, or discussion of the conference and that the member attending by electronic means shall have a similar capability of hearing and participating in such input, vote, or discussion.

E. As the Board or its committees begin each new matter of business, the Chair will check with all remote locations(s) where members are to ensure that each such connection is active.

Guidance Regarding Meetings and Conferencing via Electronic Means

F. When a motion is made, and seconded, and discussion regarding the motion begins, the Chair will check that the connection with remote location(s) where members are present is active. Prior to closing discussion and taking any vote, the Chair will ask all remote location(s) where member(s) is(are) present whether there are any additional comments, questions, or information to be added to the discussion.

G. All decisions will be made using majority rule except when a higher vote is required. There will be no muting of any connections with remote location(s) where members are present at any time. There will be no sidebar discussions.

H. The procedures outlined above shall also apply to each Board and its Committee members.

Local Area WDB Membership Requirements

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

Who May Satisfy the Requirements:

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

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

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

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

Who May Satisfy the Requirements:

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

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

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.

Local Area WDB Membership Requirements

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

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

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

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

- 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.

Community College representatives would not be appropriate for this category.

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

Who May Satisfy the Requirements:

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

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

Local Area WDB Membership Requirements

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

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

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.