

Mid-Carolina Workforce Development Board

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

July 1, 2025 - June 30, 2026

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

Introduction and Instructions

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

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

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

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

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

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

Local Area Plan Submission and Due Date

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

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

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

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

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

I. Local Area Workforce Development Board (WDB) Overview

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

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

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

N/A

- If the Local Area is a Consortium and the agreement has been updated since the PY24 Plan submission, attach a copy of the current Consortium Agreement. If the Consortium Agreement has not been updated since the PY24 Plan submission, state N/A.
 - Name document: Local Area WDB Name Consortium Agreement.
- If the Local Area is not a Consortium and there have been updates to the Local Area designation since the PY24 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 PY24 Plan submission, state 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.

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

Name: Justin Hembree	Title & Salutation: Director
Organization Name: Mid-Carolina Workforce Development	Address: 6205 Raeford Road, Fayetteville, N.C. 28304
Phone Number: (910) 323-4191	Email Address: jhembree@mccog.org

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

Name: Kirk DeViere	Elected Title & Salutation: Chairman, Cumberland County Board of Commissioners
Government Affiliation: Cumberland County	Address: P.O. Box 1829, Fayetteville, N.C. 28302

Phone Number: (910) 678-7771	Email Address: kdeviere@cumberlandcountync.gov
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4. Provide the name, title, business name, address, phone number, and email address of the **individual authorized to receive official mail for the Chief Local Elected Official (CLEO)**, if different than question 4.

Name: Andrea Tebbe	Title & Salutation: County Clerk
Business Name: Cumberland County Government	Address: P.O. Box 1829, Fayetteville, N.C. 28302
Phone Number: (910) 678-7771	Email Address: atabbe@cumberlandcountync.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: Justin Hembree	Title & Salutation: Director
Organization Name: Mid-Carolina Workforce Development	Address: 6205 Raeford Road, Fayetteville, N.C. 28304
Phone Number: (910) 323-4191	Email Address: jhembree@mccog.org

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

Name: Justin Hembree	Title & Salutation: Director
Organization Name: Mid-Carolina Workforce Development	Address: 6205 Raeford Road, Fayetteville, N.C. 28304
Phone Number: (910) 323-4191	Email Address: jhembree@mccog.org

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

- Name document: *MCWDB Administrative Entity Organizational Chart*

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].

DUNS #605800523; SAM status is current

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)

Tamara Hodges

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: *MCWDB Board Members*

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

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

- Name document: *N/A*

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

- Name document: *N/A*

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

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

The Mid-Carolina Workforce Development Board (MCWDB) will share copies of the plan on the website hosted by the Mid-Carolina Council of Governments. The website link is www.mccog.org . Marybeth Haire, Administrative Support Coordinator, mhaire@mccog.org, will be responsible for the distribution.

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: *MCWDB Organizational Chart*

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

Date	Time	Location (include address, room # and virtual link)
April 1, 2025	11:00 AM	Sandhills Community College Van Dusen Hall, Room 102 & 103 3395 Airport Road, Pinehurst, NC 28374
July 8, 2025	10:00 AM	Location TBD
October 7, 2025	10:00 AM	Location TBD
January 6, 2026	10:00 AM	Location TBD
April 7, 2026	10:00 AM	Location 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 PY25 Local Area Plan was approved. Attach a copy of the Local Area WDB minutes that reflect this action item.

- Name document: *MCWDB Board Minutes Approving Annual Plan 2025 - 2026*

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

- Name document: *MCWDB Administrative Entity Certification Regarding Debarment*

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
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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: *MCWDB Area Signatory Form*

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

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II. Local Area WDB Strategic Planning

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

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

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

The Mid-Carolina WDB is committed to fostering economic development, advancing workforce development, and enhancing the overall quality of life for residents through targeted initiatives and comprehensive services. The WDB anticipates an increase in new and expansion economic development projects for the upcoming year. In collaboration with Economic Development Representatives within the region, the Board has engaged in discussions to identify and participate in several key economic development projects for the upcoming year. The focus will be on providing comprehensive services that support workforce development and drive economic growth. Some of the key initiatives and services will include:

Sector-Specific Workforce Development Programs: The Board will work in partnership with local employers, industry associations, and educational institutions to develop tailored training programs that meet the workforce needs of key industries in the region. These programs will focus on equipping individuals with the skills and credentials necessary to succeed in high-demand sectors such as healthcare, manufacturing, information technology, and construction. The Board will create a conceptual framework that outlines our initiatives to enhance economic development and workforce services. Board Staff will work collaboratively with educational institutions to create training opportunities and foster a deeper understanding of how to promote regional opportunities effectively.

Job Creation and Retention Initiatives: The Board will work closely with businesses to gain a deeper understanding of how workforce development can best support industry needs. The Board will ensure that career pathways are aligned with targeted, in-demand, and emerging occupations. Furthermore, the Board will assist

employers in addressing workforce challenges and implementing strategies to retain and upskill the existing workforce.

Entrepreneurship and Small Business Development: The Board will support initiatives focused on fostering entrepreneurship and small business development, with the goal of driving innovation, creating new job opportunities, and strengthening the local economy. The Board will develop a community network that offers diverse career-building opportunities through various pathway. This will involve providing aspiring entrepreneurs and small business owners with access to training, mentorship, financing, and other essential resources.

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
Manufacturing Pathway	Capital Area, Cape Fear, Lumber River & Guilford Works	2024	45
IT and Cybersecurity Pathway	Capital Area, Guilford Works & Lumber River	2024	16

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

The WDB is actively working to establish career pathways that align with high-demand sectors such as information technology and advanced manufacturing. These new career pathways will be designed to serve a diverse range of populations, including Youth, Adults, Dislocated Workers, Veterans, and Incumbent Workers seeking to upskill or transition into new careers. These pathways may include a combination of classroom training, on-the-job training, internships, apprenticeships, and certification programs. Key partnerships with local economic development organizations, Chambers of Commerce, and NCWorks Career Centers will play a key role in ensuring that these pathway contribute to the overall economic growth and meet the needs of the business community.

III. NCWorks Career Centers

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

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

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

- Name document: *MCWDB 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 RFP for the Mid-Carolina One-Stop Operator was released on August 10, 2023, with proposal submissions due by September 11, 2023. The RFP was sent via email to individuals on the Mid-Carolina bidders list and was also posted on the MCCOG (Mid-Carolina Council of Governments) website for public knowledge and dissemination.

A three-person team was formed, consisting of members from the Mid-Carolina Workforce Development Board (MCWDB). After the bid submission deadline, an analysis sheet, along with copies of both bids, was sent to each team member. The team completed the bid analysis and forwarded it to our contracted technical assistant, who reviewed the analysis, tallied the numbers, and provided a narrative detailing the process and outcomes.

On November 8, 2023, the MCWDB approved the recommendation of the RFP task force. The company selected for the role of One-Stop Operator was notified, and negotiations began. Unfortunately, the negotiation process was unsuccessful, as agreement could not be reached between the MCWDB and the subrecipient. As a result, DWS, the previous One-Stop Operator, was contacted and agreed to assume the role once again.

A sole-source contract was created, and the performance period for the current agreement with DWS is from June 1, 2024, through June 30, 2025. The PY 25 RFP for the One-Stop Operator was released on March 17, 2025. The award announcement is scheduled for May 1, 2025.

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: *MCWDB Memorandum of Understanding*

IV. Performance

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

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

1. Examine the Local Area WDB's current Adult, Dislocated Worker, and Youth performance on the Federal Primary Indicators of Performance for PY 2023-2024 and prior Program Years. (Reports available via FutureWorks BI.) What are some factors that have impacted performance levels both positively and negatively in the current program year?

a. Provide at least two examples of positive factors and two examples of negative factors with an explanation of each. Some examples to consider include:

- unemployment rate
- factory closures/openings
- economic development recruitment
- retention and expansion efforts
- regional industry growth priorities
- weather events and natural disasters that may have impacted the area
- internal operational factors

b. Are there any factors that you anticipate will impact your performance during the upcoming program year(s) either positively or negatively?

a. The Board has improved the goals for the Adult and Youth programs.

Positive Youth Outcomes – MCWDB has collaborated with Service Providers to effectively communicate the importance of earning credentials, especially in high-demand trades. The Board is selecting training providers and approving programs that offer credentials designed to enhance career advancement opportunities. In addition, Board staff have been collaborating with both secondary and post-secondary representatives to promote WIOA services, resulting in an increase in referrals and positive outcomes.

Positive Adult Outcomes – MCWDB has built strong relations with educational institutions and Service Providers to ensure they are equipped with the necessary information to effectively meet the needs of job seekers. We have conducted more outreach and extended support onsite in the Career Centers and with partner agencies. Board staff have conducted meetings with Service Provider Staff to assess the effectiveness of the strategies and adjusted based on feedback.

Negative Youth Outcomes – Youth participants have encountered challenges related to transportation, housing, and childcare. The majority of youth interested in WIOA seek assistance with finding employment rather than enrolling in school. For those who do enroll in training, many fail to complete their programs due to competing financial obligations. Additionally, due to changes in the Incentive Policy, several financial incentives that previously helped keep youth engaged have been removed.

Negative Dislocated Worker Outcomes – The Board is centrally located near Ft. Bragg, which results in a high volume of transitioning military, many of whom are within six (6) months of their ETS date. These individuals are enrolled in training to prepare for their transition. However, after attending training, some fail to complete certain exams required for their credential. Additionally, follow-up efforts have been challenging due to their relocation.

- b. The Board expects to meet the federal and state Adult and Dislocated Worker performance measures. Every effort will be made to ensure Service Providers receive guidance to meet their needs through training, updating policies and procedures, collaborating with partner agencies and training providers.

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

Consider including the following information:

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

The Board has implemented organizational changes to ensure effective oversight of Title I programs. The responsibilities of the Compliance Monitor have been divided between the Youth and Adult & Dislocated Worker programs. Compliance Monitors are responsible for running monthly NCWorks Online predictive reports, MSG, credential, employment, and Future Works reports.

On March 3, 2025, Board and Service Provider staff participated in Future Works training. On March 14, 2025, Compliance Monitors and Service Provider staff received training to standardize the process for generating these reports. Ongoing training will be provided for both new and current Service Providers to ensure consistency and accuracy.

Each Service Provider's deliverables are reviewed monthly or more often if necessary, to ensure they are on track to meet their goals before the end of the program year. The Board works closely with each Service Provider, offering guidance and collaborating on strategies to improve performance and achieve the set goals. Training is provided bi-monthly and on an as needed basis and when the Compliance Monitors identify there are recurring issues or mistakes.

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

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

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

The Board will continuously monitor performance indicators weekly and monthly using NCWorks and Future Works. Data will be analyzed to identify trends or early indicators of performance decline. When trends suggest underperformance, a more in-depth analysis will be conducted to determine the root causes of the issues. Compliance Monitors will communicate performance concerns during bi-weekly meetings with Leadership and meetings with Service Providers. For any areas of underperformance, the Board will increase oversight through more frequent check-ins and progress updates to Leadership and Service Providers.

If performance issues are identified, the Board will collaborate with Service Providers to develop action plans with specific, measurable steps and deadlines. If the Service Provider continues to fail to meet performance goals, a Performance Improvement Plan (PIP) may be developed to address the issues.

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

Consider including the following information:

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

Performance is communicated to leadership during bi-weekly staff meetings, where Compliance Monitors present performance overviews and highlight any concerns. Leadership works with Compliance Monitors to develop strategies for performance improvement and ongoing support. Compliance Monitors conduct virtual and onsite training needs. If necessary, leadership will engage with the Service Provider's Leadership team to address concerns and discuss appropriate next steps.

Board Staff actively participates in Division of Workforce Solutions training, workshops, and conferences. Additionally, internal training is provided when new policies and procedures are introduced. Board staff also leverages the expertise of Division staff for guidance when other resources are unavailable.

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 primary challenge is obtaining proper documentation from participants and/or training providers to verify the completion of training and credential attainment. Often, participants complete their training but fail to provide Career Advisors with the necessary documentation to record their credentials. Although all participants sign a Consent for Release Form at enrollment, some community colleges refuse to provide verification of the credentials earned. Additionally, a number of participants are unable to complete training due to personal reasons.

To address this, the Mid-Carolina Board Leadership Team will meet with approved training providers to establish a collaborative relationship that facilitates the sharing of success-related information regarding participants. The Board will ensure Service Providers are addressing participants' non-academic barriers and ensuring they have the necessary resources to succeed. Additionally, the Board will monitor the data entered in NCWorks Online to ensure Service Providers are inputting credential data correctly.

NCcareers.org is being used as a career exploration, skills assessment, and for training information. Career Advisors also use this tool to assist in creating the individual's plan, by reviewing the various career interests, and outlining pathways to obtain education or training.

NC Workforce Credentials list is utilized by Career Advisors to familiarize themselves with the available credentials that are relevant to various industries and occupations. This tool helps to explore opportunities for obtaining additional credentials in high-demand fields, as well as staying updated on new credentials or renewing existing ones to remain competitive in the job market. The credential list is also utilized to assist with career exploration, helping to identify educational or training fields that lead to specific credentials necessary for sustainable employment.

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

Eligible training providers are regularly reviewed and approved by Board Staff. The Board Staff evaluates each request to ensure that the training programs lead to employment opportunities that are in demand within the WDB region. Additionally, training providers must have enrollment, employment, credential, and graduation rates ranging from 50% to 75%. The associated costs of the programs are also assessed to ensure they align with our ETPL policy.

The MCWDB ensures that all Career Center staff are well-informed about how to access and utilize the NCWorks Online ETPL. The Board mandates Career Center and Service Provider staff share this information during both group and one-on-one orientations. All Title I staff have been trained to ensure that job seekers are aware of their right to select the training provider(s) of their choice.

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, if it has been updated since the PY24 Plan submission.

The MCWDB does not have any additional requirements for training providers. Board Staff will begin utilizing trainingproviderresults.gov effective immediately.

Name Document: *MCWDB Eligible Training Provider Policy*

V. Equal Opportunity

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

- Name document: *MCWDB Nondiscrimination/Equal Opportunity Standards and Complaint Procedures*

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 04-2022, Change 1]

Mid-Carolina WDB initiated a competitive procurement process of the Adult & Dislocated Worker Programs on Tuesday, January 21, 2025. A notification for Intent to Bid was released to bidders on the MCWDB bidder's list.

Our procurement timeline includes the following:

- **Request for Proposals (RFP) Issuance:** Mid-Carolina WDB published an RFP on Friday, February 14, 2025 to solicit competitive bids from qualified Adult & Dislocated Worker service providers.
- **Proposal Submission Deadline:** All responses were due to be submitted on Wednesday, March 19, 2025 by 5:00.
- **Proposal Evaluation and Review:** An independent evaluation panel has been established to assess proposals based on criteria such as experience, program design, cost-effectiveness, and expected outcomes. The evaluation period is from Thursday, March 20, 2025 to Thursday, March 27, 2025.

- **Selection and Award Announcement:** Mid-Carolina WDB will select the highest-scored proposals that align with our goals and funding priorities will be recommended for approval. The announcement of awarded contracts will be announced on Tuesday, April 1, 2025.
- **Award Negotiation and Development:** Selected providers will enter into contract negotiations from Monday, May 5, 2025 to Friday, May 23, 2025 to finalize service agreements, budgets, and performance expectations.
- **Implementation:** Upon final approval, contracts will be executed, and selected providers begin service delivery on Tuesday July 1, 2025. The RFP is for a one-year period, July 1, 2025 through June 30, 2026, with an option to extend one (1) year at a time for an additional two (2) years. The selected Service Providers will be subject to ongoing monitoring, compliance reviews, and performance evaluations by the Mid-Carolina WDB to ensure effectiveness and adherence to contractual obligations.

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, 2025, using the PY 2025 Adult/Dislocated Worker Service Provider List provided.

- Name document: *MCWDB Adult/Dislocated Worker Service Provider*

VII. Youth Services

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

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

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

- Name the document: *MCWDB Youth Service Provider*

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]

Mid-Carolina WDB initiated a competitive procurement process of the Youth Programs on Tuesday, January 21, 2025. A notification for Intent to Bid was released to bidders on the MCWDB bidder's list.

Our procurement timeline includes the following:

- **Request for Proposals (RFP) Issuance:** Mid-Carolina WDB published an RFP on Friday, February 14, 2025 to solicit competitive bids from qualified youth service providers.
- **Proposal Submission Deadline:** All responses were due to be submitted on Wednesday, March 19, 2025.
- **Proposal Evaluation and Review:** An independent evaluation panel has been established to assess proposals based on criteria such as experience, program design, cost-effectiveness, and expected outcomes. The evaluation period is from Thursday, March 20, 2025 to Thursday, March 27, 2025.
- **Selection and Award Announcement:** Mid-Carolina WDB will select the highest-scored proposals that align with our goals and funding priorities will be recommended for approval. The announcement of awarded contracts will be announced on Tuesday, April 1, 2025.
- **Award Negotiation and Development:** Selected providers enter into contract negotiations From Monday, May 5, 2025 to Friday, May 23, 2025 to finalize service agreements, budgets, and performance expectations.
- **Implementation:** Upon final approval, contracts are executed, and selected providers begin service delivery on Tuesday July 1, 2025. The RFP is for a one-year period, July 1, 2025 through June 30, 2026, with an option to extend one (1) year at a time for an additional two (2) years.

USDOL granted North Carolina a waiver for Program Years 2022-2025 which reduced the minimum Title I Youth expenditure rate requirement for OSY from 75% to 50%. Implementing this waiver for the OSY expenditure rate allows the maximum expenditure rate for in-school youth (ISY) to be increased from 25% to up to 50%. While this waiver has been granted, Local Areas are not required to implement it.

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.

If the WDB is choosing to implement the WIOA Title I OSY 75% expenditure requirement waiver for PY 2025, please state N/A for the question above and respond appropriately to questions a – c.

If the WDB does not desire to implement the waiver, please state N/A for questions a, b, and c.

- a) State how the WDB will achieve the 50% OSY expenditure rate and describe the steps that will be taken to comply with the WDB's programmatic goals and outcomes.
- b) Describe why there is a need to serve additional ISY in the local area region and state how the WDB will achieve the 50% ISY expenditure rate.
- c) Describe how the local area region will be able to meet the demand for youth services by using the waiver.

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

The Board will work closely with each Service Provider to enhance outreach efforts. Staff will focus on areas where out-of-school youth congregate, including recreation centers, arcades, parks, and shopping malls. All providers will be required to utilize social media platforms like Instagram, Facebook, TikTok, and LinkedIn to share resources, promote career fairs, advertise hiring events, and distribute key workforce information. Additionally, the Board and Service Providers will collaborate with organizations such as the Juvenile Crime Prevention Council, Regional Juvenile Detention Center, Juvenile Restitution and Community Service Program, Children's Advocacy Centers, and Juvenile Court Services across our region to strengthen outreach efforts for justice involved youth.

The Board will ensure that Service Providers actively support work-based learning opportunities, including apprenticeships, internships, and on-the-job training. The Business Services and Outreach Representative will collaborate with Service Providers to enhance the focus on high-demand industries, promoting pathways that lead to long-term career success. Board Staff will work closely with K-12 school systems and higher education institutions to align efforts and address the in-demand occupations in our region, such as Advanced Manufacturing, Healthcare, and Construction and Skills Trades.

To ensure sustained impact. The Mid-Carolina WDB will continuously assess and adapt service strategies to meet the evolving needs of out-of-school youth.

- a) N/A
- b) N/A
- c) N/A

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 Board continuously monitors expenditures and provides oversight to ensure compliance, while Youth Service Providers are responsible for designing and implementing work-based learning activities as outlined in accordance with the guidelines set forth in their Scope of Work.

As of the March 20, 2025, WBL report, the MCWDB is currently not meeting the 20% goal for PY 23. To date, the MCWDB has spent \$166,991.94 on work-based learning opportunities. The required WBL goal for PY 24 will be \$297,378.80.

The Board is working closely with the Service Provider to ensure that sufficient staffing is in place to deliver services across all counties. Board and Service Provider staff are collaborating with the K-12 education system, community colleges, non-profit organizations, and employers to raise awareness about WIOA services. These outreach efforts are tracked by Board staff to ensure their effectiveness. Pre-Apprenticeship and Apprenticeship training have been provided to staff to enhance their ability to promote the benefits of these opportunities during presentations and one-on-one meetings with participants. Additionally, the Board has increased the number of hours participants can engage in Work-Based Learning (WBL) opportunities within a program year. The number of WBL opportunities has been expanded from one to two, with the maximum number of hours increased from 480 to 960. The Service Provider is also collaborating with other agencies to ensure participants have access to supportive services, helping to ensure the successful completion of their learning experiences.

In collaboration with funds received from the City of Fayetteville to serve youth, Staff are also vetting for WIOA enrollments. Additionally, a partnership has been established with the Cumberland County School System to work with the Career and Technical Education (CTE) department, assisting in the placement of WIOA-eligible disadvantaged youth in learning experiences with local employers.

MCWDB staff will collaborate with Service Providers to strengthen employer partnerships and increase the availability of work experience placements. Board Staff will work with Service Providers to enhance outreach efforts to connect more youth with paid work-based learning opportunities and provide ongoing technical assistance.

5. Specify if the Local Area WDB plans to offer incentives for (NextGen) youth. If yes, attach the Youth Incentive Policy, if it has been updated since the PY24 Plan submission. 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.

- Name document: *MCWDB 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).

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

N/A

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

- Name document: *MCWDB 14 Youth Program Elements Chart*

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

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.

Youth Committee's Purpose/Vision

Vision Statement

The Mid-Carolina Workforce Development Board Youth Committee envisions empowering and inspiring the NextGen population to achieve their full potential by providing equitable access to workforce opportunities, fostering personal and professional growth, and cultivating a skilled, resilient, and future-ready generation. Through its efforts, the committee aims to ensure that youth contribute meaningfully to their communities and the economy in Cumberland, Harnett, Montgomery, Moore, and Sampson Counties.

Mission Statement

The mission of the Mid-Carolina WDB Youth Committee is to equip the NextGen population with the tools, resources, and opportunities needed to succeed in an ever-evolving workforce. This is achieved through strategic partnerships, innovative program delivery, and a strong focus on skills development, career exploration, and lifelong learning. The committee is dedicated to supporting NextGen youth on their journey toward economic self-sufficiency and meaningful employment, while simultaneously contributing to a thriving local community and workforce.

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

1. *Expand Job Opportunities for Youth*

The committee is committed to increasing employment opportunities for youth by forging strategic partnerships with local businesses in high-demand industries. Efforts will focus on expanding apprenticeship and internship programs and enhancing job placement services across the five-county region. Through collaboration with employers, workforce agencies, and educational institutions, the committee will ensure that young individuals have equitable access to career opportunities that lead to long-term, sustainable employment.

2. *Improve Retention and Program Completion Rates*

To enhance youth success in workforce programs, the committee will explore and implement support systems such as mentorship, case management, and wraparound services. These initiatives will help youth overcome barriers to employment, including transportation, childcare, financial literacy, and credential accessibility. By addressing these challenges, the committee aims to ensure that participants successfully complete their training and transition into stable careers.

3. *Enhance Awareness of Educational Opportunities*

The committee will support initiatives that increase access to higher education and vocational training by organizing college fairs, financial aid workshops, and targeted outreach efforts. These events will provide youth with information on technical schools, community colleges, apprenticeship programs, and other educational pathways. By raising awareness and promoting available resources, the committee seeks to empower youth with the knowledge and opportunities needed to pursue meaningful career and educational goals.

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: *MCWDB Youth Committee Members*

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

Date	Time	Location (include address and room #)
April 1, 2025	9:30 AM	Sandhills Community College Van Dusen Hall, Room 102 & 103 3395 Airport Road Pinehurst, N.C. 28374
July 8, 2025	9:30 AM	Location TBD
October 7, 2025	9:30 AM	Location TBD

Date	Time	Location (include address and room #)
January 6, 2026	9:30 AM	Location TBD
April 7, 2026	9:30 AM	Location TBD

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

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

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

Required Local Area WDB Policies	New or Revised and needs review (Yes/No)	Revised (Yes/No)
1. Adult/Dislocated Worker Experience Policy	Attached	Yes
2. Competitive Procurement Policy		
3. Conflict of Interest Policy	Attached	Yes
4. Nondiscrimination/Equal Opportunity Standards and Complaint Procedures	Attached (Combined w/Non-Criminal Complaint Procedures)	Yes
5. Financial Management Policy for Workforce Innovation and Opportunity Act Title I		
6. Individual Training Account Policy	Attached	Yes
7. On-the-Job Training Policy	Attached	Yes
8. Oversight Monitoring Policy, Tool and Schedule	Attached	Yes
9. Priority of Service Policy	Attached	Yes

Required Local Area WDB Policies	New or Revised and needs review (Yes/No)	Revised (Yes/No)
10. Youth Work Experience Policy	Attached	Yes
11. Supportive Services Policy	Attached	Yes
12. Local Area WDB WIOA and TAA Co-Enrollment Policy		
13. Eligible Training Provider Policy	Attached	Yes
14. Non-Criminal Complaint Procedures	Attached (Combined w/Nondiscrimination/Equal Opportunity Standards and Complaint Procedures)	Yes

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

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

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

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

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	\$8,000.00
Time Limits	Up to two (2) years, with an option to extend with justification
Degree or Certificates allowed (Associate, Bachelor's, other)	Certificates, License, Licensure Associate, and Bachelor's
Procedures for determining case-by-case exceptions for training that may be allowed	If the provider and/or training program is not listed in NCWorks and/or not approved for WIOA and/or not certified for the Mid-Carolina Local Area, the Service Provider must complete the WIOA ETPL Request Form and submit to applicable Mid-Carolina WDB staff. Approval for new training providers and programs are subject to DWS and Mid-Carolina WDB approval.
Period for which ITAs are issued (semester, school year, short-term, etc.)	For non-curriculum courses, the ITA is issued for the period of training listed on the registration documents. ITAs are issued for curriculum programs on a semester basis.
Supportive Services covered by ITA (provide examples such as uniforms, tools, physical exams, etc.)	Tools, uniforms, required supplies for training, test, exams, and fees for applications.
Other	N/A

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

Transportation	Childcare	Supplies <i>(include examples)</i>	Emergency <i>(include examples)</i>	Other <i>(include examples)</i>
Bus Pass	Child Care Payments	Uniforms	Needs Related Payments	N/A
Mileage Reimbursement		Required Tools or Supplies		
		Work Attire		

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 updated since the Program Year 2024 Plan submission 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 (**No revisions made**)
- Local Area Adult/Dislocated Worker Work Experience Policy
- Competitive Procurement Policy (**No revisions made**)
- Conflict of Interest Policy (**No revisions made**)
- Nondiscrimination/Equal Opportunity Standards and Complaint Procedures
- Financial Management Policy for Workforce Innovation and Opportunity Act Title I (**No revisions made**)
- 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 (**No revisions made**)
- Local Area WDB Needs-Related Policy
- Non-Criminal Complaint Procedures

Local Area WDB Transitional Jobs Policy (N/A)

*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 **Mid-Carolina Workforce Development 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 **Mid-Carolina WDB**.

The Board services area shall encompass the counties of **Cumberland, Harnett, Moore, Montgomery & Sampson**.

The Board responsibilities shall include:

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

By-Laws Guidance

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

Article 2

Board Members

Section 1. Appointment

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

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

By-Laws Guidance

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

Section 2. Composition

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

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

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

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

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

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

By-Laws Guidance

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

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

Section 3. Tenure

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

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

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

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

Section 4. Termination for Cause

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

Section 5. Resignation

Letters of resignation must be submitted to the **Mid-Carolina Workforce Development Board** Chair. Three consecutive absences without justification and no response to the above referenced letter from the chair will be considered acceptable terms for resignation. Justification must be submitted in writing. The Board Chair has the authority to accept or deny justification.

By-Laws Guidance

Section 6. Vacancies

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

Article 3 Meetings

Section 1. Regular Meetings

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

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

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

Section 2. Special Meetings

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

Section 3. Quorum

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

Section 4. Conduct of Meetings

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

By-Laws Guidance

Section 5. Open Meetings

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

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

Section 6. Proxy Representation and Voting

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

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

Section 7. Conflict of Interest and Voting

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

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

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

By-Laws Guidance

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

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

Article 4 Organization

Section 1. Officers

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

Section 2. Election of Officers

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

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

Section 3. Chair

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

Section 4. Vice-Chair

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

By-Laws Guidance

Section 5. Secretary

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

Section 6. Executive Committee

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

Section 7. Vacancy

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

Article 5 Committees

Section 1.

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

Section 2.

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

By-Laws Guidance

Section 3.

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

Article 6 Amendments

Section 1. Amendment Procedure

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

Section 2. Vote Needed

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

Article 7 Severability

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

Adopted This NUMBER DATE Day of MONTH, YEAR.

Board Director, Printed Name and Signature

Date

Chief Local Elected Official Printed Name and Signature

Date

Board Chair, Printed Name and Signature

Date

Guidance Regarding Meetings and Conferencing via Electronic Means

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

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

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

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

Guidance Regarding Meetings and Conferencing via Electronic Means

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

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

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

Local Area WDB Membership Requirements

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

Who May Satisfy the Requirements:

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

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

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

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

Who May Satisfy the Requirements:

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

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

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.

Instructions for Certification Regarding Debarment, Suspension, and Other Responsibility Matters

Before completing this certification, read the instructions below which are an integral part of the certification.

1. By signing and submitting the certification signature page with this proposal, the prospective primary participant is providing the certification set out above.
2. The inability of a person to provide the certification required above will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out above. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participants, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, Subpart 9.4, debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "A Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

Instructions for Certification Regarding Debarment, Suspension, and Other Responsibility Matters

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not proposed for debarment under 48 CFR Part 9, Subpart 9.4, debarred, suspended, ineligible or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-Procurement programs.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, Subpart 9.4, suspended, debarred, ineligible or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR 180, Participant's Responsibilities.

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

Printed Name and Title of Authorized Administrative Entity Signatory Official

Signature

Date

Workforce Innovation and Opportunity Act of 2014

Program Year 2025 Plan

Signatory Page

Mid-Carolina WDB

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

Submission Date

Workforce Development Board Chair

Chief Local Elected Official

Typed or Printed Name

Typed or Printed Name

Typed or Printed Title

Typed or Printed Title

Signature

Signature

Date

Date

**Local Area WDB By-Laws Required Elements – Crosswalk
Mid-Carolina WDB**

Elements 1-7 are the Required Elements Designated at WIOA Final Rule 679.310(g).	The Article/Section Where the Required Elements are Located Within the <i>Current</i> By-Laws.
1. The nomination process used by the Chief Local Elected Officials (CLEOs) to elect the Local Area Workforce Development Board (WDB) Chair and members.	There have been no updates since the submission of the 2024 plan.
2. The term limitations and how the term appointments will be staggered to ensure only a portion of membership expires in a given year.	There have been no updates since the submission of the 2024 plan.
3. The process to notify the Chief Local Elected Officials (CLEOs) of a Local Area WDB member vacancy to ensure a prompt nominee within 90 days of the vacancy.	There have been no updates since the submission of the 2024 plan.
4. The proxy and alternative designee process that will be used when a Local Area WDB member is unable to attend a meeting and assigns a designee as per the requirements of 20 CFR 679.110(d)(4).	There have been no updates since the submission of the 2024 plan.
5. The use of technology such as phone and web-based meetings, that will be used to promote Local Area WDB member participation (20 CFR 679.110(d)(5)).	There have been no updates since the submission of the 2024 plan.
6. The process to ensure Local Area WDB 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.	There have been no updates since the submission of the 2024 plan.
7. A description of any other conditions governing appointment or membership on the Local Area WDB as deemed appropriate by the Chief Local Elected Officials (CLEOs); (20 CFR 679.310(g)(1-7)). Note: Answer may be N/A.	There have been no updates since the submission of the 2024 plan.

**Local Area WDB By-Laws Required Elements – Crosswalk
Mid-Carolina WDB**

North Carolina Specific Requirements That Must be Specified Within the By-Laws.	The Article/Section Where the Required Elements are Located Within <i>Current</i> By-Laws.
8. The adopted generally accepted parliamentary procedure, such as Robert’s Rules of Order, chosen by the Local Area WDB.	There have been no updates since the submission of the 2024 plan.
9. Whether an appointee filling a vacancy will serve the remainder of the unexpired term or be appointed for a new full term.	There have been no updates since the submission of the 2024 plan.
10. The Local Area WDB’s policy assuring attendance and participation of its members.	There have been no updates since the submission of the 2024 plan.
11. Quorum requirements to be not less than 51% constituting 51% of the total filled Local Area WDB positions.	There have been no updates since the submission of the 2024 plan.
12. Any standing committees the Local Area WDB has established shall be included in the by-laws.	There have been no updates since the submission of the 2024 plan.
13. The Local Area WDB’s conflict of interest policy, which may not be any less stringent than the requirements of the Commission’s Policy Statement, shall be referenced in the by-laws.	There have been no updates since the submission of the 2024 plan.
14. The process the Local Area WDB will take when expedient action is warranted between Local Area WDB meetings, such as calling a special meeting or allowing the Executive Committee to act on behalf of the Local Area WDB.	There have been no updates since the submission of the 2024 plan.
15. Local Area WDB meetings will be held in accessible facilities with accessible materials available upon prior request.	There have been no updates since the submission of the 2024 plan.
16. The Local Area WDB will meet no less than four times per program year.	There have been no updates since the submission of the 2024 plan.

**PY 2025 Mid-Carolina Workforce Development WDB
WIOA Adult/Dislocated Worker Service Provider List**

WIOA Adult/Dislocated Worker Service Provider (Organization Name, Address, and Phone Number)	Contact Person (Name, Title and Email Address)	County/Counties Served and where services are provided* (One-Stop, Office, and/or Both)	Type of Organization (State Agency, For-profit, Non-profit, other-specify)	Type of Contract, RFP Release Date/Year Procured/Contract extended (Y/N) (Cost Reimbursement, Fixed Price, Performance Based, Hybrid, other-specify)
Arbor E & T, LLC dba Equus Workforce Solutions (<i>Final Approval Pending Contract Negotiations</i>) 9200 Shelbyville Road, Suite 210 Louisville, KY 40222 (864) 346-0047	Rochelle Brown Regional Director rochellebrown@equusworks.com	Cumberland – Both Moore – Both Sampson - Both	For-Profit	Cost Reimbursement RFP Release: 2/14/25 Procured: April 2025 for PY 25 New Contract
Harnett County Government (<i>Final Approval Pending Contract Negotiations</i>) 900 9 th Street Lillington, N.C. 27546 (910) 814-6320	Charlotte Leach Workforce Development Director cleach@harnett.org	Harnett - Both	Government Agency	Cost Reimbursement RFP Release: 2/14/25 Procured: April 2025 for PY 25 New Contract
Montgomery Community College (<i>Final Approval Pending Contract Negotiations</i>) 1011 Page Street Troy, N.C. 27371 (910) 898-9600	Ricardo Romero Dean of Continuing Education Romeror1803@montgomery.edu	Montgomery - Office	Government Agency	Cost Reimbursement RFP Release: 2/14/25 Procured: April 2025 for PY 25 New Contract

Notes:

- Complete all columns.
- *Specify where youth services are provided: at the One-Stop Centers, the Office location provided, and/or combination. Be specific.

Directions for Completing Attachment: NCWorks Career Center Locations

Complete the Attachment on the next page to describe the Local Area WDB's One-Stop Career Center system.

Column A

Include each One-Stop Career Center(s)' name and street address, host facility, phone number, and hours of operation. List each name, street address, phone number, and hours of operation for locations of additional Youth Sites, if they are not included in the One-Stop Career Centers listed. List the counties served by the One-Stop Career Center.

Column B

Specify the type of Career Center and list all counties served by each site. Type of Center Designations: Comprehensive (Tier I) or Access Points (Affiliate or Specialized) Sites.

Column C

List the on-site partners, identify funding source and agency name such as Title I (Adult and Dislocated Worker (DW)), Youth, Job Corps, YouthBuild, National Farmworkers and Native American Programs), Wagner-Peyser, Trade Act, Career and Technical Education. Career Center Partners should, at a minimum, reflect required WIOA partners (WIOA 121(b)(1)(B)).

Column D

List the Career Center Operator (agency name) and Method of Selection (Competitive Procurement, Sole Source to include year of procurement and/or if the contract was extended).

Column E

List the WIOA Providers of Title I Adult and DW Career Services (agency name) and method of selection. (Method of Selection: Competitive Procurement/Sole Source/Contract Extended).

Column F

List the name of the Functional Manager (manages the day-to-day operations).

Column G

Indicate whether WIOA Title I youth services are provided onsite. List the name of the onsite provider(s). Provide a list of the youth services that are provided onsite.

Column H

Indicate additional on-site partners.

**PY 2025 Mid-Carolina Workforce Development
NCWorks Career Center Locations (Effective July 1, 2025)**

A. One-Stop Location(s) <i>(Address, Phone number, and Hours)</i> Counties Served	*B. Comprehensive (Tier I) or Access Points (Affiliate or Specialized) Sites	C. On-site Partners	**D. Career Center Operator, Method of Selection, Year Procured, Contract Extension (Y/N)	E. Provider(s) of WIOA Title I Adult/DW Career Services and Method of Selection	F. Functional Manager (manages the day-to-day operations)	G. WIOA Title I Youth Services Provided Onsite (Y/N) Name of Youth Provider(s) (list youth services provided)	H. Additional Partners
Cumberland County – NC Works Career Center 490 N. McPherson Church Road, Fayetteville (910) 912-2400 8:00 AM – 4:30 PM	Comprehensive	Equus Workforce Solutions Southeast Non-Profit Housing Division of Employment and Independence for People with Disabilities TRIO – Upward Bound, Talent Search, Student Support Services	TBD	Equus Workforce Solutions <i>(Final Approval Pending Contract Negotiations)</i> Competitive Procurement	TBD	Yes, Onsite Providers: Equus Workforce Solutions & Cumberland County Schools <i>(Final Approval Pending Contract Negotiations)</i> Alternative Secondary and Dropout Recovery Services, Occupational Skills Training, Postsecondary Preparation and Transition Activities, Paid and Unpaid Work Experience, Summer and Year-Round Employment Opportunities, &	

A. One-Stop Location(s) <i>(Address, Phone number, and Hours)</i> Counties Served	*B. Comprehensive (Tier I) or Access Points (Affiliate or Specialized) Sites	C. On-site Partners	**D. Career Center Operator, Method of Selection, Year Procured, Contract Extension (Y/N)	E. Provider(s) of WIOA Title I Adult/DW Career Services and Method of Selection	F. Functional Manager <i>(manages the day-to-day operations)</i>	G. WIOA Title I Youth Services Provided Onsite (Y/N) Name of Youth Provider(s) <i>(list youth services provided)</i>	H. Additional Partners
		Services for the Blind Cumberland Local Reentry Council				Pre-Apprenticeship Program	
Harnett County – NC Works Career Center 900 South 9 th Street, Lillington, N.C. 27546 (910) 893-2191 8:00 – 5:00	Access Point - Affiliate	Harnett County County Workforce Development Division of Health and Human Services for the Blind Division of Workforce Solutions NCBA Senior Employment Program Division of Employment and	TBD	Harnett County Government <i>(Final Approval Pending Contract Negotiations)</i> Competitive Procurement	TBD	Yes, Onsite Harnett County Government <i>(Final Approval Pending Contract Negotiations)</i> Alternative Secondary and Dropout Recovery Services, Occupational Skills Training, Postsecondary Preparation and Transition Activities, Paid and Unpaid Work Experience, Summer and Year-	

A. One-Stop Location(s) <i>(Address, Phone number, and Hours)</i> Counties Served	*B. Comprehensive (Tier I) or Access Points (Affiliate or Specialized) Sites	C. On-site Partners	**D. Career Center Operator, Method of Selection, Year Procured, Contract Extension (Y/N)	E. Provider(s) of WIOA Title I Adult/DW Career Services and Method of Selection	F. Functional Manager <i>(manages the day-to-day operations)</i>	G. WIOA Title I Youth Services Provided Onsite (Y/N) Name of Youth Provider(s) <i>(list youth services provided)</i>	H. Additional Partners
		Independence for People with Disabilities				Round Employment Opportunities, & Pre-Apprenticeship Program	
Moore County– NCWorks Career Center 245 Shepherd Trail, Aberdeen, N.C. 28315 (910) 944-7697 8:00 – 5:00	Access Point - Affiliate	Equus Workforce Solutions Sandhills Community College Division of Employment and Independence for People with Disabilities Job Corps Division of Social Services	TBD	Equus Workforce Solutions <i>(Final Approval Pending Contract Negotiations)</i> Competitive Procurement	TBD	Yes, Onsite Equus Workforce Solutions <i>(Final Approval Pending Contract Negotiations)</i> Alternative Secondary and Dropout Recovery Services, Occupational Skills Training, Postsecondary Preparation and Transition Activities, Paid and Unpaid Work Experience, Summer and Year-Round Employment Opportunities, &	

A. One-Stop Location(s) <i>(Address, Phone number, and Hours)</i> Counties Served	*B. Comprehensive (Tier I) or Access Points (Affiliate or Specialized) Sites	C. On-site Partners	**D. Career Center Operator, Method of Selection, Year Procured, Contract Extension (Y/N)	E. Provider(s) of WIOA Title I Adult/DW Career Services and Method of Selection	F. Functional Manager <i>(manages the day-to-day operations)</i>	G. WIOA Title I Youth Services Provided Onsite (Y/N) Name of Youth Provider(s) <i>(list youth services provided)</i>	H. Additional Partners
						Pre-Apprenticeship Program	
Montgomery County – NC Works Career Center 1011 Page Street Troy, N.C. 27371 (910) 898-9669 8:00 AM – 5:00 PM	Access Point - Specialized	Division of Workforce Solutions	TBD	Montgomery Community College <i>(Final Approval Pending Contract Negotiations)</i> Competitive Procurement	TBD	Yes, Onsite Montgomery Community College <i>(Final Approval Pending Contract Negotiations)</i> Alternative Secondary and Dropout Recovery Services, Occupational Skills Training, Postsecondary Preparation and Transition Activities, Paid and Unpaid Work Experience, Summer and Year-Round Employment	

A. One-Stop Location(s) <i>(Address, Phone number, and Hours)</i> Counties Served	*B. Comprehensive (Tier I) or Access Points (Affiliate or Specialized) Sites	C. On-site Partners	**D. Career Center Operator, Method of Selection, Year Procured, Contract Extension (Y/N)	E. Provider(s) of WIOA Title I Adult/DW Career Services and Method of Selection	F. Functional Manager <i>(manages the day-to-day operations)</i>	G. WIOA Title I Youth Services Provided Onsite (Y/N) Name of Youth Provider(s) <i>(list youth services provided)</i>	H. Additional Partners
						Opportunities, & Pre-Apprenticeship Program	
Sampson County – NCWorks Career Center 115 North Boulevard Clinton, N.C. 28328 (910) 592-5756 8:00 – 5:00	Access Point - Affiliate	Division of Employment and Independence for People with Disabilities Sampson Community College Southeast Non-Profit Housing DES Agriculture	TDB	Equus Workforce Solutions <i>(Final Approval Pending Contract Negotiations)</i> Competitive Procurement	TBD	Yes, Onsite Equus Workforce Solutions <i>(Final Approval Pending Contract Negotiations)</i> Alternative Secondary and Dropout Recovery Services, Occupational Skills Training, Postsecondary Preparation and Transition Activities, Paid and Unpaid Work Experience, Summer and Year-Round Employment	

A. One-Stop Location(s) <i>(Address, Phone number, and Hours)</i> Counties Served	*B. Comprehensive (Tier I) or Access Points (Affiliate or Specialized) Sites	C. On-site Partners	**D. Career Center Operator, Method of Selection, Year Procured, Contract Extension (Y/N)	E. Provider(s) of WIOA Title I Adult/DW Career Services and Method of Selection	F. Functional Manager <i>(manages the day-to-day operations)</i>	G. WIOA Title I Youth Services Provided Onsite (Y/N) Name of Youth Provider(s) <i>(list youth services provided)</i>	H. Additional Partners
						Opportunities, & Pre-Apprenticeship Program	

Notes:

- **Type of Center Designation: Comprehensive or Access Point (Affiliate or Specialized) Site*
- *** Method of Selection: Competitive Procurement, Sole Source, Contract Extended*
- *Directions and explanations provided on the preceding page.*

PY 2025 WIOA Mid-Carolina Workforce Development Board Members
Effective July 1, 2025 – June 30, 2026

Category	Name and Business Title	Business Name and Address	Phone Number	Email Address	Term Start and End Dates (month/date/year)
1. Business, Chair	Lee Spruill Workforce Development Program Manager	Blue Ridge Power 1682 Middle River Loop Fayetteville, NC 28312	910-309-0157	leespruill@blueridgepower.com	07/1/2024 – 6/30/2026
2. Business	Candace Howell Owner	Candace Howell Insurance Agency 231 Westlake Road Suite 101 Fayetteville NC 28314	336-624-8624 (mobile)	candace@candacehowell.com	07/01/2024 – 06/30/2026
3. Business	Naynesh Mehta Manager	Five Points Hospitality 229 Forest Creek Drive Fayetteville NC 28303	910-494-2037 (cell) 910-689-0799 (office)	nsmehtha@5point SNC.com	7/1/2024 - 6/30/2026
4. Business	Hugh Carr President	N. N. Carr, Inc. P O Box 139 Clinton, NC 28329	910-990-9882 (mobile)	hncarr@hncarr.com	7/1/2024 - 6/30/2026
5. Business	Jennifer Williamson HR Manager	Mohawk Industries 109 Homanit Road Mt. Gilead, NC 27306	910-469-9056	jennifer_williamson@mohawkind.com	7/1/2022 - 6/30/2026
6. Business	Pending CLEO Appointment				
7. Business	Nicole Peterson Director of Training	Pinehurst Resort HR Building 100 Beulah Hill Rd South Pinehurst, NC 28374	920-858-8998 (cell) 910-235-8187 (office)	Nicole.peterson@pinehurst.com	07/1/2024 - 06/30/2026
8. Business	Ken Adleberg General Partner	Anderson Creek Partners 533 Falling Water Road Spring Lake, NC 28390	910-893-8486	ken@andersoncreekclub.com	7/1/2024 – 6/20/2026
9. Business	Carolyn Helms, Director	Firsthealth of the Carolinas First Futures PO Box 3000	910-715-1000	chelms@firsthealth.org	07/01/2024-06/30/2026

PY 2025 WIOA Mid-Carolina Workforce Development Board Members
Effective July 1, 2025 – June 30, 2026

Category	Name and Business Title	Business Name and Address	Phone Number	Email Address	Term Start and End Dates (month/date/year)
		Pinehurst, NC 28374			
10. Business	Delvin McAllister CEO	Community Health Interventions 2409 Murchison Road Fayetteville NC 28301	910-488-6118	Osc@nc.rr.com	7/1/2022 – 6/30/2026
11. Business	Phyllis Godwin, Corporation Vice President	The Godwin Group PO Box 1147 Dunn, NC 28334	910-890-0477 (mobile)	phyllisgodwin@godwin-group.net	7/1/2024 – 6/30/2026
12. Small Business	Jerry Milton, President/ Owner	Southeastern Interiors PO Box 4200 Buies Creek, NC27506	910-893-8486 (office) 919-427- 8965 (mobile)	jerry@si-nc.com	7/1/2024 – 6/30/2026
13. Small Business	Dana Dawson	Uwharrie Mercantile 401 N. Main Street Troy, NC 27371	910-572-1555 (office)	Danag.dawson@gmail.com	07/01/2024 – 06/30/2026
14. Labor Organization , or where none exists, other representative of employees (<i>Identify representative's affiliation- select one and delete other choices</i>)	Anthony McKinnon President	Fayetteville Area Local #984 American Postal Workers Union 301 Greet Street Fayetteville, NC 28301	910-491-7879	nccapwupresident@gmail.com	07/01/2024- 6/30/2026
15. Labor Organization, or where none exists, other representative of employees (<i>Identify representative's</i>)	Vacant				

PY 2025 WIOA Mid-Carolina Workforce Development Board Members
Effective July 1, 2025 – June 30, 2026

Category	Name and Business Title	Business Name and Address	Phone Number	Email Address	Term Start and End Dates (month/date/year)
<i>affiliation- select one and delete other choices)</i>					
16. Joint Labor-Management, or union-affiliated, registered apprenticeship program. Or where none exists, representative of registered apprenticeship program (<i>Identify representative's affiliation- select one and delete other choices</i>)	Curtis Brown, Founder	Eagle Talent Career Group PO Box 87382 Fayetteville, NC 28304	910-987-0173 (mobile)	curtis@eagleteg.com	07/01/2024 – 06/30/2025
17. Labor or Apprenticeship or Community-Based Organization or organizations addressing needs of eligible youth (<i>Identify choice of category represented - select one and delete other choices</i>)	Lonnie Ballard, Executive Director	Action Pathways, Inc 4525 Campground Road Fayetteville NC 28314	910-485-6131	lonnie.ballard@actionpathways.ngo	05/29/24- 07/01/2025

PY 2025 WIOA Mid-Carolina Workforce Development Board Members
Effective July 1, 2025 – June 30, 2026

Category	Name and Business Title	Business Name and Address	Phone Number	Email Address	Term Start and End Dates (month/date/year)
18. Adult Education and Literacy eligible under WIOA Title II	Dr. Fallon Brewington	Sandhills Community College 3395 Airport Road, Pinehurst, NC 28374	910-246-2858	brewingtonf@sandhills.edu	07/01/2024 – 06/30/2025
19. Higher Education	Gregory McElveen Assistant Vice Chancellor	Fayetteville State University 1200 Murchison Road Fayetteville NC 28301	910-672-1994 (office) 919-423-3134 (mobile)	gmcelvee@uncfsu.edu	07/01/2024- 06/30/2025
20. Vocational Rehabilitation Program	Vainette Walker Counselor – In- Charge	Division of Vocational Rehabilitation, NC Dept of Health and Human Services 155 Eastwood Ave Fayetteville, NC 28301	910-486-1101 (office) 910-912-2066	Vainette.walker@dhhs.nc.gov	07/01/2024- 06/30/2025
21. Economic Development	Savannah Heath, Economic Development Director – Montgomery County	Montgomery Economic Development 102 E. Spring Street Troy, NC 27371	910-576-4221 ext 1308	Savannah.heath@montgomerycount ync. gov	07/01/2024 - 06/30/2025
22. Wagner-Peyser Act	Victor Glover Regional Operations Director – South Central	NC Department of Commerce Division of Workforce Solutions	919-414-6858	Victor.glover@commerce.nc.gov	07.01.2024 -06.30.2025
<input checked="" type="checkbox"/> Mark (X)	By submission of this form, the WDB certifies its compliance with the appointment and nomination process of business representatives from among local business organizations and business trade associations. [WIOA Section 107(b)(2)(A)]				

PY 2025 WIOA Mid-Carolina Workforce Development Board Members
Effective July 1, 2025 – June 30, 2026

Notes:

- *Use the form provided and identify categories as indicated on the form.*
 - *Do not change required category names, but clearly indicate the category by making the font bold or by highlighting.*
 - *Clearly identify members if they are providing a dual role in one box by using an asterisk (*) and the word “dual”. Dual-role Board members should be listed only once.*
 - *If the Local Area WDB has more than 19 total members: add lines to the chart and complete all columns for additional members.*
 - *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.*
 - *Be sure to signify that the Board membership is in compliance by marking an “X” in the box supplied.*
-

PY 2025 WIOA Mid-Carolina WDB Youth Program Elements Chart

In order to support the attainment of a secondary school diploma or its recognized equivalent, entry into postsecondary education, and career readiness for participants, the WIOA Youth Program shall provide elements consisting of the following program elements.

20 CFR §681.470 states that it is not required for local programs to use funds for each program element. Local Area WDB programs may leverage partner resources to provide program elements. However, if the program is not funded with WIOA youth funds, the Local Area WDB must have an agreement in place with a partner organization to ensure that the program element will be offered. If offered by a partner, the program element must be connected and coordinated with the WIOA youth program.

Please denote whether the required WIOA Program Element will be WIOA funded by the Local Area WDB, provided by referral, or both. Specify the provider(s) in the referral section.

WIOA Youth Program Elements	WIOA Funded (Specify Provider)	Referral By Agreement (Specify Providers)
1. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential.	Cumberland County Schools, Equus Workforce Solutions, Harnett County Government & Montgomery Community College (<i>Final Approval Pending Contract Negotiations</i>)	<ul style="list-style-type: none"> • K-12 School System (Cumberland, Moore, Montgomery, Harnett, and Sampson Counties) • Fayetteville Technical Community College • Sandhills Community College • Central Carolina Community College • Sampson Community College • Montgomery Community College • Triangle Literacy Council • The C.A.R.E. Group, Inc
2. Alternative secondary school services, or dropout recovery services, as appropriate.	Cumberland County Schools, Equus Workforce Solutions, Harnett County Government & Montgomery Community College (<i>Final Approval Pending Contract Negotiations</i>)	<ul style="list-style-type: none"> • K-12 School System, (Cumberland, Moore, Montgomery, Harnett, and Sampson Counties)
3. Paid and unpaid work experiences that have as a component academic and occupational education, which may include (i)	Cumberland County Schools, Equus Workforce Solutions,	<ul style="list-style-type: none"> • NCWorks Career Centers

PY 2025 WIOA Mid-Carolina WDB Youth Program Elements Chart

WIOA Youth Program Elements	WIOA Funded (Specify Provider)	Referral By Agreement (Specify Providers)
summer employment opportunities and other employment opportunities available throughout the school year; (ii) pre-apprenticeship programs; (iii) internships and job shadowing; and (iv) on-the-job training opportunities.	Harnett County Government & Montgomery Community College (<i>Final Approval Pending Contract Negotiations</i>)	<ul style="list-style-type: none"> • Employers and Businesses • Division of Employment and Independence for People with Disabilities • Cumberland, Harnett, Moore,
4. Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the Local Area involved.	Cumberland County Schools, Equus Workforce Solutions, Harnett County Government & Montgomery Community College (<i>Final Approval Pending Contract Negotiations</i>)	<ul style="list-style-type: none"> • Fayetteville Technical Community College • Sandhills Community College • Central Carolina Community College • Sampson Community College • Montgomery Community College • Local Universities in 5-County Region
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.	Cumberland County Schools, Equus Workforce Solutions, Harnett County Government & Montgomery Community College (<i>Final Approval Pending Contract Negotiations</i>)	<ul style="list-style-type: none"> • Fayetteville Technical Community College • Sandhills Community College • Central Carolina Community College • Sampson Community College • Montgomery Community College • Local Universities in 5-County Region • Apprenticeship NC
6. Leadership development opportunities, which may include community services and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate.	Cumberland County Schools, Equus Workforce Solutions, Harnett County Government & Montgomery Community	<ul style="list-style-type: none"> • Boys & Girls Club • 4-H Programs in Moore, Sampson, Cumberland,

PY 2025 WIOA Mid-Carolina WDB Youth Program Elements Chart

WIOA Youth Program Elements	WIOA Funded (Specify Provider)	Referral By Agreement (Specify Providers)
	College (<i>Final Approval Pending Contract Negotiations</i>)	<p>Montgomery & Harnett Counties</p> <ul style="list-style-type: none"> • Sandhills Community College Youth Programs
7. Supportive Services.	Cumberland County Schools, Equus Workforce Solutions, Harnett County Government & Montgomery Community College (<i>Final Approval Pending Contract Negotiations</i>)	<p>Department of Social Services</p> <p>Action Pathways</p> <p>Division of Employment and Independence for People with Disabilities</p>
8. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months.	Cumberland County Schools, Equus Workforce Solutions, Harnett County Government & Montgomery Community College (<i>Final Approval Pending Contract Negotiations</i>)	<ul style="list-style-type: none"> • Boys & Girls Club • Big Brothers Big Sisters of Eastern N.C. • Fayetteville Urban Ministry • Sandhills Youth Leadership Institute •
9. Follow-up services for not less than 12 months after the completion of participation, as appropriate.	Cumberland County Schools, Equus Workforce Solutions, Harnett County Government & Montgomery Community College (<i>Final Approval Pending Contract Negotiations</i>)	Cumberland County Schools, Equus Workforce Solutions, Harnett County Government & Montgomery Community College (<i>Final Approval Pending Contract Negotiations</i>)
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.	Cumberland County Schools, Equus Workforce Solutions, Harnett County Government & Montgomery Community College (<i>Final Approval Pending Contract Negotiations</i>)	<ul style="list-style-type: none"> • Alliance Health • Community Mental Health Adult/Children Services • Cumberland Recovery Response Center • Daymark Recovery • Bradford Associates NC LLC • Carolina Behavioral Care

PY 2025 WIOA Mid-Carolina WDB Youth Program Elements Chart

WIOA Youth Program Elements	WIOA Funded (Specify Provider)	Referral By Agreement (Specify Providers)
		<ul style="list-style-type: none"> • CommWell Health of Clinton
11. Financial literacy education.	Cumberland County Schools, Equus Workforce Solutions, Harnett County Government & Montgomery Community College <i>(Final Approval Pending Contract Negotiations)</i>	<ul style="list-style-type: none"> • The C.A.R.E. Group, Inc. • Partnership for Children of Cumberland County • Upward Bound Program at Central Carolina Community College • Upward Bound Program in Sampson County Schools
12. Entrepreneurial skills training.	Cumberland County Schools, Equus Workforce Solutions, Harnett County Government & Montgomery Community College <i>(Final Approval Pending Contract Negotiations)</i>	<ul style="list-style-type: none"> • Sampson County 4-H • Moore County Economic Development • Montgomery County Economic Development Partnership • Montgomery County Chamber of Commerce
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the Local Area WDB, such as career awareness, career counseling and career exploration services.	Cumberland County Schools, Equus Workforce Solutions, Harnett County Government & Montgomery Community College <i>(Final Approval Pending Contract Negotiations)</i>	<ul style="list-style-type: none"> • K-12 School System (Cumberland, Harnett, Moore, Montgomery, and Sampson) • Fayetteville Technical Community College • Sandhills Community College • Central Carolina Community College • Sampson Community College • Montgomery Community College

PY 2025 WIOA Mid-Carolina WDB Youth Program Elements Chart

WIOA Youth Program Elements	WIOA Funded (Specify Provider)	Referral By Agreement (Specify Providers)
14. Activities that help youth prepare for and transition to postsecondary education and training.	Cumberland County Schools, Equus Workforce Solutions, Harnett County Government & Montgomery Community College (<i>Final Approval Pending Contract Negotiations</i>)	<ul style="list-style-type: none"> • K-12 School System (Cumberland, Harnett, Moore, Montgomery, and Sampson) • Fayetteville Technical Community College • Sandhills Community College • Central Carolina Community College • Sampson Community College • Montgomery Community College

**PY 2025 Mid-Carolina WDB
WIOA Youth Service Provider List**

WIOA Youth Service Provider (Organization Name, Address)	Contact Person (Name, Title, Email Address, and Contact number)	County/Counties Served and where services are provided** (One-Stop, Office, Both)	Type of Organization (State Agency, For-profit, Non-profit, other-specify)	Type of Contract/RFP Release Date/Year Procured/Contract extended (Y/N) (Cost Reimbursement, Fixed Price, Performance Based, Hybrid, other-specify)
Cumberland County Schools <i>(Final Approval Pending Contract Negotiations)</i> 2465 Gillespie Street, Fayetteville, NC 28306	Chip Lucas CTE Executive Director chipucas@ccs.k12.nc.us (910) 678-2411	Cumberland Both	State Agency	Cost Reimbursement RFP Released: 2/14/25 Procured: April 2025 for PY 25 New Contract
Equus Workforce Solutions <i>(Final Approval Pending Contract Negotiations)</i> 9200 Shelbyville Road, Suite 210, Louisville, KY 40222	Rochelle Brown Regional Director Rochellebrown@equusworks.com (864)346-0047	Cumberland, Moore & Sampson Both	For-Profit	Cost Reimbursement RFP Released: 2/14/25 Procured: April 2025 for PY 25 New Contract
Harnett County Government <i>(Final Approval Pending Contract Negotiations)</i>	Charlotte Leach Workforce Development Director cleach@harnett.org (910) 814-6320	Harnett Both	Government Agency	Cost Reimbursement RFP Released: 2/14/25 Procured: April 2025 for PY 25

WIOA Youth Service Provider (Organization Name, Address)	Contact Person (Name, Title, Email Address, and Contact number)	County/Counties Served and where services are provided** (One-Stop, Office, Both)	Type of Organization (State Agency, For-profit, Non-profit, other-specify)	Type of Contract/RFP Release Date/Year Procured/Contract extended (Y/N) (Cost Reimbursement, Fixed Price, Performance Based, Hybrid, other-specify)
900 9 th Street, Lillington, NC 27546				New Contract
Montgomery Community College (<i>Final Approval Pending Contract Negotiations</i>) 1011 Page Street, Troy, NC 27371	Ricardo Romero Dean of Continuing Education (910) 898-9600	Montgomery Office	State Agency	Cost Reimbursement RFP Released: 2/14/25 Procured: April 2025 for PY 25 New Contract

Notes:

- Complete all columns.
 - Be specific to state where Youth Services are provided: at the One-Stop Centers, the Office location provided, or a combination.
 - Type of Contract: Cost Reimbursement, Fixed Price, Performance Based, Hybrid, Other- Be specific.
 - RFP Release Date/Year Procured/Contract Extended. **Example:** RFP Released: January 4, 2023/Procured: April 2023; Extended July 2024 and July 2025.
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