

GuilfordWorks 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.

GuilfordWorks Workforce Development Consortium. ATTACHED

- 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: Danielle A. Harrison	Title & Salutation: Executive Director; Dr.
Organization Name: GuilfordWorks	Address: 301 S. Greene St. Greensboro, Nc 27401
Phone Number: 336-373-3008	Email Address: danielle.harrison@greensboro-nc.gov

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

Name: Nancy Vaughan	Elected Title & Salutation: Mayor
Government Affiliation: City of Greensboro	Address: P.O. Box 313 Greensboro, NC 27402
Phone Number: 336-373-2396	Email Address: nancy.vaughan@greensboro-nc.gov

4. Provide the name, title, business name, address, phone number, and email address of the **individual authorized to receive official mail for the Chief Local Elected Official (CLEO)**, if different than question 4.

Name: Chris Wilson	Title & Salutation: Deputy City Manager
Business Name: City of Greensboro	Address: P.O. Box 3136 Greensboro, NC 27402
Phone Number: 336-373-3815	Email Address: chris.wilson@greensboro-nc.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: Chris Wilson	Title & Salutation: Deputy City Manager
Organization Name: City of Greensboro	Address: P.O. Box 3136 Greensboro, NC 27402
Phone Number: 336-373-3815	Email Address: chris.wilson@greensboro-nc.gov

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

Name: Chris Wilson	Title & Salutation: Deputy City Manager
Organization Name: City of Greensboro	Address: P.O. Box 3136 Greensboro, NC 27402
Phone Number: 336-373-3815	Email Address: chris.wilson@greensboro-nc.gov

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

- Name document: *Administrative Entity Name Organizational Chart*. ATTACHED

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].

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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)

Syretha Brown

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: Local Area WDB Name Board List. ATTACHED
- 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: Local Area WDB Name By-Laws. 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: Local Area WDB Name By-Laws Required Elements- Crosswalk chart. 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 local WDB maintains a website at <https://guilfordworks.org/about-us/board-of-directors/workforce-development-plan/> that is updated regularly to include information about the WIOA Local Plan, news about events at the local NCWorks Career Centers in Guilford County, board membership, current opportunities for requests for proposals to provide WIOA services, WDB meeting schedules, and other workforce news and initiatives relevant to our local area. For assistance regarding distribution of the plan, individuals may contact Dr. Danielle A. Harrison at danielle.harrison@greensboro-nc.gov.

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

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

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

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)
September 4, 2025	8:30-10:30 a.m.	2301 W. Meadowview Rd. Greensboro, N.C.

November 6, 2025	8:30-10:30 a.m	2301 W. Meadowview Rd. Greensboro, N.C
January 8, 2026	8:30-10:30 a.m	2301 W. Meadowview Rd. Greensboro, N.C
March 5, 2026	8:30-10:30 a.m	2301 W. Meadowview Rd. Greensboro, N.C
May 7, 2026	8:30-10:30 a.m	2301 W. Meadowview Rd. Greensboro, N.C

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: Local Area WDB Name Plan Approval Minutes. This approval will occur at the September 2025 full board meeting.

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

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

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

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

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

- Name document: Local Area WDB Name Signatory Page.

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

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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.

GuilfordWorks has participated in new/expansion economic development projects during the previous year and anticipates this trend will continue for the upcoming year. These projects have primarily been in the area of Advanced Manufacturing. Services included providing information on WDB programs/services, recruitment assistance, convening resources, training subsidies for WBL such as OJTs, recruitment, meeting space and labor market data including wage analysis reports and/or comparison studies.

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
No new Career Pathways at this time.			

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

Yes; in the area of apprenticeships.

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: Local Area WDB Name PY 2025 NCWorks Career Centers. ATTACHED

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)]

Ross Innovative Employment Solutions

Year One in Contract

Contract length is one to four years (with annual review for extensions)

3. Attach the Memorandum of Understanding(MOU) between the Local Area WDB and partners concerning the operation of the NCWorks Career Center system. [WIOA Section 121(c)(1)(2)(A)]

- Name document: Local Area WDB Name NCWorks Career Center MOU.

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?

Internal operational factors had both a positive and negative impact on performance. Having services provided by several different contractors who experienced management turnover multiple times caused a gap in case management, performance, and training from 2021-2024. The previous Accountability Specialist was less involved in initial and follow-up training. By acquiring one service provider for all programs and a new Accountability Specialist in July 2024, we are seeing an improvement in the quality of case management and performance. The accountability specialist works with the service provider to meet performance expectations and provide initial and follow-up training for staff.

Retention and expansion efforts have also had both positive and negative impact. The new provider has provided services for PY 24. The first six months were met with the need for constant training. The latter half of the year was met with stability and collaboration efforts. This team is working with other programs to improve performance outcomes. Ross has employed a Summer Intern to work with Work-Based Learning programs. They have maintained most of the staff and provide training consistently. We are now trending in the right direction and expect to continue on this path with this provider.

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 current Accountability Specialist pulls NCWorks and FutureWorks BI reports to track performance. NCWorks reports are pulled bi-weekly and FutureWorks BI reports are pulled monthly. These reports are shared with the service provider Director. The Accountability Specialist identifies common error trends and provides training monthly to the service provider. If there are no common errors, training is to be held quarterly.

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 Accountability Specialist reviews enrollment numbers and quality of case management monthly. Findings are shared with service provider via email with a due date to take appropriate action. This information is shared with executive leadership quarterly. The Service Provider Director is given tools to conduct training on performance and case management during monthly team meetings. The Accountability Specialist attends meetings to address common errors in case management and performance measures.

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?

The Accountability Specialist reviews Summary Reports in NCWorks monthly and shares the new and carryover enrollment numbers with the WDB Administrative team via email. The service provider staff receives the numbers via email. If performance is on track, no action is required. If performance measures are not met, the provider is asked to provide a corrective action plan with immediate implementation. The Accountability Specialist meets with the service provider monthly to discuss performance, plans for meeting goals, and support needed. The Accountability Specialist holds a Mid Year Check-in 6 months into the program year to review where we stand and pivot where necessary and a New Program Year Kick Off to

discuss goals for the new year, provide policy and performance training, and create plans for collaboration to meet goals.

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 Local Area WDB faced challenges with getting regular updates from previous providers and credentials from customers. Once customers have completed the training, we lose contact. We have recently implemented a plan to work with our training providers to collect regular updates and credentials if available. We are working with the service provider to incentivize customers who provide credentials upon completion. This incentive looks like referring the customers to our employer partners in a relevant field.

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)]

Training providers are certified based on 12 months of performance before being added to the Eligible Training Provider List. Providers must provide training for in-demand careers in Guilford County. Customers are encouraged to review the Eligible Training Provider List and select a provider in their desired field of study. They are also advised to research each provider and determine which one best meets their needs.

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.

GuilfordWorks no longer has additional requirements beyond the state ETPL policy.

Name Document: Local Area WDB Name ETPL Policy.

V. Equal Opportunity

1. Attach the Local Area WDB's current Equal Opportunity (EO) Complaint Grievance Procedure to address EO requirements, 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: Local Area WDB Name EO Complaint Grievance Procedure.

VI. Adult and Dislocated Worker Services

1. Provide the date and process for the competitive procurement of the Adult and Dislocated Worker Programs that ensure an arms-length relationship between the Local Area WDB and service delivery. Include the expected length of the contract(s) (one to three years and the current year status of the contract (e.g., two of three years). Identify any service provider contract extensions. [WIOA Section 108(b)(16), CPS 04-2022, Change 1]

GuilfordWorks awards contracts for the provision of WIOA Title I services and activities through a competitive procurement process within the local area. GuilfordWorks has established guidelines following CPS 02-2022 for proper procurement of and contracting for services. The process includes cross departmental development of a procurement for public response; issuance GuilfordWorks awards contracts for the provision of WIOA Title I services and activities through a competitive procurement process within the local area. GuilfordWorks has established guidelines following CPS 02-2022 for proper procurement of and contracting for services. The process includes cross departmental development of a procurement for public response; issuance of a procurement to the public for bid via solicitation and public posting on the GuilfordWorks website; announcement of and public participation in a bidders conference; public questioning period and posted responses; internal review and scoring of bidders' responses; interviews and presentations by qualified bidders; and a documented assessment of bidders responses, presentations, and overall process, with recommendation to the Executive Director, WDB Chair and WDB Executive Committee, with board approval if applicable. Upon acceptance of recommendations, contract negotiations and awards are made. Cross-departmental and cross-functional internal review teams are appointed to participate in all stages of the competitive activities. PowerNotes was contracted to facilitate GuilfordWorks competitive procurement process. Ross Innovative Employment Solutions Procurement was March 2024 with a start date for the contract July 1, 2024. Contracts are typically 1-4 years with annual review for renewal/extensions.

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: Local Area WDB Name PY 2025 Adult/Dislocated Worker Service Provider List.

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: *PY 2025 Local Area WDB Name Youth Service Provider List.*

2. Provide the date and process for the competitive procurement of the Youth Programs that ensures an arm's-length relationship between the Local Area WDB and service delivery. Include the expected length of the contract(s) (one to three years and the current year status of the contract (e.g., two to three years). Identify any service provider contract extensions. [WIOA Section 108(b)(16), CPS 04-2022, Change 1]

GuilfordWorks awards contracts for the provision of WIOA Title I services and activities through a competitive procurement process within the local area. GuilfordWorks has established guidelines following CPS 02-2022 for proper procurement of and contracting for services. The process includes cross departmental development of a procurement for public response; issuance GuilfordWorks awards contracts for the provision of WIOA Title I services and activities through a competitive procurement process within the local area. GuilfordWorks has established guidelines following CPS 02-2022 for proper procurement of and contracting for services. The process includes cross departmental development of a procurement for public response; issuance of a procurement to the public for bid via solicitation and public posting on the GuilfordWorks website; announcement of and public participation in a bidders conference; public questioning period and posted responses; internal review and scoring of bidders' responses; interviews and presentations by qualified bidders; and a documented assessment of bidders responses, presentations, and overall process, with recommendation to the Executive Director, WDB Chair and WDB Executive Committee, with board approval if applicable. Upon acceptance of recommendations, contract negotiations and awards are made. Cross-departmental and cross-functional internal review teams are appointed to participate in all stages of the competitive activities. PowerNotes was contracted to facilitate GuilfordWorks competitive procurement

process. The procurement for Ross Innovative Employment Solutions was March 2024 for a July 1 2024 start date. Contracts are typically 1-4 years in length with annual review for renewal/extensions.

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)

GuilfordWorks has developed a budget and has dedicated outreach and services to out of school youth to ensure an expenditure rate of 75%. Through strong career counseling, staff will continue efforts to guide out of school youth to short-term training, on-the-job training, and apprenticeships within high demand industry occupations.

GuilfordWorks will also continue building relationships with Adult Education, Guilford County Schools, and local community organizations to specifically identify out of school youth (dropouts or those who are basic skills deficient) within the community.

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)

GuilfordWorks has established budgeting guidelines within each Title I contract to ensure 20% of funding is allocated for youth work experience. GuilfordWorks has also provided guidance to service provider staff in alignment with TEGL 21-16 in tracking program funds spent on paid and unpaid work experiences including wages and staff costs for development and management of work experiences. GuilfordWorks monitors youth work experience expenses monthly to evaluate progress towards goal.

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:
- criteria to be used to award incentives;
 - type(s) of incentive awards to be made available;
 - whether WIOA funds will be used; and
 - the Local Area WDB's internal controls to safeguard cash/gift cards.

- Name document: Local Area WDB Name 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: Local Area WDB Name 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)]

- 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.

To continuously enhance services for youth in Guilford County through the following goals:

Creation of a community network that offers opportunities to all youth to build a career through multiple options and opportunities and by developing a holistic framework of engaging youth at every level of barrier they might face.

To forge a meaningful relationship with the Guilford County Schools in order to build a system that connects WIOA eligible youth to the NCWorks system, with an emphasis on strong connections with the Career Technical Education programs that align with the career clusters supported through the WDB.

Engage businesses to expand the opportunities available to youth through both intern programming and external workforce development opportunities.

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

Creation of a community network that offers opportunities to all youth to build a career through multiple options and opportunities and by developing a holistic framework of engaging youth at every level of barrier they might face

To forge a meaningful relationship with the Guilford County Schools in order to build a system that connects WIOA eligible youth to the NCWorks system, with an emphasis on strong connections with the Career Technical Education programs that align with the career clusters supported through the WDB

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

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

c. Complete the following chart for the PY 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 #)
Wednesday, July 16, 2025	2pm – 3pm	<p style="text-align: center;"><u>Join the meeting now</u></p> <p style="text-align: center;">Meeting ID: 213 753 366 043</p> <p style="text-align: center;">Passcode: hp2ni6AP</p>
Wednesday, August 20, 2025	2pm – 3pm	<p style="text-align: center;"><u>Join the meeting now</u></p> <p style="text-align: center;">Meeting ID: 213 753 366 043</p> <p style="text-align: center;">Passcode: hp2ni6AP</p>
Wednesday, September 17, 2025	2pm – 3pm	<p style="text-align: center;"><u>Join the meeting now</u></p> <p style="text-align: center;">Meeting ID: 213 753 366 043</p>

Date	Time	Location (include address and room #)
		Passcode: hp2ni6AP
Wednesday, October 15, 2025	2pm – 3pm	<p data-bbox="938 300 1349 342"><u>Join the meeting now</u></p> <p data-bbox="967 373 1320 405">Meeting ID: 213 753 366 043</p> <p data-bbox="1024 436 1263 468">Passcode: hp2ni6AP</p>
Wednesday, November 19, 2025	2pm – 3pm	<p data-bbox="938 562 1349 604"><u>Join the meeting now</u></p> <p data-bbox="967 636 1320 667">Meeting ID: 213 753 366 043</p> <p data-bbox="1024 699 1263 730">Passcode: hp2ni6AP</p>
Wednesday, January 21, 2026	2pm- 3pm	<p data-bbox="938 825 1349 867"><u>Join the meeting now</u></p> <p data-bbox="967 898 1320 930">Meeting ID: 213 753 366 043</p> <p data-bbox="1024 961 1263 993">Passcode: hp2ni6AP</p>
Wednesday, February 18, 2026	2pm – 3pm	<p data-bbox="938 1087 1349 1129"><u>Join the meeting now</u></p> <p data-bbox="967 1161 1320 1192">Meeting ID: 213 753 366 043</p> <p data-bbox="1024 1224 1263 1255">Passcode: hp2ni6AP</p>
Wednesday, March 18, 2026	2pm – 3pm	<p data-bbox="938 1350 1349 1392"><u>Join the meeting now</u></p> <p data-bbox="967 1423 1320 1455">Meeting ID: 213 753 366 043</p> <p data-bbox="1024 1486 1263 1518">Passcode: hp2ni6AP</p>
Wednesday, April 15, 2026	2pm – 3pm	<p data-bbox="938 1612 1349 1654"><u>Join the meeting now</u></p> <p data-bbox="967 1686 1320 1717">Meeting ID: 213 753 366 043</p> <p data-bbox="1024 1749 1263 1780">Passcode: hp2ni6AP</p>

Date	Time	Location (include address and room #)
Wednesday, May 20, 2026	2pm – 3pm	<p align="center"><u>Join the meeting now</u></p> <p align="center">Meeting ID: 213 753 366 043</p> <p align="center">Passcode: hp2ni6AP</p>
Wednesday, June 17, 2026	2pm – 3pm	<p align="center"><u>Join the meeting now</u></p> <p align="center">Meeting ID: 213 753 366 043</p> <p align="center">Passcode: hp2ni6AP</p>

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)
1. Adult/Dislocated Worker Experience Policy	No
2. Competitive Procurement Policy	No

Required Local Area WDB Policies	New or Revised and needs review (Yes/No)
3. Conflict of Interest Policy	No
4. Nondiscrimination/Equal Opportunity Standards and Complaint Procedures	No
5. Financial Management Policy for Workforce Innovation and Opportunity Act Title I	No
6. Individual Training Account Policy	No
7. On-the-Job Training Policy	No
8. Oversight Monitoring Policy, Tool and Schedule	No
9. Priority of Service Policy	No
10. Youth Work Experience Policy	No
11. Supportive Services Policy	No
12. Local Area WDB WIOA and TAA Co-Enrollment Policy	No
13. Eligible Training Provider Policy	No
14. Non-Criminal Complaint Procedures	No

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	N/A

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

<p>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:</p>	
<p>Individual Training Accounts (ITA) Summary</p>	
Dollar Amounts	The ITA funding limit is \$10,000 for the program
Time Limits	The maximum ITA limit is not an entitlement. The amount and duration of each participant’s ITA award is determined on an individual basis.
Degree or Certificates allowed (Associate, Bachelor’s, other)	Stackable credentials: Including Bachelors and Associate Degrees.
Procedures for determining case-by-case exceptions for training that may be allowed	ITAs must be approved by a WIOA Service Provider authorized representative prior to issuance. ITA authorization must be documented in the participant record. ITAs are authorized only for training programs listed on the Eligible Training Provider List (ETPL). ITA funds are paid directly to the training provider using the Service Provider’s fiscal system. ITAs may be used for pre-apprenticeship programs however, only pre-apprenticeship programs listed on the ETPL may be approved. ITAs may be authorized for training programs in other local areas or online training if the training program is listed on that State’s ETPL.
Period for which ITAs are issued (semester, school year, short-term, etc.)	Quarterly or more frequently depending on the training institution’s schedule
Supportive Services covered by ITA (provide examples such as uniforms, tools, physical exams, etc.)	Individual materials, supplies, tools, and equipment

Individual Training Accounts (ITA) Summary

Other	Other supportive services that will remove a barrier and positively impact the participant. Must be reasonable, necessary, and cannot be categorized under line items in this matrix. Must be approved by a Program Manager or designee and documented appropriately.
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4. Please specify the supportive services provided by the Local Area WDB Supportive Services Policy. List specific items under Supplies, Emergency, and Other, as identified in the Local Area WDB policy. (Expand form as needed.)

Transportation	Childcare	Supplies <i>(include examples)</i>	Emergency <i>(include examples)</i>	Other <i>(include examples)</i>
Rideshares may only be used for interviews, work, or school. Participants must provide documentation of actual mileage to interviews, school, work, etc.	N/A	Tools: Must coincide with occupation or trade and must be required for participation in training or employment. Must show documentation requiring the tools from the employer.	Rent/mortgage: Payments are permitted if a late notice for rent/mortgage was issued by the landlord and must be at least one (1) month behind in rent/mortgage. To qualify, the participant must have lived at the residence for 6 months or more and paid at least the first 6 months of rent/mortgage. The participant's name must be on the rental agreement, lease, etc. or show documentation that they live at the residence.	Gas Card: Receipts must show that gas cards were used for gas only. The participant's name must be insured for liability and property damage with minimum policy limits as required by the State of North Carolina. The participant must be properly licensed to operate a vehicle in the State of North Carolina. Also, participants must provide documentation of estimated mileage to

Transportation	Childcare	Supplies <i>(include examples)</i>	Emergency <i>(include examples)</i>	Other <i>(include examples)</i>
				interviews, school, work, etc. Participants can be provided supports on the following tiered system: For trips less than 20 miles= up to \$50 per week; 20-50 miles= up to \$100 per week; For trips greater than 50 miles= up to \$150 per week
Click here to enter text.	N/A			Mental health or substance abuse counseling. An estimate is required.

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 (Will not be ready until September 2025)
 - 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
 - Local Area Adult/Dislocated Worker Work Experience Policy
 - Competitive Procurement Policy

- Conflict of Interest Policy
- Nondiscrimination/Equal Opportunity Standards and Complaint Procedures
- Financial Management Policy for Workforce Innovation and Opportunity Act Title I
- Local Area WDB Individual Training Account Policy
- On-the-Job Training Policy
- Local Area WDB Oversight Monitoring Policy, Tool, and Schedule
- Priority of Service Policy
- Youth Work Experience Policy
- Local Area WDB Supportive Services Policy
- Local Area WDB Incumbent Worker Training Policy
- Local Area WDB Needs-Related Policy
- Non-Criminal Complaint Procedures
- Local Area WDB Transitional Jobs Policy

*Mail signed and unfolded originals to assigned DWS Planner at:

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

DocuSign® (or similar) signature pages may be uploaded in WISE.

Appendices

NC Local Area WDB By-Laws Required Elements

[Appendix A](#)

By-Laws Guidance

[Appendix B](#)

Guidance Regarding Meetings and Conferencing via Electronic Means

[Appendix C](#)

Local Area WDB Membership Requirements

[Appendix D](#)

NC Local Area WDB By-Laws Required Elements

At a minimum, the Local Area WDB by-laws must include the following items for DWS approval. When submitting the Local Area WDB by-laws, please specify the section (provide a clear crosswalk) where the following required elements are located within the submitted by-laws.

Elements 1-7 are the *required* elements designated at WIOA Final Rule 679.310(g).

1. The nomination process used by the Chief Local Elected Officials (CLEOs) to elect the Local Area Board Chair and members.
2. The term limitations and how the term appointments will be staggered to ensure only a portion of memberships expire in a given year.
3. The process to notify the Chief Local Elected Officials (CLEOs) of a Board member vacancy to ensure a prompt nominee within ninety (90) days of the vacancy.
4. The proxy and alternative designee process that will be used when a Board member is unable to attend a meeting and assigns a designee as per the requirements of 20 CFR 679.110(d)(4).
5. The use of technology such as phone and web-based meetings, that will be used to promote Board member participation (20 CFR 679.110(d)(5)).
6. The process to ensure Board members actively participate in convening the workforce development system's stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities.
7. A description of any other conditions governing appointment or membership on the Board as deemed appropriate by the Chief Local Elected Officials (CLEOs); (20 CFR 679.310(g)(1-7)).

North Carolina specific requirements that must be specified within the by-laws:

1. The adopted generally accepted parliamentary procedure, such as Robert's Rules of Order, chosen by the Board.
2. Whether an appointee filling a vacancy will serve the remainder of the unexpired term or be appointed for a new full term.
3. The Board's policy assures the attendance and participation of its members.
4. Quorum requirements to be not less than 51% constituting 51% of the total filled Board positions.
5. Any standing committees the Board has established shall be included in the by-laws.
6. The Board's conflict of interest policy, which may not be any less stringent than the requirements of the DWS's Policy, shall be referenced in the by-laws.
7. The process the Board will take when expedient action is warranted between Board meetings, such as calling a special meeting or allowing the Executive Committee to act on behalf of the Board.
8. Board meetings will be held in accessible facilities with accessible materials available upon prior request.
9. The Board will meet no less than four times per program year.

By-Laws Guidance

This template is provided for guidance purposes only. It contains sample language that may be used in by-laws development. It is not required that Boards utilize this template or language within. This template reflects multiple counties within a Consortium. Single-county Boards and non-Consortia will need to adjust their by-laws accordingly.

Article 1

Name and Purpose

Section 1. Name

The name of this organization shall be the **Click Here to Enter WDB Name. Board** (hereinafter referred to as the “Board”).

Section 2. Purpose and Responsibilities

The purpose for which the Board is organized is to perform all functions of a WDB and Local Workforce Development Area as set forth in the Federal Workforce Innovation and Opportunity Act of 2014 (“WIOA”), or the corresponding provision of any applicable federal or state laws of related purpose and the rules and regulations promulgated thereunder, and Section 143B-438.11 of the North Carolina General Statutes and to perform such functions with the **Click Here to Enter WDB Name. WDB.**

The Board services area shall encompass the counties of **Click Here to Enter WDB Name..**

The Board responsibilities shall include:

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

By-Laws Guidance

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

Article 2

Board Members

Section 1. Appointment

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

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

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

Section 2. Composition

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

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

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

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

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

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

By-Laws Guidance

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

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

Section 3. Tenure

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

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

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

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

Section 4. Termination for Cause

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

Section 5. Resignation

Letters of resignation must be submitted to the [Click Here to Enter WDB Name](#). Chair. Three consecutive absences without justification and no response to the above referenced letter from the chair will be considered acceptable terms for resignation. Justification must be submitted in writing. The Board Chair has the authority to accept or deny justification.

By-Laws Guidance

Section 6. Vacancies

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

Article 3 Meetings

Section 1. Regular Meetings

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

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

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

Section 2. Special Meetings

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

Section 3. Quorum

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

Section 4. Conduct of Meetings

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

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Section 5. Open Meetings

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

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

Section 6. Proxy Representation and Voting

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

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

Section 7. Conflict of Interest and Voting

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

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

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

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.

Chris Wilson, Deputy City Manager

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

GuilfordWorks 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.

04-30-2025

Submission Date

Workforce Development Board Chair

Eva Ogden

Typed or Printed Name

N/A

Typed or Printed Title

Signature

Date

Chief Local Elected Official

Nancy Vaughan

Typed or Printed Name

N/A

Typed or Printed Title

Signature

Date

**Local Area WDB By-Laws Required Elements – Crosswalk
GuilfordWorks 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.	No Updates; N/A
2. The term limitations and how the term appointments will be staggered to ensure only a portion of membership expires in a given year.	N/A
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.	N/A
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).	N/A
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)).	N/A
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.	N/A
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.	N/A

**Local Area WDB By-Laws Required Elements – Crosswalk
GuilfordWorks 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.	N/A
9. Whether an appointee filling a vacancy will serve the remainder of the unexpired term or be appointed for a new full term.	N/A
10. The Local Area WDB’s policy assuring attendance and participation of its members.	N/A
11. Quorum requirements to be not less than 51% constituting 51% of the total filled Local Area WDB positions.	N/A
12. Any standing committees the Local Area WDB has established shall be included in the by-laws.	N/A
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.	N/A
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.	N/A
15. Local Area WDB meetings will be held in accessible facilities with accessible materials available upon prior request.	N/A
16. The Local Area WDB will meet no less than four times per program year.	N/A

**PY 2025 GuilfordWorks 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)
Ross Innovative Employment Solutions 7800 W Brown Deer Rd., 2nd Flr Milwaukee, WI 5322; 414-760-6060	Kelli Bell, Project Director kbell@rossworks.com 336-297-9444	Both; Guilford County 2301 W. Meadowview Rd.; Greensboro, NC 607 Idol St. High Point, NC	For Profit	RFP Release Date 2024; Procured 2024; Contract began 07-01-2024; Cost Reimbursement

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 GuilfordWorks
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 <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
Guilford County: 2301 W. Meadowview Rd. Greensboro, NC 607 Idol St. High Point, NC; 8:30 am-4:30pm; 336-297-9444	Comprehensive (TIER I)	Ross Innovative Employment Solutions	NC Commerce, Division of Employment Solutions; No Procurement	Ross Innovative Employment Solutions	NC Commerce, Division of Employment Solutions	Ross Innovative Employment Solutions; Y	Welfare Reform Liaison Project, Guilford County, Youth Haven, NCBA
301 S. Greene St. Greensboro, N.C. 27401 336-373-2438 9:00am-4:30pm	Specialized	Ross Innovative Employment Solutions	Ross Innovative Employment Solutions; Contract Procured 2024	N/A	Ross Innovative Employment Solutions	Ross Innovative Employment Solutions; Comprehensive Full-scope Youth Services	N/A

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 GuilfordWorks 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. Business, Chair	Eva Ogden, Senior Vice President Financial Advisor	Pinnacle Financial Partners 2630 Eastchester Dr. High Point, NC 27265	336-881-3371	eva.ogden@pnfp.com	7/1/2025-6/30/2027; 3
2. Business	Harley S. Garrison, Chief Executive Officer	Starr Electric Company Inc. 6 Battleground Ct. Greensboro, NC 27408	336-275-0241	hgarrison@starrelectric.net	7/1/2024-6/30/2026; 4
3. Business	Dave Robson, Director Operational Excellence	United Healthcare Franchise Performance Group	336-540-7345	drobsonnc@gmail.com	7/1/2024-6/30/2026; 4
4. Business	Jeffrey Frederick CEO & Senior HR Business Partner Past President Member	FIG Holdings 5501 Adams Farm Ln Unit E. Greensboro, NC 27407 Inmar Intelligence	336-687-1661	jeffreylfrederick@gmail.com	7/1/2025-6/30/2027; 1
5. Business	Tracy Sendrick, Vice President People and Organizational Effectiveness	Phase Change Solutions 4120 Beechwood Dr. Greensboro, NC 27410	336-629-3000 (o) 757-256-9907 (c)	tsendrick@phasechange.com	7/1/2025-6/30/2027; 2
6. Business	Timothy Stanton, Senior Human Resources Manager	Toyota 170 I Pineroft Rd Greensboro, NC 27407	614-519-5886	timothy.stanton@toyota.com	7/1/2025-6/30/2027; 2

**PY 2025 WIOA GuilfordWorks Workforce Development Board Members
Effective July 1, 2025 – June 30, 2026**

7. Business	Dr. Jason Caldwell President/CTO	UBUNTU Consulting Group 210 Cape Fear Dr. Whitsett, NC 27377	336-207-0305	professorjcc@gmail.com	7/1/2025-6/30/2027; 3
8. Business	Michelle Adamolekun, Executive Vice President, Chief People & Culture Officer	Cone Health 1200 N Elm St. Greensboro, NC 27401	336-832-7482	michelle.adamolekun@conehealth.com	4/1/2024-6/30/2026; 2
9. Business	Brian Maas, Vice President/ Director of Business Development	ECS Southeast LLP 4811 Koger Blvd. Greensboro, NC 27407	336-478-1632	BMaas@ecslimited.com	7/1/2024-6/30/2026; 4
10. Business	Irish Thurston , CPA & Senior Tax Manager	Bernard Robinson & Company 150I Highwoods Blvd. Suite 300 Greensboro, NC 27410	336-232-4483	ithurston@brccpa.com	7/1/2024-6/30/2026; 1
11. Small Business	Elma Hairston, Founder/CEO	Dynamic Imaging International LLC	336-905-6536	ehairston@dynamicimages4you.com	7/1/2025-6/30/2027; 2
12. Small Business	Cornelius "C.C." Lamberth, Chief Executive Officer	C2 Contractors LLC. 405 Banner Ave. Greensboro, NC 27401	336-379-8806	cc@c2contractorsllc.com	7/1/2024-6/30/2026; 4
13. Labor Organization- Specialized Youth Services	Sharon Barlow, Director of Social Services	Department of Social Services 1203 Maple St. Greensboro, NC 27405	336-641-7618	sbarlow@guilfordcountync.gov	7/1/2025-6/30/2027; 2

**PY 2025 WIOA GuilfordWorks Workforce Development Board Members
Effective July 1, 2025 – June 30, 2026**

14. Labor Organization- Education & Training & Wagner Peyser	Karen McIntosh Regional Operations Director (Piedmont Prosperity Zone) & State Employees Association of NC	NC Division of Workforce Solutions 2301 W. Meadowview Rd Greensboro, NC 27407	336-297-9444	karen.mcintosh@nccommerce.com	7/1/2024-6/30/2026 (3); Unlimited Term
15. Joint Labor Organization - Apprenticeship & Union	Alvin Warwick Business Manager	Local Union 342 International Brotherhood of Electrical Workers 7802 Thorndike Rd Greensboro, NC 27409	336-285-7781	1bew342@att.net	7/1/2025-6/30/2027; 4
16. Workforce - Community Based Organization	Dr. Elma Hairston Director & President of NAACP High Point, NC	3041 Renaissance Parkway Jamestown, NC 27282	336-905-6536	ehairston@dynamicimages4you.com	7/1/2025-6/30/2027; 2
17. Workforce - Community Based Organization	Maria Layne-Stevens Chief Executive Officer	Guilford Child Development 1200 Arlington St. Greensboro, NC 27406	336-369-5072	maria.stevens@guilfordchilddev.org	7/1/2024-6/30/2026; 3
18. Joint Labor Organization- Apprenticeship, Organization Addressing the needs of eligible youth & Secondary Education	Dr. Holly Pore Executive Director of CTE	Guilford County Schools 501 W. Washington St. Greensboro, NC 27401	336-370-8357	poreh@gcsnc.com	7/30/2024-6/30/2026; 1

**PY 2025 WIOA GuilfordWorks Workforce Development Board Members
Effective July 1, 2025 – June 30, 2026**

19. Adult Education and Literacy eligible under WIOA Title II	Dr. Manuel Dudley Vice President of Workforce & Continuing Education	GTCC P.O. Box 309 Jamestown, NC 27282	336-334-4822 Ext. 53025	mcdudley@gtcc.edu	7/1/2024-6/30/2026 (3); Unlimited Term
20. Higher Education	Dr. Oliver M. Thomas Director of External Affairs	NC A&T State University 1601 E. Market St. Greensboro, NC 27411	336-285-2436	omthomas@ncat.edu	4/1/2024-6/30/2026; 2
21. Vocational Rehabilitation Program	Andrea Dickerson Counselor in Charge	NC Services for the Blind 4265 Brownsboro Rd Suite 100 Winston Salem, NC 27106	336-896-2227	andrea.dickerson@dhhs.nc.gov	7/1/2025-6/30/2027 (3); Unlimited Term
22. Economic Development	Marvin Price Executive Vice President of Economic Development	Greensboro Chamber of Commerce 111 February Place Greensboro, NC 27401	336-387-8301	mprice@greensboro.org	7/1/2025-6/30/2027; 3
23. Labor Organization/Education & Training	Jeffrey Frederick Recent Past President Member	NCWorks Commission NC Association Workforce Development Boards 5501 Adams Farm Ln Unit E. Greensboro, NC 27407	336-687-1661	jeffreylfrederick@gmail.com	7/1/2025-6/30/2027; 1
IZI 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 GuilfordWorks 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 GuilfordWorks 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 postsecondary credential.	Ross Innovative Employment Solutions	Guilford Technical Community College; Reading Connections
2. Alternative secondary school services, or dropout recovery services, as appropriate.	Ross Innovative Employment Solutions	Guilford County Schools
3. Paid and unpaid work experiences that have as a component academic and occupational education, which may include (i) 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.	Ross Innovative Employment Solutions	Guilford County Schools
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.	Ross Innovative Employment Solutions	Guilford Technical Community College & Other Training Providers

PY 2025 WIOA GuilfordWorks WDB Youth Program Elements Chart

WIOA Youth Program Elements	WIOA Funded (Specify Provider)	Referral By Agreement (Specify Providers)
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.	Ross Innovative Employment Solutions	Guilford Technical Community College
6. Leadership development opportunities, which may include community services and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate.	Ross Innovative Employment Solutions	Area Colleges; Greensboro Youth Council
7. Supportive Services.	Ross Innovative Employment Solutions	Multiple area agencies: Youth Haven, DHHS, Welfare Reform Liaison Project, Family Success Center, Triad Adult and Pediatric Medicine, etc.
8. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months.	Ross Innovative Employment Solutions	YWCA, Big Brother/Big Sister, Salvation Army
9. Follow-up services for not less than 12 months after the completion of participation, as appropriate.	Ross Innovative Employment Solutions	Ross Innovative Employment Solutions
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.	Ross Innovative Employment Solutions	Multiple area agencies: Youth Haven, Welfare Reform Liaison Project, Family Success Center, Triad Adult and Pediatric Medicine, etc.
11. Financial literacy education.	Ross Innovative Employment Solutions	Ross Innovative Employment Solutions
12. Entrepreneurial skills training.	Ross Innovative Employment Solutions	Guilford Technical Community College, The Forge, East Greensboro NOW
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.	Ross Innovative Employment Solutions	Ross Innovative Employment Solutions
14. Activities that help youth prepare for and transition to postsecondary education and training.	Ross Innovative Employment Solutions	Guilford Technical Community College; Reading Connections

PY 2025 WIOA GuilfordWorks WDB Youth Program Elements Chart

**PY 2025 GuilfordWorks 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)
Ross Innovative Employment Solutions 7800 W Brown Deer Rd., 2nd Flr Milwaukee, WI 53223 414-760-6060	Kelli Bell, Project Director kbell@rossworks.com 336-297-9444	One-Stop-607 Idol St. High Point, NC; Specialized- 301 S. Greene St. Greensboro	For-profit	RFP Release Date 2024; Procured 2024; Contract began 07-01-2024; Cost Reimbursement

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.