

Gaston Workforce Development Board

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

July 1, 2026 - June 30, 2027

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

Introduction and Instructions

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

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

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

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

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

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

Local Area Plan Submission and Due Date

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

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

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

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

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

I. Local Area Workforce Development Board (WDB) Overview

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

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

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

Gaston Workforce Development Board Local Area

- If the Local Area is a Consortium and the agreement has been updated since the PY 2025 Plan submission, attach a copy of the current Consortium Agreement. If the Consortium Agreement has not been updated since the PY 2025 Plan submission, state N/A. N/A
 - Name document: Local Area WDB Name Consortium Agreement.
- If the Local Area is not a Consortium and there have been updates to the Local Area designation since the PY 2025 Plan submission, attach a copy of the formal request for Local Area designation. If the Local Area is not a Consortium and there have not been updates since the PY 2025 Plan submission, state N/A. N/A
 - Name document: Local Area WDB Name Local Area Designation Letter.
- If the Local Area WDB officially changed its name, please attach a copy of the Status of Incorporation, attorney's letter, or other document to verify the official name change. If not applicable, state N/A. N/A

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

Name: Michael Coone

Title & Salutation: Gaston County Workforce Development Board Director, Mr.

Organization Name: Gaston County Government

Address: 330 Dr Martin Luther King Jr Way
Gastonia, NC 28052

Phone Number: 704-862-6640

Email Address: Michael.Coone@gastongov.com

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

Name: Chad Brown	Elected Title & Salutation: Gaston County Board of Commissioners – Chair, Mr.
Government Affiliation: Gaston County	Address: PO Box 1578 Gastonia, NC 28053
Phone Number: 704-516-8017 (cell)	Email Address: chad.brown@gastongov.com

4. Provide the name, title, business name, address, phone number, and email address of the **individual authorized to receive official mail for the Chief Local Elected Official (CLEO)**, if different than question 3.

Name: Donna Buff	Title & Salutation: Clerk to the Board of Commissioners, Ms.
Business Name: Gaston County Government	Address: PO Box 1578 Gastonia, NC 28053
Phone Number: 704-866-3196	Email Address: donna.buff@gastongov.com

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: Gaston County Finance Office	Title & Salutation: N/A
Organization Name: Gaston County Government	Address: PO Box 1578 Gastonia, NC 28053
Phone Number: 704-866-3037	Email Address: N/A

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

Name: Shannon Myers	Title & Salutation: Gaston County DHHS Director, Ms.
Organization Name: Gaston County DHHS	Address: 330 Dr Martin Luther King Jr Way Gastonia, NC 28052
Phone Number: 704-862-6721	Email Address: Shannon.myers@gastongov.com

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

- Name document: *Gaston County DHHS Organizational Chart*.

8. Provide the **Administrative Entity’s Unique Entity Identifier (UEI)** number and assurance that the ‘System for Award Management’ (SAM) status is current. Administrative Entities must register at least annually on the SAM website <https://sam.gov/content/home> to receive Federal funding [required by Federal Acquisition Regulation (FAR) Section 4.11 and Section 52.204-7].

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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)

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

Notes:

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

11. Attach the Local Area WDB By-Laws including the date of adoption or more recent amendment, if any revisions have been made since the PY 2025 Plan submission. Please state N/A if there are no updates to the By-Laws for the PY 2026 plan submission and state the Plan year the By-laws were last submitted. By-Laws must include the required elements found in Appendix A. N/A, no updates for the PY 26 plan submission

- Name document: *Gaston County By-Laws*.

12. To demonstrate that the attached Local Area WDB By-Laws comply, complete the By-Laws Required Elements – Crosswalk chart if the By-Laws have been updated since the PY 2025 Plan submission (form provided). Please state N/A if the By-Laws have not been updated since the PY 2025 Plan submission and state the Plan year the Crosswalk chart was last submitted. N/A Not updated since PY25 plan submission

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

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

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

The Gaston County Workforce Development Board (GWDB) will make hard copies of the draft Local Area Plan available to the public at Gaston County DSS Building first floor lobby. The LA Plan will also be made available via the GWDB website at www.gastongovworks.com under the resources tab. The link for the plan will also be made available via GWDB social media accounts (Facebook, Instagram, and Twitter) for public comments.

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: Gaston County WDB Organizational Chart.

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

Date	Time	Location (include address, room # and virtual link)
July 16, 2026	12:00 noon	330 Dr Martin Luther King Jr Way Gastonia, NC 28052 (Auditorium)
October 15, 2026	12:00 noon	330 Dr Martin Luther King Jr Way Gastonia, NC 28052 (Auditorium)
January 21, 2027	12:00 noon	330 Dr Martin Luther King Jr Way Gastonia, NC 28052 (Auditorium)
April 15, 2027	12:00 noon	330 Dr Martin Luther King Jr Way Gastonia, NC 28052 (Auditorium)

Note: All Local Area WDB meetings shall be held in accessible facilities. All materials and discussions should be available in an accessible format upon request as indicated under North Carolina-specific requirements detailed in Appendix A.

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

- Name document: Gaston County Workforce Development Board Plan Approval Minutes from April 16, 2026, meeting will be provided

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: *Gaston County Workforce Development Board Certification Form.*

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

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

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

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

GWDB maintains strong and ongoing partnerships with local, regional, and state economic development entities, including county-level economic development organizations, regional partnerships, and state agencies. Engagement occurs on a regular basis, including participation in economic development meetings, project-specific planning sessions, and ongoing communication to support active projects. The WDB also collaborates on workforce readiness strategies during the initial stages of business recruitment to ensure alignment between employer needs and available talent resources. Based on historical trends, the GWDB anticipates engaging in approximately 3 major economic development projects during the upcoming program year, in addition to supporting smaller-scale business expansions and workforce needs as they arise.

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

Pathway Name	Partner WDBs	Year the pathway was developed	Number of trainees (to date) who have utilized the pathway
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- a. Does the Local Area have plans for the creation and implementation of new career pathways?

Yes, the GWDB has plans to support the creation and implementation of new and updated career pathways. These efforts are driven by ongoing analysis of labor market data and employer input. The Gaston Workforce Development Board utilizes tools such as JobsEQ, LEAD labor market information, and Stars Job data, along with employer surveys, to review and update the Occupations in Demand (OID) list. The GWDB is currently in the process of updating its OID list, which will directly inform the development and alignment of career pathways with high-demand industries. In addition to local efforts, the GWDB plans to collaborate with neighboring counties to ensure regional alignment and consistency in career pathway development.

III. NCWorks Career Centers

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

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

1. Identify PY 2026 NCWorks Career Center location(s) including Comprehensive (Tier I) and Access Points (Affiliate or Specialized) Sites; On-site partners; how NCWorks Career Center operator(s) are designated and procurement information; provider(s) of WIOA career services and method of selection; whether the youth service provider is on-site and, if so, youth services offered. Use the PY 2026 NCWorks Career Center Chart. [WIOA Section 121(b)(1)(A) and (b)(1)(B)]

- Name document: Gaston WDB PY 2026 NCWorks Career Centers.

2. Provide the name(s) of the current One-Stop provider(s), date, and process for when the competitive procurement of the One-Stop Operator(s) occurred. Include the expected length of the contract(s) (one to four years and the current year the contract is (e.g., two of three years). [WIOA Section 108(b)(16)]

One-Stop Provider: Two Hawk Employment Services

Competitive Procurement

- Released Request for Proposal: 3/4/2024
- Question Submittal Deadline: 3/27/2024
- Q&A Document- provided at Virtual Bidder's Conference- 3/18/2024 @ 1:30pm
- Proposals due- 4/9/2024 11:00am
- Proposal Evaluation Committee Meeting- 4/9/2024
- Gaston Workforce Development Board Vote on Recommendation- 4/18/2024
- Notification of Award to Awardee- 4/29/2024
- Posted to Board Website for Public Comment- 3/1/2024
- Proposed start date for contract/services- 7/1/2024
- Length of contract is 3 years and an extension is in the process of being submitted for PY26

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: *Gaston County WDB NCWorks Career Center MOU*.

IV. Performance

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

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

1. Examine the Local Area WDB's current Adult, Dislocated Worker, and Youth performance on the Federal Primary Indicators of Performance for PY 2024-2025 and prior Program Years. (Reports available via FutureWorks BI.) What are some factors that have impacted performance levels both positively and negatively in the current program year?

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

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

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

Positive Factors

1. Strong Employer Engagement and Economic Development Activity:

Business recruitment, retention, and expansion efforts have increased access to job opportunities in high-demand industries, supporting higher Employment Q2 and Q4 rates. These partnerships also create more opportunities for work-based learning, improving credential attainment and earnings outcomes.

2. Greater outreach and engagement with employers have increased awareness and use of workforce services, including hiring events and recruitment assistance. This has expanded job opportunities for participants and improved job placement rates, particularly in the Adult and Dislocated Worker programs.

Negative Factors:

1. Changes in the local and regional economy, including shifts in hiring demand, layoffs, or slowed hiring in certain industries, have impacted employment outcomes
2. Variations in participant populations, particularly within the Adult and Dislocated Worker programs, have impacted performance outcomes such as measurable skill gains (MSG) and employment rates. Individuals with higher barriers to employment (e.g., long-term unemployment, justice involvement, or low basic skills) may require longer service timelines, which can delay outcomes and impact short-term performance indicators.

B. Anticipated business recruitment and expansion efforts are expected to increase job opportunities, particularly in targeted industries, which should positively impact employment outcomes.

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?

Our Local Area Performance Accountability Specialist (PAS) is responsible for tracking performance with our contracted service provider staff and sharing all measures with Gaston County Workforce Development Board (GWDB) leadership. Our PAS utilizes FutureWorks reports at a minimum monthly to compare NCWorks Reports to ensure accuracy of data. Any deficiencies identified are communicated to the contractors with resolutions requested. In addition, the service provider is required to track performance and submit monthly reports. The PAS will review these reports as they are submitted to ensure performance is being met and that we are on track to maintain or improve performance for all goals. The PAS will work closely with the service provider staff, providing technical assistance, including training, one-on-one meetings, and constant communication with staff as needed. The Specialist requires our program manager to run quality checks on their staff's intake and case management activities at least monthly and the WDB monitors at least annually. WIOA contracted staff and/or career center staff participate in at least monthly strategic meetings with their management at the Career Center to discuss performance, outreach efforts, and enrollments. WIOA contracted staff are also provided quarterly program performance data and trained as needed on procedures related to entering performance data in NCWorks Online by their management and/or GWDB staff. The service provider Program Manager submits a yearly performance plan that details their action plan on meeting performance measures and contract goals for the upcoming program year. The Specialist and GWDB leadership will meet regularly with the service provider Program Manager to discuss performance measures as needed, as these strategies are essential to maintain and improve performance in our local area. GWDB performance is positively impacted by awareness at all staff levels. Training is provided by GWDB to WIOA case managers and program managers when policies are implemented and/or updated, or as needed due to performance or other issues. Staff training and refreshers are provided by the Program Manager throughout the program year and as needed when performance issues arise to ensure staff is

properly entering information in NCWorks Online and are aware of how the system modules correlate to Federal Performance Indicators. All service provider staff have been formally trained on the Federal Primary Indicators of Performance and are provided a handout/summary desk guide. NCWorks-related training is conducted by the Performance Accountability Specialist for the service provider and GWDB staff as well as new hires.

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 Performance Accountability Specialist (PAS) monitors performance monthly and tracks the WIOA program service provider performance measures to ensure the contractor is meeting their annual negotiated performance measures and contract goals. If performance or goal issues arise, the Gaston County Workforce Development Board (GWDB) leadership will meet with the contracted program management to discuss the issue, to put corrective actions in place to improve performance levels. Failing to meet yearly negotiated performance rates directly affects the Adult, Dislocated Worker, and Youth contractor's profit payments. They are paid profit only for each performance measure that is successfully achieved at 100% of the negotiated performance rate at each quarterly interval. At the end of the program year, if the contractor achieves 90% of the state negotiated annual performance rate, a profit payment adjustment can be issued for that performance measure at year-end. Where contractor deficiencies are identified with performance measures or contract goals, the required improvements will be implemented by board staff under existing contract mandates. Achieving contract goals is set in their signed service contract and can also affect their ability to continue receiving contracts to provide services. Where deficiencies are identified, board staff schedules time to discuss the deficiencies with the contracted program management and/or contracted career center management. Any available reports, local guides, and trainings are provided to contracted program management and/or staff to assist in all necessary changes being made within 30 days (or other times, if specified) that will result in the required improvements being accomplished. If the required results are not achieved, the local board can place the contracting entity on a corrective action plan. If the contracted program management fails to provide the required training to staff; fails to implement required changes; fails to make adequate corrections; and/or fails to accomplish required performance improvements, the local board can evaluate and amend the program contract for potential modifications. If the deficiency is egregious in manner, the program service provider can be given notice to terminate the current contract immediately or within 30 days- whichever the Workforce Development Board Director (or designee) feels is most appropriate given the situation.

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

Consider including the following information:

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

Gaston has a designated Performance Accountability Specialist (PAS) whose primary function is to review activities within NCWorks and oversee adherence to performance goals and outcomes. The WIOA Supervisor and PAS review performance outcomes in FutureWorks as the updated data becomes available monthly. The performance reports are emailed and printed out, then shared at least quarterly with its contracted program manager and one stop operator (career center manager) at their in-person/virtual monthly manager meetings. The contracted management would then relay the reports to WIOA (Adult/DW/Youth) & WP career center staff members. This allows staff to be aware of the progression toward our performance goals and focus on areas where there could potentially be issues. Additionally, program managers are highly encouraged to utilize NCWorks' predictive reports on a regular basis to further focus on areas of weakness and address it with their staff.

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?

Credential attainment challenges in the Local Area are largely tied to whether participants successfully complete training and continue communicating with case managers to submit proof of earned credentials.

To improve outcomes, the Local Area focuses on training case managers to build strong rapport, conducting monthly check-ins to keep participants on track, maintaining engagement in Individual Employment Plans (IEPs), and leveraging strong relationships with training providers to obtain credential documentation.

NCCareers.org is used during career planning to help participants explore job opportunities, career pathways, and high-growth fields. The NC Workforce Credential List serves as a reference for case managers to identify approved credential options.

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

Training Providers and Programs are reviewed by a NC ETP representative at the state level when one of two situations arises: the WIOA customer chooses a training provider that is not currently on the ETPL and the training provider wants to apply to be added or a local area provider contacts the Gaston County Workforce Development Board (GWDB) directly and requests to apply to be added to the NC ETPL. The LA ETPL representative refers to the training provider to the NC ETP representative to be moved through the state's ETP application & approval process. Once the training provider is approved and added to the NC ETPL, the Training Provider can submit any training programs that it chooses to be evaluated for approval to be added to the LA ETPL. Apprenticeship providers can be evaluated to be added to our local ETPL, as well. The GWDB has a "Provider Review Team" that consists of the Provider Specialist and GWDB WIOA Coordinator. To submit training programs for LA ETPL certification, the provider must have completed program descriptions in NCWorks Online for each program that they are seeking approval for. Training providers may submit programs for review at any time, this creates an opportunity to submit in-demand training programs as the needs of the local employers, workers, jobseekers change and/or grow.

For GWDB Certification, the training provider must provide proof of the following:

- List of partnerships with specific local area employers (optional)
- Proof that the training program has been in existence for one year,
- Leads to an occupational skill resulting in a national and/or industry recognized credential identified by the GWDB as in high demand.
- A list of employers who have hired graduates
- Description of how the program is different than others (time, cost, quality, and outcomes).

The following documentation is also requested by the local area but is not considered a requirement:

- Graduation/completion rate of the program for the last calendar year
- Job placement rate of graduates in the program for the last calendar year
- Percentage of graduates that obtained employment related to the program.

The GWDB Provider Review Team will review and either approve or deny the provider's programs for the local area based on the WDB's criteria. Program approvals for BCTPs are completed by the GWDB switching the program "on" (under the provider certification section in NCWorks Online – click the LWIA button). Approval notifications are sent by the method in which the training provider selected (NCWorks Online internal messaging or email) when initially registering in NCWorks Online. If all application steps are completed correctly, and the Gaston LA Provider Review Team approves, the program shall be designated as a BCTP within thirty days of application approval. If the Local WDB has required additional forms to be completed, these forms must be submitted prior to certification as a BCTP. Training providers have the option to either submit the application documents electronically by mail to the following:

Gaston Workforce Development Board

330 Dr Martin Luther King Jr Way Gastonia, NC 28052

Attn: Merissa Mitchell

Once the Training Provider receives approval for its program(s) to be add to the LA ETPL, a member of the local Provider Review Team notifies the NCWorks-Gaston Career Center Manager and WIOA Program Manager. If the Training Provider is new to our local area, a presentation to career center staff and management at career center can be arranged with the provider by the provider specialist. If any of the provider's programs are denied, a notice is sent to the provider. The provider has rights to appeal the decision should they choose to do so.

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

Please refer to our ETP Policy 2017-03. Gaston County WDB does not utilize the trainingproviderresults.gov website at this time. ETPL Policy has not been updated since prior plan submission.

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

V. Equal Opportunity

1. Attach the Local Area WDB's current Equal Opportunity (EO) Complaint Grievance Procedure to address EO requirements, *only* if the policy has been revised for the PY 2026 Plan and has not been previously submitted to the DWS Planner. If the EO Complaint Grievance Procedure has not been updated for the PY 2026 Plan submission, please state N/A, and state the Plan year the EO Complaint Grievance Procedure was last submitted. [29 CFR 38.35]. N/A, the EO Complaint Grievance Procedure has not been updated since the PY2026 plan submission

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

VI. Adult and Dislocated Worker Services

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

Competitive Procurement

- Released Request for Proposal: 3/4/2024
- Question Submittal Deadline: 3/27/2024
- Q&A Document- provided at Virtual Bidder's Conference 3/18/2024 @ 1:30pm
- Proposals due- 4/9/2024 11:00am
- Proposal Evaluation Committee Meeting- 4/9/2024

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- Gaston Workforce Development Board Vote on Recommendation- 4/18/2024
- Notification of Award to Awardee- 4/29/2024
- Posted to Board Website for Public Comment- 3/1/2024
- Proposed start date for contract/services- 7/1/2024
- Length of contract is 3 years and an extension is in the process of being submitted for PY26

Note: While Final Regulations Section 679.410 (b) and (c) provide exceptions to the competitive procurement process, Local Area WDBs must have an arms-length relationship to the delivery of services.

2. Attach the Local Area WDB's Adult/Dislocated Worker Service Provider list effective July 1, 2026, using the PY 2026 Adult/Dislocated Worker Service Provider List provided.

- Name document: *Gaston WDB PY 2026 Adult/Dislocated Worker Service Provider List.*

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

1. Staff are actively participating in state-led apprenticeship training and technical assistance opportunities to strengthen understanding of Registered Apprenticeship models, allowable activities, and funding strategies. This will ensure staff can effectively identify, develop, and document qualifying apprenticeship-related expenditures.
2. Leveraging WIOA Funds for Allowable Apprenticeship Activities: In alignment with CPS 04-2025, the Local Area will intentionally utilize WIOA funds to support:
 - Related instruction (e.g., tuition, training costs)
 - On-the-job training (OJT) components within Registered Apprenticeship Programs
 - Supportive services that enable participant success in apprenticeship programs
3. The WDB will collaborate with employers, economic development partners, and industry stakeholders to promote Registered Apprenticeship as a workforce solution.
4. Apprenticeship efforts will be integrated into existing work-based learning activities, including OJT and Work Experience (WEX), to create seamless pathways into Registered Apprenticeship. This will allow the Local Area to scale apprenticeship participation using existing service models.
5. The Local Area will implement internal tracking mechanisms to monitor apprenticeship-related expenditures through the Monthly Financial Report (MFR) process in WISE. Incremental benchmarks will be established to ensure steady progress toward meeting the 6% requirement by the June 2027 deadline, with adjustments made as needed.

VII. Youth Services

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

- *Out-of-School Youth (OSY) – A minimum of 75% of the Youth funds allocated to Local Area WDBs, except for the Local Area WDB expenditures for administration, must be used to provide services to OSY;*
- *Work Experience – Not less than 20% of Youth funds allocated to the Local Area WDB, except for the Local Area WDB expenditures for administration, must be used to provide paid and unpaid work experiences;*
- *Registered Apprenticeship – A minimum 6% of Youth and Adult funds allocated to the Local Area WDB, except for the Local Area WDB expenditures for administration, must be used to provide registered apprenticeship/pre-apprenticeship activities. The expenditures may be comprised of Adult funds, Youth funds, or a combination of both; and a*
- *Focus on Partnering – Co-enrollment is encouraged where appropriate with Title II and IV.*

1. Attach the Local Area WDB Youth Service Provider's chart, effective July 1, 2026, using the PY 2026 Youth Service Provider List provided. Complete each column to include specifying where Youth Services are provided and procurement information.

- Name the document: *PY 2026 Gaston WDB 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]

Competitive Procurement

- Released Request for Proposal: 3/4/2024
- Question Submittal Deadline: 3/27/2024
- Q&A Document- provided at Virtual Bidder's Conference- 3/18/2024 @ 1:30pm
- Proposals due- 4/9/2024 11:00am
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- Notification of Award to Awardee- 4/29/2024
- Posted to Board Website for Public Comment- 3/1/2024
- Proposed start date for contract/services- 7/1/2024
- Length of contract is 3 years and an extension is in the process of being submitted for PY26

3. Provide the Local Area WDB's approach to meeting the required 75% minimum (NextGen) youth expenditures on out-of-school youth and include special outreach efforts and highlight planned program design.

The Gaston County Workforce Development Board (GWDB) requires that our WIOA NextGen Youth contractor enroll 75% of OSY and 25% of ISY. Currently, the Gaston Local Area has a limited number of ISY enrolled. Outreach efforts are achieved through social media, websites, and communication across the college campus and at the Life Skills Building where GED classes are offered. Additionally, the Youth program manager is in the process of contacting all principals and guidance counselors in the local area to provide outreach to ISY and provide resources to the schools. Gaston College also allows a NextGen Youth Staff member to attend the GED Orientation session to promote the NextGen WIOA program and recruit interested Commission Policy Statement CPS: 01-2025 Attachment 1 Page 20 of 27 individuals. Financially, GWDB breaks down the One Stop Operator invoice on the monthly expenditure report using 75% of OSY and 25% of ISY requirement. The subrecipient also breaks down the monthly invoices using the 75% of OSY and 25% of ISY requirement to ensure funds are being appropriately allocated and incurred. GWDB has found it challenging to target, enroll, and maintain participation for the OSY. With the decrease of the expected OSY to be served and the increase of ISY to be served, GWDB anticipates meeting programmatic goals. GWDB has implemented a relationship with DSS Child Protection Services to make automatic referrals for all Foster Care Youth to WIOA. Our local area Foster Care youth and young adults are primarily considered ISY and with the referral process in place, we are expecting a natural increase in school youth served. GWDB will rely on the partnerships that already exist with other agencies to continue the referral process for all youth to WIOA. GWDB is fortunate in its close relationship with Gaston County schools and DSS Child Protection Services. GWDB staff will continue to hold refresher training to promote WIOA services offered with partner agencies that assist youth to remind them of the services that are available.

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

The Gaston County Workforce Development Board (GWDB) has made great strides in its efforts to meet the required 20% minimum. The Local Area will continue its outreach efforts to secure additional work experience sites. GWDB actively seeks businesses that are interested in holding WEX positions, as well as OJT positions, and matches participants interested with those businesses. Additionally, meeting the 20% work experience expenditures is a contractual goal for the Youth program service provider through ensuring case managers are providing WEX based outreach to employers, preparing a participant to engage in a WEX, completing WEX contracts and placement paperwork, conducting on site visits with interested employers for WEX or conducting visits to employers where a WEX is currently placed.

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

The Local Area is not currently expending the full 6% of non-administrative WIOA Title I Youth funds on Registered Apprenticeship (RA) and pre-apprenticeship activities. As this requirement was recently implemented under CPS 04-2025, the Workforce Development Board is actively working to build the necessary partnerships, staff capacity, and service alignment to ensure compliance by the June 2027 deadline.

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

- 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.

Gaston County WDB does offer incentives for (NextGen) Youth. The policy was updated effective 9.29.25 and was previously submitted to the DWS Planner.

- 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).

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

GCWDB does offer incentives for Youth.

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

- Name document: Gaston WDB Youth Program Elements Chart.

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

Yes. The Gaston County Workforce Development Board has a Youth Committee.

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

N/A

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

a) Provide the committee's purpose/vision.

The purpose/vision is to provide a holistic approach to lifting youths' barriers by sharing information, opportunities, and resources that are available in the community for the youth.

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

Expand outreach

Have virtual locations for youth-based news, events, etc.

Have more resources available for youth ages 16-24

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: Gaston County Youth Committee Members [WIOA Section 107(b)(4)(A)(ii)]

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

Date	Time	Location (include address and room #)
August 20, 2026	12:00 noon	Gaston County DHHS 330 Dr Martin Luther King Jr Way Gastonia, NC 28052 DSS Auditorium
November 19, 2026	12:00 noon	Gaston County DHHS 330 Dr Martin Luther King Jr Way Gastonia, NC 28052 DSS Auditorium
February 18, 2027	12:00 noon	Gaston County DHHS 330 Dr Martin Luther King Jr Way Gastonia, NC 28052 DSS Auditorium

Date	Time	Location (include address and room #)
May 20, 2027	12:00 noon	Gaston County DHHS 330 Dr Martin Luther King Jr Way Gastonia, NC 28052 DSS Auditorium

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

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

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

Required Local Area WDB Policies	New or Revised and needs review (Yes/No)	Plan Year Policy was last submitted
1. Adult/Dislocated Worker Experience Policy, Combined with Youth, Attached	No	6/19/2025
2. Competitive Procurement Policy	No	5/18/2020
3. Conflict of Interest Policy	No	3/1/2018
4. Nondiscrimination/Equal Opportunity Standards and Complaint Procedures	No	3/1/2018
5. Financial Management Policy for Workforce Innovation and Opportunity Act Title I	No	7/1/2019
6. Individual Training Account Policy, Attached	No	2/7/2025
7. On-the-Job Training Policy	No	3/19/2019
8. Oversight Monitoring Policy, Tool and Schedule	No	5/3/2019

Required Local Area WDB Policies	New or Revised and needs review (Yes/No)	Plan Year Policy was last submitted
9. Priority of Service Policy	No	6/4/2017
10. Youth Work Experience Policy, Combined with Adult, Attached	No	6/19/2025
11. Supportive Services Policy	No	11/1/2020
12. Local Area WDB WIOA and TAA Co-Enrollment Policy	No	2/2/2018
13. Eligible Training Provider Policy	No	5/18/2017
14. Non-Criminal Complaint Procedures	No	2/1/2023
15. Apprenticeship/Pre-Apprenticeship Policy	No	7/5/2022

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

- In the second, column mark “Yes” **only** if the policy has been changed for PY 2026 and has not been previously submitted to the DWS Planner.
- Do not add a blank document in WISE as a “placeholder”.
- These policies are required to operate/offer these services.
- If “Yes”, load the policy as a separate document.
- In the third column, indicate the Plan Year the policy was last submitted, **only** if it is **not** being submitted for the PY 2026 Plan.
- Revised policies should be submitted with a highlight or summary of the changes made to the local policy.
- Name document: Local Area WDB Name, Policy Name. (Example: IWT Policy – Yes. Attached as *Board Name IWT Policy*.)

Optional Local Area WDB Policies	Yes - the Local Area WDB has a policy or N/A (Not Applicable)	New or Revised and needs review (Yes or N/A)	Plan Year Policy was last submitted
1. Local Area WDB Guidance for Local Incumbent Worker Grants	Yes	N/A	PY 21
2. Local Area WDB Needs-Related Payment Policy	N/A	N/A	N/A
3. Local Area WDB Transitional Jobs Policy	Yes	N/A	PY 2017

Optional Local Area WDB Policies	Yes - the Local Area WDB has a policy or N/A (Not Applicable)	New or Revised and needs review (Yes or N/A)	Plan Year Policy was last submitted
4. Local Area WDB Youth Incentive Policy	Yes	N/A	PY 25

3. Individual Training Accounts (ITAs) are required [Regulations Section 680.300] to pay the cost of training provided with Adult and Dislocated Worker funds and limitations on duration and amount may be included [Regulations Section 680.320]. Please provide the following ITA elements in summary:

Individual Training Accounts (ITA) Summary	
Dollar Amounts	\$8,000 per year/ \$12,000 Lifetime
Time Limits	Seven Semesters
Degree or Certificates allowed (Associate, Bachelor's, other)	Certificate, Degree, Diploma, Last year of bachelor's degree
Procedures for determining case-by-case exceptions for training that may be allowed	Training can be approved, even if not on the OID list, if a written promise of employment is received
Period for which ITAs are issued (semester, school year, short-term, etc.)	Semester
Supportive Services covered by ITA (provide examples such as uniforms, tools, physical exams, etc.)	None-GWDB does not count Supportive Services towards the participants lifetime max or Tuition, Books, Fees, and School Supplies
Other	Semester

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

Transportation	Childcare	Supplies <i>(include examples)</i>	Emergency <i>(include examples)</i>	Other <i>(include examples)</i>
Bus Tickets, Gas Cards, Mileage Reimbursement,	\$95 per week with a total family max of	Any additional school supplies required by the class	Vehicle Expenses (Car repairs, Car Insurance), Utility	Educational or work related: Testing fees, Accommodations for

Transportation	Childcare	Supplies <i>(include examples)</i>	Emergency <i>(include examples)</i>	Other <i>(include examples)</i>
Contracted Transportation	\$190 per week	instructor, on the class syllabus, and are not disposable	Costs (cut off notice for power), Housing Expenses (deposit, first month rent, or amount on eviction notice), Other Items (as approved)	individuals with disabilities, Tools, Equipment, Uniforms, Work/Interview Attire, Work Boots/Shoes, and other required items to complete activities.

Note: The Local Area WDB must adequately safeguard all forms of supportive services payments (i.e., gas cards, cash, gift cards, etc.) and assure that they are used solely for authorized purposes. **The Supportive Services Policy must include the Local Area WDB's internal controls to safeguard supportive services. The internal controls must address the issuance, storage, and reconciliation of supportive services throughout the area and be clearly stated within the policy.**

Attachment Checklist for Local Area Plan Instructions

- Local Area WDB Signed copy of Updated Consortium Agreement (submit only if have been updated - *(if applicable)*)
- Local Area WDB Administrative Entity Organizational Chart
- Local Area WDB Board Members *(form provided)*
- Local Area WDB By-Laws (submit only if have been updated)
- Local Area WDB By-Laws Required Elements Crosswalk (submit only if By-Laws have been updated - *form provided*)
- Local Area WDB Organizational Chart
- Local Area WDB Administrative Entity Certification Regarding Debarment* *(form provided)*
- Local Area WDB Workforce Development Area Signatory Form* *(form provided)*
- Local Area WDB NCWorks Career Centers *(form provided)*
- Local Area WDB Adult and Dislocated Worker Service Provider *(form provided)*
- Local Area WDB 14 Youth Program Elements Chart *(form provided)*
- Local Area WDB Youth Committee Meeting Schedule *(if applicable)*
- Local Area WDB Youth Committee Members *(if applicable)*
- Local Area WDB Youth Service Provider *(form provided)*
- Local Area Memorandum of Understanding
- Local Area Board Minutes Approving Plan Draft

Local Area WDB Youth Service Provider (*form provided*)

****Only Policies that are new or have been revised for the PY 2026 Plan and have not been previously submitted to the DWS Planner should be submitted****

Local Area WDB Youth Incentive Policy

Local Area WDB Eligible Training Provider Policy

Local Area WDB WIOA and TAA Co-enrollment Policy

Local Area Adult/Dislocated Worker Work Experience Policy

Competitive Procurement Policy

Conflict of Interest Policy

Nondiscrimination/Equal Opportunity Standards and Complaint Procedures

Financial Management Policy for Workforce Innovation and Opportunity Act Title I

Local Area WDB Individual Training Account Policy

On-the-Job Training Policy

Local Area WDB Oversight Monitoring Policy, Tool, and Schedule

Priority of Service Policy

Youth Work Experience Policy

Local Area WDB Supportive Services Policy

Local Area WDB Incumbent Worker Training Policy

Local Area WDB Needs-Related Policy

Non-Criminal Complaint Procedures

Local Area WDB Transitional Jobs Policy

Apprenticeship/Pre-Apprenticeship Policy

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

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

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

Appendices

NC Local Area WDB By-Laws Required Elements

Appendix A

By-Laws Guidance

Appendix B

Guidance Regarding Meetings and Conferencing via Electronic Means

Appendix C

Local Area WDB Membership Requirements

Appendix D

NC Local Area WDB By-Laws Required Elements

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

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

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

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

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

By-Laws Guidance

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

Article 1

Name and Purpose

Section 1. Name

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

Section 2. Purpose and Responsibilities

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

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

The Board responsibilities shall include:

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

By-Laws Guidance

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

Article 2

Board Members

Section 1. Appointment

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

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

By-Laws Guidance

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

Section 2. Composition

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

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

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

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

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

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

By-Laws Guidance

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

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

Section 3. Tenure

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

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

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

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

Section 4. Termination for Cause

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

Section 5. Resignation

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

By-Laws Guidance

Section 6. Vacancies

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

Article 3 Meetings

Section 1. Regular Meetings

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

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

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

Section 2. Special Meetings

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

Section 3. Quorum

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

Section 4. Conduct of Meetings

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

By-Laws Guidance

Section 5. Open Meetings

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

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

Section 6. Proxy Representation and Voting

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

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

Section 7. Conflict of Interest and Voting

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

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

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

By-Laws Guidance

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

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

Article 4 Organization

Section 1. Officers

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

Section 2. Election of Officers

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

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

Section 3. Chair

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

Section 4. Vice-Chair

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

By-Laws Guidance

Section 5. Secretary

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

Section 6. Executive Committee

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

Section 7. Vacancy

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

Article 5 Committees

Section 1.

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

Section 2.

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

By-Laws Guidance

Section 3.

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

Article 6 Amendments

Section 1. Amendment Procedure

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

Section 2. Vote Needed

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

Article 7 Severability

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

Adopted This NUMBER DATE Day of MONTH, YEAR.

Board Director, Printed Name and Signature

Date

Chief Local Elected Official Printed Name and Signature

Date

Board Chair, Printed Name and Signature

Date

Guidance Regarding Meetings and Conferencing via Electronic Means

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

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

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

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

Guidance Regarding Meetings and Conferencing via Electronic Means

- F. When a motion is made, and seconded, and discussion regarding the motion begins, the Chair will check that the connection with remote location(s) where members are present is active. Prior to closing discussion and taking any vote, the Chair will ask all remote location(s) where member(s) is(are) present whether there are any additional comments, questions, or information to be added to the discussion.
- G. All decisions will be made using majority rule except when a higher vote is required. There will be no muting of any connections with remote location(s) where members are present at any time. There will be no sidebar discussions.
- H. The procedures outlined above shall also apply to each Board and its Committee members.

Local Area WDB Membership Requirements

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

Who May Satisfy the Requirements:

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

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

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

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

Who May Satisfy the Requirements:

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

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

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.



GASTON COUNTY

Department of Health & Human Services Social Services Division

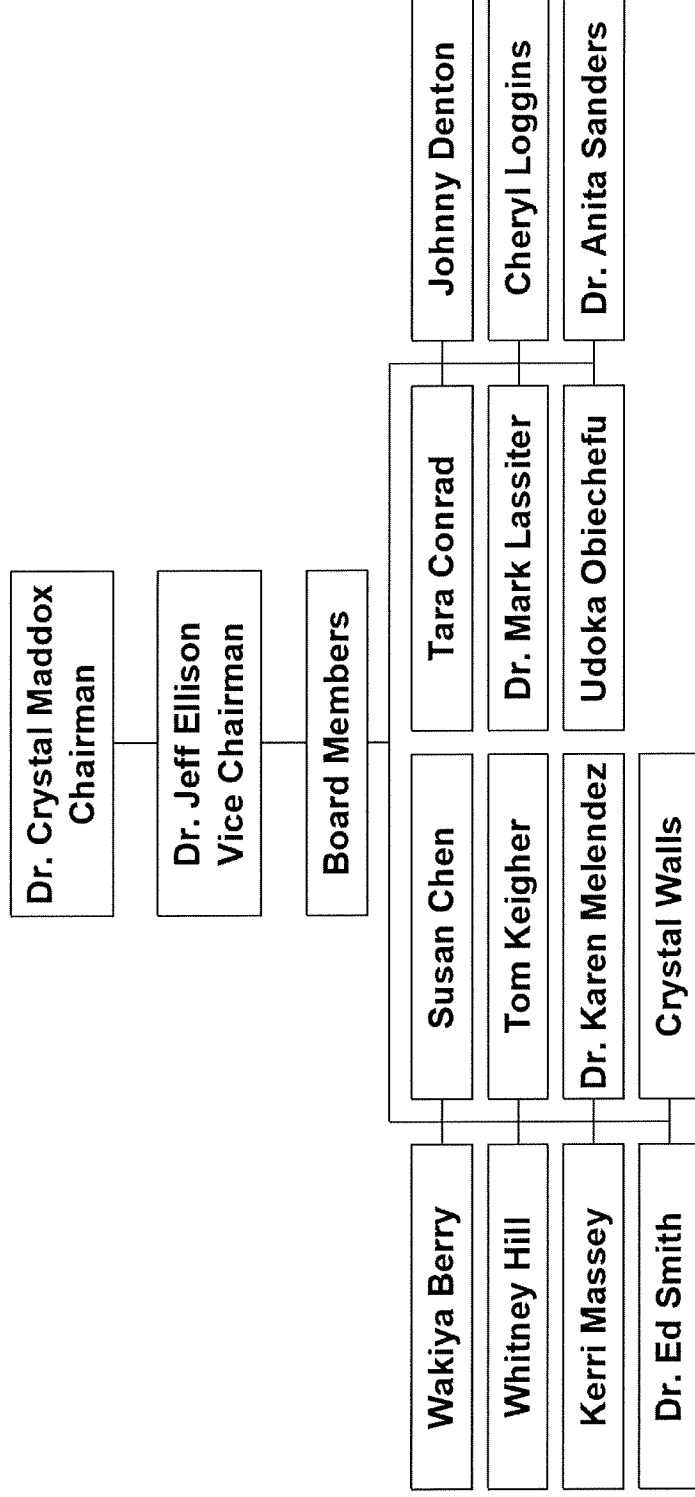
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As of February 2026



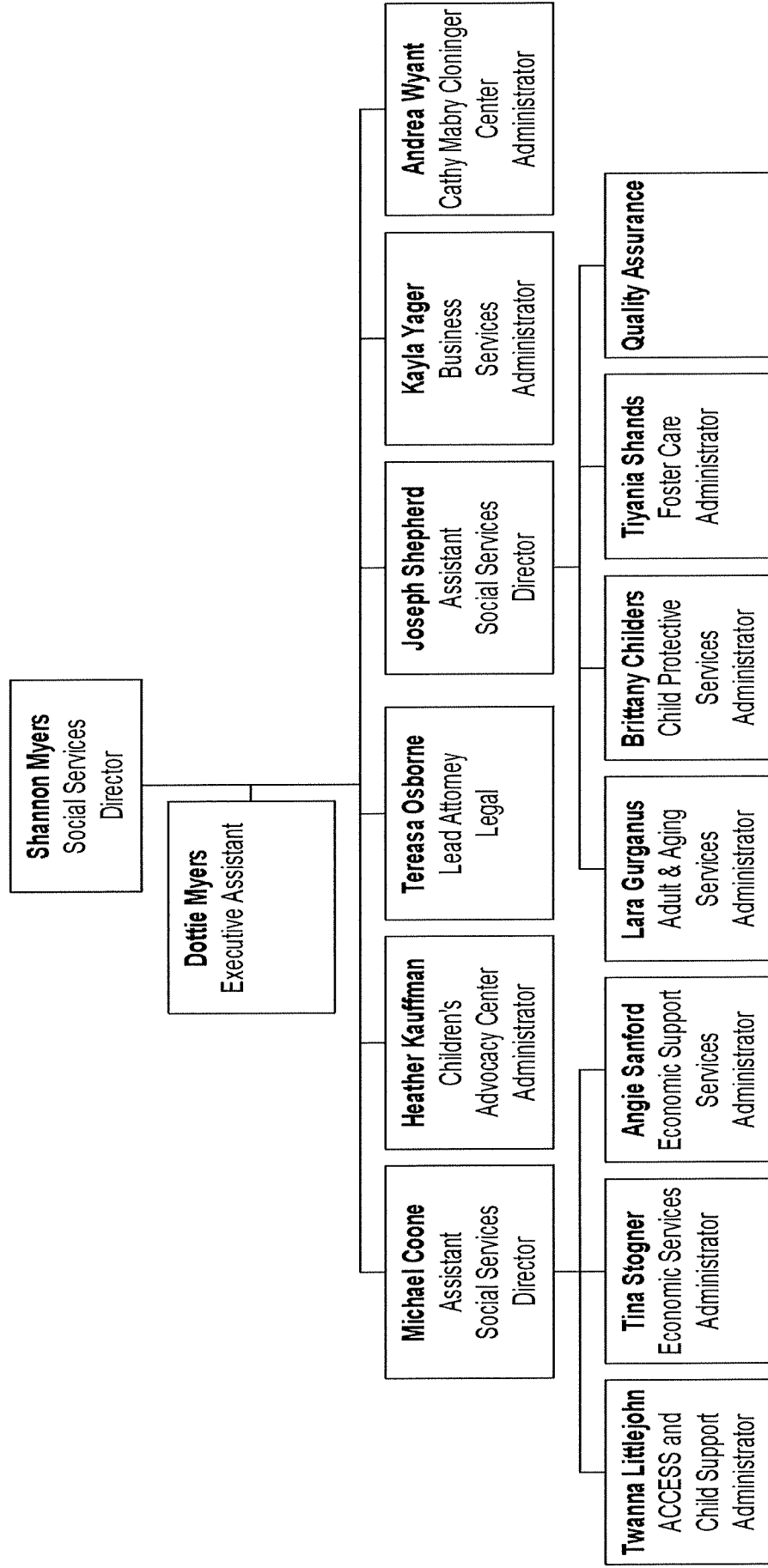
ORGANIZATIONAL CHART

Gaston County Board of Health & Human Services





GASTON COUNTY
Health and Human Services
Social Services Division





GASTON COUNTY

Health and Human Services

Social Services Division

Twanna Littlejohn
ACCESS
Administrator

Ashley Robbins
Billing Specialist
Elizabeth Wilson
Accounting Tech II

Chris Watson
Operations
Coordinator

Dispatch

- Ann Gibson, Lead
- Georgett Grier
- Budricka Stinson

Transportation

Full Time

- Chasity Bickham
- Casey Rainwater
- Lydia Teeter
- Julie Justice
- Loretta Johnson

Full Time

- Louis Hall
- Margaret Garvin
- William Powell
- Johnny Johnson
- Jarrod Holmes

Part Time

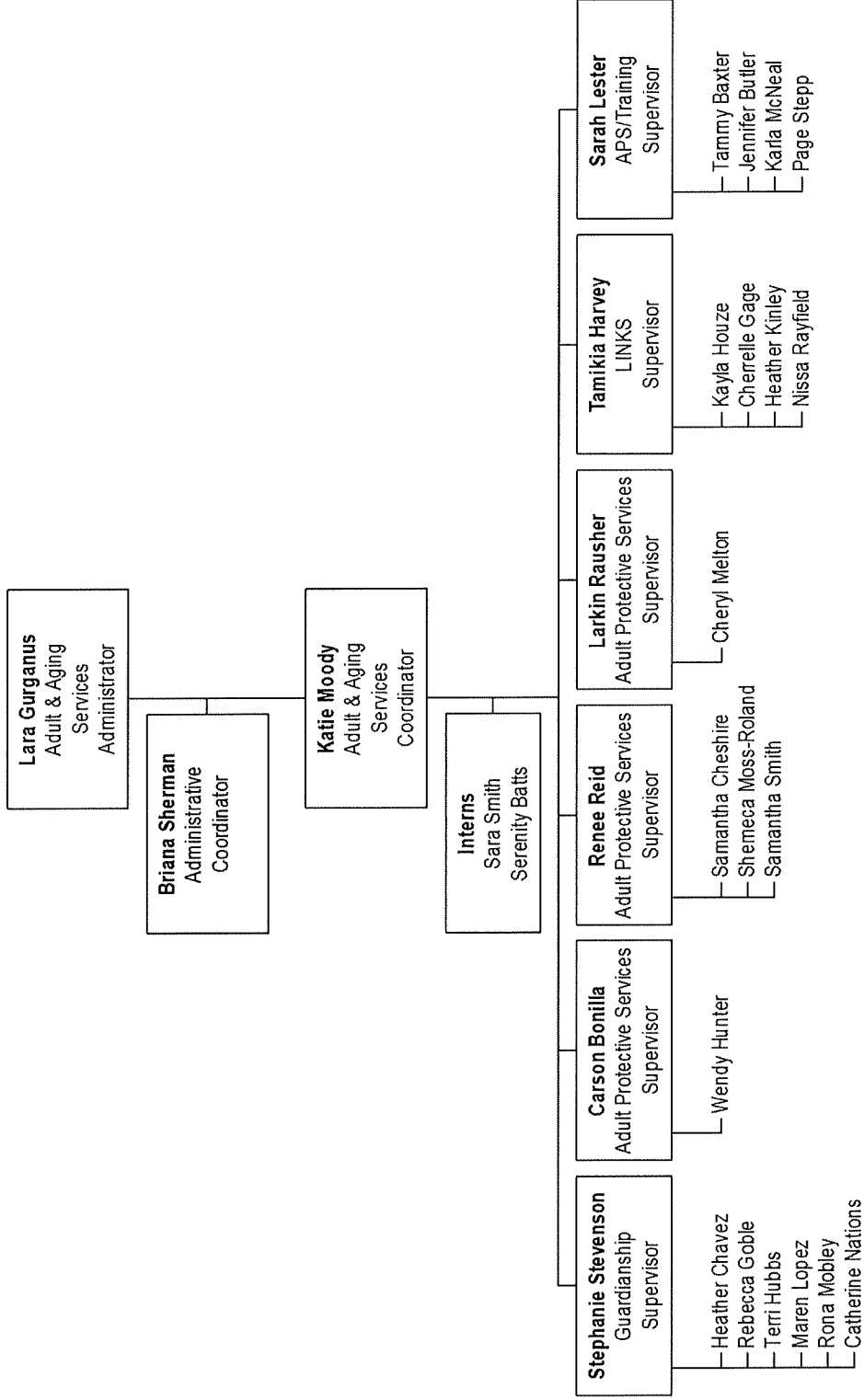
- Kevin Busler
- Elbert Roseboro
- Douglas Hood
- Steven White
- Lantanasha Hill-Stone



GASTON COUNTY

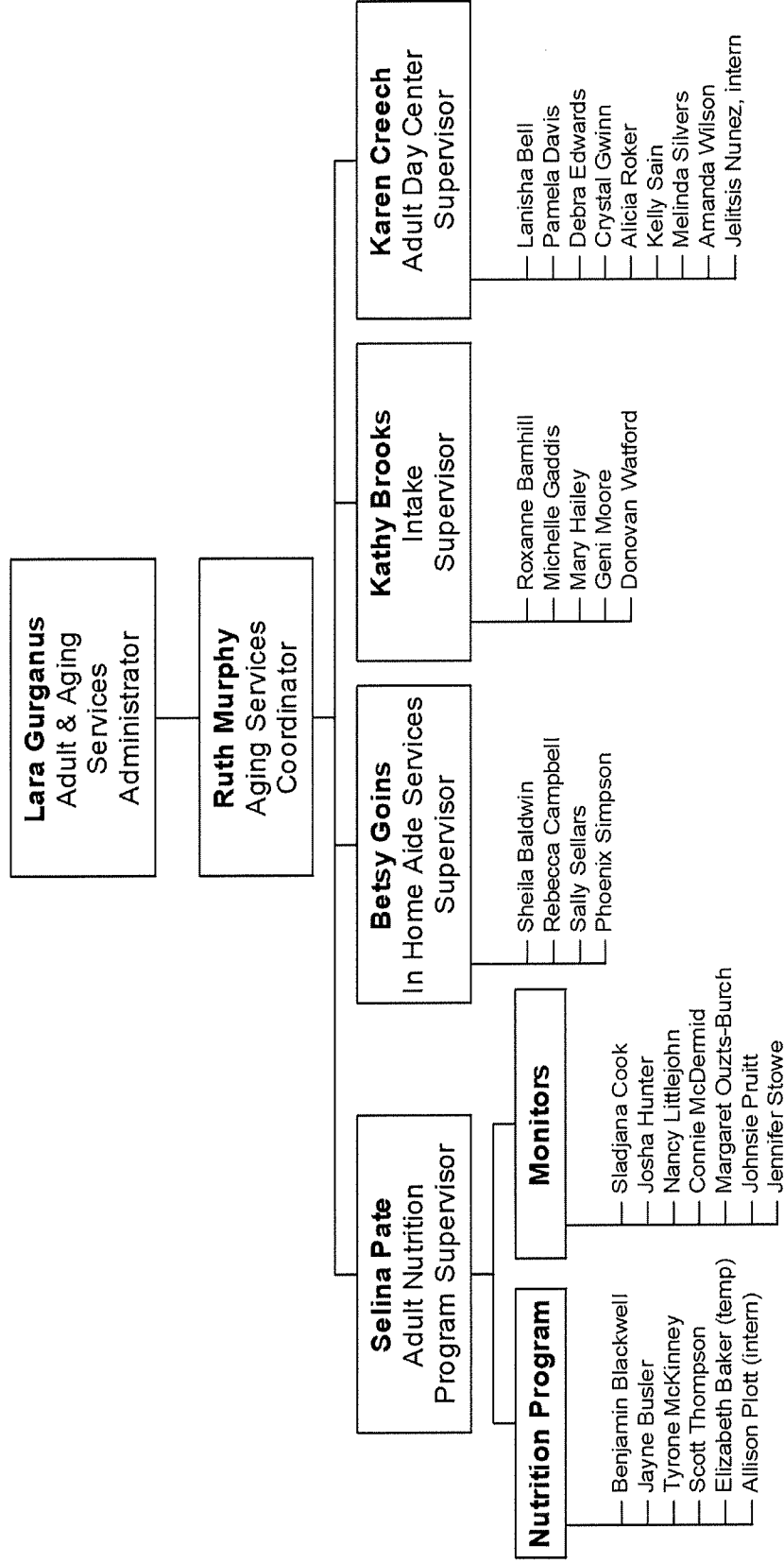
Health and Human Services

Social Services Division





GASTON COUNTY
Health and Human Services
Social Services Division

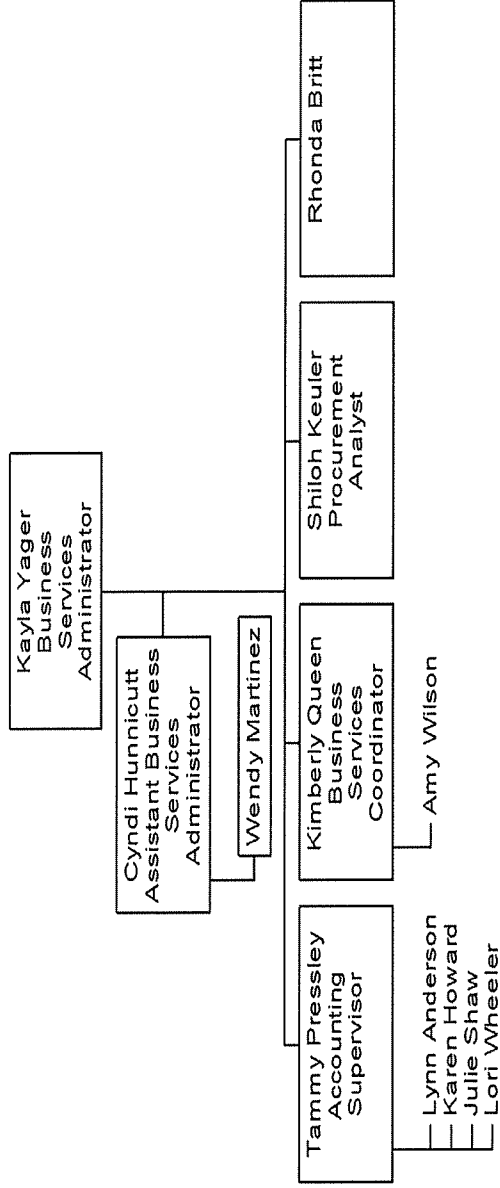




GASTON COUNTY

Health and Human Services

Social Services Division

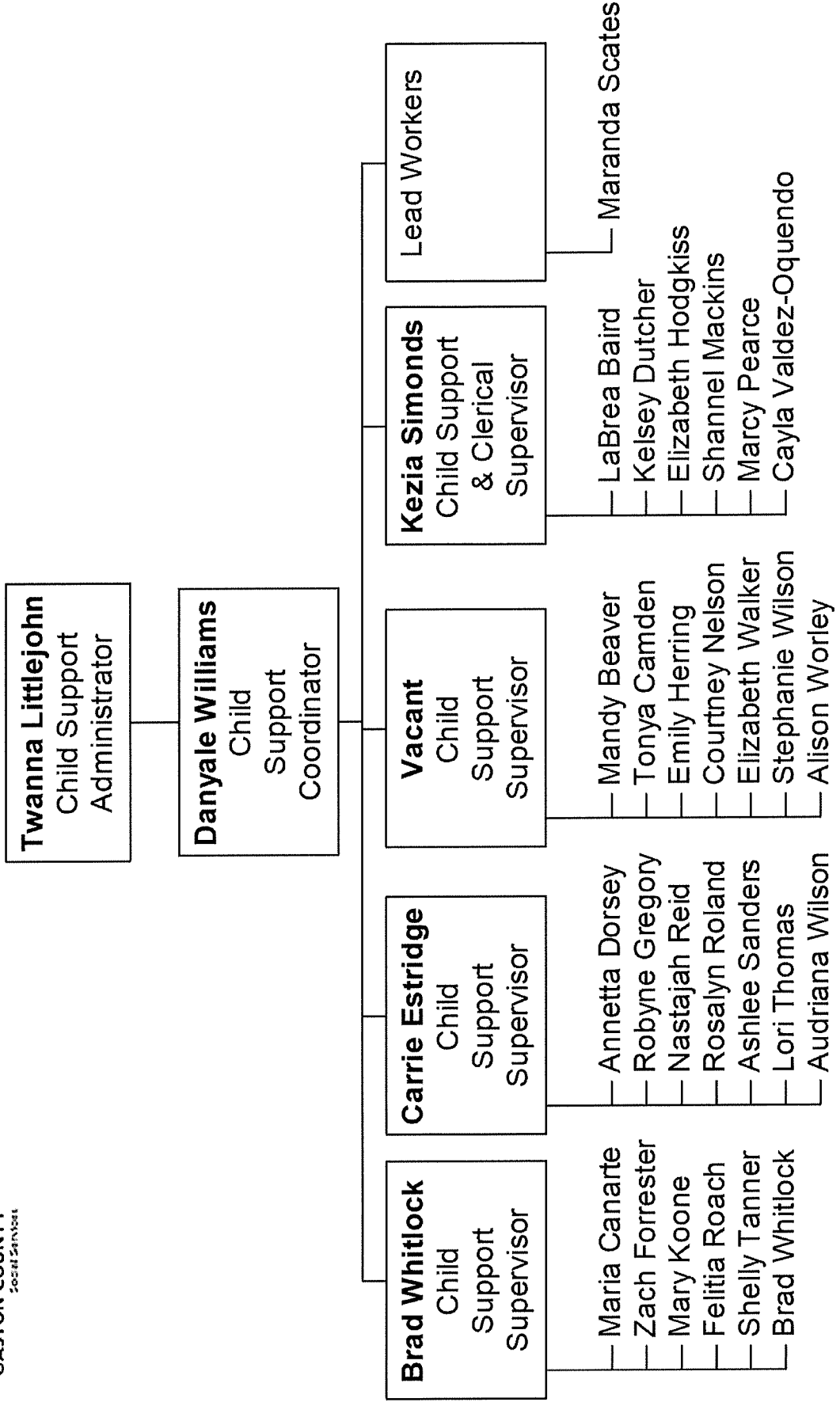




GASTON COUNTY

Health and Human Services

Social Services Division

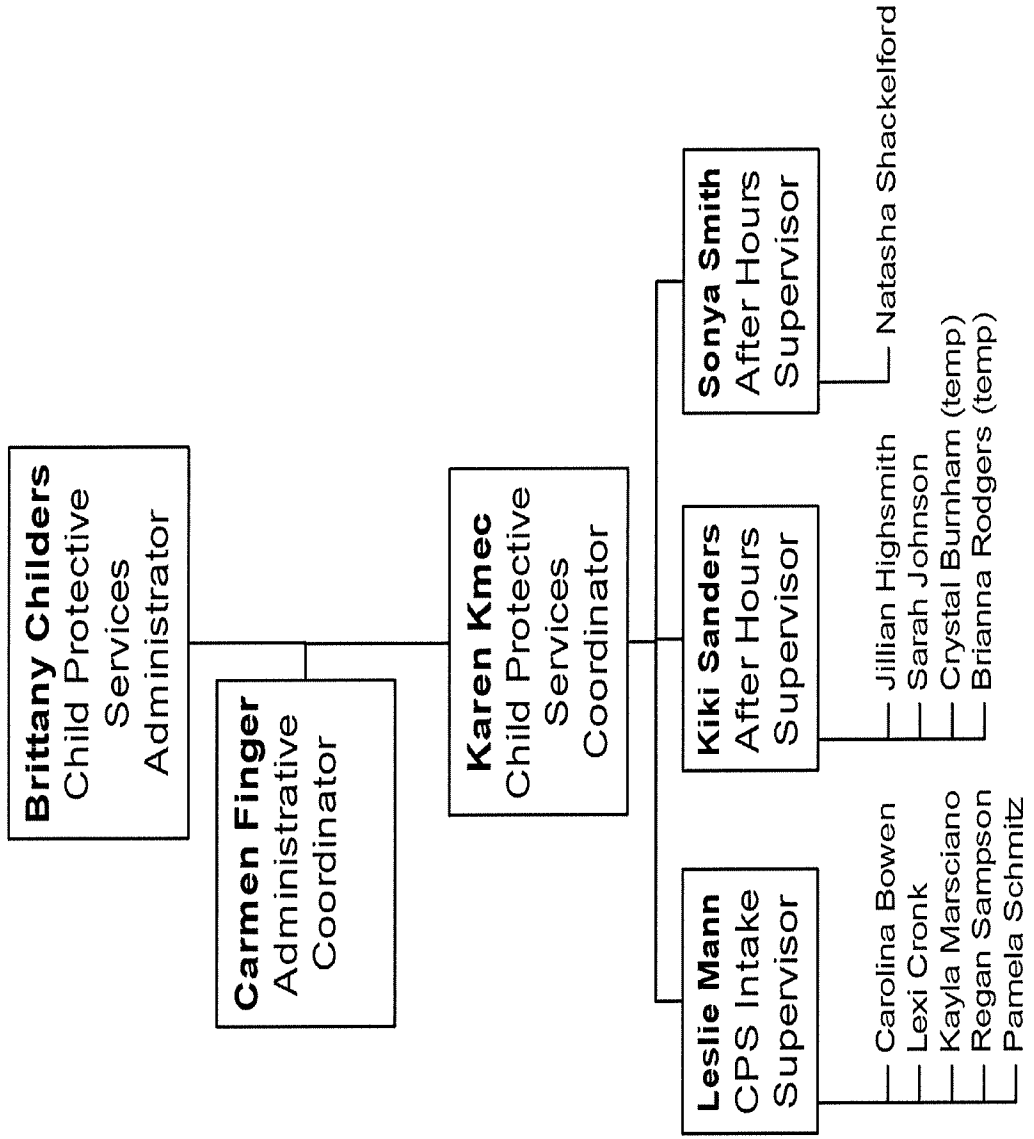




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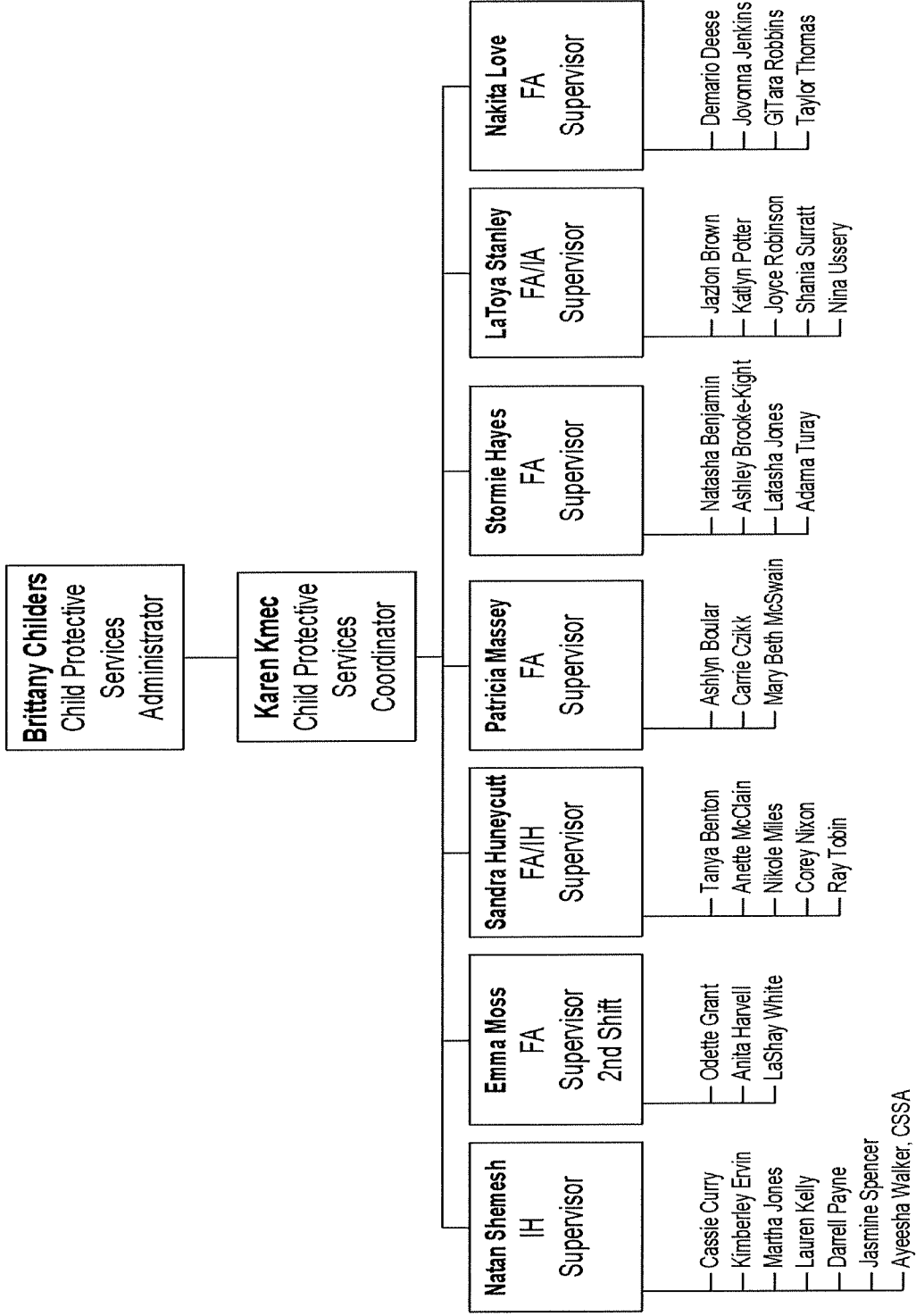
Health and Human Services

Social Services Division





GASTON COUNTY
Health and Human Services
Social Services Division





GASTON COUNTY

Health and Human Services

Social Services Division

Heather Kauffman
Children's Advocacy
Center
Administrator

— Kristi Baker-Costa

— Belinda Butler

— Haylea Cunningham

— Kristina Hunt

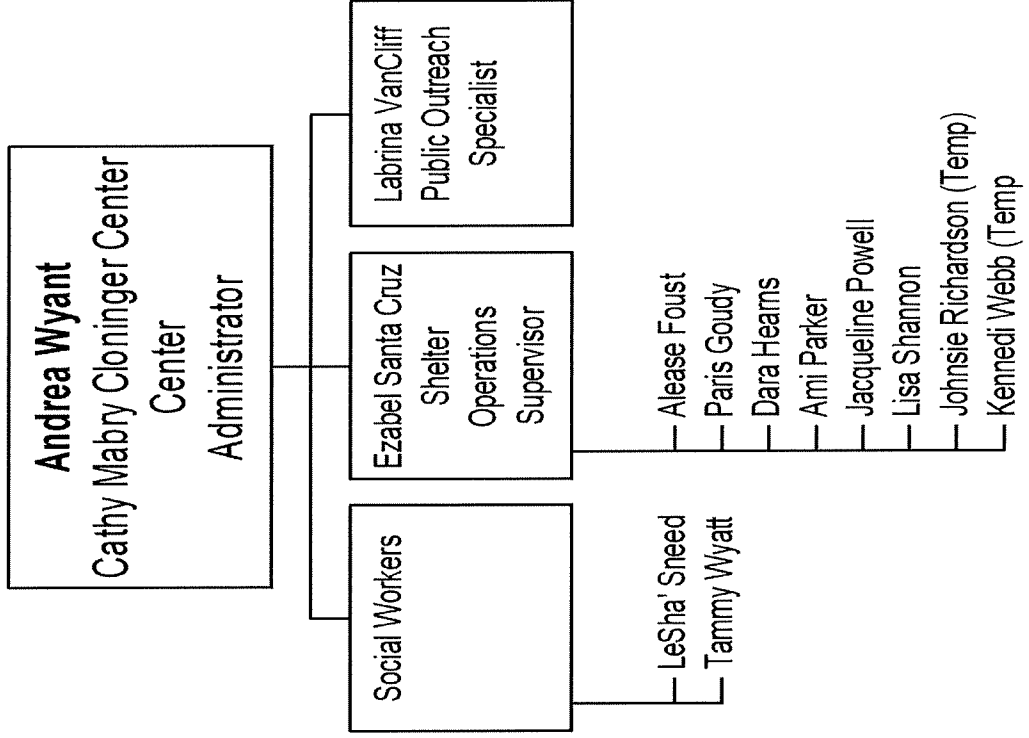
— Kathryn Shemesh



GASTON COUNTY

Health and Human Services

Social Services Division





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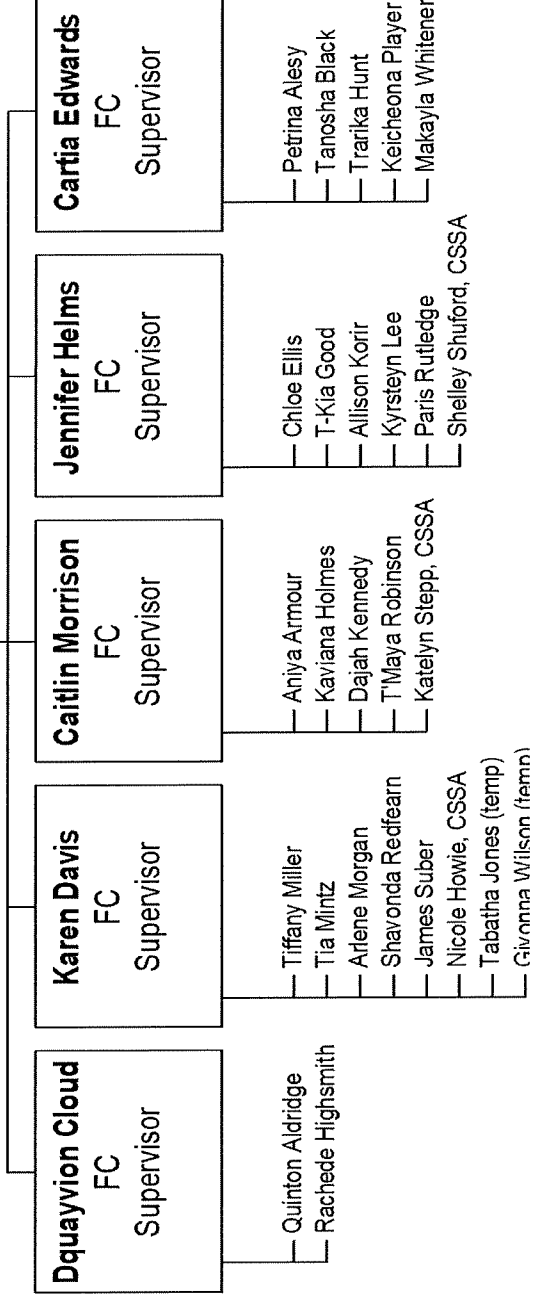
Health and Human Services

Social Services Division

Tiyania Shands
Foster Care
Administrator

Catherine Oglesby
Executive
Assistant

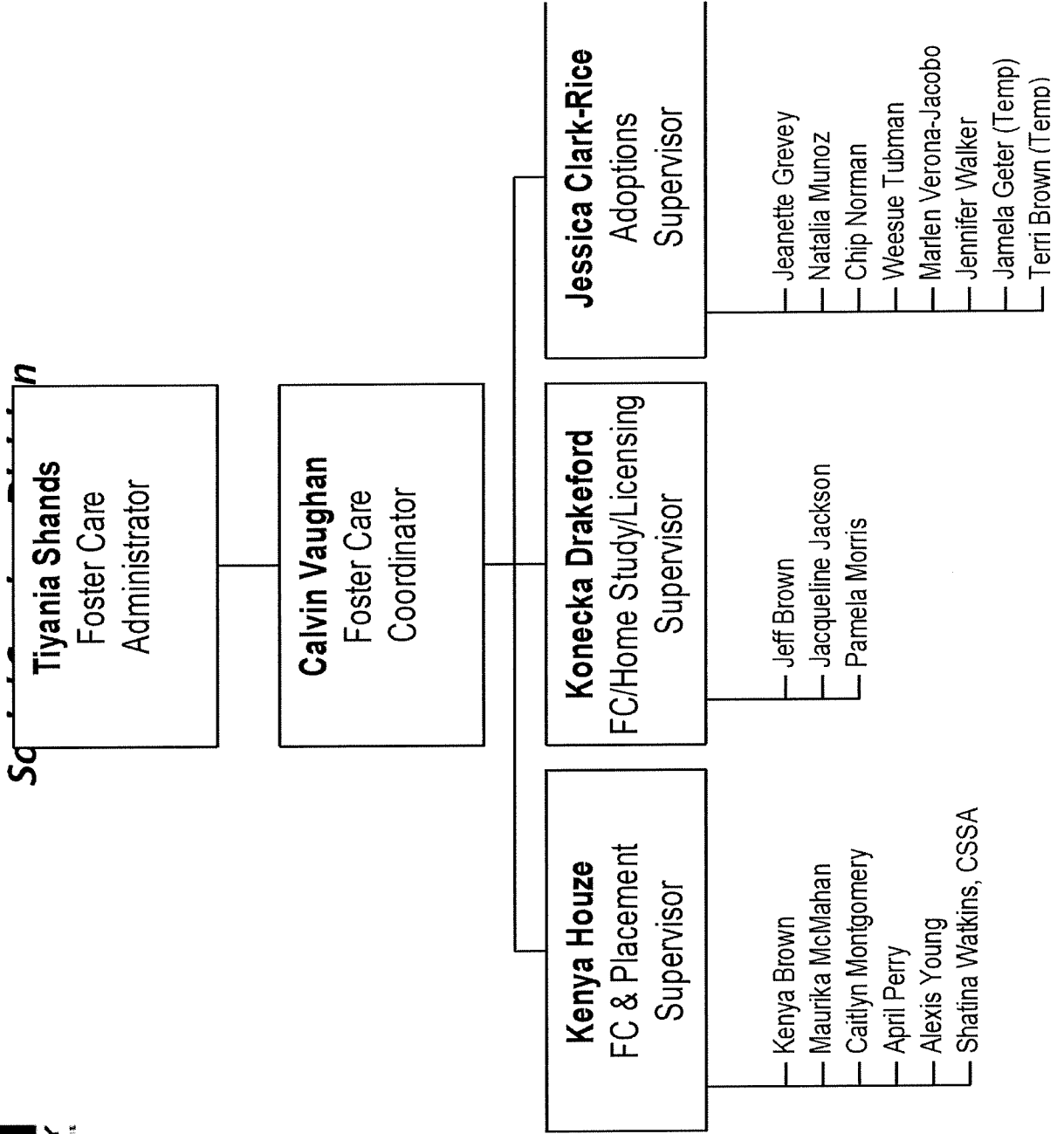
Calvin Vaughan
Foster Care
Coordinator





GASTON COUNTY

Health and Human Services

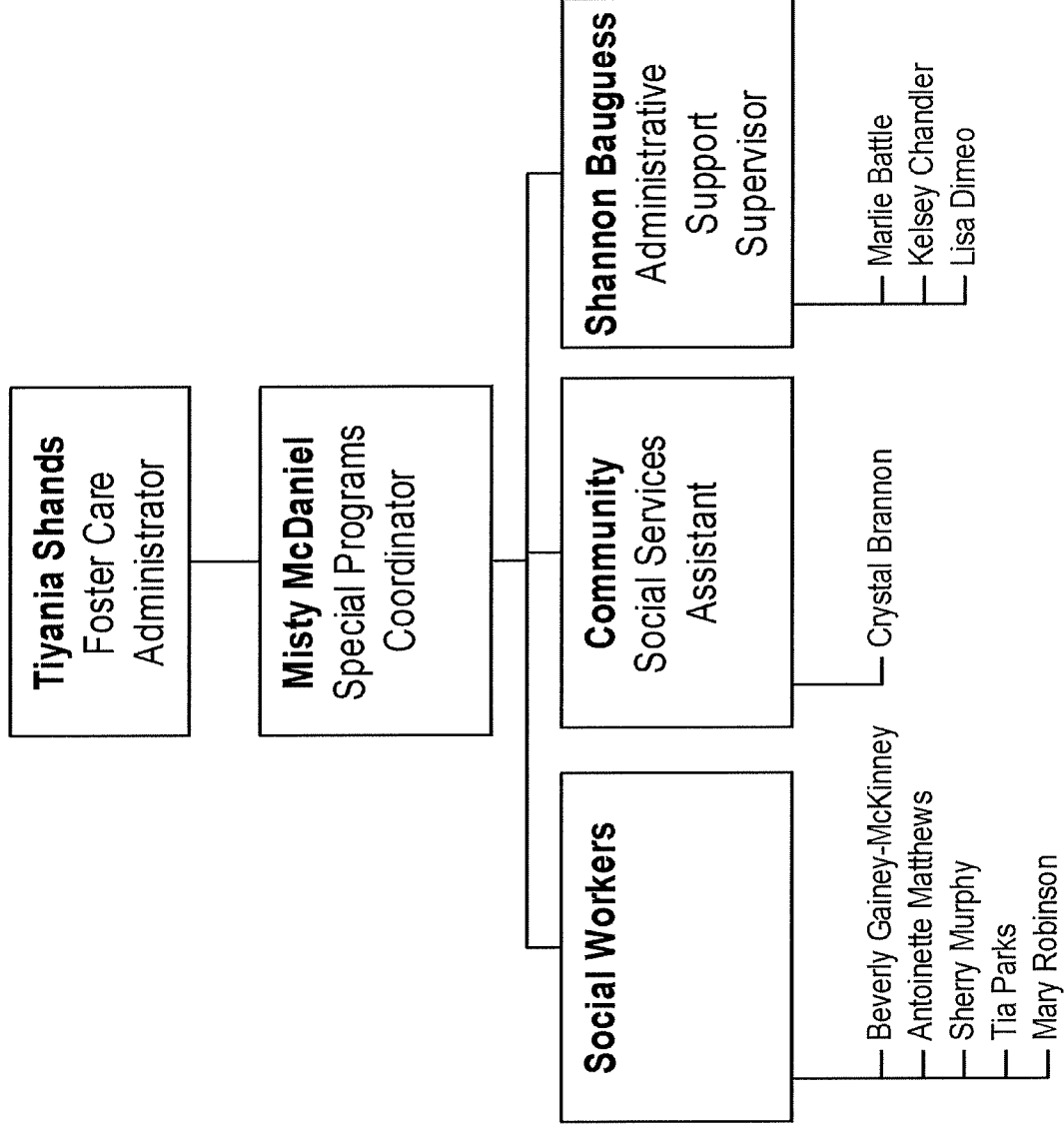




GASTON COUNTY

Health and Human Services

Social Services Division

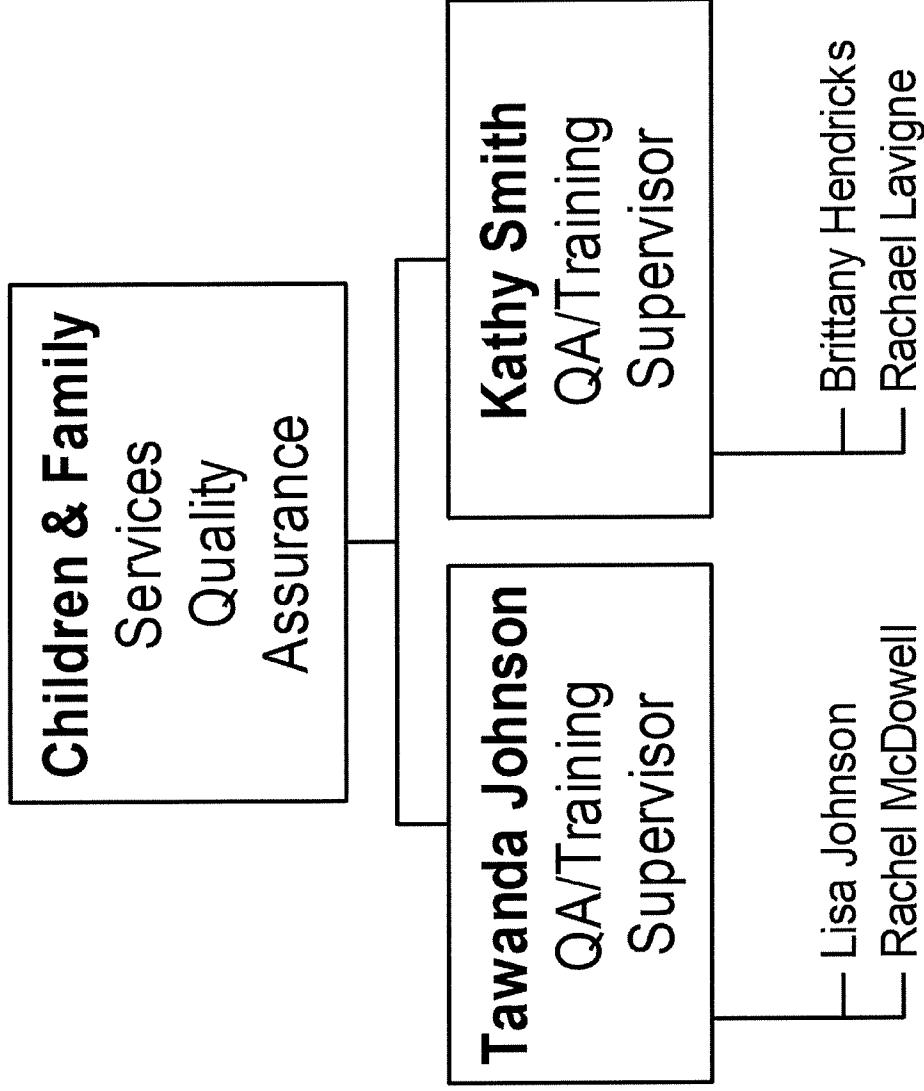




GASTON COUNTY

Health and Human Services

Social Services Division

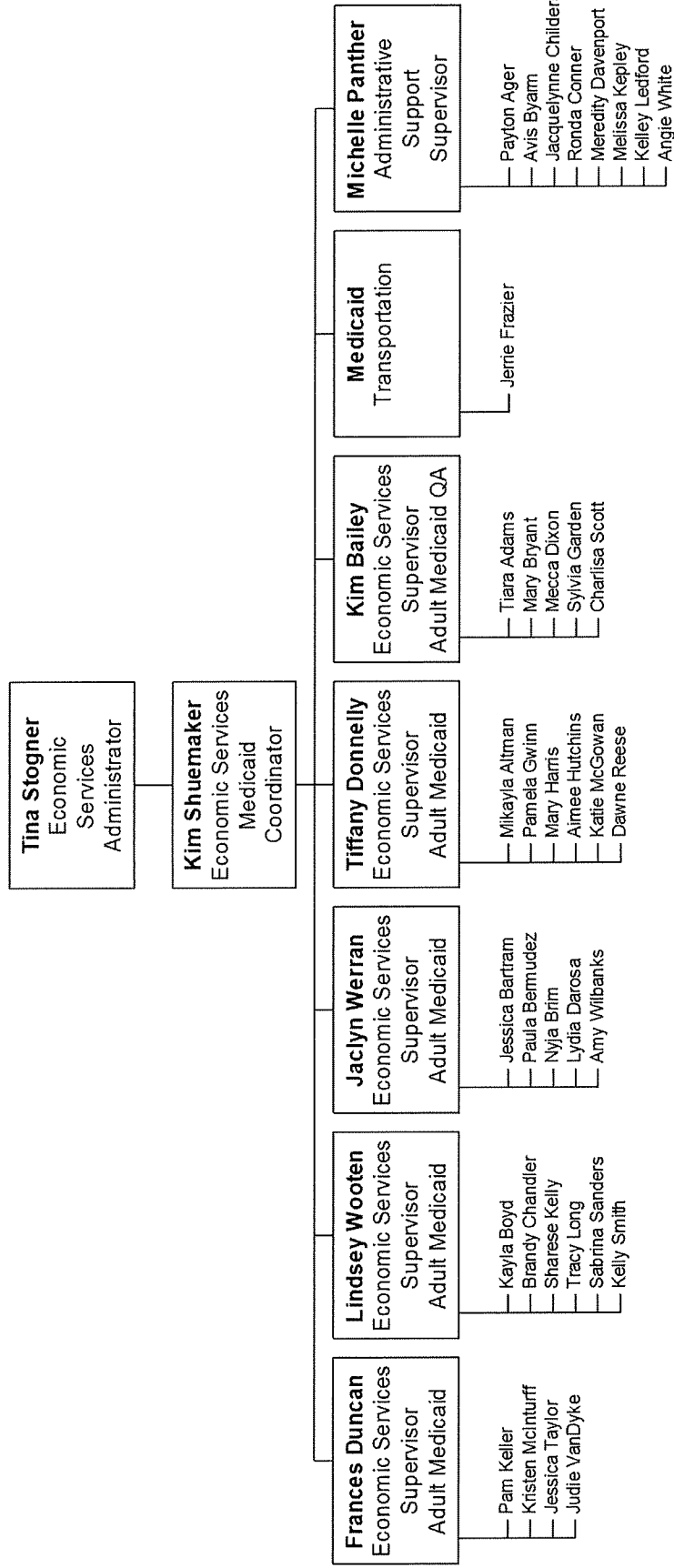




GASTON COUNTY

Health and Human Services

Social Services Division

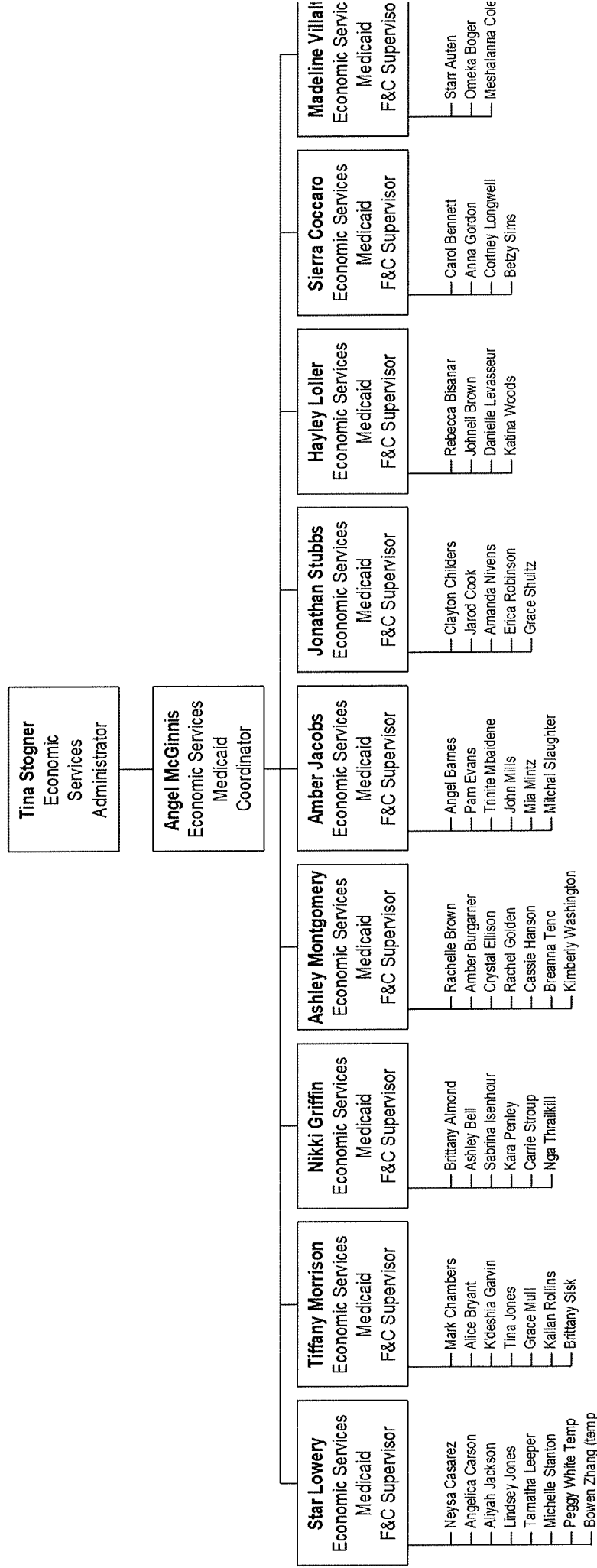




GASTON COUNTY

Health and Human Services

Social Services Division

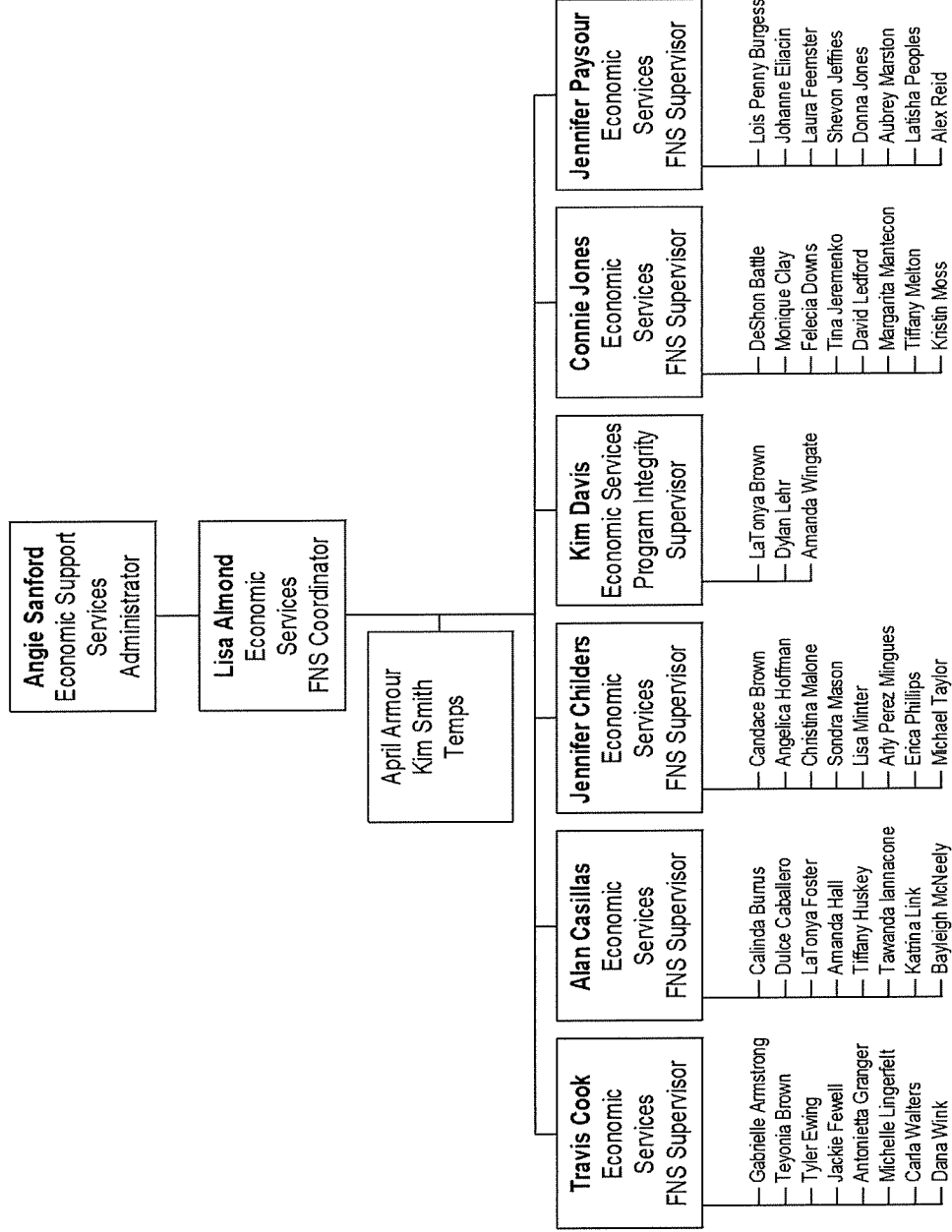




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Health and Human Services

Social Services Division

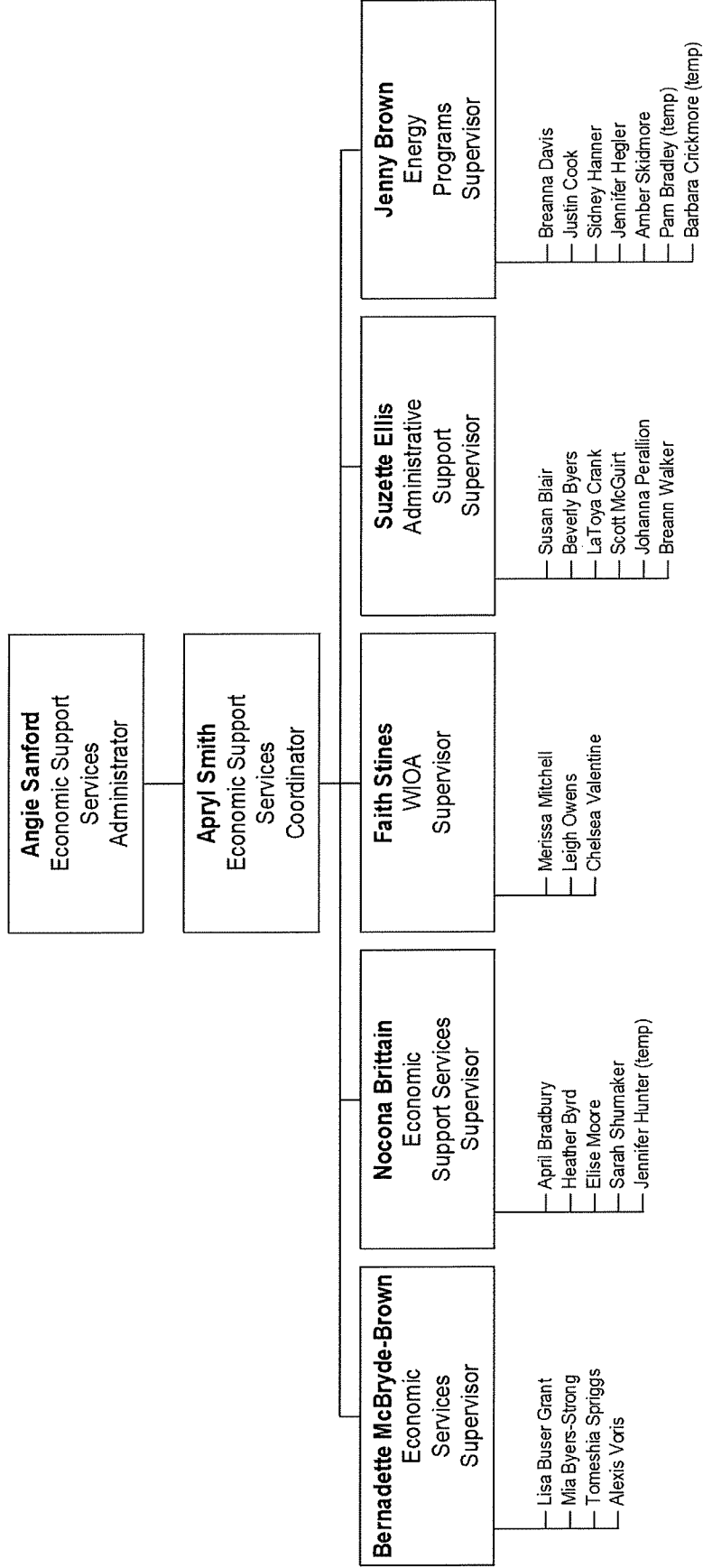




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Health and Human Services

Social Services Division

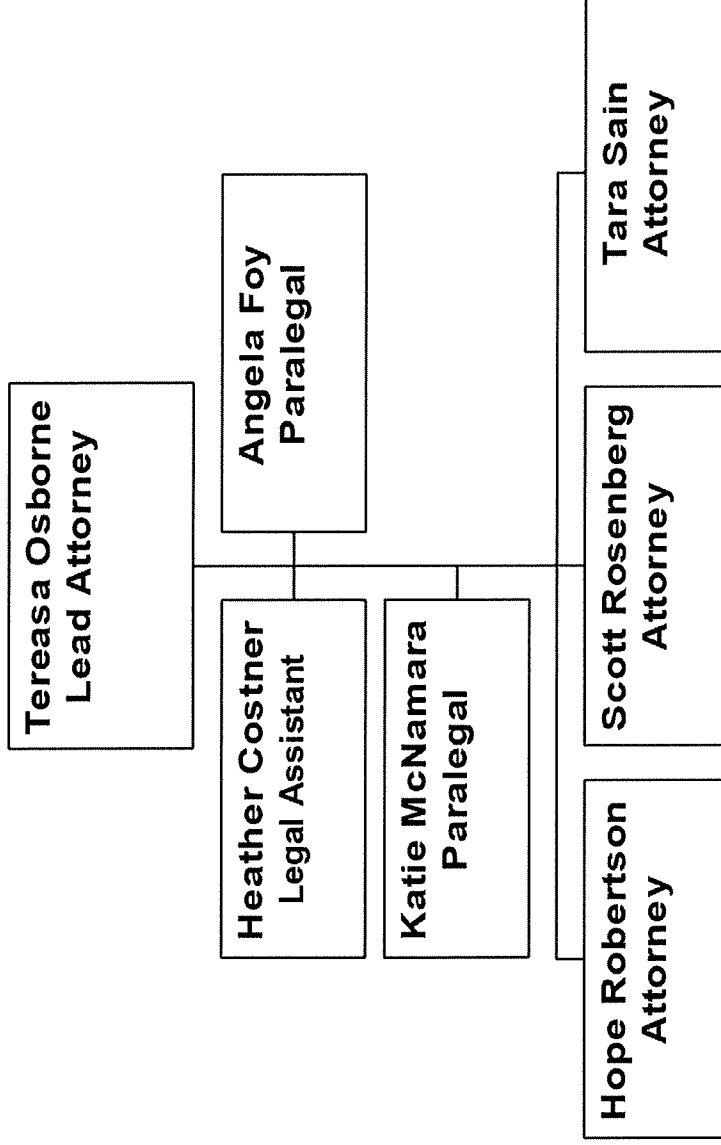




GASTON COUNTY

Health and Human Services

Social Services Division



**PY 2026 WIOA Gaston County Workforce Development Board Members
Effective July 1, 2026 – June 30, 2027**

Category	Name and Business Title	Business Name and Address	Phone Number	Email Address	Term Start and End Dates (month/date/year)
1. Business, Chair	Selina Lee Owner	WD Lee & Company PO BOX 12157	704-864-0346 (o) 704-866-0722 (fax)	slee@wdlee.com	06/01/2024 To 05/31/2027
2. Business	Scott Carter HR Manager	Roehling 903 Gastonia Technology Pkwy. Dallas, NC 28034	704-860-4320 (o)	scarter@roechling.com	06/01/2024 To 05/31/2027
3. Business	Replacement Pending BSR checking on replacement	Polykemi Manufacturing			06/01/2025 To 05/31/2028
4. Business	Jameese Guess HR Manager	Firestone Fibers and Textiles 1101 2nd Street Kings Mtn. NC 28086	704-734-2181 (o) 313-332-9486 (cell)	guessjameese@contractor.bfusa.com	06/01/2024 To 05/31/2027
5. Business	Pending-Completing application Jon Hill	A&E Manufacturing	Replacing Ron Grenier MSI Manufacturing	Click here to enter text.	06/01/2026 To 05/31/2029
6. Business	Crystal McCabe HR Manager	Dixon Valve 2925 Chief Court Dallas, NC 28034	704-334-9175 (o)	cmccabe@dixonvalve.com	06/01/2026 To 05/31/2029
7. Business	Pending-Waiting BOC approval Chad Simmons	Recore Electric	Replacing Susan Farmer Mannington Mills		06/01/2024 To 05/31/2027
8. Business	Brandon Love Employee Relations	Caromont Health 2525 Court Drive Gastonia, NC 28054	704-834-2512 (o)	Brandon.love@caromonthhealth.org	06/01/2026 To 05/31/2029

**PY 2026 WIOA Gaston County Workforce Development Board Members
Effective July 1, 2026 – June 30, 2027**

Category	Name and Business Title	Business Name and Address	Phone Number	Email Address	Term Start and End Dates (month/date/year)
9. Small Business	Wes Styers President	Gastonia Plumbing & Heating 2721 Robinwood Road Gastonia, NC 28052	704-867-7215 (o) 704-913-1090 (home)	wesstyers@yahoo.com	06/01/2024 To 05/31/2027
10. Small Business	Justin Grindstaff HR Manager	BTJ Doors 3800 Little Mtn. Road Unit 300 Gastonia, NC 28052	704-813-0747 (o)	justin@bjdoors.com	06/01/2026 To 05/31/2029
11. Labor Organization	Brandon Price Treasurer	Teamsters Union UPS #71 2529 Beltway Blvd. Charlotte, NC 28799	704-363-6492 (o) 704-289-7601 (cell)	Hotdogba71@gmail.com	06/01/2026 To 05/31/2029
12. Labor Organization UNION	Daniel Styers Jr. Sr. Maintenance Tech	Daimler Trucks 1400 Tulip Drive Gastonia, NC 28053	704-868-5792 (o)	Daniel.styers_jr@daimler.com	06/01/2025 To 05/31/2028
13. Registered Apprenticeship Program	Donna Caskey HR Manager Apprenticeship Coordinator	Gaston Sheet Metal 1535 West May Ave. Gastonia, NC 28052	704-864-0344 (o)	donna@gastoniasheetmetal.com	06/01/2026 To 05/31/2029
14. Community Based Organization	Twanna Littlejohn Transportation Administrator	ACCESS Community Support Services DHHS 816 Mauney Ave. Gastonia, NC 28052	704-866-3254 (o)	Twanna.littlejohn@gastongov.com	06/01/2024 To 05/31/2027
15. Adult Education and Literacy eligible under WIOA Title II	Dr. Bradford Frazier (Brad) Director of Adult Ed	Belmont Abbey College 100 Belmont Mt. Holly Rd Belmont, NC 28012	704-461-6700 (o)	bradfrazier@bac.edu	06/01/2025 To 05/31/2028

**PY 2026 WIOA Gaston County Workforce Development Board Members
Effective July 1, 2026 – June 30, 2027**

Category	Name and Business Title	Business Name and Address	Phone Number	Email Address	Term Start and End Dates (month/date/year)
16. Higher Education	Brett Buchanan VP for Economic & Workforce Development	Gaston College 201 Hwy. 321 south Dallas, NC 28034	704-922-6226 (o)	Buchanan.brett@gaston.edu	06/01/2025 To 05/31/2028
17. Vocational Rehabilitation Program	Vanessa Trapp-Spann Director	NC Vocational Rehabilitation 109 W. Eighth Ave. Gastonia, NC 28054	704-853-6226 (o) 704-877-3434 (cell)	Vanessa.trapp.spann@dhhs.nc.gov	06/01/2024 To 05/31/2027
18. Economic Development	Replacement Pending BSR checking on replacement	Economic Development	Richard Randall	Click here to enter text.	06/01/2025 To 05/31/2028
19. Wagner-Peyser Act	Claudette Argabrite Office Manager III	NCWorks Career Center- Gaston 300 South Firestone St. Suite 100A Gastonia, NC 28052	980-460-8240 (o)	Claudette.argabrite@nccommerce.com	06/01/2026 To 05/31/2029
<input checked="" type="checkbox"/> Mark (X)	By submission of this form, the WDB certifies its compliance with the appointment and nomination process of business representatives from among local business organizations and business trade associations. [WIOA Section 107(b)(2)(A)]				

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 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 2026 WIOA Gaston County Workforce Development Board Members
Effective July 1, 2026 – June 30, 2027**

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.

Chad Brown

Printed Name and Title of Authorized Administrative Entity Signatory Official

Chad Brown

Signature

2-26-26

Date

Attest:

Deanna J. Bratt

Clerk to the Board

**PY 2026 Gaston County WDB
NCWorks Career Center Locations (Effective July 1, 2026)**

A. One-Stop Location(s) (Address, Phone number, and Hours) Counties Served	*B. Comprehensive (Tier I) or Access Points (Affiliate or Specialized) Sites	C. On-site Partners	**D. Career Center Operator, Method of Selection, Year Procured, Contract Extension (Y/N)	E. Provider(s) of WIOA Title I Adult/DW Career Services and Method of Selection	F. Functional Manager (manages the day-to-day operations)	G. WIOA Title I Youth Services Provided Onsite (Y/N) Name of Youth Provider(s) (list youth services provided)	H. Additional Partners
NCWorks Career Center- Gaston, 300 S. Firestone St, Ste 100A, Gastonia, NC 28052 (980) 460-8240 M-Th 8:30-4:30 & Fridays 8:30- 1:00 Gaston County	Tier I	WIOA-Title I, WP Title III	Two Hawk Workforce Services, RFP 2024, Y	Two Hawk Workforce Services, RFP 2024	Two Hawk Workforce Services, Dylan Lehr	Y, Two Hawk Workforce Services- Youth WP Basic Career WIOA Pre- Intake for Individualized Career Services Follow-Up Services	Gaston Literacy Council, Gaston College, EIPD, Services for the Blind Deaf and Hard of Hearing, DHHS-TANF, Job Corp, WIOA Native American Services, Gaston Co Public Library, SCSEP, Habitat for Humanity

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 2026 Gaston County 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/Countries 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)
Two Hawk Workforce Services 300 S. Firestone St, Ste100A, Gastonia, NC 28052	Crissie Watkins, Two Hawk Workforce Services Director Crissie.watkins@twohawk.net 910-738-3014	Gaston County One-Stop	For-profit	Cost Reimbursement for Expenditures Performance Based Profits RFP Released: 3/4/2024/Procured: April 2024; Extended July 2025 and July 2026.

Notes:

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

PY 2026 WIOA Gaston County WDB Youth Program Elements Chart

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

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

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

WIOA Youth Program Elements	WIOA Funded (Specify Provider)	Referral By Agreement (Specify Providers)
1. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential.	Two Hawk Workforce Services/Gaston NextGen Youth Program	Gaston County Schools, Gaston College Adult Education/GED; Title II Adult Education partners
2. Alternative secondary school services, or dropout recovery services, as appropriate.	Two Hawk Workforce Services/NextGen Youth Program	Gaston County Schools; Gaston College Adult Education/GED; alternative education partners
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.	Two Hawk Workforce Services/Gaston NextGen Youth Program	Employer worksites; apprenticeship/pre-apprenticeship partners; NCWorks business services partners
4. Occupational skill training, which should 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.	Two Hawk Workforce Services/Gaston NextGen Youth Program	Gaston College; Eligible Training Providers; approved training providers

PY 2026 WIOA Gaston County 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.	Two Hawk Workforce Services/Gaston NextGen Youth Program	Gaston College; Title II Adult Education partners; training providers
6. Leadership development opportunities, which may include community services and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate.	Two Hawk Workforce Services/Gaston NextGen Youth Program	Gaston County Schools; community-based organizations; employer/community partners
7. Supportive Services.	Two Hawk Workforce Services/Gaston NextGen Youth Program	Gaston County DSS Child Protection Services; community resource partners; transportation and childcare providers
8. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months.	Two Hawk Workforce Services/Gaston NextGen Youth Program	Employer mentors; community-based organizations; partner agencies
9. Follow-up services for not less than 12 months after the completion of participation, as appropriate.	Two Hawk Workforce Services/Gaston NextGen Youth Program	NCWorks partners; employer partners; education and training providers
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.	Two Hawk Workforce Services/Gaston NextGen Youth Program	EIPD; behavioral health/counseling providers; community service partners
11. Financial literacy education.	Two Hawk Workforce Services/Gaston NextGen Youth Program	Gaston College; community partners; financial literacy partners
12. Entrepreneurial skills training.	Two Hawk Workforce Services/Gaston NextGen Youth Program	Gaston College; economic development partners; business/community partners
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.	Two Hawk Workforce Services/Gaston NextGen Youth Program	NCWorks/Wagner-Peysers partners; Gaston County Schools; Gaston College
14. Activities that help youth prepare for and transition to postsecondary education and training.	Two Hawk Workforce Services/Gaston NextGen Youth Program	Gaston College; Gaston County Schools; EIPD; training providers

Gaston County WIOA Youth Committee Listing

May 2026

Category	Name and Business Title	Business Name and Address	Phone Number	Email Address	Term
Private Sector Labor WDB Chair	Selina Lee Owner	W.D. Lee & Company PO BOX 1257 Gastonia, NC 28053	(704) 864-0346	slee@wdlee.com	07/01/2024 To 06/30/2027
Adult Education and Literacy Chair	Brett Buchanan VP-Academic Affairs	Gaston College 201 Hwy. 321 S Dallas, NC 28034	(704) 922-6266(o)	buchanan.brett@gaston.edu	07/01/2024 To 06/30/2027
Private Sector--- Apprenticeship	Donna Caskey HR Manager	Gaston Sheet Metal 1535 West May Ave. Gastonia, NC 28052	(704) 864-0344 (o)	donna@gastoniasheetmetal.com	07/01/2026 To 06/30/2029
Public Sector/Foster Care	Tamikia Harvey Foster Care	Gaston County DHHS 330 Dr. Martin Luther King Jr. Way Gastonia, NC 28052	(704) 862-6744(o)	tamikia.harvey@gastongov.com	07/01/2024 To 06/30/2027
Public Sector/Literacy	Rusty Parker CTE Director	Gaston County Schools 943 Osceola Street Gastonia, NC 28054	(704) 861-2496 (o) (704) 866-6175 (fax)	rtparker@gaston.k12.nc.us	07/01/2024 To 06/30/2027
Public Sector-TANF, Child Care, Energy Assistance	Apryl Smith Economic Support Services Coordinator	Gaston County DHHS 330 Dr. Martin Luther King Jr. Way Gastonia, NC 28052	(704) 862-7993 (o)	apryl.smith@gastongov.com	07/01/2024 To 06/30/2027
Public/Law Enforcement	Cpl. Danielle Gibson- Stinnett	Gaston County Sheriff's Office 425 Dr. Martin Luther King Jr. Way Gastonia, NC 28052	(704) 862-6678(o)	dstinnett@gcps.org	07/01/2024 To 06/30/2027

Notes:

+ Identify category represented: Labor, Apprenticeship, or Community Based or Youth Organization.

*If Local Workforce Development Board Area has more than 19 total members, please change chart accordingly.

Gaston County WIOA Youth Committee Listing

May 2026

Category	Name and Business Title	Business Name and Address	Phone Number	Email Address	Term
CBO	Teresa Bradley Teen Court Coordinator	Alliance for Children & Youth 325 Dr. Martin Luther King Jr. Way Gastonia, NC 28053	(704) 852-3339 (o)	teresa@cisgaston.org	07/01/2024 To 06/30/2027
CBO/Housing Authority	Terry Sanford	Gastonia Housing Authority 340 Long Avenue Gastonia, NC 28052	(704) 864-6771(o)	t.h.sanford@ghanc.org	07/01/2024 To 06/30/2027
Organized Labor	Brandon Price Treasurer	Teamsters Union/UPS 2529 Beltway Blvd. Charlotte, NC 28799	(704) 363-6492(o) (704)289-7601(c)	hotdogba71@gmail.com	07/01/2026 To 06/30/2029
Public Sector	Anita Rainey Career Navigator	Goodwill Industries 116 Armstrong St. Gastonia, NC 28054	(704) 916-1610 (o)	Anita.rainey@goodwillsp.org	07/01/2024 To 06/30/2027
Adult Education and Literacy	Sandra Wright Education Coordinator	Gaston College 201 Hwy 321 S. Dallas, NC 28034	(704) 922-6452 (o)	wright.sandra@gaston.edu	07/01/2024 To 06/30/2027
CBO/Faith Based	Jessica Capers Coordinator	A Place of Refuge 800 Robinson Rd, Gastonia, NC 28056	(704) 867-3706 (o) (980) 260-8437(c)	jcapers54@gmail.com	07/01/2024 To 06/30/2027
Public Sector Youth	Tamya Brown	NextGen Youth Program Youth	980-402-3271	mvablinkin@gmail.com	07/01/2026 To 06/30/2029

Notes:

+ Identify category represented: Labor, Apprenticeship, or Community Based or Youth Organization.

*If Local Workforce Development Board Area has more than 19 total members, please change chart accordingly.

**Program Year 2026 Gaston County WDB
WIOA Youth Service Provider List**

WIOA Youth Service Provider (Organization Name, Address)	Contact Person (Name, Title, Email Address, and Contact number)	County/Countries 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)
Two Hawk Workforce Services 300 S. Firestone St, Ste100A, Gastonia, NC 28052	Crissie Watkins, Two Hawk Workforce Services Director Crissie.watkins@twohawk.net 910-738-3014	Gaston County One-Stop	For-profit	Cost Reimbursement for Expenditures Performance Based Profits RFP Released: 3/4/2024/Procured: April 2024; Extended July 2025 and July 2026.

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.

NC Works Career Center Memorandum of Understanding

The **Gaston** Workforce Development Board (WDB), with the agreement of the Chief Local Elected Official (CLEO), shall develop and enter into this Memorandum of Understanding (MOU) between the **Gaston** WDB and the One-Stop Partners under the Workforce Innovation and Opportunity Act (WIOA) P.L. 113-128, concerning the operation of the One-Stop delivery system. This MOU is effective for the period of **7/1/2023 – 6/30/2026**.

I. Required Partners (WIOA 121 (b)(1)(B))

1. Title I Adult, Dislocated Workers, Youth, Job Corps, YouthBuild, National Farmworkers Jobs Program (NFJP), and Native American Programs
2. Programs authorized under the Wagner-Peyser Act
3. Adult education and literacy activities authorized under Title II
4. Programs authorized under Title I of the Rehabilitation Act of 1973
5. Activities authorized under Title V of the Older Americans Act of 1965
6. Career and technical education programs at the postsecondary level authorized under the *Carl D. Perkins Career and Technical Education Act of 2006*
7. Activities authorized under Chapter 2 of Title II of the Trade Act of 1974
8. Activities authorized under Chapter 41 of Title 38, United States Code: Job Counseling, Training, and Placement Service for Veterans
9. Employment and training activities carried out under the Community Services Block Grant Act
10. Employment and training activities carried out by the Department of Housing and Urban Development
11. Programs authorized under the State of North Carolina (the "State") unemployment compensation laws (in accordance with applicable federal laws)
12. Programs authorized under Section 212 of the Second Chance Act of 2007
13. Programs authorized under part A of Title IV of the Social Security Act: Temporary Assistance for Needy Families

II. Additional Partners

The Local Area WDB may have specialized centers to address special needs, such as the needs of dislocated workers, youth, or key industry sectors or clusters. With the approval of the Gaston WDB and CLEO, the following entities may be additional One-Stop partners:

1. Employment and training programs administered by the Social Security Administration, including the Ticket to Work and Self-Sufficiency Program established under section 1148 of the *Social Security Act*;
2. Employment and training programs carried out by the Small Business Administration;
3. Programs authorized under section 6(d)(4) of the Food and Nutrition Act of 2008;
4. Work programs authorized under Section 6(o) of the Food and Nutrition Act of 2008;
5. Programs carried out under section 112 of the Rehabilitation Act of 1973;
6. Programs authorized under the National and Community Service Act of 1990; and
7. Other appropriate federal, State, or local programs, including employment, education, and training programs provided by public libraries or in the private sector.

III. Roles and Responsibilities (WIOA Section 121 (b)(1)(A))

Each required partner of the One-Stop delivery system shall:

- a.) provide access through the One-Stop delivery system, including making the career services or activities that are applicable to the program (eligibility determination, outreach, initial assessment, labor exchange service, job search, recruitment, referrals, job listings, training provider information, local area performance, supportive service information, financial aid assistance, career planning, financial literacy, and more) available at the One-Stop centers;
- b.) use a portion of the funds available for the program and activities to maintain the One-Stop delivery system, including payment of the infrastructure costs of One-Stop centers;
- c.) enter into a local MOU (shown by signature on this document) with the local board, relating to the operation of the One-Stop system;
- d.) participate in the operation of the One-Stop system consistent with the terms of this MOU, the requirements of this title, and the requirements of the federal laws authorizing the program or activities;
- e.) use a common One-Stop delivery system identifier (in North Carolina, this is NCWorks);
- f.) identify strategies to meet the needs of individuals with barriers to employment.

IV. Costs of Services (WIOA Regulations 678.700, USDOL December 27, 2016: Infrastructure Funding Guidance)

Information:

State	North Carolina
Local Workforce Development Area	Gaston
Local Workforce Development Board	Gaston
One-Stop Operator	Two Hawk Workforce Services
Chief Elected Official (Chairman of County Commissioners)	Chad Brown
Local Workforce Development Board Website	www.gastongovworks.com

Introduction:

The MOU is between the Gaston Local Area Workforce Development Board (Local WDB), the One-Stop Partners, and the Chief Elected Official (CEO), Chad Brown, Chairman of the Gaston County Board of Commissioners. They are collectively referred to as the “parties” to this MOU. This MOU is developed to confirm the understanding of the Parties regarding the operation and management of the One-Stop Center in the Gaston Local Workforce Development Area (Local

WDA). The Gaston Local Area WDB provides local oversight of workforce programming for the Gaston Local WDA.

The Gaston Local Area WDB, with the agreement of the CEO, has competitively selected Two Hawk Workforce Services as the one-stop operator for the NCWorks Career Center-Gaston.

The One-Stop Operating Cost and Infrastructure Funding Agreement establishes a financial plan, including terms and conditions, to fund the services and operating costs of the NCWorks Career Center-Gaston. The Parties to this MOU agree that joint funding is an essential foundation for an integrated service delivery system and necessary to maintain the Gaston Local WDA's high-standard One-Stop Operator network.

The Vision, Mission, System Structure, Terms and Conditions, One-Stop Operating Budget, and Infrastructure Funding Agreement outlined herein reflect the commitment of the Parties to their job seeker and business customers, as well as to the overall Gaston County community.

The Gaston Local WDB seeks to establish a system whereby the goal is to create integrated locations and a unified structure and process of initiative-taking, transparent, and effective job seeker, and business services, orchestrated by a seamless collaboration of talent development and support agencies.

The purpose of this Memorandum of Understanding (MOU) is to define the parameters within which education, workforce, economic development, and other Partner programs and entities operating in the Gaston Local WDA create a seamless, customer-focused One-Stop operator network that aligns service delivery across the board and enhances access to program services. By realizing one-stop opportunities together, partners are able to build community-benefiting bridges, rather than silos of programmatic isolation. These partnerships will reduce administrative burden and costs and increase customer access and performance outcomes.

Vision:

Empower Gaston County employers, individuals, and communities to prosper and grow the region's economy through a workforce development system that is inherently customer-centered, seamless, and effective.

Mission:

To establish a workforce system that provides data-driven and employer-validated talent solutions through the integration of education, workforce, and economic development resources across systems.

System Structure:

The Gaston Local WDA has one One-Stop center. It is designed to provide a full range of assistance to job seekers and businesses under one roof. Established under the Workforce

Investment Act of 1998 and continued by the Workforce Innovation and Opportunity Act, the center offers an array of services designed to match talent with opportunities.

NCWorks Career Center-Gaston (Comprehensive)

Candis Kallay, Career Center Mgr	(704) 853-5328 ext. 235
1391 Bessemer City Rd, Gastonia, NC	Candis.kallay@ncworks.gov
Mon-Thurs 8:00-4:30 & Fri 8:00-1:00	www.ncworksgaston.com

One Stop Operator:

The Gaston Local WDB selects the one-stop operator for the NCWorks Career Center-Gaston through a competitive procurement process in accordance with the Uniform Guidance, WIOA, and its implementing regulations. Any documentation for the competitive one-stop operator procurement and selection process is published and may be viewed on the Gaston Local Area WDB website at: www.gastongovworks.com. The State requires that the one-stop operator be recompeted at least every three years. Functional details are outlined in the Roles and Responsibilities of Partners section. The Gaston Local WDB obtains board approval for the contracted One-Stop Operator positions.

Partners:

REQUIRED PARTNERS – Physically Co-located at a Gaston LA NCWorks Career Center – 4 HRS PER WEEK MINIMUM				
Partner Program	Partner Organization	Authorization/Category	Signatory Official- Name and Title	Contact Information
Adult Education	Gaston College	WIOA title II Adult Education and Family Literacy Act (AEFLA) program	Dr Greg Smith, Vice President, Economic & Workforce Development	201 Highway US 321 South, Dallas, NC 28034 (704) 922-620 smith.greg@gaston.edu
	Gaston Literacy Council		Linda McConnell, Executive Director	116 Dr Martin Luther King Jr way, Gastonia, NC 28052 (704) 868-4815 l.mcconnell@gastonliteracy.org
	North Carolina Community Colleges (NCCCC)		Sandra Thompson, Associate Vice President, College Career Readiness	5016 Mail Service Center, Raleigh, NC 27699-5016 (919) 807-7122 thompsons@nccommunitycolleges.edu
Community College	Gaston College	Career and technical education (CTE) programs at the postsecondary level, authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.)	Dr Greg Smith, Vice President, Economic & Workforce Development	201 Highway US 321 South, Dallas, NC 28034 (704) 922-620 smith.greg@gaston.edu
Community Services Block Grant Act (CSBG)	DHHS-Gaston County Department of Health & Human Services	Employment and training activities carried out under the Community Services Block Grant Act (CSBG) (42 U.S.C. 9901 et seq.)	Angela Karchmer, DSS Director Gaston County DHHS	330 Dr Martin Luther King Jr Way, Gastonia, NC 28052 (704) 862-7930 Angela.karchmer@gastongov.com

Department of Probation, Parola, and Pardon Services	Department of Probation, Parole, and Pardon Services	Reentry Employment Opportunities (REO) programs authorized under sec. 212 of the Second Chance Act of 2007 (42 U.S.C. 17532) and WIOA sec. 169	N/A-No "Second Chance Act" funded programs w/in 10 mile radius in Gaston Local Area	N/A
Department of Rehabilitation Services	NC Dept of Health & Human Services- Vocational Rehabilitation in Gaston Co	State Vocational Rehabilitation (VR) program, authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), as amended by title IV of WIOA	Vanessa Trapp-Spann, Unit Manager 109 W Eighth Ave, Gastonia, NC 28054 (704) 853-5358 Vanessa.trapp.spann@dhhs.nc.gov	
Job Corps	Adam & Associates	Job Corps, WIOA Title I, Subtitle C	No office in Gaston County	N/A
State Housing Finance and Development Authority	State Housing Finance and Development Authority-Gastonia Housing Authority	Employment and training activities carried out by the Department of Housing and Urban Development (HUD)	N/A Per Terri Sanford-Gastonia Housing Authority Exec Director>No HUD or Employment & Training Funding received	PO Box 2398, Gastonia, NC 28053 346 W Long Ave Gastonia, NC 28052 (704) 864-6771 t.n.sanford@ghanc.org
Jobs for Veterans State Grants (JVSG)	NC Department of Commerce Division of Workforce Solutions	Jobs for Veterans State Grants (JVSG), authorized under Chapter 41 of title 38, U.S.C.	Jordan Whichard Chief Deputy Secretary	1391 Bessemer City Rd, Gastonia, NC 28052 (704) 853-5328 Veronica.grantham@commerce.nc.gov
Temporary Assistance for Needy Families (TANF)	Department of Health and Human Services	Temporary Assistance for Needy Families (TANF), authorized under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) 3	Angela Karchmer, Gaston Co DSS Director	330 Dr Martin Luther King Jr Way, Gastonia, NC 28052 (704) 862-7930 Angela.karchmer@gastongov.com

Trade Adjustment Assistance (TAA)	NC Department of Commerce Division of Workforce Solutions	Trade Adjustment Assistance (TAA), authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 et seq.)	Jordan Whicard, Chief Deputy Secretary	Forward through Julia McKenzie, NC Commerce Planner
Wagner-Peyser Employment Services (ES)	NC Department of Commerce Division of Workforce Solutions	Wagner-Peyser Employment Services (ES) program, authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), as amended by title III of WIOA, also providing the state's public labor exchange	Jordan Whicard, Chief Deputy Secretary	Forward through Julia McKenzie NC Commerce Planner
WIOA Adult, Dislocated Worker, and Youth Programs	Gaston WDB contracts with: Two Hawk Workforce Services for Adult/DW & Gaston College for Youth	WIOA title I Adult, Dislocated Worker, and Youth Programs	Angela Karchmer, Gaston WDB Director	330 Dr Martin Luther King Jr Way, Gastonia, NC 28052 (704) 862-7930 Angela.karchmer@gaston.gov
Senior Community Employment Service Program (SCSEP)	Senior Community Employment Service Program Contractor-Gaston College	Senior Community Service Employment Program (SCSEP), authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.)	Dr Greg Smith, Vice President, Economic & Workforce Development	201 Highway US 321 South, Dallas, NC 28034 (704) 922-620 smith.greg@gaston.edu

REFERRAL PARTNER ONLY – Not physically co-located at NCWorks Career Center-Gaston

Partner Program	Partner Organization	Authorization/Category	Signatory Official- Name and Title	Contact Information
Commission of Native American Affairs-Indian & Native American Programs	Lumbee Regional Development Association, Inc	Indian and Native American Programs (INA), WIOA sec. 166, 29 USC 3221	Natascha Tilson, WIOA Director of Lumbee Regional Development Assoc Inc. (LRDA)	P.O. Box 68, Pembroke, NC 28372 (910) 521-8602 ntilson@lumbee.org
Unemployment Insurance (UI)	NC Dept. of Labor-Division of Employment Security (DES)	Unemployment Insurance (UI) programs under state unemployment compensation laws	Jordan Whichard Chief Deputy Secretary	Forward through Julia McKenzie, NC Commerce Planner
Services for the Blind	NC Dept of Health & Human Services-Vocational Rehabilitation	State Vocational Rehabilitation (VR) program, authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), as amended by title IV of WIOA	Jordan Thomas Area Social Services Supervisor, Area 1	jordan.thomas@dhhs.nc.gov
Financial Counseling Services	Financial Counseling Services	Additional Partner	N/A-Online referral partner only	Charlotte, NC

Terms and Conditions

Partner Services:

At a minimum, Partners will make the below services available, as applicable to the program, consistent with and coordinated via the One-Stop Operator network system. Additional services may be provided on a case-by-case basis and with the approval of the Local WDB and the CEO.

Business Services

Serve as a single point of contact for businesses, responding to all requests in a timely manner	Provide information (referrals) related to Unemployment Insurance taxes and claims	Assist with disability and communication accommodations, including job coaches
Conduct outreach regarding Local workforce system's services and products	Conduct on-site Rapid Response activities regarding closures and downsizings	Develop On-the-Job Training (OJT) contracts, incumbent worker contracts, or pay-for-performance contract strategies
Provide access to labor market information	Provide customized recruitment and job applicant screening, assessment, and referral services	Provide employer and industry cluster-driven Occupational Skills Training through Individual Training Accounts with eligible training providers
Assist with the interpretation of labor market information	Conduct job fairs	Develop customized training opportunities (or referrals) to meet specific employer and/or industry cluster needs
Use of one-stop center facilities for recruiting and interviewing job applicants	Consult on human resources issues	Coordinate with employers to develop and implement Business Edga (layoff aversion) strategies
Post job vacancies in the state labor exchange system (NCWorks) and take and fill job orders	Provide information regarding disability awareness issues	Provide incumbent worker upgrade training through various modalities, when available locally
Provide information regarding workforce development initiatives and programs	Provide information regarding assistive technology and communication accommodations	Develop, convene, or implement industry or sector partnerships

Job Seeker Services

Basic Career Services	Individualized Career Services	Training
Outreach, intake and orientation to the information, services, programs, tools, and resources available through the Local workforce system	Comprehensive and specialized assessments of skills levels and service needs	Occupational skills training through Individual Training Accounts (ITAs)
Initial assessments of skill level(s), aptitudes, abilities, and supportive service needs	Development of an individual employability development plan to identify employment goals, appropriate achievement objectives, and appropriate combination of services for the customer to achieve the employment goals	Adult education and literacy activities, including English language acquisition (ELA), provided in combination with the training services described above
In and out of area job search and placement assistance (including provision of information on in-demand industry sectors and occupations and non-traditional employment)	Referral to training services	On-the-Job Training (OJT)
Access to employment opportunity and labor market information	Group counseling	Incumbent Worker Training-locally
Performance Information and program costs for eligible providers of training, education, and workforce services	Literacy activities related to work readiness	Programs that combine workplace training with related instruction which may include cooperative education
Information on performance of the Local workforce system	Individual counseling and career planning	Training programs operated by the private sector
Information on the availability of supportive services and referral to such, as appropriate	Case management for customers seeking training services; individual in and out of area job search, referral, and placement assistance	Skill upgrading and retraining
Information and meaningful assistance on Unemployment Insurance claim filing	Work experience, transitional jobs, registered apprenticeships, and internships	Entrepreneurial training
Determination of potential eligibility for workforce Partner services, programs, and referral(s)	Workforce preparation services (e.g., development of learning skills, punctuality, communication skills, interviewing skills, personal maintenance, literacy skills, financial literacy skills, and professional conduct) to prepare individuals for unsubsidized employment or training	Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training
Information and assistance in applying for financial aid for training and education programs not provided under WIOA	Post-employment follow-up services and support(→ <i>This is not an Individualized career service but listed here for completeness.</i>)	Other training services as determined by the workforce partner's governing rules

Youth Services

<p>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.</p>	<p>Alternative secondary school services, or dropout recovery services, as appropriate.</p>
<p>Paid and unpaid work experiences that have as a component academic and occupational education, which may include: Summer employment opportunities and other employment opportunities available throughout the school year, Pre-apprenticeship programs, Internships and job shadowing, and On-the-job training opportunities.</p>	<p>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.</p>
<p>Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupational cluster.</p>	<p>Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate.</p>
<p>Supportive services.</p>	<p>Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months.</p>
<p>Follow-up services for not less than 12 months after the completion of participation, as appropriate.</p>	<p>Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate.</p>
<p>Financial literacy education.</p>	<p>Entrepreneurial skills training.</p>
<p>Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.</p>	<p>Activities that help youth prepare for and transition to postsecondary education and training.</p>

Partner On Site Representation Schedule- REQUIRED PARTICIPATION HOURS

NCWorks Career Center-Gaston (Comprehensive)			
<u>Partner Program</u>	<u>Minimum # of Staff Req</u>	<u>Weekly Staff Hours</u>	<u>Service Provided</u>
Adult-Gaston Literacy Council Gaston College	1 1	4 4	Title or CRC Title or CRC
Community College-Gaston College	2	16	Title or CRC
CSBG	0	0	Included in TANF
Department of Commerce-Additional Programs	0	0	N/A
Department of Probation, Parole, and Pardon Services-REO	0	0	N/A
Department of Rehabilitation Services-VR	1	4	Title or CRC
SCCEP-Gaston College	1	4	Title or CRC
Job Corps	0	0	Title or CRC
JVSG-Jobs for Veterans State Grant (1=1/2 & 1=1/4)	1	8	CRC
State Housing Finance & Development Authority-Gastonia Housing Authority	1	4	Title or CRC
TANF	1	4	Title or CRC
TAA	1	8	CRC
Wagner-Peyser ES	7	56	CRC
WIOA Programs	4	32	CRC
Commission of Native American Affairs-Indian & Native American Programs UI-Division of Employment Security	<i>These partners are linked through online service access to a program staff member via American Job Center resource rooms and through cross-trained front desk staff and other, physically co-located, partner staff that can provide information and referrals.</i>		
TOTALS	21 Staff	144 hrs	

Roles and Responsibilities of Partners:

The Parties to this agreement will work closely together to ensure that all Gaston One-Stop Operators are high-performing workplaces with staff that will ensure quality of service.

- **All Parties**

All Parties to this agreement shall comply with:

- Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule, published December 2, 2016),
- Title VI of the Civil Rights Act of 1964 (Public Law 88-352),
- Section 504 of the Rehabilitation Act of 1973, as amended,
- The Americans with Disabilities Act of 1990 (Public Law 101-336),
- The Jobs for Veterans Act (Public Law 107-288) pertaining to priority of service in programs funded by the U.S. Department of Labor,
- Training and Employment Guidance Letter (TEGL) 37-14, Update on Complying with Nondiscrimination Requirements: Discrimination Based on Gender Identity, Gender Expression and Sex Stereotyping are Prohibited Forms of Sex Discrimination in the Workforce Development System and other guidance related to implementing WIOA sec. 188,
- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR part99),
- Confidentiality requirements governing the protection and use of personal information held by the VR agency (34 CFR 361.38),
- The confidentiality requirements governing the use of confidential information held by the State UI agency (20 CFR part 603),
- All amendments to each, and
- All requirements imposed by the regulations issued pursuant to these acts. Additionally, all Parties shall:
- Collaborate and assist each other in the development of necessary service delivery protocols for the services outlined in the Partner Services section above,
- Agree that the provisions contained herein are made subject to all applicable federal and state laws, implementing regulations, and guidelines imposed on either or all Parties relating to privacy rights of customers, maintenance of records, and other confidential information relating to customers, and
- Agree that all equipment and furniture purchased by any party for the purposes described herein shall remain the property of the purchaser after the termination of this agreement.

- **The CEO** for the Gaston Local WDA is Chad Brown, Chairman of the Gaston County Board of Commissioners. The CEO will, at a minimum:

- In partnership with the Gaston Local Area WDB and other applicable Partners within the planning region, develop and submit a single local area plan that includes a description of the activities that shall be undertaken by the Gaston Local WDB and Partners (if applicable).
- Approve the Gaston Local WDB budget and workforce center cost allocation plan,

- Approve the selection of the one-stop operator following the competitive procurement process, and
 - Coordinate with the Gaston Local WDB to oversee the operations of the Gaston Local Area – NCWorks Career Center-Gaston.
- Gaston Local WDB, Director, and/or Designated Staff

The Gaston Local WDB ensures the workforce-related needs of employers, workers, and job seekers in the Gaston WDA and/or the region are met, to the maximum extent possible with available resources. The Gaston Local WDB will, at a minimum:

 - Submit a Local Area plan that includes a description of the activities that shall be undertaken by the Local WDB and its Partners, and that aligns its strategic vision, goals, objectives, and workforce-related policies,
 - Develop the Gaston WDA vision, goals, objectives², and workforce-related policies,
 - In cooperation with the Local CEO, design and approve the American Job Center network structure. This includes, but is not limited to:
 - Adequate, sufficient, and accessible one-stop center locations and facilities,
 - Sufficient numbers and types of providers of career and training services (including eligible providers with expertise in assisting individuals with disabilities and eligible providers with expertise in assisting adults in need of adult education and literacy activities),
 - A holistic system of supporting services, and
 - One or more competitively procured one-stop operators.
 - In collaboration with the CEO, designate through a competitive process, oversee, monitor, implement corrective action, and, if applicable, terminate the one-stop operator,
 - Determine the role and day-to-day duties of the one-stop operator,
 - Approve annual budget allocations for operation of the American Job Center network,
 - Help the one-stop operator recruit operational partners and negotiate MOUs with new Partners,
 - Leverage additional funding for the American Job Center network, if applicable, to operate and expand one-stop customer activities and resources, and
 - Review and evaluate performance of the Gaston Local WDA and one-stop operator,
 - Development and submission of the local plan,
 - Implement and execute the local vision, goals, objectives, and workforce-related policies, including all duties outlined above,
 - Provide operational and grant-specific guidance to the one-stop operator,
 - Investigate and resolve elevated customer complaints and grievance issues,
 - Prepare regular reports to the Local WDB and CEO, and
 - Oversee negotiations and maintenance of MOUs with one-stop Partners.
- One-Stop Operator

The Contracted One-Stop Operator will employ one (1) Contracted Center Manager who will act as “functional” leader of the One-Stop Center. As such, they will have the authority to organize and lead Career Center and Partner staff while on-site, in order to

optimize and streamline service delivery efforts. “Formal” leadership/supervision and performance (HR) responsibilities will remain with each staff member’s employer of record. The one-stop operator will, at a minimum:

- Manage daily operations, including but not limited to:
 - Managing and coordinating Partner responsibilities, as defined in this MOU,
 - Managing hours of operation, including extended hours of operation,
 - Coordinating daily work schedules and workflow based upon operational needs, and
 - Coordinating staff vacations/unscheduled absences with the formal leader to ensure service coverage by center staff.
- Assist the Local WDB in establishing and maintaining the American Job Center network structure. This includes but is not limited to:
 - Ensuring that State requirements for center certification are met and maintained,
 - Ensuring that career services such the ones outlined in WIOA sec. 134 (c)(2) are available and accessible,
 - Ensuring that Gaston Local Area WDB policies are implemented and adhered to,
 - Adhering to the provisions outlined in the contract with the Gaston Local WDB and the Gaston Local Area Plan.
 - Reinforcing strategic objectives of the Gaston Local WDB to Partners, and
 - Ensuring staff are professionally trained by functional leadership and provide technical assistance, as needed.
- Integrate systems and coordinate services for the center and its Partners, placing priority on customer service.
- Integrated Workforce Service Delivery, as defined by WIOA, means organizing and implementing services by function (rather than by program), when permitted by a program’s authorizing statute and as appropriate, and by coordinating policies, staff communication, capacity building, and training efforts.
- Functional alignment includes having one-stop center staff who perform similar tasks serve on relevant functional teams, e.g., Welcome & Employment Teams, Skills Team, or Employer Services Team. Assign functional leaders, to the teams of staff members, who are capable of carrying out such functions, therefore ensuring that the highest quality service is being provided to customers of the American Job Centers.
- Service integration focuses on serving all customers seamlessly (including targeted populations) by providing a full range of services staffed by cross-functional teams, consistent with the purpose, scope, and requirements of each program.
- The services are seamless to the customer, meaning the services are free of cumbersome transitions or duplicative registrations from one program service to another and there is a smooth customer flow to access the array of services available in the workforce center.
- Oversee and coordinate partner, program, and American Job Center network performance. This includes but is not limited to:

- Providing and/or contributing to reports of center activities, as requested by the Gaston Local WDB,
- Providing input to the formal leader (partner program official) on the work performance of staff under their purview,
- Notifying the formal leader immediately of any staff leave requests or unexcused absences, disciplinary needs, or changes in employee status,
- Identifying and facilitating the timely resolution of complaints, problems, and other issues,
- Collaborating with the Local WDB on efforts designed to ensure the meeting of program performance measures, including data sharing procedures to ensure effective data matching, timely data entry into the case management systems, and coordinated data batch downloads (while ensuring the confidentiality requirements of FERPA, 34 CFR 361.38, and 20 CFR part 603),
- Ensuring open communication with the formal leader(s) in order to facilitate efficient and effective center operations,
- Evaluating customer satisfaction data and propose service strategy changes to the Gaston Local WDB based on findings, and
- Manage **fiscal responsibilities** and records for the center. This includes assisting the Local WDB with cost allocations and the maintenance and reconciliation of one-stop center operation budgets.

Two Hawk Workforce Services is not allowed to assist in the development, preparation, and submission of Local plans. They cannot manage or assist in future competitive processes for selecting operators or select or terminate one-stop operators, career services providers, or Youth providers. The operator cannot negotiate local performance accountability measures or develop and submit budgets for activities of the Local WDB. Gaston Local Area WDB is responsible for the negotiated performance measures, strategic planning, budgets, and one-stop operator oversight (including monitoring).

- Partners

Each Partner (if applicable) commits to cross-training of staff, as appropriate, and to providing other professional learning opportunities that promote continuous quality improvement. ***At least 25% of the center's workforce development front line staff will achieve a Career Development Facilitator (CDF) certification.***

Partners will further promote system integration to the maximum extent feasible through:

- Effective communication, information sharing, and collaboration with the one-stop operator,
- Joint planning, policy development, and system design processes,
- Commitment to the joint mission, vision, goals, strategies, and performance measures,
- The design and use of common intake, assessment, referral, and case management processes,
- The use of common and/or linked data management systems and data sharing methods, as appropriate,
- Leveraging of resources, including other public agency and non-profit organization services,

- Participation in a continuous improvement process designed to boost outcomes and increase customers satisfaction, and
- Participation in regularly scheduled Partner meetings (Career Center Leadership and Management Team Meetings) to exchange information in support of the above and encourage program and staff integration.

Data sharing

Partners agree that the use of high-quality, integrated data is essential to inform decisions made by policy makers, employers, and job seekers. Additionally, it is vital to develop and maintain an integrated case management system, as appropriate, that informs customer service throughout customers' interaction with the integrated system and allows information collected from customers at intake to be captured once.

Partners further agree that the collection, use, and disclosure of customers' personally identifiable information (PII) are subject to various requirements set forth in Federal and State privacy laws. Partners acknowledge that the execution of this MOU, by itself, does not function to satisfy all of these requirements.

All data, including customer PII, collected, used, and disclosed by Partners will be subject to the following:

- Customer PII will be properly secured in accordance with the Local WDB's policies and procedures regarding the safeguarding of PII.
- The collection, use, and disclosure of customer education records, and the PII contained therein, as defined under FERPA, shall comply with FERPA and applicable State privacy laws.
- All confidential data contained in UI wage records must be protected in accordance with the requirements set forth in 20 CFR part 603.
- All personal information contained in VR records must be protected in accordance with the requirements set forth in 34 CFR 361.38.
- Customer data may be shared with other programs, for those programs' purposes, within the American Job Center network only after the informed written consent of the individual has been obtained, where required.
- Customer data will be kept confidential, consistent with Federal and State privacy laws and regulations.
- All data exchange activity will be conducted in machine readable format, such as HTML or PDF, for example, and in compliance with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794(d)).

All one-stop center and Partner staff will be trained in the protection, use, and disclosure requirements governing PII and any other confidential data for all applicable programs, including FERPA-protected education records, confidential information in UI records, and personal information in VR records.

Referrals

The primary principle of the referral system is to provide *integrated and seamless delivery* of services to workers, job seekers, and employers. In order to facilitate such a system, Partners agree to:

- Familiarize themselves with the basic eligibility criteria and participation requirements, as well as with the available services and benefits offered, for each of the Partners' programs represented in the Gaston Local Area American Job Center network,
- Offer partner materials which summarizes their program requirements and make them available for other Partners and customers,
- Develop and utilize common intake, eligibility determination, assessment, and registration forms (if applicable),
- *Provide substantive "soft-handoff" referrals – in accordance with the Gaston Local Area Referral Policy – to customers who are eligible for supplemental and complementary services and benefits under each applicable partner program(s),*
- Regularly evaluate ways to improve the referral process, including the use of customer satisfaction surveys,
- Commit to robust and ongoing communication at scheduled leadership/management team meetings, at the NCWorks Career Center – Gaston, required for an *effective referral process*, and
- Commit to actively follow up on the results of referrals and assuring that all applicable Partner resources are being leveraged at an optimal level to alleviate the customers' barriers.

Outreach

The Gaston Local Area WDB and its Partners will discuss strategic outreach planning at scheduled leadership/management team meetings to include the following:

- Specific steps to be taken by each partner,
- An outreach plan to the local area's human resources professionals,
- An outreach and recruitment plan to the local areas job seekers, including targeted efforts for populations most at-risk or most in need,
- An outreach and recruitment plan for out-of-school youth,
- Sector strategies and career pathways,
- Connections to registered apprenticeship,
- A plan for messaging to internal audiences,
- An outreach tool kit for Partners,
- Regular use of social media,
- Clear objectives and expected outcomes, and
- Leveraging of any statewide outreach materials relevant to the region.

Steps to Reach Consensus

1. Notification of Partners

The Gaston Local WDB Chair (or designee) must notify all Parties in writing that it is necessary to renew and execute the MOU and provide all applicable policies and preceding MOU documents, as applicable.

2. Meeting

The Gaston Local WDB is responsible for convening all required (and optional – if applicable) American Job Center Partners. The meeting will be hosted to allow for the MOU to be developed in good faith and from an open and transparent environment.

At the meeting, the Gaston Local WDB Director (or designee) must provide a detailed review of all relevant documents, facts, and information and ensure all Parties have a sufficient time to ask questions or voice concerns and are fully aware of expectations and the overall process.

3. Negotiations

All relevant documents must be received by the Gaston LA WDB Director (or designee) to complete the drafting of the MOU. Additional formal or informal meetings (informational and negotiation sessions) may take place, so long as they are conducted in an open and transparent manner, with pertinent information provided to all Parties.

4. Draft MOU

The Gaston Local Area WDB (or designee) must email a complete draft of the MOU to all Parties.

5. Review and Comment

After the receipt of the draft MOU, all Parties must review and return feedback, within the time designated, to the Gaston Local Area WDB Director (or designee). The Gaston Local Area WDB Director (or designee) will be responsible to notify all American Job Center Partners (to the MOU) of the comments.

6. Final Version MOU

After the final version of the MOU is created, the Gaston Local Area WDB Director (or designee) will forward it to all American Job Center Partners for electronic signature and date by the Signatory Official, to be returned by the designated deadline.

Modification Process

1. Notification

When a Partner wishes to modify the MOU, the Partner must first provide written notification to all signatories of the existing MOU and outline the proposed modification(s).

2. Discussion/Negotiation

Upon notification, the Gaston Local Area WDB Chair (or designee) must ensure that discussion and negotiations related to the proposed modification take place with Partners in a timely manner and as appropriate.

Depending upon the type of modification, this can be accomplished through email communications of all the Parties. If the proposed modification is extensive and is met with opposition, the Gaston Local WDB Chair (or designee) may need to call a meeting of the Parties to resolve the issue. Upon agreement of all Parties, a modification will be processed.

If the modification involves substitution of a party that will not impact any of the terms of the agreement, it can be accomplished by the original party and the new party entering into an MOU that includes the Gaston Local WDB, wherein the new party assumes all of the rights and obligations of the original party. Upon execution, the Gaston Local WDB Chair (or designee)

presents the agreement as a proposed modification to the MOU, and the remaining steps are followed.

If determined that a Partner is unwilling to agree to the MOU modification, the Gaston Local WDB Chair (or designee) must ensure that the process in the Dispute Resolution section is followed.

3. Signatures

The Gaston Local WDB Chair (or designee) must immediately circulate the MOU modification and secure Partner signature within four weeks. The modified MOU will be considered fully executed once all signatories have reviewed and signed.

The modification may be signed in counterparts, meaning each signatory can sign a separate document as long as the Gaston Local WDB Chair (or designee) acquires signatures of each party and provides a complete copy of the modification with each party's signature to all the other Parties.

Termination

The MOU will remain in effect until the end of the date specified in the Effective Period section below, unless:

- All Parties mutually agree to terminate this MOU prior to the end date.
- Federal oversight agencies charged with the administration of WIOA are unable to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal period of this MOU succeeding the first fiscal period. Any party unable to perform pursuant to MOU due to lack of funding shall notify the other Parties as soon as the party has knowledge that funds may be unavailable for the continuation of activities under this MOU.
- WIOA is repealed or superseded by subsequent federal law.
- Local area designation is changed under WIOA.
- A party breaches any provision of this MOU, and such breach is not cured within thirty days after receiving written notice from the Gaston Local Area WDB Chair (or designee) specifying such breach in reasonable detail. In such an event, the non-breaching party(s) shall have the right to terminate this MOU by giving written notice thereof to the Gaston WDB Chair (or designee), who will notify the party in breach, upon which termination will go into effect immediately.

In the event of termination, the Parties to the MOU must convene within thirty days after the breach of the MOU to discuss the information of the successor MOU. At that time, allocated costs must be addressed.

Any party may request to terminate its inclusion in this MOU by following the modification process identified in the Modification Process section above.

All Parties agree that this MOU should be reviewed and renewed not less than once every 3-year period to ensure appropriate funding and delivery of service.

Effective Period

This MOU is entered into for up to a three-year period beginning Program Year 2023 (7/1/2023-6/30/2024) as allowed in state DWS Policy Statement 09-2020-Change 1. This MOU will become effective as of the date of signing by the final signatory official below and must terminate on June 30, 2026, unless any of the reasons in the Termination section above apply for it to terminate sooner. If no significant changes are required to be made to the MOU during the three year period, the MOU will remain in effect the initial program year and can continue to remain in effect up to two additional programs years (July of current program year through June of following program year), not exceeding a total of three years to be administered under any single MOU.

V. Funding definitions

a.) Cash and In-Kind for Ongoing One-Stop delivery system Operators

Non-cash contributions must be valued consistent with 2 CFR 200.306 and reconciled regularly (e.g., monthly or quarterly). Third-party in-kind contributions are contributions of space, equipment, technology, non-personnel services, or other like items to support the infrastructure costs associated with One-Stop operations. The value of third-party in-kind contributions must also be consistent with the Uniform Guidance at 2 CFR 200.306 and reconciled on a regular basis (e.g., monthly, or quarterly) to ensure they are fairly evaluated and meet the partners' proportionate share.

b.) Infrastructure Costs One-Stop Centers

Non-personnel costs are necessary for the general operation of the One-Stop center. The funds provided under this paragraph by each One-Stop partner shall be provided only from funds available for the costs of administration under the program administered by such partner and shall be subject to the program's limitations with respect to the portion of funds under such program that may be used for administration (WIOA Regulations 678.720).

- a. Non-personnel costs include rental of the facilities; utilities and maintenance; equipment (including assessment-related products and assistive technology for individuals with disabilities); and technology to facilitate access to the One-Stop center, including technology used for the center's planning and outreach activities.

NOTE: The IFA is a required component of the MOU and not a separate document. The reasonable cost allocation methodology should be provided and should be consistent with Federal Cost Principles in the Uniform Guidance 2 CFR Part 200.94.

VI. Methods of Referrals

Methods should ensure the needs of workers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in the provision of necessary and appropriate access to services, including access to technology and materials, made available through the One-Stop delivery system.

Partners will utilize methods of referrals of individuals between One-Stop operators and One-Stop partners for appropriate services and activities.

VII. Certification and Continuous Improvement

The parties herein shall comply with established Certification and Continuous Improvement Criteria established by the State board, in consultation with CLEOs and local boards. The objective criteria and procedures for use by local boards in assessing, at least once every three (3) years, the effectiveness, physical and programmatic accessibility in accordance with section 188, if applicable, and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), and continuous improvement of One-Stop centers and the One-Stop delivery system.

VIII. Performance and Accountability

Each partner is responsible for ensuring that its legislated programs, services, and activities are provided in the One-Stop center in accordance with the goals, objectives, and performance measures of the WIOA P.L. 113-128 and regulations. Each partner agrees to work to support the achievement of WIOA and One-Stop performance measures.

IX. Confidentiality of Information

The exchange of information among partners is encouraged and expected. Exchanged information shall remain private and confidential in accordance with the most restrictive confidentiality requirements of any of the partners collecting, receiving, or sharing information. Each partner agrees to collect and share information necessary to track the performance of the One-Stop Center in accordance with provisions of the WIOA P.L. 113-128 and accompanying regulations.

X. Monitoring and Oversight

The CLEO, the WDB, the DWS, the United States Department of Labor, and the local area administrative entity have the right to monitor activities under this MOU to ensure performance goals are being maintained and the MOU terms and conditions are being fulfilled. The partners shall permit on-site visits and reviews by the above-mentioned agencies or their designee.

XI. Disputes

The parties shall first attempt to resolve any disputes informally. Any party shall call a meeting of the partners to discuss and resolve disputes. Should informal resolution efforts fail, the dispute shall be referred to the Chair of the local WDB who shall place the dispute upon the agenda of a regular or special meeting of the Board's Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute. If the Executive Committee's resolution efforts fail, any party may file a grievance in accordance with agreed-upon WIOA grievance procedures.

XII. Duration

This MOU shall remain in effect until terminated by the repeal of the WIOA P.L. 113-128, or otherwise by action of law.

Any party may withdraw from this MOU by giving written notice of intent to withdraw at least sixty (60) calendar days in advance of the effective withdrawal date. Notice of withdrawal shall be given to all parties at the addresses shown within this MOU and to the contact persons so listed, considering any information updates received by the parties.

Should any One-Stop partners withdraw, this MOU shall remain in effect with respect to the remaining Partners until a new MOU is executed or the end of the current federal program year (July through June).

The WDB reserves the right to terminate the participation of any partner upon sixty (60) days' notice if the partner's actions are inconsistent with the terms and conditions of this MOU.

This memorandum shall be reviewed not less than once every three years to ensure appropriate funding and delivery of services. [WIOA 121].

XIII. Modification and Assignment

This MOU may be modified at any time by written agreement of the Parties. Assignment of responsibilities under this MOU by any of the Parties shall be effective upon written notice to the other Parties. Any assignee shall also commit in writing to the terms of this MOU.

Such other provisions are consistent with the requirements of this title, as the Parties to the agreement determine to be appropriate.

NCWorks Career Center Infrastructure and Shared Costs

Local Area: Gaston County
Expenses for July 1, 2021 - June 30, 2022

Infrastructure Cost Category	NCWorks Career Center-Gaston	Totals
Office Supplies	\$125.80	\$125.80
Phone Expenses		
Internet Service Provider	\$6,882.88	\$6,882.88
Software Licenses/Other IT Expenses	\$0.00	\$0.00
Postage and Postage Meter Rental	\$5,950.00	\$5,950.00
Copier/Equipment Rental	\$118.33	\$118.33
Purchase of Copier/Equipment	\$0.00	\$0.00
Copier/Equipment Maintenance and Repair	\$0.00	\$0.00
Purchase of Furniture/Fixtures	\$0.00	\$0.00
Local Office Rent	\$0.00	\$0.00
Utilities		
Electricity, water/sewer, gas, heating oil and other utility costs associated with the comprehensive center space, if not included in the lease cost	\$0.00	\$0.00
Cost of janitorial services, if not already included in the lease	\$0.00	\$0.00
Annual costs for upkeep and maintenance of leased space, including grounds keeping, trash and shredding, if not already included as part of the lease	\$0.00	\$0.00
The cost of third party contractors and/or camera-based surveillance, if not already included in the lease	\$0.00	\$0.00
Cleaning Services		
Facility maintenance		
Interpreter Services		
Security Services		
Additional Costs - Shared Services		
Technology to facilitate access/outreach (including Software)	\$13,077.01	\$13,077.01
Branding Materials	\$1,650.00	\$1,650.00
Outreach Materials	\$2,471.69	\$2,471.69
Shared Receptionist		
VOS Greeter	\$2,200.00	\$2,200.00
Future Works	\$4,000.00	\$4,000.00
Headcount (provide # by center)	\$10,321.69	\$10,321.69
Workforce Development Board Employees and contractors		
DWS Employees	6.30	\$23,598.70
Aggregate Salary & benefit costs (provide total by center)	10.72	
Aggregate Salary & benefit costs (provide total by center)	\$528,983.07	\$528,983.07

This information is only used by one of the partners to calculate their contribution.

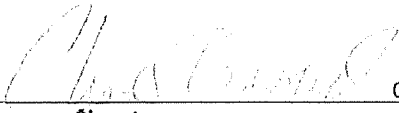
XIV. Signatures

By signatures hereto, the partner(s) attest to participation in the development of this MOU and will support and implement the provisions contained herein.


I certify that I have read and understand the above information and agree to the terms outlined herein. By signing this document, I also certify that I have the legal authority to bind my agency to the terms of this MOU.

Please do not delete signature lines. If a partner is not applicable, please place N/A on the signature line. It is allowable to add signature lines, if necessary. Strikethroughs are not allowed, as this is a legally binding document. Please note the status of any missing signatures (i.e., forthcoming, cannot obtain, refused to sign, etc.) and do not leave signature lines blank.

Attest: Clerk to the Board

Chad Brown		Chair, Board of Commissioners	12/12/2023
Printed Name	Signature	Title	Date
Gaston County Chief Elected Official			

Selina Lee	 <small>Selina Lee (Nov 7, 2023 11:06 EDT)</small>	Gaston County WDB Chair	Nov 2, 2023
Printed Name	Signature	Title	Date
Gaston County, Workforce Development Board Chair			

Kaleigh Crawford		WIOA Coordinator	Nov 2, 2023
Printed Name	Signature	Title	Date
WIOA Title I: Adult, Dislocated Worker, and Youth Formula programs			

Jordan Whichard		Chief Deputy Secretary	
Printed Name	Signature	Title	Date
WIOA Title III: Wagner-Peyser Act Employment Service (ES) program Trade Adjustment Assistance (TAA) activities Jobs for Veterans State Grants (JVSG) programs State Unemployment Compensation Laws			

N/A No Job Corps Office location in Gaston County

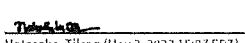
Title I Job Corps			
Printed Name	Signature	Title	Date

N/A No YouthBuilds Office Location in Gaston County

Printed Name	Signature	Title	Date
Title I Youth Build			

N/A No National Farmworkers Job Program in Gaston County

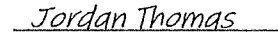
Printed Name	Signature	Title	Date
Title I National Farmworkers Jobs Program (NFJP)			

Natascha Tilson	 <small>Natascha Tilson (Nov 2, 2023 15:07 EDT)</small>	WIOA Program Director	Nov 2, 2023
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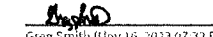
Printed Name	Signature	Title	Date
Title I Native American Programs			

Greg Smith	 <small>Greg Smith (Nov 16, 2023 07:32 EST)</small>	VP Economic and Workforce Development	Nov 16, 2023
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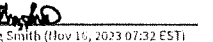
Printed Name	Signature	Title	Date
Adult education and literacy activities authorized under Title II			

Jordan Thomas	 <small>Jordan Thomas (Nov 21, 2023 13:59 EST)</small>	Chief of Rehabilitation Field Services	Nov 21, 2023
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Printed Name	Signature	Title	Date
Programs authorized under Title I of the Rehabilitation Act of 1973			

Greg Smith	 <small>Greg Smith (Nov 16, 2023 07:32 EST)</small>	VP Economic and Workforce Development	Nov 16, 2023
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Printed Name	Signature	Title	Date
Activities authorized under Title V of the Older Americans Act of 1965			

Greg Smith	 <small>Greg Smith (Nov 16, 2023 07:32 EST)</small>	VP Economic and Workforce Development	Nov 16, 2023
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Printed Name	Signature	Title	Date
Career and technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006			

Angela Karchmer	 <small>Angela Karchmer (Nov 2, 2023 15:05 EDT)</small>	WDB Director	Nov 2, 2023
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Printed Name	Signature	Title	Date
Employment and training activities carried out under the Community Services Block Grant Act			

N/A No HUD Employment and Training Program operated in Gaston County

Printed Name	Signature	Title	Date
Employment and training activities carried out by the Department of Housing and Urban Development			

N/A No Re-Entry Program located within required 10 miles

Printed Name	Signature	Title	Date
Reentry Employment Opportunities (REO) programs authorized under sec. 212 of the Second Chance Act of 2007 (42 U.S.C. 17532) and WIOA sec. 169)			

Angela Karchmer	 <small>Angela Karchmer (11/02, 2023 15:05 EDT)</small>	WDB Director	Nov 2, 2023
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Printed Name	Signature	Title	Date
Temporary Assistance for Needy Families (TANF)			











Gaston NCWorks Career Center Memorandum of Understanding 11.2.23....

Final Audit Report

2023-11-21


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By:	Merissa Mitchell (merissa.mitchell@gastongov.com)
Status:	Signed
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
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Signature Date: 2023-11-16 - 12:32:15 PM GMT - Time Source: server- IP address: 162.247.202.154

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 Agreement completed.

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