

**North Carolina Instructions  
for Local and Regional  
Workforce Development Area Plans**

**Workforce Innovation and Opportunity Act**

**Title I**

**PY 2019 Plan Update  
July 1, 2019 – June 30, 2020**

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

## Instructions

### Introduction

The Workforce Innovation and Opportunity Act (WIOA) requires each Workforce Development Board (WDB) to develop and submit, in partnership with the local chief elected official a comprehensive four-year plan. Four-Year Plans were submitted in May 2016. Annually, each WDB is to provide updates to the Comprehensive Four-Year Plan (PY 2016). The WIOA Program Year (PY) 2019 Plan is to provide current information and be effective July 1, 2019 - June 30, 2020 and will include all current local policies. The Comprehensive Four-Year Plan (PY 2016) should be maintained and updated, as appropriate.

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

Local Workforce Development Boards 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: [www.doleta.gov](http://www.doleta.gov).

North Carolina policy information is available at <https://www.nccommerce.com/document-collection/workforce-policies>. Local Workforce Development Boards may reference the North Carolina [WIOA Unified State Plan](#).

### Plan Submission and Due Date

The Local Plan must be submitted through Workforce Information System Enterprise (WISE). ***The due date is May 7, 2019.*** Each attachment must be submitted and labeled separately in either Word or PDF format. Attachments not submitted separately will not be accepted. Forms requiring original signatures may be mailed to the local Board's assigned Planner at: N.C. Division of Workforce Solutions, 4316 Mail Services Center, Raleigh, NC 27699-4316. Hand delivered documents may be left at 313 Chapanoke Road, Suite 120, Raleigh, NC 27603.

## Workforce Development Board Overview

*The Local Area Overview provides important contact information that is used throughout the Division. It is important that this section remain current during the Program Year. Updates should be submitted to the local Board's assigned Division Planner when changes occur, especially to contact names and addresses in the Overview Section.*

1. Agreement established to administer the Workforce Innovation and Opportunity Act (WIOA) or, if not a Consortium, in the formal request for Local Area designation. If the Local Area is a Consortium, attach a copy of the current Consortium Agreement. Name document: Durham City-County Workforce Development Area Interlocal Consortium Agreement.

**See attached Durham City-County Workforce Development Area Interlocal Consortium Agreement.**

2. Provide the name, title, organization name, address, telephone number and e-mail address of the Workforce Development Director.

<b>Name:</b> Andre Pettigrew	<b>Title:</b> Executive Director
<b>Organization:</b> Office of Economic and Workforce Development	<b>Address:</b> 807 E. Main St., Suite 5-100 Durham, NC 27701
<b>Phone number:</b> 919-560-4965	<b>Email address:</b> <a href="mailto:andre.pettigrew@durhamnc.gov">andre.pettigrew@durhamnc.gov</a>

3. Provide the name, elected title, local government affiliation, address, telephone number and e-mail address of the Local Area's Chief Elected Official.

<b>Name:</b> Steve Schewel	<b>Elected Title:</b> Mayor, City of Durham
<b>Government:</b> City of Durham	<b>Address:</b> 101 City Hall Plaza Durham, NC 27701
<b>Phone number:</b> 919-560-4333	<b>Email address:</b> <a href="mailto:steve.schewel@durhamnc.gov">steve.schewel@durhamnc.gov</a>

4. Provide the name, title, business name, address, telephone number and e-mail address of the individual authorized to receive official mail for the Chief Elected Official, if different than question 3.

<b>Name:</b> Amber Wade	<b>Title:</b> Assistant to the Mayor
<b>Business Name:</b> City of Durham	<b>Address:</b> 101 City Hall Plaza Durham, NC 27701
<b>Phone number:</b> 919-560-4333	<b>Email address:</b> <a href="mailto:amber.wade@durhamnc.gov">amber.wade@durhamnc.gov</a>

5. Provide the name, address, telephone number and email address of the Administrative/Fiscal Agent responsible for disbursing Local Area WIOA grant funds. This is the entity responsible for the disbursal of grant funds. [WIOA Sections 107(d)(12)(B)(i)(III) and 108(b)(15)].

<b>Name:</b> David Boyd	<b>Title:</b> Director, Finance Department
<b>Organization:</b> City of Durham	<b>Address:</b> 101 City Hall Plaza Durham, NC 27701
<b>Phone number:</b> 919-560-4455	<b>Email address:</b> <a href="mailto:david.boyd@durhamnc.gov">david.boyd@durhamnc.gov</a>

6. Provide the name, title, organization name, address, telephone number and-mail address of the Administrative/Fiscal Agent’s signatory official.

<b>Name:</b> Thomas J. Bonfield	<b>Title:</b> City Manager
<b>Organization:</b> City of Durham	<b>Address:</b> 101 City Hall Plaza Durham, NC 27701
<b>Phone number:</b> 919-560-4222	<b>Email address:</b> <a href="mailto:thomas.bonfield@durhamnc.gov">thomas.bonfield@durhamnc.gov</a>

7. Attach a copy of the Administrative Entity/Fiscal Agent’s organizational chart with an ‘effective as of date’. Name document: City of Durham Organizational Chart.

**See attached City of Durham Organizational Chart.**

8. Provide the Administrative Entity’s Data Universal Numbering System (DUNS) 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://www.sam.gov/portal/SAM/##11>) to receive Federal funding [required by Federal Acquisition Regulation (FAR) Section 4.11 and Section 52.204-7].

**DUNS Number: 075566695**

**System for Award Management (SAM) registration is current.**

9. Provide the name of the local who shall be responsible for assuring that discrimination does not occur in its programs or projects. (PS 07-2018)

**Zelda White, Equal Opportunity Officer  
Senior Administrative Manager  
Department of Economic and Workforce Development  
807 East Main Street, Building 5  
Durham, NC 27703  
(919) 560-4965**

*Composition of the local Workforce Development Boards shall comply with WIOA Section 107. Local Workforce Development Board Membership Requirements have been provided as reference at [Appendix D](#).*

10. Provide each Workforce Development Board member's name, business title, business name and address, telephone number and e-mail address on the provided form. The first block is reserved to identify the Board chairperson (*form provided*). Indicate all required representation and indicate if vacant. [WIOA Section 107(b)(2)]. Name document: *Local Area Name WDB List*. See [Appendix D](#) for Local Area Workforce Development Boards membership requirements.

**Note:** Check the block on provided form certifying compliance with required WIOA local Workforce Development Board business nomination process.

\*Use and identify categories as indicated on the form. Do not change required category names.

**See attached Durham Workforce Development Board Membership List.**

*The local Workforce Development Board must establish bylaws in accordance with applicable local procedures, state and federal laws to include WIOA Final Rules and Regulations 679.310(g). The Board shall submit bylaws that clearly demonstrate all WIOA and North Carolina required elements described in [Appendix A](#). Additional bylaws guidance and electronic meeting formats have been provided in [Appendix B](#) and [Appendix C](#).*

11. Attach the Workforce Development Board By-laws including date adopted/amended. List any recent changes here. Name document: *Durham WDB By-laws*.

Note: If changes are needed to meet the NC DWS Bylaws requirements, include an expected date of submission with Plan response.

**See attached updated By-laws, adopted as revised by the Durham Workforce Development Board effective May 23, 2019.**

**Changes to the Bylaws have been made in the following Articles:**

- **Article I, Section 2 Establishment and Authority (new Section)**
- **Article I, Section 3 Purpose (added 2<sup>nd</sup> paragraph)**
- **Article II, Section 1 Functions and Duties (added new subparagraphs i to n)**
- **Articles III through XI, completely rewritten with newly added Sections and subparagraphs)**

*Sunshine Provision - The Local Board shall make available to the public, on a regular basis through electronic means and open meetings, information regarding the activities of the Local Board, including information regarding the Local Plan prior to submission of the 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 Board. [WIOA Section 107(e)]*

12. Describe how the Workforce Development Board meets the Sunshine Provision.

**The Durham Workforce Development Board meets the WIOA Sunshine Provision by posting information on meetings, including agenda and minutes accessibility, Board members and Bylaws on the City of Durham website, Office of Economic and Workforce Development page (<https://durhamnc.gov/446/Office-of-Economic-Workforce-Development>). Draft and final plans and events information are also on the website and are available by telephone contact at 919-560-4965, mail request and/or in-person at the Durham Office of Economic and Workforce Development, 807 E. Main Street, Suite 5-100, Durham, NC 27701. The website includes current Durham Youth Service Providers list and Durham NCWorks Career Center Operator. The proposed Local Plan Update will also be available for public access on the City of Durham, Durham Workforce Development Board webpage, and a paper copy will be available at the Durham Office of Economic and Workforce Development. The public may make comments for a 30-day period beginning on the date the proposed plan is made available. Any comments in disagreement will be submitted to the NC Division of Workforce Solutions.**

*Public Comment - The Workforce Development Board shall make copies of the proposed Local 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 plan is made available; and, include with submission of the Local Plan any comments that represent disagreement with the Plan. [WIOA Section 108(d)]*

13. Describe how the Workforce Development Board will make copies of the proposed Local Plan available to the public. [WIOA Section 108(d)]

**The proposed Local Plan Update will also be available for public access on the City of Durham, Durham Workforce Development Board webpage, and a paper copy will be available at the Durham Office of Economic and Workforce Development. The public may make comments for a 30-day period beginning on the date the proposed plan is made available. Any comments in disagreement will be submitted to the NC Division of Workforce Solutions. If such comments are received after Plan Update submission, Durham will submit those comments through an Administrative Adjustment to NC Division of Workforce Solutions.**

14. Attach a copy of the Local Workforce Development Board's organizational chart with an 'effective as of date.' Include position titles. Name document: Durham Workforce Development Board Organizational Chart.

**See attached Durham Workforce Development Board Organizational Chart.**

15. Complete the following chart for the PY19 Local Workforce Development Board’s planned meeting schedule to include time, dates and location.

<b>Date</b>	<b>Time</b>	<b>Location (include address and room #)</b>
July 25, 2019	8:30am – 10:00am	Durham County Human Services Complex 414 E. Main Street Conf. Room C Durham, NC 27701
September 26, 2019	8:30am – 10:00am	Durham County Human Services Complex 414 E. Main Street Conf. Room C Durham, NC 27701
November 21, 2019	8:30am – 10:00am	Durham County Human Services Complex 414 E. Main Street Conf. Room C Durham, NC 27701
January 24, 2020	8:30am – 10:00am	Durham County Human Services Complex 414 E. Main Street Conf. Room C Durham, NC 27701
March 28, 2020	8:30am -4:00pm	The Chesterfield 701 W. Main St. Suite 2908 Durham, NC 27701
May 23, 2020	8:30am – 10:00am	Durham County Human Services Complex 414 E. Main Street Conf. Room C Durham, NC 27701

**Note:** All local Workforce Development Board meetings will be held in accessible facilities. All materials and discussions should be available in an accessible format upon request.

16. Attach a copy of the signed ‘Certification Regarding Debarment, Suspension, and other Responsibility Matters – Primary Covered Transactions’ (*form provided*). [Required by the Regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, participants’ responsibilities.] Name document: Durham Workforce Development Board Debarment Form.

**See attached Durham Workforce Development Board Debarment Form.**

**Note:** Document must bear the original signature of the Administrative Entity signatory official. Mail the signed Certification form original to Division Planner.

17. Submit the original Workforce Development Board and Chief Elected Official (CEO) Signatory Page ([form provided](#)), bearing the original signatures of the Chief Elected Official(s) and the Workforce Development Board Chairman, and attach a copy of the signed document. Name document: *Durham Workforce Development Board Signatory Page*.

**See attached Durham Workforce Development Board Signatory Page.**

**Note:** Mail the signed original [Signatory Form](#) to Division Planner.

## WIOA Title I Programs

### NCWorks Career Centers

1. Identify NCWorks Career Center location(s) including Tier 1, Tier 2, Affiliate, and Specialized sites; On-site partners; how NCWorks Career Center operator(s) are designated; provider(s) of WIOA career services and method of selection; whether youth services provider is on-site and, if so, youth services offered. Use the NCWorks [Career Center Chart](#). [WIOA Section 121(b)(1)(A) and (b)(1)(B)] Name document: *Durham NCWorks Career Center*.

**See attached Durham NCWorks Career Center Chart.**

2. Provide the date and process for when the competitive procurement of the One-Stop Operators(s) occurred. Include the expected length of the contract (one-four years).

**The Durham One-Stop Operator, North Carolina Department of Commerce, Division of Workforce Solutions, was selected by competitive procurement as outlined below and in the attached: Durham Career Center Manager/Operator RFP Timeline.**

**The procurement process was initiated on January 25, 2019 through the release of an RFP, proposals were due on April 1, 2019, and contract selections were made by unanimous approval of the Durham Workforce Development Board on May 23, 2019. The expected length of the contract is one year, with an option to renew for up to two additional years. The procurement process included the following steps:**

- a. Request for Proposal for Career Center Manager/Operator released on January 25, 2019. An announcement was posted on the City of Durham's website, Durham Office of Economic and Workforce Development website, local newspaper, and via outreach to a list of appropriately eligible potential proposers including nonprofit, private, educational, and local and state government agencies, and professional organizations.**
- b. A timeline covering the entire procurement process was developed.**
- c. A Bidders Conference was held at the offices of OEWD on March 1, 2019.**
- d. Technical reviews of proposals received were completed by OEWD staff.**
- e. Proposals were read and scored by members of a selected DWDB Review Committee and proposal selections were presented to and approved by the DWDB Executive Committee.**
- f. Final contractor selections were presented and accepted by the entire DWDB at the May 23, 2019 Durham Workforce Development Board meeting.**
- g. Contracts will be presented to City Council for approval on June 17, 2019, for a July 1, 2019 start date.**

**RFP Timeline**  
**Durham Workforce Development Board Career Center Manager/Operator**

<b>Action Item</b>	<b>Date</b>	<b>Location</b>
RFP Developed and Reviewed by OEWD Staff	Tuesday, January 22, 2019	OEWD
RFP Release Date	Tuesday, January 22, 2019	
RFP Advertisement	Tuesday, January 22, 2019 – Friday, February 22, 2019	DWDB Website, Herald Sun/News and Observer, Carolina Times
Bidders' Conference/Pre-Award Technical Assistance	Friday, March 1, 2019 1:00 p.m. – 2:30 p.m.	OEWD 807 East Main Street, Suite 5-100 Durham, NC 27701
<b>Due Date for Proposals</b>	<b>Monday, April 1, 2019 by 5:00 p.m.</b>	<b>OEWD 807 East Main Street, Suite 5-100 Durham, NC 27701</b>
Staff Review of Proposals – for compliance	Tuesday, April 2, 2019	OEWD 807 East Main Street, Suite 5-100 Durham, NC 27701
Review of Proposals by Proposal Review Panel	Thursday, April 4, 2019 – Wednesday, April 10, 2019 (time based on number of received proposals)	OEWD 807 East Main Street, Suite 5-100 Durham, NC 27701
Panel Review Discussions Finalize Recommendations	April 11- 17, 2019	TBA
DWDB Executive Committee Considers Panel Recommendations	April 18-19, 2019	OEWD 807 East Main Street, Suite 5-100 Durham, NC 27701
Contract Negotiations Completed with Selected Vendors	April, 2019	TBA
DWDB Approves to Proceed with Contract Recommendations to City Council	Thursday, May 23, 2019 8:30 a.m. – 10:00 a.m.	TBA
Contracts Considered by Durham City Council	June, 2019 7:00 p.m.	City Council Chambers 101 City Hall Plaza Durham, NC 27701
Projected Start Date of Programs	July 1, 2019	

3. What strategies have been used to better meet the needs of individuals with barriers to employment and increase access to services and programs of the one-stop delivery system, such as improving digital literacy skills; and leveraging resources and capacity within the local workforce development system?

**The Durham Workforce Development system provides a staff assisted computer resource area at the NCWorks Career Center designed to allow for easy and uninterrupted access for all customers. Outstanding quality of customer-focused services tailored to meet the needs of the individual are offered by a fully cross-trained staff. Staff-assisted services continue to be emphasized at the Career Center, and services are continuously promoted and provided until the customer's training and employment needs have been adequately met. At least one Spanish speaking staff member is on-site to assist customers that have limited English speaking proficiency.**

**One-on-one meetings are conducted to determine how to best help each customer based on their skills, aptitudes, interests, and supportive service needs. Customers are referred to appropriate employment and training services such as in-house workshops, activities with community agencies, and training institutions.**

4. How are training programs such as apprenticeship, on-the-job training, and other work-based learning opportunities leading to industry-recognized credentials aligned with employers' needs, and marketed to support talent development?

**Staff maintains a high level of familiarity with the local labor market to ensure that all services are aligned with both employee and labor market needs.**

**Center staff coordinates and collaborate with local businesses, apprenticeship programs and other schools and universities to offer information about NCWorks Career Center services. This facilitates staff efforts to identify the needs and requirements of employers and training institutions and then adequately prepare our customers for appropriate referral designed for their success.**

### **Business Services**

1. Please state and briefly describe the priorities of Business Service Representatives and/or Employer Services staff.

**Priorities of the Business Services Team are to provide services to employers that are actively hiring (including targeted job development based on industry, job matching and customized recruitment efforts); and participate in community events, regular Chamber meetings and other opportunities that may generate job orders. Aggressive outreach is a priority whenever an employer is identified as having an employment need. Additionally, the Business Services Team is working in**

**closer alignment with Economic Development to identify employment opportunities through new and expanding businesses.**

2. Please describe the efforts the Workforce Development Board has made to deliver business services on a regional basis.

**Durham has a strong Career Pathways regional partnership with Capital Area and Kerr-Tar. This collaborative has strengthened the already good working relationships in the region. Additionally, Durham and Capital Area are currently partnering on the DOL Training to Work Grant which begins working with justice-involved clients just prior to their release and continues to provide career counseling and connection to supportive services after release. On a frequent basis, Durham workforce staff contact regional partners to serve businesses whose labor pool crosses various county lines and individuals who work and/or receive training across local area geography. Multi-local area job fairs are a coordinated and productive business service in the region.**

3. Describe how the Board leverages existing business organizations (chambers, economic developers, community colleges, universities, etc.) to promote work-based learning activities.

**DWDB staff establishes formal relationships and partnerships with many business organizations including K-12 education and higher education institutions; industry, sector and business professional organizations; and chambers. Together with these partnerships, we focus on vision-setting and other activities that serve our goal of increasing the number and quality of work-based learning opportunities for our customers.**

Complete the following chart (by placing an X in each applicable box) to demonstrate work-based learning opportunities available in the local Workforce Board area. *[Expand form as needed.]*

<b>On-the-Job Training</b>	<b>Local Incumbent Worker Training</b>	<b>Internships</b>	<b>Job Shadowing</b>	<b>Paid/Unpaid Work Experience</b>	<b>Specify Others:</b>
X	In development	X	X	X	

4. Please complete the following Business Services Elements chart.

**See attached Durham Workforce Development Board Business Services Elements chart.**

## Performance and Accountability

1. Examine the local Board's current Adult, Dislocated Worker, and Youth performance on the Federal Primary Indicators of Performance for PY 2018 and previous Program Years (reports available via FutureWorks).
  - a. What are the primary factors in the local area that impact performance levels (both positively and negatively)?

**The Durham local area is currently experiencing a low unemployment rate, at approximately 3.8%. However, this translates into a particularly hard to serve environment for those facing the most challenging barriers, such as: the chronically unemployed; high school drop-outs; older, low-skilled workers who have historically worked in manual labor positions; justice involved; and those dealing with substance abuse. As an example, according to Durham Housing Authority statistics, roughly 60% of work-able adult Housing Authority residents are unemployed. Many of these individuals have disengaged from actively seeking employment and must be first recruited and then convinced to commit to an employment plan. Additionally, many of these clients are hindered by compound burdens – struggling to cope with multiple barriers that require intensive case management and services that fall outside of the parameters of WIOA eligible expenditures. These factors have posed a significant challenge to construct WIOA strategies that address these challenges and make a meaningful, long term impact.**

- b. What strategies are in place to maintain or improve performance?

**Through a competitive process, the DWDB has selected a new provider, Eckerd Connects, to deliver our Adult and Dislocated Worker services. This contractor has experienced staff and a solid plan for enhancing the adult services program to ensure achievement of yearly performance goals. Working closely with DWDB staff, Eckerd will be aggressive in its efforts to help job seekers access employment, education, training, and support services to succeed in the current and changing labor market, and to match employers with the skilled workers they need to compete in the local and global economy. Eckerd will pair motivated job-seekers with experienced career advisers who will become their partner on the journey to obtain sustainable employment through targeted educational and career development opportunities.**

**Additionally, DWDB contracts with Eckerd Youth Alternatives, Inc. (Eckerd) to provide youth services through our local NCWorks Career Center and the Youth Services Center to WIOA-eligible youth. Strategies developed by Eckerd incorporate appropriate combinations of the 14**

**required youth program elements that are designed to prepare youth for employment opportunities and post-secondary education or training, through strong linkages between academic and occupational learning. By focusing on out-of-school youth and in-school youth who face barriers to career and education opportunities, our program resources provides a continuum of high-quality, evidence-based services and programs for all youth and young adults.**

**Performance is monitored by regular review of FutureWorks, as well as predictive reports from NCWorks, to apply proactive strategies to address identified issues before a crisis situation arises. The DWDB may conduct training to increase Counselor’s familiarity with additional resources and learning opportunities, such as pre-apprenticeship programs and job shadowing that could lead to skills training and career options.**

- c. If the local Board is not on track to meet yearly performance indicator goals, please discuss what corrective actions/steps would be undertaken to address the concern.

**As previously mentioned, performance is monitored by regular review of FutureWorks, as well as predictive reports from NCWorks, to proactively identify trends potentially leading to unsuccessful outcomes. Intervention includes increased comprehensive training, ranging from strategies to improve the effectiveness of Counselor-Participant interactions to ensuring data entries correctly reflect activities and outcomes.**

- d. How is performance information shared throughout the hierarchy of staff? In particular, please detail how the Board addresses performance data in its relationship with its contractor and how case managers are using performance data to drive local area performance.

**The Board uses its committee structure to keep close contact with contractor performance. Both the Youth Council and the Career Center Committees use dashboards to consistently monitor and measure performance gains, while using “snapshot” statistics to evaluate “real-time” performance. Committee Chairs then report out to the board at large for comment and recommendations.**

- 2. In recent years, many Workforce Development Boards have seen decreasing population counts for the number of Dislocated Workers served. Please describe the strategies the Board has in place to ensure this population is sufficiently (proportionately) represented in the performance pool. Be sure to include whether the Board makes use of nontraditional Dislocated Worker definitions (such as any individuals who are long-term unemployed and can, therefore, be considered Dislocated Workers) in the response.

**Due to the low unemployment rate in the Durham Local Area, the DWDB applies the nontraditional definition of long-term unemployed as Dislocated Workers. This population is also most often faced with compounded barriers, which can include multiple challenges ranging from substance abuse to obsolete skills. DWDB works closely with community based organizations partners to provide a support network as part of a comprehensive strategy leading to sustained employment. DWDB evaluates workforce services on a regular basis to ensure our Dislocated Worker services are always meeting the needs of (1) participants who are working towards their goal of obtaining employment; and (2) employers who are in need of qualified applicants and workers. Program effectiveness and reach are monitored quarterly through NCWorks and FutureWorks to ensure goals are met or exceeded. Additionally targeted focus to Dislocated Workers is achieved through industry specific job fairs and Rapid Response strategies.**

3. The Measurable Skill Gains measure is a real-time indicator denoting participants who are making demonstrable progress on a track toward Credential Attainment. Please describe how the Board makes use of the information the Measurable Skill Gains measure provides as a means of ensuring the Board reaches its Credential Attainment indicator goal.

**Using dashboard and snapshot data, the Board makes determinations on the effectiveness of training providers. In addition, the Measurable Skill Gains measure provides supplemental information that help determine the most effective skill-building and other curriculum approaches.**

4. Please describe the process for monitoring service providers in the local area. Include details such as how it is conducted, who is involved, how often, et cetera.
  - a. **A written monitoring checklist is developed.**
  - b. **Compliance monitoring activities are scheduled in advance with the provider.**
  - c. **Reports, records and documents maintained by the DWDB administrative office on each provider are reviewed for completeness, accuracy and timeliness of submission.**
  - d. **Monitoring is conducted at the provider's site.**
  - e. **A written report that includes a checklist, comments, recommendations and identified deficiencies is completed and presented to the provider for corrections of any documented findings.**

### **Adult and Dislocated Worker Services**

Provide the date and process for the competitive procurement of the Adult and Dislocated Worker Programs that ensures an arm's-length relationship between the Workforce Development Board and service delivery. Identify any service provider contract extensions.

**Eckerd Youth Alternatives, Inc. aka Eckerd Connects, was selected by competitive**

**procurement as outlined below and in the attached: Adult/Dislocated Worker Services RFP Timeline.**

**The procurement process was initiated on January 25, 2019 through the release of an RFP, proposals were due on April 1, 2019, and contract selections were made by unanimous approval of the Durham Workforce Development Board on May 23, 2019. The expected length of the contract is one year, with an option to renew for up to two additional years. The procurement process included the following steps:**

- a. Request for Proposal for Adult/Dislocated Worker Services was released on January 25, 2019. An announcement was posted on the City of Durham's website, Durham Office of Economic and Workforce Development website, local newspaper, and via outreach to a list of appropriately eligible potential proposers including nonprofit, private, educational, and local and state government agencies, and professional organizations.**
- b. A timeline covering the entire procurement process was developed.**
- c. A Bidders Conference was held at the offices of OEWD on March 1, 2019.**
- d. Technical reviews of proposals received were completed by OEWD staff.**
- e. Proposals were read and scored by members of a selected DWDB Review Committee and proposal selections were presented to and approved by the DWDB Executive Committee.**
- f. Final contractor selections were presented and accepted by the entire DWDB at the May 23, 2019 Durham Workforce Development Board meeting.**
- g. Contracts will be presented to City Council for approval on June 6, 2019, for a July 1, 2019 start date.**

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

## RFP Timeline Durham Adult/DW Program Services

<b>Action Item</b>	<b>Date</b>	<b>Location</b>
RFP Developed and Reviewed by OEWD Staff	Tuesday, January 22, 2019	OEWD
RFP Release Date	Tuesday, January 22, 2019	
RFP Advertisement	Tuesday, January 22, 2019 – Friday, February 22, 2019	DWDB Website, Herald Sun/News and Observer, Carolina Times
Bidders' Conference/Pre-Award Technical Assistance	Friday, March 1, 2019 1:00 p.m. – 2:30 p.m.	OEWD 807 East Main Street, Suite 5-100 Durham, NC 27701
<b>Due Date for Proposals</b>	<b>Monday, April 1, 2019 by 5:00 p.m.</b>	<b>OEWD 807 East Main Street, Suite 5-100 Durham, NC 27701</b>
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DWDB Approves to Proceed with Contract Recommendations to City Council	Thursday, May 23, 2019 8:30 a.m. – 10:00 a.m.	TBA
Contracts Considered by Durham City Council	June, 2019 7:00 p.m.	City Council Chambers 101 City Hall Plaza Durham, NC 27701
Projected Start Date of Programs	July 1, 2019	

2. Attach the Local Workforce Development Board's Adult and Dislocated Worker (DW) service providers chart effective July 1, 2019 using the [Adult/Dislocated Worker Service Provider List](#) provided. Name document: *Local Area Name Adult and DW Providers 2019*.

**See attached Adult/Dislocated Worker Service Provider List.**

3. Describe how and when eligible training providers are reviewed at the local level and how customers are informed they have choices in choosing their providers. Define what "significant number of competent providers" means in the local area. Include whether the local Workforce Development Board uses more strict performance measures to evaluate eligible training providers. Attach if a separate policy. Name document: *Local Area Name Eligible Training Providers Policy*. [Division Policy Statement 21-2015]

**Training providers submit an application to the Adult/Dislocated Worker Program Manager. The application is reviewed by a Durham Office of Economic and Workforce Development Workforce Development Board staff committee that reviews and scores applications for funding consideration. The staff committee considers several factors, including: program completion rates, the percentage of completers that have obtained unsubsidized employment, and retention rates of those who entered unsubsidized employment. This process is necessary to ensure that a significant number of competent providers offering training programs and occupational choices are available. Durham defines "significant number of competent providers" in the local area based upon the following types of training providers that are located within the local area who are subject to the Eligible Training Provider requirements in order to receive WIOA Title I Adult and Dislocated Worker funds to provide training services to eligible adult and dislocated worker individuals through Individual Training Accounts (ITAs):**

1. Institutions of higher education that provide a program of training that leads to a recognized postsecondary credential;
2. Apprenticeship programs registered by the USDOL Office of Registered Apprenticeship;
3. Public or private training providers, including joint labor-management organizations, pre-apprenticeship programs, and occupational/technical training; and
4. Providers of adult education and literacy activities provided in combination with occupational skills training.

**Based upon these criteria, Durham has determined that a significant number of competent providers are available within the Durham local area to deliver WIOA funded training services to eligible adults, youth, and dislocated workers and the Durham Workforce Development Board (DWDB) has not established an Eligible Training Providers List policy.**

4. Describe follow-up services provided to Adults and Dislocated Worker.

**Follow-up services are provided as appropriate for Adults and Dislocated Workers who have entered unsubsidized employment. These services are available for 12 months after the first day of employment and include counseling regarding the workplace or assistance with obtaining new employment through job search, resume assistance, interview skills and other techniques.**

**The goal of follow-up services is to ensure job retention, wage gains, and career progress. Follow-up services should provide personalized encouragement, resolution of on-the-job issues that may arise, and when appropriate, referral to services necessary to help prevent job loss or enter new employment. Follow-up can be provided by phone, email, and/or in-person.**

*Per Training and Employment Guidance Letter (TEGL) 19-16 and Section 134(C)(2)(A), funds described shall be used to provide career services, which shall be available to individuals who are adults or dislocated workers through the one-stop delivery system and shall, at a minimum, include—...(xiii) follow up services, including counseling regarding the workplace, for participants in workforce investment activities authorized under this subtitle who are placed in unsubsidized employment, for not less than 12 months after the first day of the employment, as appropriate.*

## **Youth Services**

1. Describe the local area's Youth Program design. [WIOA Section 129(c)(1)(A)]  
**DWDB contracts with Eckerd Youth Alternatives, Inc. (Eckerd) to provide services through our local NCWorks Career Center to WIOA-eligible youth. Strategies developed by Eckerd incorporate appropriate combinations of the 14 required youth program elements that are designed to prepare youth for employment opportunities and post-secondary education or training, through strong linkages between academic and occupational learning. DWDB's focus is on assisting out-of-school youth and in-school youth who face barriers to career and education opportunities. Our youth program design provides a continuum of high-quality, evidence-based services and programs for all youth and young adults, including: planning and case management, career exploration and guidance, encouragement and support for educational attainment, development of opportunities for skills training in high-demand industries and occupations, putting forth every effort to obtain secure job placement along a career pathway, and enrollment in post-secondary education.**
2. How does the local area ensure the Individual Service Strategy (ISS) identifies appropriate services based on the objective assessment and is linked to youth performance indicators, career pathways and program elements? [WIOA Section 129(c)(1)(B); Page 1508]

**The ISS is a living document that is developed and reviewed with strategies and activities updated on an ongoing basis, as they occur. All of these steps involve dedicated case management and youth participation. Referrals and contact information for services obtained from other partner organizations are documented and incorporated into a comprehensive plan for our client. Career and education goals are intended to drive service delivery, and when reviewing the ISS, Eckerd staff shall document a participant's progress, activities completed, benchmarks reached, and any other accomplishments. Additionally, the ISS documents achievements in measurable and attainable short-term and long-term goals that both reflect the young person's interests and incorporate career pathways planning and relevant program elements.**

3. Describe the local area strategy to ensure youth program activities lead to a High School diploma or its equivalent or a recognized postsecondary credential and post-secondary education and training opportunities. [WIOA Section 129(c)(1)(C)]

**The DWDB's strategy for this educational element includes strong leadership activities designed to encourage students to see new possibilities; teach students how to inventory their personal resources; help them develop life plans for success; introduce and encourage exploration of new career pathways; and help them to become familiar with and understand postsecondary opportunities. This strategy will support school and program goals.**

4. Describe the local strategy to prepare youth for unsubsidized employment, including with small employers, specifically those that include in-demand industry sectors and occupations of the local and/or regional labor markets. [WIOA Section 129(c)(1)(C)(v)]

**The DWDB employs every path that leads to ensuring a youth is adequately knowledgeable and prepared for unsubsidized employment beginning with, for many students, the Durham Summer Internship Program, where youth receive pre-employment training and are placed on paid, summer jobs. These and other internships take place in the private, for-profit sector; the non-profit sector; and the public sector. The appropriateness of an internship for a participant is documented in the participant's ISS or case notes, and demonstrates a distinct linkage between the internship and potential improvement in the participant's employability in a local high-demand occupation and/or industry.**

**Pre-apprenticeship programs are another learning opportunity designed to prepare individuals to enter and succeed in a registered apprenticeship program that will lead to permanent, unsubsidized employment.**

**Job shadowing is a work experience option where youth learn firsthand about the work environment, employability and occupational skills in practice, the value of professional training, and potential career options.**

5. Please complete the [Youth Program Elements chart](#) provided to demonstrate how the local Workforce Development Board ensures each of the 14 youth program elements is made available to youth participants.[WIOA Section 129(c)(2)(A)] Name document: Local Area Name Youth Program Elements.

**See attached.**

6. How does the local area ensure that the minimum of 20 percent of funds is spent on work experience and is the local area expending the 20 percent minimum on work experience? [WIOA Section 129(c)(4)]

**Durham closely monitors each work experience to ensure that performance measures are met and/or exceeded. In addition to various reports utilized to analyze the efficacy of the work experience. Additionally, Durham Workforce Board youth contractor works in close partnership with other service providers to provide support services and counseling to create a successful foundation for out of school youth for career goal setting and strategic use of WEX funds focused on establishing long term internships and apprenticeships. By partnering with other youth support organizations, Durham can best leverage funding to help place out of school youth on pathways to sustainable career paths that pay livable wages and can support career growth.**

7. Does the Workforce Development Board 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)]

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

**Yes, the Durham Workforce Development Board has a standing Youth Committee titled the Durham Youth Council.**

If yes, please provide a response to the following:

- a) Provide the committee's purpose/vision.  
**Vision: Ensure that youth have the necessary tools, skills, and support to reach their potential.**
- b) Provide the committee's top three goals or objectives for PY 2019.
- 1) Increase pre- and apprenticeship program offerings.**
  - 2) Develop stronger connectivity between WEX and actual employment opportunities.**
  - 3) Expand the Durham Youth Internship Program to provide more summer internship opportunities to WIOA eligible youth seeking employment.**

- c) Attach the list of 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 Workforce Development Board member.) Name document: Local Area Name Youth Committee Members. [WIOA Section 107(b)(4)(A)(ii)] and,

**See attached Durham Youth Committee Members.**

- d) Complete the following chart for the PY 2019 Youth Committee's planned meeting schedule to include dates, time and location. *[Expand form as needed.]*

**See attached Youth Committee meeting schedule.**

8. Provide the date and process for when the competitive procurement of the Youth Programs was completed, to include any contract extensions.

**A Request for Proposal (RFP) was released for the WIOA Durham NextGen Youth Program on June 16, 2017. The announcement was posted on the City of Durham's website, an email was sent to interested parties on the DWDB bidders list, and an ad was run in local newspapers. A timeline was established for the entire RFP process that outlined the dates and times for the staff to review the timeline; for the review committee to review the RFP; for the WDB to vote to approve the selection and approve entering into contract negotiations; for the contract to be negotiated; and for City Council to approve the contract. The contract was approved by City Council, and the start date was October 1, 2017. The contract end date was June 30, 2018. The Durham WDB renewed the contract for an additional year for PY2018 and again for PY2019, based on performance.**

9. Attach the Local Workforce Development Board Youth service provider's chart, effective July 1, 2019, using the [Youth Service Provider List](#) provided. Complete each column to include specifying where Youth Services are provided. Name the document: Local Area Name Youth Providers 2019.

**See attached Youth Service Provider List.**

10. Specify if the Local Workforce Development Board plans to offer incentives for youth. If yes, attach the Youth Incentive Policy to include: a) criteria to be used to award incentives; b) type(s) of incentive awards to be made available; c) whether WIOA funds will be used and d) whether the Local Workforce Development Board has internal controls to safeguard cash/gift cards. Name document: Local Area Name Youth Incentive Policy.

**Yes. Durham does plan to offer incentives for youth in PY2019. Attached is the Durham Youth Incentive Policy.**

**Note:** Federal funds may not be spent on entertainment costs.

**Local Innovations**

1. List additional funding received by the local Workforce Development Board to include special grants (Enhancement, Finish Line, Innovation), National Dislocated Worker Grants (disaster), YouthBuild, outside funding and others to include a brief description the source and the amount.

Grant Name/Kind	Description	Source and Amount
Finish Line Grant	Emergency funding for Community College students experiencing hardships that may prevent completion of their program.	NC State Department of Commerce, \$50,000
Training 2 Work	U.S. Department of Labor grant for Durham Workforce to coordinate service to 170 ex-offenders (returning citizens to Durham and Wake Counties) providing individual career plans, career counseling, coordination of on-the-job training, work experience, job development, and follow-up.	U.S. Department of Labor, \$1,360,000.00

2. Describe one local Workforce Development Board best adult/dislocated worker program practice.

**In prior years, the recruitment events held in the Durham local area did not adequately capture performance data in NCWorks Online. Also, other goals that were established in Durham were not able to be tracked. Durham Office of Economic and Workforce Development and NCWorks Career Center staff met to define the process flow from employer recruitment events in the Career Center. Strengthening this process was critical to ensuring that participants, in WIOA and other programs, had a better chance of being recruited and placed into employment.**

**Last year, a candidate rating survey was created to address the need for additional employer feedback. The candidate rating survey is used by the employer while conducting the interviews. The form is used to rate the viability of the candidates and whether they are an appropriate fit for the position. The Business Services Representative also uses this form to record hires from events. The WIOA Career Advisors are able to see those participants in need of interviewing skills training and**

to review employer feedback on why the candidate may not have been the right fit for open positions.

**This practice provides the Durham Workforce team with information on candidate quality and readiness based upon the recruitment event. This provides insight into employer needs and gives direction to Career Center Advisors on candidate preparation. Additionally, Durham is able to track those who are hired and obtain wage information in a more timely fashion. This information is key to the strategic analysis that the Career Center Subcommittee performs to improve effective job placement and enhanced customer service to employers.**

3. Describe one local Workforce Development Board best youth program practice.

**Out of school youth are experiencing countless and compounded economic, social and cultural issues that impede their ability to either complete their education or obtain their GED, often a minimum credential for entry level employment paying a living wage. Therefore, the DWDB has focused its attention on providing counseling and connection to our youth in a separate facility designed and staffed with young clientele in mind. Through our WIOA Youth Contractor, we have been able to successfully assist young people in obtaining their GED and entering into high-demand industry positions, including construction and advanced manufacturing.**

4. Describe one local Workforce Development Board regional strategy that has yielded positive results.

**DWDB has been working in regional partnership with Capital Area and Kerr Tar to establish our Career Pathway strategy. Through this robust regional approach, DWDB has been able to develop important partnerships with high-demand industry employers, such as those in the bio-tech industry and in health related fields, to identify specific skills and abilities that allow us to tie training.**

5. Describe one local Workforce Development Board Incumbent Worker or other business services best strategy.

**Durham Workforce Development Board is currently restructuring the Incumbent Worker program and has entered into discussion with a Durham based Research Triangle business requesting Incumbent Worker services to begin in August 2019.**

**PY 2019 Local Area Plan Required Policy Attachments**

1. The following policies must be attached as separate documents in the PY 2019 Plan. Name documents: *Local Area Name, Policy Name*.

Please make a notation below if the Policy has been revised for Program Year 2019.

<b>Policy</b>	<b>Attached (Yes/No)</b>	<b>Revised for PY2019 (Yes/No)</b>
1. Adult/ Dislocated Worker Work Experience Policy (PS 10-2017)		No
2. Competitive Procurement Policy (PS 19-2017)		No
3. Conflict of Interest Policy (PS 18-2017)		No
4. Equal Opportunity Procedures (PS 07-2018)		No
5. Financial Management Policy for Workforce Innovation and Opportunity Act Title I (PS 20-2017, Change 1)		No
6. Individualized Training Account Policy		No
7. On-the-Job Training Policy (PS 04-2015)		No
8. Oversight Monitoring Policy and Tools		No
9. Priority of Service Policy (PS 03-2017)		No
10. Youth Work Experience Policy (PS 10-2017)		No
11. Supportive Services Policy		No

2. Designate whether or not you have the following Optional Policies. If yes, attach the policy as a separate document. Name documents: *Local Area Name, Policy Name*. [Example: IWT Policy – Yes. Attached as *Workforce Development Board, IWT Policy*.

<b>Policy</b>	<b>Yes (attached)</b>	<b>N/A</b>
1. Local Area Incumbent Worker Training Policy (Draft Policy)	X	
2. Local Area Needs-Related Policy		X
3. Local Area Transitional Jobs Policy	X	
4. Local Area Youth Incentive Policy	X	

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

<b>Individual Training Accounts (ITA) Summary</b>	
<b>Dollar Amounts</b>	63,983.33
<b>Time Limits</b>	July 1, 2019 – June 30, 2020
<b>Degree or Certificates allowed (Associate's, Bachelor's, other)</b>	Associates, Certificates
<b>Procedures for determining case-by-case exceptions for training that may be allowed</b>	Career Counselor gauge client interests through assessment outcomes, skill review and interviews. Counselors then work to align interests with identified high demand industry needs – in general to identify training within the four Career Pathways identified for our local area.
<b>Period of time for which ITAs are issued (semester, school year, short term, etc.)</b>	Short term, Semester, and School Year
<b>Supportive Services covered by ITA (uniforms, tools, physical exams, etc.)</b>	Uniforms, tools, Specialty Clothing/Shoes (ex. Steel toed shoes)
<b>Other</b>	

4. Please specify the supportive services provided by the local Board Supportive Services Policy. List specific items under Supplies, Emergency and Other, as identified in the local Policy. *[Expand form as needed.]*

<b>Transportation</b>	<b>Childcare</b>	<b>Supplies</b> <i>(include examples)</i>	<b>Emergency</b> <i>(include examples)</i>	<b>Other</b> <i>(include examples)</i>
Reimbursement to WIOA participants actively engaged in authorized WIOA activities.	Reimbursement to WIOA participants actively engaged in authorized WIOA activities.	Uniforms (work or training related) Work supplies (books, tools, etc.)	If not extending assistance would prohibit participation or completion of WIOA activities or employment: Housing or rental assistance; one-time utility payments	Assistance in obtaining a driver's license

**Required Attachment Checklist from Plan Instructions:**

- Signed copy of Consortium Agreement (if applicable)
- Administrative Entity Organizational Chart
- Workforce Development Board List (*form provided*)
- Workforce Development Board By-laws
- Local Area Organizational Chart
- Local Area Certification Regarding Debarment \* (*form provided*)
- Local Area Signatory Form\* (*form provided*)
- Local Area NCWorks Career Center System (*form provided*)
- Local Area Adult and Dislocated Worker Services Providers (*form provided*)
- Local Area Eligible Training Provider Policy (*optional*)
- 14 Youth Program Elements Chart (*form provided*)
- Local Area Youth Committee Meeting Schedule (*optional*)
- Local Area Youth Committee Members (*optional*)
- Local Area Youth Services Providers (*form provided*)
- Local Area Youth Incentive Policy (*optional*)

\*Mail signed and unfolded *originals* to assigned Division Planner at N.C. Division of Workforce Solutions at:

313 Chapanoke Road, Suite 120, 4316 Mail Services Center, Raleigh, NC 27699-4316.

**Appendix**

Bylaws Required Elements...	<u>A</u>
Bylaws Guidance ...	<u>B</u>
Guidance for Meetings via Electronic Means ...	<u>C</u>
Local Workforce Development Board Membership Requirements ...	<u>D</u>

**SIGNATORY PAGES**

## **Instructions for 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.
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.

**Durham Workforce Development Board  
Certification Regarding Debarment, Suspension,  
and Other Responsibility Matters**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participant's Responsibilities.

**(Before completing this certification, read the instructions on the following page which are an integral part of the certification.)**

- 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.

Steve Schewel, Mayor, City of Durham

Printed Name and Title of Authorized Administrative Entity Signatory Official

Steve Schewel  
Signature

6/11/19  
Date

# Workforce Innovation and Opportunity Act of 2014

## Program Year 2019 Local Plan Signatory Page for Durham Workforce Development Board

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

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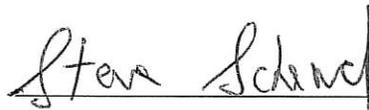
June \_\_\_\_, 2019

Workforce Development Board Chair

Chief Elected Official



Paul Grantham



Steve Schewel, Mayor

6/12/19

Date

6/11/19

Date

## **ATTACHMENTS**

**Durham City-County Workforce Development Area Interlocal Consortium  
Agreement to Serve as a Designated Local Workforce Development Area, to  
Establish a Local Workforce Development Board, and to Administer the  
Workforce Innovation and Opportunity Act of 2014**

The Workforce Innovation and Opportunity Act (WIOA) was signed into federal law on July 22, 2014. It replaced the Workforce Investment Act (WIA) beginning July 1, 2015. The purpose of this document is to establish an interlocal consortium agreement between the City of Durham and Durham County to serve as the designated local workforce development area and to establish a local workforce development board that shall administer the WIOA. This agreement is made, dated, and entered into as of the 18th day of May 2015, ("Effective Date") between the City of Durham, a North Carolina municipal corporation, hereinafter referred to as the "City" and Durham County, a political subdivision of the State of North Carolina, hereinafter referred to as the "County". This agreement is made pursuant to Article 20 of Chapter 160A of the North Carolina General Statutes.

**ARTICLE I  
PURPOSE**

The City and the County shall form a consortium for the purpose of acting jointly as a local workforce development area under the Workforce Innovation and Opportunity Act (WIOA) of 2014, Public Law 113-128 as enacted July 22, 2014. This consortium shall be known as the Greater Durham Workforce Development Interlocal Area; and this agreement shall be known as the Greater Durham Workforce Development Interlocal Consortium Agreement. Both the consortium and the agreement shall take effect on July 1, 2015.

**ARTICLE II  
WORKFORCE DEVELOPMENT BOARD TITLE AND ESTABLISHMENT**

The Greater Durham Workforce Development Board shall be established by the City and the County.

**ARTICLE III  
CERTIFICATION OF AUTHORITY**

1. AUTHORITY UNDER STATE AND LOCAL LAW

The City and the County certify that they possess full legal authority, as provided by state and local law, to enter into this agreement and to fulfill the legal and financial requirements of operating as a local workforce development area under the Workforce Innovation and Opportunity Act of 2014 for the entire geographic area covered by the City and the County.

2. SPECIFIC RESOLUTIONS TO ENTER INTO AGREEMENT

A copy of the duly executed resolution giving the City and the County specific authority to enter into this interlocal consortium agreement shall be attached to this document and is incorporated herein by reference.

3. DESIGNATION OF CHIEF ELECTED OFFICIALS FROM EACH MEMBER CITY AND COUNTY GOVERNMENT

The City and the County shall each designate the duly elected Mayor of the City of Durham and the Chair of the Durham County Board of Commissioners as chief elected officials for Workforce

Durham City-County Inter-local Agreement to Serve as a Designated Local Workforce Investment Area, to Establish a Local Workforce Investment Board and to Administer the Workforce Innovation and Opportunity Act of 2014

**ARTICLE VIII  
ADMINISTRATION OF THE LOCAL WORKFORCE DEVELOPMENT BOARD**

The City of Durham's Office of Economic and Workforce Development (hereafter referred to as the "Administrative Entity") shall administer the activities funded under the Workforce Investment Act of 2014 and activities approved by the local workforce development board. Employees of the Administrative Entity shall be City employees. Notwithstanding the provisions of Article III Section 3, Article IV, and Article VII above, contracts administered by the City pursuant to this consortium agreement, under the Greater Durham Workforce Development Board's direction, may be executed by the City Manager of the City of Durham.

**ARTICLE IX  
REPORTING**

A formal report on any given year's activities shall be provided by the Greater Durham Workforce Development Board in the following fiscal year. The report shall track progress and provide measurable outcomes of activities undertaken by the local workforce development board. Other reports shall be provided as requested by the Greater Durham Workforce Development Board. Informal reports also may be provided to each governing body throughout the year.

**ARTICLE X  
FINANCING**

1. It is anticipated that funding necessary to implement this agreement shall be derived from federal grant funds received through the Governor.
2. The City and the County acknowledge that the City of Durham shall be accountable for financial responsibilities arising out of activities under the Workforce Innovation and Opportunity Act of 2014 (WIOA), and all funds received by the local workforce development area pursuant to WIOA. Financial responsibility includes, but is not limited to, responsibility for prompt repayment from non-program funds of any disallowed costs by the administrative entity of the Greater Durham Workforce Development Board Area, or any of its sub-recipients or contractors, or the Greater Durham Workforce Development Board itself. The parties agree that the County, as well as other units of local government shall have the ability, but not responsibility to financially contribute to the operations and programs of the workforce development board.
3. Any entity or joint agency created or designated by this local workforce development area, including the Greater Durham Workforce Development Board and the Administrative Entity, shall be considered a public agency for the purposes of the Local Government Budget and Fiscal Control Act.

**ARTICLE XI  
REAL PROPERTY**

The Greater Durham Workforce Development Board shall follow all Workforce Innovation and Opportunity Act of 2014 and State law requirements governing the title, use, and disposition of real property, equipment, and supplies purchased with federal funds.

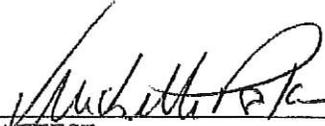
Durham City-County Inter-local Agreement to Serve as a Designated Local Workforce Investment Area, to Establish a Local Workforce Investment Board and to Administer the Workforce Innovation and Opportunity Act of 2014

**ARTICLE XII  
AMENDMENTS**

This agreement may be amended at any time upon the consent of the City and the County as evidenced by resolution of the governing bodies of the City and the County and as approved by the State of North Carolina.

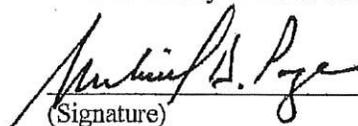
**ARTICLE XIII  
TERMINATION**

The City or the County may request termination at any time upon six months prior written notice to the respective local government unit, specifically the City to the County or the County to the City, and the North Carolina Department of Commerce. Termination shall be effective either at the end of the fiscal year during which termination is requested, if notice is received six months prior to the end of such fiscal year; or it shall be effective at the end of the next fiscal year, if notice is not given during the specified time period.

  
ATTEST

Michael D. Page, Chairman  
Durham County Board of Commissioners

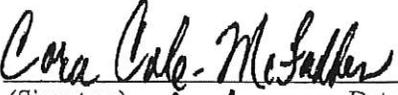
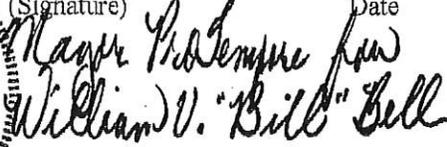


  
(Signature) 5/28/15  
Date

  
ATTEST  
City Clerk

William V. "Bill" Bell, Mayor  
City of Durham



  
(Signature) 5-28-15  
Date  
  
Mayor Pro Tempore  
William V. "Bill" Bell

## **Directions for Completing Attachment NCWorks Career Center System**

Complete **Attachment** to describe the Local Area's One-Stop Career Center system.

Column A, include each One-Stop Career Center(s)' name and street address, host facility and hours of operation.

Column B, specify the type of Career Center and list all counties served by site. \*Type of Center Designation: Tier 1, Tier 2, Specialized, Affiliates

-Add location of Youth Sites if not included with above designations.

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

Column D, list the Center Operator (agency name) and Method of Selection (Competitive, Sole Source to include if contract was extended).

Column E, list the WIOA Providers of Career Services (agency name) and method of selection.

Column F, indicate whether youth services are provided on-site.

Column G, indicate additional on-site partners.

**Durham NCWorks Career Center System**  
(Reflects Local Area Structure as of July 1, 2019)

A. One-Stop Location(s) (Address, Phone number and Hours)	*B. Tier 1 or Tier 2 Specialized or Affiliate	C. On-site Partners	**D. Career Center Operator and Method of Selection	E. Provider(s) of WIOA Career Services and Method of Selection	F. Provider(s) and Type of On-site Youth Services	G. Additional Partners
NCWorks Career Center- Briggs 1105 S. Briggs Avenue Durham, NC 27703  Mon-Thu 8:30am-5:00pm  Fri 8:30am-1:00pm  ( list all counties served by the Center)  *City of Durham *Durham County	Tier 1	-Division of Workforce Solutions -Educational Data Solutions -Division of Voc Rehab -Durham Tech Comm College -Durham County Dept. of Social Services -City of Durham -JobCorps -National Caucus and Center on Black Aged, Inc.	NC Dept. of Commerce, Division of Workforce Solutions (effective 7/1/19) <b>Competitive Procurement</b>	Eckerd Connects (effective 7/1/19) <b>Competitive Procurement</b>	Eckerd Connects -Case Management -Recruitment	-Durham County Library -Durham Housing Authority -Durham Literacy Council -CAARE, Inc. -StepUp -Durham Parks & Rec -Holton Career and Resource Center -NC Assoc. of General Contractors -Durham Rescue Mission -Greater Durham Chamber of Commerce -Made In Durham

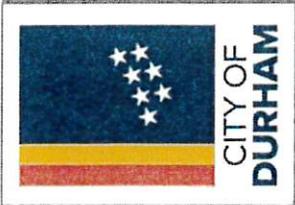
\*Type of Center Designation:

- Tier 1
- Tier 2
- Specialized
- Affiliates – At locations where A, DW and WP services are provided

\*\*Method of Selection:

- Competitive Procurement
- Sole Source
- Contract Extended

\*\*Note where Services are provided: at the One-Stop Centers, the Office location provided, combination. Be specific.



Schewel



Alston



Caballero



Freeman



Johnson



Middleton



Reece

Mayor and City Council



Thomas J. Bonfield  
City Manager

Diana Schreiber  
City Clerk

Patrick W. Baker  
City Attorney

Office of Public Affairs

Audit Services



Administrative and Support  
Wanda S. Page  
Deputy City Manager



Operations  
W. Bowman Ferguson  
Deputy City Manager



Community Building  
Keith Chadwell  
Deputy City Manager

Budget and Management Services

Equal Opportunity and Equity Assurance

Finance

Human Resources

Technology Solutions

\* City/County Emergency Management

Fire

Police

\* City/County Emergency Communications

Fleet Management

General Services

Parks and Recreation

Public Works

Solid Waste Management

Water Management

\* City/County Inspections

\* City/County Planning

Community Development

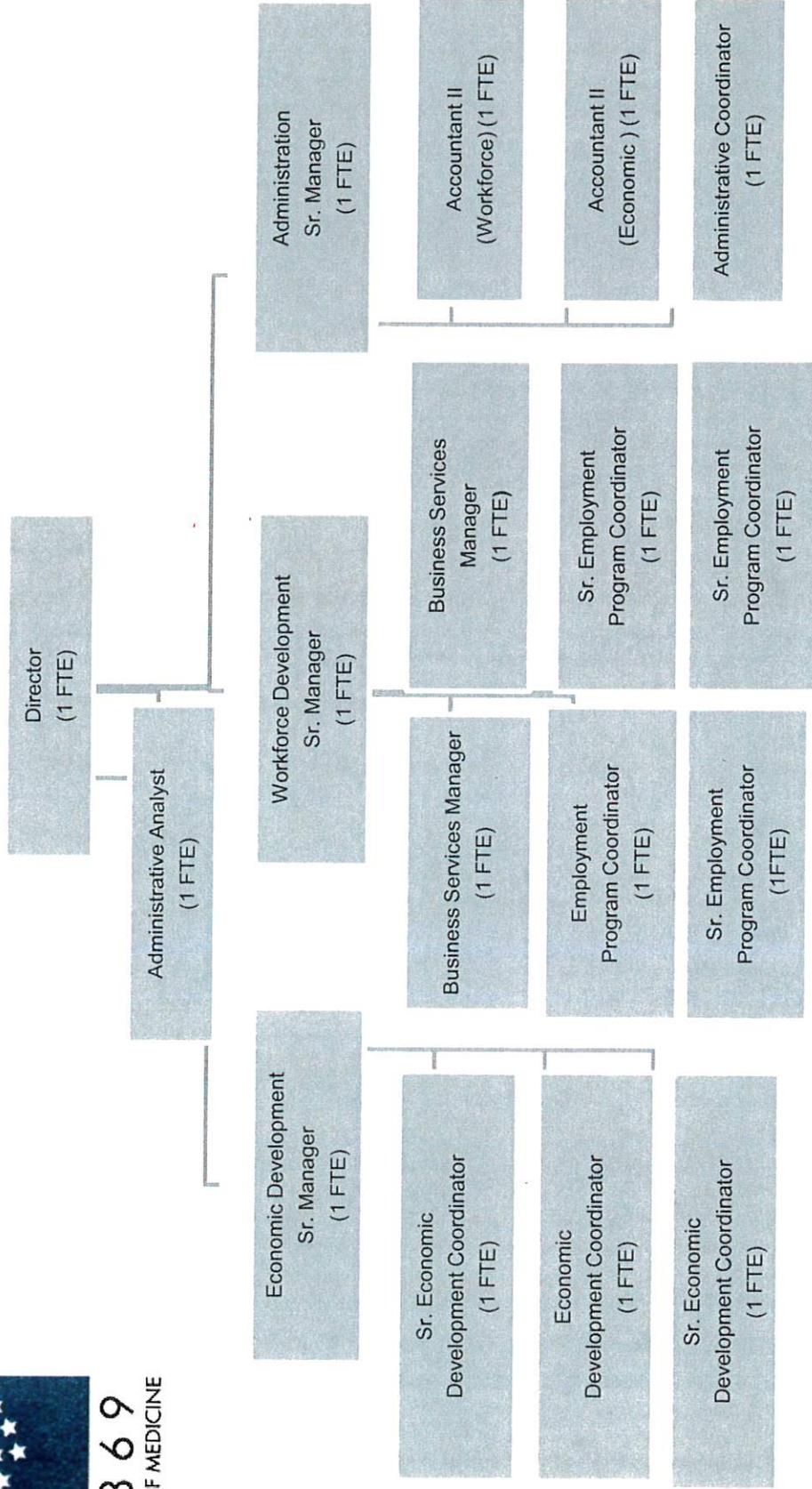
Transportation

Economic and Workforce Development

Neighborhood Improvement Services

\* City/County Department

# Office of Economic and Workforce Development Organizational Chart



**PY 2019 WIOA Durham Workforce Board Adult & Dislocated Worker Service Providers List**

<b>WIOA Adult/Dislocated Worker Service Provider</b> (Organization Name, Address and Telephone Number)	<b>Contact Person</b> (Name, Title and E-mail Address and Telephone Number)	<b>County/Countries Served and where services are provided**</b> (One-Stop, Office, Both)	<b>Type of Organization</b> (State Agency, For-profit, Non-profit, other-specify)	<b>Type of Contract</b> (Cost Reimbursement, Fixed Price, Performance Based, Hybrid, other-specify)
Eckerd Connects Eckerd Workforce Development 11012 N. Radiostation Rd. Seneca SC 29678	Matt Fields Operations Director <a href="mailto:mfields@eckerd.org">mfields@eckerd.org</a> (864) 506-1775	Durham City and Durham Country Services provided in Career Center One Stop	Non-profit	Cost Reimbursement

*(RFP Released: January 28, 2019)*

**PY 2019 WIOA Durham Workforce Development Board Youth Service Providers List**

WIOA Youth Service Provider (Organization Name, Address)	Contact Person (Name, Title and E-mail Address and Telephone 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 (Cost Reimbursement, Fixed Price, Performance Based, Hybrid, other-specify)
Eckerd Connects Eckerd Workforce Development 11012 N. Radiostation Rd. Seneca SC 29678	Matt Fields Operations Director <a href="mailto:mfields@eckerd.org">mfields@eckerd.org</a> (864) 506-1775	Durham City and Durham Country  Services provided in Career Center One Stop and Re-City Network Co-Work Space 112 Broadway Street, Durham, NC 27701	Non-profit	Cost Reimbursement

*(RFP Released: June 16, 2017)* \*\*Note where Youth Services are provided: at the One-Stop Centers, the Office location provided, combination. Be specific.

**Durham Workforce Development Board Youth Council Meeting Schedule PY 2019**

<b>Date</b>	<b>Time</b>	<b>Location (include address and room #)</b>
August 20, 2019	8:30 AM	OEWD, 807 East Main Street, Building 5 Durham, NC 27701
October 15, 2019	8:30 AM	OEWD, 807 East Main Street, Building 5 Durham, NC 27701
December 17, 2019	8:30 AM	OEWD, 807 East Main Street, Building 5 Durham, NC 27701
February 18, 2020	8:30 AM	OEWD, 807 East Main Street, Building 5 Durham, NC 27701
April 21, 2020	8:30 AM	OEWD, 807 East Main Street, Building 5 Durham, NC 27701
June 16, 2020	8:30 AM	OEWD, 807 East Main Street, Building 5 Durham, NC 27701

**Durham Workforce Development Board Youth Council Committee Members**

<b>Youth Council Committee Members 2019</b>		
	<b><u>Name</u></b>	<b><u>Affiliation</u></b>
<b>1</b>	<b>Rebecca Axford, Chair</b>	<b>Board Member</b>
<b>2</b>	<b>Henry McKoy</b>	<b>Board Member</b>
<b>3</b>	<b>Quillie Coath</b>	<b>Board Member</b>
<b>4</b>	<b>Julie Pack</b>	<b>Board Member</b>
<b>5</b>	<b>Fantasia Johnson</b>	<b>Parent</b>
<b>6</b>	<b>Charles Brinkley</b>	<b>Vocational Rehabilitation</b>
<b>7</b>	<b>Lorraine Taylor</b>	<b>Juvenile Justice</b>
<b>8</b>	<b>Tammy Jacobs</b>	<b>Durham Housing Authority</b>
<b>9</b>	<b>DeWarren K. Langley</b>	<b>Youth Advocate</b>

## Durham Workforce Development Board WIOA Youth Program Elements

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.

Please denote whether the required WIOA Program Element will be WIOA funded by the Local Area, provided by referral, or both.

	<b>WIOA Youth Program Elements</b>	<b>WIOA Funded</b>  <b>Provider: Eckerd Connect</b>	<b>Referral by Agreement</b>  (Specify Provider)
1.	Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential	X	Achievement Academy of Durham
2.	Alternative secondary school services, or dropout recovery services, as appropriate	X	Achievement Academy of Durham  Durham Literacy Center  Durham YouthBuild Program
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	X	City of Durham YouthWork Internship Program
4.	Occupational skill training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area involved	X	Durham Tech  Raleigh/Durham JATC
5.	Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster	X	
6.	Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate	X	Partners For Youth  LifeSkills Foundation
7.	Supportive services	X	Housing for New Hope

	<b>WIOA Youth Program Elements</b>	<b>WIOA Funded</b>  <b>Provider: Eckerd Connect</b>	<b>Referral by Agreement</b>  (Specify Provider)
			Department of Social Services  Step Up Durham  Healing with CARRE
8.	Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months	X	Durham Try  Durham PROUD
9.	Follow-up services for not less than 12 months after the completion of participation, as appropriate	X	
10.	Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate	X	
11.	Financial literacy education	X	Latino Credit Union
12.	Entrepreneurial skills training	X	
13.	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	X	
14.	Activities that help youth prepare for and transition to postsecondary education and training	X	

## Durham Workforce Development Board Business Services Elements

Business Services Elements		Executed by Board staff (x)	Executed by Service Provider staff (x)	Executed by other (x)	Briefly explain
a. The Workforce Development Board uses initiatives designed to meet the needs of employers in the corresponding region. [WIOA Section 108 (b)(4)(B)]					
Incumbent Worker Training Programs					This program is currently under construction, contingent on available funds we have a business client wishing to receive services starting in August, 2019.
On-the-Job Training			X		Continually developing and expanding successful training and employment partnerships to insure a customer's successful OJT experience that can lead to permanent placement.
Customized Training			X	X	Providing industry recognized training and credentials (where applicable) based upon high demand jobs identified from labor market information. Customized training is developed as needed, and is delivered primarily by Durham Technical Community College.
Work Opportunity Tax Credits					
Business Edge Layoff Aversion					

Business Services Elements		Executed by Board staff (x)	Executed by Service Provider staff (x)	Executed by other (x)	Briefly explain
	Sector Strategies	X			Engaging businesses in high-demand industries that need skilled employees and then developing a trained workforce by connecting our customers to appropriate employment-training opportunities that match employers' needs.
	Career Pathways Initiatives	X	X		Industry roundtables are conducted to ensure input from high-demand industry employers on relevant skills, knowledge and abilities required to better align skill building and training with high-demand industry employment.
b. The Workforce Development Board coordinates and promotes entrepreneurial skills training and microenterprise services. [WIOA Section 108 (b)(5)]			X		The program contractor works with the Board to deliver training on owning and operating a small business, as well as training on operating as a part of the gig economy.
c. The Workforce Development Board enhances the use of apprenticeships to support the regional economy and individuals' career advancement			X	X	In conjunction with an electrician pre-apprenticeship program, this program graduates participants directly into paid apprenticeships.
d. The Workforce Development Board coordinates workforce investment activities carried out in the Local Area with statewide rapid response activities as described in WIOA section 134(a)(2)(A). [WIOA Section 108 (b)(8)].		X			Rapid response activities have been executed in response to two major business closings in PY18.
e. The Workforce Development Board collaborates in the alignment of economic development efforts. [WIOA Section 108 (b)(4)(A)(iii)].			X		Workforce Development and Economic Development working collaboratively on economic development projects. City incentives imbed workforce goals, which help ensure local workforce employment.

Business Services Elements		Executed by Board staff (x)	Executed by Service Provider staff (x)	Executed by other (x)	Briefly explain
<p>f. The Workforce Development Board facilitates the engagement of businesses, including small business employers and in-demand sector occupations [WIOA Section 108 (b)(4)(A)(i)(ii)].</p>		X		X	<p>State, local and regional Career Pathways initiatives engaging small business and in-demand sector employers.</p>
<p>g. The Workforce Development Board provides an analysis of workforce in the region, including labor force employment and unemployment data, labor market trends, and educational and skill levels of workforce in the region, including individuals with barriers to employment [WIOA Section 108 (b)(1)(C)].</p>		X	X		<p>Analyze labor market data; assess workforce needs; assess educational and skill levels of job seekers; consider future labor needs; identify gaps in talent supply and high demand industry needs; develop plans and objectives to adequately train and prepare job seekers for permanent employment opportunities.</p>
<p>h. The Workforce Development Board collaborates with business and industry leaders to provide an analysis of the regional economic conditions to include existing and emerging in-demand industry sectors and occupations, and knowledge and skills needed to meet the employment needs of employers in those industry sectors and occupations [WIOA Section 108 (b)(1)(A)(i)(ii) and (B)].</p>		X	X		<p>The Workforce Board conducts periodic industry specific roundtables with employers operating in fields consistent with our certified Career Pathways: construction, health and biotech, advanced manufacturing and IT. These roundtables provide critical feedback on the knowledge and skills necessary to gain employment. These roundtables include participation from Durham Public Schools, as well as Durham Technical Community College to ensure curriculum and training is aligned with industry needs.</p>

## Durham Workforce Development Board Business Services Elements

Business Services Elements		Executed by Board staff (x)	Executed by Service Provider staff (x)	Executed by other (x)	Briefly explain
a. The Workforce Development Board uses initiatives designed to meet the needs of employers in the corresponding region. [WIOA Section 108 (b)(4)(B)]					
	Incumbent Worker Training Programs				This program is currently under construction, contingent on available funds we have a business client wishing to receive services starting in August, 2019.
	On-the-Job Training		X		Continually developing and expanding successful training and employment partnerships to insure a customer's successful OJT experience that can lead to permanent placement.
	Customized Training		X	X	Providing industry recognized training and credentials (where applicable) based upon high demand jobs identified from labor market information. Customized training is developed as needed, and is delivered primarily by Durham Technical Community College.
	Work Opportunity Tax Credits				
	Business Edge Layoff Aversion				

Business Services Elements		Executed by Board staff (x)	Executed by Service Provider staff (x)	Executed by other (x)	Briefly explain
	Sector Strategies	X			Engaging businesses in high-demand industries that need skilled employees and then developing a trained workforce by connecting our customers to appropriate employment-training opportunities that match employers' needs.
	Career Pathways Initiatives	X	X		Industry roundtables are conducted to ensure input from high-demand industry employers on relevant skills, knowledge and abilities required to better align skill building and training with high-demand industry employment.
b. The Workforce Development Board coordinates and promotes entrepreneurial skills training and microenterprise services. [WIOA Section 108 (b)(5)]			X		The program contractor works with the Board to deliver training on owning and operating a small business, as well as training on operating as a part of the gig economy.
c. The Workforce Development Board enhances the use of apprenticeships to support the regional economy and individuals' career advancement			X	X	In conjunction with an electrician pre-apprenticeship program, this program graduates participants directly into paid apprenticeships.
d. The Workforce Development Board coordinates workforce investment activities carried out in the Local Area with statewide rapid response activities as described in WIOA section 134(a)(2)(A). [WIOA Section 108 (b)(8)].		X			Rapid response activities have been executed in response to two major business closings in PY18.
e. The Workforce Development Board collaborates in the alignment of economic development efforts. [WIOA Section 108 (b)(4)(A)(iii)].			X		Workforce Development and Economic Development working collaboratively on economic development projects. City incentives imbed workforce goals, which help ensure local workforce employment.

Business Services Elements	Executed by Board staff (x)	Executed by Service Provider staff (x)	Executed by other (x)	Briefly explain
f. The Workforce Development Board facilitates the engagement of businesses, including small business employers and in-demand sector occupations [WIOA Section 108 (b)(4)(A)(i)(ii)].	X		X	State, local and regional Career Pathways initiatives engaging small business and in-demand sector employers.
g. The Workforce Development Board provides an analysis of workforce in the region, including labor force employment and unemployment data, labor market trends, and educational and skill levels of workforce in the region, including individuals with barriers to employment [WIOA Section 108 (b)(1)(C)].	X	X		Analyze labor market data; assess workforce needs; assess educational and skill levels of job seekers; consider future labor needs; identify gaps in talent supply and high demand industry needs; develop plans and objectives to adequately train and prepare job seekers for permanent employment opportunities.
h. The Workforce Development Board collaborates with business and industry leaders to provide an analysis of the regional economic conditions to include existing and emerging in-demand industry sectors and occupations, and knowledge and skills needed to meet the employment needs of employers in those industry sectors and occupations [WIOA Section 108 (b)(1)(A)(i)(ii) and (B)].	X	X		The Workforce Board conducts periodic industry specific roundtables with employers operating in fields consistent with our certified Career Pathways: construction, health and biotech, advanced manufacturing and IT. These roundtables provide critical feedback on the knowledge and skills necessary to gain employment. These roundtables include participation from Durham Public Schools, as well as Durham Technical Community College to ensure curriculum and training is aligned with industry needs.

## **APPENDICES**

### NC Local Workforce Development Board Bylaws Required Elements

At a minimum the local Workforce Development Board bylaws must include the following items for Division of Workforce Solutions approval.

When submitting the local bylaws, please specify the section (provide a clear crosswalk) where the following required elements are located within the submitted bylaws. The WIOA requirements are highlighted in yellow and the Division required elements are italicized within the document.

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

1. The nomination process used by the CEO(s) to elect the local Board chair and members.
2. The term limitations and how the term appointments will be staggered to ensure only a portion of membership expire in a given year.
3. The process to notify the CEO(s) 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 relationship 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 CEO(s); (20 CFR 679.310(g)(1-7)).

North Carolina specific requirements that must be specified within the bylaws:

8. *The adopted generally accepted parliamentary procedure, such as Robert's Rules of Order, chosen by the Board.*
9. *Whether an appointee filling a vacancy will serve the remainder of the unexpired term or be appointed for a new full term.*
10. *The Board's policy assuring attendance and participation of its members.*
11. *Quorum requirements to be not less than 51% constituting 51% of the total Board positions.*
12. *Any standing committees the Board has established shall be included in the bylaws.*
13. *The Board's conflict of interest policy, which may not be any less stringent than the requirements of the Division's Policy, shall be referenced in the bylaws.*
14. *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.*
15. *Board meetings will be held in accessible facilities with accessible materials available upon prior request.*
16. *The Board will meet no less than four times per program year.*

**DRAFT**

**DURHAM WORKFORCE DEVELOPMENT BOARD  
BYLAWS**

**ARTICLE I – NAME, AUTHORITY, PURPOSE AND ESTABLISHMENT**

**Section 1 Name**

The name of the organization shall be the Durham Workforce Development Board, hereinafter referred to as the DWDB or the Board.

**Section 2 Establishment and Authority**

The Durham Workforce Development Board is established and receive its authority in accordance with the Workforce Innovation and Opportunity Act (WIOA), which was signed into law on July 22, 2014, as Public Law 113-128 (80FR 20689) and replaces and supersedes the Workforce Investment Act (WIA) of 1998. Subsequently, the Durham City-County Workforce Development Area Interlocal Agreement (ILA) authorized the establishment of the DWDB by both the City and County and adopted by City Council on May 8, 2015.

**Section 3 Purpose**

The purpose of the Durham Workforce Development Board is to facilitate, plan and coordinate workforce development resources to maximize the efforts of government, businesses, workforce partners, and education. The Board shall promote a responsive workforce development system; develop and approve a job training plan for the provision of coordinated employment and training services; provide oversight and guidance for workforce development activities; and provide employment and training services designed to alleviate the social, educational, and economic problems of groups or individuals, including but not limited to those with employment barriers.

The Board shall also carry out the duties and functions delegated to it in Articles II and II of the Durham City-County Workforce Development Area Interlocal Agreement, and the duties set forth under the provisions of the Workforce Innovation Opportunity Act (WIOA), Section 107(a) and (b), as amended, or any subsequently enacted statutory authority.

The DWDB shall represent a wide variety of individuals, businesses and organizations throughout the local area. The Board serves as a strategic convener to promote and broker effective relationships between Durham City, Durham County and economic, education, and workforce partners. The DWDB shall maintain strategic and strong relationships with business

organizations, chambers of commerce, labor and trade associations, education providers, and others as needed or required.

## ARTICLE II – FUNCTIONS, DUTIES AND OVERSIGHT RESPONSIBILITIES

### Section 1      Functions and Duties

The duties and responsibilities of the DWDB shall include, but are not limited to, the following:

- a. Planning and overseeing the delivery of all workforce development programs specified as responsibilities of the Workforce Investment Boards under the WIOA including, but not limited to, engaging employers, and convening, brokering, and leveraging workforce system stakeholders;
- b. Conducting workforce research and labor market information (LMI), developing career pathways, coordinating with education agencies, and promoting proven and promising practices in a range of workforce-related areas;
- c. Planning and overseeing the delivery of all workforce development programs specified as responsibilities of North Carolina’s NCWorks Career Center system;
- d. Advising local elected officials, employers, local education agencies, community college, state and local employment and training agencies, and citizens about workforce development policies, programs, and other information;
- e. Serving as a point of contact for businesses, industries, and the public sector to communicate their workforce needs;
- f. Brokering relationships with stakeholders through strategic plan initiatives (e.g., provider collaboratives that address barriers to employment and other issues);
- g. Developing linkages with the Greater Durham Chamber of Commerce and local and regional development efforts to promote cooperation and coordination among public organizations, community organizations, educational institutions, and private businesses;
- h. Developing plans in coordination with appropriate community partners to address the workforce development needs of Durham County and the City of Durham that are responsive to the goals, objectives, and performance standards established by the Governor;
- i. Conducting workforce research and regional labor market analysis as provided in WIOA 20 CFR § 679.370(c)-(1) through (c)-(3). The required regulations are: (a) analyses and regular updates of economic conditions, needed knowledge and skills, workforce, and workforce development (including education and training) activities to include an analysis of the strengths and weaknesses (including the capacity to provide) of such services to address the identified education and skill needs of the workforce and the employment needs of employers; (b) assistance to the Governor in developing the statewide workforce and labor market information system under the Wagner-Peyser Act for the region; and (c) other research, data collection and analysis related to the

workforce needs of the regional economy as the WDB, after receiving input from a wide array of stakeholders, determine to be necessary to carry out its functions.

- j. Leading efforts to engage with a diverse range of employers and other entities in the region in order to: (a) promote business representation on the local board; (b) develop effective linkages with employers in the region; (c) ensure workforce activities meet the needs of employers and support economic growth by enhancing communication, coordination and collaboration among employers, economic development entities and service providers; and (d) develop and implement proven and promising strategies to meet the employment and skill needs of workers and employers (such as the establishment of industry and sector partnerships) that provide the skilled workforce needed by employers in the region and that expand employment and career advancement opportunities for workforce system participants in in-demand industry sectors or occupations;
- k. Collaborating with representatives of secondary and post-secondary education programs to lead efforts 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 to employment;
- l. Leading efforts in the local area to identify and promote proven and promising strategies and initiatives for meeting the needs of employers, workers and job seekers, and identify and disseminate information on proven and promising practices carried out in other local areas for meeting such needs;
- m. Developing strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, and workers and job seeker, in accordance with WIOA Section 107(e)(1) through (e)(4); and
- n. Working with the state to ensure there are sufficient numbers and types of providers of career services and training services serving the local area and providing the services in a manner that maximizes consumer choice, as well as providing opportunities that lead to competitive integrated employment for individuals with disabilities, in accordance with WIOA, Section 107(d)(10)E.

## **Section 2      Oversight Responsibilities**

The Board shall serve in the role of planning, providing oversight, guiding/monitoring activities, and evaluating the performance of the services and activities of the NCWorks Career Center. The Board, with private sector and key agency partners represented, shall host and partner with the following programs and/or private entities that are operated at the NCWorks Career Center: WIOA programs; North Carolina Department of Commerce Division of Workforce Solutions; City of Durham Office of Economic and Workforce Development; Division of Vocational Rehabilitation; Durham County Department of Social Services; National Caucus on Black Aged (NCBA); Educational Data Systems, Inc. (EDSI); Eckerd Connects; Veteran Services; Job Corps; Services for the Blind; Durham Technical Community partners; Greater Durham Chamber of Commerce; and Durham Housing Authority.

## ARTICLE III – MEMBERSHIP

### Section 1 Membership

All appointments to the Board shall be made by the Durham County Board of Commissioners and the Durham City Council in accordance with the WIOA and the most recent Interlocal Consortium Agreement **AFTER** the process below is followed:

- a. The Chief Elected Officer<sup>1</sup> or his/her agent is notified regarding an original position and/or vacancy, and the position is advertised;
- b. Applications are received, and candidates are interviewed by DWDB members;
- c. Applications are forwarded to the DWDB Executive Committee with DWDB members' recommendations; and
- d. The recommendations are considered by the Executive Committee and no more than one member for a particular vacancy is selected by the Executive Committee to be referred to the appropriate elected body for appointment.

### Section 2 Composition and Size

The Board shall consist of a minimum of nineteen (19) members and a maximum of twenty-five (25) members. The Board composition shall meet the requirements stipulated in WIOA:

#### 1. Business Representatives

- a. **A minimum of 51% who are representatives of business** in the local area and who shall be owners, chief operating officers, chief executive officers of other individuals **with optimum policy making or hiring authority; and whose businesses provide employment opportunities in in-demand industry sectors or occupations.** In accordance to WIOA Section 23, a minimum of two business representatives shall represent a small business.

#### 2. Workforce

At least 20% of the total board shall be workforce representatives to include:

- a. A minimum of two (2) representatives of organized labor or other representatives of employees where such organizations exist in the local area;
- b. A representative of a joint labor-management or union-affiliated registered apprenticeship, if those programs exist, or a representative of a registered apprenticeship program, if one exists in the local area;

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<sup>1</sup>Chief Elected Officer or Chief Elected Official is either the Mayor of Durham when referencing city positions on the DWDB or the Chair of the Durham County Board of Commission when referencing county positions on the DWDB.

- c. Maybe one or more community-based organizations qualifying for §679.320(c)3; and
- d. Maybe representatives of organizations with experience and expertise in addressing services to eligible youth per §679.320(c) 3.

**3. Education and Training**

At least 1 representative from each of the following education and training entities:

- a. At least one (1) representative of providers of adult education and literacy pursuant to §679.320(d) (1).
- b. At least one (1) representative from institutions of higher education providing workforce activities pursuant to §679.320(d) (2).

**4. Government, Economic and Community Development**

At least 1 representative from each of the following entities:

- a. At least one (1) representative each from: (a) economic and community development entities; (b) State Employment Service (Wagner-Peyser Act); and (c) programs under Title I of the Rehabilitation Act of 1973 other than Section 112 on Part C of that title.
- b. The memberships of the Workforce Development Board may include other representatives per §679.320 (e) (1) through (e) (4).

**5. Additional Members**

The Board may include such other individuals or representatives of entities as the Chief Elected Official may determine to be appropriate. If additional members are included, requirements regarding minimum percentages for representation of the business and workforce categories still apply and must be met.

All representatives will have optimum policy-making authority within the entities they represent. Nominations will be from designated organizations in accordance with §679.320 (g) (1) through (3).

**Section 3 Terms of Appointment**

- a. Members of the Board shall serve for a term of four (4) years that will be staggered to ensure that the terms of only a portion of the total membership will expire in any given year.
- b. Terms of appointment shall begin July 1 and end June 30.

**Section 4 Attendance, Removal and Termination**

- a. Members who fail to attend three consecutive Board meetings, during any 12-month period (beginning July 1-ending June 30) of each year, without good cause, as determined by the Chairperson, shall be deemed to have resigned.

- b. Exceptions to the attendance requirements shall be made at the discretion of the Chairperson.
- c. Should a Board member cease to represent the category to which he/she was appointed to fill on the Board through change in status, said Board member can be removed and replaced pursuant to Article III, Section 1.
- d. A Board member may be removed by the Chairperson if he/she becomes unable to perform his/her duties.

**Section 5      Resignation**

- a. When members deem it necessary to resign from their appointment to the Board, they shall tender their written resignation to the Chief Elected Official with copies to the Chair of the Board and to the Executive Director of the Office of Economic and Workforce Development (OEWD).
- b. The Chief Elected Official shall follow Article III, Section I, to replace the member who will serve for the remainder of the unexpired term.
- c. If the DWDB Chair resigns, the First Vice-Chair shall serve as Acting Chair until a new Chair is elected by the Board.

**Section 6      Voting by Proxy**

- a. Proxy voting shall be permitted at any meeting in the event the member is absent and has given written consent that their proxy may vote in their place.
- b. The Chairperson, Vice Chairperson, or other designate presiding over the meeting is to be given prior notification of the proxy before calling the meeting to order.
- c. The attendance of members by written proxy shall be announced immediately following the call to order.

**Section 7      Vacancy**

- a. In the event of a vacancy, the Board shall notify the appropriate (Durham City or County) Chief Elected Officer in writing as soon as possible.
- b. Vacancies on the Board shall then be filled in the same manner as outlined in Article III, Section 1.
- c. Members appointed to fill a vacancy may assume the term of the position vacated and may reapply once the term has ended.

**Section 8      Reappointment**

- a. Members who desire to be reappointed may be considered for appointment if the members' term limit has not expired. The member would then need to reapply for his or her position on the Board pursuant to Article III, Section 1.

**Section 9      Compensation**

- a. Members of the Board shall not receive compensation for their services but may be reimbursed actual and reasonably necessary expenses directly related to the course of the activities of the Board and subject to the availability of funds held in DWDB's account.

- b. The Chair of the Board must approve meetings of committees of the Board where expenses will be incurred before such a meeting is held.
- c. Nothing herein shall be construed to prevent members of the Board from receiving regular or special compensation from their respective employers, subject to the provisions of these Bylaws.

## **ARTICLE IV – OFFICERS**

### **Section 1      Officers**

- a. The Officers of the Board shall be a Chairperson, a First Vice-Chairperson, a Second Vice-Chairperson, a Secretary, and a Treasurer.
- b. The Secretary and Treasurer may be the same person.
- c. Any additional officers of the Board must be created by an amendment of these Bylaws.

### **Section 2      Election**

- a. The Officers shall be elected biennially by ballot in May or before the July meeting by the majority of the membership to serve for a term of two (2) years.
- b. Their term of office shall begin at the July meeting following the election except for the initial election of officers where their term will begin at the instant the Chair declares each officer elected.
- c. Officers are eligible to be re-elected.

### **Section 3      Chair**

- a. The DWDB shall elect a Chair who is a representative from business as defined in WIOA Section 107(b) (2) (A).
- b. The Chairperson shall preside at all Board meetings, serve as Chair of the Executive Committee, advise the officers of the DWDB on matters of general policy, and appoint Chairs and members of all standing committees as deemed necessary for the Board to meet its functions as described in Article II, Section 1.
- c. The Chairperson shall represent the Board and has the authority to speak on its behalf at public meetings and functions.
- d. The Chairperson shall have the authority to and shall perform such other duties and functions as may be required by the DWDB, its Bylaws, and applicable state and federal statutes and regulations.
- e. The Chairperson also has the authority to execute any document that may be lawfully executed on behalf of the Board.

### **Section 4      First Vice-Chairperson**

- a. The DWDB shall elect a First Vice-Chairperson who is a representative from business as defined in WIOA Section 107(b) (2) (A).
- b. At the request of, or in the absence of the Chair, the First Vice-Chair shall perform the duties of the Chair.

- c. The First Vice-Chair shall have the authority to and shall perform such other duties and functions as may be required by the DWDB, its Bylaws and applicable state and federal statutes and regulations.
- d. The First Vice-Chairperson may also perform duties assigned to him or her by the Chairperson.

**Section 5      Second Vice-Chairperson**

- a. The DWDB shall elect a Second Vice-Chairperson from among the membership.
- b. In the absence or disability of the Chairperson and First Vice-Chairperson, the Second Vice-Chairperson shall perform the duties of the Chair and First Vice-Chairperson.
- c. The Second Vice-Chair shall have the authority to and shall perform such other duties and functions as may be required by the DWDB, its Bylaws and applicable state and federal statutes and regulations.
- d. The Second Vice-Chairperson may also perform duties assigned to him or her by the Chairperson.

**Section 6      Secretary**

- a. The DWDB shall elect a Secretary from among the membership.
- b. The Secretary may also serve as Treasurer.
- c. The Secretary shall monitor the recording of the proceedings of the board meetings and document conflict of interest.

**Section 7      Treasurer**

- a. The DWDB shall elect a Treasurer, if applicable, from among the membership.
- b. The Treasurer shall monitor the controls, receipt and custody of all assets of the Board. He or she shall monitor the disbursements as authorized by the Executive Committee, report the receipt, use and disbursements of all assets to the Board, and shall exercise the powers and perform such duties usually incidental to the office of the Treasurer.

**Section 8      Absence of Officers**

- a. In the event all officers are absent from a meeting, the Chairperson shall designate a member of the Board who shall preside only at that meeting.

**Section 9      Vacancy of Officers**

- a. In the event of any vacancies of such officers, the Board shall elect new officers at the next meeting of the Board to fill the vacancy for the remainder of the term.

## ARTICLE V – EXECUTIVE COMMITTEES, STANDING COMMITTEES AND SPECIAL COMMITTEES

### **Section 1      Creation of Committees**

- a. Pursuant to WIOA Section 107(b) (4), DWDB may create standing committees to assist the Board in carrying out its responsibilities.
- b. The standing committees of the Board shall be the Executive Committee, the Youth Council, NCWorks Career Center, Business Services, and Marketing and Communications.
- c. The DWDB may create special committees, adhoc committees, task forces, or similarly designated groups as deemed necessary or desirable.
- d. All DWDB Committees must comply with these Bylaws.
- e. The Chairperson shall appoint, from among Board members, committee Chairpersons, Vice Chairpersons, and committee members as needed or as required by WIOA Section 107.
- f. Committees shall consist of Board members and community partners responsible for the implementation of the Board priorities and strategies.

### **Section 2      Description and Duties of the Executive Committee**

- a. The DWDB Executive Committee shall include the following: (a) Chair of the DWDB; (b) First-Vice-Chair of the DWDB; (c) Second Vice-Chair of the DWDB; (d) Secretary of the DWDB; (e) Treasurer of the DWDB; and (f) Chairperson of each standing committee of the DWDB.

At least 51% of the members of the Executive Committee shall be representatives of the private sector.

Members of the Executive Committee collaborate with other committees to undertake initiatives to leverage other resources, financial and otherwise, in support of DWDB's workforce development activities.

The Executive Committee also acts as a catalyst for systemic reform to improve the provision and coordination of workforce development activities and services.

The Executive Committee also ensures continuous improvement of the DWDB, actively coordinates with elected officials, such as the Mayor and City Council, resolves inter-committee issues/opportunities, and establishes adhoc and task force committees as needed.

The duties of the Executive Committee shall include the following:

- a. Making recommendations to the Board on policies necessary to address the workforce issues in the Workforce Development Area;
- b. Identifying potential nominees on an ongoing basis for board vacancies;
- c. Acting upon matters between the meetings of the full DWDB;
- d. Exercising all powers and duties of the Board, except amendment of these Bylaws. The Executive Committee shall not act in conflict with actions or policies of the Board or the Chief Elected Officer of the DWDB, and the Executive Committee shall only take actions that are time sensitive and cannot wait for a decision by the full DWDB. Reports of action taken by the Executive Committee shall be distributed to Board members at its next regular meeting;**
- e. Assisting the Board Chair and Office of Economic and Workforce Development Executive Director with setting the Board meeting agenda;
- f. Providing direction on applicable policy; and
- g. Reviewing reports, recommendations, etc. from internal or external monitoring and inform and/or make recommendations to the Board on any corrective action.

### **Section 3 Description and Duties of the Youth Council Committee**

The Youth Council Committee shall include members and non-members of the Board with special interest or expertise in youth workforce development policy, including those with disabilities, youth activities, youth service agencies, including juvenile justice and local law enforcement agencies, and agencies serving the underserved and vulnerable populations, public housing authorities, and other appropriate agencies.

Members of this Committee shall work with the DWDB in developing, planning, implementing, and providing oversight to youth training, education, and career/workforce development programs and activities.

Programs and activities, including the Youth Work Internship Program, shall be designed to benefit eligible youth between the ages of 14 and 24, to ensure that 80% of WIOA funds are used to support out-of-school youth. The Youth Council Committee shall meet at minimum once every two months.

The Chairperson of the Youth Council Committee shall be elected from among the members of the Board. Additionally, members of this committee who are not members of the DWDB shall be voting members of the committee but shall not be voting member of the DWDB.

The Youth Committee duties shall include, but not be limited to, the following:

- a. Coordinating youth activities in the local area as authorized under WIOA Section 129 (c );
- b. Recommending eligible providers of youth activities to be awarded grants or contracts on a competitive basis by the Board to carry out youth activities per WIOA, Section 122;
- c. Conducting performance oversight with respect to the eligible providers of youth activities, in the local area per WIOA, Section 116 (b)(2)(A)(ii);

- d. Facilitating collaboration for youth advocacy;
- e. Evaluating outcomes for DWDB youth programs;
- f. Developing the portion of the Board's strategic plan pertaining to youth; and
- g. Monitoring and effectively managing the Youth Council Committee's annual operating budget to ensure that members remain in compliance with all policies governing financial transactions, thereby reducing the risk of fraud or misappropriation of DWDB funds.

#### **Section 4      Description and Duties of the NCWorks Career Center Committee**

The NCWorks Career Center Committee shall include members and non-members of the Board with special interest or expertise in workforce development concepts and processes and the ability to establish and maintain strong working relationships with employers, workforce partners and community organizations. Members of this Committee shall work with the DWDB in developing, planning, implementing, and providing oversight of job training, job searches, skills building, and career discovery. The NCWorks Career Center Committee shall meet at minimum once every two months.

The Chairperson of the NCWorks Career Center Committee shall be elected from among the members of the Board. Additionally, members of this committee who are not members of the DWDB shall be voting members of the committee but shall not be voting members of the DWDB.

The NCWorks Career Center Committee duties shall include, but not be limited to, the following:

- a. Providing oversight of the NCWorks Career Center and serve in an advisory capacity to ensure that the Center is connecting businesses and employees through career planning, training, and placement services;
- b. Ensuring all programs and operations support the Local Area mission and are operated in accordance with the Durham Workforce Development Board (DWDB) policies, funding agency guidelines, and all laws and regulations;
- c. Developing and maintain on-going positive relationships within the area/region as well as with various public, private and non-profit agencies;
- d. Ensuring that the NCWorks Center plans, coordinates and organizes programs using the integrated services delivery (ISD) methodology;
- e. Making sure that the NCWorks Career Center provides prospective employees with adequate training and have access to programs that build their skills, assist them with career planning, and provide them with access and preparation for available jobs; and
- f. Monitoring and effectively managing the NCWorks Career Center Committee's annual operating budget to ensure that members remain in compliance with all policies governing financial transactions, thereby reducing the risk of fraud or misappropriation of DWDB funds.

#### **Section 5      Description and Duties of Business Services Committee**

The Business Services Committee shall include members and non-members of the Board with special interest or expertise in cultivating strategic alliances and/or partnerships with members of the business community. Members of this Committee shall work with the DWDB in developing, planning, implementing, and providing recommendations regarding the provision of workforce development services that will meet the needs of employers and businesses. The Business Services Committee shall meet at minimum once every two months.

The Chairperson of the Business Services Committee shall be elected from among the members of the Board. Additionally, members of this committee who are not members of the DWDB shall be voting members of the committee but shall not be voting members of the DWDB.

The Business Services Committee duties shall include, but not be limited to, the following:

- a. Focusing on business engagement in the workforce;
- b. Promoting Board participation in demand sectors;
- c. Developing links with employers in the region to support employer utilization of the system;
- d. Being well-informed of services offered to employers;
- e. Maintaining a constant connection with workforce data in the region in an effort to provide DWDB and other interested parties with the latest labor market information (e.g. local wage and salary data) to ensure that they adopt programs and provide jobs that keep them competitive and poised for growth in the marketplace; and
- f. Monitoring and effectively managing the Business Services Committee's annual operating budget to ensure that members remain in compliance with all policies governing financial transactions, thereby reducing the risk of fraud or misappropriation of DWDB funds.

## **Section 6      Description and Duties of Marketing and Communications Committee**

The Marketing and Communications Committee shall include members and non-members of the Board with special interest or expertise in developing and implementing marketing strategies as well as the development of branding strategies. Members of this Committee develop, implement and monitor DWDB's marketing strategy for outreach to job seekers, youth and local and regional businesses and employers. The Marketing and Communications Committee shall meet at a minimum once every two months.

The Chairperson of the Marketing and Communications Committee shall be elected from among the members of the Board. Additionally, members of this committee who are not members of the DWDB shall be voting members of the committee but shall not be voting members of the DWDB.

The Marketing and Communications Committee duties shall include, but not be limited to, the following:

- a. Overseeing the branding of services as well as DWDB;

- b. Implementing online workforce development services;
- c. Overseeing public relations and other outreach activities to ensure the issuance, publication and dissemination of data and reports to educate the public regarding DWDB's workforce development activities;
- d. Managing the use of the DWDB logo;
- e. Updating and maintaining the DWDB website;
- f. Raising the awareness of the Durham and surrounding region workforce system by: (1) ensuring the DWDB members and all communicators are well informed and have a full understanding of the Durham Workforce System; (2) strategizing DWDB communications to businesses and the general public; and (3) continuously improving and expanding the use of multiple avenues of media to reach targeted populations;
- g. Developing and implementing an external marketing/public awareness plan;
- h. Advising DWDB on strategies and development for various marketing communication channels and web presences, including electronic/social media, public relations, website and printed material; and
- i. Monitoring and effectively managing the Marketing and Communications Committee's annual operating budget to ensure that members remain in compliance with all policies governing financial transactions, thereby reducing the risk of fraud or misappropriation of DWDB funds.

**Section 7      Other Committees**

- a. The DWDB may from time to time establish other committees to assist the DWDB in carrying out its duties or current work;
- b. The DWDB Chair may from time to time establish adhoc committees, task forces or workgroups to assist the DWDB in carrying out its duties or current work and appoint a DWDB member as Chair of the adhoc committee, task force or workgroup;
- c. The adhoc committee, task force or workgroup may include individual(s) who are not appointed to the DWDB as long as the DWDB Chair determines the individual(s) has (have) expertise in the topic/task of such body; and
- d. All members of other committees shall be appointed by the DWDB Chair in consultation with the Executive Committee.

**ARTICLE VI – MEETINGS**

**Section 1      General**

- a. The Durham Workforce Development Board shall meet at least every other month or, at minimum, six (6) times a year.
- b. Meetings of the Membership shall be called by the Chairperson of the Board.
- c. The Chairperson of the Board may also call special meetings of the Board as required.
- d. Special meetings of the DWDB or its committees may be called by the DWDB Chair upon notice to the Board two working days prior to the meeting. Notice of each special meeting shall state the date, time, and location of the meeting, and an agenda that will

include the purpose of the meeting. Such special meetings will comply with the North Carolina Open Meetings Law. At any special meeting of the Board, no business other than the stated agenda shall be transacted.

- e. Phone- and web- based meetings and other use of appropriate technology may be used, from time to time, to promote and enhance DWDB member participation in conjunction with face-to-face, in-person meetings when applicable. The agenda may state the means of connection to the meeting if participation via phone or other electronic means is being utilized. DWDB members participating in a telephone conference call or other electronic means shall be clearly identified in the minutes.
- f. The agenda for DWDB meetings shall be developed by the DWDB Chair in consultation with the DWDB Executive Committee.
- g. The DWDB Chair shall be responsible for orderly business of meetings and for calling items on the agenda.

## **Section 2 Meeting Notices**

- a. Notices of all regularly scheduled meetings shall be provided by written notice at least five (5) working days prior to their occurrence.
- b. The public shall be informed of all regularly scheduled meetings through the DWDB website and the appropriate personnel with the City of Durham.

## **Section 3 Public Meetings**

- a. All meetings of the DWDB, including its standing committees, adhoc committees, task forces and workgroups, shall be conducted in compliance with the State of North Carolina Open Meeting Law (North Carolina Statutes Chapter 143, Article 33C, GS132-1 et seq.), except in cases specifically outlined in the North Carolina Public Records Act. Meetings shall be open, that is, held in public, and it shall be a stated policy that interested citizens or groups will be heard on workforce development matters. However, all public comments shall be limited to three minutes.
- b. All meetings will be held in accessible facilities with accessible materials made available upon prior request.

## **Section 4 Voting and Quorum**

- a. Each member present at the meeting shall have one vote.
- b. A quorum is required for the transaction of business at any Board or standing committee meeting. At least 50% of the current members of the Board, or committee, plus one, must be present at a regularly scheduled meeting of the Board in order to constitute a quorum.
- c. A Member may cast a vote by proxy as described in Article III, Section 6, or remotely through technological means such as telephonically or by webcam or other Internet platforms.

## **Section 5 Attendance**

- a. All DWDB members are expected to attend regularly scheduled meetings pursuant to Article II, Section 4.

- b. Exceptions to attendance policies may be made by the DWDB Executive Committee due to special circumstances.

**Section 6 Record of Meetings**

- a. A record shall be made of all meetings of DWDB.
- b. Minutes shall be kept and made available for review by the North Carolina Workforce Division.
- c. The DWDB Chair and the OEWD Executive Director shall review and correct such Minutes.
- d. Meeting Minutes will be posted and available for review on the Durham Workforce Development Board's website within five (5) days of the meeting.
- e. Minutes will be prepared and distributed electronically to each Board member at least 48 hours prior to the next scheduled meeting for approval by the Board at the next regular meeting.
- f. All minutes and agendas, as well as any supporting and informational material of any meeting of the Board, will be made available to the public upon request to the Board.
- g. The date and frequency of meetings may be revised at the discretion of the Chairperson.

**Section 7 Executive Sessions**

- a. Only to the extent and for the purposes authorized shall the Board be permitted to meet in executive sessions called by the Chair or First Vice-Chair of the Board.
- b. No such executive session shall be held unless a quorum of the Board first meets in an open meeting or session for which notice has been given in accordance with applicable law and during which the open meeting, the Chair or Vice-Chair of the Board has publicly announced that an executive meeting of the Board or committee thereof will be held and has identified the provision of law (i.e., the applicable section of the North Carolina Open Meetings Law) authorizing the holding of such an executive session.

**ARTICLE VII – ORDER OF BUSINESS**

**Section 1 Rules of Order**

- a. All meetings of the DWDB shall follow rules of order established for the conduct of such meetings as set forth in the latest edition of Robert Rules of Order, unless otherwise provided for by these Bylaws.

**Section 2 Participation in Meetings by Non-Members**

- a. Participation in meetings by an individual, except Members, shall be at the discretion of the Chairperson.

## ARTICLE VIII – PROFESSIONAL STAFF AND BUDGET

### Section 1 Professional Staff

- a. The Board may maintain, either as employees or through service contracts, professional staff with the capacity to oversee and administer the implementation of the Board’s purpose within the service delivery area.
- b. Contractual employment of service providers must be by action of the Executive Committee and the appropriate subcommittee or committee upon terms and conditions such as appearance at Board meetings to give progress reports and including payment for services set forth by the Board.
- c. The Board may employ legal counsel and other professionals to facilitate its organization and operation and may adopt a budget.

## ARTICLE IX – CONFLICT OF INTEREST AND ETHICS

### Section 1 Conflict of Interest<sup>2</sup>

- a. The DWDB shall follow North Carolina Law on Conflict of Interest and Ethics Law for local government officials (NC G.S. Chapter 138A).
- b. The DWDB member may not vote on any matter that would provide direct financial benefit to the member or the member’s immediate family,<sup>3</sup> or on matters of the provision of services by the member or the entity the member represents.
- c. The DWDB member must avoid the appearance of a conflict of interest. Prior to taking office, DWDB members must provide to the DWDB Chair any substantial business interests or relationships they, or their immediate families, have with all businesses or organizations that have received, currently receive, or are likely to receive contracts or funding from DWDB.
- d. Prior to discussion, vote or decision on any matter before DWDB, if a member, or a person in the immediate family of such member, has a substantial interest in or relationship to a business entity, organization or property that would be affected by any official DWDB action, the member must disclose the nature and extent of the interest or relationship and, dependent upon the nature and extent of the interest or relationship, may be required by the DWDB Chair to abstain from discussion and voting on or in any other way participating in the decision on the matter. All abstentions must be recorded in the minutes of the DWDB meeting and be maintained as part of the official record.

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<sup>2</sup>“Conflict of Interest” shall be defined as the principle in which a public official’s private and/or personal interest might prevent, or appear to prevent, the public official from exercising his or her official judgment, discretion, powers or duties in an unbiased manner.

<sup>3</sup>“Immediate Family Member” shall be defined as meaning a spouse, partner, parent, grandparent, child, brother, sister, aunt, uncle, nephew, niece, grandchild, first cousin, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, step-parent, step-child, step-brother, step-sister, half-brother, half-sister, or individual residing in the same household.

- e. The Board may enter any contract or transaction with one or more of its Members, Officers, or Committee Members on the condition that material facts as to the relationship to the contract or transaction are disclosed and known to the Board, and the Board in good faith authorizes the contract or transaction by the affirmative vote of a majority of the disinterested Members.
- f. It is the responsibility of the DWDB members to monitor potential conflict of interest and bring it to the DWDB's attention in the event a member does not make a self-declaration.
- g. In order to avoid a conflict of interest, DWDB must ensure that the DWDB's workforce service providers for WIOA Title 1B adult, dislocated worker, and youth programs do not employ or otherwise compensate a current or former DWDB member or DWDB employee who was employed or compensated by the DWDB or its administrative entity, fiscal agent, or grant recipient anytime during the previous 12 months.
- h. Interested Members may be counted in determining the presence of a quorum at a meeting of the Board, which authorizes, approves, or ratifies a contract or transaction on the conditions set forth in this article, but they may not vote.

## **ARTICLE X – AMENDMENTS**

### **Section 1      Amendments**

- a. The Board may propose amendments by a simple majority vote of the Board members at any meeting of the Board, provided that all amendments to the Bylaws shall be consistent with the provisions of the WIOA and state regulations.
- b. Before the DWDB considers an amendment, the proposed amendment to the Bylaws must be: (1) noticed in writing to the DWDB membership 10 days in advance of the meeting at which the amendment is to be considered; (b) reviewed by the Chair of DWDB; and (c) reviewed by the Executive Director of the Office of Economic and Workforce Development.

## **ARTICLE XI – SEVERABILITY**

If any part of these Bylaws is held to be null and/or void, the validity of the remaining portion of the Bylaws shall not be affected.

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### **Guidance Regarding Meetings and Conferencing via Electronic Means**

All public Workforce Development Board 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 location(s) where members are to ensure that each such connection is active.
- 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.

**Note:** This template reflects multiple counties within a Consortium. Single-county Boards and non-Consortia will need to adjust their bylaws accordingly.

## Local Workforce Development Boards Membership Requirements

Representative of Business	Who May Satisfy the Requirements
<p>(WIOA Section 107(b) (2)(A))</p>	<p><b>The majority</b> of the members of the Local Board must be representatives of business in the local area. At a minimum, <b>two members must represent small business</b> as defined by the U.S. Small Business Administration. Business representatives serving on Local Boards may also serve on the State Board. Each business representative must meet the following criteria:</p> <ul style="list-style-type: none"> <li>• be an owner, chief executive officer, chief operating officer, or other individual with optimum policy making and hiring authority;</li> <li>• 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</li> <li>• are appointed from among individuals nominated by local business organizations and business trade associations.</li> </ul>
<p><b>Representative of Workforce</b>  (WIOA Section 107(b)(2)(B))</p>	<p><b>Not less than 20 percent</b> of the members of the Local Board <b>must</b> be workforce representatives. These representatives:</p> <ul style="list-style-type: none"> <li>• <b>must include two or more representatives of labor organizations</b>, where such organizations exist in the local area. Where labor organizations do not exist, representatives must be selected from other employee representatives; <i>[In North Carolina, such examples include the North Carolina Association of Educators (NCAE) or the State Employees Association of North Carolina (SEANC)].</i></li> <li>• <b>must include one or more representatives of a joint labor management, or union affiliated, registered apprenticeship program</b> 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, and <b>may include:</b></li> </ul> <p>In addition to the representatives enumerated above, the Board <b>may</b> include the following to contribute to the 20 percent requirement:</p> <ul style="list-style-type: none"> <li>• one or more representative of community-based organizations that have</li> </ul>

**Appendix D**  
**Board Membership Requirements**

	<p>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</p> <ul style="list-style-type: none"> <li>• one or more representatives of organizations that demonstrated experience or expertise in addressing the employment, training, or education needs or eligible youth, including representatives of organizations that serve out-of-school youth.</li> </ul>
<p><b>Representatives of Education and Training</b>  (WIOA Section 107(b) (2)(C))</p>	<p>The balance of Local Board membership <b>must include:</b></p> <ul style="list-style-type: none"> <li>• <b>At least one</b> eligible provider administering <b>adult education and literacy</b> activities under WIOA Title II;</li> <li>• <b>At least one</b> representative from an <b>institution of higher education</b> providing workforce investments activities, including community colleges; and</li> <li>• <b>At least one representative</b> from each of the following governmental and economic and community development entities: <ul style="list-style-type: none"> <li>• <b>Economic and community development</b> entities;</li> <li>• The state <b>Employment Service Office</b> under the Wagner-Peyser Act (29 U.S. C. 49 et seq.) serving the local area; and</li> <li>• The programs carried out under Title I of the Rehabilitation Act of 1973, other than Sec. 112 or part C of that title.</li> </ul> </li> </ul> <p>In addition to the representatives enumerated above, the CLEO <b>may</b> appoint other appropriate entities in the local area, including:</p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• Governmental and economic and community development entities who represent transportation, housing, and public assistance programs;</li> <li>• Philanthropic organizations serving the local area; and</li> <li>• Other appropriate individuals as determined by the Chief Elected Official.</li> </ul>

*Source: USDOL Training and Employment Guidance Letter (TEGL) 27-14*

**Durham Workforce Development WIOA Board List**  
**(Current as of June 21, 2019)**

	Category	Name and Business Title	Name and Business Address	Phone Number	Email Address	Term
1.	Business	<b>Paul Grantham, (DWDB Chair)</b> Communications Services Assistant Vice President	Duke University and Health System 705 Broad Street Durham, NC 27708	919-681-4534	<a href="mailto:paul.grantham@duke.edu">paul.grantham@duke.edu</a>	Reappointed through June 30, 2021
2.	Small Business	<b>Steven Williams, (DWDB 1<sup>st</sup> Vice Chair)</b> Founder/CEO	Global Ventures of North America, LLC 1909 Yellowwood Lane Durham, NC 27712	919-306-8436	<a href="mailto:steven@globalventures-llc.com">steven@globalventures-llc.com</a>	Reappointed through Jun 30, 2021
3.	Business	<b>Scott McGregor (DWDB 2<sup>nd</sup> Vice Chair)</b> Senior Program Manager	Cisco 7100-7 Kit Creek Road Research Triangle Park, NC 27703	919-392-5423 919-607-2512 (c)	<a href="mailto:scott424@gmail.com">scott424@gmail.com</a>	Aug 15, 2016-Jun 30, 2020 <i>(eligible for reappointment through 6/30/24)</i>
4.	Small Business	<b>George Hining (Chair, Business Services Sub-Committee)</b> Director of Marketing & Business	MHA Works Architecture 501 Washington Street Durham, NC 27701	919-662-2870	<a href="mailto:ghining@mhaworks.com">ghining@mhaworks.com</a>	July 1, 2017 – June 30, 2021
5.	Business	<b>Wade Smedley (Chair, NCWorks Career Center Sub-Committee)</b> Director, Human Resources	Merck & Co., Inc. 5325 Old Oxford Road Durham, NC 27712	919-884-4237	<a href="mailto:wade_smedley@merck.com">wade_smedley@merck.com</a>	Reappointed through Jun 30, 2021
6.	Business	Michael Dombek Vice President, Business Development	Precision Biosciences 314 Pettigrew Street Durham, NC 27701	919-641-2436	<a href="mailto:michael.dombek@precisionsciences.com">michael.dombek@precisionsciences.com</a>	June 20, 2017 – June 30, 2021
7.	Business	Tiffany Frye Business Owner	Nido Durham, LLC 902 Broad Street Durham, NC 27705	919-307-6436	<a href="mailto:tiffany.m.frye@gmail.com">tiffany.m.frye@gmail.com</a>	Apr 24, 2017-Jun 30, 2021 <i>(eligible for reappointment through 6/30/25)</i>

**Durham Workforce Development WIOA Board List**  
(Current as of June 21, 2019)

Category	Name and Business Title	Name and Business Address	Phone Number	Email Address	Term
8. Business	Marlon Kiel Director of Human Resources and Recruiting	Measurement Inc. 423 Morris Street Durham, NC 27701	919-683-2413 Ext. 1059	<a href="mailto:marlonkie1@hotmail.com">marlonkie1@hotmail.com</a>	Apr 24, 2017-June 30, 2021 (eligible for reappointment through 6/30/25)
9. Business	Henry Clay McKoy, Jr. Managing Director	PoliHire 400 W. Main St. Suite 201A Durham, NC 27701	919-302-1025	<a href="mailto:h_mckoy@yaoo.com">h_mckoy@yaoo.com</a>	July 1, 2018 – June 30, 2022
10. Business	Ari Medoff Owner and CEO	Nurse Care of North Carolina 3200 Croasdaile Dr. Suite 701 Durham, NC 27705	919-309-4333	<a href="mailto:ari@arosallc.com">ari@arosallc.com</a>	Reappointed June 17, 2019 through June 30, 2022
11. Business	Kristey Stewart Operations Coordinator	Atlantic Corporate Contracting, LLC PO Box 91146 Raleigh, NC 27675	984-244-7700 850-556-1470	<a href="mailto:kstewart@acc-gc.com">kstewart@acc-gc.com</a>	Nov 6, 2017-June 30, 2021 (eligible for reappointment through 6/30/25)
12. Business	Ernie Mills CEO	Durham Rescue Mission Store 1201 E. Main Street Durham, NC 27701	919-688-9641 Ext. 5027	<a href="mailto:ernie.mills@durhamrescuemission.com">ernie.mills@durhamrescuemission.com</a>	Reappointed June 17, 2019 through June 30, 2022
13. Business	Jeffrey L. Frederick, Senior Vice President	Global Human Resources Business Partnering 3040 Cornwallis Road Research Triangle Park, NC 27709	919-541-6142 919-699-6813 (c)	<a href="mailto:jfrederick@rti.org">jfrederick@rti.org</a>	Appointed June 17, 2019 – June 30, 2023

**Durham Workforce Development WIOA Board List**  
(Current as of June 21, 2019)

	<b>Category</b>	<b>Name and Business Title</b>	<b>Name and Business Address</b>	<b>Phone Number</b>	<b>Email Address</b>	<b>Term</b>
14.	Labor Organization,	Roger Shumate Business Manager	IUEC Local 80 3300Highway 70 Durham, NC 27703	919-596-6172	<a href="mailto:iuec80@cs.com">iuec80@cs.com</a>	Jan 25, 2016 - June 30, 2020 (eligible for reappointment through 6/30/24)
15.	Joint Labor- Management, or union affiliated, registered apprenticeship program.	<b>Rebecca Axford</b> <b>Director</b> <b>(Chair, DWDB Youth</b> <b>Council Sub-Committee)</b>	Raleigh-Durham JATC 400 West Main Street #402 Durham, NC 27701	919-596-6931 919-475-6239 (c)	<a href="mailto:raxford@raldurjatc.org">raxford@raldurjatc.org</a>	Mar 23, 2016 - June 30, 2020
16.	Community Based Org. addressing needs of eligible youth	Quillie Coath, Jr. Executive Director of Youth Programs	Durham Proud Program 118 E. Main Street Durham, NC 27701	919-956-8366	<a href="mailto:qsh3@aol.com">qsh3@aol.com</a>	Reappointed June 17, 2019 through June 30, 2022
17.	Community Based Org addressing employment needs of veterans.	James Alston, Executive Director	Triangle Veterans Wellness Outreach Center		<a href="mailto:jimmyalston67@gmail.com">jimmyalston67@gmail.com</a>	September 28, 2015 – June 30, 2019
18.	Adult Education and Literacy eligible under WIOA Title II	Dr. Peter Wooldridge Vice President for Corp Education, Continuing Edu and Public Safety Division	Durham Technical Community College 1637 E. Lawson Street Durham, NC 27703	919-536-7200 Ext. 8046	<a href="mailto:wooldridgep@durhamtech.edu">wooldridgep@durhamtech.edu</a>	Dec 5, 2016-June 30, 2020 (eligible for reappointment through 6/30/24)

**Durham Workforce Development WIOA Board List**  
 (Current as of June 21, 2019)

Category	Name and Business Title	Name and Business Address	Phone Number	Email Address	Term
19. Higher Education	Dr. Anthony Nelson, Dean North Carolina Central University, School of Business	North Carolina Central University, School of Business 1801 Fayetteville Street 221 C.T. Willis Building Durham, NC 27707	919-530-6175	<a href="mailto:acnelson@nccu.edu">acnelson@nccu.edu</a> <a href="mailto:acnelson2002@yahoo.com">acnelson2002@yahoo.com</a>	Appointed May 28, 2019 – June 30, 2022
20. Agency serving the local area relating to public assistance	William “Ben” Rose, Director (Proxy: Rhonda Stevens, Assistant Director)	Department of Social Services		<a href="mailto:wrose@dconc.gov">wrose@dconc.gov</a> <a href="mailto:rstevens@dconc.gov">rstevens@dconc.gov</a>	March 10, 2016 – June 30, 2020
21. Local area educational agency	Dr. Julie Pack, Career Technical Education Executive Director	Durham Public Schools		<a href="mailto:Julie.pack@dps.net">Julie.pack@dps.net</a>	Appointed June 17, 2019 – June 30, 2023
22. Wagner-Peyser Act/ State Employment Service	Kenneth Angelini, DWS Manager	1105 S. Briggs Avenue Durham, NC 27703	919-560-6880, ext. 210	<a href="mailto:kenneth.angelini@nccommerce.com">kenneth.angelini@nccommerce.com</a>	Appointed June 17, 2019 – June 30, 2022
23. Vocational Rehabilitation Program	Nataliya Rice, Assistant Unit Manager	Vocational Rehabilitation Services 4312 Western Park Place Durham, NC 27705	919-560-6810	<a href="mailto:nataliya.rice@dhhs.nc.gov">nataliya.rice@dhhs.nc.gov</a>	<i>Invited, pending Board approval.</i>
24. Economic Development	Geoff Durham President and CEO	Greater Durham Chamber of Commerce 300 W. Morgan St., Suite 1400 P.O. Box 3829 Durham, NC 27702	919-328-8710	<a href="mailto:gddurham@durhamchamber.org">gddurham@durhamchamber.org</a>	Jan 23, 2017-June 30, 2021 ( <i>eligible for reappointment through 6/30/22</i> )

**Durham Workforce Development WIOA Board List**  
**(Current as of June 21, 2019)**

	<b>Category</b>	<b>Name and Business Title</b>	<b>Name and Business Address</b>	<b>Phone Number</b>	<b>Email Address</b>	<b>Term</b>
25.	Local Government	DeDreana Freeman, City of Durham Councilmember	City of Durham Office of the City Council 101 City Hall Plaza Durham, NC 27701	919-560-4396	<a href="mailto:dedreana.freeman@durhamnc.gov">dedreana.freeman@durhamnc.gov</a>	Non-Voting Elected Official
26.	Local Government	James Hill, Durham County Commissioner	Durham County Board of Commissioners 200 East Main Street Durham, NC 27701	919-560-0025	<a href="mailto:jahill@dcconc.gov">jahill@dcconc.gov</a>	Non-Voting Elected Official
27.	Local Government	Brenda Howerton, Durham County Commissioner	Durham County Board of Commissioners 200 East Main Street Durham, NC 27701	919-560-0025	<a href="mailto:bhowerton@dcconc.gov">bhowerton@dcconc.gov</a>	Non-Voting Elected Official
28.	Durham Workforce Development Board Staff	Andre Pettigrew, Executive Director	City of Durham Office of Economic and Workforce Development 807 East Main Street, #5 Durham, NC 27703	919-560-4965	<a href="mailto:andre.pettigrew@durhamnc.gov">andre.pettigrew@durhamnc.gov</a>	Non-Voting Board Staff

**Notes:**

- In obtaining nominations and making appointments, follow Workforce Innovation and Opportunity Act Section 107(b)(2) and US Department of Labor Training and Employment Guidance Letter (TEGL) 27-14.
- \*If Local Workforce Development Board Area has more than 19 total members: 1) add lines to chart and complete all columns for additional members; 2) ensure required percentages are still met.
- Use form provided and identify categories as indicated on the form. Do not change required category names.

**By submission of this form, the Workforce Development Board 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)]**