

NC Works Career Center Memorandum of Understanding

The Eastern Carolina Workforce Development Board (ECWDB), with the agreement of the Chief Elected Official, Eastern Carolina Workforce Development Consortium, shall develop and enter into this Memorandum of Understanding (MOU) between the Eastern Carolina Workforce Development Board ECWDB and the One-Stop Partners in Carteret, Craven, Duplin, Greene, Jones, Lenoir, Onslow, Pamlico, and Wayne Counties under the Workforce Innovation and Opportunity Act (WIOA) P.L. 113-128, concerning the operation of the One-Stop delivery system.

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

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

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

Each required partners of the One-Stop Delivery System shall:

- a.) Provide access through the one-stop delivery system, including making the career services (eligibility determination, outreach, initial assessment, labor exchange service, job search, recruitment, referrals, job listings, training provider information, local area performance, supportive service information, financial aid assistance, career planning, financial literacy, and more) that are applicable to the program or activities available at the one-stop centers.
- b.) Use a portion of the funds available for the program and activities to maintain the one-stop delivery system, including payment of the infrastructure costs of one-stop centers.
- c.) Enter a local MOU (shown by signature on this document) with the Eastern Carolina Workforce Development Board, relating to the operation of the one-stop system, with the agreement of the Chief Elected Official, Eastern Carolina Workforce Development Consortium.

- d.) Participate in the operation of the one-stop system consistent with the terms of this MOU, the requirements of this title, and the requirements of the federal laws authorizing the program or activities.
- e.) Use a common one-stop delivery system identifier (in North Carolina this is NCWorks).
- f.) Identify strategies to meet the needs of individuals with barriers to employment.
- g.) Adhere to the Integrated Service Delivery model of operation for each center as applicable to the purposes of this MOU and the unique services offered by the partner agency.

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

This section must contain effective time period, infrastructure and shared services budget, identify all one-stop partners/CLEOs/local Boards participating, and describe the periodic review and reconciliation process to ensure equitable benefit among partners. The infrastructure funding agreement (IFA) may have a different effective time period from the duration of the MOU. Also, the infrastructure funding agreement must include binding signatories if submitted as a separate document.

- a.) Identification of the infrastructure costs budget, which is a component of the overall one-stop operating budget is included as stated.
- b.) If different from Section I above, identify all one-stop partners, CLEOs, and the Local WDB participating in the IFA. N/A.
- c.) The review process to ensure equitable benefit among one-stop partners will be conducted annually by review and input from partners.
- d.) The local area follows the State Funding Mechanism process and is circulated to the partners by the ECWDB Executive Director for their input and concurrence.
- e.) If partners are not able to resolve issues related to infrastructure funding during the MOU duration period when consensus cannot be reached, partner contribution defaults to the State Funding Mechanism limits.

IV. Funding definitions

a.) Cash and In-Kind for Ongoing One-Stop Delivery System Operators

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

b.) Infrastructure Costs One-Stop Centers

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

- c.) Non-personnel costs include: Rental of the facilities; Utilities and maintenance; Equipment (including assessment-related products and assistive technology for individuals with

disabilities); and Technology to facilitate access to the one-stop center, including technology used for the center's planning and outreach activities.

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

V. Methods of Referrals

Methods to ensure the needs of workers and youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in the provision of necessary and appropriate access to services, including access to technology and materials, made available through the one-stop delivery system. Individuals seeking services may be referred to the County NCWorks Career Center rather than the partner's site. If an individual seeks services at the County NCWorks Career Center, rather than the partner's site, services should be made available to him/her without referral to another location (based on staffing availability and the availability of services). A partner is not required to route all its participants through the County NCWorks Career Center. All individuals seeking services at the Center should be served timely and in the most expedient manner possible; without imposing additional barriers to services.

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

VI. Certification and Continuous Improvement

The parties herein shall comply with established Certification and Continuous Improvement Criteria established by the state board (NCWorks Commission), in consultation with the chief elected official of the Eastern Carolina Workforce Development Consortium and the Eastern Carolina Workforce Development Board. The objective criteria and procedures for use by local boards in assessing at least once every 3 years the effectiveness, physical and programmatic accessibility are in accordance with section 188, if applicable, and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), and continuous improvement of one-stop centers and the one-stop delivery system.

VII. Performance and Accountability

Each partner is responsible for ensuring that its legislated programs, services, and activities are provided in the One-Stop Center in accordance with the goals, objectives and performance measures of the Workforce Innovation and Opportunity Act (WIOA) P.L. 113-128 and regulations. Each partner agrees to work to support the achievement of WIOA and One-Stop performance measures as determined by the USDOL through the North Carolina Division of Workforce Solutions. The designated depository of said performance information is hereby agreed upon as the NCWorks Online system.

VIII. Confidentiality of Information

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

IX. Monitoring and Oversight

The Chief Elected Official, the Workforce Development Board, the Division of Workforce Solutions, United States Department of Labor, and local area administrative entity have the right to monitor activities under this MOU to ensure performance goals are being maintained and that the MOU terms and conditions are being fulfilled. The partners shall permit on-site visits and reviews by the above-mentioned agencies or their designee.

X. Disputes

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

XI. Duration

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

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

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

The ECWDB reserves the right to terminate the participation of any partner upon 60-day notice if the partner's actions are inconsistent with the terms and conditions of this MOU.

This memorandum shall be reviewed not less than once every 3-year period to ensure appropriate funding and delivery of services. [WIOA 121].

XII. Modification and Assignment

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

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

XIII. Signatures

By signatures hereto, the partner(s) attest to participation in the development of this MOU and will support and implement the provisions contained herein. I certify that I have read and understand the above information and agree to the terms outlined herein. By signing this document, I also certify that I have the legal authority to bind my agency to the terms of this Memorandum of Understanding.

North Carolina State and Regional Partners Signatures

DocuSigned by:
Bob Cavanaugh
BC61D1232852461...

10/11/2023

Bob Cavanaugh
Chief Elected Official, Eastern Carolina Workforce Development Consortium
1341 South Glenburnie Road
New Bern, NC 28562

Date

DocuSigned by:
Al Searles
2509DC3294CCE

9/28/2023

Al Searles
Chair, Eastern Carolina Workforce Development
1341 South Glenburnie Road
New Bern, NC 28562

Date

DocuSigned by:
Tammy Childers
931798BF0058402...

9/28/2023

Tammy Childers
Executive Director, Eastern Carolina Workforce Development Board
1341 South Glenburnie Road
New Bern, NC 28562
Title I Adults, Dislocated Workers, Youth

Date

Jordan Whichard
Chief Deputy Secretary, North Carolina Department of Commerce
PO Box 25903
Raleigh, NC 27611-5903
WIOA Title III: Wagner-Peyser Act Employment Service Program
Trade Adjustment Assistance (TAA) activities
Jobs for Veterans State Grant (JVSJ) programs
State Unemployment Compensation laws

Date

N/A

Title I Job Corps

N/A

Title I Youth Build

Date

Susan Oney
Vice President of Workforce and Career Services, Telamon
5560 Munford Road
Raleigh, NC 27612
Title I National Farmworkers Jobs Program (NFJP)

Date

DocuSigned by:
Kevin Madden
18ACC88B606D49E...

9/28/2023

Kevin Madden
Senior Vice President and Chief Financial Officer, National Council on Aging
251 18th Street South, Suite 500
Arlington, VA 22202
Senior Community Service Employment Program (SCSEP)

Date

DocuSigned by:
Jordan Thomas
78FFD8BF07A945A...

9/29/2023

Jordan Thomas
Regional Director, Vocational Rehabilitation, Rehabilitation Services Manager Area IV, Services for the Blind, Programs authorized under Title I of the Rehabilitation Act of 1973
404 St. Andrews Drive
Greenville, NC 27834
Services for the Blind, Greenville and Wilmington District Offices, NC DHHS

Date

DocuSigned by:
Catissa Head
A04FA9EE18424EC...

10/5/2023

Catissa Head
Executive Director, Coastal Community Action, Inc.
303 McQueen Avenue
Newport, NC 28570
Employment and training activities carried out under the Community Services Block Grant Act

Date

N/A

Name

Date

Employment and training activities carried out by the Department of Housing and Urban Development

DocuSigned by:
Robert J. Witchger
086E471AEC334C0

10/9/2023

Robert J. Witchger

Date

Director, Career and Technical Education

North Carolina Community College System

200 West Jones Street

Raleigh, NC 27601

Carl D. Perkins Career and Technical Education Programs

N/A

Name

Date

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

DocuSigned by:
Cindy Harrell
551E72A6D0204F8...

9/29/2023

Cindy Harrell
Executive Director, Diversified Opportunities, Inc.
1010 Herring Avenue
East Wilson, NC 27893
Serving individuals with disabilities

Date

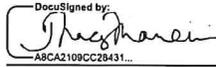
DocuSigned by:
Jessica Adams
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9/29/2023

Jessica Adams
Department of Social Services – Carteret County
302 Courthouse Square
Beaufort, NC 28516
Temporary Assistance for Needy Families (TANF) program

Date

Carteret County NCWorks Career Center Partners

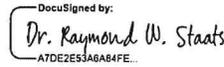
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10/5/2023

Date

Dr. Tracy Mancini
President, Carteret Community College
3505 Arendell Street
Morehead City, NC 28557
Adult Education and Family Literacy Act (AEFLA) program
Career and Technical Education programs

Craven County NCWorks Career Center Partners

DocuSigned by:

ATDEZE53A8A84FE...

9/29/2023

Date

Dr. Ray Staats
President, Craven Community College
800 College Court
New Bern, NC 28562
Adult Education and Family Literacy Act (AEFLA) program
Career and Technical Education programs

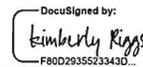
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10/4/2023

Date

Geoffrey C. Marett
Director, Craven County Social Services
2818 Neuse Boulevard
New Bern, NC 28562
Temporary Assistance for Needy Families (TANF) program

DocuSigned by:

F80D2935523343D...

9/28/2023

Date

Kimberly Riggs
Unit Manager, Vocational Rehabilitation
2832 Neuse Boulevard
New Bern, NC 28562
Programs authorized under Title I of the Rehabilitation Act of 1973

Duplin County NCWorks Career Center Partners

DocuSigned by:
Dr. Jay Carraway
89DCE0638ADD484

10/11/2023

Dr. Jay Carraway
President, James Sprunt Community College
133 James Sprunt Drive
Kenansville, NC 28949
Adult Education and Family Literacy Act (AEFLA) programs
Career and Technical Education programs

Date

DocuSigned by:
Annie Murrell
6EB84377C3094F8

10/9/2023

Annie Murrell
Director, Social Services Duplin County
423 North Main Street
Kenansville, NC 28349
Temporary Assistance for Needy Families (TANF) program

Date

DocuSigned by:
C.W. "Bill" Sharek, Jr.
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10/4/2023

C.W. "Bill" Sharek, Jr.
President, Johnston County Industries, Inc.
1100 East Preston Street
Selma, NC 27576
Vocational training, employment programs, and manufacturing solutions

Date

Lenoir County NCWorks Career Center Partners

DocuSigned by:
Dr. Rusty Hunt
51ED683B458343C...

9/29/2023

Dr. Rusty Hunt
President, Lenoir Community College
231 North Carolina Highway 58 South
Kinston, NC 28504
Adult Education and Family Literacy Act (AEFLA) program
Career and Technical Education programs

Date

DocuSigned by:
Jeff Harrison
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9/28/2023

Jeff Harrison
Director, Social Services Lenoir County
130 West King Street
Kinston, NC 28504
Temporary Assistance for Needy Families (TANF) program

Date

DocuSigned by:
Angela Bates
163CB20524624C2...

9/28/2023

Angela Bates
Executive Director, Greene Lamp Inc.
309 Summit Avenue
Kinston, NC 28501
Community Services Block Grant (CSBG) program

Date

Onslow County NCWorks Career Center Partners

Mr. David Heatherly
President, Coastal Carolina Community College
444 Western Boulevard
Jacksonville, NC 28546
Adult Education and Family Literacy (AEFL) program
Career and Technical Education programs

Date

Susan Thigpen
Director, Social Services Onslow County
612 College Street
Jacksonville, NC 28540
Temporary Assistance for Needy Families (TANF)

Date

DocuSigned by:
Steve Moore
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10/9/2023

Steve Moore
Director, United Way of Cape Fear
5919 Oleander Drive, Suite 115
Wilmington, NC 28403
Senior Community Service Employment (SCSE) program

Date

Wayne County NCWorks Career Center Partners

DocuSigned by:
Dr. Patty Pfeiffer
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10/2/2023

Dr. Patty Pfeiffer
President, Wayne Community College
3000 Wayne Memorial Drive
Goldsboro, NC 27534
Adult Education and Family Literacy Act (AEFLA) program
Career and Technical Education programs

Date

DocuSigned by:
Kimberly McGuire
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9/29/2023

Kimberly McGuire
Director, Social Services Wayne County
301 North Herman Street
Goldsboro, NC 27530
Temporary Assistance for Needy Families (TANF)

Date

Patricia Beier
Chief Executive Officer, Wayne Action Group for Economic Solvency, Inc.
601 Royall Avenue
Goldsboro, NC 27534
Community Services Block Grant (CSBG) programs

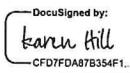
Date

Directors of WIOA Title II: Adult Education and Family Literacy Act (AEFLA) programs

Diane Matlock		Carteret Community College	10/5/2023
Printed Name	Signature	Title	Date
Representing: WIOA Title II: Adult Education and Family Literacy Act (AEFLA) programs			

Russell Gardner		Coastal Carolina Community College	
Printed Name	Signature	Title	Date
Representing: WIOA Title II: Adult Education and Family Literacy Act (AEFLA) programs			

Sandy Bayliss-Carr		Craven Community College	9/28/2023
Printed Name	Signature	Title	Date
Representing: WIOA Title II: Adult Education and Family Literacy Act (AEFLA) programs			

Karen Hill		Lenior Community College	9/29/2023
Printed Name	Signature	Title	Date
Representing: WIOA Title II: Adult Education and Family Literacy Act (AEFLA) programs			

Lynn Rabhan		Wayne Community College	10/5/2023
Printed Name	Signature	Title	Date
Representing: WIOA Title II: Adult Education and Family Literacy Act (AEFLA) programs			

DocuSigned by:
April King
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10/2/2023

April King
Executive Director, Craven County Literacy Council
2507-A Neuse Boulevard
New Bern, NC 28562
Adult Education and Family Literacy Act (AEFLA) program

Date