



January 25, 2022

Chet Mottershead
Assistant Secretary
Division of Workforce Solutions
4551 Mail Service Center
Raleigh, NC 27699-4351

Dear Chet Mottershead:

This letter is being written to inform you that Lee and Chatham Counties have requested to join Capital Area Workforce Development Board's (CAWD) Local Area which currently includes Wake and Johnston Counties. All four-county chief elected officials and Capital Area Workforce Development Board have agreed to this transition which will take place July 1, 2022.

CAWD is requesting, from DWS, the transfer of Program and Fiscal Agent responsibility from Triangle South Workforce Development Board to Capital Area Workforce Development Board effective July 1, 2022. We are currently working with Triangle South Workforce Development Board to identify equipment inventory, compare processes, conduct file reviews, and other activities to ensure a smooth transition.

Triangle South currently uses the same youth service provider for their Title I youth program, so this will be an easy transition for staff and customers. The current youth service provider's 2021 Triangle South contract ends June 30, 2022, so we will issue a new CAWD youth contract with them effective July 1, 2022. Triangle South's current Adult Title I service provider's contract ends June 30, 2022. Capital Area will transition Lee and Chatham Adult Title I services to our current Adult Service Provider effective July 1, 2022. Our current Adult Title I service provider has agreed to hire all adult service provider staff serving Lee and Chatham counties without them having to go through a formal recruitment process. We will know well before July 1 whether the current service provider's staff wish to join the CAWD's current Adult Title I service provider. If they are not interested in joining our current provider, our provider will recruit for new staff with a start date of July 1, 2022.

Since this transition will not take place until July 1, 2022, we will update relevant documents (by-laws, consortium agreement, one stop MOU, infrastructure agreement) during the normal schedule for PY22.

Please see the attached checklist and let me know if I am missing anything. Also, let me know if our plan of action related to the relevant documents are sufficient for the transition process to take place effective July 1, 2022. Also attached are the resolutions and support letters from each county. Wake County Commissioners approved this transition as part of their January 3, 2022 commission meeting. Since those minutes will not be available until February, I have attached the Consent Agenda and the link below at section 55.05 providing a verbal approval of the consent agenda. I will send the minutes once they are available.

https://wake.granicus.com/MediaPlayer.php?view_id=7&clip_id=2646&meta_id=233602

Lee County Commissioners	Approved December 14, 2021	Resolution attached
Chatham County Commissioners	Approved December 20, 2021	Resolution attached
Johnston County Commissioners	Approved January 18, 2022	Support letter attached

Sincerely,



Pat E. Sturdivant,
Executive Director
Capital Area Workforce Development Board

Cc: Jane Sterner, Agreta Limerick, Yvette German, Michael Hoskins, Nathaniel Copley