



**Local Workforce Development Area Designation Application**

**I. Point of Contact**

Fill in the information below regarding the individual who is completing this application on behalf of the chief local elected official who will serve as the point of contact for future correspondence.

Chief local elected official	Wake County Chair Sig Hutchinson
Contact Name	Pat E. Sturdivant
Title	Executive Director
Address	5942 Six Forks Road
Email Address	Pat.sturdivant@wakegov.com
Date of Application	9/15/2022

**II. Additional Information Regarding Designation/Transfer Request**

Is the request for a new Local Area?  Yes  No

Is the request regarding the transfer of county(ies) of an existing Local Area by a unit (or group of units) of local government?  Yes  No

**III. Participating Counties**

List all counties that will form the reorganized Local Area. [Wake, Johnston, Lee, Chatham, and Orange Counties](#)

**IV. Adding or Removing a County(ies)**

Indicate the names of each county requesting removal from their currently designated Local Area and addition to a reorganized Local Area. Please indicate which Local Area the county is being removed from. [Orange County is currently a part of Regional Partnership Workforce Development Board.](#)



**V. Circumstances for the Request**

Attach a summary which clearly states the circumstances for the request of transfer of county(ies)/reorganization.

At their June 7, 2022 meeting, the Orange County Board of Commissioners (BOCC) received a presentation from the NC Department of Commerce staff regarding the realignment of regional workforce development boards, options for Orange County for future alignment, and the approval process for proposed realignments. Several points of interest were discussed:

- The purpose of the realignment is to better align economic development and workforce development.
- Data shows that 22,197 Orange County residents commute to Durham, Wake, Chatham, and Lee Counties for employment. Additionally, 13,256 individuals working in Orange County commute from Durham, Wake, Chatham, Johnston, and Person Counties for employment.
- During 2017-2021, there were three companies in Orange County who received state economic development incentives but did not receive local NCWorks Workforce Development Services.
- Orange County employment issues are consistent with the Triangle and realignment with Capital Area allows a regional board to better support employers and jobseekers. Aligning the prosperity zones with the workforce boards is timely.
- Because of the partnership with Durham Technical Community College, it is important that Orange County is also aligned with Durham County (which may involve a longer process due to the current structure).
- The BOCC is interested in maintaining strong representation on the new board (currently has three members).
- Orange County is interested in maintaining a competitive bidding process which may allow for the continuation of local program management.

After an overview of the process and timeline and much discussion, the BOCC voted unanimously to authorize staff to coordinate the realignment process as prescribed by the Department of Commerce and to provide a recommendation to the BOCC.

**VI. Impact of the Withdrawal County(ies) to the Withdrawing Area**

Attach a summary that clearly states how the proposed transfer of county(ies) will impact those Local Areas from which it is withdrawing, such as impact on service delivery,



economic development regions, commuting patterns, availability of educational and training providers, needs and services related to the business and employer community, and other community-based needs.

One of the key positive impacts of Orange County transferring to CAWD is the fact that Orange County is in the same prosperity zone, North Central, as Wake, Johnston, Lee, and Chatham Counties that currently make up the Capital Area Workforce Development Local Area. With the significant economic development happening in Chatham and Lee Counties (VinFast and Wolf Speed) and the proximity to Orange County, having a broader range of jobseekers to fill the talent pipeline will prove to be beneficial to the region.

Prosperity Zones replaced state funding for regional economic development corporations. Without state funding, some entities dissolved while some expanded to include greater geographic footprints. The private entities still in existence primarily market their region to businesses and play a supporting role in recruitment and expansion projects to varying degrees. In the Triangle, Research Triangle Regional Partnership (RTRP) markets a 14-county region that includes the entire proposed Capital Area WDB which further supports the economic advantage of Orange County joining CAWD.

The following Table 1 illustrates the number and percentage of the county residents who work in counties located in the new proposed CAWD region, along with a total for the region. For instance, 9,210 workers that live in Orange County work in Orange County. This represents 27.1% of the total workers living in Orange. In total, 49.0% of workers living in Orange County (16,549) work in the New Capital Area WDB Region.

<b>Table 1 – Orange County Residents Working in the Proposed New Capital Area WDB Region County Working In</b>	<b>Resident Workers*</b>	<b>% of County’s Resident Workers*</b>
Orange County	9,210	27.1%
Wake County	4,920	14.5%
Chatham County	1,658	4.9%
Johnston County	716	2.1%
Lee County	145	0.4%
<b><i>New Capital Area Region Total</i></b>	<b><i>16,649</i></b>	<b><i>49.0%</i></b>

Currently, NCWorks Career Services in Orange County are carried out by Orange County Social Services. CAWD has spoken with the Orange County Social Services to discuss possible scenarios to continue services in the first year. Orange County Social



Services wanted to be sure that they would be able to apply for the competitive process to select NCWorks services providers. They were assured that they would be eligible to apply. CAWD will be soliciting for services providers December 2022. Further conversation needs to take place, but CAWD expects career and business services to be delivered from a location in Orange County. Regardless of the service provider, once the transfer is approved, CAWD will start working with Orange County Social Services to review files, review processes, and more to ensure a smooth transition.

Workforce and Community partners are important part of CAWD workforce eco system. Currently, CAWD holds quarterly partners meetings which include K-12, community colleges, community-based organizations, social services, and others to share best practices and workforce challenges and come up with common solutions. CAWD will be reassessing how these quarterly partners meetings are held and structured, but Orange County partners will now be included.

Currently Durham Technical Community College provides community college access for residents in Orange County; Durham Tech's President supports this transition as represented with the attached Orange County intention to join CAWD letter. (Attachment 1). CAWD has partnered with Durham Tech on other initiatives, so there is a current relationship. Residents of Orange County will continue to have access to Central Carolina Community College, Wake Technical Community, and Johnston Community College. Because Orange County is 47 miles or less from three of the counties in CAWD (Wake, Lee, and Chatham), joining CAWD widens the number of training providers available to residents of Orange County.

As far as services to businesses, CAWD will utilize its existing Business Services model which is a two-pronged approach: Business Engagement and Employer Services. The Business Engagement Director (board staff) will be responsible for strategic engagement such as economic development, employer associations, unsolicited business interactions. The Employers Services team (contract staff through NCWorks) provides the day-to-day services to help businesses identify and hire their needed employees using a variety of tools such as career fairs, OJT, screening, etc.

Additionally, please indicate the impact of the move to the restructured Local Area the county wishes to be included in, if applicable.

## **VII. Local Area Designation Criteria**

Attach a summary to address each of the specific considerations that follow, as well as any additional information or evidence to support the claims.

1. Impact on service delivery in the proposed reorganized Local Area.



The major impact is that we will now have 5 counties versus four counties to provide workforce development services. CAWD's current counties (Wake, Johnston, Lee, and Chatham) each have a NCWorks Career Center located in the county. In the board's latest center certification, Wake county's career center is a level 1 center and all the other centers are level 2 centers. The key difference between our level 1 centers and level 2 centers are the sizes and the amount of classroom space. Orange County also has one level 1 NCWorks Career Center and serve both youth and adult services out of the one center. In reviewing the career center traffic for the Orange County center, Wagner-Peyser traffic seems to have returned to pre-pandemic levels. However, enrollment in WIOA services have decreased almost 50%.

Our plan for the first year would be to leave the center at their current designation if acceptable by Orange County and reassess after the first year. CAWD uses one provider for adult and another provider for youth. Since we will be sending out an RFP in December 2022, we will include Orange County as a services area.

From a staffing perspective, we will work with Orange County as the WIOA Service Providers staff are Orange County employees. CAWD's goal in the first year would be to try not to impact employment for any of the service provider staff. We will have a better view after the RFP process since Orange County plans to apply to operate WIOA services, and when we have had more time to work with Orange County DSS.

From an administrative staff perspective, CAWD will most likely add only one staff person to be responsible for oversight and Technical Assistance for Lee, Chatham, and Orange. We will assess the need for additional business services administrative staff after the first 6 months.

2. Costs and benefits of a potential reorganization including, availability of educational and training providers (such as institutions of higher education and career and technical education schools in the area), needs and services related to the business and employer community and other community-based needs.

Currently the NCWorks Career Center in Orange County is in Chapel Hill NC. CAWD's hope is that Orange County will continue to host the NCWorks Career Center ongoing, but if not ongoing, at least for the first years. These discussions will take place once this application is approved. With the limited funding, if Orange County does not agree to continue to host the NCWorks Career Center, CAWD will be looking for no cost locations in Orange County.

Currently Durham Technical Community College provides community college access for residents in Orange County; Durham Tech's President supports this transition as represented with the attached Orange County intention to join CAWD letter. (Attachment



1). CAWD has partnered with Durham Tech on other initiatives, so there is a current relationship. Residents of Orange County will continue to have access to Central Carolina Community College, Wake Technical Community, and Johnston Community College. Because Orange County is 47 miles or less from three of the counties in CAWD (Wake, Lee, and Chatham), joining CAWD widens the number of training providers available to residents of Orange County. This also means that there are many training providers including 4-year universities within a 47-mile radius.

One of the areas identified for improvement by Orange County leadership is business services. For business services, our Business Engagement Director will now include Orange County in her engagement efforts. This includes partnering with the local economic development entities and other business organizations in the counties. We will also hire at least one business consultant (NCWorks contractor staff) to support employers in Orange County. Even though there will only be one dedicated employer services consultant, they will have the full team of consultants as backup and support which will include a total of 6 employer services consultants.

3. Consistency with natural labor market areas and commuting patterns.

Orange County has a shared labor market with CAWD, and all five counties are part of the Triangle J Council Of Governments. The role of the Council of Governments (COGs) is to provide creative regional solutions to relevant and emerging issues for the region while providing a standard of excellence in the delivery of federal, state, and regional services for member counties. Also, as mentioned earlier, all five counties are part of the North Central Prosperity Zone. Wake, Lee, Chatham, and Orange County are all within 47 miles or less from one another with Johnston being the furthest from Orange at 78 miles.

The following Table as shown in section VI. illustrates the number and percentage of the county residents who work in counties located in the new proposed CAWD region, along with a total for the region. For instance, 9,210 workers that live in Orange County work in Orange County. This represents 27.1% of the total workers living in Orange. In total, 49.0% of workers living in Orange County (16,549) work in the New Capital Area WDB Region.

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Lee County	145	0.4%
<b><i>New Capital Area Region Total</i></b>	<b><i>16,649</i></b>	<b><i>49.0%</i></b>

4. Consistency with regional economic development areas;  
As mentioned earlier all five counties are part of the same COG, Triangle J as well as provide in the same prosperity zone, North Central.

5. Local backing by county commissioners, municipal elected officials – including mayors and/or city council members, where appropriate – and business or community leaders within the area of the implementation strategies to provide quality services to employers and individuals; backing may be demonstrated by meeting minutes, letters of support, resolutions, or a vote of support by a commission, council, or other applicable board; and Please see attachments:

- *Attachment 1* Orange County Letter of Intent
- *Attachment 2* Wake County Letter of Support
- *Attachment 3* Johnston County letter of Support
- *Attachment 4* Lee County Letter of Support
- *Attachment 5* Chatham County Letter of Support

6. Local capacity to manage funds, provide oversight of programs, and provide for the proper stewardship of public funds.

Wake County Government is the fiscal administrator for CAWD. We have successfully had no financial monitoring or audit findings in the last 20 plus years. For our financial monitoring for PY 20 and PY 21, not only did we not have findings, but we also did not have observations or Technical Assistance either. Wake County has been the fiscal administrator for CAWD for 40 plus years.

**VIII. Signatures of Representatives from each County in the Proposed Reorganized Local Area**

The chief local elected official from each county to be named on the Local Area’s Consortium Agreement in the proposed Local Area must sign the attached signature sheet to show their approval. If necessary, a separate signature page from each representative may be attached. Additional signature lines may be added as needed. Please see letters of support in place of signatures on this document, *attachments 2-5*.



**IX. Approvals on Proposed Reorganization of WDB(s) (Optional)**

Have the WDB(s) impacted by the transfer of county(ies)/reorganization approved?

Yes  No

If yes, attach Board resolution(s), meeting minutes, or letter of support.

If no, explain why not.

*Attachment 6.* Capital Area Workforce Development Board support letter to Wake County.

*Attachment 7.* Regional Partnership letter acknowledging the potential transfer *Note: I am not sure you can say that the Regional Partnership Board “approves” the realignment of Orange County with Capital Area Workforce Development, but they are aware. Their response to the move of Orange County to CAWD is reflected in their attached letter.*

**X. Email the Application**

Send the completed application with the attachments to:

AssistantSecretary@ncworks.gov. The subject line of the email should contain “Local Area Designation.”





**Signatures of Representatives from each County in the Proposed  
Reorganized Local Area**

County/Municipality Name, Title	Wake County Chair – Sig Hutchinson – see attached letter	Date
	Sign Above Insert Name	
County/Municipality Name, Title	Johnston County chair - R.S. "Butch" Lawter, Jr. – see attached letter	Date
	Sign Above Insert Name	

**Additional Supporting Approvals on Proposed Reorganization of Existing Local  
Area and/or WDBs (OPTIONAL)**

County/Municipality Name or Board Name, Title	Lee County chair - Kirk D. Smith – see attached letter	Date
	Sign Above Insert Name	
County/Municipality Name or Board Name, Title	Chatham County chair - Karen Howard – see attached letter	Date
	Sign Above Insert Name	

RENEE PRICE, CHAIR  
JAMEZETTA BEDFORD, VICE CHAIR  
AMY FOWLER  
SALLY GREENE  
JEAN HAMILTON  
EARL MCKEE  
ANNA RICHARDS

**Orange County Board of Commissioners**  
**Post Office Box 8181**  
**300 West Tryon Street**  
**Hillsborough, North Carolina 27278**



July 29, 2022

Tom Rabon  
Chair, NCWorks Commission  
c/o North Carolina Department of Commerce 4301 Mail Service Center  
Raleigh, North Carolina 27699-4301

Sent via email to [NCWorksCommission@commerce.nc.gov](mailto:NCWorksCommission@commerce.nc.gov)

Dear Chair Rabon:

On behalf of Orange County, I write to express the County's intention to transition from our current local workforce area to the Capital Area Workforce Board with Wake, Johnston, Chatham and Lee counties with the intention to form a new local workforce development board. We have consulted with leaders of the Capital Area Workforce Development Board, and they agree to this realignment. Our goal is to make the new local area effective on July 1, 2023.

To help inform this decision, I and Orange County staff have consulted with my fellow county commissioners, and leaders involved in education, workforce and economic development in my community, including J. B. Buxton, President, Durham Technical Community College, and Aaron Nelson, CEO, The Chamber for a Greater Chapel Hill- Carrboro.

We have also communicated with the appropriate local elected officials and area stakeholders in the other counties involved, and there is consensus on this course of action. We believe that this new area will follow the guiding principles for alignment established by the NCWorks Commission earlier this year, especially by (1) decreasing redundancy among local workforce development boards within economic development areas; (2) better aligning community college and workforce development board service areas; and (3) matching local workforce development board outreach to area jobseeker and business customer needs.

We look forward to collaborating with the Capital Area Workforce Development Board, the NCWorks Commission and the North Carolina Department of Commerce on the process of transitioning to a new local area as we seek to strengthen workforce and economic development.

Thank you for your consideration and partnership.

Sincerely,

Renee Price  
Chair, Board of County Commissioners  
Orange County

CC: Dr. Annie Izod, NCWorks Commission  
Darrell L. Frye, Chair, Randolph County Board of Commissioners  
Chet Mottershead, N.C. Division of Workforce Solutions

[www.orangecountync.gov](http://www.orangecountync.gov)

Orange County, North Carolina  
(919) 245-2130



## Board of Commissioners

P.O. Box 550 • Raleigh, NC 27602

TEL 919 856 6180  
FAX 919 856 5699

SIG HUTCHINSON, CHAIR  
SHINICA THOMAS, VICE-CHAIR  
VICKIE ADAMSON  
MATT CALABRIA  
MARIA CERVANIA  
SUSAN EVANS  
JAMES WEST

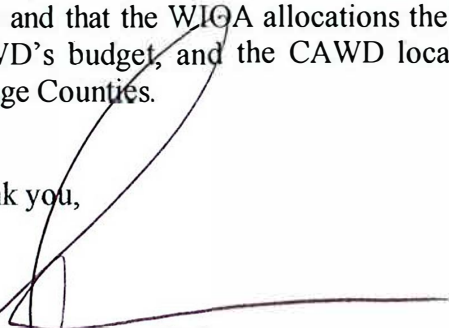
October 17, 2022

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

Dear Chet Mottershead:

As Chair of the Wake County Commissioners, I, Sig Hutchinson, am writing this letter to express our commissioners support for Orange County transitioning to the Capital Area Workforce Development Board (CAWD) local area. We understand that if this transition is approved, it will take effect July 2023 and that the WIGA allocations the state receives for Orange County will now become a part of CAWD's budget, and the CAWD local area will consist of Wake, Johnston, Lee, Chatham, and Orange Counties.

Thank you,

  
Sig Hutchinson, Chair  
Wake County Commissioners

Office of  
County Commissioners  
(919) 989-5100  
FAX (919) 989-5179

Paula G. Woodard, Clerk

*Johnston County*  
POST OFFICE BOX 1049  
SMITHFIELD, N.C. 27577

R.S. "Butch" Lawter Jr., Chairman  
Patrick E. Harris, Vice Chairman  
Tony Braswell  
Ted G. Godwin  
Fred J. Smith, Jr.  
Richard D. Braswell  
April Stephens

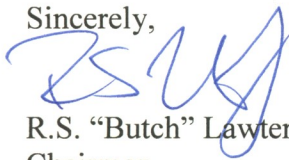
October 3, 2022

Mr. Chet Mottershead  
Assistant Secretary  
Division of Workforce Solutions  
N.C. Department of Commerce  
4551 Mail Service Center  
Raleigh, NC 27699-4351

Dear Mr. Mottershead:

As Chair of the Johnston County Board of Commissioners, I, R.S. "Butch" Lawter, Jr. am writing this letter to express Johnston County's support for Orange County transitioning to the Capital Area Workforce Development Board (CAWD). We understand that if this transition is approved, it will take effect July 2023 and that the WIOA allocations received for Orange County will now become a part of CAWD's budget. Also, if approved by the NCWorks Commission, CAWD's local area will consist of Wake, Johnston, Lee, Chatham, and Orange Counties.

Sincerely,



R.S. "Butch" Lawter, Jr.,  
Chairman  
Johnston County Board of Commissioners



October 17, 2022

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

Dear Chet Mottershead:

As Chair of the Lee County Board of Commissioners, I, Kirk Smith, am writing this letter to express the Lee County Board of Commissioners' support for Orange County transitioning to the Capital Area Workforce Development Board (CAWD). We understand that if this transition is approved, it will take effect July 2023 and that the WIOA allocations received for Orange County will now become a part of CAWD's budget. Also, if approved by the NCWorks Commission, CAWD's local area will consist of Wake, Johnston, Lee, Chatham, and Orange Counties. Once the addition of Orange County to the CAWDB consortium is approved by all member organizations, an updated consortium agreement will need to be approved to reflect the change.

Sincerely,

Kirk D. Smith  
Chair, Lee County Commissioners  
[ksmith@leecountync.gov](mailto:ksmith@leecountync.gov)



**COUNTY COMMISSIONERS**

Karen Howard, Chair  
Franklin Gomez Flores, Vice Chair  
Mike Dasher  
Diana Hales  
Robert Logan

**COUNTY MANAGER:** Dan LaMontagne

September 19, 2022

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

Dear Chet Mottershead:

As Chair of the Chatham County Commissioners, I Karen Howard am writing this letter to express our Board of Commissioners' support for Orange County transitioning to the Capital Area Workforce Development Board (CAWD). We understand that if this transition is approved, it will take effect July 2023 and that the WIOA allocations received for Chatham County will now become a part of CAWD's budget. Also, if approved by the NCWorks Commission, CAWD's local area will consist of Wake, Johnston, Lee, Chatham, and Orange Counties.

Thank you,

A handwritten signature in blue ink that reads "Karen A. Howard".

Karen Howard  
Chair, Chatham County Board of Commissioners





August 25, 2022

Duane Holder  
Deputy County Manager  
Wake County Manager's Office  
Raleigh, NC 27601

Duane,

Please accept this letter from the Executive Committee of the Capital Area Workforce Development Board (CAWD) supporting the request of Orange County Manager's office and their County Commissioners to have Orange County join the Capital Area Workforce Development Board Local Area. Combining Orange County with CAWD's Local Area moves us closer to having a regional board that allows us to maximize support of economic development opportunities for our region, further ensure residents have access to a high-quality labor market, and businesses in our region have broader access to a skilled workforce as they face challenges in the current tight labor market. *Attachment A, letter from Orange County Management requesting to join Capital Area Workforce Development Board.*

In their August 2021 meeting, the NCWorks Commission (state policy making organization for the workforce system) announced that Governor Cooper requested a study be done to reduce the number of workforce boards across the state and establish regional workforce boards that are more in line with NC's prosperity zones. In March of 2022, the recommendation to realign workforce boards to be regional boards was accepted by the NCWorks Commission. Currently, Capital Area (Wake, Johnston, Lee, and Chatham Counties) is part of the North Central Prosperity Zone as is Orange County. Making this transition now to include Orange County as part of CAWD, positions Wake County, as Fiscal Agent and Chief Elected Official for the Local Area, to maintain its leadership role for the region. *Attachment B, letter from Governor Cooper to Chief Elected Officials requesting regional workforce board considerations.*

There are several economic development projects across our region that will require a regional approach to fill the many talent needs of businesses moving to and expanding across the North Central Prosperity Zone. CAWD believes that taking a regional approach to workforce development offers significant opportunities to build regional talent pipelines, address skill gaps, and create meaningful career pathways for a range of workers in regional industries. Currently, 6,223 Wake County residents commute to Orange County daily for employment, and 5,023 Orange County residents commute to Wake County.

We have considered whether the inclusion of this additional county would dilute the support of Wake County citizens and businesses, and the answer is "no". Orange County's current yearly WIOA allocation is ~\$531,861, and this funding would be used to support workforce efforts and staffing in the County. Currently Orange County has ~1,979 citizens unemployed. Wake County has ~17,821 individuals unemployed. Capital Area will support the entire region as its responsibility but will put emphasis and funding based on the need and size of the County. New staffing to support Orange County would be at the service provider level versus new Wake County staff positions.

If the County Manager's office and Wake County Commissioners support the transition of Orange County to the Capital Area Workforce Development Board Local Area, one of the requirements would be to include the minutes from a Wake County Commissioner's meeting showing that the commission voted for the transition. If the Wake County Commissioners agree with the transition, the official move date for Orange County to Capital Area Workforce Development Board Local Area would July 1, 2023.



CAPITAL AREA  
WORKFORCE DEVELOPMENT

Should you have additional questions or want to discuss further, do not hesitate to contact Pat Sturdivant at (919) 397-8716

Regards,

A handwritten signature in blue ink, appearing to read 'BH', is written over a light blue horizontal line.

Brian Holland  
CAWD Board Chair

A handwritten signature in black ink, appearing to read 'Pat', is written over a light blue horizontal line.

Pat E. Sturdivant  
Executive Director

Cc: Rodney Carson, Thomas White, Crystal Waters



September 8, 2022

Ms. Sharron Hinton  
Human Services Manager  
Orange County Department of Social Services  
113 Mayo St.  
Hillsborough, NC 27278

Dear Ms. Hinton,

This letter is to inform you that I have been advised that the Orange County Board of Commissioners met on June 7, 2022. Action Agenda Item Abstract No. 4-a indicates that the Manager of the Orange County Department of Social Services recommended that the Board receive information from the Department of Commerce staff regarding realignment, and authorize staff to coordinate the realignment process as prescribed by the Department of Commerce and provide a recommendation to the Board of Commissioners.

Additionally, on June 21, 2022, the Manager of the Orange County Department of Social Services recommended that the Board:

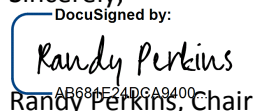
- authorize the Chair and staff to enter negotiations with Capital Area Workforce Development Board on the details of alignment;
- authorize the Chair to sign a letter of intent to realign with the Capital Area Workforce Board; and
- authorize staff to coordinate the realignment process as prescribed by the Department of Commerce, including the development of the consortium agreement for consideration by the Board.

County staff has prepared a letter of intent to realign with the Capital Area Workforce Development Board which has been forwarded to Tom Rabon, Chair of the NCWorks Commission.

The action taken by Orange County to break the current consortium agreement with Regional Partnership Workforce Development Board is duly noted. Once approved by the NCWorks Commission, the realignment will become effective on July 1, 2023.

Best wishes to Orange County as you transition to a new local area.

Sincerely,  
DocuSigned by:

A handwritten signature in black ink that reads "Randy Perkins". The signature is written in a cursive style. Below the signature is a small, faint alphanumeric code: "AP684E24DCA9400".

Randy Perkins, Chair  
Regional Partnership Workforce Development Board