



North Carolina Department of Health and Human Services  
Division of Social Services

2408 Mail Service Center • Raleigh, North Carolina 27699-2408

Michael F. Easley, Governor  
Dempsey Benton, Secretary

Sherry S. Bradsher, Director  
919) 733-3055

December 4, 2007

**DEAR COUNTY DIRECTOR OF SOCIAL SERVICES**

**SUBJECT: 2008 WORK FIRST SKILL-BUILDING LEARNING INSTITUTE  
SAVE THE DATE**

The Division is honored to invite you and your Work First staff to the 2008 Work First Learning Institute. The purpose of the Institute is to build skills and learn strategies to assist your county in increasing its participation rate.

The Institute will begin on Tuesday, April 29, 2008 at 11:30 am with an opening luncheon presentation and end at 1:00 pm on Thursday, May 1, 2008. It will be held at the Sheraton Four Seasons Hotel/Koury Convention Center in Greensboro, North Carolina. We anticipate being able to provide hotel accommodations and most meals for you and several of your staff. Attached you will find a 'save the date' flyer to circulate in your organization. You will receive additional details concerning this event in the near future.

Any questions regarding the Work First Learning Institute should be directed to Ms. Gretchen Williams, Work First Policy Consultant/Trainer. Gretchen can be reached via e-mail at [gretchen.williams@ncmail.net](mailto:gretchen.williams@ncmail.net) or via telephone at 919-733-4622.

Thank you for your commitment to strengthening the Work First program in North Carolina. We are delighted to be working with you to better serve these families across our state.

Sincerely,

A handwritten signature in blue ink that reads 'Kevin Kelley'.

Kevin Kelley, Assistant Chief  
Family Support and Child Welfare Section

Attachment  
Save the Date

cc: Sherry Bradsher  
Jo Ann Lamm  
Sarah Barham  
Family Support and Child Welfare Team Leaders  
Work First Representatives  
Children's Services Representatives

**FSCWS-76-07**