





INDIANA  
**WORKFORCE**  
DEVELOPMENT  
AND ITS **WorkOne** CENTERS

**TO:** Indiana's Workforce Investment System  
**FROM:** Teresa L. Voors, Commissioner   
Indiana Department of Workforce Development  
**THROUGH:** Scott Sanders, Chief Financial Officer   
Indiana Department of Workforce Development  
**DATE:** February 26, 2010  
**SUBJECT:** DWD Commissioner's Directive 2009-09  
WorkOne Site Lease Copy Requirement

**Purpose**

The Indiana Department of Workforce Development (DWD) is requesting that a copy of every WorkOne Center and WorkOne Express site lease currently in effect *which is not held by DWD* be submitted to the Department.

**Content**

The Indiana Department of Workforce Development is requesting a copy of each fully signed WorkOne Center or WorkOne Express site lease not held by DWD from across the State. This includes leases signed by a Workforce Investment Board, Regional Workforce Board, Regional Operator, Indianapolis Private Industry Council staff person or service provider. The copies are due by **Friday, March 5, 2010**. The copies may be sent by postal mail or e-mail.

Whenever a WorkOne site lease *not held by DWD* is signed in the future, a copy is to be sent to DWD within thirty days of the signature date. The leases should be submitted to:

Indiana Department of Workforce Development  
ATTN: Manager, Management Services  
10 N. Senate Avenue, Room SE303  
Indianapolis, IN 46204  
Email: [MMueller@dwd.IN.gov](mailto:MMueller@dwd.IN.gov)

**Review Date**

February 29, 2012

**Ownership**

Director, Grant and Accounting  
Indiana Department of Workforce Development  
10 North Senate Avenue, SE303  
Indianapolis, IN 46204  
E-mail: [RGillespie@dwd.IN.gov](mailto:RGillespie@dwd.IN.gov).

**Effective Date:** Immediately

**Action**

A copy of each WorkOne Center or WorkOne Express Site lease not held by DWD from across the State is to be provided to the Indiana Department of Workforce Development. Also, a copy of such leases is to be sent to DWD after a WorkOne Center or WorkOne Express site lease not held by DWD is signed in the future.

Mitchell E. Daniels, Jr., Governor  
Teresa L. Voors, Commissioner

10 North Senate Avenue  
Indianapolis, IN 46204-2277  
[www.workforce.IN.gov](http://www.workforce.IN.gov)

Phone: 317.232.7670  
Fax: 317.233.4793

An Economic Development Partner