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

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.

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.