

**CEPD Continuity Workplan**

**Overall Responsibility:**

**Support Staff:**

Status Indicators



**Short Term Actions**

<b>Action #</b>	<b>Action Description</b>	<b>Initial Target Completion Date</b>	<b>Current Target Completion Date</b>
1	Ensure continuity of relationship with the Coastal Advisory Council and Tourist Development Board. Find out what expectations these two organizations have of CEPD in the short and medium term.	6/16/2008	6/16/2008
2	Call Fifth and Third Bank to determine status of loan repayment and the next few payment due dates.	6/16/2008	6/16/2008
3	Research and define process through which CEPD receives payments from Lee County Tax Authorities for those homeowners who chose to spread out the payment of their assessment over time, as well as how to reconcile those payments (is CEPD receiving what it should receive for the homeowner's obligation?). There is a pass through of those payments to CEPD by the County Tax Collection authorities but the details of how and when CEPD receives those payments is unknown.	6/16/2008	6/16/2008

<p>4 The Tourist Development Board approved the proposal and the money for a restroom facility project for Captiva. What are the next steps to move this project forward? Follow up with the Tourist Development Board (in conjunction with Task #1, above).</p>	<p>6/16/2008</p>	<p>6/16/2008</p>
<p>5 <b><i>Develop an E-mail response procedure</i></b></p>	<p>6/16/2008</p>	<p>6/16/2008</p>

a. Obtain a new, official CEPD e-mail address on embarq; this e-mail address will be accessible by the CEPD Office Administrator and will be the official CEPD e-mail audit trail

b. Contact all parties on existing contact list to advise them of both the new official CEPD e-mail address, and Alison's personal e-mail contact information (since the existing contact list includes both CEPD contacts and Alison's personal contacts)

c. Set up 6 additional e-mail addresses, one for each seat on the CEPD Board

d. Every e-mail will be routed to every Board member

e. A set of rules needs to be developed to define who responds to which e-mails and what the response procedure will be

**6 *Develop a regular mail response procedure***

6/16/2008

6/16/2008

- a. The CEPD Office Administrator opens and sorts the regular mail
- b. The CEPD Office Administrator copies the mail for filing purposes (not junk mail)
- c. The CEPD Office Administrator will respond to the mail or will route the mail to the appropriate party for response, according to a set of predefined rules that will be developed concomitantly with task 5e, above.

**7 *Develop telephone call  
response procedure***

6/16/2008

6/16/2008

- a. Ring One has been installed and activated for a temporary phone number
- b. A permanent number has been requested (877-OUR – CAPTIVA)
- c. Software has to be ordered and installed for all Board members
- d. Once the permanent new number has been obtained, a message will be put on the old number advising callers of the new number for CEPD, and contact information for personal business with Alison
- e. When phone calls come in to 877-OUR-CAPTIVA, they will not be picked up, they will always be recorded (unless the CEPD Office Administrator listens to the first part of the message or recognizes the incoming phone number as personal business). The Ring One package will record all incoming calls in a digital format and place each call in the CEPD official e-mail box.

f. The CEPD Office

Administrator will route those e-mails to the appropriate party for response, according to a set of predefined rules that will be developed concomitantly with task 5e, above.

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|----|---|-----------|-----------|
| 8  | To allay any possible loss of confidence in the district because of Alison's incapacitation, the website will be updated with CEPD business continuity assurances, a Blind Pass project update, and information about the upcoming apportionment workshop to be held in July.   | 6/16/2008 | 6/16/2008 |
| 9  | Place Public Notice relevant to resolution for election of commissioners. Note that Mike M. extended an inquiry to the CEPD attorney and the county supervisor of elections as to whether or not the Public Notice is actually necessary. The attorney responded that there are no requirements for the Public notice under state law, but there may be a local requirements. Mike to follow up with the county supervisor of elections to determine if there is a local requirement. | 6/16/2008 | 6/16/2008 |
| 10 | Determine what the state DEP and Lee County Land & Natural Resources expect in the short and medium term from CEPD relative to the Blind Pass project   | 6/16/2008 | 6/16/2008 |
| 11 | Review definition of CEPD Administration Functions developed by 5/31 - 6/1 Weekend Committee, and determine how to resource those functions.  | 6/16/2008 | 6/16/2008 |

- |   |           |           |
|---|-----------|-----------|
| 12 Bring Kelsey up to speed with the decisions that were made this weekend re: what is expected of her.   | 6/16/2008 | 6/16/2008 |
| 13 Contact 3 <sup>rd</sup> party auditor to request that annual audit be performed.   | 6/16/2008 | 6/16/2008 |
| 14 Determine if CEPD is currently involved in any audit by a funding source, or has received notice of any upcoming audit by a funding source.  | 6/16/2008 | 6/16/2008 |
| 15 <b>DOES THIS ACTION NEED TO BE REVISITED IN TERMS OF WHETHER IT SHOULD BE PERFORMED RETROACTIVELY OR REMOVED FROM THIS PLAN?</b> Research the issue of whether Alison should remain on payroll, should get onto disability, etc. Does Alison have a contract with CEPD? Did Kelsey pick up the insurance files from Alison? Determine what the next steps relative to the lump sum payment to the Florida Retirement System for Alison | 6/16/2008 | 6/16/2008 |

16 Follow up with Kelsey to determine if she picked up from Alison: files, correspondence, passwords	6/16/2008	6/16/2008
17 Research and select a payroll company (such as ADP or Paychex) to take over payroll function	6/16/2008	6/16/2008
18 Did CEPD apply for funding in the 07/08 and/or 08/09 state budget? (e.g for monitoring?) If so, CEPD needs to ensure that there is a state contract addendum to cover 07/08 funding awards.	6/16/2008	6/16/2008
19 South Seas may want to reverse the parking lot easement that was granted to CEPD. The contract between CEPD and South Seas needs to be reviewed by the attorney and next steps need to be developed	6/16/2008	6/16/2008
20 Validate and enhance the draft list of CEPD Administration functions that was developed by the weekend committee. Write a letter requesting assistance with the validation and send the letter and the list of functions to the following (then follow up with them for a response:	6/16/2008	6/16/2008
<ul style="list-style-type: none"> <li>a. Coastal Planning and Engineering (CPE)</li> <li>b. Lee County Natural Resources</li> <li>c. State DEP</li> <li>d. Dr. Bill Strong – economist</li> </ul>		

- e. Debbie Flack for Beachwatch and FSBPA
- f. Nancy Strauss Esq.
- g. Russ Baker (Acct.)
- h. Outside Auditors
- i. Board of Lee County Commissioners, in particular Bob James
- j. Fish & Wildlife (Ding Darling)
- k. Tourist Development Council
- l. Beach/Coastal Advisory Council
- m. SCCF
- n. Bayou Preservation Association
- o. USACOE
- p. Sanibel Natural Resources

i. Rob Lofton

- ii. Judy Zemormna
- q. Lee County Tax Collectors and Property Appraisal Office
- r. Board of Elections
- s. Lee County Sheriff's Department
- t. Wachovia Bank
- u. Suntrust Bank

21	Hire an external financial/accounting resource to perform the following tasks (Dave/Mike/Sherrill):	6/16/2008	6/16/2008
	a. Budgeting, as directed by Mike and Sherrill		
	b. Accounting, as directed by Mike and Sherrill		
	c. Sales Tax (pay on-line), as directed by Dave		

d. Payroll/Payroll Tax, as directed by Dave

e. Accounts Payable & Accounts Receivable functions, as directed by Dave

f. Reconciliations, as directed by Dave

g. Credit Card management, as directed by Dave. Mike to find out what CEPD can do in terms of canceling Alison's credit card

22	Determine how to address Medium Term items identified in 5/31-6/1 weekend session.	6/16/2008	6/16/2008
23	Initiate Master Calendar and populate with information that results from execution of Short Term Tasks	6/16/2008	6/16/2008
24	Research Google apps and determine what that delivers in terms of functionality for document sharing, etc. and how to implement it. Confirm that it is provided by Google at no cost.	6/16/2008	6/16/2008

**Medium Term Actions**

TBD

**Long Term Actions**

TBD

Mike Mullins

**Report last updated:** 6/1/2008

Bob Gray  
Lisa Armbruster  
Kelsey Angstadt

**Board Involvement to Date:**

Rene Miville  
Mike Mullins  
Sherrill Sims  
Dave Jensen  
Doris Holzheimer

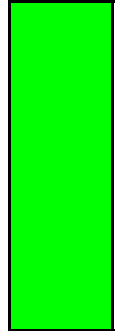
Delayed by Issues Impact  
Potential Issues Impact  
On Track

Responsibility	Deliverable Description	Interfacing Organizations	Status
Mike M.	A documented list of the expectations that the Coastal Advisory Council and the Tourist Development Board have of CEPD in the short and medium term, to be attached to and distributed with status updates to this CEPD Continuity Workplan.	Coastal Advisory Council Tourist Development Board	
Rene M.	A documented description of the current status of the CEPD loan payments and the dates of the next few future loan payments, to be attached to and distributed with status updates to this CEPD Continuity Workplan.	Fifth and Third Bank	
Sherrill S. / Kelsey	A documented, high level description of how often CEPD receives assessment payments from Lee County Tax Authorities, the mechanism by which those payments are received, the dates on which those payments are received, and any tasks (with associated date requirements) that CEPD must perform to ensure or confirm the receipt of those payments. That documented description to be attached to and distributed with status updates to this CEPD Continuity Workplan.	Lee County Tax Authorities	

Mike M.

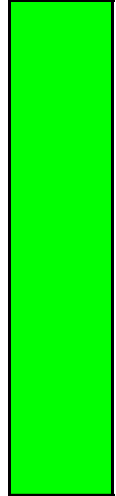
A documented list of the high level steps that must be taken by CEPD and any other organization that is required to participate to move the restroom facility project forward, to be attached to and distributed with status updates to this CEPD Continuity Workplan.

Tourist Development Board



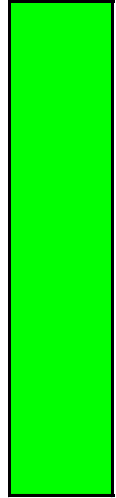
Mike M.

A documented procedure for responding to e-mails sent to CEPD with official CEPD business, as well as a documented plan for implementing that procedure. The procedure must include the rules by which to determine the party who will respond to the e-mail (and which must be developed in concert with the rules for responding to regular mail and phone calls required by Tasks 6e and 7e). The procedure and the plan to be attached to and distributed with status updates to this CEPD Continuity Workplan.



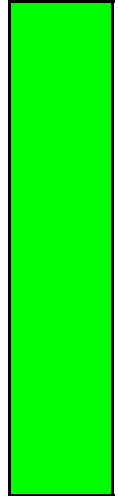
Kelsey

A documented procedure for responding to regular mail sent to CEPD with official CEPD business, as well as a documented plan for implementing that procedure. The procedure must include the rules by which to determine the party who will respond to the mail (and which must be developed in concert with the rules for responding to e-mail and phone calls required by Tasks 5e and 7e). The procedure and the plan to be attached to and distributed with status updates to this CEPD Continuity Workplan.



Mike M.

A documented procedure for responding to phone calls received by the official CEPD phone number, as well as a documented plan for implementing that procedure. The procedure must include the rules by which to determine the party who will respond to each phone call (and which must be developed in concert with the rules for responding to e-mail and regular mail required by Tasks 5e and 6e). The procedure and the plan to be attached to and distributed with status updates to this CEPD Continuity Workplan.



Doris H. / Rene M.	An updated CEPD website that includes CEPD business continuity reassurances, a Blind Pass project update and information about the upcoming apportionment workshop to be held in July.	The completion of this task is dependent upon the information that Rene M. receives about the Blind Pass project from the State DEP and Lee County Land & Natural Resources when he performs Action # 10 (below).
Sherrill S. / Kelsey Mike M.	A documented description of the response from the Lee County Supervisor of Elections, to be included in the Status and Progress column for this Action. If the response is that there is a Public Notice required, then a second deliverable is the placement of a Public Notice that confirms to any legal timing requirements in the appropriate media.	CEPD Attorney Lee County Supervisor of Elections Advertising Department of appropriate media
Rene M.	A documented list of the expectations that the State DEP and Lee County Land & Natural Resources have of CEPD in the short and medium term relative to the Blind Pass project, to be attached to and distributed with status updates to this CEPD Continuity Workplan.	State DEP Lee Land & County Natural Resources
CEPD Board	A documented description of the results of a CEPD Board Discussion that addresses this issue, to be attached to and distributed with status updates to this CEPD Continuity Workplan.	

Sherrill S. / Mike M.

A common understanding among Kelsey, Mike and Sherrill relative to the work that was performed during the 5/31 - 6/1 CEPD continuity working sessions and the expectations that CEPD has of Kelsey relative to this continuity plan and any CEPD Administration functions that were identified as ongoing because the working session participants believed that function was being, or could be, adequately performed by Kelsey.

Dave J.

A documented start and projected end date for the audit that the Third Party Auditor has committed to, a list of support requirements that the Auditor has for CEPD, and pricing information relative to the audit, to be attached to and distributed with status updates to this CEPD Continuity Workplan.

The Third Party Auditor

Dave J.

A documented determination to the question of whether CEPD is currently involved in any audit by a funding source, or has received notice of any upcoming audit by a funding source, to be attached to and distributed with status updates to this CEPD Continuity Workplan.

Potentially:

State DEP

US Army Corps of Engineers

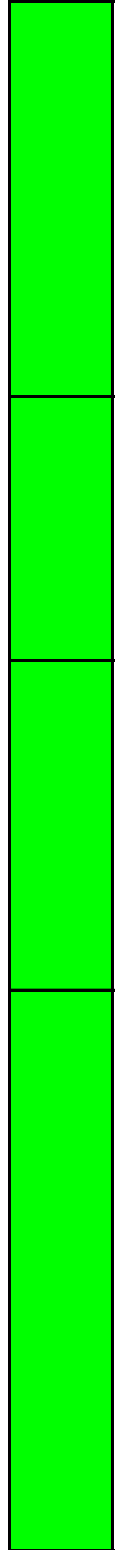
Lee County

FEMA

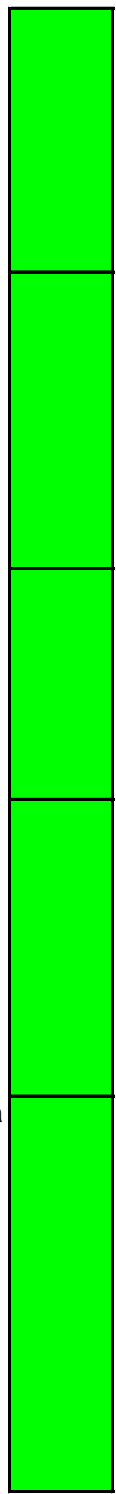
Mike M.

TBD

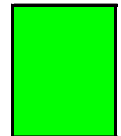
TBD



Sherrill S.	A documented response to this question, as well as any alternative actions that can be taken if the response is negative, to be included in the Status and Progress Description for this Action and distributed with status updates to this CEPD Continuity Workplan.	Potentially: Alison's estate
Dave J.	The documented identification of candidate vendors to perform Payroll management functions for CEPD, as well as a recommendation about which one to select and why, to be presented to the CEPD Board with the expectation that the Board will approve a contract with the recommended vendor or one of the alternate vendors..	Payroll Service Companies CEPD Board
Lisa A.	A state contract or contract addendum that covers any State funding appopriated for the 2007/2008 fiscal year.	State DEP
Mike M.	A presentation to the CEPD Board about the results of the CEPD Attorney's review of the South Seas parking lot easement contract and alternative approaches to addressing the issue. A second deliverable is a Board discussion about the alternative approaches, to be documented in the minutes of that Board meeting.	CEPD Attorney CEPD Board
Kelsey, directed by Mike M.	A letter to all parties indicated in the distribution list included in the Action description asking for assistance in validating the set of CEPD Adminsitration Functions. A second deliverable is documented responses from all of the parties on the distribution list for the letter, to be included in the Status and Progress Description field of this plan and distributed with status updates to this CEPD Continuity Workplan.	(All parties listed in tasks 20a through 20u)



Mike M. / Sherrill S. / Dave J. A contract with an external financial accounting resource to perform tasks 21a through 21g.



A draft CEPD Budget. A completed CEPD budget will be required in the Medium term

An updated set of the CEPD official books and records, including subledgers as appropriate.

Sales tax payments to bring CEPD up to date with them. A commitment from the external resource to ensure that future sales tax payments take place on a timely basis. A documented procedure for sales tax management to be attached to and distributed with status updates to this CEPD Continuity Workplan will be required in the Medium term.

The transition of responsibility for Payroll management to the external resource, including an implemented procedure for tracking and reporting payroll hours. A documented procedure for payroll management to be attached to and distributed with status updates to this CEPD Continuity Workplan will be required in the Medium term.

The transition of responsibility for A/P and A/R functions to the external resource, including an implemented procedure for ensuring that all A/P and A/R matters are correctly routed to the external resource and that payments and collections are performed on a timely basis. A documented procedure for A/P and A/R management to be attached to and distributed with status updates to this CEPD Continuity Workplan will be required in the Medium term.

The transition of responsibility for reconciliation functions (both bank account reconciliation and reconciliation of payments received from funding sources to payment owed, including the implementation of a procedure for reconciliations. A documented procedure for reconciliations to be attached to and distributed with status updates to this CEPD Continuity Workplan will be required in the Medium term.

The documented determination if CEPD ATM/debit cards exist, to be included in the Status and Progress Description column for this action and distributed with future updates of this CEPD continuity plan. The transition of responsibility for ATM card management, if such a need exists, including the implementation of a procedure for ATM card management. A documented procedure for ATM card management to be attached to and distributed with status updates to this CEPD Continuity Workplan will be required in the Medium term.

Mike M. / Rene M.

A documented approach to addressing Medium Term items, to be included in the Status and Progress Description column for this action and distributed with future updates of this CEPD continuity plan.

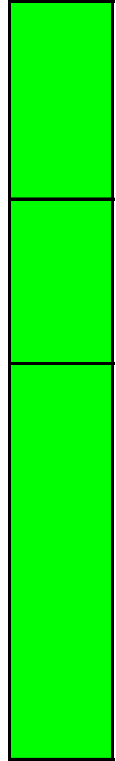
Bob G.

An interim Master Calendar populated with the results of short term actions, as appropriate, to be attached to and distributed with status updates to this CEPD Continuity Workplan.

Bob G.

A documented summary description of the shared Google applications that are available which references the web addresses from which a more detailed description can be obtained, a high level description of an implementation approach and implementation considerations, and a description of any expense associated with implementation, to be attached to and distributed with status updates to this CEPD Continuity Workplan.

Google



**Status and Progress Description**

Assigned and agreed to on 6/01/2008.

Assigned and agreed to on 6/01/2008.

Assigned and agreed to on 6/01/2008.

Assigned and agreed to on 6/01/2008.

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Assigned to Rene and agreed to on 6/01/2008.  
Assigned to Doris on 6/01/2008.

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Assigned on 6/01/2008.

Assigned and agreed to on 6/01/2008.

Original Action assigned and agreed to on 6/01/2008, prior to notification of Alison's Death  
After notification, Bob Gray raised issue of whether this action should be performed retroactively or removed from plan  
6/01/2008

Assigned and agreed to on 6/01/2008.

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