



Emergency Management

Michael Johnson
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Emergency Management Director
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Please take a moment and fill out this form regarding your department Continuity of Operations Plan. Please return the form to me at: mike.johnson@ci.owatonna.mn.us

DEPARTMENT:

Auditor

SERVICE PRIORITIES

Please designate what services your department provides and the priority.

Priority Definition

1. Services that remain uninterrupted (services that are not closed on a weekend or holiday).
2. Services that need to be reestablished within a few days.
3. Activities that can be disrupted temporarily (a few days or weeks)
4. Activities that can be suspended during an emergency (6-8 weeks).

Priority	Service	Minimum Staff	Telecommuter Option?
2	Payroll/W-2's/ACA	2	Partial
2	Accounts payable/receivable/1099's	2	Partial
3	Tax Calculation	2	Partial
3	Elections	Depends on what stage	No
3	Tax Settlements	1	Partial
3	Delinquent Tax Collection/Tax Forfeiture	2	Partial
2	Deed Transfers	1	Partial
3	Maintain County Board Minutes, Resolutions, etc.	1	Partial
4	Ditch Administration	1	Partial
4	Various Licenses and other misc. duties	1	Partial

SUCCESSION

This section should identify orders of succession to key positions within your department. Orders should be of sufficient depth (at least three) to ensure the organizations ability to manage and direct its essential functions and operations

Successor	Name/Title	Contact- Cell Phone	Contact- Desk Phone
1	Laura Ihrke	(507) 213-6030	(507) 444-7414
2	Brenda Blood	(507) 456-3423	(507) 444-7415
3	Kortney Miller	(507) 251-5987	(507) 444-7440
4	Nancy Gritz	(507) 455-0795	(507) 444-7411
5	Karen Winter	(507) 330-2012	(507) 444-7412
6	Heather Grey	(507) 601-7933	(507) 444-7418

CRITICAL SYSTEMS

This section should identify the departments' critical systems necessary to perform essential functions and activities.

System	Current Location	Other Location
Payroll	Admin Building	TBD
Accounts Payable/Receivable	Admin Building	TBD
Tax Calculation	Admin Building	TBD
Elections	Admin Building	TBD
Tax Settlements	Admin Building	TBD

Communications

Does your department have a quick way to communicate with employees?

Yes, phone, text or email.

Other Comments or Considerations?

Our priority definitions are based upon the timing in the year as there are high and low demand statutory deadlines.

Completed by:

Date:

Laura Burke

3-18-2020

If you have any questions, please contact the Steele County Emergency Management at 444-2454

Sincerely,

Mike Johnson

Michael Johnson,
Emergency Management Director, Steele County