# *Emergency Management*

# Michael Johnson Emergency Management Director

107West Main Street Phone (507) 444-2454

Owatonna, Minnesota 55060-2913 mike.johnson@ci.owatonna.mn.us

March 12, 2020

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: Treasurer/Finance

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** | **1** | **Yes** |
| **2** | **Bank services – make sure funds are available to cover issued checks including payroll; transfer funds as necessary; deposit funds; any actions needed to be made with regards to investments** | **2** | **some** |
| **4** | **Preparation of financial statements** | **1** | **No** |
| **2** | **Tax collections – record tax payments into tax software; receipt the payments and deposit into bank** | **1** | **No** |
| **3** | **Mailing of mobile home taxes** | **1** | **No** |
| **3** | **Prepare county budget and levy** | **2** | **Yes** |
| 2 | Filing of certain taxes, ie deed, mortgage taxes, etc | 2 | no |

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 | Joyce Hartle | 507-475-1247 | 507-444-7421 |
| 2 | Laura Ihrke | 507-213-6030 | 507-444-7414 |
| 3 | Jon Walstrom | 507-456-5452 | 507-444-7428 |
| 4 | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| 5 | Click here to enter text. | Click here to enter text. | Click here to enter text. |

CRITICAL SYSTEMS

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

|  |  |  |
| --- | --- | --- |
| System | Current Location | Other Location |
| Kronos | Web based | Click here to enter text. |
| Internet | Web based | Click here to enter text. |
| AS400 | IBM Server | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

Communications

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

Cell phone

Other Comments or Considerations?

Completed by: Date:

Cathy Piepho 3/17/2020 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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